



A meeting of the Council will be held in the Civic Hall, Leeds on Wednesday, 14th November, 2012 at 1.30 pm

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

- 1 **Minutes** 1 - 22

To confirm the minutes of the Council Meetings held on 12th September 2012.
- 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 **Report on Appointments** 23 - 24

To consider the report of the City Solicitor on appointments.

J LEWIS
- 6 **Report on Attendance at Council Meetings** 25 - 28

To consider the report of the City Solicitor on attendance at Council meetings.

J LEWIS
- 7 **Recommendations of General Purposes Committee regarding the Review of Council Meetings.** 29 - 56

To consider the report of the City Solicitor on recommendations of the General Purposes Committee in respect of the review of Council Meetings.

K WAKEFIELD
- 8 **Recommendations of the Executive Board regarding the Gambling Act 2005 Statement of Licensing Policy** 57 - 112

To consider the report of the Chief Officer Democratic and Central Services on recommendations of the Executive Board in respect of the Gambling Act 2005 Statement of Licensing Policy.

K WAKEFIELD

- 9 **Recommendations of the Executive Board regarding the LDF Core Strategy - Pre Submission Changes for Consultation** To follow

Recommendations of the Executive Board regarding the the LDF Core Strategy - Pre Submission Changes for Consultation subject to the outcome of the consideration of this matter by Executive Board on the 7th November 2012.

K WAKEFIELD

- 10 **Questions**

To deal with questions in accordance with Council Procedure Rule 11.

- 11 **Minutes**

To receive the following minutes in accordance with Council Procedure Rule 2.2(i):-

Executive Board	113 - 124
Scrutiny Board (Resources and Council Services)	125 - 136
Scrutiny Board (Children and Families)	137 - 146
Scrutiny Board (Sustainable Economy and Culture)	147 - 156
Scrutiny Board (Safer and Stronger Communities)	157 - 162
Scrutiny Board (Housing and Regeneration)	163 - 174
Scrutiny Board (Health and Wellbeing and Adult Social Care)	175 - 196
Plans Panel (East)	197 - 204
Plans Panel (West)	205 - 210
Plans Panel (City Centre)	211 - 222
North and East Plans Panel	223 - 226
South and West Plans Panel	227 - 240
City Plans Panel	241 - 258
Standards and Conduct Committee	259 - 262
Licensing Committee	263 - 268
Licensing Sub-Committee	269 - 304
Corporate Governance and Audit Committee	305 - 310
Member Management Committee	311 - 314
Development Plan Panel	315 - 326
General Purposes Committee	327 - 334
North West (Inner) Area Committee	335 - 350

North West (Outer) Area Committee	351 - 358
North East (Inner) Area Committee	359 - 376
North East (Outer) Area Committee	377 - 392
East (Inner) Area Committee	393 - 406
East (Outer) Area Committee	407 - 422
South (Inner) Area Committee	423 - 430
South (Outer) Area Committee	431 - 444
West (Inner) Area Committee	445 - 456
West (Outer) Area Committee	457 - 468
Joint Committees	469 - 548

12 **Back Bench Community Concerns**

To receive Community Concerns in respect of:-

- 1) Councillor B Cleasby – The impact of housing development and the SHLAA on communities in Horsforth Ward.

B CLEASBY

- 2) Councillor M Harland – The impact of flooding on residents in Kippax and Methley, and Kirkstall.

M HARLAND

- 3) Councillor J Hardy – Expressing concern regarding the potential impact of a reduction in police numbers on Farnley and Wortley.

J HARDY

- 4) Councillor Leadley – The need to ensure high quality and well informed decision making at Plans Panels.

T LEADLEY

- 5) Councillor Buckley – To discuss the vital need for a new medical centre in Alwoodley. Such a centre would bring widespread benefits to the health and wellbeing of residents in Alwoodley as well as in neighbouring wards.

We would particularly like to call on officers to conclude their work regarding the location of the centre and ownership of the land, in order to ensure that the project can progress through the planning process and take advantage of the time-limited funding opportunities that are available.

N BUCKLEY

White Paper Motion (in the name of Councillor Lamb) - Private Service Companies

This Council notes with strong concern recent examples of senior Leeds City Council staff being paid via private service companies and commits to bringing this practice to an immediate end.

This Council believes that the recent Government consultation, 'Taxation of Controlling Persons', sets a clear approach to this issue and further believes that both morally and in the interest of fairness the Council should fully support the proposals in the consultation.

This Council commits to developing a clear policy that will create a strong framework for the future appointment of all senior members of staff and further commits to developing this as quickly as possible and through the submission of a report to the Executive Board.

Council further requests that the Scrutiny Board for Resources and Council Services monitors this issue as part of their ongoing work programme.

A LAMB

White Paper Motion (in the name of Councillor P Gruen) - Planning Permissions

This Council believes that decisions regarding development should reflect the aspirations, policies and ambitions of this city and the views of local people. Council therefore believes that locally elected representatives rather than national government are best placed to make decisions about the sustainability of proposed developments.

This Council expresses particular concern about the proposals to allow some rear garden extensions to go ahead without planning permission for a 3 year period and commits, once the precise details of the Government's proposals are clear, to explore the feasibility, costs and benefits of using article 4 powers to ensure that planning permission will continue to be required for those extensions in Leeds which have significant implications for neighbours and local areas.

In order to ensure strong decision making and democratic accountability locally this Council also opposes the proposals to:

- Give the Planning Inspectorate additional powers so that local agreements between Councils and developers about affordable housing allocations could be overridden;
- Allow developers to immediately appeal to the Planning Inspectorate when they disagree with local agreements regarding the allocation of affordable housing in their applications;
- Take planning powers away from local authorities in instances where The Secretary of State for Communities and Local Government regards the decision to be 'nationally significant' or if decision making is seen to be too slow.

Council requests that the Chief Executive writes to The Secretary of State for Communities and Local Government and all local MPs outlining Council's opposition to the plans.

P GRUEN

White Paper Motion (in the name of Councillor S Golton) - Lettings Policy

This Council has grave concerns about the potential impact of government reforms to housing benefit and recognises its responsibility to act to protect the welfare of affected residents in Leeds.

Council also notes that the housing waiting list currently stands at 27,000, that no Council housing was built between 1980 and 2008 whilst more than 28,000 properties were sold off under the right to buy.

However, Council also notes that the current lettings policy, whilst aiming to provide fairness and transparency, often limits the ability of tenants to move home and therefore affects housing supply.

Council believes it is unfair that some families should suffer overcrowding at the same time that others are unable to move to a smaller property that better suits their needs due to a lack of priority.

Given the current volume of tenants wishing to move and the lack of available properties, Council calls on the Executive Member for Neighbourhoods, Planning and Support Services to reform current lettings policy, allowing appropriate prioritisation for tenants who wish to move to a smaller home to be implemented by local housing offices. This will help free up suitable housing for overcrowded families and mitigate the impact to tenants of reforms to the benefit system.

Council further calls for the Exec Member to review such arrangements after a suitable period to assess their effectiveness at achieving the specified objective.

S GOLTON

Tom Riordan
Chief Executive

Civic Hall
Leeds
LS1 1UR

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Proceedings of the Extraordinary Meeting of the Leeds City Council held
Civic Hall, Leeds on Wednesday, 12th September, 2012

PRESENT: The Lord Mayor Councillor Ann Castle in the Chair

WARD

ADEL & WHARFEDALE

Barry John Anderson
John Leslie Carter
Clive Fox

ALWOODLEY

Neil Alan Buckley
Dan Cohen
Peter Mervyn Harrand

ARDSLEY & ROBIN HOOD

Karen Renshaw
Jack Dunn
Lisa Mulherin

ARMLEY

Alison Natalie Kay Lowe
James McKenna
Janet Harper

BEESTON & HOLBECK

Angela Gabriel
Adam Ogilvie
David Congreve

BRAMLEY & STANNINGLEY

Caroline Gruen
Ted Hanley
Neil Taggart

BURMANTOFTS & RICHMOND HILL

Maureen Ingham

Ron Grahame

WARD

CALVERLEY & FARSLEY

Andrew Carter
Joseph William Marjoram
Rod Wood

CHAPEL ALLERTON

Eileen Taylor
Mohammed Rafique
Jane Dowson

CITY & HUNSLET

Elizabeth Nash
Patrick Davey
Mohammed Iqbal

CROSS GATES & WHINMOOR

Suzi Armitage
Pauleen Grahame
Peter John Gruen

FARNLEY & WORTLEY

David Blackburn
Ann Blackburn
John Hamilton Hardy

GARFORTH & SWILLINGTON

Andrea McKenna
Mark Dobson
Thomas Murray

GIPTON & HAREHILLS

Roger Harington
Arif Hussain
Kamila Maqsood

GUISELEY & RAWDON

Graham Latty
Paul Wadsworth
Pat Latty

HAREWOOD**HEADINGLEY**

Janette Walker
Neil Walshaw
Martin Hamilton

HORSFORTH

Christopher Townsley
Dawn Collins
Brian Cleasby

HYDE PARK & WOODHOUSE

Christine Denise Towler
Gerry Harper
Javaid Akhtar

KILLINGBECK & SEACROFT

Graham Hyde
Veronica Morgan
Brian Michael Selby

KIPPAX & METHLEY

Mary Elizabeth Harland
James Lewis
Keith Ivor Wakefield

KIRKSTALL

Lucinda Joy Yeadon
John Anthony Illingworth
Bernard Peter Atha

MIDDLETON PARK

Paul Anthony Truswell
Judith Blake
Kim Groves

MOORTOWN

Alex Sobel
Rebecca Charlwood
Sharon Hamilton

MORLEY NORTH

Robert William Gettings
Thomas Leadley

MORLEY SOUTH

Judith Elliott
Neil Dawson

OTLEY & YEADON

Sandy Edward Charles Lay
Colin Campbell
Ryk Downes

PUDSEY

Josephine Patricia Jarosz
Richard Alwyn Lewis
Mick Coulson

ROTHWELL

David Nagle
Karen Bruce
Barry Stewart Golton

ROUNDHAY

Bill Urry
Christine Macniven
Ghulam Hussain

TEMPLE NEWSAM

Judith Cummins
Katherine Mitchell
Michael Lyons

WEETWOOD

Jonathan Bentley
Susan Bentley
Judith Mara Chapman

WETHERBY

Gerald Wilkinson
Alan James Lamb
John Michael Procter

35 Appointment of Honorary Aldermen

It was moved by Councillor Wakefield, seconded by Councillor A Carter and supported by Councillors Golton, Elliott and D Blackburn and

RESOLVED UNANIMOUSLY – That under Section 249(1) of the Local Government Act 1972, the Council admit the following former Councillors of the Leeds City Council to be Honorary Aldermen of the City in recognition of the long and distinguished public service rendered by them:-

Geoffrey Driver
Penny Ewens
Ronnie Feldman
Dr Graham Kirkland
Keith Parker

Council rose at 1.50 pm.

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Civic Hall, Leeds on Wednesday, 12th September, 2012

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Clive Fox

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Dan Cohen
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David Congreve

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Caroline Gruen
Ted Hanley
Neil Taggart

BURMANTOFTS & RICHMOND HILL

Maureen Ingham

Ron Grahame

WARD

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Joseph William Marjoram
Rod Wood

CHAPEL ALLERTON

Eileen Taylor
Mohammed Rafique
Jane Dowson

CITY & HUNSLET

Elizabeth Nash
Patrick Davey
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CROSS GATES & WHINMOOR

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Paul Wadsworth
Pat Latty

HAREWOOD

Rachael Procter

HEADINGLEY

Janette Walker
Neil Walshaw
Martin Hamilton

HORSFORTH

Christopher Townsley
Dawn Collins
Brian Cleasby

HYDE PARK & WOODHOUSE

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Bill Urry
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TEMPLE NEWSAM

Judith Cummins
Katherine Mitchell
Michael Lyons

WEETWOOD

Jonathan Bentley
Susan Bentley
Judith Mara Chapman

WETHERBY

Gerald Wilkinson
Alan James Lamb
John Michael Procter

36 Announcements

- a) The Lord Mayor congratulated the following athletes on their recent medal successes at the Olympics and Paralympics:-

Olympics

- Nicola Adams (boxing): Gold
- Alistair Brownlee (triathlon): Gold
- Lizzie Armitstead (cycling): Silver
- Jonathan Brownlee (triathlon): Bronze

Paralympics

- Hannah Cockcroft (trains in Leeds) (athletics): 2 Golds
 - David Stone MBE (cycling): Gold and Bronze
 - Claire Cashmore (swimming): 2 Silvers and 1 Bronze
- b) The Lord Mayor reported that there would be a reception on Thursday, 13th September at 12.30 pm to celebrate all Leeds based Paralympians on their achievements at the Civic Hall, Leeds.
- c) The Lord Mayor reported that there was to be a free 'Open Day' at the Civic Hall, Leeds, on Saturday, 22nd September.

37 Minutes

It was moved by Councillor J Lewis, seconded by Councillor G Latty and

RESOLVED – That the minutes of the meeting held on 11th July 2012 be approved.

38 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 the 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) Councillor R Grahame declared 'other' interests in minute 41 and 44 of this meeting as follows:-
- Member of GMBAT Union
 - People Plan
 - Director of East North East ALMO
 - Member of West Yorkshire Fire and Rescue Service
 - Member of West Yorkshire Pension Fund
 - Member of West Yorkshire Joint Service Trading Standards
- b) Councillor Wood declared 'other' interests in minute 44 of this meeting in his capacity as a Director and Trustee of Craft Centre and Design Gallery.
- c) Councillor A Carter declared 'other' interests in minute 44 of this meeting as his stepdaughter is in receipt of Council Tax Benefit.
- d) Councillor Selby declared 'other' interests in minute 44 and 45 of this meeting as a member of the West Yorkshire Fire and Rescue Authority.

e) Members declared 'other' interests in minute 48 of this meeting as follows:-

Cllr J Cummins Association of Colleges – Regional Officer

Cllr T Murray Chief Executive Officer – Learning Partnership
IGEN
Youth Inspire contract

Cllr J Hardy Wife is a teacher

39 **Communications**

The Executive Member (Children's Services) informed Council of the current position with regard to the GCSE results in the city.

40 **Deputations**

Four deputations were admitted to the meeting and addressed Council, as follows:-

- 1) Friends of Allerton Playing Fields regarding the future of Allerton Grange fields.
- 2) Local Residents raising serious objections over the removal of Yorkshire paving stones in the Burley Park area.
- 3) Hyde Park Olympic Legacy Group regarding the health of the community of Hyde Park and the desperate need of local schools and the community for sports facilities.
- 4) Leeds Youth Fight for Jobs regarding the housing situation facing young people in the city.

RESOLVED – That the subject matter in respect of the deputations be referred to the Executive Board for consideration.

41 **Recommendations of General Purposes Committee**

a) Miscellaneous

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

RESOLVED – That the recommendations of the General Purposes Committee, as presented by the report of the City Solicitor, with regard to Amendments to the Members' Code of Conduct arising from DCLG guidance, new regulations regarding meetings of the Executive and Access to Information, and a review of Council meetings be approved.

b) Review of Plans Panels

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

RESOLVED – That the recommendations of the General Purposes Committee, as presented by the report of the Chief Officer Democratic and Central Services, with regard to the proposals to establish new arrangements in respect of Plans Panels, be approved with effect from Monday, 17th September 2012.

c) Community Governance Reviews for Scarcroft and Rawdon

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

RESOLVED – That the recommendations of the General Purposes Committee, as presented by the report of the Head of Licensing and Registration, with regard to the Community Governance Review on proposals to increase the number of Parish Councillors for Scarcroft Parish Council and its proposals to create a new Parish of Rawdon, be approved as follows;

That in relation to the Community Governance Review for Scarcroft: -

- To increase the size of Scarcroft Parish Council from seven to nine Councillors;
- That the electoral arrangements are as set out in Appendix A to the report; and
- That the interim arrangements are that the existing parish councillors cover the duties of the two new parish councillors until those vacancies to the parish council are filled

That in relation to the Community Governance Review of Rawdon: -

- That a new parish and parish council for Rawdon be constituted, excluding the polling district OYG (from the original proposal contained in the petition received on 18 May 2012);
- That the precept for the new parish council be set at £40,000;
- That the electoral arrangements are as set out in Appendix B; and
- That the interim arrangements for the new parish are that the existing Local Government Ward Councillors act as parish councillors until vacancies to the new parish council are filled

42 **Reports**
 Appointments

It was moved by Councillor J Lewis, seconded by Councillor Lowe and

RESOLVED –

- a) That the report of the Chief Officer Democratic and Central Services on appointments to Plans Panels be approved as follows:-

North and East Plans Panel

D Congreve R Grahame M Harland C Macniven A McKenna E Taylor 1 x Labour Whips Nominee	2 x Conservative Whips Nominees	C Campbell	1 x Morley Borough Independent Whips Nominee
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South and West Plans Panel

J Harper J Akhtar C Gruen J Hardy M Coulson P Truswell J Walker	2 x Conservative Whips Nominees	J Bentley	R Finnigan
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City Plans Panel

N Taggart P Gruen S Hamilton J McKenna E Nash N Walshaw 2 x Labour Whips Nominees	2 x Conservative Whips Nominees	M Hamilton	T Leadley	D Blackburn
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b) That the report of the Chief Officer (Democratic and Central Services) on appointments of Chairs to Plans Panels be approved as follows:-

- North and East Plans Panel – Cllr D Congreve
- South and West Plans Panel – Cllr J Harper
- City Plans Panel – Cllr N Taggart

43 Questions

Q1 Councillor A Carter to the Leader of Council:-

Will the Leader of Council inform me how many Leeds City Council staff are paid their salaries via private companies?

The Leader of Council replied.

Q2 Councillor Downes to the Executive Member (Environment):-

Can the Executive Member for Environment explain why Members were not informed of the decision to close the bulky waste collection booking service in May?

The Executive Member (Environment) replied.

Q3 Councillor Charlwood to the West Yorkshire Fire Authority Representative:-

As a nominated representative on the fire authority, can Cllr Brian Selby update Members on the implications for the city of the decision by West Yorkshire Fire Authority to consult on closures in the district?

The West Yorkshire Fire Authority Representative replied.

Q4 Councillor Gettings to the Executive Member (Neighbourhoods, Planning and Support Services):-

Having read the papers regarding the possible proposal to increase the Cottingley Springs Gypsy Travellers site - can Cllr Gruen assure and confirm that those Councillors who represent this area of Leeds will be comprehensively consulted before the decision to proceed is implemented?

The Executive Member (Neighbourhoods, Planning and Support Services) replied.

Q5 Councillor Harland to the Executive Member (Leisure and Skills):-

Would the Executive Member for Leisure care to comment on the fantastic achievements of our Olympians and Paralympians at this Summer's Olympic Games in London and the great pride they have brought to the city?

The Executive Member (Leisure and Skills) replied.

Q6 Councillor Lamb to the Executive Member (Children's Services):-

Will the Executive Board Member for Children's Services re-affirm her group's views on consultancy spend as expressed by her colleagues in 2010 relating to the appointment of the interim Director of Children's Services?

The Executive Member (Children's Services) replied.

Q7 Councillor Cleasby to the Executive Member (Leisure and Skills):-

Can the Executive Member for Leisure and Skills tell Members how many times the bespoke Millennium Square stage has been used in 2011 and in 2012?

The Executive Member (Leisure and Skills) replied.

Q8 Councillor Hardy to the Executive Member (Neighbourhoods, Planning and Support Services):-

Does the Executive Member for Neighbourhoods, Planning and Support Services believe the changes announced by the Government to existing planning regulations will stimulate the housing market?

The Executive Member (Neighbourhoods, Planning and Support Services) replied.

Q9 Councillor Davey to the Executive Member (Development and the Economy):-

Would the Executive Member for Development and the Economy care to comment on the opening of the eagerly awaiting A65 bus corridor and the expected benefits this will bring to the city?

The Executive Member (Development and the Economy) replied.

Q10 Councillor J Procter to the Executive Member (Leisure and Skills):-

Does the Executive Member for Leisure feel that the administration's policy of charging for formerly free city events has been a success?

The Executive Member (Leisure and Skills) replied.

Q11 Councillor S Bentley to the Executive Member (Leisure and Skills):-

Could the Executive Board member for Leisure and Skills confirm when the Holt Park Active Centre will be opening?

The Executive Member (Leisure and Skills) replied.

Q12 Councillor Maqsood to the Executive Member (Health and Well-being).

Could the Chair of the Health, Well-Being and Adult Social Care Scrutiny Board please update Council on progress with the campaign to retain Children's cardiac surgery services in Leeds?

The Executive Member (Health and Well-being) replied.

At the conclusion of question time, the following questions remained unanswered and it was noted that, under the provisions of Council Procedure Rule 11.6, written answers would be sent to each Member of Council:-

Q13 Councillor Urry to the Executive Member (Environment).

Q14 Councillor Anderson to the Executive Member (Development and the Economy).

Q15 Councillor Golton to the Executive Member (Environment).

Q16 Councillor Macniven to the Executive Member (Adult Social Care).

Q17 Councillor G Hyde to the Executive Member (Leisure and Skills).

Q18 Councillor J Procter to the Executive Member (Chair, Scrutiny Board (Resources and Council Services)).

Q19 Councillor Campbell to the Executive Member (Leisure and Skills).

Q20 Councillor Cummins to the Executive Member (Adult Social Care).

Q21 Councillor Anderson to the Executive Member (Environment).

Q22 Councillor S Bentley to the Executive Member (Leader of Council).

Q23 Councillor Robinson to the Executive Member (Neighbourhoods, Planning and Support Services).

- Q24 Councillor Golton to the Executive Member (Leader of Council).
- Q25 Councillor Wood to the Executive Member (Environment).
- Q26 Councillor J Bentley to the Executive Member (Neighbourhoods, Planning and Support Services).
- Q27 Councillor Marjoram to the Executive Member (Leader of Council).

44 Minutes

It was moved by Councillor Wakefield, seconded by Councillor J Lewis that the minutes be received in accordance with Council Procedure Rule 2.2(i).

An amendment (Reference Back) was moved by Councillor J L Carter, seconded by Councillor G Latty, to add the following at the end of item 8:-

That in respect of Minute 69 (supplementary minute pack) of the meeting of Executive Board 5 September 2012, to ask Executive Board to reconsider its decision and amend its resolutions as follows:

Delete the word 'currently' from resolution (a).

The amendment (Reference Back) was declared lost and upon being put to the vote it was

RESOLVED – That that the minutes be received in accordance with Council Procedure Rule 2.2(i).

On the requisition of Councillors J L Carter and G Latty, the voting on the amendment (Reference Back) was recorded as follows:-

YES

Anderson, J Bentley, S Bentley, Buckley, Campbell, A Carter, J L Carter, Chapman, Cleasby, Cohen, Collins, Downes, Fox, Golton, M Hamilton, Harrand, Lamb, G Latty, P Latty, Lay, Marjoram, J Procter, Townsley, Wadsworth, Wilkinson, Wood.

26

NO

Akhtar, Armitage, Atha, Blake, Bruce, Charlwood, Congreve, Coulson, Cummins, Davey, Dawson, Dobson, Dowson, Dunn, Gabriel, P Grahame, R Grahame, Groves, C Gruen, P Gruen, S Hamilton, Hanley, Hardy, Harington, Harland, G Harper, J Harper, A Hussain, G Hussain, G Hyde, Illingworth, Ingham, J Lewis, R Lewis, Lowe, Lyons, Macniven, Maqsood, A McKenna, J McKenna, Mitchell, Morgan, Mulherin, Murray, Nagle, Nash, Ogilvie, Rafique, Renshaw, Selby, Sobel, Taggart, E Taylor, Towler, Truswell, Urry, Wakefield, Walker, Walshaw, Yeadon.

60

ABSTAIN

A Blackburn, D Blackburn, Elliott, Gettings, Leadley.

5

Council Procedure Rule 4, providing for the winding up of business, was applied prior to all notified comments on the minutes having been debated.

45 Back Bench Community Concerns

- 1) Councillor J Bentley – The quality of the household refuse collection service in the Weetwood Ward.

Councillor Dobson responded.

- 2) Councillor J McKenna – Health, poverty and worklessness in New Wortley.

Councillor Hulherin responded.

- 3) Councillor Dawson – We wish to call for the reduction of the maximum speed of vehicles from 30 mph to 20 mph on roads near to schools, and on estates in heavily built up areas.

We would like the council to have a comprehensive plan to roll out a 20 mph maximum speed limit to all roads near to schools and estates where residents request lower speed limits, and to then have measures to ensure the limits are enforced.

We would like to see more highways resources used to create 20 Mph zones and also agreement with the police and other agencies to ensure these reduced traffic speeds are enforced in these zones.

Speeding is the major cause of most vehicle accidents. In Leeds in 2011 26 people were killed, 271 were seriously injured and 2389 were slightly injured in road traffic accidents..

Councillor R Lewis responded.

- 4) Councillor Elliott – To discuss the proposal for the closure of Morley Fire Station and the impact this will have on the local community.

Councillor Selby responded.

- 5) Councillor A Blackburn – Lack of play area on the Tong Estate, Farnley.

Councillor Gruen responded.

- 6) Councillor Wadsworth – Traffic management on the A65.

Councillor R Lewis responded.

During consideration of Backbench Concerns, the meeting was suspended at 5.05 pm and resumed at 5.30 pm.

46 White Paper Motion (in the name of Councillor Downes) - Local Business Rates

It was moved by Councillor Downes, seconded by Councillor A Blackburn that this Council agrees with the DCLG's recent 'Parades to be Proud of' report that local parades shops are crucial to the economy of Leeds and play a vital role in the character and identity of our local communities.

Council notes with concern the very real hardships that many of our local shops are experiencing in the current economic climate, especially new independent shops trying to establish themselves.

Council welcomes recent moves by the Government to allow local authorities to keep hold of the business rates they collect and to introduce discretionary rate relief schemes based on criteria of their choosing.

Council calls on officers to investigate and report back to Executive Board within six months on how these powers could be most effectively used to support local Leeds shops, including but not limited to:-

- discretionary rate relief schemes that incentivise bringing empty units back into use, particularly by new businesses;
- ring-fencing of business rates income in some areas to help regenerate the communities in which it is collected.

An amendment was moved by Councillor Wakefield, seconded by Councillor Lowe that this Council agrees with the DCLG's recent 'Parades to be Proud of' report that local parades' shops are crucial to the economy of Leeds and play a vital role in the character and identity of our local communities.

Council notes with concern the very real hardships that many of our local shops are experiencing in the current economic climate.

[Delete all after and replace with]

'Council therefore reiterates its on-going commitment to initiatives such as the Town and District Regeneration Scheme, which since 2005 has aimed to encourage regeneration, increase business and investor confidence and create an improved shopping environment for local people.

Council also reaffirms its intention to continue the current rate relief schemes designed to encourage owners to bring empty shops back into use.

In light of Government proposals regarding business rate retention, Council recognises the complexity of factors influencing the potential growth of the business rates tax base and notes that many factors are outside the control of the local authority.

In the context of the unprecedented pressure on Council finances, members note with concern that the plans for local retention of business rates will see the transfer of risk from central to local government, which will introduce further uncertainty into the council's annual funding.

Council underlines its commitment to help support and stimulate the local economy, and calls on the Director of City Development to establish a working group to consider and report back to Executive Board on additional initiatives that could assist local shops in Leeds including:

- The development of an urban equivalent of rural rate relief.
- Time limited relief for independent retailers providing a unique, valued service to a local area.
- Further opportunities to support the creation of BIDs in line with local demand.'

The amendment in the name of Councillor Wakefield was carried, and upon being put as the substantive motion, it was

RESOLVED – That this Council agrees with the DCLG’s recent ‘Parades to be Proud of’ report that local parades’ shops are crucial to the economy of Leeds and play a vital role in the character and identity of our local communities.

Council notes with concern the very real hardships that many of our local shops are experiencing in the current economic climate.

Council therefore reiterates its on-going commitment to initiatives such as the Town and District Regeneration Scheme, which since 2005 has aimed to encourage regeneration, increase business and investor confidence and create an improved shopping environment for local people.

Council also reaffirms its intention to continue the current rate relief schemes designed to encourage owners to bring empty shops back into use.

In light of Government proposals regarding business rate retention, Council recognises the complexity of factors influencing the potential growth of the business rates tax base and notes that many factors are outside the control of the local authority.

In the context of the unprecedented pressure on Council finances, members note with concern that the plans for local retention of business rates will see the transfer of risk from central to local government, which will introduce further uncertainty into the council’s annual funding.

Council underlines its commitment to help support and stimulate the local economy, and calls on the Director of City Development to establish a working group to consider and report back to Executive Board on additional initiatives that could assist local shops in Leeds including:

- The development of an urban equivalent of rural rate relief.
- Time limited relief for independent retailers providing a unique, valued service to a local area.
- Further opportunities to support the creation of BIDs in line with local demand.

47 White Paper Motion (in the name of Councillor Blake) - School Sports and Olympic Legacy

It was moved by Councillor Blake, seconded by Councillor Mulherin, that this Council celebrates the spectacular success of Team GB and Paralympics GB at the London 2012 games, and in particular the outstanding achievements of the Leeds athletes.

Council applauds schools across Leeds who have taken inspiration from the Olympics and Paralympics, and who have organised many sporting events.

Council reaffirms its commitment to becoming a Child Friendly City including the outcome of encouraging children and young people to chose healthy lifestyles. Council further recognises that a key part of this is school sports.

Council notes with deep concern the actions of Education Secretary Michael Gove in authorising the selling-off of school playing pitches, in some cases against the advice of the independent school playing fields advisory panel, and removing the minimum outdoor space guidelines for schools.

Council believes this latest policy change, following on from the removal of the School Sports Partnership Funding, undermines school sports and is at odds with the aim of an Olympic legacy.

Council resolves to instruct the Chief Executive to write to ministers to lobby for a true Olympic legacy including protecting school playing pitches and reinstating Schools Sports Partnership funding to its pre-cut level.

Council believes this will enable school children to develop a love of sporting activity that will help them choose healthy lifestyles and improve health outcomes.

An amendment was moved by Councillor S Bentley, seconded by Councillor Campbell, to delete paragraphs 4, 5 & 6 and replace with:-

‘Council welcomes the greatly reduced rate of playing field sales when compared with the previous government and notes that the vast majority of sales by the current secretary of state have been in line with independent advice.

Council notes with deep concern the increase of £83 in the cost of hiring a council sports pitch in two years under the current administration.

Council believes this latest policy change, undermines school sports and is at odds with the aim of an Olympic legacy.

Council welcomes Liberal Democrat proposals to restore the percentage of Lottery funding spent on sport to 20% after it was cut to 16% by the previous government and for a £32 million scheme to encourage 14-25 year olds to try new sports.’,

A second amendment was moved by Councillor Lamb, seconded by Councillor G Latty, as follows:-

Between ‘the Leeds athletes’ and ‘Council applauds schools’ insert:-

‘This Council congratulates Boris Johnson, Lord Coe, LOCOG and representatives of both the current and previous government for their efforts in delivering a truly inspiring and hugely popular Olympic and Paralympic Games.’

Delete all after ‘many sporting events.’ and replace with:-

‘This Council further applauds the efforts of the many thousands of volunteers that make amateur sport a reality for both young and old by giving their time freely to coach, officiate and facilitate sporting events and matches throughout the city.

Council believes that much more ambition is needed to ensure that the Olympics and Paralympics have a lasting impact in Leeds and Council therefore commits to:-

- A cast iron guarantee that will mean that no sports’ pitch, playground or park will be sold off without the express permission of the Council or Executive Board;
- using the UDP process to deliver innovative solutions to the creation of more sports’ pitches, green spaces, park land and playgrounds;

- looking again at how community groups access sports facilities;
- ensuring that there are sufficient qualified coaches operating in the city to meet the aspirations of all sportsmen and women;
- providing support to sports clubs in meeting the stringent CRB requirements associated with coaching children and young people;
- ensuring that the Council is encouraging sports' clubs to access the many Government grants that are available and that the Council itself is aware of and is applying for grants to maximise the service offer available to people in Leeds.

This Council is fully committed to delivering on the ambition of becoming a child friendly city and sees sport, leisure and healthy lifestyles as a key aspect of that process.'

The motion would read:-

'This Council celebrates the spectacular success of Team GB and Paralympics GB at the London 2012 games, and in particular the outstanding achievements of the Leeds athletes.

This Council congratulates Boris Johnson, Lord Coe, LOCOG and representatives of both the current and previous government for their efforts in delivering an inspiring and hugely popular Olympic and Paralympic Games.

Council applauds schools across Leeds who have taken inspiration from the Olympics and Paralympics, and who have organised many sporting events.

This Council further applauds the efforts of the many thousands of volunteers that make amateur sport a reality for both young and old by giving their time freely to coach, officiate and facilitate sporting events and matches throughout the city.

Council believes that much more ambition is needed to ensure that the Olympics and Paralympics have a lasting impact in Leeds and Council therefore commits to:

- A cast iron guarantee that will mean that no sports' pitch, playground or park will be sold off without the express permission of the Council or Executive Board;
- using the UDP process to deliver innovative solutions to the creation of more sports' pitches, green spaces, park land and playgrounds;
- looking again at how community groups can access schools and other Council owned property to deliver sporting activity;
- ensuring that there are sufficient qualified coaches operating in the city to meet the aspirations of all sportsmen and women and that more support is available for those wanting to become coaches;
- providing support to sports clubs in meeting the stringent CRB requirements associated with coaching children and young people;
- ensuring that the Council is encouraging sports' clubs to access the many Government grants that are available and that the

Council itself is aware of and is applying for grants to maximise the service offer available to people in Leeds.

This Council is fully committed to delivering on the ambition of becoming a child friendly city and sees sport, leisure and healthy lifestyles as a key aspect of that process.'

The amendments were declared lost and, upon the motion being put to the vote, it was

RESOLVED – That this Council celebrates the spectacular success of Team GB and Paralympics GB at the London 2012 games, and in particular the outstanding achievements of the Leeds athletes.

Council applauds schools across Leeds who have taken inspiration from the Olympics and Paralympics, and who have organised many sporting events.

Council reaffirms its commitment to becoming a Child Friendly City including the outcome of encouraging children and young people to chose healthy lifestyles. Council further recognises that a key part of this is school sports.

Council notes with deep concern the actions of Education Secretary Michael Gove in authorising the selling-off of school playing pitches, in some cases against the advice of the independent school playing fields advisory panel, and removing the minimum outdoor space guidelines for schools.

Council believes this latest policy change, following on from the removal of the School Sports Partnership Funding, undermines school sports and is at odds with the aim of an Olympic legacy.

Council resolves to instruct the Chief Executive to write to ministers to lobby for a true Olympic legacy including protecting school playing pitches and reinstating Schools Sports Partnership funding to its pre-cut level.

Council believes this will enable school children to develop a love of sporting activity that will help them choose healthy lifestyles and improve health outcomes.

48 White Paper Motion (in the name of Councillor Lamb) - Education

It was moved by Councillor Lamb, seconded by Councillor G Latty, that this Council congratulates pupils, teachers and all those involved in delivering education in Leeds for this year's exam results and overall education performance. However, despite these best efforts, this Council notes that education attainment continues to be below the national average and that too many children are still being let down by the education system and are not getting the skills that they need to prosper in the world of work.

This Council therefore commits to delivering rapid improvement in school performance in both the primary and secondary sectors and in particular this Council will:

- Move urgently to appoint a permanent Deputy Director for Learning, Skills and Universal Services;
- Commit to the Government's education reform agenda by supporting more independence for the city's schools to drive up attainment, in line with initiatives started by the last Government;

- Introduce measures that will deal with unacceptable teaching standards much more urgently;
- Ensure that no school in Leeds will remain below national floor targets for more than 12 months and commit to use its powers to replace school leadership where performance is unacceptable;
- Actively engage small and medium sized businesses to encourage stronger links between the private sector and Leeds schools to ensure that children and young people are given the skills needed to secure employment and further training and learning opportunities.

This Council is committed to ensuring that all children and young people in Leeds have the relevant skills and qualifications to enable them to gain meaningful employment and that they are able to thrive and prosper and fully contribute to the aim of transforming Leeds into the best city in the UK.

An amendment was moved by Councillor Blake, seconded by Councillor Ogilvie, to delete all after “this year’s exam results” and replace with:-

‘which are the best ever achieved in early years, primary and secondary schools.

Council regrets the lack of progress made under the previous administration which saw Leeds ranked as 127th out of 150 local authorities for educational attainment at age 16.

Council has committed to address this with city-wide partners through the school-led Leeds Education Challenge by working with all schools across the city to continue to drive up standards and improve results while at the same time putting the needs of children and young people at the heart of everything we do.

Council notes with regret the lack of Government intervention to address the gross injustice of this year’s English GCSE results, demonstrating a total disregard for the future life chances of hundreds of young people in Leeds and thousands up and down the country. Council further notes the potential impact on reducing NEETs which is one of our key commitments as part of the City Deal.

This Council is committed through the Children and Young People’s Plan to ensuring that all children and young people in Leeds have the relevant skills and qualifications to enable them to gain meaningful employment and that they are able to thrive and prosper and fully contribute to the aim of transforming Leeds into a Child Friendly City and the best city in the UK.’

A second amendment was moved by Councillor S Bentley, seconded by Councillor Hamilton, as follows:-

After ‘performance’ insert the words:-

‘This Council also welcomes the pupil premium which will direct more than £18 million directly to deprived children in Leeds in the 2012-13 school year.

Delete all between first and last paragraph and insert:-

'This Council regrets the instincts of many national and local politicians to micro-manage school performance, which undermines the professionalism of teachers and is more often than not to the detriment of pupils' attainment.

This Council pledges to support parents, teachers and governors in whatever governance model they choose for their school.

This Council further supports the appeal against the unfair marking of GCSE English exams which has seen 400 Leeds pupils unfairly marked down for no other reason than their papers were marked later in the year.'

The amended motion would read:-

'This Council congratulates pupils, teachers and all those involved in delivering education in Leeds for this year's exam results and overall education performance. This Council also welcomes the pupil premium which will direct more than £18 million directly to deprived children in Leeds in the 2012-13 school year. However, despite these best efforts, this Council notes that education attainment continues to be below the national average and that too many children are still being let down by the education system and are not getting the skills that they need to prosper in the world of work.

This Council regrets the instincts of many national and local politicians to micro-manage school performance, which undermines the professionalism of teachers and is more often than not to the detriment of pupils' attainment.

This Council therefore pledges to support parents, teachers and governors in whatever governance model they choose for their school.

This Council further supports the appeal against the unfair marking of GCSE English exams which has seen 400 Leeds pupils unfairly marked down for no other reason than their papers were marked later in the year.

This Council is committed to ensuring that all children and young people in Leeds have the relevant skills and qualifications to enable them to gain meaningful employment and that they are able to thrive and prosper and fully contribute to the aim of transforming Leeds into the best city in the UK.'

The first amendment in the name of Councillor Blake was carried, and upon being put as the substantive motion, it was

RESOLVED – That this Council congratulates pupils, teachers and all those involved in delivering education in Leeds for this year's exam results which are the best ever achieved in early years, primary and secondary schools.

Council regrets the lack of progress made under the previous administration which saw Leeds ranked as 127th out of 150 local authorities for educational attainment at age 16.

Council has committed to address this with city-wide partners through the school-led Leeds Education Challenge by working with all schools across the city to continue to drive up standards and improve results while at the same time putting the needs of children and young people at the heart of everything we do.

Council notes with regret the lack of Government intervention to address the gross injustice of this year's English GCSE results, demonstrating a total disregard for the future life chances of hundreds of young people in Leeds and thousands up and

down the country. Council further notes the potential impact on reducing NEETs which is one of our key commitments as part of the City Deal.

This Council is committed through the Children and Young People's Plan to ensuring that all children and young people in Leeds have the relevant skills and qualifications to enable them to gain meaningful employment and that they are able to thrive and prosper and fully contribute to the aim of transforming Leeds into a Child Friendly City and the best city in the UK.

Council rose at 7.30 pm.



Report author: Kevin Tomkinson
Tel: 74357

Report of City Solicitor

Report to Council

Date: 14 November 2012

Subject: Appointments

Are specific electoral Wards affected? If relevant, name(s) of Ward(s):	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Is the decision eligible for Call-In?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information? If relevant, Access to Information Procedure Rule number: Appendix number:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

Summary of main issues

- 1 Appointments to Boards and Panels and to Joint Authorities are reserved to Council.
- 2 The relevant group whip has requested a membership change as detailed in paragraph 4 of the report on Member Management Committee.

Recommendations

- 1 That Council approve the appointment referred to in paragraph 4 of the report.

2 Purpose of this report

2.1 To make appointments to various Committees, Boards and Panels.

3 Background information

3.1 Appointments to Boards and Panels and to Joint Authorities are reserved to Council.

4 Main issues

4.1 That Councillor Walshaw replace Councillor A Khan on Member Management Committee.

5 Corporate Considerations

5.1 Consultation and Engagement

5.1.1 The relevant Group whip has been consulted in respect of the appointment.

5.2 Equality and Diversity / Cohesion and Integration

5.2.1 There are no specific implications regarding equality, diversity, cohesion and integration arising from this report.

5.3 Council policies and City Priorities

5.3.1 There are no specific implications.

5.4 Resources and value for money

5.4.1 There are no specific implications regarding resources and value for money arising from this report.

5.5 Legal Implications, Access to Information and Call In

5.5.1 This report is not subject to Call In, as it is a Council Function.

5.6 Risk Management

5.6.1 No specific implications

6 Recommendations

6.1 That the appointment referred to in paragraph 4 of this report be approved.

7 Background documents¹

7.2 None

¹ The background documents listed in this section are available to download from the Council's website, unless they contain confidential or exempt information. The list of background documents does not include published works.



Report author: Kevin Tomkinson
Tel: 74357

Report of City Solicitor

Report to Council

Date: 14 November 2012

Subject: Attendance at Meetings

Are specific electoral Wards affected? If relevant, name(s) of Ward(s):	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Is the decision eligible for Call-In?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information? If relevant, Access to Information Procedure Rule number: Appendix number:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

Summary of main issues

1. To ask Council to note the possible absence of Councillor Armitage from meetings of Full Council for up to six months from this meeting.

Recommendations

2. That Council note the possible absence of Councillor Armitage from meetings of Full Council for a period of six months from the date of this meeting.

1 Purpose of this report

- 1.1 To ask Council to note the possible absence of Councillor Armitage from meetings of Full Council for up to six months from this meeting.

2 Background information

- 2.2 Section 85 (1) of the Local Government Act 1972 makes provision in relation to member attendance at meetings. It provides that if a member fails to attend qualifying meetings for a period of 6 consecutive months from the date of their last attendance, they shall cease to be a member of the authority unless, before the expiry of that period, the authority has approved such non attendance.
- 2.3 Members may be aware that Councillor Armitage has had ongoing health issues and her last attendance at a meeting of the authority was Licensing Sub Committee on 22nd October 2012.

3 Main issues

- 3.1 The group whip for Councillor Armitage has requested that Council note her possible absence from meetings of Full Council for a period of six months from this meeting for health reasons.

4 Corporate Considerations

4.2 Consultation and Engagement

- 4.2.1 The relevant group whip has been consulted on this report.

4.3 Equality and Diversity / Cohesion and Integration

- 4.3.2 No specific implications.

4.4 Council Policies and City Priorities

- 4.4.3 No specific implications.

4.5 Resources and Value for Money

- 4.5.4 No specific implications.

4.6 Legal Implications, Access to Information and Call In

- 4.6.5 No specific implications.

4.7 Risk Management

- 4.7.6 No specific implications.

5 Recommendations

5.1 That Council note the possible absence of Councillor Armitage from meetings of Full Council for a period of six months from the date of this meeting.

6 Background documents

7.1 None

¹ The background documents listed in this section are available to download from the Council's website, unless they contain confidential or exempt information. The list of background documents does not include published works.

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Report of the City Solicitor

Report to Full Council

Date: 14th November 2012

Subject: Recommendations from General Purposes Committee - Review of Council Meetings

Are specific electoral Wards affected? If relevant, name(s) of Ward(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Is the decision eligible for Call-In?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information? If relevant, Access to Information Procedure Rule number: Appendix number:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Summary of main issues

The annual meeting of Council in May 2012 adopted new arrangements for the operation of Ordinary Council meetings, in particular to allow for greater opportunities for Council to engage in activities linked to Community Leadership and for holding the Executive to account. These new arrangements were in place for the meetings of Council in July and September 2012.

Following each of these meetings, Whips from all political groups met to review the new arrangements and to address areas for improvement that have emerged.

The consensus amongst Whips is that the new arrangements have worked well, and, that the opportunity to further refine the arrangements in July and September has been valuable. General Purposes Committee therefore recommends the approval by Full Council of revised Council Procedure Rules, amended to reflect the agreements that have been reached.

Recommendations

Council is asked to approve the Council Procedure Rules as attached at Appendix 1.

1 Purpose of this report

- 1.1 Following the operation of revised arrangements at the Council meetings in July and September, General Purposes Committee met on the 25th October 2012 to consider redrafted procedure rules for Council to reflect the agreements that have been reached.
- 1.2 This report contains the recommendation from General Purposes Committee to Full Council that the Council Procedure Rules attached at Appendix 1 be approved.

2 Background information

- 2.1 Group Leaders and Whips discussed the scope for modernising the operation of the Full Council Meeting on the lead up to the Annual Meeting in May 2012, in particular to allow for greater opportunities for Council to engage in activities linked to Community Leadership and holding the Executive to account.
- 2.2 Following the Council meeting in July some refinements to the arrangements were agreed by Council in September

3 Main issues

- 3.1 Given the previous approvals by Full Council, and the subsequent political agreements reached for Full Council to operate in July and September, it is now opportune to consolidate those matters into formal procedure rules.
- 3.2 General Purposes Committee met on the 25th October 2012 to consider draft Council Procedure Rules. This report presents, at Appendix 1, the Council Procedure Rules recommended for adoption by Full Council by that committee.

4 Corporate Considerations

4.1 Consultation and Engagement

- 4.2 Whips from across all political groups have been consulted on these proposed alterations to the format of full Council meetings.

4.3 Equality and Diversity / Cohesion and Integration

- 4.3.1 An initial consideration of the equality, diversity, cohesion and integration screening form indicates that there are no issues raised by the review of the operation of Full Council.

4.4 Council Policies and City Priorities

- 4.4.1 The Council's Business Plan 2011 – 2015 sets out the Council's priorities in delivering services to the public over that period. Particularly the priorities and performance measures for Corporate Directorate require that we "Ensure there are good rules and procedures to govern the council's business".

4.5 Legal Implications, Access to Information and Call In

- 4.5.1 These proposed amendments need to be made by Full Council.

4.6 Risk Management

4.6.1 There are no corporate risks arising from this report.

5 Conclusions

5.1 The proposals contained within this report seek to further embed democratic accountability within the Council's governance arrangements and build upon the arrangements approved at the Annual Meeting of Council in May 2012, and refined in September.

6 Recommendations

6.1 Full Council is asked to approve the Council Procedure Rules as attached at Appendix 1.

7 Background documents¹

7.1 None

¹ The background documents listed in this section are available for inspection on request for a period of four years following the date of the relevant meeting. Accordingly this list does not include documents containing exempt or confidential information, or any published works. Requests to inspect any background documents should be submitted to the report author.

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COUNCIL PROCEDURE RULES**1.0 ANNUAL MEETING OF COUNCIL****1.1 Timing and Business**

In a year when there is an ordinary election of Councillors, the annual meeting will take place within 21 days of the retirement of the outgoing Councillors. In any other year, the annual meeting will take place in March, April or May.

The annual meeting will:

- (a) elect a person to preside if the Lord Mayor and Deputy Lord Mayor are not present;
- (b) elect the Lord Mayor;
- (c) pass a vote of thanks to the retiring Lord Mayor;
- (d) elect a Deputy Lord Mayor (or Deputy Chair of Council);
- (e) approve the minutes of the last meeting;
- (f) receive any declarations of interest from Members;
- (g) receive any announcements from the Lord Mayor and/or Head of Paid Service;
- (h) elect the Leader¹;
- (i) consider any recommendations made by General Purposes Committee;
- (j) establish such committees² as are required by statute and such other committees as it considers appropriate to deal with matters which are neither reserved to the Council nor are executive functions (as set out in Part 3, Section 2A of this Constitution);³
- (k) No appointments under Rule 1 shall be for a period beyond the next Annual Meeting of the Council but they may be altered at any meeting of the Council;
- (l) agree the scheme of delegation or such part of it as the Constitution determines it is for the Council to agree (as set out in Part 3, Section 2C of this Constitution);

¹ Only as required by Article 7. If the Council fails to elect the Leader at the relevant annual meeting, or a vacancy in the office arises, the Leader is to be elected at a subsequent meeting.

² Such committees may be known as boards or panels.

³ References in these Rules to any committee established under Rule 1.1(j) shall be construed as including any other committee established by Full Council during municipal year.

- (m) receive the documents presented by the Leader in accordance with Executive and Decision Making Procedure Rule 1.2;
- (n) approve a programme of ordinary meetings of the Council for the year; and
- (o) consider any business set out in the notice convening the meeting.

1.2 Selection of Councillors on Committees and Outside Bodies

At the annual meeting, the Council will:

- (a) decide which committees to establish for the municipal year;
- (b) decide the size and terms of reference for those committees;
- (c) decide the allocation of seats to political groups in accordance with the political balance rules;
- (d) appoint to those committees and outside bodies except where appointments to those bodies has been delegated by the Council; and
- (e) appoint the Chair of those committees.

2.0 **ORDINARY MEETINGS**

2.1 Council Meetings

The Council may amend the programme of ordinary meetings agreed at the annual meeting.

All ordinary meetings shall be held at the **Civic Hall, Leeds**, at **1.30pm**, unless full Council decides otherwise.

2.2 Order of Business

Except as otherwise provided by Rule 2.3 or by statute, the order of business at every meeting of the Council, (other than the Annual meeting, any Extraordinary Meeting or the Budget Meeting⁴, or a State of the City meeting⁵ where the business to be transacted at the meeting will be specified in the Summons), shall be to:

- (a) choose a person to preside if the Lord Mayor and Deputy Chair of Council are absent;

⁴ Business over and above the budget is usually admitted by agreement but there is a presumption that such agreement will not include the attendance of deputations or question time.

⁵ Or such other similarly styled meeting

- (b) approve as a correct record and sign the minutes of the last meeting of the Council except where the meeting is a meeting called under paragraph 3 (extraordinary meetings) of Schedule 12 to the Local Government Act 1972, in which case the next following meeting of the Council (being a meeting called other than under that paragraph) shall be treated as a suitable meeting for the purposes of paragraph 41(1) and (2) (signing of minutes) of that Schedule;
- (c) receive any declarations of interest from Members;
- (d) receive such communications as the Lord Mayor, the Leader, Deputy Leader, or Members of the Executive Board, or the Chief Executive consider to be appropriate;
- (e) receive deputations (if any) in accordance with Rule 10;
- (f) consider any recommendation of the Executive Board, and committees, established under Rule 1.1(j), and any sub-committees thereof;
- (g) receive such reports as the Chief Executive, Monitoring Officer or Section 151 Officer consider appropriate;
- (h) deal with Executive questions (if any) in accordance with Rule 11;
- (i) receive the minutes of the Executive Board and, committees established under Rule 1.1(j), and any sub-committees thereof and minutes of any Joint Committees and the Leeds Initiative;
- (j) receive Community Concerns submitted in accordance with Rule 12;
- (k) consider White Paper Motions (if any) submitted in accordance with Rule 12.

2.3 Variation of Order of Business

Business falling under items Rule 2.2 (a) or (b) shall not be displaced, but subject thereto the foregoing order of business may be varied by a resolution passed on a motion (which need not be in writing) duly moved and seconded, which shall be moved and put without discussion.

3.0 **TIME LIMITS FOR BUSINESS**

3.1 Each deputation shall be for no more than 5 minutes

3.2 A period of 30 minutes will be allowed for Executive Questions.

3.3 Consideration of all business to dispose of the motion to receive the minutes shall not continue beyond 4.40 pm. This will include a period of ten minutes for the Leader of Council to sum up (from 4.30pm).

The motion to receive the minutes shall be conducted as follows;

- Consideration of Executive Board Minutes will not continue beyond 4.10 p.m. Consideration of other minutes will commence no later than 4.10 p.m.
- Should the consideration of other minutes conclude in advance of 4.30 p.m then any outstanding comments on Executive Board minutes will be heard until 4.30p.m.

3.4 Each Community Concern shall be time limited to ten minutes.

3.5 Each White Paper Motion shall be limited to thirty minutes, at the conclusion of which voting shall commence.

4.0 WINDING UP OF BUSINESS

4.1 At the conclusion of the speech being delivered at the expiry of a specified time period, the Lord Mayor shall put to the vote, without further discussion, all that is necessary to dispose of the matter under debate⁶ provided that:

- Executive Questions

Where a question has been commenced orally (but has not been completed within the time allotted for question time) that question is completed including any supplementary to that question and the response thereto.

- Consideration of Minutes

The Leader of Council has had the opportunity to sum up (for a period of not more than 10 minutes).

- White Paper Motions/ Amendments

The Mover of the motion has had the opportunity to sum up (for a period of not more than 3 minutes).

- Reference Back

The relevant Executive Board Member or Chair has had the opportunity to sum up (for a period of not more than 3 minutes) on the reference back.

⁶ For clarification, "all that is necessary properly to dispose of the matter under debate" means, as relevant, for the original motion properly to be moved and seconded; for any and all amendment(s) properly to be moved and seconded; and for the mover of the original motion to have an opportunity to exercise their right of reply/right to sum up.

5.0 EXTRAORDINARY MEETINGS

Those listed below may request the Proper Officer to call Council Meetings in addition to ordinary meetings:

- (a) the Council by resolution;
- (b) the Lord Mayor;
- (c) the Chief Executive, the Monitoring Officer and Section 151 Officer; and
- (d) any five Members of the Council if they have signed a requisition presented to the Lord Mayor and s/he has refused to call a meeting or has failed to call a meeting within seven clear days⁷ of the presentation of the requisition.

6.0 NOTICE OF AND SUMMONS TO MEETINGS

- 6.1 The Chief Executive will give notice to the public of the time and place of any meeting in accordance with the Access to Information Procedure Rules. At least five clear days before a meeting, the Chief Executive will send a summons signed by him/her by post to every Member of the Council or leave it at their usual place of residence. The summons will give the date, time and place of each meeting and specify the business to be transacted, and will be accompanied by such reports as are available.
- 6.2 The notices for all meetings of committees established under Rule 1.1(j) shall be issued from the office of the Chief Executive and no matter shall be considered at such meeting without the prior agreement of the Chief Executive who shall first have been furnished with any written report or with details of any intended verbal report.

7.0 POWERS AND DUTIES OF THE LORD MAYOR

- 7.1 Any power or duty of the Lord Mayor in relation to the conduct of a meeting may be exercised by the Deputy Lord Mayor (or Vice Chair), or in the absence of the Deputy Lord Mayor (or Vice Chair), the person elected to preside at the meeting.
- 7.2 Any duty of the Chief Executive in relation to the conduct of a meeting may be exercised in the Chief Executive's absence by the City Solicitor.

⁷ Not including the date the requisition was received and not including weekends or bank holidays

8.0 QUORUM

- 8.1 The quorum of a meeting will be one quarter of the whole number of Members⁸.
- 8.2 If during any meeting of the Council, any Member draws to the attention of the Lord Mayor that there does not appear to be a quorum present, the Lord Mayor shall direct the Chief Executive to call over the names of the Members of the Council. If there is less than a quarter present, the Lord Mayor shall declare the meeting adjourned. The names of the Members present and those absent shall be recorded in the minutes of the Council.
- 8.3 The consideration of any business not transacted shall be adjourned to a time fixed by the Lord Mayor at the time the meeting is adjourned or, if the Lord Mayor does not fix a time, to the next ordinary meeting of the Council.

9.0 COMMUNICATIONS

- 9.1 There shall be no discussion on any matter referred to in communications from the Lord Mayor, the Chief Executive or Executive Members as are thought necessary to be read, but any Member shall be at liberty to move a motion, without notice, to refer any of such communications to the appropriate committee and such motion, on being seconded, shall be at once put to the vote.

10.0 DEPUTATIONS

- 10.1 The Council will not receive more than four deputations at any ordinary meeting.⁹
- 10.2 A request for permission to bring a Deputation must be submitted, to the Head of Governance Services, at least fourteen clear days in advance of the Council meeting for which permission is sought.
- 10.3 A copy of the proposed deputation speech must accompany the permission request.
- 10.4 Deputations shall be relevant to some matter in relation to which the Council has powers or duties or which affects the City of Leeds.
- 10.5 Deputation requests which relate solely to the interests of an individual or company, or which present, or may appear to present unsubstantiated allegations or claims in respect of an individual, group of individuals, a company or any other body, or are in any way vexatious or otherwise significantly prejudicial to the interests of the Council or the City of Leeds, will not be permitted.

⁸ Where more than one third of the Members are disqualified at the same time, and until the number of Members in office is increased to not less than two thirds of the whole, the quorum shall be determined by reference to the number of Members remaining qualified

⁹ Except the Annual Meeting, an Extraordinary Meeting, the Budget Meeting and a State of the City (or other similarly styled) meeting where deputations shall not be heard.

- 10.6 Requests concerning matters being considered by a Plans Panel, the Licensing Committee (or a sub-committee) will not be received.
- 10.7 The suitability of a Deputation shall be determined by the Chief Executive. Permission to attend Council and present a Deputation shall be issued by the Chief Executive.
- 10.8 Eligible deputations shall be heard in the order in which permission is granted.
- 10.9 A deputation shall consist of at least two and no more than five people. One person from a deputation may address the Council, for no longer than five minutes¹⁰.
- 10.10 Where two or more deputations present opposing views on the same matter, the Council will not receive more than one of these related deputations at the same meeting.
- 10.11 The Council shall not normally receive a deputation on a matter that has been the subject of a deputation in the previous six months, except as a result of a refusal at 10.10.
- 10.12 The Council shall not debate any matter raised by a deputation when it is presented.
- 10.13 Any Member of the Council may move a motion without notice, that the deputation be or not be received, or that the subject matter be referred to the appropriate committee. The Lord Mayor will put such a motion on being seconded, to the vote without debate.

11.0 EXECUTIVE QUESTIONS

11.1 Questions on Notice

- (a) Executive Question may be put to each ordinary meeting of the Council (except the Annual Meeting, any Extraordinary Meeting the Budget Meeting or a State of the City meeting¹¹).
- (b) During question time, a Member may ask the Leader of the Council, the Deputy Leader, any Executive Member¹² or the Chair of any executive committee¹³ through the Lord Mayor, any question on any matter in relation to which the Council has powers or duties, or which affects the City of Leeds,
- (c) A question shall not be asked in the absence of the Member in whose name it stands unless they have given authority for it to be asked by some other Member of the Council.

¹⁰ Including the reading of any written material

¹¹ or other such styled meeting

¹² In relation to any matter within their portfolio.

¹³ In relation to any matter within the committee's terms of reference.

11.2 Notice of Questions

Notice in writing of the question must be given to the Chief Executive before 10.00am on the Monday preceding the Council meeting. Questions from an individual or group will be taken in the order in which notice of the question is received from that individual or group.

11.3 Response

- (a) Every question shall be put and answered without discussion but the person to whom a question has been put may decline to answer.
- (b) A Member to whom a question is addressed shall have discretion to nominate a Member to answer such question where the Member considers that the answer would most appropriately be given by such nominee.

11.4 Form of Response

An answer may take the form of:

- (a) a direct oral answer, or where the desired information is contained in a publication of the Council or of the relevant Joint Authority or Joint Committee, a reference to that publication; or
- (b) where the reply to the question cannot conveniently be given orally, a written answer circulated to Members of the Council. Written answers wherever possible should be sent out by the Chief Executive within 10 working days.

11.5 Supplementary Question

The Member who asked a question during question time may ask one supplementary question, arising directly out of the original question.

11.6 Unanswered Questions

Where the answer has not been commenced during question time, it shall be answered by written answer circulated to Members of the Council. If the answer to a question has been commenced orally but has not been completed within question time it may be completed orally including any supplementary to that question and the response thereto.

12.0 MOTIONS ON NOTICE

12.1 Notice

Except for motions which can be moved without notice under Rule 13, written notice of every motion signed¹⁴ by the Member or Members of Council giving notice must be delivered at the office of the Chief Executive prior to 10.00am of the day preceding the day for issue of the Summons. The proposer of a Motion shall have the right to correct or withdraw a Motion up to 10.00 am on the day the Summons is to be issued.

12.2 Community Concerns

Members who are not Executive Board Members or Scrutiny Board Chairs may submit Community Concerns.

The number of Community Concerns admissible for consideration at any given meeting shall be limited as follows; two reserved to the largest group and one to each of the other political groups.

In the absence of the Member submitting a Community Concern the relevant Group Whip may nominate a Member to move the concern.

12.3 White Paper Motions

The number of White Paper motions admissible for full debate at any given meeting shall be limited to three^{15 16}.

12.4 Scope

- (a) Every motion shall be relevant to some matter in relation to which the Council has powers or duties or which affects the City of Leeds.
- (b) All the notices of motion received by the Chief Executive shall be submitted to the Lord Mayor. If the Lord Mayor considers that any such motion relates to matters other than of a local nature or is similar to a matter which in the past six months has been rejected at a meeting of the Council, the Member concerned shall ask leave of the Council to introduce such a motion before proceeding to address Council on it. Once the motion is dealt with, no-one can propose a similar motion for six months.
- (c) There shall be no speech or discussion upon asking for such leave to so introduce a motion. The fact that any such motion requires the leave of the Council shall be indicated in the Council Summons.

¹⁴ Community Concerns need not be signed

¹⁵ One to the Labour Group, one to the Conservative Group, one to be shared on a rota agreed by the other political groups.

¹⁶ Where submitted, the first White Paper considered will be that submitted by the Conservative Group

- (d) If it appears to the Lord Mayor that any motion requiring notice relates only in part to the matters stated in (b) above, the Lord Mayor may invite the Member of the Council concerned to amend the motion in agreement with the Lord Mayor either by omitting the part relating to such matters or by dividing the motion so that the part relating to such matters is stated in terms of a separate motion, but without addition to the terms of the original motion. In such event the original motion shall appear on the Council Summons with the indication that it requires the leave of the Council, but it shall be competent for the Member concerned to move without leave the part agreed by that Member with the Lord Mayor as not relating to the matters above stated, and after that motion has been disposed of, if the Member so wishes, to move with leave of Council the remaining part of the motion.

12.5 Motion Set Out in Agenda

- (a) The Chief Executive shall set out in the Summons for every meeting of the Council all motions of which notice has been duly given, and notice of all business which in the judgement of the Chief Executive requires to be brought before the Council.
- (b) The business under any notice upon the Council Summons shall not be proceeded with in the absence of the Member or Members of the Council in whose name or names it stands, unless they have given authority in writing for it to be taken up by some other Member or Members of the Council, or it is business which, by law, the Council must transact or business emanating from a committee the notice whereof stands in the name of the Chair of that committee in which latter case the resolution may be moved, without authority in writing, by some other Member of the committee.

13.0 MOTIONS/AMENDMENTS

13.1 Motions and amendments requiring notice

- a) There shall be no provision for a Community Concern to be amended.
- b) Except as set out in Rule 13.2 below, and as provided in Rule 14.8, no amendment to a motion (including an amendment to refer back any business for further consideration) shall be moved at any meeting of the Council unless notice thereof in writing setting out the amendment and signed by the Member or Members giving it, has been received by the Chief Executive:
- not less than 24 hours before the commencement of the meeting; or
 - no later than 10.00 am on the third working day after the issue of the Summons if the amendment is to the Budget Motion.

13.2 Motions without notice

The following motions and amendments may be moved without notice:

- (a) appointment of a Chair of the meeting at which the motion is made;

- (b) in relation to the accuracy of a report, minutes or recommendation before Council;
- (c) to change the order of business in the agenda;
- (d) that leave be given to withdraw an item of business including a motion or amendment;
- (e) that the Council proceed to the next business;
- (f) that the question be now put;
- (g) that the debate be adjourned;
- (h) that the meeting be adjourned
- (i) authorising the sealing of documents;
- (j) suspending Council Procedure Rules, in accordance with Rule 22.1;
- (k) motion to exclude the press and public in accordance with the Access to Information Rules;
- (l) that a Member named under Rule 20, be not further heard or leave the meeting;
- (m) giving consent of the Council where its consent is required by this Constitution; and
- (n) that a communication be referred to the appropriate Committee

14.0 RULES OF DEBATE

14.1 Period Permitted for Speeches

- (a) Except by the leave of Council (and as follows);
 - a. A Member may address Council under the Communications item for up to 3 minutes.
 - b. A Member moving any motion may speak for up to 4 minutes.
 - c. Motions will be formally seconded (with no additional speaking rights¹⁷).
 - d. A Member moving an amendment may speak for up to 4 minutes.

¹⁷ Unless the Member speaking is from a different political group to the member moving the Motion. In such cases the member seconding the motion may speak for up to 3 minutes. A Member when seconding a motion or amendment may, if the intention to do so is declared, reserve that speech until a later period of the debate.

- e. Amendments will be formally seconded (with no additional speaking rights¹⁸).
- f. A Member summing up on a motion may speak for up to 3 minutes.
- g. A Member may speak for up to 3 minutes when commenting on Minutes or contributing to White Paper debates.
- h. An Executive Board Member, Committee Chair or other such Member as may be determined appropriate, may speak for up to 6 minutes¹⁹ when summing up on comments made on Minutes.
- i. An Executive Board Member or Committee Chair responsible for the section of the minutes to which an amendment(reference back) relates shall have 3 minutes to comment as the last speaker in the debate on the amendment(reference back).
- j. The Leader of Council may speak for up to ten minutes when summing up on the Minutes
- k. A Member (and any number of Members) may speak for up to (a combined period of) 6 minutes to set out their Community Concern
- l. A member responding to a Community Concern may speak for up to 4 minutes
- m. On resuming an adjourned debate, the Member who moved its adjournment is entitled to speak first for up to 3 minutes.

14.2 No Speeches Until Motion Seconded

Save for a Motion to put a Community Concern, all other motions or amendments shall not be discussed unless it has been proposed and seconded.

14.3 Right to require motion in writing

Unless notice has already been given in accordance with Rules 12.1 or 13 it shall be put into writing and handed to the Lord Mayor before it is further discussed or put to the meeting.

¹⁸ Unless the Member speaking is from a different political group to the member moving the Amendment. In such cases the member seconding the motion may speak for up to 3 minutes. A Member when seconding a motion or amendment may, if the intention to do so is declared, reserve that speech until a later period of the debate.

¹⁹ Where the Executive Board Member is the Leader of Council the time available for summing up on his/her portfolio shall be 5 minutes.

14.4 Content of Speeches

Members shall direct their speech to the question under discussion, a personal explanation or a point of order.

14.5 When a Member May Speak Again

A Member who has spoken on any motion shall not speak again whilst it is the subject of debate except:

- (i) if the motion has been amended since the Member last spoke, to move a further amendment
- (ii) in exercise of a right of reply
- (iii) to raise a point of order in accordance with Rule 14.15
- (iv) to make a personal explanation in accordance with Rule 14.16

For the purpose of this Rule only, comments on the minutes in each portfolio section of the Executive Board and each committee moved under Rule 2.2(i) shall be regarded as being comments upon separate motions and such comments shall be relevant to such section of the minutes as are under debate.

14.6 Amendments to Motions

(a) An amendment must be relevant to the motion and will be to:-

- (i) refer a subject of debate to an appropriate body or individual for consideration or reconsideration;
- (ii) leave out words;
- (iii) leave out words and insert or add others; or
- (iv) insert or add words,

provided that such omission, insertion or addition of words shall not have the effect solely of negating the motion.

- (b) Subject to Rule 14.6(c), only one amendment may be moved and discussed at any time. No further amendment shall be moved until the amendment under discussion has been disposed of.
- (c) Amendments to White Paper motions shall be moved and discussed in the order in which notice thereof has been given and the voting thereon shall be taken after the winding-up speech of the mover of the original motion.

14.7 Amendments (Reference Back) to a Motion to receive the Minutes

- (a) Only one amendment may be moved to any given minute under a motion to receive the minutes. This shall be one to request the decision-maker to reconsider the decision.
- (b) The Executive Member or Chair responsible for the section of the minutes to which the amendment relates shall have 3 minutes to comment as the last speaker in the debate on the amendment in addition to his/her rights under Rule 14.1(g). In the event that the amendment is the sole matter discussed under the given section of the minutes then the six minutes allowed under Rule 14.1(g) shall be applied.
- (c) The vote will be taken on the amendment before proceeding to comments on that section of the minutes.

14.8 Further Amendments

- (a) If any amendment is lost, other amendments may be moved on the original motion provided that, where necessary, due notice has been given in accordance with Rule 13.1.
- (b) If an amendment is carried, the motion as amended takes the place of the original motion upon which any further such amendments may be moved but this does not prevent any further amendments being moved by references to the wording of the original motion.
- (c) If a Member wishes to move a second or further amendment and has not given due notice thereof where required in accordance with Rule 13.1 the Member shall give notice of the proposed amendment during the discussion on the first or other earlier amendment and, subject to the consent of the Lord Mayor (which question shall not be open to discussion), may move this amendment at such time as the Lord Mayor shall decide. Subject to this, all amendments shall be considered in the order in which notice has been given.

14.9 Alteration of Motion

A Member may with the consent of the Council signified without discussion:

- (a) alter a motion of which that Member has given notice; or
- (b) with the further consent of the seconder, alter a motion which that Member has moved

if (in either case) the alteration is one which could be made as an amendment thereto.

14.10 Withdrawal of Motion or Minutes

A motion or amendment shall not be withdrawn except with the consent of the seconder and of the Council. There shall be no discussion upon an application to withdraw a motion or amendment but any Member shall be at liberty to move that the leave applied for be given and the Council without discussion shall vote thereon.

14.11 Right of Reply

- (a) The mover of a motion has a right to reply at the close of debate of the motion immediately before it is put to the vote.
- (b) If an amendment is moved, the mover of the original motion shall also have a right of reply at the close of the debate on the amendment but may not otherwise speak on the amendment.
- (c) The mover of the amendment has no right of reply to the debate on such amendment.

14.12 Motions that May Be Moved During Debate

When a motion is under debate no motion shall be moved except the following:-

- (a) to amend the motion;
- (b) to adjourn the meeting;
- (c) to adjourn the debate;
- (d) to proceed to the next business;
- (e) that the question be now put;
- (f) that a Member be not further heard;
- (g) by the Lord Mayor under Rule 20 that a Member leave a meeting;
- (h) to exclude the press and public in accordance with the Access to Information Procedure Rules; or
- (i) to give consent to the withdrawal of a motion or amendment.

14.13 Closure Motions

(a) A Member may move, without comment, at the conclusion of a speech of another Member,

- (i) to proceed to the next business;
- (ii) that the question be now put;
- (iii) to adjourn a debate; or
- (iv) to adjourn a meeting

on the seconding of which the Lord Mayor shall proceed as set out in paragraphs (b), (c) and (d) below.

- (b) If a motion to proceed to the next business is seconded, the Lord Mayor will first give the mover of the original motion a right of reply not exceeding 3 minutes in accordance with Procedure Rule 14.1 (f) and then put to the vote the motion to proceed to next business.
- (c) If a motion that the question be now put is seconded, the Lord Mayor will first put to the vote the motion that the question be now put, and if it is passed then give the mover of the original motion a right of reply under Rule 14.11 not exceeding 3 minutes before putting a motion to the vote.
- (d) If a motion to adjourn the debate or the meeting is seconded, the Lord Mayor shall put the adjournment motion to the vote without giving the mover of the original motion a right of reply on that occasion and no amendment to the motion shall be permitted unless it relates to the time of adjournment.

14.14 Resumption of Adjourned Debate

On resuming an adjourned debate, the Member who moved its adjournment is entitled to speak first.

14.15 Points of Order

A Member may raise a point of order at any time and will, with the consent of the Lord Mayor, be entitled to be heard immediately. A point of order may relate only to an alleged breach of these Council Procedure Rules or statutory provision. The Member must specify the Rule or statutory provision and the way in which s/he considers it has been broken. The Lord Mayor's ruling is final.

14.16 Personal explanation

A Member may make a personal explanation at any time. A personal explanation may only relate to some material part of an earlier speech by the Member which may appear to have been misunderstood in the present debate. The ruling of the Lord Mayor on the admissibility of a personal explanation will be final.

14.17 Lord Mayor's Ruling Final

The ruling of the Lord Mayor on a point of order or on the admissibility of a personal explanation shall not be open to discussion.

14.18 Interpretation of Council Procedure Rules

The ruling of the Lord Mayor as to the construction or application of any of these Rules, or as to any proceedings of the Council, shall not be challenged at any meeting of the Council and is final.

15.0 RESCINDING RESOLUTIONS OF COUNCIL

15.1 No resolution of the Council shall be rescinded or varied, except upon motion made on a notice which shall refer to the resolution sought to be rescinded or varied. Provided that this Rule shall not apply to motions moved in pursuance of a recommendation by the Executive Board or a committee established under Rule 1.1(j) or a sub-committee thereof.

16.0 VOTING

16.1 Majority

Unless this Constitution or the law provides otherwise, any matter will be decided by a simple majority of those Members voting and present in the room at the time the question was put.

16.2 Casting Vote

At any meeting of the Council or a committee established under Rule 1.1(j), or a sub-committee thereof, the Chair shall, in case of an equal division of votes have a second or casting vote.

16.3 Show of Hands

- (a) Unless a recorded vote is demanded under Rules 16.4 and 16.5, the Lord Mayor will take the vote by show of hands or if there is no dissent, by the affirmation of the meeting.
- (b) The result of a vote by show of hands will be announced provisionally by the Lord Mayor who will then allow a further reasonable period for any two Members to requisition a recorded vote. If any such requisition is made, the show of hands shall be disregarded and the voting will be recorded to show how each Member present voted.
- (c) If no such requisition is made before the Lord Mayor announces the next item of business or the closure of the meeting, as appropriate, the result of the show of hands as announced by the Lord Mayor will there upon become final.

16.4 Recorded Vote

Before the vote is taken on any matter before Council any two Members of the Council may demand that the votes are recorded and in that case the voting will be recorded to show how each Member present voted.

16.5 Right to Require Individual Vote to be Recorded

Where immediately after a vote is taken at a meeting if any Member so requires, there shall be recorded in the minutes of the proceedings of that meeting whether that person cast his/her vote for the question, against the question or whether s/he abstained from voting.

16.6 Division Bells

- (a) Where a closing speech has started there will be a single ring of the bell.
- (b) In any situation where it has been agreed that a recorded vote shall be taken, there will be two rings of the bell and at least half a minute will elapse between the end of the final ring and the taking of the vote.

16.7 Voting on Appointments

If there are more than two people nominated for any position to be filled by the Council, and there is not a clear majority in favour of one person, then the name of the person with the least number of votes shall be taken off the list and a new vote shall be taken. The process will continue until there is a majority of votes for one person.

17.0 MINUTES**17.1 Signing the Minutes**

- (a) The Lord Mayor will put the question that the minutes of the previous meeting or meetings of the Council be approved as a correct record.
- (b) No discussion will take place upon the minutes, except upon their accuracy, and any question of their accuracy shall be raised by motion. If no such question is raised, or it is raised then as soon as it has been disposed of, the Lord Mayor will sign the minutes.

17.2 No requirement to sign minutes of previous meeting at Extraordinary Meeting

Where in relation to any meeting, the next meeting for the purpose of signing the minutes is a meeting called under paragraph 3 of Schedule 12 to the Local Government Act 1972 (an Extraordinary Meeting) then the next following meeting (being a meeting called otherwise than under that paragraph) will be treated as a suitable meeting for the purposes of paragraph 41(1) and (2) of Schedule 12 relating to signing of minutes.

17.3 Form of Minutes

Minutes will contain all motions and amendments in the exact form and order the Lord Mayor put them.

18.0 RECORD OF ATTENDANCE

18.1 The clerk for the meeting will record the attendance of all Members present during the whole or part of a meeting.

19.0 EXCLUSION OF PUBLIC

19.1 Subject to any statutory prohibitions and to paragraph 19.2 below, meetings of the Council and committees established under Rule 1.1(j) and any sub-committees thereof, shall be open to the public. This shall be without prejudice to any power of exclusion to suppress or prevent disorderly conduct or other misbehaviour at a meeting.

19.2 The Council and committees established under Rule 1.1(j) and any sub-committees thereof may by resolution exclude the press and public from a meeting (whether during the whole part or part only of the proceedings) in accordance with the Access to Information Procedure Rules in Part 4 of this Constitution.

20.0 MEMBERS' CONDUCT

20.1 Standing to Speak

A Member when speaking at full Council must stand and address the Lord Mayor. If two or more Members rise, the Lord Mayor will call on one to speak and the other or others must sit. While the Member is speaking, the other Members must remain seated unless rising on a point of order or personal explanation. Members shall speak of each other by their titles of "Lord Mayor" or "Councillor" as the case may be.

20.2 Lord Mayor Standing

When the Lord Mayor rises during a debate, any Member speaking at the time must stop and sit down. The meeting must be silent.

20.3 Member not to be Heard Further

If at a meeting any Member indulges in misconduct by behaving irregularly, improperly, offensively, or by wilfully obstructing the business of the Council, any other Member (including the Lord Mayor) may move "that the Member named be not further heard" and the motion, if seconded will, with the leave of the Lord Mayor, be put and voted on without further discussion.

20.4 Member to Leave the Meeting

If the Member named continues the misconduct after a motion under the foregoing paragraph has been carried, the Lord Mayor shall either move "That the Member named do leave the meeting" (in which case the motion shall be put and determined without seconding or discussion) or adjourn the meeting of the Council for such period as the Lord Mayor shall consider expedient.

20.5 General Disturbance

In the event of general disturbance which in the opinion of the Lord Mayor renders the orderly dispatch of business impossible, the Lord Mayor may, without question, adjourn the meeting of the Council for such period as s/he considers expedient.

21.0 DISTURBANCE BY THE PUBLIC

21.1 If a Member of the public interrupts the proceedings at any meeting the Lord Mayor will warn the person concerned. If that person continues the interruption, the Lord Mayor will order their removal from the meeting room.

21.2 In the case of general disturbance in any part of the meeting room open to the public the Lord Mayor may call for that part to be cleared.

22.0 SUSPENSION AND AMENDMENT OF COUNCIL PROCEDURE RULES

22.1 Suspension

Any Council Procedure Rule except Rule 16.5 and 17.2 may be suspended by a motion made and seconded and carried by a majority of the Members present at the meeting. A motion to suspend in relation to the proposed introduction of an emergency motion should include the wording of the motion proposed to be considered. The motion to suspend should not include the reasons why the suspension is being proposed. Suspension is only for the duration of the meeting.

22.2 Amendment

Any motion to add to, vary or revoke these Council Procedure Rules will, when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council.

23.0 INTEREST OF MEMBERS AND OFFICERS

23.1 Members must comply with the Members' Code of Conduct.

23.2 Directors shall record in a book kept for the purpose particulars of any notice given by an officer of the Council of a personal interest in a contract and each such book shall be open during office hours to the inspection of any Members of the Council.

24.0 MOTIONS AFFECTING COUNCIL EMPLOYEES

24.1 If any question arises at a meeting of the Council or a committee established under Rule 1.1(j) and any sub-committee thereof, open to the public as to the appointment, promotion, dismissal, salary, superannuation or conditions of service, or as to the conduct of any person employed by the Council, such question shall not be the subject of discussion until the Council, committee, or sub-committee, has decided whether or not the power of exclusion of the public under section 100A of the Local Government Act 1972 shall be exercised.

25.0 APPLICATION TO COMMITTEES AND SUB COMMITTEES

25.1 All of the Council Procedure Rules apply to meetings of full Council. None of the Rules apply to meetings of the Executive (see Executive and Decision Making Procedure Rules). Only the following Rules apply to meetings of committees and sub-committees:

6.2, 7, 16.1, 16.2, 16.5, 17, 18, 19, 21, 23 - 28.

25.2 References to “Lord Mayor” shall read “the Chair”.

26.0 SUBSTITUTE MEMBERS**26.1 Allocation**

- (a) In relation to each Plans Panel, the Council shall appoint substitute members, comprising all other members of the other Plans Panels, the Development Plan Panel and the Licensing Committee. A nominated member shall be entitled to attend meetings in place of a regular member, subject to the substitute member having received appropriate training.
- (b) In relation to the Member Management Committee, an Executive Member, Deputy Executive Member, Whip or Assistant Whip shall be entitled to attend meetings in place of a regular member of the Committee.
- (c) In relation to the Development Plan Panel, the Council shall appoint substitute Members, comprising all Members of the Plans Panels and the Licensing Committee. A nominated Member shall be entitled to attend meetings in place of a regular Member, subject to the substitute Member having received appropriate training.
- (d) In relation to the Corporate Governance and Audit Committee, the Council shall appoint substitute members via nominations from group Whips. Each Whip shall nominate one substitute for each member that sits on the Committee. Whips may not nominate any members that would be excluded from full membership under the provisions of Article 9 of the Constitution.
- (e) In relation to the General Purposes Committee, an Executive Member, Deputy Executive Member, Whip or Assistant Whip shall be entitled to attend meetings in place of a regular member of the Committee.

- (f) In relation to Scrutiny Boards, substitute members shall be appointed in accordance with the Scrutiny Board Procedure Rules.
- (g) In relation to the Licensing Committee there shall be no substitution of Members. In relation to Licensing Sub-Committees substitute members shall be appointed in accordance with the Licensing Procedure Rules.
- (h) In relation to Standards and Conduct Committee, the Council shall appoint substitute members via nominations from group Whips. Each Whip shall nominate one substitute for each member that sits on the Committee. A nominated member shall be entitled to attend meetings in place of a regular member, subject to the substitute member having received appropriate training.

26.2 Substitution

A substitute member shall be entitled to attend in place of a regular member provided that the Committee Clerk has been notified of this before the meeting begins. Once the meeting has begun, the regular member in respect of whom notification has been received, shall no longer be entitled to attend that meeting as a member of the committee concerned.

26.3 Powers and Duties

A substitute member shall be for all purposes a duly appointed member of the committee to which s/he is appointed as a substitute member for the meeting in question. Substitute members will have all the powers and duties of any regular member of the committee, but will not be able to exercise any special powers or duties exercisable by the person for whom they are substituting.

27.0 SPECIAL MEETINGS OF COMMITTEES

- 27.1 The Chair of a committee established under Rule 1.1(j), may call a meeting at any time. A special meeting shall also be called on the requisition of any three Members of such committees delivered in writing to the Chief Executive. The Agenda for such a special meeting shall set out the business to be considered thereat and no business other than that set out in the Agenda shall be considered at that meeting.

28.0 QUORUM OF COMMITTEES AND SUB-COMMITTEES

- 28.1 Four Members (including the Chair) shall form a quorum in committees established under Rule 1.1(j), except as follows:
- 28.2 The quorum for the Employment Committee shall be two, including one Member of the Executive Board.

- 28.3 The quorum for a meeting of an Area Committee shall be satisfied if at least one third of the Elected Ward Members are present, and at least one Elected Ward Member from each ward within the area is present. In the case of those Committees where the Area is made of only two wards, the quorum shall be satisfied if three Members are present and at least one Elected Ward Member from each ward within the area is present.
- 28.4 The quorum for the Licensing Committee shall be as set out in the Licensing Procedure Rules.
- 28.5 The quorum of any sub-committee shall be determined by the appointing committee.
- 28.6 Except where authorised by statute, business shall not be transacted at a meeting unless a quorum is present.

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Report of Chief Officer Democratic and Central Services

Report to Council

Date: 14th November 2012

Subject: Recommendations of Executive Board regarding the Gambling Act 2005 Statement of Licensing Policy

Are specific electoral Wards affected? If relevant, name(s) of Ward(s):	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Is the decision eligible for Call-In?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information? If relevant, Access to Information Procedure Rule number: Appendix number:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

Summary of main issues

1. Every three years the Council is required by the Gambling Act 2005 to review the Gambling Act 2005 Statement of Licensing Policy, and to consult upon any changes.
2. The three yearly review is taking place this year however as the council approved an amendment to the current policy to include information on the large casino licence last year, it was not proposed to make revisions to the current policy at this review, unless the public consultation reveals the need for a further change. The public consultation has now taken place and the council received two responses.

Recommendations

That Council approve the Gambling Act 2005 Statement of Licensing Policy 2010-2012 as the new policy to have effect from 31st January 2013.

1 Purpose of this report

- 1.1 To present for consideration of Council recommendations of the Executive Board regarding the Gambling Act 2005 Statement of Licensing Policy.

2 Background information

- 2.1 Under Section 349 of the Gambling Act 2005 the Licensing Authority is required to prepare a statement of principles that they propose to apply in exercising their functions under this Act. This process is to be repeated every three years from 31st January 2007.
- 2.2 The consultation process is laid out clearly in the Gambling Act 2005, the Gambling Act 2005 (Licensing Authority Policy Statement)(England and Wales) Regulations 2006 and the Guidance to Licensing Authorities issued by the Gambling Commission (www.gamblingcommission.gov.uk).

3 Main issues

- 3.1 The council approved a revised Gambling Act 2005 Statement of Licensing Policy 2010 to 2012 in January 2012. The revisions included the insertion of a comprehensive section relating to the large casino but officers took the opportunity to revise other parts of the policy in light of recent legislation changes.
- 3.2 Officers, under the authorisation of a delegated decision notice, considered that further revisions were not necessary and took the current policy through a public consultation between 12th March and 1st June 2012.
- 3.3 The council received two written responses to the public consultation.
- 3.4 The Association of British Bookmakers responded on 26th April 2012 to advise that it was pleased that the Council was not intending to make any changes to the current policy and to request that we advise them if we do make any amendments.
- 3.5 The Racecourse Association Limited responded on the 30th May 2012. Three comments relate principally to the section on premises licences and how they relate to racecourses. Two of the comments relate to the section on tracks. Officers have considered the comments but do not consider that any further changes are required to the policy.
- 3.6 The council did not receive any responses via the online questionnaire.
- 3.7 The approval of the policy is a matter for full Council. The approval process follows the Budgetary and Policy Framework. The policy has now been to Executive Board and was referred to Scrutiny Board (Resources and Council Services) for consideration at their September meeting. Although Scrutiny Board had a number of questions relating to gambling, there was no comment to be made to Executive Board.

3.8 The policy was presented to Executive Board on 17th October. In the absence of any comment from Scrutiny Board (Resources and Council Services), Executive Board recommend that the Council approves the policy.

4 Corporate Considerations

4.1 Consultation and Engagement

4.1.1 As per the attached report to the Executive Board

4.2 Equality and Diversity / Cohesion and Integration

4.2.1 As per the attached report to the Executive Board

4.3 Council policies and City Priorities

4.3.1 As per the attached report to the Executive Board

4.4 Resources and value for money

4.4.1 As per the attached report to the Executive Board

4.5 Legal Implications, Access to Information and Call In

4.5.1 As per the attached report to the Executive Board

4.6 Risk Management

4.6.1 As per the attached report to the Executive Board

5 Conclusions

5.1 As per the attached report to the Executive Board

6 Recommendations

6.1 That Council approve the Gambling Act 2005 Statement of Licensing Policy 2010-2012 as the new policy to have effect from 31st January 2013.

Background documents¹

7.1 There are no unpublished background documents that relate to this matter.

¹ The background documents listed in this section are available to download from the Council's website, unless they contain confidential or exempt information. The list of background documents does not include published works.

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Report of Head of Licensing and Registration

Report to Executive Board

Date: 17th October 2012

Subject: Gambling Act 2005 Statement of Licensing Policy

Are specific electoral Wards affected? If relevant, name(s) of Ward(s):	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Is the decision eligible for Call-In?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information? If relevant, Access to Information Procedure Rule number: Appendix number:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

Summary of main issues

1. Every three years the Council is required by the Gambling Act 2005 to review the Gambling Act 2005 Statement of Licensing Policy, and to consult upon any changes.
2. The three yearly review is taking place this year however as the council approved an amendment to the current policy to include information on the large casino licence last year, it was not proposed to make revisions to the current policy at this review, unless the public consultation reveals the need for a further change. The public consultation has now taken place and the council received two responses.
3. The policy is following the budgetary and policy framework and has now been presented to Scrutiny Board (Resources and Council Services) without comment.

Recommendations

1. That Executive Board note the contents of the report and refer the matter to full Council for approval in line with the Budgetary and Policy Framework at the November meeting.

1 Purpose of this report

- 1.1 To advise Executive Board that the triennial review of the Gambling Act 2005 Statement of Licensing Policy is underway with the public consultation having taken place.
- 1.2 To recommend that Executive Board refer the matter to full Council for approval in accordance with the Budgetary and Policy Framework.

2 Background information

- 2.1 Under Section 349 of the Gambling Act 2005 the Licensing Authority is required to prepare a statement of principles that they propose to apply in exercising their functions under this Act. This process is to be repeated every three years from 31st January 2007.
- 2.2 The consultation process is laid out clearly in the Gambling Act 2005, the Gambling Act 2005 (Licensing Authority Policy Statement)(England and Wales) Regulations 2006 and the Guidance to Licensing Authorities issued by the Gambling Commission (www.gamblingcommission.gov.uk).

3 Main issues

- 3.1 The council approved a revised Gambling Act 2005 Statement of Licensing Policy 2010 to 2012 in January 2012. The revisions included the insertion of a comprehensive section relating to the large casino but officers took the opportunity to revise other parts of the policy in light of recent legislation changes.
- 3.2 Officers, under the authorisation of a delegated decision notice, considered that further revisions were not necessary and took the current policy through a public consultation between 12th March and 1st June 2012.
- 3.3 The council received two written responses to the public consultation.
- 3.4 The Association of British Bookmakers responded on 26th April 2012 to advise that it was pleased that the Council was not intending to make any changes to the current policy and to request that we advise them if we do make any amendments.
- 3.5 The Racecourse Association Limited responded on the 30th May 2012. Three comments relate principally to the section on premises licences and how they relate to racecourses. Two of the comments relate to the section on tracks. Officers have considered the comments but do not consider that any further changes are required to the policy.
- 3.6 The council did not receive any responses via the online questionnaire.
- 3.7 The approval of the policy is a matter for full Council. The approval process follows the Budgetary and Policy Framework. The policy has now been to Executive Board and was referred to Scrutiny Board (Resources and Council Services) for consideration at their September meeting. Although Scrutiny Board had a number

of questions relating to gambling, there was no comment to be made to Executive Board.

4 Corporate Considerations

4.1 Consultation and Engagement

4.1.1 The Statement of Licensing Policy underwent a public consultation which ran from 12th March to 1st June 2012. The consultation was advertised through Talking Point. A press release was produced, and the consultation was advertised on the council's website.

4.1.2 The consultation was advertised by letter directly to 457 people and organisations including:

Organisations which represent the general public

- Elected Members, Members of Parliament
- Parish and Town Councils, Citizen Advice Bureaux

Partner Agencies

- West Yorkshire Police and British Transport Police
- West Yorkshire Fire and Rescue Service
- West Yorkshire Trading Standards Service
- Health and Safety Executive
- HM Revenue and Customs and The Border Agency
- LCC Development Department and Environmental Health Services
- Local Safeguarding Children Board
- NHS Leeds

Special interest groups

- Individual members of the public who had expressed an interest during the development of the revised Policy
- Special interest groups, specifically gambling addiction services
- Support organisations such as Alcoholics Anonymous, Victim Support, The Samaritans, Alcohol and Drugs Service
- Faith groups

Organisations which represent businesses in Leeds

- Business support organisations such as Federation of Small Businesses
- Businesses currently operating as gambling establishments
- Licensing Solicitors who had expressed an interest during the development of the revised Policy, or who are known to represent gambling establishments.

4.2 Equality and Diversity / Cohesion and Integration

4.2.1 The Gambling Act 2005 has three licensing objectives:

- a) preventing gambling from being a source of crime or disorder, being associated with crime or disorder or being used to support crime,
- b) ensuring that gambling is conducted in a fair and open way, and

- c) protecting children and other vulnerable persons from being harmed or exploited by gambling.

4.2.2 The licensing authority, in exercising their functions under the Act, shall aim to permit the use of premises for gambling in so far as it thinks it's reasonably consistent with the licensing objectives.

4.2.3 Therefore the council has produced a Statement of Licensing Policy with this in mind and has taken special consideration of the protection of children and vulnerable people.

4.3 Council policies and City Priorities

4.3.1 The Statement of Licensing Policy sets out the principles the council will use to exercise its functions under the Gambling Act 2005. Applicants for licences and permits for gambling are expected to read the Policy before making their application and the council will refer to the Policy when making its decisions.

4.3.2 The licensing regime contributes to the following aims:

By 2030, Leeds will be fair, open and welcoming

- Local people have the power to make decisions that affect them
- There is a culture of responsibility, respect for each other and the environment
- Our services meet the diverse needs of our changing population
- Everyone is proud to live and work

By 2030, Leeds' economy will be prosperous and sustainable

- Opportunities to work with secure, flexible employment and good wages

By 2030, all Leeds' communities will be successful

- Communities are safe and people feel safe

4.3.3 The licensing regime contributes to the following city priorities:

Best city... for communities:

- Reduce crime levels and their impact across Leeds
- Effectively tackle and reduce anti-social behaviour in communities

4.4 Resources and value for money

4.4.1 Legal Services has provided informal advice at each stage of the policy development.

4.5 Legal Implications, Access to Information and Call In

4.5.1 The development of a Policy under the Gambling Act 2005 is a matter for full Council and follows the Budgetary and Policy Framework which requires that Executive Board refers this matter to Scrutiny Board (Resources and Council Services) and then for it to be further considered by Executive Board before being

recommended to full Council for approval. Therefore this report is not available for call in as this matter has already been considered by Scrutiny.

- 4.5.2 The only recourse for persons applying for gambling licences and permits is appeal to the Magistrates Court, although anyone can take the policy to a judicial review within a certain time limit after approval. The Statement of Licensing Policy has been developed with transparency and fairness as a prime consideration.

4.6 Risk Management

- 4.6.1 Executive Board has the option of not referring the revised Policy to full Council at this time and requesting that further work is undertaken. This would impact on the policy timescales. A revised policy must be in place by January 2013 in order for the council to continue determining gambling licences and authorisations under the Gambling Act 2005.

5 Conclusions

- 5.1 The council has undertaken a 12 week public consultation on the Gambling Act 2005 Statement of Licensing Policy as required by the Gambling Act. This review and consultation is required every three years.
- 5.2 As a revised policy was approved by Council in January this year further revisions were not necessary prior to the public consultation. The council received two written responses to the consultation but does not intend to make any further revision in light of these responses.
- 5.3 The policy approval is a matter for Council following the Budgetary and Policy Framework. It is intended that the policy follows this framework with final approval expected by Council in November 2012.

6 Recommendations

- 6.1 That Executive Board note the contents of the report and refer the matter to full Council for approval in line with the Budgetary and Policy Framework at the November meeting.

Background documents¹

- 7.1 There are no unpublished background documents that relate to this matter.

¹ The background documents listed in this section are available to download from the Council's website, unless they contain confidential or exempt information. The list of background documents does not include published works.

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Statement of Licensing Policy 2010 – 2012

Gambling Act 2005

Further copies of this document can be obtained from:

Entertainment Licensing
Leeds City Council
Civic Hall
Leeds
LS1 1UR

Tel: 0113 247 4095
Fax: 0113 224 3885

Email: entertainment.licensing@leeds.gov.uk
Web: www.leeds.gov.uk/licensing

Please note:
The information contained within this document can be made available in different languages and formats including Braille, large print and audio cassette.

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Executive Summary

The Gambling Act 2005 obtained Royal Assent in 2005 and came into effect in 2007.

Under Section 349 of the Gambling Act 2005 the Licensing Authority is required to prepare a statement of principles that they propose to apply in exercising their functions under this Act. This process is to be repeated every three years from 31st January 2007.

The consultation process is laid out clearly in the Gambling Act 2005, the Gambling Act 2005 (Licensing Authority Policy Statement)(England and Wales) Regulations 2006 and the Guidance to Licensing Authorities issued by the Gambling Commission (www.gamblingcommission.gov.uk).

The purpose of the Statement of Licensing Policy is to set out the principles that the Council propose to apply when determining licences, permits and registrations under the Gambling Act 2005.

Any decision taken by the Council in regard to determination of licences, permits and registrations should aim to permit the use of premises for gambling in so far as it is reasonably consistent with the licensing objectives which are:

- Preventing gambling from being a source of crime or disorder, being associated with crime or disorder or being used to support crime.
- Ensuring that gambling is conducted in a fair and open way
- Protecting children and other vulnerable persons from being harmed or exploited by gambling

The principles to be applied specifically to the determination of premises licence applications include definition of premises, location, duplication with other regulatory regimes, conditions, door supervision. The policy also specifically mentions adult gaming centres, family entertainment centres, casinos, bingo premises, betting premises, tracks and travelling fairs.

The council has the ability to issue permits for prize gaming and unlicensed family entertainment centres. The council is able to specify the information it requires as part of the application process which will aid determination and this information is described in this Policy.

Club gaming and club machine permits are also issued by the council. The process for this is described, along with other processes specified in the legislation for example temporary use notices, occasional use notices and small society lotteries.

Enforcement of the legislation is a requirement of the Act that is undertaken by the council in conjunction with the Gambling Commission. The policy describes the council's enforcement principles and the principles underpinning the right of review.

The policy has three appendices, describing the stakes and prizes which determine the category of a gaming machine, a glossary of terms and exempt gaming in pubs and clubs.

1. The licensing objectives

- 1.1 Under the Gambling Act 2005 (the Act) Leeds City Council is the licensing authority for the Leeds district and licences premises for gambling activities as well as granting various other gambling permits. In this document unless otherwise stated any references to the council are to the Leeds Licensing Authority.
- 1.2 The council will carry out its functions under the Act with a view to aiming to permit the use of premises for gambling in so far as it is reasonably consistent with the three licensing objectives set out at Section 1 of the Act. The licensing objectives are:
 - preventing gambling from being a source of crime or disorder, being associated with crime or disorder or being used to support crime
 - ensuring that gambling is conducted in a fair and open way
 - protecting children and other vulnerable persons from being harmed or exploited by gambling.
- 1.3 More information can be found about how the council will achieve this in Part B and C of this document.
- 1.4 The council will also follow any regulations and statutory guidance issued in accordance with the Act and have regard to any codes of practice issued by the national gambling regulator, the Gambling Commission.
- 1.5 The council is aware that in making decisions about premises licences it should aim to permit the use of premises for gambling in so far as it thinks it is:
 - in accordance with any relevant code of practice issued by the Gambling Commission
 - in accordance with any relevant guidance issued by the Gambling Commission
 - reasonably consistent with the licensing objectives and
 - in accordance with this document.

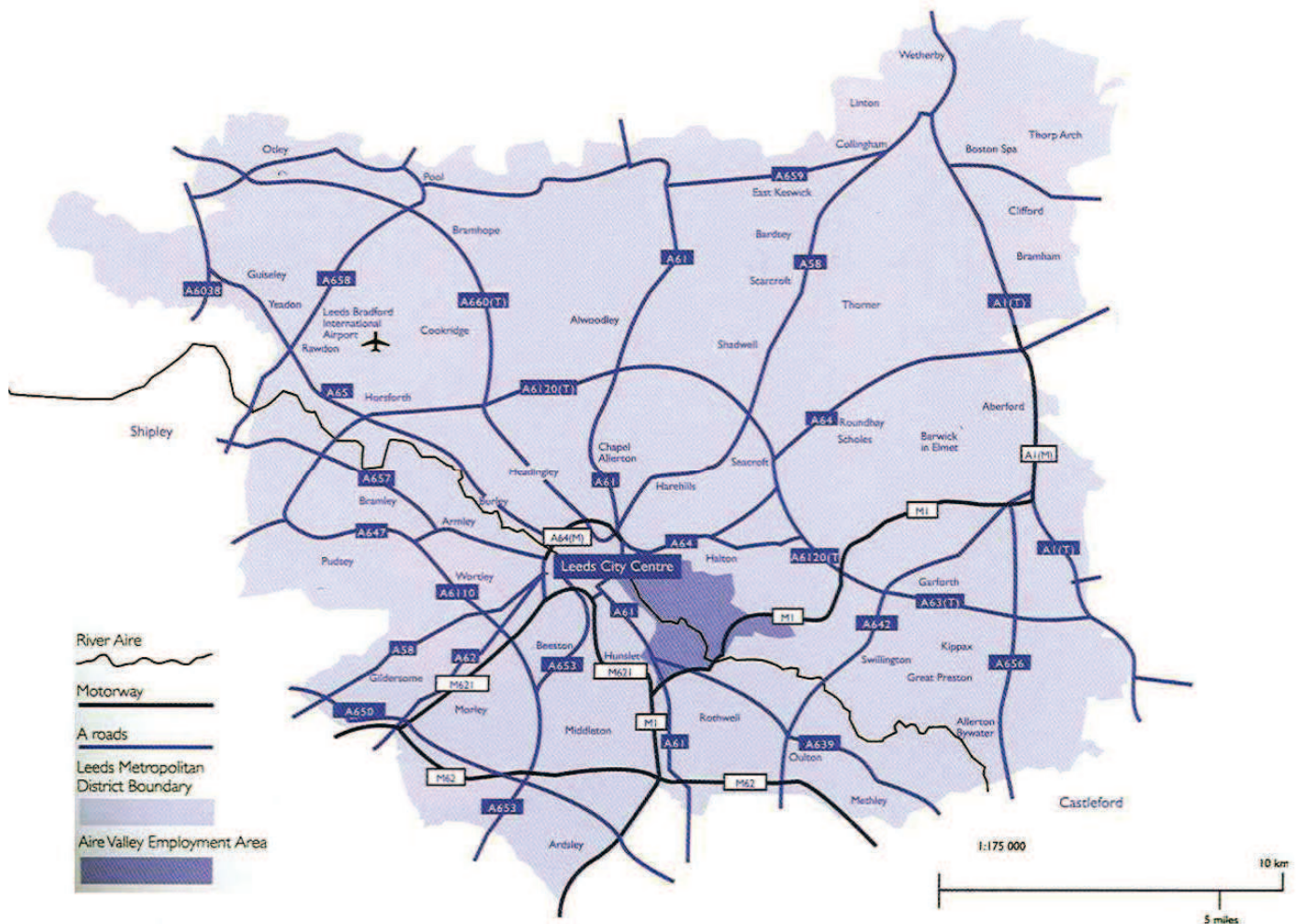
2. The Leeds district

- 2.1 Leeds City Council has sought to establish Leeds as a major European city and cultural and social centre. It is the second largest metropolitan district in England and has a population of 2.2 million people living within 30 minutes drive of the city centre.
- 2.2 The Leeds metropolitan district extends over 562 square kilometres (217 square miles) and has a population of 715,000 (taken from the 2001 census). It includes the city centre and the urban areas that surround it, the more rural outer suburbs and several towns, all with their very different identities. Two-thirds of the district is greenbelt (open land with restrictive building), and there is beautiful countryside within easy reach of the city.
- 2.3 Over recent years Leeds has experienced significant levels of growth in entertainment use within the City coupled with a significant increase in residential development. The close proximity of a range of land uses and the creation of mixed-use schemes has many benefits including the creation of a vibrant 24-hour city. Leeds City Council has a policy promoting mixed use development including residential and evening uses throughout the city centre.
- 2.4 Leeds has strong artistic and sporting traditions and has the best attended free outdoor festivals in the country. The success of arts and heritage organisations including the Grand Theatre, West Yorkshire Playhouse, Opera North, Northern Ballet Theatre,

Phoenix Dance Theatre, Harewood House and the Henry Moore Institute, has helped to attract other major arts and heritage investments such as the award winning Royal Armouries and the Thackray Medical Museum. The city also boasts a wealth of community based sports, heritage and recreational facilities. There is a vibrant voluntary sector including thousands of groups and societies.

- 2.5 Leeds is a city with many cultures, languages, races and faiths. A wide range of minority groups including Black Caribbean, Indian, Pakistani, Irish and Chinese as well as many other smaller communities make up almost 11% of the city population.
- 2.6 The Vision for Leeds 2011-2030 is published by the Leeds Initiative, as the city's strategic partnership group. It sets the overall aim that by 2030 Leeds will be the best city in the UK. It has three main aims:
- Leeds will be fair, open and welcoming
 - Leeds' economy will be prosperous and sustainable
 - All Leeds' communities will be successful
- 2.7 This statement of licensing policy seeks to promote the licensing objectives within the overall context of the three aims set out in the Vision for Leeds 2011-2030.

2.9 Leeds metropolitan district



3. The purpose of the Gambling Act 2005 – Statement of Licensing Policy

3.1 Licensing authorities are required by the Gambling Act 2005 to publish a statement of the principles which they propose to apply when exercising their functions under the Act. This document fulfils this requirement. Such statement must be published at least every three years. The statement can also be reviewed from "time to time" and any amendments must be consulted upon. The statement must then be re-published.

3.2 Leeds City Council consulted widely upon this policy statement before finalising and publishing it. A list of the persons we consulted is provided below:

- West Yorkshire Police
- the Local Safeguarding Children Board
- representatives of local businesses (including Leeds Chamber of Commerce and the Federation of Small Businesses)
- members of the public
- the Gambling Commission
- community representatives
- town/parish councils in the district
- Area Committees
- local Members of Parliament
- national bodies representing the gambling trade
- national charities concerned with the social impact of gambling
- other charities offering support to alcohol and drugs users

- representatives of existing licence holders
- Yorkshire Forward (the regional development agency)
- Yorkshire Culture
- Leeds Citizens Advice Bureau
- NHS Leeds
- Her Majesty's Revenue and Customs
- West Yorkshire Fire and Rescue Service
- Faith groups within the Leeds district
- Department of Neighbourhoods & Housing, Environmental Health Services
- Leeds City Council Development Department
- Leeds Initiative

3.3 The consultation took place between August and October 2009 and followed the Better Regulation Executive Code of Practice on Consultation published in July 2008 and available from their website:

www.bre.brr.gov.uk

3.4 A copy of the consultation report containing a summary of the comments received and the consideration by the council of those comments is available on request.

3.5 The policy was approved at a meeting of the Full Council on 18th November 2009.

3.6 The policy was revised in 2011 to include a section on the large casino, to update information on the Vision for Leeds and to update Appendix 1. The revised policy was adopted by Full Council on 18th January 2012.

4. The licensing framework

4.1 The Gambling Act 2005 brought about changes to the way that gambling is administered in the United Kingdom. The Gambling Commission is the national gambling regulator and has a lead role in working with central government and local authorities to regulate gambling activity.

4.2 The Gambling Commission issues operators licences and personal licences. Any operator wishing to provide gambling at a certain premises must have applied for the requisite personal licence and operators licence before they can approach the council for a premises licence. In this way the Gambling Commission is able to screen applicants and organisations to ensure they have the correct credentials to operate gambling premises. The council's role is to ensure premises are suitable for providing gambling in line with the three licensing objectives and any codes of practice issued by the Gambling Commission. The council also issues various permits and notices to regulate smaller scale and or ad hoc gambling in various other locations such as pubs, clubs and hotels.

4.3 The council does not licence large society lotteries or remote gambling through websites. These areas fall to the Gambling Commission. The National Lottery is not licensed by the Gambling Act 2005 and continues to be regulated by the National Lottery Commission under the National Lottery Act 1993.

5. Declaration

5.1 This statement of licensing policy will not override the right of any person to make an application, make representations about an application, or apply for a review of a licence, as each will be considered on its own merits and according to the statutory requirements of the Gambling Act 2005.

5.2 In producing this document, the council declares that it has had regard to the licensing objectives of the Gambling Act 2005, the guidance issued by the Gambling Commission, and any responses from those consulted on the policy statement.

6. Responsible authorities

6.1 The Act empowers certain agencies to act as responsible authorities so that they can employ their particular area of expertise to help promote the licensing objectives. Responsible authorities are able to make representations about licence applications, or apply for a review of an existing licence. Responsible authorities will also offer advice and guidance to applicants.

6.2 The council is required by regulations to state the principles it will apply to designate, in writing, a body which is competent to advise the authority about the protection of children from harm. The principles are:

- the need for the body to be responsible for an area covering the whole of the licensing authority's area
- the need for the body to be answerable to democratically elected persons, rather than any particular vested interest group etc.

6.3 In accordance with the regulations the council designates the Local Safeguarding Children Board for this purpose. Leeds Safeguarding Children Board has produced a "West Yorkshire Consortium Procedures Manual which can be found at <http://www.procedures.leedslscb.org.uk>. Applicants may find this manual useful as a point of reference, a guide for good practice and the mechanism by which to make a referral to Social Care etc, when producing their own policies and procedures in relation to the objective of protection of children and vulnerable people.

6.4 The contact details of all the responsible authorities under the Gambling Act 2005 are:

The Gambling Commission Victoria Square House Victoria Square Birmingham B2 4BP	Tel: 0121 230 6666 Fax: 0121 233 1096 info@gamblingcommission.gov.uk
---	--

West Yorkshire Police Robert Patterson Leeds District Licensing Officer Millgarth Police Station Leeds LS2 7HX	T: 0113 241 4023
---	------------------

Leeds Safeguarding Children's Board Leeds City Council 7 th Floor East Merrion House Leeds LS2 8DT	T: 0113 395 2610 administrator@leedslscb.org.uk
--	--

West Yorkshire Fire and Rescue Service District Fire Safety Officer Leeds Fire Station Kirkstall Road Leeds LS3 1NF	T: 0113 244 0302
--	------------------

Leeds City Council
Planning and Development Services
The Leonardo Building
2 Rossington Street
Leeds, LS2 8HD

Leeds City Council
Environmental Health Services
Millshaw Office
Millshaw Park Way
Churwell
Leeds
LS11 0LS

T: 0113 247 6026

HM Revenue and Customs
National Registration Unit
Portcullis House
21 India Street
Glasgow
G2 4PZ

T: 0141 555 3633
nrubetting&gaming@hmrc.gsi.gov.uk

7. Interested parties

7.1 Interested parties are certain types of people or organisations that have the right to make representations about licence applications, or apply for a review of an existing licence. These parties are defined in the Gambling Act 2005 as follows:

“For the purposes of this Part a person is an interested party in relation to an application for or in respect of a premises licence if, in the opinion of the licensing authority which issues the licence or to which the applications is made, the person-

- a) lives sufficiently close to the premises to be likely to be affected by the authorised activities,
- b) has business interests that might be affected by the authorised activities, or
- c) represents persons who satisfy paragraph (a) or (b)”

7.2 The council is required by regulations to state the principles it will apply to determine whether a person is an interested party. The principles are:

- Each case will be decided upon its merits. The council will not apply a rigid rule to its decision making. It will consider the examples of considerations provided in the Gambling Commission’s Guidance to local authorities.
- Within this framework the council will accept representations made on behalf of residents and tenants associations.
- In order to determine if an interested party lives or has business interests, sufficiently close to the premises to be likely to be affected by the gambling activities, the council will consider factors such as the size of the premises and the nature of the activities taking place.

7.3 The council will provide more detailed information on the making of representations in a separate guidance note. The guidance note has been prepared in accordance with relevant Statutory Instruments and Gambling Commission guidance.

8. Exchange of information

8.1 Licensing authorities are required to include in their policy statement the principles to be applied by the authority with regards to the exchange of information between it and the Gambling Commission, as well as other persons listed in Schedule 6 to the Act.

8.2 The principle that the council applies is that it will act in accordance with the provisions of the Gambling Act 2005 in its exchange of information which includes the provision that the Data Protection Act 1998 will not be contravened. The council will also have regard to any guidance issued by the Gambling Commission to local authorities on this

matter, as well as any relevant regulations issued by the Secretary of State under the powers provided in the Gambling Act 2005.

9. Licensing authority functions

9.1 Licensing authorities are responsible under the Act for:

- licensing premises where gambling activities are to take place by issuing premises licences
- issuing provisional statements
- regulating members' clubs and miners' welfare institutes who wish to undertake certain gaming activities via issuing Club Gaming Permits and/or Club Machine Permits
- issuing Club Machine Permits to commercial clubs
- granting permits for the use of certain lower stake gaming machines at Unlicensed Family Entertainment Centres
- receiving notifications from alcohol licensed premises (under the Licensing Act 2003) of the use of two or less gaming machines
- granting Licensed Premises Gaming Machine Permits for premises licensed to sell/supply alcohol for consumption on the licensed premises, under the Licensing Act 2003, where more than two machines are required
- registering small society lotteries below prescribed thresholds
- issuing Prize Gaming Permits
- receiving and endorsing Temporary Use Notices
- receiving Occasional Use Notices (for tracks)
- providing information to the Gambling Commission regarding details of licences issued (see section above on 'Exchange of information')
- maintaining registers of the permits and licences that are issued under these functions.

9.2 The council will not be involved in licensing remote gambling at all. This will fall to the Gambling Commission via operator licences.

Part B Promotion of the licensing objectives

10. Preventing gambling from being a source of crime or disorder, being associated with crime or disorder or being used to support crime

- 10.1 The Gambling Commission will take a lead role in keeping gambling crime free by vetting all applicants for personal and operator licences. The council's main role is to try and promote this area with regard actual premises. Thus, where an area has known high levels of organised crime the council will consider carefully whether gambling premises are suitable to be located there (see paragraph 13.8 and 13.9) and whether conditions may be required such as the provision of door supervision (see paragraph 13.15).
- 10.2 There is a distinction between disorder and nuisance. In order to make the distinction, when incidents of this nature occur, the council will consider factors such as whether police assistance was required and how threatening the behaviour was to those who could see it.
- 10.3 Issues of nuisance cannot be addressed by the Gambling Act provisions however problems of this nature can be addressed through other legislation as appropriate.
- 10.4 Examples of the specific steps the council may take to address this area can be found in the various sections covering specific premises types in Part C of this document and also in Part D which covers permits and notices.

11. Ensuring that gambling is conducted in a fair and open way

- 11.1 The council is aware that except in the case of tracks (see section 18) generally the Gambling Commission does not expect licensing authorities to become concerned with ensuring that gambling is conducted in a fair and open way as this will be addressed via operating and personal licences.
- 11.2 However the council will familiarise itself with operator licence conditions and will communicate any concerns to the Gambling Commission about misleading advertising or any absence of required game rules or other matters as set out in the Gambling Commission's Licence Conditions and Code of Practice.
- 11.3 Examples of the specific steps the council may take to address this area can be found in the various sections covering specific premises types in Part C of this document and also in Part D which covers permits and notices.

12. Protecting children and other vulnerable persons from being harmed or exploited by gambling

Protection of children

- 12.1 This licensing objective means preventing children from taking part in most types of gambling. The council will therefore consider whether specific measures are required at particular premises, with regard to this licensing objective. Appropriate measures may include supervision of entrances / machines, segregation of areas etc.
- 12.2 The Act provides the following definition for child and young adult in Section 45:

Meaning of "child" and "young person"

- (1) In this Act "child" means an individual who is less than 16 years old.
- (2) In this Act "young person" means an individual who is not a child but who is less than 18 years old.

For the purpose of this section protection of children will encompass both child and young person as defined by the Act.

- 12.3 The council will pay particular attention to any codes of practice which the Gambling Commission issues as regards this licensing objective in relation to specific premises such as casinos.
- 12.4 Examples of the specific steps the council may take to address this area can be found in the various sections covering specific premises types in Part C of this document and also in Part D which covers permits and notices.

Protection of vulnerable people

- 12.5 The council is aware of the difficulty in defining the term "vulnerable person".
- 12.6 The Gambling Commission, in its Guidance to Local Authorities, does not seek to offer a definition for the term "vulnerable people" but will, for regulatory purposes assume that this group includes people:

"who gamble more than they want to, people who gamble beyond their means, elderly persons, and people who may not be able to make informed or balanced decisions about gambling due to a mental impairment, or because of the influence of alcohol or drugs."

- 12.7 The Department of Health document "No Secrets" offers a definition of a vulnerable adult as a person:

"who is or may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation."

- 12.8 In the case of premises licences the council is aware of the extensive requirements set out for operators in the Gambling Commissions Code of Practice. In this document the Gambling Commission clearly describe the policies and procedures that operators should put in place regarding:

- Combating problem gambling
- Access to gambling by children and young persons
- Information on how to gambling responsibly and help for problem gamblers
- Customer interaction
- Self exclusion
- Employment of children and young persons

- 12.9 All applicants should familiarise themselves with the operator licence conditions and codes of practice relating to this objective and determine if these policies and procedures are appropriate in their circumstances. The council will communicate any concerns to the Gambling Commission about any absence of this required information.

- 12.10 Applicants may also like to make reference to Leeds Safeguarding Adults Partnership document entitled "Leeds Multi Agency Safeguarding Adults Policies and Procedures" which provides extensive guidance on identifying vulnerable people and what can be done to reduce risk for this group. This document can be accessed via <http://www.leedssafeguardingadults.org.uk>

- 12.11 Applicants should consider the following proposed measures for protecting and supporting vulnerable persons, for example:

- leaflets offering assistance to problem gamblers should be available on gambling premises in a location that is both prominent and discreet, such as toilets
- training for staff members which focuses on building an employee's ability to maintain a sense of awareness of how much (e.g. how long) customers are

gambling, as part of measures to detect persons who may be vulnerable. (see 12.4.1)

- trained personnel for the purpose of identifying and providing support to vulnerable persons
- self exclusion schemes
- operators should demonstrate their understanding of best practice issued by organisations that represent the interests of vulnerable people
- posters with GamCare Helpline and website in prominent locations
- windows, entrances and advertisements to be positioned or designed not to entice passers by.

It should be noted that some of these measures form part of the mandatory conditions placed on premises licences.

- 12.12 The council may consider any of the above or similar measures as licence conditions should these not be adequately addressed by any mandatory conditions, default conditions or proposed by the applicant.

13. Introduction to premises licensing

- 13.1 The council will issue premises licences to allow those premises to be used for certain types of gambling. For example premises licences will be issued to amusement arcades, bingo halls, bookmakers and casinos.
- 13.2 Premises licences are subject to the permissions/restrictions set-out in the Gambling Act 2005 and regulations, as well as specific mandatory and default conditions which are detailed in regulations issued by the Secretary of State. Licensing authorities are able to exclude default conditions and also attach other conditions, where it is believed to be necessary and proportionate. (see 13.18)
- 13.3 Applicants should also be aware that the Gambling Commission has issued Codes of Practice for each interest area for which they must have regard. The council will also have regard to these Codes of Practice.

Definition of "premises"

- 13.4 Premises is defined in the Act as "any place". Different premises licences cannot apply in respect of a single premises at different times. However, it is possible for a single building to be subject to more than one premises licence, provided they are for different parts of the building and the different parts of the building can be reasonably regarded as being different premises. Whether different parts of a building can properly be regarded as being separate premises will always be a question of fact in the circumstances.
- 13.5 The council will take particular care in considering applications for multiple licences for a building and those relating to a discrete part of a building used for other (non-gambling) purposes. In particular the council will assess entrances and exits from parts of a building covered by one or more licences to satisfy itself that they are separate and identifiable so that the separation of different premises is not compromised and that people do not 'drift' into a gambling area.
- 13.6 The council will pay particular attention to applications where access to the licensed premises is through other premises (which themselves may be licensed or unlicensed). Issues that the council will consider before granting such applications include whether children can gain access, compatibility of the two establishments; and the ability to comply with the requirements of the Act. In addition an overriding consideration will be whether, taken as a whole, the co-location of the licensed premises with other facilities has the effect of creating an arrangement that otherwise would, or should, be prohibited under the Act.
- 13.7 An applicant cannot obtain a full premises licence until they have the right to occupy the premises to which the application relates.

Location

- 13.8 The council is aware that demand issues (e.g. the likely demand or need for gambling facilities in an area) cannot be considered with regard to the location of premises but that considerations in terms of the licensing objectives can. The council will pay particular attention to the protection of children and vulnerable persons from being harmed or exploited by gambling, as well as issues of crime and disorder.
- 13.9 With regards to these objectives it is the council's policy, upon receipt of any relevant representations to look at specific location issues including:

- the possible impact a gambling premises may have on any premises that provide services to children or young people, i.e. a school, or vulnerable adult centres in the area
- the possible impact a gambling premises may have on residential areas where there may be a high concentration of families with children
- the size of the premises and the nature of the activities taking place
- any levels of organised crime in the area.

The council will need to be satisfied that there is sufficient evidence that the particular location of the premises would be harmful to the licensing objectives. Such evidence may be used to inform the decision the council makes about whether to grant the licence, to grant the licence with special conditions or to refuse the application.

- 13.10 This policy does not preclude any application being made and each application will be decided on its merits, with the onus being upon the applicant to show how the concerns can be overcome.

Duplication with other regulatory regimes

- 13.11 The council will seek to avoid any duplication with other statutory/regulatory systems where possible, including planning. The council will not consider whether a licence application is likely to be awarded planning permission or building regulations approval, in its consideration of it. It will though, listen to, and consider carefully, any concerns about proposed conditions which are not able to be met by the applicant due to planning restrictions, should such a situation arise.

Conditions

- 13.12 The council is aware that the Secretary of State has set mandatory conditions and default conditions and the Gambling Commission has set Licence Conditions and Codes of Practice on Operator's Licences which are necessary for the general good conduct of gambling premises, therefore it is unlikely that the council will need to impose individual conditions imposing a more restricted regime in relation to matters that have already been dealt with. If the council is minded to do so because there are regulatory concerns of an exceptional nature, then any additional licence conditions must relate to the licensing objectives.
- 13.13 Where there are specific risks or problems associated with a particular locality, or specific premises, or class of premises, the council will be able to attach individual conditions to address this.
- 13.14 Any conditions attached to a licence issued by the council will be proportionate and will be:
- relevant to the need to make the proposed building suitable as a gambling facility
 - directly related to the premises and the type of licence applied for, and/or related to the area where the premises is based
 - fairly and reasonably related to the scale, type and location of premises
 - consistent with the licensing objectives, and
 - reasonable in all other respects.
- 13.15 Decisions about individual conditions will be made on a case by case basis, although there will be a number of control measures the council will consider using, such as supervision of entrances, supervision of adult gaming machines, appropriate signage for adult only areas etc. There are specific comments made in this regard under each of the licence types below. The council will also expect the applicant to offer his/her own suggestions as to the way in which the licensing objectives can be met effectively.

13.16 Where certain measures are not already addressed by the mandatory/default conditions or by the applicant, the council may consider licence conditions to cover issues such as:

- proof of age schemes
- CCTV
- supervision of entrances
- supervision of machine areas
- physical separation of areas
- location of entrance points
- notices / signage
- specific opening hours
- a requirement that children must be accompanied by an adult
- enhanced CRB checks of the applicant and/or staff
- support to persons with gambling addiction
- policies to address seasonal periods where children may more frequently attempt to gain access to premises and gamble such as half terms and summer holidays
- policies to address the problems associated with truant children who may attempt to gain access to premises and gamble
- any one or a combination of the measures as set out at paragraph 12.7 of this policy.

13.17 This list is not mandatory or exhaustive and is merely indicative of examples of certain measures which may satisfy the requirements of the licensing authority and the responsible authorities, depending on the nature and location of the premises and the gambling facilities to be provided.

13.18 There are conditions which the council cannot attach to premises licences which are:

- any condition on the premises licence which makes it impossible for the applicant to comply with an operating licence condition;
- conditions relating to gaming machine categories, numbers, or method of operation;
- conditions which provide that membership of a club or body be required (the Gambling Act 2005 specifically removes the membership requirement for casino and bingo clubs and this provision prevents it being reinstated) and
- conditions in relation to stakes, fees, winnings or prizes.

Door supervision

13.19 The council will consider whether there is a need for door supervision in terms of the licensing objectives of protection of children and vulnerable persons from being harmed or exploited by gambling, and also in terms of preventing premises becoming a source of crime. It is noted though that the Gambling Act 2005 has amended the Private Security Industry Act 2001 and that door supervisors at casinos or bingo premises are not required to be licensed by the Security Industry Authority. Where door supervisors are provided at these premises the operator should ensure that any persons employed in this capacity are fit and proper to carry out such duties. Possible ways to achieve this could be to carry out a criminal records (CRB) check on potential staff and for such personnel to have attended industry recognised training.

14. Adult gaming centres

14.1 Adult gaming centres are a new category of premises introduced by the Act that are most closely related to what are commonly known as adult only amusement arcades seen in many city centres.

14.2 Under the Act a premises holding an adult gaming centre licence will be able to make category B, C and D gaming machines available and no one under 18 will be permitted to enter such premises (see Appendix 1).

- 14.3 The council will specifically have regard to the need to protect children and vulnerable persons from harm or being exploited by gambling in these premises. The council will expect applicants to satisfy the authority that there will be sufficient measures to ensure that under 18 year olds do not have access to the premises.
- 14.4 Where certain measures are not already addressed by the mandatory and default conditions and the Gambling Commission Codes of Practice or by the applicant, the council may consider licence conditions to address such issues, examples of which are provided at paragraph 13.15.

15. Licensed family entertainment centres (FECs)

- 15.1 Licensed family entertainment centres are those premises which usually provide a range of amusements such as computer games, penny pushers and may have a separate section set aside for adult only gaming machines with higher stakes and prizes. Licensed family entertainment centres will be able to make available unlimited category C and D machines where there is clear segregation in place so children do not access the areas where the category C machines are located (see Appendix 1).
- 15.2 Where category C or above machines are available in premises to which children are admitted then the council will ensure that:
- all such machines are located in an area of the premises separate from the remainder of the premises by a physical barrier which is effective to prevent access other than through a designated entrance. For this purpose a rope, floor markings or similar provision will not suffice and the council may insist on a permanent barrier of at least 1 meter high
 - only adults are admitted to the area where the machines (category C) are located
 - access to the area where the machines are located is supervised at all times
 - the area where the machines are located is arranged so that it can be observed by staff; and
 - at the entrance to, and inside any such area there are prominently displayed notices indicating that access to the area is prohibited to persons under 18.
- 15.3 The council will specifically have regard to the need to protect children and vulnerable persons from harm or being exploited by gambling in these premises. The council will expect applicants to satisfy the authority that there will be sufficient measures to ensure that under 18 year olds do not have access to the adult only gaming machine areas.
- 15.4 The council will refer to the Commission's website to familiarise itself with any conditions that apply to operating licences covering the way in which the area containing the category C machines should be delineated. The council will also make itself aware of the mandatory or default conditions and any Gambling Commission Codes of Practice on these premises licences.

16. Casinos

- 16.1 Leeds has a number of casinos which were licensed under the Gaming Act 1968, which have been subsequently converted into Gambling Act 2005 Converted Casino Premises Licences.
- 16.2 The Gambling Act states that a casino is an arrangement whereby people are given the opportunity to participate in one or more casino games whereby casino games are defined as a game of chance which is not equal chance gaming. This means that casino games offer the chance for multiple participants to take part in a game competing against the house or bank at different odds to their fellow players. Casinos can also provide equal chance gaming and gaming machines. Large and small casinos can also provide betting machines.

Licence considerations / conditions

- 16.3 The Gambling Commission has provided Guidance for Licensing Authorities and Licence Conditions and Code of Practice which are applied to Operator's Licences. The council will take this into consideration when determining licence applications for converted casino licences.
- 16.4 Where certain measures are not already addressed by the mandatory/default conditions, Gambling Commission Licence Conditions and Codes of Practice or by the applicant, the council may consider licence conditions to cover certain issues, examples of which are provided at paragraph 13.15.

Large Casino

Background

- 16.5 The Act introduces three new categories of casino; one regional casino, eight large casinos and eight small casinos. In 2006 the council submitted a proposal for a regional and large casino to the Casino Advisory Panel.
- 16.6 On 15th May 2008 the Categories of Casino Regulation 2008 and the Gambling (Geographical Distribution of Large and Small Casino Premises Licences) Order 2008 was approved. This specified which licensing authorities could issue premises licences for large and small casinos. Leeds City Council was authorised to issue a large casino premises licence.
- 16.7 On 26th February 2008 the Secretary of State for Culture, Media and Sport issued the Code of Practice on Determinations Relating to Large and Small Casinos (Code of Practice). The council will comply with this Code which sets out:
- a. the procedure to be followed in making any determinations required under Paragraphs 4 and 5 of Schedule 9 to the Gambling Act 2005 and
 - b. matters to which the Licensing Authority should have regard in making these determinations.
- 16.8 The council recognises that applicants may either apply for a casino premises licence or a provisional statement. As for all premises licences, applicants for a casino premises licence must fulfil certain criteria in that they must:
- a. hold or have applied for an operating licence from the Gambling Commission; and
 - b. have the right to occupy the premises in question.
- 16.9 Should an applicant be unable to meet these two criteria they should apply for a provisional statement.
- 16.10 Unless otherwise specified, any reference to the application and procedures for a premises licence for a casino in the following parts of this section will also include the application and procedures for a provisional statement for a casino.
- 16.11 Where a provisional statement application is successful, the council may limit the period of time for which the statement will have effect. This period may be extended if the applicant so applies.
- 16.12 The council will ensure that any pre-existing contract, arrangement or other relationship with a company or individual does not affect the procedure for assessing applications so as to make it unfair or perceived to be unfair to any applicant.

- 16.13 In making a decision on both stages the council will take heed of any current Codes of Practice, current Regulations and guidance issued by the Secretary of State for the Department of Culture, Media and Sport and the Gambling Commission.
- 16.14 The council has not passed a “no casino” resolution under Section 166 of the Gambling Act 2005, but is aware that it has the power to do so. It may choose to exercise this option should there be only one application for a large casino premises licence or should, where there is more than one application, those applications fail to meet the council’s aspirations for benefit for the Leeds metropolitan area. Should the council decide in the future to pass such a resolution, it will update this policy with details of that resolution and any such decision will be made by full Council.
- 16.15 As per Part 8, Section 210 of the Gambling Act 2005 the council will not have regard to whether or not a proposal by the applicant is likely to be permitted in accordance with the law relating to planning or building and any licensing decision will not constrain any later decision by the council under the law relating to planning or building.
- 16.16 The council does not have a preferred location for the new large casino. Applicants can submit proposals for any site or location within the Leeds metropolitan area and each will be judged on its own individual merits.

Application Process

Stage 1

- 16.17 The council will publish an invitation calling for applications. This invitation will be published in a trade newspaper, journal or similar publication. It will state the latest date the application must be made and the place from which a person may obtain an application pack.
- 16.18 The part of the application pack which relates to stage 1 will include, as a minimum, the following:
- Guidance for applicants
 - Application form for Stage 1
 - Example notices
- 16.19 With regard to stage 1 of the application process, the general principles as stated in Part C of this gambling policy will apply to all applications.
- 16.20 At stage 1 the Licensing Committee or sub-committee, will determine, if there are valid representations, which applications would be granted if they were able to grant more than one application.
- 16.21 At stage 1, the council will not consider whether any of the applications is more deserving of being granted.

Stage 2

- 16.22 Should more than one applicant pass through stage 1, the process will proceed to the second stage with each successful applicant being invited to submit information about how their application would, if granted, benefit the area.
- 16.23 The part of the application pack which relates to stage 2 will include, as a minimum, the following:
- Stage 2 evaluation methodology, including scoring matrix
 - Details of current Licensing Committee
 - Details of the Advisory Panel
 - Terms of reference for Advisory Panel

- Example Schedule 9 agreement
- Glossary
- Vision for Leeds 2011 to 2030

16.24 At stage 2, the procedure will follow the DCMS Code of Practice. However, the Code leaves individual councils to determine the detail of their own procedure.

16.25 The council will not bear any abortive costs of the unsuccessful applicants and their participation in all phases of the licence process is conducted entirely at the applicants risk.

Advisory Panel

16.26 It is recognised that the Licensing Committee does not necessarily have specialised expertise required to fully evaluate each application. It will seek professional expertise from officers of the council. Where this expertise is not available, it may seek independent expertise from outside the council.

16.27 For this purpose, the Licensing Committee will appoint a non-statutory panel to assist it in the evaluation of the stage 2 application process. This panel will be called the "Advisory Panel". The Advisory Panel will evaluate each application using the evaluation methodology and scoring provided in the application pack.

16.28 To ensure there are no conflicts of interest, applicants will be provided with a list of Advisory Panel members. Where objections are made, it will be necessary to give details of the substance of such objection. These objections will be considered by the Licensing Committee before the evaluation of stage 2 applications commence.

16.29 The Advisory Panel will engage in discussions with each second stage applicant with a view to the particulars of an application being refined, supplemented or otherwise altered so as to maximise the benefits to the Leeds metropolitan area that would result from it (were it granted).

16.30 The Advisory Panel will report its findings to the Licensing Committee. The report will be made available to the applicant before being submitted to ensure that the information provided within it is accurate. Should the applicant disagree with the evaluation, this will be noted and reported to the Licensing Committee, together with any necessary changes to the Advisory Panel's report.

16.31 The Licensing Committee will consider all the applications at Stage 2, and the report of the Advisory Panel. They will evaluate the proposals, in line with the principles below and determine which application, if granted, is likely to result in the greatest benefit to the area. This will involve an evaluation both of the benefits and the likelihood of their delivery.

16.32 The Licensing Committee will instruct officers to complete negotiations on any written agreements made under Paragraph 5(3)(b) of Schedule 9 of the Act. Once the negotiations have been completed officers will report to Licensing Committee who will then grant the licence to the successful applicant and reject the remaining applications.

16.33 In line with paragraph 5.7.4 of the Code of Practice, in determining the principles the council intends to apply in making any determination for a casino premises licence, the council has had specific regard to the following:

- a. The financial and other contribution a second stage applicant proposes to make to the Leeds metropolitan area,
- b. The likely effects of an application on employment, the local economy and regeneration within the authority's area,

- c. Whether, and the extent to which, the benefits offered are pursuant to an agreement under paragraph 5(3)(b) of Schedule 9 or otherwise.

16.34 In line with paragraph 3.3 of the Code of Practice, in determining the principles the council intend to apply at Stage 2, it disregarded the existence of any contract, arrangement or other relationship already in place; and will

- put in place arrangements to ensure that any such contract, arrangement or other relationship does not, actually or apparently, prejudice its ability to conduct the procedure fairly; and will
- prepare a register of interests disclosing their interest in any contract, arrangement or other relationship with an applicant or a person connected or associated with an applicant.

Principles

16.35 At stage 2 the applicant will be required to state and demonstrate the benefit that they can bring to Leeds metropolitan area.

16.36 The council will seek to determine the greatest benefit through the following principles:

Financial To seek to maximise the financial return to the council.

Social To use any financial return accrued to facilitate the delivery of programmes and projects that support the Council's social and economic inclusion agenda, for the benefit of the Leeds metropolitan area.

Economic To secure a positive and significant economic impact for the local economy through the provision of a Large Casino in Leeds.

Evaluation Criteria

16.37 The council will publish a detailed evaluation methodology, which includes the information applicants are required to supply in order to support their application, and the weight that will be placed on each criterion. This evaluation methodology will be included in the application pack.

16.38 Applicants should carefully examine the evaluation methodology and tailor their application accordingly to ensure that they maximise benefits in accordance with this methodology.

16.39 In line with paragraph 5.7.4 of the Code of Practice, and the principles stated at 16.37 of this policy, the council has selected the following criteria which they will use to evaluate and score applications:

Financial Contribution This criterion relates to 16.33a and the first and second principles

Socio-economic This criterion relates to 16.33b and the second and third principles

Risk and deliverability This criterion relates to 16.33c and all three principles

Financial Contribution

- 16.40 The council is seeking to identify and quantify the level of financial contribution that could be secured for the Leeds metropolitan area. It is expected that the contribution will comprise a mixture of annual payments received from the applicant and a lump sum payable upon signing of any agreements and on specified dates and/or events thereafter.
- 16.41 The financial contribution will be used by the council to establish and maintain the council administered Social Inclusion Fund (SIF) which will facilitate the delivery of programmes and projects that support the council's social and economic inclusion agenda, for the benefit of the Leeds metropolitan area.
- 16.42 The financial contribution will be evaluated in terms of its ability to fund a credible and sustainable SIF. As such a mixture of upfront and annual payments is required.
- 16.43 The scoring of financial contributions will be weighted as follows:

1.0	1.0 Financial Contribution	33%
1.1	Net Present Value of total financial offer	
1.2	Upfront capital payment paid to the council on completion of the Schedule 9 Agreement	
1.3	Net Present Value of annual cash sum offer	
1.4	Credibility of financial assumptions and offer	

- 16.44 Further detail including the information required, its format and how the submission will be evaluated can be found in the evaluation methodology included in the stage 2 application pack.

Socio-economic

- 16.45 The council is seeking to identify and quantify the level of expected net socio-economic benefits that could be secured for the Leeds metropolitan area based on the projected gross levels applicants believe their proposals will generate.
- 16.46 The council will expect to see that the applicant has tailored its proposals specifically to the requirements of Leeds through research and detailed assessment of the physical, social and economic position as outlined in its vision documents. These documents will be made available in the stage 2 application pack.
- 16.47 Applicants should have regard to the proposed location of the premises, with regard to meeting the licensing objective which seeks to protect children and vulnerable persons from being harmed or exploited by gambling. Applicants will be asked to provide information related to the area in which their proposed developed is situated in their strategy and vision documents.
- 16.48 Applicants will be asked to provide information on how their development will impact on employment and training, including amongst others, graduate training, NEETs and vocational qualifications as well as opportunities for Leeds businesses and the local supply chain.

16.49 Applicants must demonstrate a firm commitment to mitigation of negative impacts and ensuring residents' safety and health is not put at risk by the large casino. In particular, attention should be focussed on mitigation for the most vulnerable in society and for those living closest to the proposed casino and applicants must ensure that problem gambling issues do not increase in the Leeds area. Applicants must provide an assessment of the social, equality and health impacts of their proposed casino developments and provide mitigation plans to minimise and eliminate negative impacts. Applicants should also commit to supporting the ongoing monitoring of negative social, equality and health impacts of the large casino and make contractual commitments in the schedule 9 agreement on all mitigation measures proposed.

16.50 The scoring of the socio-economic benefits will be weighted as follows:

2.0 Socio-economic	34%
2.1 Strategy and vision for proposed development	
2.2 Economic Benefits (Gross):	
- Net contribution to local economy (including direct employment and GVA)	
- Credibility of economic assumptions	
2.3 Net social impacts	

16.51 Further detail including the information required, its format, data requirements and how the submission will be evaluated can be found in the evaluation methodology included in the stage 2 application pack.

Risk and deliverability

16.52 At stage 2 the council will assess the risk and deliverability of the proposed scheme. In particular the council will wish to consider what legal and financial assurances there are that the proposed development will be delivered within 5 years, and that the promised benefits will both materialise and be maintained. Firm evidence is required that all benefits and development proposed can be funded and a contractual obligation with penalties for non-delivery is required.

16.53 The application pack will include a template agreement under paragraph 5(3)(b) of Schedule 9 to the 2005 Act ('a schedule 9 agreement'). Such an agreement will be negotiated with the applicants during the stage 2 evaluation process. This agreement will include a list of the benefits proposed, along with delivery targets and details of the penalties for non-delivery. Applications where the benefits, including delivery of the development itself, are made subject of contractual obligation and where the applicant provides damages for non delivery are likely to receive greater weight in the evaluation process.

16.54 The council is aware that the casino application may form part of a wider development proposal or be a new development. A casino development with firm contractual commitment to be fully operational within a 5 year timescale with proof of funding and with meaningful payment proposed for late or non delivery will score more highly than a casino development that is not supported by a contractual commitment and/or meaningful payments for late or non delivery and/or proof of funding. Any part of a wider development proposal which is not directly required for the delivery of the casino will score more highly if the applicant commits to completing the wider development within a 5 year timescale, proposes meaningful payment for late or non delivery and provides proof of funding. These commitments will be contained within the schedule 9 agreement and the five year timescale will start from the signing of the schedule 9 agreement. Applicants must demonstrate that all development proposals are credible.

16.55 The scoring of risk and deliverability will be weighted as follows:

3.0 Risk and deliverability	33%
3.1 Contents of the Schedule 9 Agreement	
3.2 Deliverability:	
- Financing	
- Financial Standing	
- Right to occupy the site/premises	
- Credibility of approach to implementation	

16.56 Further detail including the information required, its format and how the submission will be evaluated can be found in the evaluation methodology included in the stage 2 application pack along with a template schedule 9 agreement.

17. Bingo premises

- 17.1 There is no official definition for bingo in the Gambling Act 2005 however from a licensing point of view there is a category of premises licence specifically for bingo premises which is used by traditional commercial bingo halls for both cash and prize bingo. In addition this premises licence will authorise the provision of a limited number of gaming machines in line with the provisions of the Act. (see Appendix 1)
- 17.2 The council is aware that it is important that if children are allowed to enter premises licensed for bingo that they do not participate in gambling, other than on category D machines. Where category C or above machines are available in premises to which children are admitted then the council will ensure that:
- all such machines are located in an area of the premises separate from the remainder of the premises by a physical barrier which is effective to prevent access other than through a designated entrance. For this purpose a rope, floor markings or similar provision will not suffice and the council may insist on a permanent barrier of at least one meter high
 - only adults are admitted to the area where the machines are located
 - access to the area where the machines are located is supervised at all times
 - the area where the machines are located is arranged so that it can be observed by staff
 - at the entrance to, and inside any such area there are prominently displayed notices indicating that access to the area is prohibited to persons under 18
 - children will not be admitted to bingo premises unless accompanied by an adult.
- 17.3 The Gambling Commission has provided Guidance for Licensing Authorities and Licence Conditions and Code of Practice which are applied to Operator's Licences. The council will take this into consideration when determining licence applications for bingo premises.
- 17.4 Where certain measures are not already addressed by the mandatory/default conditions, the Gambling Commission Code of Practice or the applicant, the council may consider licence conditions to address such issues, examples of which are provided at paragraph 13.15.

18. Betting premises

18.1 Betting premises are premises such as bookmakers where various types of gambling are authorised to take place. The Act contains a single class of licence for betting premises however within this single class there are different types of premises which require licensing such as high street bookmakers, bookmakers located in self contained facilities at race courses as well as the general betting premises licences that track operators will require.

Betting machines

18.2 The council is aware that Section 181 of the Act contains an express power for licensing authorities to restrict the number of betting machines, their nature and the circumstances in which they are made available by attaching a licence condition to a betting premises licence. When considering whether to impose a condition to restrict the number of betting machines in particular premises, the council, amongst other things, will take into account the size of the premises, the number of counter positions available for person-to-person transactions, and the ability of staff to monitor the use of the machines.

18.3 Where an applicant for a betting premises licence intends to offer higher stake category B gaming machines (categories B2-B4) including any Fixed Odds Betting Terminals (FOBTs), then applicants should consider the control measures related to the protection of vulnerable persons, highlighted at paragraph 12.7.

18.4 Where certain measures are not already addressed by the mandatory/default conditions, Gambling Commission Code of Practice or the applicant, the council may consider licence conditions to address such issues, examples of which are provided at paragraph 13.15.

19. Tracks

19.1 Tracks are sites (including racecourses and dog tracks) where races or other sporting events take place. Betting is a major gambling activity on tracks, both in the form of pool betting (often known as the "totaliser" or "tote"), and also general betting, often known as "fixed-odds" betting. Multiple betting outlets are usually located on tracks such as 'on-course' betting operators who come onto the track just on race days to provide betting for the races taking place on that track. There can also be 'off-course' betting operators who may operate self contained facilities at the tracks which offer customers the chance to bet on other events, not just those taking place on the track.

19.2 All tracks will require a primary 'general betting premises licence' that the track operator will hold. It should be noted that track operators do not require an operating licence from the Gambling Commission although they may apply for one. This is because the various other gambling operators offering betting at the track will each hold an operating licence.

19.3 Tracks may also be subject to one or more premises licences, provided each licence relates to a specified area of the track. This may be preferable for any self-contained premises providing off-course betting facilities at the track. The council will however assess each individual case on its merits before deciding if this is necessary. Where possible the council will be happy for the track operator to decide if any particular off-course operators should apply for a separate premises licence.

19.4 If any off-course operators are permitted to provide betting facilities under the authorisation of the track operator's premises licence, then it will be the responsibility of the premises licence holder to ensure the proper conduct of such betting within the premises boundary.

- 19.5 Gambling Commission guidance also indicates that it would be possible for other types of gambling premises to be located at a track under the authorisation of separate premises licences, e.g. a casino premises licence or adult gaming centre premises licence. If you require further guidance on this provision please contact the Entertainment Licensing Section.
- 19.6 Children and young persons will be permitted to enter track areas where facilities for betting are provided on days when dog-racing and/or horse racing takes place, although they are still prevented from entering areas where gaming machines and betting machines (other than category D machines) are provided.
- 19.7 The council will consider the impact upon the protection of children licensing objective and the need to ensure that entrances to each type of betting premises are distinct and that children are excluded from gambling areas where they are not permitted to enter.

Betting machines

- 19.8 The council is aware that Section 181 of the Act contains an express power for licensing authorities to restrict the number of betting machines, their nature and the circumstances in which they are made available by attaching a licence condition to a betting premises licence. When considering whether to impose a condition to restrict the number of betting machines in particular premises, the council, amongst other things, will take into account the size of the premises, the number of counter positions available for person-to-person transactions and the location of the machines, in order to ensure they are in a properly segregated area where children are not permitted.
- 19.9 Where certain measures are not already addressed by the mandatory/default conditions, the Gambling Commission's Licence Conditions and Code of Practice or the applicant, the council may consider licence conditions to address such issues, examples of which are provided at paragraph 13.15.

20. Travelling fairs

- 20.1 Travelling fairs have traditionally been able to provide various types of low stake gambling without the need for a licence or permit provided that certain conditions are met and this provision continues in similar fashion under the new Act.
- 20.2 Travelling fairs have the right to provide an unlimited number of category D gaming machines and/or equal chance prize gaming (without the need for a permit) as long as the gambling amounts to no more than an ancillary amusement at the fair. (see Appendix 1)
- 20.3 The council will consider whether any fairs which take up the above entitlement fall within the statutory definition of a travelling fair.
- 20.4 The council is aware that the 27 day statutory maximum for the land being used as a fair is per calendar year and that it applies to the piece of land on which the fairs are held, regardless of whether it is the same or different travelling fairs occupying the land. The council will work with its neighbouring authorities to ensure that land which crosses the council boundary is monitored so that the statutory limits are not exceeded.

21. Provisional statements

- 21.1 A provisional statement application is a process which allows a developer to examine the likelihood of whether a building which he expects to be constructed, to be altered or to acquire a right to occupy would be granted a premises licence. A provisional statement is not a licence and merely gives the holder some form of guarantee that a premises licence would be granted so the developer can judge whether a development is worth taking forward in light of the need to obtain a premises licence. An applicant may also apply for a provisional statement for premises which already hold a premises licence (either for a different type of gambling or the same type).
- 21.2 In terms of representations about premises licence applications, following the grant of a provisional statement, no further representations from responsible authorities or interested parties can be taken into account unless they concern matters which could not have been addressed at the provisional statement stage, or they reflect a change in the applicant's circumstances. In addition, the council may refuse the premises licence (or grant it on terms different to those attached to the provisional statement) only by reference to matters:
- a) which could not have been raised by objectors at the provisional licence stage; or
 - b) which in the authority's opinion reflect a change in the operator's circumstances.
- 21.3 When determining a provisional statement application the council will operate in accordance with the Act and will not have regard to any issues related to planning consent or building regulations, e.g. the likelihood that planning consent will be granted.

22. Unlicensed family entertainment centre gaming machine permits (UFECs)

22.1 The term 'unlicensed family entertainment centre' is one defined in the Act and refers to a premises which provides category D gaming machines along with various other amusements such as computer games and penny pushers. The premises is 'unlicensed' in that it does not require a premises licence but does require a permit to be able to provide category D machines. It should not be confused with a 'licensed family entertainment centre' which requires a premises licence because it contains both category C and D gaming machines.

22.2 The Gambling Act 2005 contains provision for local authorities to prepare a "Statement of Principles" that they propose to consider in determining the suitability of an applicant for a permit. Schedule 10, Para 7 of the Act states "In preparing this statement, and/or considering applications, it [the council] need not (but may) have regard to the licensing objectives and shall have regard to any relevant guidance issued by the Commission under Section 25.

22.3 In line with the above provision the council has prepared a 'Statement of Principles' in relation to unlicensed family entertainment centre gaming machines as follows:

Statement of Principles

22.4 The council will expect the applicant to show that there are policies and procedures in place to protect children from harm. Harm in this context is not limited to harm from gambling but includes wider child protection considerations.

22.5 The efficiency of such policies and procedures will each be considered on their merits, however, they may include:

- appropriate measures and training for staff as regards suspected truant children on the premises
- measures and training covering how staff would deal with unsupervised very young children being on the premises
- measures and training covering how staff would deal with children causing perceived problems on or around the premises.
- the arrangements for supervision of premises either by staff or the use of CCTV. Any CCTV system installed should both the interior and the entrance working to the latest Home Office and ACPO standards and to the satisfaction of West Yorkshire Police and the local authority. The system must record images clearly and these recordings be retained for a minimum of 31 days. If the equipment is inoperative the police and local authority must be informed as soon as possible and immediate steps taken to make the system operative. Notices must be displayed at the entrances advising that CCTV is in operation.

22.6 Due to the nature of these premises, which are attractive to children, applicants who employ staff to supervise the premises should consult with the Independent Safeguarding Authority to determine if their staff need to be CRB checked.

22.7 The council will also expect, as per the Gambling Commission Guidance, that applicants demonstrate:

- A full understanding of the maximum stakes and prizes of the gambling that is permissible in unlicensed FECs
- That the applicant has no relevant conviction (those that are set out in Schedule 7 of the Act), and
- That staff are trained to have a full understanding of the maximum stakes and prizes.

- 22.8 In line with the Act, while the council cannot attach conditions to this type of permit, the council can refuse applications if they are not satisfied that the issues raised in the "Statement of Principles" have been addressed through the application.
- 22.9 Applicants only need to address the "Statement of Principles" when making their initial applications and not at renewal time.

23 Gaming machine permits in premises licensed for the sale of alcohol

- 23.1 There is provision in the Act for premises licensed to sell alcohol for consumption on the premises, to automatically have two gaming machines, of categories C and/or D. The premises merely need to notify the council. The council can remove the automatic authorisation in respect of any particular premises if:
- provision of the machines is not reasonably consistent with the pursuit of the licensing objectives;
 - gaming has taken place on the premises that breaches a condition of Section 282 of the Gambling Act (i.e. that written notice has been provided to the licensing authority, that a fee has been provided and that any relevant code of practice issued by the Gambling Commission about the location and operation of the machine has been complied with)
 - the premises are mainly used for gaming; or
 - an offence under the Gambling Act has been committed on the premises.
- 23.2 If a premises wishes to have more than two machines, then it needs to apply for a permit and the council must consider that application based upon the licensing objectives, any guidance issued by the Gambling Commission issued under Section 25 of the Gambling Act 2005, and "*such matters as they think relevant.*" The council considers that "such matters" will be decided on a case by case basis but generally there will be regard to the need to protect children and vulnerable persons from harm or being exploited by gambling. The council will also expect the applicant to satisfy the authority that there will be sufficient measures to ensure that children and young people under the age of 18 do not have access to the adult only gaming machines.
- 23.3 All alcohol licensed premises with gaming machines must have regard to the need to protect children and vulnerable persons from harm or being exploited by gambling and provide sufficient measures to ensure that under 18 year olds do not use the adult only gaming machines.
- 23.4 Measures which may satisfy the council that persons under 18 years will be prevented from using the machines may include the machines being in close proximity to the bar, or in any other area where they are capable of being adequately supervised. Notices and signage may also help. As regards the protection of vulnerable persons, applicants may wish to consider the provision of information leaflets and or helpline numbers for organisations such as GamCare.
- 23.5 The council can decide to grant the permit with a smaller number of machines and/or a different category of machines than that applied for. Conditions (other than these) cannot be attached.
- 23.6 The holder of a permit must comply with any Code of Practice issued by the Gambling Commission about the location and operation of the machine(s).
- 23.7 It is recognised that some alcohol licensed premises may apply for a premises licence for their non-alcohol licensed areas. Any such application would need to be dealt with under the relevant provisions of the Act.

23.8 Alcohol licensed premises are able to provide some limited equal chance gaming. Licensees are referred to the advice provided by the Gambling Commission and Appendix 3 of this document.

24. Prize gaming permits

24.1 Section 288 defines gaming as prize gaming if the nature and size of the prize is not determined by the number of people playing or the amount paid for or raised by the gaming. The prizes will be determined by the operator before play commences. Prize gaming can often be seen at seaside resorts in amusement arcades where a form of bingo is offered and the prizes are displayed on the walls.

24.2 A prize gaming permit is a permit issued by the licensing authority to authorise the provision of facilities for gaming with prizes on specified premises.

24.3 The Gambling Act 2005 contains provision for local authorities to prepare a "Statement of Principles" that they propose to consider in determining the suitability of an applicant for a permit. Schedule 14, Para 8 of the Act states, "in preparing this statement, and/or considering applications, it [the council] need not (but may) have regard to the licensing objectives and shall have regard to any relevant guidance issued by the Commission under Section 25.

24.4 In line with the above provision the council has prepared a Statement of Principles in relation to prize gaming permits as follows:

Statement of Principles

24.5 The council will expect the applicant to show that there are policies and procedures in place to protect children from harm. Harm in this context is not limited to harm from gambling but includes wider child protection considerations.

24.6 The efficiency of such policies and procedures will each be considered on their merits, however, they may include:

- appropriate measures and training for staff as regards suspected truant children on the premises
- measures and training covering how staff would deal with unsupervised very young children being on the premises
- measures and training covering how staff would deal with children causing perceived problems on or around the premises.
- the arrangements for supervision of premises either by staff or the use of CCTV. Any CCTV system installed should both the interior and the entrance working to the Home Office and ACPO standards as described PSDB leaflet 09/05 and to the satisfaction of West Yorkshire Police and the local authority. The system must record images clearly and these recordings be retained for a minimum of 31 days. If the equipment is inoperative the police and local authority must be informed as soon as possible and immediate steps taken to make the system operative. Notices must be displayed at the entrances advising that CCTV is in operation.

24.7 Due to the nature of these premises, which are attractive to children, applicants who employ staff to supervise the premises should consult with the Independent Safeguarding Authority to determine if their staff need to be CRB checked.

24.8 The council will also expect, as per the Gambling Commission Guidance, that applicants demonstrate:

- A full understanding of the maximum stakes and prizes of the gambling that is permissible
- That the gaming offered is within the law.

- 24.9 In line with the Act, while the council cannot attach conditions to this type of permit, the council can refuse applications if they are not satisfied that the issues raised in the "Statement of Principles" have been addressed through the application.
- 24.10 Applicants only need to address the "Statement of Principles" when making their initial applications and not at renewal time.
- 24.11 There are conditions in the Gambling Act 2005 by which the permit holder must comply. The conditions in the Act are:
- the limits on participation fees, as set out in regulations, must be complied with;
 - all chances to participate in the gaming must be allocated on the premises on which the gaming is taking place and on one day; the game must be played and completed on the day the chances are allocated; and the result of the game must be made public in the premises on the day that it is played;
 - the prize for which the game is played must not exceed the amount set out in regulations (if a money prize), or the prescribed value (if non-monetary prize); and
 - participation in the gaming must not entitle the player to take part in any other gambling.

25. Club gaming and club machine permits

- 25.1 Members clubs and miners' welfare institutes may apply for a 'club gaming permit' or a 'club machine permit'. The 'club gaming permit' will enable the premises to provide gaming machines (three machines of categories B4, C or D), equal chance gaming. i.e. poker, bingo etc. A 'club machine permit' will enable the premises to provide gaming machines (three machines of categories B4, C or D). Commercial clubs may apply for a 'club machine permit' only.
- 25.2 To qualify for these special club permits a members club must have at least 25 members and be established and conducted "wholly or mainly" for purposes other than gaming. A members' club must be permanent in nature, not established to make commercial profit, and controlled by its members equally. Examples include working men's clubs, branches of the Royal British Legion and clubs with political affiliations.
- 25.3 Clubs must have regard to the protection of children and vulnerable persons from harm or being exploited by gambling. They must provide sufficient measures to ensure that under 18 year olds do not use the adult only gaming machines. These measures may include:
- the machines being in close proximity to the bar, or in any other area where they are capable of being adequately supervised
 - notices and signage
 - the provision of information leaflets / helpline numbers for organisations such as GamCare.
- 25.4 Before granting the permit the council will need to satisfy itself that the premises meets the requirements of a members' club and that the majority of members are over 18.
- 25.5 The council may only refuse an application on the grounds that:
- (a) the applicant does not fulfil the requirements for a members' or commercial club or miners' welfare institute and therefore is not entitled to receive the type of permit for which they have applied;
 - (b) the applicant's premises are used wholly or mainly by children and/or young persons;
 - (c) an offence under the Act or a breach of a permit has been committed by the applicant while providing gaming facilities;
 - (d) a permit held by the applicant has been cancelled in the previous ten years; or
 - (e) an objection has been lodged by the Commission or the police.

- 25.6 There is also a 'fast-track' procedure available for premises which hold a club premises certificate under the Licensing Act 2003. Under the fast-track procedure there is no opportunity for objections to be made by the Commission or the police, and the ground upon which the council can refuse a permit is reduced. The grounds on which an application under the process may be refused are:
- (a) that the club is established primarily for gaming,
 - (b) that in addition to the prescribed gaming, the applicant provides facilities for other gaming; or
 - (c) that a club gaming permit or club machine permit issued to the applicant in the last ten years has been cancelled.

26. Temporary use notices

- 26.1 Temporary use notices allow the use of premises on not more than 21 days in any 12 month period for gambling where there is no premises licence but where a gambling operator wishes to use the premises temporarily for providing facilities for gambling. Premises that might be useful for a temporary use notice would include hotels, conference centres and sporting venues.
- 26.2 Temporary Use Notices allow the use of premises for any form of equal chance gambling where those participating in the gaming are taking part in a competition which is intended to produce a single, overall winner.
- 26.3 Only persons or companies holding a relevant operating licence can apply for a temporary use notice to authorise the particular class of gambling permitted by their operating licence.
- 26.4 A temporary use notice must be lodged with the licensing authority not less than three months and one day before the day on which the gambling is due to take place. Detailed information about how to serve a temporary use notice will be available in a separate guidance note.
- 26.5 The Act makes a special reference, in the context of temporary use notices, to a "set of premises" to try and ensure that large premises which cannot reasonably be viewed as separate are not used for more temporary use notices than permitted under the Act. The council considers that the determination of what constitutes "a set of premises" will be a question of fact in the particular circumstances of each notice that is given. In considering whether a place falls within the definition of a "set of premises", the council will look at, amongst other things, the ownership/occupation and control of the premises. The council will be ready to object to notices where it appears that their effect would be to permit regular gambling in a place that could be described as one set of premises.

27. Occasional use notices (for tracks)

- 27.1 There is a special provision in the Act which provides that where there is betting on a track on eight days or less in a calendar year, betting may be permitted by an occasional use notice without the need for a full premises licence. Track operators and occupiers need to be aware that the procedure for applying for an occasional use notice is different to that for a temporary use notice. The application may be made in writing, to the council by the person responsible for the administration of the events on a track or by an occupier of the track.
- 27.2 The council has very little discretion as regards these notices aside from ensuring that the statutory limit of 8 days in a calendar year is not exceeded. The council will however consider the definition of a 'track' and whether the applicant is entitled to benefit from such notice.

28. Small society lottery registrations

- 28.1 A lottery generally refers to schemes under which prizes are distributed by chance among entrants who have given some form of value for their chance to take part.
- 28.2 The Act creates two principal classes of lotteries: Licensed lotteries and exempt lotteries. Licensed lotteries are large society lotteries and lotteries run for the benefit of local authorities. These will be regulated by the Gambling Commission. Within the class of exempt lotteries there are four sub classes, one of which is small society lotteries.
- 28.3 A small society lottery is a lottery promoted on behalf of a non commercial society as defined in the Act which also meets specific financial requirements set out in the Act. These will be administered by the council for small societies who have a principal office in Leeds and want to run such lottery.
- 28.4 A lottery is small if the total value of tickets put on sale in a single lottery is £20,000 or less and the aggregate value of the tickets put on sale in a calendar year is £250,000 or less.
- 28.5 To be 'non-commercial' a society must be established and conducted:
- for charitable purposes,
 - for the purpose of enabling participation in, or supporting, sport, athletics or a cultural activity; or
 - for any other non-commercial purpose other than that of private gain.
- 28.6 The other types of exempt lotteries are 'incidental non-commercial lotteries', 'private lotteries' and 'customer lotteries'. If you require guidance on the different categories of lotteries please contact the council.
- 28.7 The National lottery is not licensed by the Gambling Act 2005 and continues to be regulated by the National Lottery Commission under the National Lottery Act 1993.

29. Enforcement principles

- 29.1 The council will work closely with the responsible authorities in accordance with a locally established joint enforcement protocol and will aim to promote the licensing objectives by targeting known high risk premises following government guidance around better regulation.
- 29.2 In carrying out its enforcement duties with regards to the inspection of premises; and the powers to institute criminal proceedings in respect of certain offences under the Act the council will endeavour to be:
- **proportionate:** regulators should only intervene when necessary: remedies should be appropriate to the risk posed, and costs identified and minimised;
 - **accountable:** regulators must be able to justify decisions, and be subject to public scrutiny;
 - **consistent:** rules and standards must be joined up and implemented fairly;
 - **transparent:** regulators should be open, and keep regulations simple and user friendly; and
 - **targeted:** regulation should be focused on the problem, and minimise side effects.
- 29.3 The council will endeavour to avoid duplication with other regulatory regimes so far as possible.
- 29.4 The council will also adopt a risk-based inspection programme in line with government recommendations around better regulation and the principles of the Hampton Review.
- 29.5 The main enforcement and compliance role for the council in terms of the Gambling Act 2005 will be to ensure compliance with the premises licences and other permissions which it authorises. The Gambling Commission will be the enforcement body for the operator and personal licences. Concerns about the manufacture, supply or repair of gaming machines will not be dealt with by the council but will be notified to the Gambling Commission. In circumstances where the council believes a premises requires a premises licence for gambling activities and no such licence is in force, the council will alert the Gambling Commission.
- 29.6 The council will also keep itself informed of developments as regards the work of the Better Regulation Executive in its consideration of the regulatory functions of local authorities.
- 29.7 The council's enforcement/compliance protocols/written agreements will be available upon request.

30. Reviews

30.1 A review is a process defined in the legislation which ultimately leads to a licence being reassessed by the Licensing Committee with the possibility that the licence may be revoked, suspended or that conditions may amended or new conditions added.

30.2 Requests for a review of a premises licence can be made by interested parties or responsible authorities; however, it is for the council to decide whether the review is to be carried-out. This will be on the basis of whether the request for the review is:

- i) in accordance with any relevant code of practice issued by the Gambling Commission
- ii) in accordance with any relevant guidance issued by the Gambling Commission
- iii) reasonably consistent with the licensing objectives and
- iv) in accordance with this authority's Gambling Act 2005 – Statement of Licensing Policy.

In addition the council may also reject the application on the grounds that the request is frivolous, vexatious, will certainly not cause this authority to wish to alter, revoke or suspend the licence, or is substantially the same as previous representations or requests for review.

30.3 The council can also initiate a review of a licence on the basis of any reason which it thinks is appropriate.

Appendix 1 Gaming machines

This appendix describes the categories of gaming machine as set out in the Act (and in regulations) and the number of such machines that may be permitted in each type of gambling premises.

- Table 1 below sets out the current proposals for the different categories with the maximum stakes and prizes that will apply. This table will be updated as soon as the proposals are confirmed.
- Table 2 overleaf shows the maximum number of machines permitted and in the case of casinos the ratios between tables and machines.

Category of machine	Maximum Stake	Maximum Prize
A	Unlimited	Unlimited
B1	£2	£4,000
¹ B2	£100	£500
B3	£1	£500
B3A	£1	£500
B4	£1	£250
C	£1	£70
D – non-money prize (other than a crane grab machine)	30p	£8
D – non-money prize (crane grab machine)	£1	£50
D – money prize	10p	£5
D – combined money and non money prize (other than a coin pusher or penny falls machine)	10p	£8 (of which no more than £5 may be a money prize)
D – combined money and non-money prize (coin pusher or penny falls machine)	10p	£15 (of which no more than £8 may be a money prize)

Table 1

¹ The category B2 is not actually a traditional slot machine. It refers to a type of gaming machine known as a fixed odds betting terminal (FOBTs). These are a new type of gaming machine which generally appear in licensed bookmakers. FOBTs have 'touch-screen' displays and look similar to quiz machines familiar in pubs and clubs. They normally offer a number of games, roulette being the most popular.

(Appendix 1 continued)

Premises Type	Machine category							
	A	B1	B2	B3	B4	C	D	
Large casino (machine/table ratio of 5-1 up to maximum)		Maximum of 150 machines Any combination of machines in categories B to D (except B3A machines), within the total limit of 150 (subject to machine/table ratio)						
Small casino (machine/table ratio of 2-1 up to maximum)		Maximum of 80 machines Any combination of machines in categories B to D (except B3A machines), within the total limit of 80 (subject to machine/table ratio)						
Pre-2005 Act Casinos (no machine/table ratio)		Maximum of 20 machines categories B to D (except B3A machines), or any number of C or D machines instead						
Betting premises and tracks operated by pool betting		Maximum of 4 machines categories B2 to D						
Bingo Premises					Maximum of 20% of the total number of gaming machines which are available for use on the premises categories B3 or B4*		No limit C or D machines	
Adult gaming centre					Maximum of 20% of the total number of gaming machines which are available for use on the premises categories B3 or B4*		No limit C or D machines	
Family entertainment centre (with premises licence)							No limit C or D machines	
Family entertainment centre (with Permit)								No limit on category D machines
Clubs or miners' welfare institutes with permits					Maximum of 3 machines in categories B3A or B4 to D*			
Qualifying alcohol licensed premises							1 or 2 machines of category C or D automatic upon notification	
Qualifying alcohol licensed premises with gaming machine permit						Number of category C-D machines as specified on permit		
Travelling fair							No limit on category D machines	
	A	B1	B2	B3	B4	C	D	

Table 2

*It should be noted that member's clubs and miner's welfare institutes are entitled to site a total of three machines in categories B3A to D but only one B3A machine can be sited as part of this entitlement. Commercial clubs are entitled to a total of three machines in categories B4 to D.

Bingo premises and adult gaming centres are entitled to make available a number of Category B3/B4 gaming machines not exceeding 20% of the total number of gaming machines which are available for use on the premises. Bingo premises in existence before 13 July 2011 are entitled to make available eight category B3/B4 gaming machines, and adult gaming centres are entitled to make available four category B3/B4 gaming machines or 20% of the total number of gaming machines, whichever is the greater.

Bingo premises licences granted on or after 13 July 2011 but before 1 April 2014 are entitled to a maximum of eight category B3/B4 gaming machines and adult gaming centres are entitled to make available four category B3/B4 gaming machines or 20% of the total number of gaming machines, whichever is the greater; from 1 April 2014 these premises will be entitled to 20% of the total number of gaming machines only.

Appendix 2 Glossary of terms

Term	Description
ATM	Auto teller machine or cash machine.
Betting	Betting is defined as making or accepting a bet on the outcome of a race, competition or other event or process or on the outcome of anything occurring or not occurring or on whether anything is or is not true. It is irrelevant if the event has already happened or not and likewise whether one person knows the outcome or not. (Spread betting is not included within this definition).
Betting Machines / Bet Receipt Terminal	Betting Machines can be described as automated betting terminals where people can place bets on sporting events removing the need to queue up and place a bet over the counter.
Bingo	There are essentially two types of bingo: Cash bingo, where the stakes paid make up the cash prizes that can be won and Prize bingo, where various forms of prizes can be won, not directly related to the stakes paid.
Book	Running a 'book' is the act of quoting odds and accepting bets on an event. Hence the term 'Bookmaker'.
Casino games	A game of chance, which is not equal chance gaming. Casino games includes Roulette and black jack etc.
Chip	Casinos in the U.K require you to use chips to denote money. They are usually purchased and exchanged at a cashier's booth.
Coin pusher or penny falls machine	A machine of the kind which is neither a money prize machine nor a non-money prize machine
Crane grab machine	A non-money prize machine in respect of which every prize which can be won consists of an individual physical object (such as a stuffed toy) won by a person's success in manipulating a device forming part of the machine so as to separate, and keep separate, one or more physical objects from a group of such objects.
Default condition	To be prescribed in Regulations. Will be attached to all classes of premises licence, unless excluded by the council.
Equal Chance Gaming	Gaming which does not involve playing or staking against a bank.
Fixed odds betting	If a gambler is able to establish what the return on a bet will be when it is placed, (and the activity is not 'gaming' see below), then it is likely to be betting at fixed odds.
Fixed Odds betting terminals (FOBTs)	FOBTs are a type of gaming machine which generally appear in licensed bookmakers. FOBTs have 'touch-screen' displays and look similar to quiz machines familiar in pubs and clubs. They normally offer a number of games, roulette being the most popular.
Gaming	Gaming can be defined as 'the playing of a game of chance for winnings in money or monies worth, whether any person playing the game is at risk of losing any money or monies worth or not'.
Gaming Machine	Any type of machine allowing any sort of gambling activity including betting on virtual events but not including home computers even though users can access online gaming websites.
Licensing Objectives	The licensing objectives are three principal goals which form the basis of the Act. Stakeholders who have an interest in the Act need to try and promote these objectives: The licensing objectives are: <ul style="list-style-type: none"> preventing gambling from being a source of crime or disorder, being associated with crime or disorder or being used to

Term	Description
	<p>support crime</p> <ul style="list-style-type: none"> • ensuring that gambling is conducted in a fair and open way • protecting children and other vulnerable persons from being harmed or exploited by gambling.
Lottery	<p>A lottery generally refers to schemes under which prizes are distributed by chance among entrants who have given some form of value for their chance to take part. A lottery is defined as either a simple lottery or a complex lottery. A simple lottery is one where persons are required to pay to participate and one or more prizes are allocated to one or more members of a class and the prizes are allocated by a process which relies wholly on chance. A complex lottery is where persons are required to pay to participate and one or more members of a class and the prizes are allocated by a series of processes where the first of those processes relies wholly on chance. Prize means money, articles or services provided by the members of the class among whom the prize is allocated. (It should be noted that the National Lottery is not included in this definition of lottery and is regulated by the National Lottery Commission).</p>
Mandatory condition	<p>A condition which will be set by the Secretary of State (some set out in the Act and some to be prescribed by regulations) which will be automatically attached to a specific type of premises licence. The council will have no discretion to alter or remove these conditions.</p>
Money prize machine	<p>A machine in respect of which every prize which can be won as a result of using the machine is a money prize.</p>
Non-money prize machine	<p>A machine in respect of which every prize which can be won as a result of using the machine is a non-money prize. The winner of the prize is determined by:</p> <p>(i) the position in which the coin or token comes to rest after it has been inserted into the machine, together with the position of other coins or tokens which have previously been inserted into the machine to pay a charge for use, or</p> <p>(ii) if the insertion of a single coin to pay the charge for use enables the person using the machine to release one or more tokens within the machine, the position in which such tokens come to rest after being released, together with the position of other tokens which have previously been so released.</p>
Odds	<p>The ratio to which a bet will be paid if the bet wins. e.g. 3-1 means for every £1 bet, a person would receive £3 of winnings.</p>
Off-course betting operator	<p>Off-course betting operators may, in addition to premises away from the track, operate self contained betting premises within a track premises. Such self contained premises will provide facilities for betting on both events taking place at the track (on-course betting), as well as other sporting events taking place away from the track (off-course betting). In essence such premises operate like a traditional high street bookmakers. They will however only normally operate on race days.</p>
On-course betting operator	<p>The on-course betting operator is one who comes onto on a track, temporarily, while races are taking place, and operates at the track side. On-course betting operators tend to offer betting only on the events taking place on the track that day (on-course betting).</p>
Pool Betting	<p>For the purposes of the Gambling Act, pool betting is made on terms that all or part of the winnings: 1) Shall be determined by</p>

Term	Description
	reference to the aggregate of the stakes paid or agreed to be paid by the persons betting 2) Shall be divided among the winners or 3) Shall or may be something other than money. For the purposes of the Gambling Act, pool betting is horse-race pool betting if it relates to horse-racing in Britain.
Regulations or Statutory instruments	Regulations are a form of law, often referred to as delegated or secondary legislation. They have the same binding legal effect as Acts and usually state rules that apply generally, rather than to specific persons or things. However, regulations are not made by Parliament. Rather, they are made by persons or bodies to whom Parliament has delegated the authority to make them, such as a minister or an administrative agency.
Representations	In the context of the Gambling Act representations are either positive statements of support or negative objections which are made in relation to a licensing application. Representations must be made in time, e.g. during a designated notice period.
Responsible authority (authorities)	Responsible authorities (RAs) are agencies which have been appointed by the Gambling Act or regulations to fulfil a designated role during the licensing process. RAs must be sent copies of all licensing applications and have the power to make representations about such applications. RAs also have the power to ask for licences to be reviewed. For Leeds the RAs include West Yorkshire Police, The local Safeguarding Children Board, Leeds City Council's Development Department as well as several others.
Skill machine / Skill with prizes machine	The Act does not cover machines that give prizes as a result of the application of pure skill by players. A skill with prizes machine is one on which the winning of a prize is determined only by the player's skill – any element of chance imparted by the action of the machine would cause it to be a gaming machine. An example of a skill game would be trivia game machines, popular in pubs and clubs, which require the player to answer general knowledge questions to win cash prizes.
Spread betting	A form of investing which is more akin to betting, and can be applied either to sporting events or to the financial markets. Spread betting is regulated by the Financial Services Authority.
Stake	The amount pledged when taking part in gambling activity as either a bet, or deposit to the bank or house where the house could be a gaming machine.
Statement of principles document	A document prepared by the council which outlines the areas that applicants need to consider before applying for gaming permits.
Table gaming	Card games played in casinos.
Tote	"Tote" is short for Totaliser, a system introduced to Britain in 1929 to offer pool betting on racecourses.
Track	Tracks are sites (including horse tracks and dog tracks) where races or other sporting events take place. Examples of tracks within the Leeds district would be Elland Road Football ground and Headingley Stadium.

Appendix 3 Summary of gaming entitlements for clubs and pubs

	Members' club or MW institute with club gaming permit	Bridge or whist club	Members' club or commercial club with club machine permit	Members' club, commercial club or MW institute without a club gaming permit	Pubs and other alcohol-licensed premises
Equal chance gaming	Yes	Bridge and/or whist only	Yes	Yes	Yes
Limits on stakes	No limit	No limit	<u>Poker</u> £1000 per week £250 per day £10 per person per game <u>Other gaming</u> No limit	<u>Poker</u> £1000 per week £250 per day £10 per person per game <u>Other gaming</u> No limit	<u>Cribbage & dominoes</u> No limit <u>Poker</u> £100 per premises per day <u>Other gaming</u> £5 per person per game
Limits on prizes	No limit	No limit	<u>Poker</u> £250 per game <u>Other gaming</u> No limit	<u>Poker</u> £250 per game <u>Other gaming</u> No limit	<u>Poker</u> £100 per game <u>Other gaming</u> No limit
Maximum participation fees – per person per day	<u>Bridge and/or whist*</u> £20 <u>Other gaming</u> £3	£18 (without club gaming permit) £20 (with club gaming permit)	<u>Bridge and/or whist*</u> £18 <u>Other gaming</u> £3 (commercial club) £1 (members club)	<u>Bridge and/or whist*</u> £18 <u>Other gaming</u> £1	None permitted
Bankers or unequal chance gaming	Pontoon Chemin de Fer	None permitted	None permitted	None permitted	None permitted
Limits on bingo	Maximum of £2,000 per week in stakes/prizes. If more then will need an operating licence.	No bingo permitted	Maximum of £2,000 per week in stakes/prizes. If more then will need an operating licence.	Maximum of £2,000 per week in stakes/prizes. If more then will need an operating licence.	Maximum of £2,000 per week in stakes/prizes. If more then will need an operating licence.

* On a day when no other facilities for gaming are provided

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Impact Assessment of: Gambling Act 2005 Statement of Licensing Policy 2010-2013
Service/ Directorate: Legal, Licensing and Registration
Date Completed: 24 th June 2010
Lead Officer: Susan Holden, Principal Project Officer

Members of the assessment team:

Name	Organisation	Role on assessment team e.g. service user, manager of service
Nicola Raper	Leeds City Council	Section Head
Susan Holden	Leeds City Council	Principal Project Officer

Brief description of policy/ service:

The policy has the following aims:

1. To create a framework which allows all parties involved in the decision making process and enforcement of licences to carry out their duties in a fair and balanced way that is consistent with the council's opinion of how it should promote the licensing objectives.
2. To give applicants clear expectations of how the council will conduct itself during the application and decision making process, determine the application, apply conditions which are consistent with the licensing objectives and enforce compliance with the Act.
3. To give citizens of Leeds clear expectations of how the council will respect their right to representation and strive to protect citizens and business from the adverse effects of gambling through the promotion of the licensing objectives.

Brief account of how the impact assessment was carried out:

A review was made of the previous two Impact Assessments, which were carried out by:

- Completing a fact finding exercise looking at Customer Evaluation Feedback forms
- Previous consultation activities including consultation carried out on the section's Statement of Licensing Policy
- Meeting minutes from public consultation meetings
- Staff interviews and focus groups with section staff.

Brief description of any adverse affects found:

- Policy is only available at short notice in English due to the prohibitive translation service costs.
- The policy is hard to locate on the council's web site.

Summary of Actions arising from Assessment

Actions	Responsibility	Timescale
Work with the Web team to improve access to licensing pages, to set up shortcuts where available.	Principal Project Officer	Ongoing
New staff to attend BIIAB Licensing Practitioners (Gambling) course	Principal Licensing Officer (Gambling)	Ongoing
Continually assess means to deliver effective consultation/community engagement.	Principal Project Officer	Ongoing
Nurture effective relationships with all partner agencies	All staff	Ongoing

Contacts for further information:

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Date published on Council Website:

To be completed by Equality Team

EXECUTIVE BOARD

WEDNESDAY, 17TH OCTOBER, 2012

PRESENT: Councillor K Wakefield in the Chair

Councillors J Blake, M Dobson, P Gruen,
R Lewis, L Mulherin and A Ogilvie

Councillor R Downes – Substitute Member
Councillor C MacNiven – Substitute Member
Councillor J Procter – Substitute Member

79 **Substitute Members**

Under the terms of Executive and Decision Making Procedure Rule 2.3, Councillors J Procter, R Downes and C MacNiven were invited to attend the meeting on behalf of Councillors A Carter, S Golton and L Yeadon respectively, who had all submitted their apologies for absence from the meeting.

80 **Exempt Information - Possible Exclusion of the Press and Public**

RESOLVED – That the public be excluded from the meeting during the 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 1 to the report referred to in Minute No. 84 under the terms of Access to Information Procedure Rule 10.4(3) and Appendix 2 to the same report under the terms of Access to Information Procedure Rule 10.4(5) on the grounds that the information contained within the Appendices relates to the financial or business affairs of any particular person (including the authority holding that information). Specifically, Appendix 1 relates to costs which are confidential due to the competition to attract the Tour, whilst Appendix 2 includes details of the Heads of Terms of any contract between Welcome to Yorkshire and Leeds City Council. It is therefore considered that the public interest in maintaining the content of Appendix 1 and 2 as exempt outweighs the public interest in disclosing the information.
- (b) Appendix B to the report referred to in Minute No. 92 under the terms of Access to Information Procedure Rule 10.4(3) and on the grounds that it contains information relating to the financial and business affairs of GMV – Twelve and the Council. The public interest in maintaining the exemption in relation to Appendix B 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 GMV – Twelve.

Draft minutes to be approved at the meeting
to be held on Wednesday, 7th November, 2012

81 Declaration of Disclosable Pecuniary and Other Interests

Councillor Gruen declared an 'Other Significant Interest' in respect of the matters contained within agenda item 21, 'Basic Need Programme – Outcome of Competitions to Create Two New Primary Schools', as a member of LEAF Academy Trust (Minute No. 98 refers).

Councillors J Procter and Downes both declared 'Other Significant Interests' in respect of the matters contained within agenda items 13 'Review of Governance Arrangements in West Yorkshire', 14 'West Yorkshire Plus Transport Fund', 15 'Support to the Leeds Rail Growth Package' and 16 'New Generation Transport (NGT) Scheme', due to their respective positions on the West Yorkshire Integrated Transport Authority (Minute Nos. 90, 91, 92 and 93 refer respectively).

A further declaration was made at a later point in the meeting (Minute No. 92 refers).

82 Minutes

RESOLVED – That the minutes of the meeting held on 5th September 2012, be approved as a correct record.

LEISURE AND SKILLS

83 Garforth Leisure Centre

Further to Minute No. 205, 30th March 2011, the Director of City Development submitted a report regarding the current position in respect of the Executive Board resolution to explore the possible Community Asset Transfer (CAT) of Garforth Leisure Centre to the Schools Partnership Trust. In addition, the report also outlined new proposals relating to the status of the CAT process and details regarding the operational performance of Garforth Leisure Centre.

Prior to the meeting, Board Members had received correspondence clarifying the content of the Equality, Diversity, Cohesion and Integration Screening Document, which was appended to the report, in order to ensure that Members had all relevant information before them when considering the matter.

The Board paid tribute to the work which had been undertaken to successfully improve the operating performance of the centre, and it was suggested that a similar approach could be taken when looking to improve the performance of other centres, where appropriate.

Members highlighted the need to ensure that a collaborative and robust approach was taken when considering potential Community Asset Transfers in the future.

RESOLVED –

- (a) That the proposal to explore the potential of a community asset transfer of Garforth Leisure Centre to the School Partnership Trust be discontinued.
- (b) That Garforth Leisure Centre be retained under Council management on 58.5 hours per week.
- (c) That the Council seeks to enter into partnership with the School Partnership Trust (and other interested parties) with the aim of seeking to extend the opening hours beyond 58.5 hours per week.

84 Tour de France: The Grand Départ in Yorkshire

The Director of City Development submitted a report outlining a proposal to host the “The Grand Départ” of The Tour de France in Yorkshire. The report detailed the associated opportunities and implications and sought approval to enter into agreement with ‘Welcome to Yorkshire’ in order to bring the Tour to Leeds and to contribute towards the associated costs.

The Board highlighted the significant opportunities that the hosting of “The Grand Départ” would present for the both the city and the region. Members then discussed the potential financial implications associated with holding the event and it was agreed that Board Members and Group Leaders would receive regular updates in respect of such matters. In addition, when details of any potential routes were known, it was requested that relevant Ward Members were kept informed, as appropriate.

Following consideration of Appendices 1 and 2 to the submitted report, designated as exempt under Access to Information Procedure Rules 10.4(3) and 10.4(5) respectively, which were considered in private at the conclusion of the meeting, it was

RESOLVED – That with the concurrence of the Leader of the Council, delegated authority be provided to the Chief Executive, to enter into an agreement with ‘Welcome to Yorkshire’ in order to enable Leeds City Council to confirm its commitment to staging the Grand Départ within the parameters, as outlined within the exempt appendices to the submitted report.

ADULT SOCIAL CARE

85 Strategy for Governance in Integrated Working with Health

The Director of Adult Services submitted a report regarding the means by which more integrated commissioning and service provision between NHS commissioners and service providers and their Local Authority counterparts could be encouraged and supported in the future. In addition, the report set out the intention to use the powers contained within the 2006 Health Act, in order to utilise legal flexibilities to ensure good governance and accountability for the use of public funds in the pursuit of joint improvement. Also, the report detailed the intention to have one overall Section 75 Agreement to cover all joint commissioning arrangements between Leeds City Council Adult Social

Care and NHS Leeds or its successors and outlined how other dedicated Section 75 agreements would be used to ensure good governance and accountability between providers of NHS care for specific services and their Local Authority counterparts.

RESOLVED –

- (a) That the approach to Section 75, Section 76 and Section 256 agreements for the governance and pooling of Health and Social Care resources be endorsed.
- (b) That the process for the Director of Adult Social Services to approve future agreements under the delegations afforded to her within the Council's Constitution, Officer Delegation Scheme (Executive Functions), be noted.
- (c) That it be noted that the agreements will be subject to formal review every 3 years, but monitored annually during this time in order to assure their continuing relevance and effectiveness.

RESOURCES AND CORPORATE FUNCTIONS

86 Financial Health Monitoring 2012/13 - Month 5 Report

The Director of Resources submitted a report setting out the Council's projected financial health position for 2012/2013 after five months of the financial year.

RESOLVED – That the projected financial position of the authority after five months of the financial year be noted.

87 Financial Strategy 2013 to 2017

The Director of Resources submitted a report regarding the development of a medium to long term financial strategy for the Council, providing information on the Government's technical consultation exercise upon Business Rates Retention and highlighting the potential implications for the Council's financial strategy.

Concerns were raised in respect of the funding of the Government's New Homes Bonus initiative, and the significant implications it potentially had for Local Authorities such as Leeds. Members also highlighted the important role to be played by brownfield development in respect of housing provision in Leeds. In response, it was agreed that cross-party representations were made to Government in relation to the issues which had been raised.

Responding to an enquiry, the Board was provided with assurances regarding departmental spending levels, and it was highlighted that such spending levels had not increased in real terms.

RESOLVED –

- (a) That the contents of the submitted report, together with the response to the Technical Consultation, as detailed within Appendix 2, be noted.

Draft minutes to be approved at the meeting
to be held on Wednesday, 7th November, 2012

- (b) That it be noted that a further report on the development of the Council's financial strategy will be submitted to the December 2012 meeting of the Board as part of the Council's Initial Budget proposals for 2013/2014.
- (c) That an all-party letter be submitted to Government regarding the issues which had been raised during the meeting in relation to the New Homes Bonus initiative.

88 Leeds City Region Business Rates Pool

The Director of Resources submitted a report regarding the development of the proposed Leeds City Region (LCR) business rates pool, outlining the benefits of pooling and seeking approval for Leeds to act as the "lead authority" for the LCR pool.

Prior to the meeting, Board Members had received correspondence clarifying the content of the Equality, Diversity, Cohesion and Integration Screening Document, which was appended to the report, in order to ensure that Members had all relevant information before them when considering the matter.

RESOLVED –

- (a) That the inclusion of Leeds within the final pooling proposal, to be submitted on behalf of the Leeds City Region, be approved.
- (b) That the governance arrangements, as appended to the submitted report be approved in principle, and that the responsibility for finalising detailed matters be delegated to the Director of Resources.
- (c) That it be agreed that Leeds should act as the "lead authority" for the proposed pool.
- (d) That a further report be presented to the December 2012 Board meeting, once the 2013/2014 funding details are known, so that a final decision on whether to go ahead can be taken.

89 Community Right to Challenge

Further to Minute No. 221(C), 7th March 2012, the Director of Resources submitted a report providing an update on the Community Right to Challenge initiative, whilst also facilitating an opportunity for the Board to consider how the Council would implement the legislation within the Localism Act 2011.

Members highlighted the need to ensure that community organisations were fully engaged in the proposed process, and that, in progressing this matter, it was requested that a further report be submitted to the Board on how the Council was engaging more proactively with community organisations in respect of service provision.

RESOLVED –

- (a) That the publication of the Localism Act 2011 regulations, be noted.
- (b) That the following proposed approach to decisions upon Community Right to Challenge expressions of interest be endorsed:-
 - (i) PPPU/PU and directorates jointly consider any expression;
 - (ii) Relevant Members are consulted and the Executive Board Member who is responsible for the service area that is being considered in the expression of interest may refer the expression to Executive Board for a decision;
 - (iii) Liaison is undertaken with Area Leadership;
 - (iv) A report is provided jointly by the PPPU/PU lead and the directorate, taking account of feedback;
 - (v) The Chief Officer PPPU and Procurement approves the report
 - (vi) The relevant Director makes a decision on an expression, except where referred to Executive Board.
- (c) That it be noted that the relevant schemes of delegation will need to be amended to reflect the proposals detailed within resolution (b) above.
- (d) That the proposed approach towards engagement, as referred to within paragraph 3.3 of the submitted report, be supported.
- (e) That a further report be submitted to the Board on how the Council was engaging more proactively with community organisations in respect of service provision.

90 Review of Governance Arrangements in West Yorkshire

The Assistant Chief Executive (Customer Access and Performance) and the Director of City Development submitted a joint report seeking authority for a statutory review of specified functions to be undertaken with the intention of a further report being prepared in due course to include a draft Scheme of Governance for a Combined Authority, should the Review conclude that this was the most beneficial option for the area, and that it satisfied the statutory tests.

By way of an introduction to the report, the Chief Executive advised that although the primary focus of the proposals was upon transport provision, potentially it could also relate to wider arrangements aimed at the promotion of economic development and regeneration in West Yorkshire. The Board was also informed that York City Council had expressed an interest in being more formally involved in the potential establishment of a Combined Authority for the area.

The suggestion was welcomed that a cross-party approach would be taken in respect of the further work to be carried out on the potential establishment of a Combined Authority.

RESOLVED –

- (a) That it be agreed that the Council should be party, together with other West Yorkshire Authorities (including the ITA), to a Review of governance arrangements relating to transport, economic development and regeneration in West Yorkshire, pursuant to Section 108 of the Local Democracy, Economic Development and Construction Act 2009 and Section 82 of the Local Transport Act 2008.
- (b) That the Chief Executive in consultation with the Leader be authorised to commission the preparation of the Review, in consultation with the other West Yorkshire Authorities.
- (c) That the Chief Executive in consultation with the Leader be authorised to commission the preparation (in consultation with the other West Yorkshire Authorities) of a draft Scheme for a Combined Authority for consideration by Executive Board and Council, if the Review recommends that a Combined Authority would be the most beneficial option for West Yorkshire.
- (d) That the provisional timetable and next steps on the governance review process be noted, including, if appropriate, the submission of a draft Scheme to Executive Board and Council by January 2013 and a final scheme which takes account of consultation and submitted to the Secretary of State by July 2013, in order to be in a position by April 2014 to receive significant devolved powers and funding via the City Deal.

DEVELOPMENT AND THE ECONOMY

91 West Yorkshire Plus Transport Fund

The Director of City Development submitted a report providing an update upon the progress made to date in developing a West Yorkshire Transport Fund and which sought approval to continue the development work, which would enable authorities to confirm the setting up of the Fund and the associated 10 year programme later this year.

Responding to an enquiry, assurances were provided regarding the timescales in place for the fund to reach £1billion and the primary funding sources involved.

RESOLVED –

- (a) That the contents of the submitted report and appendix be noted.
- (b) That the further development and progression of the work on the West Yorkshire Plus Transport Fund be agreed.

92 Support to the Leeds Rail Growth Package

The Director of Resources and the Director of City Development submitted a joint report seeking in principle agreement to the Council providing financial assistance to support the delivery of the Leeds Rail Growth Package.

The Board was informed by the City Solicitor that the relevant legal powers detailed within the report under which the financial assistance was being proposed was Section 3 of the Local Authorities (Land) Act 1963. However, Members noted that those powers only covered loans where the person to whom the money was advanced undertook the work. In this instance it would be Metro who built the rail infrastructure, rather than the owner/developer involved. Therefore, the powers in Section 3 would only be appropriate where the recipient of the loan undertook the works, and insofar as this was not the case, then the appropriate power was the new general power of competence within the Localism Act 2011.

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

RESOLVED – That in principle agreement be given to the Council providing financial assistance to support the delivery of the Leeds Rail Growth Package, but that this be subject to the finalisation of the agreement of terms and conditions which ensure that the Council's position is as secure as possible, and that final agreement be sought from Executive Board.

(Prior to the consideration of the exempt appendix to this item and the subsequent resolutions made by the Board, Councillor Wakefield vacated his position of Chair and left the meeting room for the remainder of the discussion. This was due to Councillor Wakefield's potential decision making role with respect to the Growing Places Fund, and wanted to avoid any perception of bias or predetermination on this matter. Councillor Blake assumed the position of Chair for the duration of the discussion upon the exempt appendix and the subsequent making of the resolutions).

93 New Generation Transport (NGT) Scheme

Further to Minute No. 220, 18th May 2011, the Director of City Development submitted a report providing an update on the New Generation Transport (NGT) scheme following the Department for Transport's confirmation of Programme Entry Approval. In addition, the report sought approval to a capital programme injection and spend which would enable a Transport and Works Order to be submitted to the Secretary of State for Transport for powers to construct and operate the scheme.

It was requested that when appropriate, political groups received briefings in respect of the proposals regarding route alignments.

RESOLVED –

- (a) That the contents of the submitted report be noted.
- (b) That authority be given to spend £1,200,000 from within the existing Capital Programme in order to progress the scheme which would enable a Transport and Works Order to be submitted to the Secretary of State for Transport for powers to construct and operate the scheme.

94 Planning Applications Highways issues (White Paper 16)

Further to Minute No. 235, 11th April 2012, the Director of City Development submitted a report providing an update on the further four month trial period undertaken in relation to Ward Member notification of planning applications on which Highways had been consulted. The report included Member feedback received on the success and value of the process and sought agreement to the continuation of the current notification process without further modification.

RESOLVED –

- (a) That the issues raised during the further four month Member consultation trial period and the views raised from the Member feedback exercise, be noted.
- (b) That it be agreed that the current process be adopted in its current format.
- (c) That it be noted that amended processes to improve public engagement at the pre-application stage have been proposed by the Chief Planning Officer with support from the Executive Member for Neighbourhoods, Planning and Support Services and that such proposals were noted at Full Council on 12 September 2012.

ENVIRONMENT

95 Green Deal Go Early

The Director of Environment and Neighbourhoods submitted a report providing an update on a recently announced grant opportunity for energy efficiency improvements, linked to the City Deal. In addition, the report sought authority to spend a capital grant of £1,280,000 on energy efficiency grants and loans in 2012-2013 and to make a contingency budget of £10,000 available in 2013-14. The report also sought approval for the proposed approach towards the targeting and marketing of the grants and loans.

RESOLVED –

- (a) That the proposed delivery approach, as described within section 3 of the submitted report, be approved.
- (b) That approval be given to use the outcome of the current Leeds City Region Domestic Energy Efficiency Programme (LCR DEEP) tender process to award contract(s) to the highest scoring bidder(s) to manage and deliver each of the lots that make up the different elements of this project.
- (c) That approval be given to the injection of, and the authority to spend the Department of Energy, Climate and Change grant of £1,278,400 on a mixture of grants and loans for energy efficiency measures, together with associated administration costs.

- (d) That approval be given to move £10,000 of the existing 'Wrap Up Leeds' budget from 2012-2013 to 2013-2014, as contingency for up to 20 small grants.
- (e) That the necessary authority be delegated to the Director of Environment and Neighbourhoods to take operational decisions in order to ensure that the grant is fully disbursed.
- (f) That approval be given to ring-fence the loan repayments in an account to be spent on future domestic energy efficiency projects, particularly preparing for the Green Deal and tackling fuel poverty.

NEIGHBOURHOODS, PLANNING AND SUPPORT SERVICES

96 Gambling Act 2005 Statement of Licensing Policy

The Head of Licensing and Registration submitted a report advising of the progress made in respect of the triennial review of the Gambling Act 2005 Statement of Licensing Policy and which sought approval for the matter to be referred to full Council for approval in accordance with the Budget and Policy Framework.

RESOLVED – That the contents of the submitted report be noted and that the matter be referred to the 14th November 2012 full Council meeting for approval, in line with the Budget and Policy Framework.

(The resolutions referred to within this minute were not eligible for Call In, as the ultimate determination of such matters are reserved to Council, in line with the Council's Budget and Policy Framework)

97 Review of ALMO Arrangements

Further to Minute No. 111, 3rd November 2010, the Assistant Chief Executive (Customer Access and Performance) submitted a report setting out the background to the review of housing management services in Leeds and the proposal to extend the Management Agreements with the ALMOs for up to an additional year.

Responding to an enquiry, the Board was provided with assurances regarding the inclusive approach towards communication and consultation which would be undertaken with tenants and Elected Members in respect of any proposals regarding future ALMO arrangements.

RESOLVED –

- (a) That a report be submitted to the December 2012 Executive Board meeting, in order to consider the option(s) for the future governance and delivery arrangements for the management of council housing in Leeds, prior to wider consultation on the future direction.
- (b) That an extension in the term of contract for the ALMOs for a period of up to one year be agreed, in order to allow time for the review to be concluded and any current arrangements implemented.

CHILDREN'S SERVICES

98 Basic Need Programme - Outcome of competitions to Create two new Primary Schools

Further to Minute No. 181, 4th January 2012, the Director of Children's Services and the Director of Environment and Neighbourhoods submitted a joint report on the outcome of two competitions held to establish new primary schools in Harehills and South Leeds. The report outlined a recommendation relating to the preferred bidders to run the new schools, a final decision for which was required to be made by no later than 20th October 2012.

The Board noted that representations had been received from one organisation who had submitted a bid, but who had not been identified as one of the organisations recommended to run one of the schools. The representations were in relation to some perceived inaccuracies within the submitted Executive Board report. Prior to discussing the matter, the Board was provided with details of the perceived inaccuracies and also provided with the accompanying responses from Children's Services.

Members raised concerns regarding the increasing number of children starting school across the city and the pressures which as a result were being placed upon school places and education provision. In response it was suggested that Ward Members were invited to become further involved in the work which was ongoing to address this issue.

Responding to an enquiry, the Board was provided with assurances regarding the proposal to close of the Stanley Road Household Waste Sorting Site, specifically in respect of the alternative provision which would be available to service users in the area.

RESOLVED –

- (a) That approval be given for the Co-Operative to be the party to open the new 420 place primary school with 26 place FTE nursery at Florence Street, Harehills, to open in September 2013 and to serve families in that area.
- (b) That approval be given for the The Learning Trust South Leeds to be the party to open the new 420 place school with a 26 place nursery on land at the former South Leeds Sports Centre, and to open in September 2014 and serve families in that area.
- (c) That the closure of the Stanley Road Household Waste Sorting Site be approved, and that agreement be given to the site's incorporation into the Harehills school design (in accordance with section 3.10 of the submitted report).

(The matters referred to within this minute were not subject to Call In, as a decision was required within two months of the end of the 'summary of bids')

notice period, which was no later than 20th October 2012. Therefore, due to the timescales involved, this matter was not subject to Call In)

DATE OF PUBLICATION: 19TH OCTOBER 2012

**LAST DATE FOR CALL IN
OF ELIGIBLE DECISIONS:** 26TH OCTOBER 2012 (5.00 P.M.)

(Scrutiny Support will notify Directors of any items called in by 12.00 p.m. on 29th October 2012)

Draft minutes to be approved at the meeting
to be held on Wednesday, 7th November, 2012

SCRUTINY BOARD (RESOURCES AND COUNCIL SERVICES)

MONDAY, 3RD SEPTEMBER, 2012

PRESENT: Councillor P Grahame in the Chair

Councillors S Bentley, J L Carter,
N Dawson, R Grahame, J Hardy, A Lowe,
C Macniven and R Wood

25 Late Items

There were no late items

26 Declarations of Interest

In accordance with paragraphs 19-20 of the Members Code of Conduct, the following declaration was made by Councillor Ron Grahame who felt it was in the public interest to do so: Agenda Item No. 11 as a local authority appointed member of West Yorkshire Fire & Rescue Service (Minute No. 33 refers).

27 Apologies for Absence and Notification of Substitutes

No apologies were received.

28 Minutes of the Previous Meeting

RESOLVED -That the minutes of the previous meeting held on 23rd July 2012 be confirmed as a correct record.

29 Gambling Act 2005 Statement of Licensing Policy

In line with the Council's Budget and Policy Framework, the Scrutiny Board received and considered the draft Statement of Licensing Policy 2010 -2012.

The Principal Project Officer, Legal Licensing and Registration Services presented the report and responded to a series of questions asked by Board Members.

RESOLVED –

- (i) To note the draft Statement of Licensing Policy 2010 -2012 and not to offer any specific comments for Executive Board's consideration in relation to the draft.
- (ii) To request additional information in relation to Planning matters

30 People Plan - Quarter 1 2012/13

The Chief Officer (HR) presented to the Board a report detailing progress against the People Plan 2012/13 at the end of Quarter 1 2012/13.

The following were in attendance:

Councillor Peter Gruen - Executive Member Neighbourhoods, Planning and Support Services

Lorraine Hallam – Chief Officer HR

Alex Watson – Head of Human resources

Mariana Pexton – Chief Corporate Support Officer

The Board noted the following key points;

- The workforce size had continued to fall and currently stood at 12,503 compared to 12,617 in March 2012
- Projected days lost through sickness absence were at 9.86 days per employee against a target of 8.5, however, targeted action was being taken in known hotspot areas.
- Following the first quarterly engagement 'pulse' survey, Corporate Leadership Team agreed the emphasis should continue to be on the three agreed key actions. Directorate Leadership teams and Chief Officers were currently using the findings as a basis for discussions with colleagues.

In brief summary, the main issues of discussion were;

- An acknowledgement that there had been a significant improvement in the number of appraisals having taken place, currently standing at 94%
- The 'hot spots' for absence levels
- The actions being taken to improve absence levels
- The correlation between absence levels and appraisals undertaken within Directorates

Members requested more detailed information in relation to absence figures within Directorates

RESOLVED

- (i) To note progress against the People Plan 2012/13
- (ii) To receive the additional information requested

31 Agency Workers and Overtime

The Chief Officer HR submitted a report detailing how agency workers and overtime contribute to the delivery of services and proposals that were being developed to improve this.

The following were in attendance:

Councillor Peter Gruen - Executive Member Neighbourhoods, Planning and Support Services

Lorraine Hallam – Chief Officer HR

Alex Watson – Head of Human resources

Mariana Pexton – Chief Corporate Support Officer

In brief summary, the main issues of discussion were;

- The proportion of spend on agency workers and overtime, which currently stood at approximately £20m and £10.5m respectively. (5% and 2.5% of the overall staffing budget for 2011/12 of £412m)
- The reasons for using agency workers and overtime
- Current contract arrangements for hiring agency workers
- The cost benefits of agency workers
- The relationship between the reduction in overtime expenditure and the use of agency workers
- The operational pressures to deliver services whilst managing budgets

Discussion also took place on options to improve the current situation which included the possible introduction of the use of 'shift swaps' to reduce overtime and the introduction of short term fixed contracts to reduce the use of agency staff

RESOLVED – To support the following improvement measures;

- (i) Finding ways to use our own potentially surplus staff instead of agency workers
- (ii) Bringing aspects of agency work in-house and reducing overtime with core staffing
- (iii) Setting out clearer guidelines and protocols on the use of overtime and agency staffing
- (iv) Internal Audit to undertake a VFM review of agency worker arrangements

- (v) Explore the introduction of 'shift swops' and short term fixed contracts to reduce the use of agency staff and overtime

32 2012/13 Quarter 1 Performance Report

The Assistant Chief Executive (Customer Access and Performance and Director of Resources submitted a report providing a summary of performance against the strategic priorities for the council relevant to the Resources and Council Services Scrutiny Board.

The following were in attendance:

Councillor Peter Gruen - Executive Member Neighbourhoods, Planning and Support Services

Lorraine Hallam – Chief Officer HR

Alex Watson – Head of Human resources

Mariana Pexton – Chief Corporate Support Officer

Heather Pinches –Executive Officer (Performance Management)

In brief summary, the main issue of discussion was the Council's performance in relation to consultation which was currently showing overall progress as red.

RESOLVED – To note performance against the strategic priorities for the council relevant to the Resources and Council Services Scrutiny Board.

33 Questions to the Leader of Council

The Head of Scrutiny and Member Development submitted a report on Scrutiny engaging with the Leader of Council on matters falling within his portfolio and particularly on partnership working.

The following were in attendance:

Councillor Keith Wakefield – Leader of Council

Martin Dean – Head of Leeds Initiative and International Partnerships

Doug Meeson – Chief Officer, Financial Management

In brief summary, the main issues of discussion were;

- The history of partnership working in Leeds
- The roles of the different partnerships
- The concept behind partnership working
- The success measures of partnership working
- The role of all elected members in championing partnership working through scrutiny, the State of the City Council meetings and other forums.
- Total Place budgeting in the drive to deliver public services

RESOLVED – To note the discussion held with the Leader on partnership working.

34 Financial Health Monitoring 2012/13 - First Quarter Report

The Director of Resources submitted a report which presented the financial health of the authority after three months of the financial year in respect of the revenue budget and the housing revenue account.

The following were in attendance:

Councillor Keith Wakefield – Leader of Council
Martin Dean – Head of Leeds Initiative and International Partnerships
Doug Meeson – Chief Officer, Financial Management

In brief summary, the main issues of discussion were;

- The projected overall overspend of £2.0m
- levels of reserves
- A refund from the DfE of £737.7K in relation to the Local Authority Central Spend Equivalent Grant

RESOLVED – That the report and information appended to the report be noted.

35 Work Schedule

The Head of Scrutiny and Member Development submitted a copy of the Board's work schedule. Copies of the minutes of the Executive Board meeting held on 18th July 2012 were attached for consideration along with a copy of the Forward Plan.

A discussion on potential work items ensued.

RESOLVED –

- (i) To invite appropriate representatives from the Adult Social Care and Environment & Neighbourhoods Directorates to the October meeting to discuss the use of agency staff and overtime.
- (ii) To invite Richard Corbett or other appropriate representatives to a future meeting of the Scrutiny Board to discuss EU funding for Leeds.
- (iii) To note the contents of the Forward Plan and Executive Board minutes

36 Date and Time of Next Meeting

RESOLVED – To note the date of the next meeting as Monday 15th October 2012 at 10am

(All meetings to take place in the Civic Hall, Leeds, commencing at 10.00am)

(The meeting concluded at 12.30 pm)

SCRUTINY BOARD (RESOURCES AND COUNCIL SERVICES)

MONDAY, 15TH OCTOBER, 2012

PRESENT: Councillor P Grahame in the Chair

Councillors S Bentley, J L Carter,
N Dawson, R Grahame, J Hardy and
C Macniven

37 CHAIR'S OPENING REMARKS

The Chair welcomed everyone to the October meeting of the Scrutiny Board (Resources and Council Services).

38 Late Items

There were no late items

39 Declarations of Interest

In accordance with paragraphs 19-20 of the Members Code of Conduct, the following declaration was made by Councillor Ron Grahame in relation to Agenda item 8 as a Member of the GMB Union (minute 43 refers).

40 Apologies for Absence and Notification of Substitutes

Apologies for absence were received from Councillor Lowe and Councillor Wood.

41 Minutes of the Previous Meeting

RESOLVED -That the minutes of the previous meeting held on 3rd September 20102 be confirmed as a correct record.

42 Executive Board Minutes - 5th September 2012

RESOLVED -That the minutes of the Executive Board held on 5th September 2012 be noted.

43 Agency Workers and Overtime

The Chief Officer (HR) presented to the Board a report detailing plans to reduce use and requirements for agency workers and overtime and specifically to indicate steps being taken in those services where there is the greatest use of overtime and agency cover.

The following were in attendance:

Draft minutes to be approved at the meeting
to be held on Monday, 19th November, 2012

Councillor Judith Blake - Executive Member Children's Services
Councillor Mark Dobson – Executive Member Environment
Sandie Keene – Director of Adult Social Services
Steve Hume – Chief Officer, Resources and Strategy, Adult Social Care
Neil Evans – Director of Environment & Neighbourhoods
Steve Walker – Deputy Director – Safeguarding Specialist & Targeted Services, Children's Services
Sal Tariq – Chief Officer, Children's Social Work, Children's Services
Alex Watson – Head of Human Resources
Ian Williams – Human Resources Manager

The Board noted the agreed recommendations made at its September meeting that would support:

- a) Finding ways to use our own potentially surplus staff instead of agency workers
- b) Bringing aspects of agency work in-house and reducing overtime with core staffing
- c) Setting out clearer guidelines and protocols on the use of overtime and agency staffing; including setting limits on how long agency workers ought to be hired before the option on putting them on our payroll could be considered
- d) Internal Audit to undertake a VFM review of agency worker contracting arrangements

In brief summary, the main issues of discussion were;

- The draft guidelines for the use of agency workers and the key principles underpinning the guidance.
- The creation of an internal 'admin-pool' as an alternative to agency workers and the role of staff within the talent pool
- The fact that services will continue to rely on the flexibility of agency workers and overtime to deliver some of the most important front-line services
- The economic advantage of employing agency staff
- The acknowledgement that the three Directorates in discussion had managed agency staff and overtime within their staffing budget

- The values of the City Council as an employer and the desire to move to a situation where there are no agency workers on long term placements and that agency workers and overtime were used on a 'needs must basis' within a well managed, balanced work force.
- The use of other methods to deal with workforce peaks and troughs such as split shifts and shift swaps.
- The acknowledgement of the particular recruitment and retention circumstances with Children's Services which require the use of agency staff to undertake complex cases.
- The circumstances in which agency staff are used in Adult Social Care, particularly during the current period of service change and realignment
- The acknowledgement that since the Board's September meeting the overall number of agency workers had reduced.

RESOLVED

- (i) To note progress against the recommendations agreed at the September Board meeting
- (ii) To note the action taken to reduce the use of agency workers and overtime
- (iii) To endorse guidelines and protocols on the use of overtime and agency staffing

44 Commercial Services Fleet Services

The Chief Commercial Services Officer submitted a report updating Scrutiny Board on the Authority's fleet replacement programme, influences around alternative fuels and carbon reduction, community engagement, additional MOT testing facilities, the co-location of grounds maintenance workshops and the driver certificate in Professional Competence qualification. This followed recommendations made by Scrutiny Board in the 2011/12 municipal year.

The following were in attendance:

Sarah Martin – Chief Officer, Property & Fleet
Terry Pycroft – Head of Fleet Services

In brief summary, the main issues of discussion were;

- The successful trial introduction of alternative fuel vehicles and the proposed further expansion of this fleet as part of the vehicle replacement programme.
- The opportunities provided by the service for training young people through trade apprenticeships, work placements, back to work initiatives and local engagement through schools and colleges.
- The expansion of the MOT testing facility and the additional income this brings to the Authority.
- The ongoing option appraisal for the potential co-location of Fleet Services and Grounds Maintenance at the workshops at York Road.
- The forward plan for CPC training with Directorates provided and monitored by Fleet Services

The Board congratulated the service for the progress made in the above areas.

RESOLVED – To note the further information regarding the operation of the Fleet Services Division of the Resources Directorate.

45 Work Schedule

The Head of Scrutiny and Member Development submitted a copy of the Board's work schedule. A discussion on potential work items ensued.

RESOLVED –

- (i) To add to the work schedule the following items;

Financial Strategy 2013 to 2017
Welfare reform
Customer Access

- (ii) To authorise the Chair and the Head of Scrutiny and Member Development to refine and schedule these items as appropriate.

46 Date and Time of Next Meeting

RESOLVED – To note the date of the next meeting as Monday 19th November 2012 at 10.00am

(All meetings to take place in the Civic Hall, Leeds, commencing at 10.00am)

(The meeting concluded at 12.30 pm)

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SCRUTINY BOARD (CHILDREN AND FAMILIES)

THURSDAY, 27TH SEPTEMBER, 2012

PRESENT: Councillor J Chapman in the Chair

Councillors B Gettings, A Hussain, P Latty,
C Macniven, M Rafique, K Renshaw,
A Sobel and B Urry

CO-OPTED MEMBERS (VOTING):

Mr E A Britten – Church Representative (Catholic)
Ms A Craven – Parent Governor Representative (Primary)
Ms J Ward – Parent Governor Representative (Secondary)
Ms N Cox – Parent Governor Representative (Special)

CO-OPTED MEMBERS (NON-VOTING):

Ms C Raftery – Teacher Representative
Ms T Kayani – Leeds Youth Work Partnership Representative

50 Chair's Opening Remarks

The Chair welcomed all in attendance, particularly Co-opted Member, Ms C Raftery, to her first meeting of the Scrutiny Board (Children's Services).

November meeting date

Members were advised that due to the Police and Crime Commissioner Elections that were taking place, the Scrutiny Board meeting originally scheduled to take place on Thursday, 15th November 2012, was now taking place on Thursday, 8th November 2012.

Professor Gosden

The Chair reported that Professor Gosden (former co-opted Member) had recently passed away. The Scrutiny Board conveyed their condolences to his family.

51 Late Items

In accordance with her powers under Section 100B(4)(b) of the Local Government Act 1972, the Chair agreed to accept the following late item, which was not available at the time of agenda despatch:

- Scrutiny Inquiry – Draft Terms of Reference – Supporting Children to Achieve in Maths and English (Minute No. 58 refers)

The document was not available at the time of the agenda despatch, but subsequently made available to the public on the Council's website prior to the meeting.

Minutes approved as a correct record
at the meeting held on Thursday, 11th October, 2012

52 Declaration of Disclosable Pecuniary and Other Interests

There were no disclosable pecuniary and other interests.

53 Apologies for Absence and Notification of Substitutes

Apologies for absence were submitted by Councillors C Gruen and A Lamb and Co-opted Members, Ms C Foote, Mrs S Hutchinson and Ms J Morris-Boam. Notification had been received that Councillor C Macniven was substituting for Councillor C Gruen.

54 Minutes - 23rd August 2012

RESOLVED – That the minutes of the meeting held on 23rd August 2012 be approved as a correct record.

55 Scrutiny Inquiry (Session 1) - Foundation Years - providing the best start in life for Children to succeed

The Director of Children's Services submitted a report which provided an overview of the key issues in relation to children and their families in the foundation years.

The following Executive Member and officers attended the meeting:

- Councillor Blake, Executive Member (Children and Families)
- Nigel Richardson, Director of Children's Services
- Anne Kearsley, Children's Services Lead (Early Years)
- Andrea Richardson, Head of Early Help Services.

The key areas of discussion were:

- Acknowledgement of recent improvements across Children's Centres in Leeds, particularly in relation to information sharing.
- Concerns about the following key areas identified in the report:
 - the attainment gap at the end of the Early Years Foundation Stage, between the lowest 20% of achievers and the median level.
 - the level of take up of free early education in parts of Leeds. The Scrutiny Board agreed to explore the reasons behind this.
 - the significant increase in the number of under 4's becoming looked after in the last 6 months. Officers agreed to provide the Scrutiny Board with further information about this.
- Concern about families on low incomes not being able to afford childcare provision and the important role of children's centres in supporting families.
- Concern that there was no central system for the allocation of children's centres places.
- The role of the Infant Mental Health Team.
- Potential Scrutiny Board visit focussing on the Early Start programme.

Minutes approved as a correct record
at the meeting held on Thursday, 11th October, 2012

RESOLVED – That the relevant issues be incorporated in the draft report of the Scrutiny Board’s inquiry.

(Councillor A Sobel joined the meeting at 10.00am and Councillor B Gettings at 10.05am, during the consideration of this item.)

56 Request for Scrutiny by Executive Board (March 2012) – Basic Need 2012: Carr Manor and Roundhay: All Through Schools Revised Costs

The Director of Children’s Services submitted a report which provided the reasons for the significant variance in capital requirements between the original DCR approvals in October 2011 and the current scheme costs, in respect of the All-Through Schools Developments at Carr Manor High School and Roundhay School Technology and Language College.

The following information was appended to the report:

- Executive Board report dated 7th March 2012 – Basic Need 2012: Carr Manor and Roundhay: All Through Schools Revised Costs
- Minute No. 224 of Executive Board dated 7th March 2012 – Basic Need 2012: Carr Manor and Roundhay: All-Through Schools Revised Costs.

The following Executive Member and officers attended the meeting:

- Councillor Blake, Executive Member (Children and Families)
- Nigel Richardson, Director of Children’s Services
- Sarah Sinclair, Chief Officer (Strategy, Commissioning and Performance)
- James Saunders, Built Environment Programme Manager.

The key areas of discussion were:

- Concern that the project management team was not sufficiently experienced in whole new modular buildings. Officers in Children’s Services advised the Scrutiny Board that clear strategies were now in place, including development of a clear asset management strategy and greater links with Ward Members.
- Clarification sought regarding the additional cost incurred associated with delays at Roundhay. Officers in Children’s Services agreed to report back with a response.
- Concern that various highways issues raised at Plans Panel had not been addressed, particularly in relation to the shortage of parent parking spaces.
- Lessons learned collectively across directorates, particularly in relation to ongoing developments.

RESOLVED – That the following information be noted:

- (a) The rationale behind the timing of the two original DCRs to Executive Board in October 2011, which had an inaccurate cost estimation relating to limited site specific survey information available at that time
- (b) The reasons for the additional capital funding in respect of the All-Through School projects at Carr Manor and Roundhay, totalling £3.43m
- (c) The lessons learned from the Carr Manor and Roundhay projects and a revised approach being adopted being by Children's Services in the management of major capital projects
- (d) That the Scrutiny Board (Children and Families) provides a report to the Executive Board of their findings and any recommendations deemed appropriate.

(Councillors A Hussain and K Renshaw withdrew from the meeting at 11.57am, during the consideration of this item.)

57 2012/13 Quarter 1 Performance Report

The Assistant Chief Executive (Customer Access and Performance) / Director of Children's Services submitted a joint report which presented a summary of the 2012-13 quarter 1 performance data relevant to the Scrutiny Board (Children and Families).

The following information was appended to the report:

- Performance Reports for the 3 City Priority Plan Priorities (these are the same as the "obsessions" from the Children and Young People's Plan)
- Children's Services Directorate Priorities and Indicators
- Children and Young People's Plan dashboard for July 2012.

The following officers attended the meeting and responded to Members' questions and comments:

- Nigel Richardson, Director of Children's Services
- Becky Hill, Performance Programme Manager
- Phil Coneron, Assistant Safeguarding Children Board Manager.

The main areas of discussion were:

- Concern that the percentage of children's homes rated good or better by Ofsted had declined from 55% (amber) to 36% (red). Members were advised that there was currently one outstanding children's home and no inadequate children's homes in Leeds. These improvements would be reflected in the quarter two performance results.
- Concern about the percentage of initial assessments and in-depth assessments carried out in timescale, which had gone from green to red. The Scrutiny Board was informed that this was due to changes to locality based assessments.
- Concern about the percentage of complaints received that had been resolved in 20 days, which had gone from amber to red. Members

Minutes approved as a correct record
at the meeting held on Thursday, 11th October, 2012

were advised that this was due to a recent change in Children's Social Care arrangements.

- Leeds Safeguarding Children Board (LCSB) – New areas of audit. It was highlighted that Children's Social Services provided a good level of support to children. Other positive information presented regarding family and parent engagement, consistency and the timescales of conferences. Audit identified some issues that not all required actions were being progressed, better processes needed to be in place for recording the views of children and there were some problems getting access to paperwork for audit purposes. Once the audit report had been signed off by LSCB it would be circulated to Members.

RESOLVED – That the contents of the report and appendices be noted.

(Councillors C Macniven withdrew from the meeting at 11.57am, Ms N Cox at 12.16pm and Ms T Kayani at 12.20pm, during the consideration of this item.)

58 Terms of Reference - Scrutiny Inquiry - Supporting Children to Achieve in Maths and English

The Head of Scrutiny and Member Development submitted a report which invited Members to agree terms of reference for the Scrutiny Board's inquiry into Supporting Children to Achieve in Maths and English.

The Principal Scrutiny Advisor, Sandra Newbould, presented the report.

RESOLVED –

- (a) That the terms of reference for the Scrutiny Board's inquiry into Supporting Children to Achieve in Maths and English, be approved
- (b) That the terms of reference be subject to amendment where necessary, including incorporation of additional information should the Scrutiny Board identify any further scope for inquiry or request further witnesses or evidence.

59 Work Schedule

A report was submitted by the Head of Scrutiny and Member Development which detailed the Scrutiny Board's work schedule for the current municipal year.

Appended to the report for Members' information was the current version of the Board's work programme, minutes of the Executive Board meeting held on 5th September 2012, an extract from the Forward Plan of Key Decisions for the period 1st October 2012 to 31 January 2013, together with the notes of the Young Carers Working Group held on 5th September 2012 and draft recommendations.

Members agreed to receive the Leeds Safeguarding Board, Annual Report at the November Scrutiny Board.

Minutes approved as a correct record
at the meeting held on Thursday, 11th October, 2012

RESOLVED –

- (a) That the work schedule be approved
- (b) That the notes and recommendations of the Young Carers Working Group meeting held on 5th September 2012 be approved.

60 Date and Time of Next Meeting

Thursday, 11th October 2012 at 9.45am with a Pre Meeting for Board Members at 9.15am

(The meeting concluded at 12.23pm.)

SCRUTINY BOARD (CHILDREN AND FAMILIES)

THURSDAY, 11TH OCTOBER, 2012

PRESENT: Councillor J Chapman in the Chair

Councillors C Gruen, A Lamb, P Latty,
M Rafique, K Renshaw, A Sobel and B Urry

CO-OPTED MEMBERS (VOTING):

Mr E A Britten – Church Representative (Catholic)

Ms A Craven – Parent Governor Representative (Primary)

Ms J Ward – Parent Governor Representative (Secondary)

CO-OPTED MEMBERS (NON-VOTING):

Ms C Foote – Teacher Representative

Ms C Raftery – Teacher Representative

Mrs S Hutchinson – Early Years Representative

Ms J Morris-Boam – Young Lives Leeds

61 Chair's Opening Remarks

The Chair welcomed all in attendance to the October meeting of Scrutiny Board (Children's Services).

62 Late Items

In accordance with her powers under Section 100B(4)(b) of the Local Government Act 1972, the Chair agreed to accept the following late item, which was not available at the time of agenda despatch:

- Minutes of the meeting held on 27th September 2012 (Minute No. 65 refers)

The document was not available at the time of the agenda despatch, but subsequently made available to the public on the Council's website prior to the meeting.

63 Declaration of Disclosable Pecuniary and Other Interests

There were no disclosable pecuniary and other interests.

64 Apologies for Absence and Notification of Substitutes

Apologies for absence were submitted by Councillors B Gettings and A Hussain and Co-opted Member, Ms N Cox.

65 Minutes - 27th September 2012

One Member requested that an additional bullet point be added to Minute No. 56 'Request for Scrutiny by Executive Board (March 2012) – Basic Need 2012: Carr Manor and Roundhay: All Through Schools Revised Costs' to read as follows:

- Clarification sought regarding the additional cost incurred associated with delays at Roundhay. Officers in Children's Services agreed to report back with a response.

RESOLVED – That subject to the amendment above, the minutes of the meeting held on 27th September 2012 be approved as a correct record.

66 Scrutiny Inquiry - Foundation Years - providing the best start in life for Children to succeed - Session 2

The Head of Scrutiny and Member Development submitted a report which presented an overview of the key issues relating to children and their families in the foundation years.

The following information was appended to the report:

- Reducing inequalities in infant mortality in Leeds
- Preparation for Birth and Beyond
- Family Nurse Partnership Report
- Infant Mental Health Service – Draft Service Model.

The Chair welcomed the following Executive Member, officers and representatives of the NHS to the meeting:

- Councillor Blake, Executive Member (Children and Families)
- Nigel Richardson, Director of Children's Services
- Steve Walker, Deputy Director (Safeguarding, Specialist and Targeted Services)
- Andrea Richardson, Head of Early Help Services
- Dr Sharon Yelin, Consultant in Public Health Medicine, NHS Leeds
- Jane Mischenko, Head of Commissioning (Children and Families), NHS Leeds
- Janice Burberry, Senior Commissioning Manager (Public Health and Healthy Child Programme), NHS Airedale, Bradford and Leeds
- Debra Gill, Operational Leeds for Health Visiting, NHS Leeds.

The key areas of discussion were:

- The role of health visitors, midwives and other professionals in supporting families, especially those who were teenage parents and/or had mental health issues.

- Concerns about the impact of changes to the welfare benefit system on child poverty. Members were informed about types of awareness raising by the Child Poverty Group and Children's Centres.
- The role of ALMO's in tackling overcrowding.
- Targeted support to reduce infant mortality. Work being undertaken by Early Start Teams to ensure consistent advice provided.
- Concerns about the impact of changes to the allocation of early intervention funding.
- Clarification provided about the types of partnership arrangements currently in place, particularly support for children at risk of being looked after by the local authority, young parents, young carers and promotion of breastfeeding.
- Support for families and development of a co-ordinated approach.
- The benefits of family group conferencing and other restorative practices.
- Clarification sought about the types of support provided to mothers trying to leave violent relationships. It was agreed to provide the Scrutiny Board with further information about the types of support available.
- Investment in healthy schools programme and the promotion of health and well-being.
- Further information to be provided to the Scrutiny Board about the results and outcomes of the Birth and Beyond programme.
- Complex reasons associated with variances in infant mortality rates across different ethnic groups.
- The role of youth services and schools, particularly in reducing teenage conception.

RESOLVED – That the relevant issues be incorporated in the draft report of the Scrutiny Board's inquiry.

67 Leeds Safeguarding Children Board Annual Report 2011/12

The Head of Scrutiny and Member Development submitted a report which presented the Annual Report of Leeds Safeguarding Children Board (LSCB) 2011/12.

The Chair welcomed the following Executive Member, officers and representative of West Yorkshire Police to the meeting:

- Councillor Blake, Executive Member (Children and Families)
- Nigel Richardson, Director of Children's Services
- Steve Walker, Deputy Director (Safeguarding, Specialist and Targeted Services)
- Bryan Gocke, Leeds Safeguarding Children Board Manager
- Richard Jackson, Divisional Commander (North East Leeds).

The main areas of discussion were:

- Concern about delays to the implementation of the electronic social care record system (ESCR). Members were advised that the Children's Social Work Service was scheduled to start using the system from April 2013 and that LSCB had no concerns about the timescales for this project.
- Concern about staff being injured in secure children's homes and the need to ensure suitable and consistent training practices were in place.
- The improvement in proactive safeguarding measures to prevent exploitation of children.

RESOLVED – That the information contained within the LSCB Annual Report be noted.

(Councillor Renshaw withdrew from the meeting at 12 noon during the consideration of this item.)

68 Work Schedule

The Head of Scrutiny and Member Development submitted a report which detailed the Scrutiny Board's work schedule for the current municipal year.

Appended to the report for Members' information was the current version of the Board's work programme and an extract from the Forward Plan of Key Decisions for the period 1st October 2012 to 31 January 2013.

RESOLVED – That the work schedule be approved.

69 Date and Time of Next Meeting

Thursday, 8th November 2012 at 9.45am with a Pre Meeting for Board Members at 9.15am

(The meeting concluded at 12.24pm.)

SCRUTINY BOARD (SUSTAINABLE ECONOMY AND CULTURE)

THURSDAY, 20TH SEPTEMBER, 2012

PRESENT: Councillor M Rafique in the Chair

Councillors J Akhtar, D Cohen, M Lyons,
P Wadsworth, R Harington, M Ingham,
J McKenna, B Urry and J Chapman

33 Appeals Against Refusal of Inspection of Documents

There were no appeals against the refusal of inspection of documents.

34 Exempt Information - Possible Exclusion of the Press and Public

There were no resolutions to exclude the public.

35 Late Items

A late item was admitted to the agenda, 'Agenda Item 12 – Marketing Leeds'. The Chair agreed at the meeting that this item be heard first, minute 39 refers.

Supplementary information was also circulated at the meeting with regards to Agenda Item 9 'Bus Services in Leeds – Draft Terms of Reference', minute 42 refers.

36 Declaration of Disclosable Pecuniary and Other Interests

Cllr Urry declared a significant other interest in Agenda item 8 'Scrutiny Board Inquiry Session 4 – Inquiry into the impact into Existing Major Sources of Travel Movements Within the City, and the Plans being made to Address the Impact of Known Future Developments on the City's Transport Infrastructure' and Agenda Item 9 'Bus Services in Leeds – draft term of Reference' as a member of the Leeds Passenger Consultative Committee.

37 Apologies for Absence and Notification of Substitutes

Apologies were received for Councillor J Marjoram.

38 Minutes - 12th July 2012

The minutes of the meeting held on 12th July 2012 were approved as a correct record. Also the minutes of the Call In meeting held on 12th July 2012 were approved as a correct record.

39 LATE ITEM - Marketing Leeds

The Chief Executive of Marketing Leeds, Lurene Joseph, made an introductory presentation to the Board, she outlined the approach she planned to take for the marketing and promotion of the City.

Martin Farrington, Director of City Development was also in attendance to help answer any questions that Members had.

Members discussed how best Leeds could be marketed and highlighted the strengths of the City. They also expressed great interest in how the City Council could help support Marketing Leeds in its objectives and ensure that successful outcomes are achieved.

Members also asked the Chief Executive of Marketing Leeds the areas she considered that the Board should focus on for the forthcoming inquiry into the marketing and promotion of the City.

RESOLVED –

- (a) that the report and presentation be noted; and
- (b) that a working group be set up to draft the terms of reference for the inquiry.

40 Scrutiny Board Inquiry Session 4 - Inquiry into the impact of existing major sources of travel movements within the City, and the plans being made to address the impact of known future developments on the City's transport infrastructure

The Acting Head of Transport Policy, Andrew Hall, presented a report of the Director of City Development. The report provided the Board with an update on the Leeds New Generation Transport project.

Also present were:

Andrew Wheeler - NGT Project Manager;
Dave Haskins – Assistant Director, Rapid Transit at West Yorkshire Metro.
Sandra Newbould – Principal Scrutiny Advisor.

Members questioned officers present about the consultation that had previously taken place with regards to the NGT project before it was put on hold by Central Government and what consultation would be done now that the business case had been approved by Central Government.

Members also gave consideration to the proposed route for NGT and whether further lines would be added in the future which would improve access to different parts of the City and whether the scheme would be built within the budget allocated.

Final minutes approved as a correct record at the meeting held on Thursday, 18th October, 2012

RESOLVED – That the report be noted and that a draft report and recommendations from the Board’s inquiry be produced.

41 2012/13 Quarter 1 Performance Report

The Head of Strategic Planning, Policy and Performance presented a report of the Assistant Chief Executive (Customer Access and Performance) and the Director of City Development. The report presented the Board with a summary of the quarter one performance data for 2012/13 which provided an update on progress on delivering the relevant priorities in the Council Business Plan 2011-15 and City Priority Plan 2011-15.

Also in attendance was Fiona McAnespie, Deputy Head of Policy, Performance and Improvement.

Members questioned officers present as to why unemployment in Leeds appeared high in comparison with other areas and the impact of this for the wider city region. It was noted that the Leeds unemployment rate was actually the second lowest among core cities.

Members also asked questions about the number of red indicators and the progress being made to improve performance in these areas.

Members asked officers present about the policies regarding reducing energy consumption and stressed the need to continue to try to reduce consumption as well as reducing the number of buildings occupied.

RESOLVED – To note the contents of the report.

42 Bus Services in Leeds - Draft Terms of Reference

The Principal Scrutiny Advisor presented a report of the Head of Scrutiny and Member Development which asked Members to comment on and agree the terms of reference for the inquiry.

RESOLVED – That Members of the Board provide comments by 28th September 2012 and that the Chair be authorised to finalise them following any comments received.

43 Work Schedule

The Board received a report of the Head of Scrutiny and Member Development which considered the Board’s work schedule for the forthcoming municipal year.

RESOLVED – That the work schedule be noted.

44 Date and time of next meeting

10am, 18th October 2012.

Final minutes approved as a correct record at the meeting held on Thursday, 18th October, 2012

SCRUTINY BOARD (SUSTAINABLE ECONOMY AND CULTURE)

THURSDAY, 18TH OCTOBER, 2012

PRESENT: Councillor M Rafique in the Chair

Councillors J Akhtar, D Cohen, M Lyons,
P Wadsworth, R Harington, M Ingham,
J McKenna, J Chapman and M Harland

45 Appeals Against Refusal of Inspection of Documents

There were no appeals against the refusal of inspection of documents.

46 Exempt Information - Possible Exclusion of the Press and Public

There were no resolutions to exclude the public.

47 Late Items

There were no formal late items added to the agenda. However the following supplementary information was circulated at the meeting:

- Agenda Item 7. 'Scrutiny of Flood Risk Management' The draft Local Flood Risk Management Strategy 2012 was circulated for Members information (Minute 51 refers).
- Agenda Item 10. 'Draft Terms of Reference – Scrutiny Board Inquiry on the Role of Leisure and Culture in Promoting Public Health.' The draft terms of reference were circulated (Minute 54 refers).
- Agenda Item 11. 'Work Programme'. Draft terms of reference were circulated for the inquiry on marketing and promotion of the City, in order that the inquiry could commence at the next Board meeting (Minute 55 refers).

48 Declaration of Disclosable Pecuniary and Other Interests

There were no declarations made.

The Board noted that Councillor J McKenna abstained from declaring an interest in light of him receiving training in this area in the near future.

49 Apologies for Absence and Notification of Substitutes

Apologies for absence were received from Councillor B Urry with Councillor M Harland in attendance as substitute.

50 Minutes - 20th September 2012

The minutes of the meeting held on 20th September 2012 were approved as a correct record.

51 Scrutiny of Flood Risk Management

The Flood Risk Manager presented a report which provided background for the work of scrutinising Flood Risk Management Authorities on their work on flooding issues. The report also provided information to the Board to help it decide on the level of scrutiny required regarding such issues.

Members discussed the report in detail challenging the Flood Risk Manager on the following points:

The causes of flooding were discussed and the possible actions to reduce the risks of properties flooding. Suggestions were made that care needs to be taken in the planning process to ensure that buildings are not erected on flood plains.

In discussion with the Flood Risk Manager Members identified some issues which they wished to scrutinise in more depth, these being:

- how well the relevant council services perform their respective roles;
- the role of Yorkshire Water; and
- the role of the Environment Agency.

It was noted that the Board would also be formally consulted on the draft Flood Risk Management Strategy as part of the council's budget and policy framework.

Members suggested options for reducing flooding risks including the infrastructure which could be constructed to help with this. In addition to this Members considered the existing infrastructure and emphasised the importance of ensuring this is maintained.

The Flood Risk Manager was also asked to provide information to Members on door replacements for properties at risk of flooding and the cost of these doors.

RESOLVED –

(a) that further scrutiny be undertaken in this area focusing on:

- how well the relevant council services perform their respective roles;
- the role of Yorkshire Water; and
- the role of the Environment Agency .

that information requested by Members in relation to provision for door replacements at flood affected properties and the costs of these be provided.

52 Proposals For New Council Approach to Environmental Issues in Procurement

The Chief Officer (Public Private Partnerships and Procurement Units) submitted a report which acknowledged Member interest in the environmental credentials and performance of Council suppliers. The report also updated the Board on proposed changes to the Council's approach to such issues, which will be brought about as part of the transforming procurement programme.

Philippa Toner (Senior Executive Manager) and Peter Leighton-Jones (Project Officer) were in attendance to answer Members' questions.

Members discussed the report in detail. They requested further information on the consideration given to the cumulative impact on local people's health of the procurement of an incineration plant in East Leeds, given other facilities in the area .

Members considered that it was important that policies and processes used in the procurement process were made publicly available to ensure that bidding for Council contracts was open to all and that appropriate standards for each type of procurement be adopted. Following on from this Members thought it important that value for money was achieved by the Council within an overall objective of saving money.

The Board asked officers present to explain in more detail Appendix 1 (attached to the report) specifically in relation to the type of contracts that might produce a 'quick win'.

Members also discussed with officers what opportunities there were for influencing others outside the Council to adopt similar approaches to improve the environmental performance of the City.

RESOLVED –

That the Scrutiny Board notes the report and offers its support and commitment to the proposals detailed.

53 Recommendation Tracking - The engagement of young people in culture, sporting and recreational activities

The Chief Libraries, Arts and Heritage Officer and Director of Children's Services submitted a report which reported on the actions taken to deliver the recommendations of the 2011/12 Board.

Draft minutes to be approved at the meeting
to be held on Thursday, 1st November, 2012

The Chief Libraries, Arts and Heritage Officer (Catherine Blanshard) and the Head of Service for Young People and Skills (Ken Morton) were in attendance.

Councillor Chapman reported on the work of the Scrutiny Board (Children and Families) in relation to the Youth Service review.

Members voiced concerns that all children in Leeds had still not been issued a Breeze Card despite this being something that was requested by Members last year. Members considered that officers should devise a system to establish which children have not received a Breeze Card and then follow this up by issuing them with one.

Members considered it important that in terms of providing youth services in the City that there is no duplication of effort by differing services and that responsible departments co-ordinate their resources.

Members thought it important that various sports be offered to children in the City in order to encourage participation.

RESOLVED – that the following actions be taken with regards to the Recommendations detailed within the report:

- Recommendation 1 – that this recommendation be signed off;
- Recommendation 2 – that a further report on the universal issue of Breeze Cards to young people be submitted prior to budget decisions being taken; and
- Recommendation 6 – that the Board continues to monitor progress against this recommendation.

54 Draft Terms of Reference - Scrutiny Board inquiry on the role of leisure and culture in promoting public health

The Principal Scrutiny Advisor presented a report of the Head of Scrutiny and Member Development which asked Members to comment on and agree the terms of reference for the inquiry.

RESOLVED – That the Board agrees the terms of reference for the inquiry subject to any comments received between the close of the meeting and Friday 26th October 2012.

55 Work Programme

The Board received a report of the Head of Scrutiny and Member Development which considered the Board's work schedule for the forthcoming municipal year.

Members discussed the scheduling of the further work that the Board agreed to take on in relation to Flood Risk Management (Minute 51 refers). It was

Draft minutes to be approved at the meeting
to be held on Thursday, 1st November, 2012

agreed that the Chair and the Principal Scrutiny Adviser would bring back a proposal to the Board.

RESOLVED –

- (a) that the work schedule be noted; and
- (b) that the draft terms of reference for the inquiry on marketing and promotion of the City be approved, subject to any comments received between the close of the meeting and Friday 26th October 2012, in order that the inquiry can commence at the next Board meeting.

56 Date and time of next meeting

10am, Thursday 22nd November 2012 (a pre – meeting will commence at 09:30am for Board Members).

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SCRUTINY BOARD (SAFER AND STRONGER COMMUNITIES)

MONDAY, 10TH SEPTEMBER, 2012

PRESENT: Councillor B Anderson in the Chair

Councillors A Blackburn, N Buckley,
P Davey, R Grahame, M Harland,
P Harrand, G Hyde, J Jarosz, S Lay,
K Mitchell and N Walshaw

20 **Declarations of Disclosable Pecuniary and Other Interests**

Councillors R Grahame and G Hyde declared interests in Agenda Item 10, Grounds Maintenance Contract due to their respective positions as Directors of the East North East Homes ALMO.

Councillors R Grahame and M Harland declared interests in Agenda item 9, Recycling Strategy Update due to their membership of the Plans Panel (East).

21 **Minutes - 30 July 2012**

RESOLVED – That the minutes of the meeting held on 30 July 2012 be confirmed as a correct record.

22 **Matters Arising from the Minutes**

Minute No. 15 – Recommendation Tracking – Phase 2 Dog Control Orders

Members had been issued with further information regarding the issue of fixed penalty notices. A request was made as to whether any further information could be given and it was reported that the figures given could be broken down into the specific kind of order that the fixed penalty notices were issued for.

Minute No. 16 – Overview of the Parks and Countryside Service

It was requested that further investigation be made into the possibility for combined heat and power use from crematoria. It was noted that this could feature as part of a general briefing on the provision of bereavement services.

23 **Development of the Leeds Community Safety Business Plan**

The report of the Head of Scrutiny and Member Development summarised the work of the Scrutiny Board in relation to the development of the Leeds Community Safety Business Plan.

The following were in attendance for this item:

- Neil Evans, Director of Environment and Neighbourhoods
- Councillor Peter Gruen, Executive Member for Neighbourhoods, Planning and Support Services
- Liz Jarmin, Head of Community Safety Partnerships (Safer Leeds)

Members attention was brought to the working group meetings that had been held. These had led to the production of the appended draft report setting out the Board's observations and recommendations in relation to the draft Leeds Community Safety Business Plan.

Particular reference was made to recommendation 3 within the draft report. This referred to the removal of the concluding statement within the 'Safer Leeds Partnership – our priorities' section of the draft business plan. However, the Executive Member for Neighbourhoods, Planning and Support Services (and Chair of the Safer Leeds Partnership) explained that this was put into the draft business plan to reiterate the importance of retaining the Partnership's services and activities to the incoming Police and Crime Commissioner. Particularly the support to and role of Police Community Safety Officers (PCSOs); the current burglary initiative which the Council had provided funding towards; dedicated police staff working within the anti-social behaviour team and work carried out in relation to the Drug Intervention Programme. In consideration of this, the Board agreed to remove this recommendation from the draft report.

The following issues were also discussed:

- Concern regarding how to get funding for crime prevention issues. An example was cited of an area in Richmond Hill which had suffered from crime and Members had been unable to make any progress regarding requests for support. However, it was noted that improvements have been made to Neighbourhood Policing generally.
- That the Safer Leeds Partnership is actively looking into Neighbourhood Resolution Panels. Such Panels are aimed at bringing local victims, offenders and criminal justice professionals together to agree what action should be taken to deal with certain types of low level crime and disorder..

RESOLVED – That, subject to the removal of recommendation 3, the draft report summarising the observations, conclusions and recommendations of the Scrutiny Board in relation to the draft Leeds Community Safety Business Plan be agreed and forwarded to the Safer Leeds Executive for consideration.

24 2012/13 Quarter 1 Performance Report

The joint report of the Assistant Chief Executive (Customer Access and Performance) and Director of Environment and Neighbourhoods presented a summary of the quarter one performance data for 2012/13 which provided an update on progress in delivering the relevant priorities in the Council Business Plan 2011-15 and City Priority Plan 2011-15.

The following were in attendance for this item:

- Neil Evans, Director of Environment and Neighbourhoods
- Councillor Peter Gruen, Executive Member for Neighbourhoods, Planning and Support Services
- Councillor M Dobson, Executive Member for Environment

In response to Members comments and questions, the following issues were discussed:

- It was noted that whilst performance data for the NI195 indicator with respect to litter had remained static since last year, such data is also supplemented with anecdotal evidence that is showing that Members are reporting positive improvements in both the flexibility of the service and the cleanliness of areas.
- Success of the pilot to improve binyards in the Headingley area. The possibility of rolling this out to other areas was discussed.
- Indicators relating to parks and the use of Section 106 monies. It was reported that there was to be a meeting with the Department for Communities and Local Government (DCLG) regarding Section 106. Reference was also made to the planning process.
- It was anticipated that the indicator regarding recycled waste would move from amber to green in the next quarter. Members were informed that the reduction in garden waste tonnes (around 2,000t lower than last year) was likely to be due to the extremely wet Spring/Early Summer, However, the Council is collecting record amounts of garden waste.

RESOLVED – That the report and discussion be noted.

25 Recycling Strategy Update

The report of the Head of Scrutiny and Member Development provided the Board with an update on the implementation of the Recycling Strategy .

The following were present for this item:

- Councillor Mark Dobson, Executive Member for Environment
- Neil Evans, Director of Environment and Neighbourhoods
- Susan Upton, Head of Waste Management

In response to Members comments and questions, the following issues were discussed:

- Concern was expressed regarding the cost over the procurement of the Residual Waste PFI Project. It was reported that the costs of the procurement process were proportionate to the size of the project (around 1.3%). The project is also expected to deliver a higher saving than originally anticipated (approximately £330 million in savings over

the 25 year contract period). A more detailed breakdown of the procurement costs had been requested.

- That the Recycling and Energy Recovery Facility (RERF) would be heat and power enabled.
- That the RERF is not for food waste and therefore separate from any anaerobic digestion solution. However, it was noted that the development of an anaerobic digestion facility in Leeds was featured within the recent bid to the DCLG's Weekly Collection Fund.
- The pilot for fortnightly collections and proposals to expand this.
- Expansion of garden waste collection – this has continued on a phased basis, the pace of which is dictated by the size of the garden waste fleet and the capacity on individual rounds.
- Closure of Stanley Road Household Waste Sorting Site – the site had been identified by Children's Services as the best place to accommodate a new school building. Both directorates have therefore worked together to find an appropriate solution. It was highlighted that there were other existing facilities to those at Stanley Road within one and a half miles and the vast majority of users accessed the depot by car.
- It was highlighted that the Scrutiny Board may wish to explore how the Council can engage better with residents to improve recycling rates, particularly within the lower performing areas of the city.

RESOLVED –

- (1) That the report be noted
- (2) That the sustained improvement in recycling performance be noted.
- (3) That the Scrutiny Board undertakes further work on improving recycling.
- (4) That a working group meeting be held to scope terms of reference for this piece of work and brought back to the full Board for approval.

26 Grounds Maintenance Contract

The report of the Head of Scrutiny and Member Development presented a summary note of the Working Group meeting held in relation to the Grounds Maintenance Contract. The Board was asked to determine what, if any, further work it would wish to undertake in relation to the contract.

The following were in attendance for this item:

- Neil Evans – Director of Environment and Neighbourhoods
- Councillor Mark Dobson – Executive Member for Environment
- Sean Flesher – Head of Parks and Countryside
- Wayne Shirt – Grounds Maintenance Contract Manager
- Nick Broad – Operations Director, Continental
- Mark McLaughlin – Operations Manager, Continental

Members were reminded of the request from Councillor Paul Wadsworth to consider a review of the Grounds Maintenance contract and an overview of the working group meeting was given.

In response to Members comments and questions, the following issues were discussed:

- In response to a request for maps detailing who was responsible for maintenance of particular areas, it was reported that mapping information of areas covered by the contract were available on Continental's website.
- That certain areas had encountered waterlogging and trying to achieve a shorter cut length would create more damage to the land. The desired cut length of 25mm was not suitable to all areas due to different landscaping.
- Concern regarding grass cuttings left on pavements and roads. Action had been taking where instances of this had been reported and further training had been provided to staff.
- That the Parks and Countryside Service had now taken over responsibility for monitoring the contract and this would also enable more joined up working.

RESOLVED –

- (a) That the report and discussion be noted.
- (b) That further scrutiny work is undertaken to address the key issues raised by the working group in August.
- (b) That a working group meeting be held to scope terms of reference for this piece of work and brought back to the full Board for approval.

27 Work Schedule

The report of the Head of Scrutiny and Member Development informed the Board of its forthcoming Work Programme. The Forward Plan of Key Decisions and recent Executive Board minutes were also appended to the report.

Issues discussed included the following:

- Consultation on the West Yorkshire Fire and Rescue Service proposals for changes to emergency cover to West Yorkshire
- To schedule further briefings on allotment provision and the provision of bereavement services.

RESOLVED –

- (a) That the report be noted.
- (b) That the Board considers the West Yorkshire Fire and Rescue Service Proposals at its next meeting on 22nd October 2012.
- (c) That further briefings on the provision of allotments and the provision of bereavement services be scheduled over the next couple of months.

Draft minutes to be approved at the meeting
to be held on Monday, 22nd October, 2012

28 Date and Time of Next Meeting

Monday, 22 October 2012 at 10.00 a.m. (Pre-meeting for all Members at 9.30 a.m.)

SCRUTINY BOARD (HOUSING AND REGENERATION)

TUESDAY, 25TH SEPTEMBER, 2012

PRESENT: Councillor J Procter in the Chair

Councillors B Atha, J Cummins,
P Grahame, S Lay, V Morgan, D Nagle,
C Towler and G Wilkinson

Mr G Hall – Co-opted Member

29 Chair's Opening Remarks

The Chair welcomed everyone to the September meeting of the Scrutiny Board (Housing and Regeneration).

30 Late Item

The Chair agreed to accept the following late item of business:-

- Leeds' Strategic Housing Land Availability Assessment (SHLAA) – Report of the Head of Scrutiny and Member Development (Minute 36 refers)

The report was not available at the time of the agenda despatch, but subsequently made available to the public on the Council's website.

The Principal Scrutiny Adviser informed the meeting that the report was late due to the fact that information had only become available following a meeting of the Leeds SHLAA Partnership held on 18th September 2012 which had identified a number of concerns and after this agenda was published on 17th September 2012.

31 Declaration of Disclosable Pecuniary and Other Interests

There were no disclosable pecuniary and other interests declared at the meeting.

32 Apologies for Absence

There were no apologies reported at the meeting.

33 Minutes of the Previous Meeting

RESOLVED – That the minutes of the meeting held on 20th July 2012 be approved as a correct record.

34 Community Infrastructure Levy (CIL) - Progress on the Leeds Economic Viability Study

Referring to Minute 23 of the meeting held on 20th July 2012, the Head of Scrutiny and Member Development submitted a report and the Board received a short presentation from GVA Consultants on the methodology that

was being applied to their feasibility study on determining viability of sites for development in the city.

Appended to the report was a copy of a document entitled ‘ Leeds Community Infrastructure Levy – Update on progress and the commissioning of the Leeds Economic Viability Study – Report of the Director of City Development’ for the attention of the Scrutiny Board.

The following representatives were in attendance and responded to Members’ queries and comments:

- Mr Dale Robinson, GVA Consultants
- Mr Steve Speak, Deputy Planning Officer, City Development
- Ms Lora Hughes, Principal Planning Officer, City Development

At the request of the Chair, Mr S Speak introduced the report of the Director of City Development. He explained the background of CIL and referred to the procurement process which had led to the appointment of GVA consultants who were carrying out a feasibility study to determine the viability of sites for development in the city. This study was required as part of the process for the introduction of the Community Infrastructure Levy in 2014. He confirmed the consultant’s fee for this work in response to a question from a Member of the Board.

A copy of GVA’s presentation slides were circulated at the meeting.

In his presentation, Mr D Robinson covered the following three specific issues:-

- Providing a brief overview of the Community Infrastructure Levy (CIL)
- Outlining the purpose of the Economic Viability Study (EVS)
- Outlining Emerging Results

In summary, specific reference was made to a number of issues including:

- Clarification of the membership of the LCC Steering Group and their remit
(The Deputy Chief Planning Officer responded that this was an officer group and would provide information to various groups on the Council including this Scrutiny Board)
- Concern that affordable housing was currently outside CIL and the Government was still deliberating on this issue
- The definition of “meaningful” in the proportion of CIL that must be passed back to the neighbourhood in which the development took place
- The overall approach in testing representative samples of development typologies across a range of use classes
(The consultant advised the Board that this approach was based on guidance issued by the Royal Institute of Chartered Surveyors)

- The consultant's range of assumptions based on their development scenarios that would determine a site value would in some circumstances be less than a developer had paid for that site
(The consultant responded that clearly in these circumstances the developer had paid too much for the land and this was not their concern in terms of testing current market value)
- It was recognised that future planning obligations would have an impact in reducing land values, but the RICS guidance was that these costs should not be set at a level which stops land coming forward for development
- The fact that landowners still have in their mind land values at 2007 prices and that it would take time for perceptions to change in the light of the current economic climate
- Clarification as to whether developers would be able to challenge the Community Infrastructure Levy charging schedule once it had been established
(The consultant responded that it would be a fixed cost per metre and could not be changed once adopted, although the Council could choose to undertake the whole process again if monitoring showed it was necessary, e.g. an improvement or decline in the economy. The Deputy Planning Officer stated that clearly the report that would come forward to the Council for consideration of a proposed CIL charging schedule would offer a range of options and it would be for Members to determine the rates to be set which balances the income to be achieved against ensuring that land continued to come forward for development. He also commented that before the final rates were adopted there were a further two rounds of consultation with developers and the public and an independent examination)
- The need for sensitivity testing to be undertaken in relation to anything which reduced site values by more than 25% which could render sites not being released for development, especially for green belt sites and where sites were already owned by developers
(The Deputy Planning Officer responded and informed the meeting that sensitivity testing would be undertaken on this 25% figure)
- The need for Board Members to be provided with an A3 coloured copy of the map showing boundaries of housing characteristic areas
(The Board's Principal Scrutiny Adviser agreed to circulate this to Members of the Board)
- Clarification as to whether the CIL zones boundaries for residential have to be the same as those of the housing characteristic areas
(The Deputy Planning Officer responded that broadly they would be the same but there would be the opportunity to modify boundary anomalies and in particular to base them on physical attributes)
- Reference to the fact that the Council could opt for differential rates based on uses and geographical location rather than single rates but all differential rates would have to be based on viability evidence not policy objectives
- Clarification of the impact of Section 278 in relation to highway issues
(The Deputy Planning Officer responded and informed the meeting that under the new arrangements the Community Infrastructure Levy would

work alongside the current mechanisms of S278s and S106s for necessary mitigation measures directly relating to a specific site)

- The Board noted that it was important to keep spending local to benefit local communities
- Setting the CIL rates had to consider the impact on affordable housing as the CIL would be fixed which would leave S106 amounts of affordable housing open to negotiation
- Clarification regarding the residual valuation approach and how land values differ across Leeds based on differing sales prices
- It was noted that the Council would have to publish a list (known as the Regulation 123 list) outlining the infrastructure projects or types that it intends to fund through CIL. It was made clear that Section 106 funds cannot then be charged for the same infrastructure projects. It was reported that the LCC Steering Group was working on this issue and was a separate workstream to the current process of setting the CIL rates
- Clarification regarding the provision of schools and it was explained that if school provision in general terms was included on the Regulation 123 list you cannot then seek Section 106 funding. Schools may be required to be provided on site as part of the essential infrastructure of larger sites

RESOLVED –

- a) To note the report of the Director of City Development on the Leeds Infrastructure Levy and the commissioning of the Leeds Economic Viability Study.
- b) To note the presentation from GVA Consultants who were carrying out the Leeds Economic Viability Study which would determine the viability of sites for development in the city.
- c) That further progress reports be submitted to this Board in order to monitor the development of the Community Infrastructure Levy.

35 Section 106 consultation with Ward Members

Referring to Minute 24 of the meeting held on 20th July 2012, the Chief Planning Officer submitted a report which confirmed the arrangements for engaging and reporting the views of ward Councillors on the proposed heads of terms for Section 106 agreements.

Mr Martin Sellens, Head of Planning Services, City Development was in attendance and responded to Members' queries and comments.

Members sought clarification of the meaning of 'major' applications regarding consultation with communities and Ward Members

The Head of Planning Services responded and informed the meeting that major developments were defined as 10 or more properties for residential schemes and 1.000 sq m or more floorspace for commercial developments.

RESOLVED –

- a) That the contents of the report be noted and welcomed.

Minutes approved as a correct record at the meeting held on Tuesday, 30th October, 2012

- b) That the proposed approach to formalise the process of informing ward members about S106 agreements be endorsed in accordance with the report now submitted.

36 Leeds' Strategic Housing Land Availability Assessment (SHLAA)

The Head of Scrutiny and Member Development submitted a report with regards to the Leeds' Strategic Housing Land Availability Assessment (SHLAA).

The following representatives were in attendance and responded to Members' queries and comments:

- Mr David Feeney, Head of Forward Planning and Implementation, City Development
- Mr Robin Coghlan, Team Leader, City Development

At the request of the Chair, the Team Leader briefly outlined the outcome of the SHLAA Partnership meeting held on 18th September 2012. It was reported that the 2012 update was still to be finalised and that the maps/lists of sites and the charges to be made would be available at the end of October 2012.

Detailed discussions ensued on the contents of the report.

A number of issues were identified as areas of concern following the meeting of the Leeds SHLAA Partnership meeting held on 18th September 2012 including:

- The fact that sites where planning approval had been granted were in the main not being developed
- That developers were now starting a lower annual build out rate of houses on approved sites than previously expected. The East Leeds extension which would provide 3375 SHLAA dwellings would have a current build out rate of only 200 houses per annum which would take 16 years to complete. Reference was also made to a new settlement proposal near Bramham which was also of concern
- The view that some developers have an unfair advantage in being a member of the SHLAA and that membership of the SHLAA should be reviewed as a matter of urgency. The Chair referred to Royal Tunbridge Wells which did not include developers in its land availability assessment meetings. It was pointed out that the planning inspector had been critical of their process in this regard
- The concern that the Council was being too lenient with developers in meeting their development obligations

RESOLVED –

- a) That the contents of the report be noted.
- b) That a further report be prepared on the SHLAA process and membership for consideration at the next Scrutiny Board meeting in October 2012 which responded to the concerns expressed at today's meeting.

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- c) That Councillor N Taggart, Chair of the SHLAA Partnership be invited to attend the next meeting and that a copy of the SHLAA Partnership agenda, reports and minutes of the meeting held on 18th September 2012 be appended to the above report.

37 Bringing Forward Brownfield Sites - Information Requested

Referring to Minute 26 of the meeting held on 20th July 2012, the Head of Scrutiny and Member and Development submitted a report on information requested with regards to bringing forward brownfield sites which included the general approach to the disposal of property.

Appended to the report Were copies of the following document for the information/comment of the meeting:

- Bringing Forward Brownfield Development Sites - Report of the Director of City Development (Appendix 1 refers)
- Development of Council-Owned Brownfield Development Sites – Report of the Director of City Development (Appendix 2 refers)

The following representatives were in attendance and responded to Members' queries and comments:

- Ms Christine Addison, Acting Chief Asset Management Officer, City Development
- Mr Adam Brannen, Programme Manager, City Development
- Mr Chris Gomersall, Head of Property Services, City Development
- Mr Ben Middleton, Senior Surveyor, City Development

At the request of the Chair, the Acting Chief Asset Management Officer updated the meeting on the number of Council owned brownfield sites and progress in marketing these sites for development..

In summary, specific reference was made to a number of issues including:

- Clarification if the information relating to the bringing forward of brownfield sites which included the general approach to the disposal of property was shared with Ward Members or Area Committees *(The Head of Property Services, City Development responded and stated that the disposal process could be widened as required)*
- Clarification if there was another 'exempt' list of Council owned sites for disposal e.g. West Park Centre *(The Head of Property Services, City Development stated that the current list was up to date and included all properties currently allocated for disposal)*
- Clarification of the range of potential options in Section 3.23 of the report that had been considered in bringing these sites forward for redevelopment
- Clarification of the current progress in relation to EASEL sites where 2 of the 8 sites had been built out. Members asked whether consideration had been given to offering these remaining sites at nil

value or minimum consideration in order to progress these sites and whether this option had been discussed with Bellway Homes
(The Programme Manager, City Development stated that the Council and Bellway have an ongoing dialogue about the EASEL sites, two of which were completed and two currently under construction - the consideration for those remaining would be subject to an agreed approach that would demonstrate viability of development and the land value resulting. A report would be presented to a future Executive Board meeting on how other sites could be packaged for disposal and where appropriate at nil or minimum consideration)

- Clarification if the West Yorkshire Fire and Rescue Service had consulted the Council regarding three identified sites which may be surplus to requirements
(The Senior Surveyor, City Development informed the meeting that there was an ongoing dialogue with the West Yorkshire Fire and Rescue Service)
- Clarification of how closely Asset Management were working with Children's Services regarding Primary School accommodation on Council owned sites
(The Senior Surveyor, City Development informed the meeting that they were conscious of the pressures and as a result they were working very closely with Children's Services in this regard)
- Clarification of how many houses could be built on the brownfield sites listed and the view was expressed by the Board that all 76 brownfield sites should be included in the SHLAA process and count against the 5 year land supply and not be classified as windfall sites

RESOLVED –

- a) That the contents of the report and appendices be noted and welcomed.
- b) That this Board recommends to the Director of City Development that all brownfield sites should be included in the SHLAA process and count in the 5 year land supply and housing target set for the Council and not be classified as windfall sites.
- c) That the list of Council owned brownfield sites submitted to this Board be circulated to all Members of Council for their information and attention.
- d) That regular updates to this list be provided by the Director of City Development and circulated to all Members of Council.
- e) That a further progress report on the disposal of Council owned Brownfield sites listed at today's meeting be submitted to this Board in 6 months time.
- f) That the Board will consider a report on non Council owned brownfield sites at its meeting in October 2012.

38 Former residential properties utilised for non residential/community/office purposes

The Chief Officer, Statutory Housing submitted a report on the work undertaken to date by the Asset and Development Team, in assessing the 49

residential properties (which form part of the ALMO Management agreement) being used for non residential, community or office or office purposes.

Appended to the report were copies of the following documents for the information/comment of the meeting:

- List of properties being used for non residential, community or office purposes (Appendix 1 refers)
- Action Plan for properties being used for non residential, community or office purposes (Appendix 2 refers)

Ms Laura Kripp, Investment and Asset Manager, Environment and Neighbourhoods was in attendance and responded to Members' queries and comments.

In summary, specific reference was made to the following issues:

- Clarification of the sheltered flat arrangements in relation to Queensview and the local circumstances involved
- Clarification of the Queenswood Court arrangements and the ALMO assessment criteria
- Clarification why Glendales, Leeds 9 was not on the list for non residential, community or office purposes
(The Investment and Asset Manager responded and informed the meeting that it was work in progress. She agreed to check on what the building was being used for locally)
- Clarification if Queensview had their own furniture
(The Investment and Asset Manager responded that she would check the facilities at the complex)
- Whilst Members wanted as many former residential properties as possible to be placed back in to residential use it recognised that this process needed to be done sensitively and in circumstances where there was community use consultation and a rationalisation of resources where possible

RESOLVED –

- a) That the contents of the report and appendices be noted.
- b) That this Board notes and welcomes the action plan (Appendix 2 refers) which sets out the approach to deal with former residential properties utilised for non residential, community and office purposes.
- c) That a progress report on implementing the Action Plan be submitted to a future meeting of this Board.

(Councillor D Nagle left the meeting at 12.45pm during discussions of the above item)

39 Initial Findings following Completion of the Consultation on Proposed Major Changes to Housing Policy

The Head of Scrutiny and Member Development submitted a report on initial findings following completion of the consultation on proposed major changes to Housing Policy.

Appended to the report was a copy of the following document for the information/comment of the meeting:

- Scrutiny Board (Housing and Regeneration) Working Group's submission to the Consultation on Proposed Major Changes in Housing Policy – Minutes of a meeting held on 3rd September 2012

The Board noted that Councillor P Grahame was in attendance at the Working Group meeting held on 3rd September 2012. The Board's Principal Scrutiny Adviser apologised for this omission and agreed to amend his records accordingly.

In addition to the above documents, a summary of the results received to date was circulated at the meeting.

The following representatives were in attendance and responded to Members' queries and comments:

- Mr Robert McCartney, Head of Housing Support, Environment and Neighbourhoods
- Ms Kathryn Bramall, Leeds Homes Policy Manager, Environment and Neighbourhoods
- Ms Megan Godsell, Housing Policy Manager, Environment and Neighbourhoods

In summary, specific reference was made to the following issues:

- Clarification of how the survey was undertaken
(The Leeds Homes Policy Manager responded and outlined who had been consulted and the method by which this had been done)
- Clarification of the other representatives and organisations who had been consulted and on the number of tenants who had been interviewed face to face
(The Leeds Homes Policy Manager responded and outlined the consultation arrangements. It was reported that no face to face consultation had been undertaken with tenants)
- The Board expressed concern that a response rate of 200 replies to the consultation survey when there were approximately 57,000 Council tenants was too low to be of any value. Members were surprised that there was no alternative to the online survey referred to when it had been previously acknowledged by the Council that online surveys did not work, especially for elderly tenants
(The Head of Housing Support responded and stated that the three ALMOs had been asked to undertake consultation of its tenants and

Minutes approved as a correct record at the meeting held on Tuesday, 30th October, 2012

were due to report back this week, but Members wondered if this should have been left to the ALMOs)

- The Board confirmed that its comments on the proposed changes to housing policy and set out in the minutes of the Working Group held on 3rd September 2012 were its formal response to the consultation. It was noted that these had been forwarded to the Director of Environment and Neighbourhoods. The Board asked that the Head of Housing Support highlight the Scrutiny Board's submission in its report to the Executive Board on the outcome of its consultation
(The Head of Housing Support confirmed that he would highlight the Scrutiny Board's submission to the consultation in his report to the Executive Board and point out the concerns the Board had on the validity of the consultation undertaken)

RESOLVED –

- a) That the contents of the report and appendices be noted.
- b) To approve the minutes of the Working Group held on 3rd September 2012 as the Board's formal submission to the consultation on major changes to the Council's housing policy which had been submitted to the Director of Environment and Neighbourhoods prior to this meeting.

40 2012/13 Q1 Performance Report

The Assistant Chief Executive (Customer Access and Performance)/ Directors of Environment and Neighbourhoods and City Development submitted a report summarising the performance against the strategic priorities for the council and city related to Housing and Regeneration Scrutiny Board.

Appended to the report were copies of the following documents for the information/comment of the meeting:-

- Appendix 1– Performance Reports for 2012/13 Quarter 1 City Priority Plan
- Appendix 2 – Directorate Priorities and Indicators

RESOLVED –That the contents of the report and appendices be noted.

41 Work Schedule

A report was submitted by the Head of Scrutiny and Member Development which detailed the Scrutiny Board's work programme for the current municipal year.

Appended to the report was a copy of the following documents for the information/comment of the meeting:

- Revised Scrutiny Board (Housing and Regeneration) Work Schedule for 2012/2013 Municipal Year (Appendix 1 refers)
- Executive Board – Minutes of a Meeting held on 5th September 2012 (Appendix 2 refers)
- Forward Plan of Key Decisions – 1st October 2012-31st January 2013 (Appendix 3 refers)

Minutes approved as a correct record at the meeting held on Tuesday, 30th October, 2012

The Principal Scrutiny Adviser, Scrutiny Support 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 Executive Board minutes and Forward Plan be noted.
- c) That the work schedule be approved as now outlined.

42 Date and Time of Next Meeting

Tuesday 30th October 2012 at 10.00am in the Civic Hall, Leeds
(Pre-meeting for Board Members at 9.30am)

(The meeting concluded at 1.35pm)

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SCRUTINY BOARD (HEALTH AND WELL-BEING AND ADULT SOCIAL CARE)

WEDNESDAY, 26TH SEPTEMBER, 2012

PRESENT: Councillor J Illingworth in the Chair

Councillors P Truswell, G Hussain,
T Murray, J Walker, C Fox, S Varley,
M Robinson, B Urry and M Ingham

CO-OPTED MEMBERS

Joy Fisher, Sally Morgan and Emma Stewart

35 Chair's opening remarks

The Chair welcomed everyone to the meeting.

36 Late Items

Although there were no formal late items, the Panel was in receipt of the following supplementary information:

- NHS Airedale, Bradford and Leeds Performance Report (minute 44 refers).
- Amended page 139-140 of the agenda, which related to the NHS Airedale, Bradford and Leeds Performance Management Report to show a minor change on how performance reports would be considered with by the CCG Collaborate (minute 44 refers).

37 Declaration of Disclosable Pecuniary and other Interests

No declarations of disclosable pecuniary interests were made, however the declaration of another interest was made later in the meeting (minute 43 refers).

38 Apologies for Absence and Notification of Substitutes

Apologies for absence had been received from Councillors Armitage; Bentley and Bruce. Councillor Ingham was in attendance as a substitute for Councillor Bruce and Councillor Urry was present in place of Councillor Armitage.

Apologies were also received from Betty Smithson.

39 Minutes

The Board considered the minutes from the 27th June 2012 and 25th July 2012 meetings of Scrutiny Board (Health and Wellbeing and Adult Social Care) and also from the Call-In meeting held on 9th August 2012

With reference to minute 24 of the Scrutiny Board meeting held on 25th July 2012 relating to the review of Children's Congenital Cardiac Services in England, the Chair was asked to update the Board on the current situation regarding referring the decision to the Secretary of State for Health

The Chair referred to the length of time it was taking to assemble the case for submission, due to the difficulty obtaining information from the Safe and Sustainable Review Team, which seemed reluctant to respond to requests for information. Of particular concern was the unwillingness to provide basic documents, for example, reports and agendas, of various meetings- something that for Local Authorities meetings, were routinely published.

The Chair stated that this did not accord with Freedom of Information or open government and expressed his view that a decision properly taken should be able to be defended. The difficulty in obtaining information to support the decision of the Joint Committee of Primary Care Trusts could lead one to the suspicion, that despite considerable public engagement, and a period of public consultation on proposals for the future of Children's Heart Surgery, the decision to move service to Newcastle, where a Heart Transplant Unit was located, had been made at an early stage.

RESOLVED –

- (a) To approve the minutes of the following meetings of Scrutiny Board (Health and Wellbeing and Adult Social Care):
- 27th June 2012
 - 25th July 2012
 - 9th August 2012
- (b) To note the verbal update on the Review of Children's Congenital Cardiac Services provided by the Chair

40 Update on Recommendations following deputation to Scrutiny by the National federation of the Blind

Further to minute 28 of the Scrutiny Board (Health and Wellbeing and Adult Social Care) meeting held on 28th October 2012, where the Board considered a request for Scrutiny in relation to meeting the needs of blind and visually impaired people in Leeds and established a working group to consider this matter, the Board considered a report of the Director of Adult Social Services providing feedback on how the previous Board's recommendations had been progressed.

Minutes approved as a correct record at the meeting held on Wednesday, 24th October, 2012

It was noted that a visit had been made to the facilities at Fairfax House by representatives of the Scrutiny Board, earlier in the week.

Attending for this item to present the report and respond to questions and comments from the Board were:

- Tim O'Shea (Head of Adult Social Care Commissioning) – Leeds City Council, Adult Social Services;
- Sinead Cregan (Adult Commissioning Manager) – Leeds City Council, Adult Social Services; and,
- Helena Hughes (Area Operations Manager) – Action for Blind People/Leeds Vision Consortium.

The Board was presented with a report that outlined the measures carried out immediately following the previous Scrutiny Board's recommendations about improvements to aspects of the service provided.

A brief introduction of the report was provided, following which the Board raised a number of questions about the services provided for blind and visually impaired people in Leeds by Leeds Vision Consortium.

The main points of discussion related to:

- The fundamental shift in service design – moving from a centre based service to a community/ outreach based service, focusing on individuals needs;
- the need to provide a range of services for blind and visually impaired people across Leeds, to suit all age groups, especially younger people;
- the referral process to services and the importance of the role of the hospital-based eye clinic liaison officer;
- the importance of assistive technology in helping to maintain service users' independence;
- the increased number of service users from BME groups;
- the role of the employment officer; the scale of the challenge in securing employment opportunities for people with visual impairments in what was currently a difficult labour market ;
- the outcomes achieved by people being assisted to find employment;
- the raised expectations for people with disabilities as a result of the success and legacy of the Paralympics;
- the importance of stakeholder involvement in shaping services.

Whilst welcoming the changes that had been made to services and noting the positive feedback from the recent visit to Fairfax House, the need to obtain direct feedback from service users/ stakeholders was highlighted – particularly in cases where an issue had been raised with the Scrutiny Board for investigation.

RESOLVED -

- a) To note the report and the actions that were undertaken by Adult Social Care and Leeds Vision Consortium to address the recommendations of the previous Scrutiny Board;
- b) To note the comments made and the information provided;
- c) That a further report be provided in six months time that included the following information/ details:
 - The number and age profile of blind and partially sighted people across Leeds;
 - The number and age profile of service users accessing/ using the various elements of services commissioned by the Council and provided by Leeds Vision Consortium;
 - Specific outcomes relating to employment service provided and take-up of employment, training and/or volunteering placements;
 - The number and age profile of service users from BME groups;
 - Direct responses from service users to the actions taken to address the concerns raised at Scrutiny Board (Health and Wellbeing and Adult Social Care) in October 2011.

41 Mental Health Needs Assessment

Further to minute 6 of the Scrutiny Board (Health and Wellbeing and Adult Social Care) meeting held on 27th June 2012 where mental health issues were identified as an area for consideration by the Board, Members received a report of the Head of Scrutiny and Member Development providing information on issues around the provision of mental health services together with details on the Leeds Mental Health Needs Assessment (MHNA), May 2011.

Attending for this item to present the report and respond to the Board's questions and comments were:

- Victoria Eaton (Consultant in Public Health) – NHS Airedale Bradford and Leeds
- Nigel Gray (Chief Officer Designate) – NHS Leeds North CCG
- Michele Tynan (Chief Officer – Learning Disabilities) – Leeds City Council, Adult Social Services
- Richard Wall (Head of Commissioning (Mental Health and Learning Disabilities)) – NHS Airedale, Bradford and Leeds
- Catherine Ward (Emotional Health and Wellbeing Lead) – NHS Airedale Bradford and Leeds

Nigel Gray introduced the report and referred to the data that had been obtained through the MHNA and stated the importance of using this data to inform decision-making and service commissioning and to link into the Joint Health and Wellbeing Strategy.

Reference was made to the recommendations in the MHNA which contained a mix of specific examples of work to be undertaken, together with some long-term, strategic recommendations including how resources could be utilised.

The integration of social care teams with the Leeds and York Partnership Trust and the benefits this would bring in providing services was highlighted.

The Board was also informed about proposals for the transformation of mental health day services in Leeds, with a three month consultation process being embarked upon with service users to consider retaining two of the three mental health day care centres and looking at the future of The Vale, in Hunslet. The Board was assured that nothing would change at The Vale until alternative services had been put in place. The Board was informed that service users had identified the importance of retaining staff-led and user-led recovery groups as well as safe spaces, with Adult Social Care looking to develop a number of small community bases to help fulfil these requirements.

Detailed discussion took place, with the following key areas being raised:

- the provision of mental health services and whether having two separate NHS providers was a sensible and efficient approach;
- Welfare reform and the potential implications of 30,000 people in Leeds being on Incapacity Benefit, with up to 50% likely to be suffering mental health problems;
- the work being done by Leeds City Council to help support people affected by the changes to the benefits system
- Personalised budgets for people in receipt of Social Care services and the potential additional pressure for people with mental health problems;
- the level of need and demand for psychological services, with a focus on the importance of preventative work, particularly in poorer communities where there was clear correlation between health and wellbeing and multi-level deprivation;
- the recommendations in the MHNA and whether these were subject to resources being available and the extent of the funding gap between demand and provision;

RESOLVED –

- (i) To note the report and information presented, as part of the Board's ongoing inquiry into mental health.
- (ii) That a further report be presented to the Board that details:
 - The current provision and providers of mental health services across the City – including statutory and non-statutory services;
 - The current available budget / funding for mental health services across the City;
 - An outline of the current demand for primary, secondary and tertiary mental health services across the City;

Minutes approved as a correct record at the meeting held on Wednesday, 24th October, 2012

42 Leeds Suicide Audit (2008-2010)

With reference to the previous agenda item (Minute 41 refers), the Board considered a specific report from the Head of Scrutiny and Member Development which related to one of the key recommendations identified in the Leeds Mental Health Needs Assessment; the requirement to undertake a suicide audit for the City. Appended to the report was a copy of the audit for 2008-2010, for Members' consideration.

Attending for this item to present the report and respond to the Board's questions and comments were:

- Victoria Eaton (Consultant in Public Health) – NHS Airedale Bradford and Leeds
- Catherine Ward (Emotional Health and Wellbeing Lead) – NHS Airedale Bradford and Leeds
- Nigel Gray (Chief Officer Designate) – NHS Leeds North CCG
- Richard Wall (Head of Commissioning (Mental Health and Learning Disabilities)) – NHS Airedale, Bradford and Leeds

Councillor Mulherin, Executive Board Member for Health and Wellbeing – Leeds City Council was also in attendance.

The Chair stated that Councillors from the Armley Ward, who had raised some concerns around the levels of suicides in the LS12 area of the City, had been invited to attend the meeting, however apologies had been received due to unavoidable circumstances.

Members were informed that ,nationally, this issue was being given prominence, with a National Suicide Prevention Strategy being launched by the Government earlier in September 2012..

A summary of the key findings of the Leeds Suicide Audit were included in the report, with the headlines being given as:

- 179 recorded suicides in Leeds between 2008-2010;
- Suicide rates in Leeds were relatively static (compared to previous audits) and broadly comparable with national average and rates within Yorkshire and the Humber;
- the male/female suicide ratio was higher in Leeds, with a higher number of men taking their own lives;
- the majority of those people recorded in the audit were white, locally born men in the 30-50 age group;
- the risk factors driving people to take their own lives were mainly around social isolation; relationship problems; unemployment and debt, with higher incident rates in deprived areas;
- the majority of people taking their own lives had not been in touch with specialist mental health services before committing suicide but had

been in touch with primary care services, although not necessarily in connection with a mental health issue.

Councillor Mulherin stated there was a need to target work around white males and also in the LS12 area which had been identified in the audit as seeing the highest incidences of residents taking their own lives, with 21 of the 179 people (approximately 12%) having an LS12 postcode.

Other areas of importance highlighted by Councillor Mulherin were:

- building up resistance at an early stage and the need to work with school clusters and individual schools;
- the specific risk group in the city of white men aged 30-50 and the need to consider how to engage with this group possibly through non-traditional means;
- the need to tackle the stigma and discrimination which can surround mental health problems and the positive example set by Leeds City Council, which had signed up to the Mindful Employer scheme;
- the need to make it easier for people to discuss mental health issues and to encourage better peer support.

Councillor Mulherin also referred to survivor-led crisis support and the lack of sufficient out of hours mental health services which she considered might be useful for the Board to explore further. Councillor Mulherin specifically commended the work of Dial House in Leeds which provided this type of support in a safe, non-clinical setting for people in crisis, suggesting that looking at services for people outside the hospital environment could also be considered.

In brief summary the main areas of discussion were:

- the importance of flagging up patients in the higher risk groups (identified in the audit) who presented regularly at GP surgeries, but not necessarily with mental health issues and to carry this through to those presenting at A&E, as regular attendees, especially where no physical illness could be ascertained;
- the limitations of the data and the difficulty in assessing the exact number of suicides due to how deaths were recorded. However it was noted that as part of the Leeds audit, open verdicts and verdicts of misadventure had also considered;
- ways of engaging large numbers of people to disseminate information about mental health issues;
- the role of the Samaritans and the need for appropriate support to be available to those who were bereaved through suicide;
- the lack of improvement in the suicide figures for the city and whether this indicated that previous action plans had not been effective;
- the need for evidence-based interventions to form the basis of identified actions/ recommendations;

- the need for appropriate specialist support to be given to military personnel returning from the front line experiencing mental health problems;
- access to means to commit suicide was not identified as a significant risk factor.

Nigel Gray highlighted that despite some gaps in the available data around the specific circumstances associated with each suicide, the audit had provided valuable information which would be shared with GPs to enable better preventative work to be established. This could then be measured for its effectiveness.

RESOLVED – To note the information around the Leeds Suicide Audit (2008-2010) and that the Board consider a further report that includes specific details / data around:

- Survivor Led Treatment / provision;
- Current out of hours provision for mental health services;
- The level of Out of Area treatments for mental health services users across Leeds.

43 Quarterly Performance Report

Prior to consideration of this item, Councillors Ingham and Robinson left the meeting.

The Assistant Chief Executive (Customer Access and Performance) submitted a report which presented a summary of the quarter 1 performance data relevant to the Scrutiny Board (Health and Wellbeing and Adult Social Care)

The following information was appended to the report:

- Performance reports relating to the City Priority Plan
- Adult Social Care Directorate Priorities and Indicators

Attending for this item and to respond to queries and comments raised by the Board were:

- Councillor Mulherin (Executive Board Member for Health and Wellbeing) – Leeds City Council
- Councillor Yeadon (Executive Board Member for Adult Social Care) – Leeds City Council
- Stuart Cameron-Strickland (Head of Policy, Performance and Improvement) – Leeds City Council, Adult Social Services

The Board was informed that due to the length of discussions on the previous items, Brenda Fullard (Consultant in Public Health) – NHS Airedale, Bradford and Leeds had needed to leave for another meeting. The Board decided to

defer consideration of the Q1 performance relating to health but to examine issues arising from the data in respect of Adult Social Care.

Stuart Cameron-Strickland presented the report which outlined specific matters that related to the provision of Adult Social Care services.

Members discussed the report and focussed on personalised budgets, with the following information being provided:

- the introduction of personalised budgets aimed to offer people choice about whether they would like to manage the provision of their own care needs by buying in the services they required, or whether they would prefer to have services delivered in the traditional way;
- there was no pressure on people to have personalised budgets and that the Local Authority would manage budgets if people preferred
- that support and advice was available for those people dealing with the issue of personalised budgets, with the Centre for Integrated Living being the key organisation in the city. It has hoped that relationships could be developed with other organisations, with close working being undertaken in this area with the Neighbourhood Networks.

At this point Joy Fisher declared an interest through her involvement with the Centre for Integrated Living.

- checks and monitoring were undertaken to ensure that budgets were being used by the person who had the entitlement and for appropriate services. Through these checks it was felt that any possible abuse of a vulnerable person by relatives or friends would be detected, although Councillor Yeadon stressed that in these situations it was likely that safeguarding issues would have been flagged up prior to any mis-use of self directed support.
- pension contributions for those people who employed a personal assistant were included in the budget allowances provided
- that a Board was to be developed comprising cross-party representation and relevant stakeholders to consider issues around the management of social care budgets on behalf of individuals.

RESOLVED – To note the Q1 performance information provided for Adult Social Care and to consider the Health and Wellbeing element of the report at the next meeting.

44 NHS Airedale, Bradford and Leeds - Performance Report

The Board considered a report of the Head of Scrutiny and Member Development providing:

- Details on the transitional arrangements for three key areas; Corporate Performance; Quality and Safety for the three Clinical Commissioning Groups (CCGs) in Leeds which were due to take up their duties in April 2012, arising out of the restructure of the NHS; and,

Minutes approved as a correct record at the meeting held on Wednesday, 24th October, 2012

- the most recent performance scorecard, dated September 2012, for the city as a whole and for the three Leeds CCGs – which was appended to the report.

The following representatives attended the meeting to present the report and respond to Members' questions and comments:

- Nigel Gray (Chief Officer Designate) – NHS Leeds North Clinical Commissioning Group
- Graham Brown (Performance Manager) – NHS Airedale, Bradford and Leeds

Members were informed that with the move from Primary Care Trusts (PCTs) to CCGs, the reporting of performance would be routed to CCGs, rather than the PCT Cluster Board. To facilitate this, the CCGs had formed sub-committees of the PCT Cluster Board.

In respect of the PCTs, Nigel Gray assured Members that whilst staff had been made redundant as part of the changes, there would be sufficient staff to carry through the transitional functions. In terms of the CCG arrangements, Nigel Gray advised that further information could be provided in a separate session if the Board wished.

The Board then considered the detailed performance information which had been circulated as a supplementary document.

The main areas of discussion related to:

- Increasing Access to Psychological Treatment, which citywide was shown as being below threshold;
- levels for MRSA and other Health Care Acquired Infections (HCAIs) and the measures being taken to avoid/ reduce the occurrence, with concerns raised about the performance of Leeds Teaching Hospitals Trust;
- more detail around urgent and emergency ambulance journeys, with exception reports requested to enable the Board to understand areas where there may be problems in meeting the standards and targets;
- Government changes to the present performance regimes with data for cancer waits, A&E 4 hours waits and 18 week waits from referral to treatment not being required to be reported on. On this the Board welcomed Graham Brown's assurances that this data would continue to be provided and considered by local CCGs, even where there was no statutory requirement to do so.

RESOLVED -

- a) To note the information presented in the NHS Airedale, Bradford and Leeds Cluster Board, including the amended information on the transitional performance monitoring and assurance processes circulated at the meeting.

Minutes approved as a correct record at the meeting held on Wednesday, 24th October, 2012

- b) That consideration be given to setting up a Working Group of the Scrutiny Board (Health and Wellbeing and Adult Social Care) to consider the arrangements around the formal implementation of the three CCGs in Leeds, from April 2013.
- c) That narrative information be provided in a future report to identify the root causes of some of the delays around urgent and emergency ambulance journeys.

During consideration of this matter, Councillors Murray, Urry and Walker left the meeting

45 Work Programme

The Chair referred to the amount of time being taken up with preparing the case for the review of the decision on Children's Congenital Heart Surgery and because of this it had not been possible to submit a formal work programme for the Board's consideration. However, the decisions taken by the Board for further reports and scrutiny in relation to:

- the recommendations following the deputation to Scrutiny by the National Federation of the Blind
- the Mental Health Needs Assessment
- the Leeds Suicide Audit (2008-2010)
- the Health and Wellbeing element of the Q1 Performance Report

would be entered into the Board's Work Programme.

46 Date and Time of the Next Meeting

Wednesday 24th October 2012 at 10.00am – Pre-meeting for all Board Members at 9.30am

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SCRUTINY BOARD (HEALTH AND WELL-BEING AND ADULT SOCIAL CARE)

WEDNESDAY, 24TH OCTOBER, 2012

PRESENT: Councillor J Illingworth in the Chair

Councillors S Bentley, K Bruce, N Buckley,
C Fox, M Harland, G Hussain, T Murray,
P Truswell and S Varley

CO-OPTED MEMBERS:

Joy Fisher, Leeds LINK
Betty Smithson, Leeds LINK
Emma Stewart, Alliance of Service Users

47 Chair's Opening Remarks

The Chair welcomed everyone to the October meeting of the Scrutiny Board (Health and Well-being and Adult Social Care).

48 Declaration of Disclosable Pecuniary and other Interests

The following other significant interest was declared at the meeting:-

- Joy Fisher (Leeds LINK) in her capacity as a member of the 'Making it Real' Expert Advisory Group involved with preparation of the document entitled 'Better Lives Explained, a Leeds draft Local Account of Adult Social Care for 2012/13 (Agenda Item 9) (Minute 53 refers)

49 Apologies for Absence and Notification of Substitutes

Apologies for absence were received on behalf of Councillors M Robinson and J Walker and Sally Morgan, Co-optee (Equality Issues).

Notification had been received for Councillor N Buckley to substitute for Councillor M Robinson and for Councillor M Harland to substitute for Councillor J Walker.

50 Minutes of the Previous Meeting

Councillor P Truswell referred to the Review of Children's Congenial Cardiac Services (Minute 39 refers) and asked for the Chair to provide an update on progress.

The Chair informed the meeting that the issue had been referred to the Secretary of State for determination but there had been a delay in completing the supporting referral report from the Scrutiny Board and the Joint Health Overview and Scrutiny Committee (Yorkshire and the Humber) (Joint HOSC), due to significant delays in obtaining all the relevant background information

from the Joint Committee of Primary Care Trusts (JCPCT) and its supporting secretariat.

Councillor T Murray enquired about the timescales in relation to this authority presenting a case to the Minister.

The Principal Scrutiny Adviser informed the meeting that it was hoped to finalise the supporting referral reports and submitted within approximately four/five weeks. It was noted that an additional meeting of the Scrutiny Board (Health and Wellbeing and Adult Social Care) may be required to agree the referral report.

Joy Fisher, Leeds LINK referred to the Update on Recommendations following deputation to Scrutiny by the National Federation of the Blind (Minute 40 refers) and informed the meeting that attendees in the audience at the last Board meeting had raised concerns that the debate had not been an honest account of the current situation.

The Principal Scrutiny Adviser informed the meeting that the Head of Scrutiny and Member Development had received a letter from the National Federation of the Blind on this issue. A reply had been sent requesting specific details of any inaccurate and/or misleading information that had been presented to the Scrutiny Board. The Principal Scrutiny Adviser also advised that to date no further details had been provided.

In terms of the way forward, the Principal Scrutiny Adviser informed the meeting that a further dialogue was required with Service Users and that there would be discussions with the Chair around how the National Federation of the Blind might contribute to the discussion when the Scrutiny Board re-visited this issue later in the municipal year.

RESOLVED –

- (a) That the update and additional information provided be noted.
- (b) That the minutes of the meeting held on 26th September 2012 be approved as a correct record.

51 2012/13 Performance Report - Quarter 1

The Head of Scrutiny and Member Development introduced aspects of a report from the Assistant Chief Executive (Customer Access and Performance) deferred from the previous meeting. The report summarised the performance against the strategic priorities for the council relevant to Health and Wellbeing and Adult Social Care Scrutiny Board.

Appended to the report were copies of the following documents for the information/comment of the meeting:-

- Performance Reports for the four Health and Wellbeing City Priority Plan Priorities (Appendix 1 refers)

The following representatives were in attendance and responded to Members' queries and comments:-

- Councillor L Mulherin (Executive Board Member for Health and Wellbeing), Leeds City Council
- Dr. Ian Cameron (Joint Director of Public Health) – NHS Airedale Bradford & Leeds/Leeds City Council

At the request of the Chair, Councillor Mulherin and the Joint Director of Public Health reported on the public health elements of the report. In their respective presentations they focused on smoking and health inequalities as identified in the Health and Wellbeing City Priority Plan and provided the meeting with background information and on the measures and initiatives that were currently in place for both priority areas.

Smoking

A number of specific issues around smoking prevalence and reducing the level of smoking across the City, including the following matters, were highlighted and discussed:

- Performance had plateaued – with fewer people attempting to stop smoking, and of those attempting to stop, fewer attempts were being made
- Tackling the issue of niche tobacco was being addressed through a partnership approach with other authorities and West Yorkshire Trading Standards
- Secured funding to undertake a peer review of the smoking action plan to assess its robustness and overall effectiveness
- The health of employees and reducing potential exposure to second-hand smoke
- The proposed introduction of smoke free zones immediately outside public buildings to limit general and potentially concentrated exposure to second-hand smoke
- Interventions to prevent school-aged children smoking and Leeds work to contribute to the evidence base in this area, which was highlighted as being relatively weak (currently)
- Issues and approaches associated with 'changing behaviours', generally and within specific communities, including BME communities
- The need for multi-faceted interventions and approaches across a range of public health matters, including reducing levels of smoking

Health Inequalities

In relation to health inequalities, the Joint Director of Public Health reported that the data included within the report was out of date and that up-to-date data was expected in early November 2012. Reference was made to the overall number of deaths in Leeds and the number of deaths in deprived areas. Through a better understanding of the data (and the

underlying reasons) it was hoped to areas address issues of health inequalities across the City.

A number of specific issues relating to health inequalities across the City, including the following matters, were highlighted and discussed:

- Addressing issues associated with health inequalities and the relationship with successful delivery of the associated action plans on:
 - to ensure children have the best start in life;
 - to maximise income and reduce debt;
 - improve housing, transport and the environment;
 - increase employment and healthy workplaces;
 - to maximise educational attainment; and,
 - improve access to services that prevent and treat ill health

Members requested copies of the current action plans and discussed the balance between targeting those area likely to provide 'quick wins' and those likely to have longer-term benefits

- The need for multi-faceted interventions and approaches across a range of public health matters
- Difficulties associated with measuring the differences in health outcomes between different areas of the City – particularly in terms of demonstrating progress. This included discussion around the rationale for not using current life expectancy as the benchmark for measuring progress
- An outline of the work currently being undertaken in the 3rd sector with Leisure/Children's Services around physical activity and health

RESOLVED –

- a) That the contents of the report and appendices be noted.
- b) That the specific information requested by individual Board Members be forwarded to the Principal Scrutiny Adviser for dissemination.
- c) That in consultation with the Principal Scrutiny Adviser, the Joint Director of Public Health be requested to submit a report to a future Board meeting on how the transfer of public health functions to the Council were being developed and progressed.

52 Balancing the Council's duties as a planning authority with its future public health responsibilities

The Head of Scrutiny and Member Development submitted a report to assist the Scrutiny Board's consideration of issues associated with balancing the Council's duties as a planning authority with its future public health responsibilities.

Appended to the report were copies of the following documents for the information/comment of the meeting:-

- Changes to Core Strategy Text (Appendix 1 refers)

- Core Strategy – Leeds Local Development Framework – Health Background Topic Paper – Publication Draft – February 2012 (Appendix 2 refers)
- Fair Society, Healthy Lives – The Marmot Review – Executive Summary – Strategic Review of Health Inequalities in England post 2010 (Appendix 3 refers)
- Public Health in Leeds City Council – New Responsibilities – Report of Director of Public Health – Executive Board – 20th June 2012 (Appendix 4 refers)

The following representatives were in attendance and responded to Members' queries and comments:-

- Councillor L Mulherin (Executive Board Member for Health and Wellbeing), Leeds City Council
- Dr. Ian Cameron (Joint Director of Public Health) – NHS Airedale Bradford & Leeds/Leeds City Council
- David Feeney (Head of Forward Planning and Implementation) – City Development, Leeds City Council

At the request of the Chair, the Head of Forward Planning and Implementation provided the meeting with the background context and reiterated that health was an important consideration within the Council's overall Local Development Framework (LDF).

The Head of Forward Planning and Implementation advised the Scrutiny Board that:

- The Core Strategy would form part of the overall Local Development Framework (LDF) and a detailed site allocations plan would follow once the Core Strategy had been agreed
- The details presented were approved for consultation by Executive Board in February 2012
- Details of proposed changes to the consultation draft were included in the Scrutiny Board's agenda papers
- A report on the outcomes of the consultation is scheduled to be considered by Executive Board on 7 November 2012, prior to the proposed final version being presented to Full Council later in November 2012

The Joint Director of Public Health advised the Scrutiny Board that Public Health had contributed to the development of the document presented to the Scrutiny Board. The Joint Director of Public Health added that in considering the draft Core Strategy, he had considered three broad questions, namely:

- (1) Whether the Core Strategy reflected planning's contribution to health;
- (2) Whether the Core Strategy covered the breadth of planning's contribution to health; and,

- (3) In terms of implementation, whether there was sufficient assurance that the health and wellbeing aspect of planning would become incorporated as developments occur

The Joint Director of Public Health outlined that while the Core Strategy reflected the Council's emerging Public Health duties/ responsibilities, he had felt that earlier drafts had underplayed some of the health challenges facing the City and the contribution of planning in helping to address such challenges. However, it was felt that initial concerns had been addressed and the current draft strategy included all the contributions that planning can make towards improving health across the City.

Reference was also made to an additional document produced by Marmot (The Marmot Review: Implications for Spatial Planning), which provided evidence on the relationship between aspects of spatial planning, the built environment, health and health inequalities.

In terms of implementation of the strategy/ framework, the Joint Director of Public Health welcomed the proposal to establish a health and planning reference group, to ensure the contribution and consideration of health issues much earlier in the planning process than had historically been the case.

A number of specific issues were highlighted and discussed, including the following matters:

- The general complexities associated with health and well-being and its relationship with inter-dependencies such as employment, income, housing, education and the built environment and consideration of how specific areas of the City that had historically had higher levels of deprivation, for example Burley, Chapeltown, Harehills, Beeston and other outer areas, would benefit from the development of the LDF Core Strategy
- Concerns about the rapid Health Impact Assessment process adopted to consider the health implications / considerations of planning. There was a general view that this perhaps reinforced and reflected the position that, historically, health implications were not considered early enough within the planning/ development processes. Assurances were given by the Joint Director of Public Health that a much closer working relationship between City Development and Public Health had developed over recent months and that he was confident this would continue
- Queries regarding the accuracy of the population growth projections (approx. 200,000 by 2033 (20 years), as this represented more than double the current health dynamic in the City (i.e. the difference between births and deaths)
- Implications of the population growth projections on infrastructure across the City and the availability of affordable housing across the City. It was outlined that changes to the affordable housing policy

were proposed, which would make the policy applicable to all residential developments (from 1 property upwards)

- Subjectivity around the term 'sustainable development' and the need to maximise the development of brownfield (previously developed) sites to help control the expansion of urban areas
- The anticipated guidance from the National Institute for Health and Clinical Excellence (NICE) regarding the relationship between planning and health. Specifically, members queried how this and future guidance / best practice evidence would be taken into as part of specific future planning considerations/ proposals. The Joint Director of Public Health highlighted the importance of the ongoing involvement of Public Health professionals within the planning process. It was also stated that ensuring the most up-to-date guidance / evidence was considered would be a key role for Public Health professionals and would be a key responsibility of the Joint Director of Public Health
- The general availability and/or provision of green space. It was highlighted that this would form part of the 'site allocation process', which would consider where the different elements of the Local Development Framework (including green space, housing etc.) would be provided across the City. There was a recognition of the difficulties associated with creating additional open/ green spaces in existing highly populated urban areas, however the Core Strategy aimed to help improve access to walking, cycling and green infrastructure across the City
- The protection of playing pitches and where issues of re-provision elsewhere in the City were considered, the 'elsewhere' was key to those communities where the original provision may be lost
- Securing job opportunities for local people through S106 employment agreements. It was highlighted that provision for such agreements was available within the LDF policy framework, however it was suggested that issues remained regarding the application and implementation of the policy

Members also raised some issues relating to specific development's and planning applications. The Head of Forward Planning and Implementation responded in general terms but advised he was unable to address specific queries related to individual planning applications/ developments.

Members of the Board were also advised that, as the Leeds Local Development Framework Core Strategy forms part of the council's budget and policy framework, the Scrutiny Board (Sustainable Economy and Culture) – as the relevant Scrutiny Board – would be invited to make any formal comments at its meeting on 1 November 2012, before the final draft was submitted to the Executive Board for recommendation to Full Council.

RESOLVED-

- a) That the contents of the report and appendices be noted.
- b) That the Principal Scrutiny Adviser ensure the points raised by the Scrutiny Board (Heath and Wellbeing and Adult Social Care) were

Draft minutes to be approved at the meeting
to be held on Wednesday, 21st November, 2012

reported to the Scrutiny Board (Sustainable Economy and Culture) – as the relevant Scrutiny Board – for consideration ahead of the final draft of the Core Strategy being submitted to the Executive Board for recommendation to Full Council.

53 Better Lives Explained - Leeds draft Local Account of Adult Social Care 2012/13

The Head of Scrutiny and Member Development submitted a report in relation to 'Better Lives Explained' – Leeds' draft Local Account of Adult Social Care 2012/13.

Appended to the report was a copy of the following document for the information/comment of the meeting:-

- Better Lives Explained – Our local account of Adult Social Care 2012/13 – October 2012/13

The following representatives were in attendance and responded to Members' queries and comments:-

- Mick Ward (Head of Commissioning) – Leeds City Council, Adult Social Services
- Stuart Cameron–Strickland (Head of Policy, Performance and Improvement) – Adult Social Services, Leeds City Council

At the request of the Chair, the Head of Policy, Performance and Improvement outlined the background information and informed the meeting that the document was still draft and subject to amendment.

Members discussed the context of service delivery over recent years, including the projected £60m savings against a background of increase demand for services over the last five years.

Members welcomed the overall style and format of the draft report. Some specific issues were discussed and a number of potential improvements / amendments to the current draft were highlighted, including:

- Confirmed accuracy of some of the information presented
- Improvements to charts, diagrams and the associated legends throughout the documents, to ensure they were readable
- Consideration be given to including a specific section on complaints
- Confirmation that the contact numbers provided were correct
- Inclusion of contact numbers for 'one stop shops'
- Where possible, improved clarity within the performance data around what was being measured

Members also sought clarification in relation to Neighbourhood Networks and the level of engagement with BME communities. It was agreed that this information would be provided and disseminated to the Board.

Members discussed more detailed consideration of the personalisation agenda and issues associated with personal budgets, and agreed to consider this under the work schedule item (Minute 54 refers).

RESOLVED –

- a) That the contents of the report and appendices be noted and welcomed.
- b) That the Head of Policy, Performance and Improvement use the comments made by the Scrutiny Board to make the necessary improvements to the current draft.
- c) That progress against the plans identified in Leeds' Local Account of Adult Social Care 2012/13 be linked into the quarterly performance monitoring cycle and a progress report to be submitted to the Board meeting in March 2013.

(Councillor G Hussain left the meeting at 12.05pm during discussions of the above item)

(Councillor M Harland left the meeting at 12.15pm during discussions of the above item)

(Councillor S Bentley left the meeting at 12.20pm at the conclusion of the above item)

54 Work Schedule

The Head of Scrutiny and Member Development submitted a report which presented the Scrutiny Board's outline work schedule for the remainder of the current municipal year.

Appended to the report were copies of the following documents for information/comment at the meeting:-

- Scrutiny Board (Health and Wellbeing and Adult Social Care) 2012/13 Municipal Year – Work Schedule (Appendix 1 refers)
- Executive Board minutes of meetings held on 18th July 2012 and 5th September 2012 (Appendix 2 refers)

The Principal Scrutiny Adviser, Scrutiny Support presented the report and a number of specific issues, including the following matters, were highlighted and discussed:

- Consideration of the personalisation agenda, including national and local requirements within the work schedule (likely to be scheduled for March/April 2013)
- Inclusion of a report on the transfer of public health responsibilities, progress and associated timescales within the work schedule
- The workshop/ seminar on Loneliness and Social Isolation being held in Sheffield on 15 November 2012 (details previous e-mailed to all members of the Scrutiny Board)

- The Leeds Transformation Programme event being organised for Wednesday 7th November 2012 at 5.00pm. This would help prepare the Board for formal consideration of a series of reports regarding 'transformation' at its November meeting
- The possibility of convening an additional Board meeting in November 2012 to consider the report to support the referral to the Secretary of State for Health regarding the Joint Committee of Primary Care Trusts' decision following the review of Children's Congenial Cardiac Services
- A report to Executive Board likely to be presented in the near future on the implications (and associated progress) relating to The Health and Social Care Act (2012). This was likely to include implications for scrutiny. While any detailed regulations and guidance was still awaited, the Scrutiny Board agreed it was difficult to foresee how Council could discharge its powers relating to the scrutiny of health other than through the existing overview and scrutiny function/ arrangements
- The need to convene a meeting of the Health Service Development Working Group in the near future
- Consideration be given to the potential input of Mr J Pritlove at the Mental Health working group meeting scheduled for December 2012. The specific purpose being to discuss issues around Out of Area Placements

RESOLVED –

- a) That the contents of the report and appendices, alongside the issues discussed at the meeting, be noted.
- b) That the Executive Board minutes presented be noted.
- c) That, with the inclusion of the areas identified at the meeting, the work schedule as presented be approved.

55 Date and Time of the Next Meeting

Wednesday 21st November 2012 at 10.00am – Pre- meeting for all Board Members at 9.30am

(The meeting concluded at 12.30pm)

Plans Panel (East)

Thursday, 6th September, 2012

PRESENT: Councillor D Congreve in the Chair

Councillors C Campbell, R Finnigan,
R Grahame, M Harland, G Latty,
C Macniven, A McKenna, J Procter,
E Taylor and P Truswell

50 Chair's opening remarks

The Chair welcomed everyone to the meeting and asked Members and Officers to introduce themselves

51 Late Items

There were no late items

52 Declarations of Disclosable Pecuniary and Other Interests

There were no declarations of disclosable pecuniary interests, however in accordance with paragraphs 19-20 of the Members Code of Conduct, the following declaration was made by Councillor R Grahame, who felt it was in the public interest to do so:

Application 12/027038/FU – 56 The Drive Crossgates LS15 – through Councillor Grahame's wife, Councillor P Grahame's involvement in the application as a Ward Member (minute 56 refers)

53 Minutes

RESOLVED - To approve the minutes of the Plans Panel East meeting held on 9th August 2012

54 Application 11/04988/FU - Demolition of outbuildings, laying out of access roads and erection of 92 houses with landscaping - Land at Daisy Hill Morley LS27

Further to minute 34 of the Plans Panel East meeting held on 12th July 2012, where Panel considered a position statement on the application, Members considered the formal application. It was noted that a site visit had taken place prior to the meeting held on 12th July 2012

Prior to the presentation of the report, the Chair asked that for the benefit of the public who were in attendance for this item, relevant aspects of the planning system be outlined

The Panel's Lead Officer explained that in determining a planning application, a decision maker, this being the Panel, had to have regard to the development plan, this currently being the UDP, unless there were material reasons for not doing so. Furthermore, in this particular case, the site was allocated for housing development

and therefore the principle of residential use was established, although the detail of the scheme was likely to form the basis of the debate on the application

Plans, photographs and drawings were displayed at the meeting

Officers presented the report for a residential scheme comprising 92 houses with landscaping and access on a greenfield site at Daisy Hill, Morley LS27 and addressed the issues which had been raised by Panel when considering the position statement

Regarding the degree of openness to the street frontage, whilst consideration had been given to setting the houses further back, this would impact on vehicular access arrangements and therefore the siting of the properties would remain the same although improved landscaping to the front would now be included

Concerning the steep drop to some properties on the southern boundary, a close-boarded fence would be provided and plots 22-23 would be resited 1-1.5m further away from the boundary

In respect of highways, whilst the comments contained in the previous report remained, a reassessment of the junction with Victoria Grove had been undertaken but that a TRO to provide double yellow lines was proposed in order to maximise safety in this location

In terms of education provision, the applicant had agreed to provide the full amount required in the S106 Agreement for this scheme and it would be for Children's Services to decide how this contribution would be used

Environmental concerns and that there had been previous complaints about the odour from the nearby industrial uses but that the level of complaints had decreased and that the operators were working within the Environmental Permits

In relation to the appearance of the proposed dwellings, the applicant had carried out and submitted a character assessment of the area which had concluded there was no specific character of housing in the area, however reference had been made to aspects of the surrounding properties in the design details of the dwellings

At this point, due to the level of public attendance for this meeting, the Chair asked if those not attending for this application would wait in the Ante-Chamber where they would be called at the conclusion of this item

Officers stated that the proposal complied with the guidance in 'Neighbourhoods for Living and further updated the report stating that a Metrocard scheme was to be agreed; that further information had been provided in respect of the Code for Sustainable Housing with conditions around sustainability being recommended and that in respect of noise and disturbance, this matter had been considered and was felt to be acceptable, subject to the condition set out in the submitted report. If minded to accept the Officer's recommendation to approve the application, Members were informed that condition 21 in the submitted report should be deleted and that the wording of the recommendation should be altered to include Affordable Housing provision of 15%

The Panel heard from an objector and the applicant's agent who attended the meeting

Members discussed the application and commented on the following matters:

- the level of consultation the applicant had engaged in with local residents

- public transport provision; the proximity of the nearest bus stop which exceeded the distance regarded as acceptable by an Inspector on a scheme in another part of the city and the frequency of bus services
- education provision for the estimated 21 primary school children from the development, in view of a lack of places at several primary schools closest to the site
- drainage, with concerns that the proposed attenuation measures would have an impact on drainage further along at the Ring Road and concerns that the proposed measures might not be sufficient in view of the recent wet weather
- the proximity to the site of industrial uses; that a well-established business employing a large number of local people could be affected if the number of environmental complaints increased and the acceptance in the Officer's report that there was little, if anything which could be done to eliminate odours from this use
- the population figures for Leeds and the number of planning permissions granted for residential units
- the siting of the affordable housing with some concerns that whilst this was in several locations and it met the requirements of Officers, it did not represent true peppercorning,
- whether health providers had been consulted or made aware of the proposals as in view of the scale of the development, this would impact on health provision
- the provision of the close-boarded fence; the maintenance of this and the POS beyond it and continuing concerns about the proximity of the houses close to the cliff edge and overdevelopment of the site
- highways issues and concerns that the development would have a detrimental impact, particularly on Churwell Hill
- concerns at the principle of residential development on the site and that greenfield sites should be protected
- the efforts of the Council to craft a new relationship with volume house-builders and disappointment at the scheme being presented for approval

Officers provided the following responses:

- that the normal expectation for a development of this type and location would be for bus stops to high frequency services to be within a 400m walk of the site or a rail station to be within a 800m walk. Whilst bus stops were within 400m, the services available were not high frequency. However, the site was a short walk to the rail station giving access to Leeds and access to public transport was considered to be acceptable. In addition, high frequency bus services were available approximately a 700m walk from the site and the applicant was to fund reconstruction of the footpath between Daisy Hill to the rail station. This link would benefit the site and also existing residents. In terms of the number of traffic movements the scheme would generate, the transport assessment which had been submitted had been audited using the industry standard TRICS database and Officers were satisfied the development would not have a significant impact on the local road network including Churwell Hill

- that drainage from the development would go into the existing water course with attenuation measures being provided to ensure the run-off rates were at greenfield level so ensuring the impact of the development did not worsen the current situation. Whilst Members might wish to see an improved situation, the planning judgement used for new development was that it should not make the existing situation worse
- that Officers were not in possession at the meeting of the 2011 census figures but that the figures were within 5,000 of the estimate of the Core Strategy and that in terms of agreed planning permissions for residential units, there were 21,600, with the annual target in the draft Core Strategy being for 3,500 extra residential units per year with currently around 2,000 being provided. On this matter, the Chief Planning Officer referred to the Secretary of State's announcement earlier in the day of the relaxation of permitted development rights and S106 agreements and the possibility of taking the determination of applications into the hands of the Planning Inspectorate where concerns existed over the speed and quality of the work of the local planning authority
- that there was currently no requirement to make extra provision for health services through the planning system, although a dialogue was being developed around making these links
- that the responsibility for maintaining the fence would rest with the residents but that a management plan was required to be submitted for the POS beyond it

Members considered how to proceed and further discussed areas of concern; the limitations of the site and the possibility of sustaining reasons for refusal on appeal

RESOLVED - That the Officer's recommendation to grant planning permission be not accepted and that the Chief Planning Officer be asked to submit a further report to the next meeting setting out further information and possible reasons for refusal based upon the unsustainability of the site with reference to the policies set out in the National Planning Policy Framework (NPPF)

Following this item those members of the public who had vacated their seats to help alleviate the overcrowding in the room, were invited back into the meeting

55 Applications 12/01807/FU, 12/01808/FU & 12/01810/FU - Alterations and externally illuminated signage to the Old Star Inn, Leeds Road, Collingham, Wetherby LS22

Plans, photographs and drawings were displayed at the meeting. A Members site visit had taken place earlier in the day which some Members had attended

Officers presented the report which related to alterations and signage to the Old Star Inn, Leeds Road Collingham which was sited in the Collingham Conservation Area and was regarded as an important gateway feature

Reference was made to the significant level of representations which had been received about the application and whilst one concern was the intended use of

the premises as a convenience foodstore, it was stressed that a change of use of the premises to A1 retail was permitted development

The Panel heard from an objector and the applicant's agent who attended the meeting

In discussing the application, issues relating to parking, pedestrian access and the relationship of the property to the remaining unit on the site were raised and in view of this the Chair proposed that consideration of the application be deferred

RESOLVED - To defer determination of the application to enable further consideration of the issues raised and that a further report be brought to Panel in due course

56 Application 12/02738/FU - 3 bedroom detached house incorporating second floor ancillary granny annex to garden plot (part retrospective) - 56 The Drive, Crossgates, Leeds, LS15 8EP

Further to minute 201 of the Plans Panel East meeting held on 19th April 2012, where Panel resolved to refuse the latest version of an application for a 3 bedroom detached house with second floor granny annex at 56 The Drive, Crossgates LS15, the Panel considered a further report

Officers presented the report and provided a brief planning history of the site and informed Members that the application being considered was similar to the scheme considered in April 2012

Members were informed that the height of the dwelling was a key factor in this lengthy process and were shown photographs which had been taken on the original site inspection in 2005 and more recent photographs, with concerns that the ground levels had been altered

Receipt of a further representation was reported which referred to the lengthy process and the consistent opposition to the scheme by local residents, Ward Members and the local MP

RESOLVED - That the application be refused for the following reason:

The proposed retention and modification of the dwelling house would by reason of its excessive height and resulting scale, mass and bulk and overall design relative to its immediate neighbours, appear obtrusive and represent a discordant feature in the street scene to the detriment of the character and appearance of the area. As such, the development would be contrary to Policies GP5, N12 and N13 of the Leeds Unitary Development Plan (Review), residential design guide for Leeds 'Neighbourhoods for Living' and the design advice contained within the National Planning Policy Framework

57 Application 11/05133/FU - Detached annex to form ancillary accommodation to front - 3 Quarry Road, Woodlesford, LS26

Prior to consideration of this matter, Councillor Finnigan left the meeting

Plans and photographs were displayed at the meeting. A Members site visit had taken place earlier in the day which some Members had attended

Officers presented the report which sought permission for ancillary accommodation to the front of 3 Quarry Road LS26 which was situated in the Woodlesford Conservation Area

Members were informed that the proposal was to demolish the existing flat roof garage and replace this with a single storey building to provide a bedroom and bathroom at upper floor level and a double garage at ground floor level. The design of the accommodation was considered to be better than the existing building and did have some regard to the existing property

Whilst there was a long planning history on the site for a detached dwelling, the current proposal sought a reduced level of accommodation and was now encompassed within the garden of the host property

To address flooding issues, the finished floor levels had been raised and the use of porous material and provision of a soakaway was considered to be acceptable

In terms of the existing garage this could be converted to residential use without the need for planning permission

The Panel heard representations from Councillor Nagle who was objecting to the application and from the applicant

RESOLVED - That the application be granted subject to the conditions in the submitted report; the rewording of condition 10 to specify the layout of the property as shown on the plan and a further condition specifying that the accommodation be for the use solely of occupants of the property

58 Application 12/02014/FU - Installation of one detached turbine to field - Land at Kiddal Quarry Farm, Near Potterton, Leeds 14

Plans, drawings, photographs and graphics were displayed at the meeting. A Members site visit had taken place earlier in the day which some Members had attended

Officers presented the report which sought permission for a single wind turbine – hub height 15.4m with maximum blade tip height of 21m at Kiddal Quarry Farm near Potterton which was situated in the Green Belt

A series of graphics were displayed showing the proposed wind turbine from a variety of locations which had been provided by the applicant. Planting would be provided to ensure screening although it was stressed that this was very much a long-term solution

Having considered the application, Officers were of the view that very special circumstances had been demonstrated to outweigh the harm to the Green Belt and recommended approval of the application to Panel

Members commented on the following matters:

- environmental issues relating to wind turbines, both locally and internationally, particular the impact on farm land in China through mineral extraction for the batteries needed to power these structures
- the payment of subsidies for the electricity generated from wind turbines and that this issue should be looked at in greater detail
- the location of the turbine in the site and whether alternative locations had been considered. Members were informed that this was the location chosen by the applicant and that no other locations had been considered on what was a relatively small land holding
- the size of the turbine which was considered to be large for one dwelling. On this matter the Principal Minerals Planner advised that there was no requirement to demonstrate need

The Panel considered how to proceed

RESOLVED - That the application be deferred and delegated to the Chief Planning Officer for approval, subject to further discussions about the siting of the wind-turbine, including with Ward Members and that in the event this could not be resited, to determine the application as set out in the submitted report

59 Application 12/02300/FU - Removal of condition 6 of previous approval 31/204/97/FU and alterations to garage to form habitable room; two storey and first floor side extension and attached garage to side - 3 Freely Fields, Bramham, Wetherby

Further to minute 60 of the Plans Panel East meeting held on 11th August 2011, where Panel resolved to refuse a similar application on the site, the Panel considered a revised report

Plans, photographs and drawings were displayed at the meeting

Officers presented the report and provided a brief planning history of the site which was located in the Bramham Conservation Area. Appended to the report for Members' information was a copy of the appeal decision following Panel's refusal of the previous scheme. In the scheme before Members, the applicant had sought to address the Inspector's concerns about the location of the garage which was now proposed at the side of the dwelling rather than at the head of the cul-de-sac

Receipt of a further letter of representation was reported

Members heard representations from an objector and the applicant. At Members' request, the Panel's legal adviser was asked to outline the Council's position on recording public meetings

The Panel considered the application and commented on the following matters:

- the removal of the existing, reasonably substantial vegetation to accommodate the proposals
- that the proposals were overdevelopment and would have a detrimental impact on the character of the cul-de-sac
- that the proposals would have a detrimental impact on residential amenity
- concerns that there was a history to the site and that some Members had not been on Panel when the scheme had previously been discussed and therefore had not had the benefit of a site visit

A proposal to refuse the application was made, seconded and voted upon

RESOLVED - That the application be granted subject to the conditions set out in the submitted report

Under Council Procedure Rule 16.5, Councillor A McKenna required it to be recorded that she abstained from voting on the matter

60 Application 12/02838/FU - Variation of condition 1 (approved plans) of approval 11/00343/RM (Three detached houses to garden) for minor material amendment relating to replacement of triple garage to plot 3 with attached two storey pool/gym and double garage - Little Acres, Linton Lane, Linton, Wetherby

Prior to consideration of this matter, Councillor R Grahame left the meeting

Plans, including plans of previous approvals together with photographs and drawings were displayed at the meeting

Officers presented the report which sought a further amendment to a previously approved scheme at Little Acres, Linton Road LS22

Members were informed that the applicant had submitted an explanation as to why further changes had come forward since the Reserved Matters approval which related to the requirements of a prospective purchaser in the current harsh economic climate

The proposals were to reduce the triple garage to a double garage to accommodate a gym and swimming pool and construct a two storey linked extension from the garage to the house

No objections to the proposals had been received from neighbours; the separation distances were above those set out in 'Neighbourhoods for Living' and the application was compliant in policy terms

In seeking to fully understand the application, a request for a plan showing the whole house was made. The absence of this and of Members having to rely on drawings showing the developments but in different scales was discussed

RESOLVED - That determination of the application be deferred to the next meeting to enable a plan to be produced showing the proposals in relation to the whole house and the plot, and that a site visit be arranged to enable Members to see plotted out on the site, the proposed extension and the alterations which have been made to the scheme since the Reserved Matters approval was granted

61 Date and time of next meeting

Thursday 4th October 2012 at 1.30pm in the Civic Hall, Leeds

PLANS PANEL (WEST)

THURSDAY, 13TH SEPTEMBER, 2012

PRESENT: Councillor J Harper in the Chair

Councillors M Coulson, J Hardy, T Leadley,
P Wadsworth, C Gruen, C Towler,
J Bentley and R Wood

41 Declarations of Disclosable Pecuniary and Other Interests

There were no declarations of disclosable pecuniary or other interests.

42 Apologies for Absence

Apologies for absence were submitted on behalf of Councillors J Akhtar and J Walker.

43 Minutes - 16 August 2012

RESOLVED – That the minutes of the meeting held on 16 August 2012 be confirmed as a correct record.

44 Application 12/03264/FU - 3 Spring Road, Leeds, LS6 1AD

The report of the Chief Planning Officer introduced an application for the change of use of the former Crisis Centre at 3 Spring Road, Leeds to a 12 bed house in multiple occupation (HMO).

The application had been referred to Plans Panel following letter of objection from a local Ward Councillor, local MP and the Leeds HMO Lobby.

Members were shown photographs of the building and surrounding areas.

Further issues highlighted in relation to the application included the following:

- Objections to the application included highway safety, parking and the impact of increased activity to neighbours.
- The property did not have any off street parking. As the Crisis Centre had up to 17 members of staff present it was viewed that the proposals would not have a detrimental impact on parking in the area.
- It was recognised that there would be a significant number of residents but not that this would increase activity as the property in comparison the Crisis Centre.
- With regards to policy on HMOs, this application did not create a loss of family accommodation.

In response to Members comments and questions, the following issues were discussed:

- The Crisis Centre was open until 9.00 p.m. on an evening but was also open for 24 hour call outs.
- Some members felt that the property would be more suited to conversion into family apartments.
- It was not thought that the property was used as family accommodation prior to becoming used as a crisis centre.
- There were good local transport links nearby.
- Potential for using part of the grounds of the property for off street parking.
- The property was in the Headingley Conservation Area.

RESOLVED – That approval be deferred and delegated to the Chief Planning Officer subject to officers negotiating the provision of any car parking within the grounds and the addition of conditions to cover bin and cycle storage.

45 Application 12/03473/FU - 35 Claremont Drive, Headingley, LS6 4ED

The report of the Chief Planning Officer presented an application for the change of use of a former children's home to a 7 bed house in multiple occupation (HMO) at 35 Claremont Drive, Leeds.

The application had been referred to Plans Panel following letters of representation from a local Ward Councillor, the Leeds HMO Lobby and local residents. Objections to the proposal focussed on the grounds of the loss of a property suitable for family housing, highway safety, lack of off street parking, impact on balanced communities and the potential for an increase in anti-social behaviour.

Members were shown photographs of the property and surrounding area.

Further issues highlighted in relation to the application included the following:

- The children's home typically had 9 children and 3 staff resident.
- There had not been any objections received from highways.
- There was room for up to 4 cars to park on the property.
- As the property was not currently in family use, it did not conflict with policy to change the use to that of a HMO.

An objector to the application addressed the meeting. Reference was made to noise disturbance from the property and parties that had been held outdoors. It was felt that similar problems would continue should the property be used as a HMO. There had also been problems with refuse not being able to be collected from the property. It was felt that the property could be converted into family flats or apartments. The Panel was also informed of other HMO properties in the area.

The applicants representative addressed the meeting and raised the following issues:

- The change of use did not contravene policy
- The proposals would not reduce the quality or quantity of housing in the area
- The property was unsuitable for use as a single household
- The proposals would offer less intensive use of the property
- There was satisfactory off road parking
- The area was well connected to employment and education opportunities.
- Reference was made to previous applications for HMOs that had been refused and subsequently overturned on appeal.
- Should there be complaints about residents at the property, the management company responsible would investigate.

In response to Members' comments and questions, the following issues were discussed:

- The property was not currently used as a children's centre and did have some tenants.
- Some members felt the opportunity to create housing for families would be lost should this application be approved.
- The company that managed the children's centre would retain the property and oversee the letting, security and maintenance.

RESOLVED – That approval be deferred and delegated to the Chief Planning Officer subject to the conditions specified and subject to no further representations raising new material planning considerations being received prior to the expiry of the publicity period (14th September 2012)

46 Preapp/12/00192 - Rumplecroft, Otley

The report of the Chief Planning Officer introduced a pre-application presentation for a housing site at Rumplecroft, Otley. Some Members attended a site visit prior to the meeting.

The following issues from the report were highlighted:

- The site was a Phase 3 housing allocated site in the Unitary Development Plan (UDP).
- The site was located on a slope and this presented a number of challenges. There was also a challenge regarding access to the site.
- Members views were sought on how the scheme may be developed and how it dealt with changes in level on the site.

The applicant was invited to address the meeting and showed 3 different layouts that had been considered. The following issues were highlighted:

- Consultation had been held with local residents and was ongoing.
- A loop road around the development had been considered, but this was not possible due to gradients.
- Removal of existing vegetation.
- Access issues – how to get access to the site from St David's, it was felt that having access from St David's would not create a 'rat run'.

In response to Members comments and questions, the following issues were discussed:

- Members generally indicated a preference for the layout in the third diagram shown.
- Highways were willing to support a scheme that had access from St David's should necessary improvements be made.
- A preference for two access points to the site was made.
- There would be significant landscape planting and an ecological appraisal.
- It was felt that the majority of traffic would use the Meagill Rise entrance to the site.
- All properties developed on the site would have disabled access in line with building regulations.
- The need consider innovative design principles due to the challenge of the sloping site.

RESOLVED – That the report be noted.

47 Preapp/12/00835 - Tile Lane, Adel

The report of the Chief Planning Officer introduced a pre-application presentation for a proposed replacement secure unit at land off Tile Lane, Adel. Some Members had attended a site visit prior to the meeting.

Members were shown photographs of the site and Issues highlighted from the report included the following:

- The proposed unit would see a reduction to a 24 bed unit from a 36 bed unit.
- The replacement unit would be a single storey building.
- The new unit would be closer to residential properties but still more than 42 metres away from the nearest.
- Access for construction traffic
- Car parking.

Representatives of the applicant addressed the meeting. The following issues were raised:

- There had been good feedback from public consultation events with the vast majority of comments being supportive.

- The current unit had been deemed no longer fit for purpose and had been criticised following an Ofsted inspection – this had been due to bedrooms being too small, not having en suite facilities and living areas being on an upper floor. The classroom facilities were also no longer capable of meeting curriculum requirements.
- The proposed facility would have 6 blocks – 3 residential, administration, school and sports.
- There would be increased car parking available.
- Landscaping works and removal of trees.

The following issues were discussed in relation to the proposals:

- Potential noise disturbance.
- Landscaping should be enhanced to screen the unit from residential properties.
- Concern regarding the orientation of courtyards – it was explained that this would prevent visible access to occupants of the unit.

RESOLVED – That the report be noted.

48 Pre-application Presentation - Kirkstall District Centre, Commercial Road, Kirkstall

The report of the Chief Planning Officer introduced a pre-application presentation for a proposed retail supermarket at Kirkstall District Centre, Commercial Road, Kirkstall.

Members were reminded of previous proposals for the site and it was reported that this was a considerably different design and there had been significant changes to the size, scale and massing proposed.

The applicant's representatives addressed the meeting. The following issues were highlighted:

- Members were shown detailed plans of the proposals.
- Key challenges included the already congested road network and the slope of the site.
- The proposals would create 400 jobs.
- Consultation had taken place with the local community, planning officers and Ward Councillors.
- The proposals included some individual shop units and a community space.
- Local residents wanted to see the site regenerated.
- There had been significant changes to access and the building design.
- Improvements had been made to pedestrian access within the proposals.
- The site size had been reduced by 15% from the previously proposed scheme.
- Improved layout for service deliveries.

- Traffic and pedestrian proposals - Widening of Kirkstall Hill and improvements to Morris Lane junction; improvements to Beecroft Street, introduction of traffic light controlled junctions, pedestrian crossings and bus shelters.
- Re-siting of the Post Office Workers Club.
- Materials to be used in the proposed development.
- There would be further public exhibitions and it was hoped to submit an application in October 2012.

In response to Members comments and questions, the following issues were discussed:

- Comments from Members generally supported the scheme and it was felt the new proposals were far better and improved.
- It was confirmed that traffic signals would be linked up to maximise traffic flow.
- Some concern remained regarding pedestrian access but the improvements including the introduction of pedestrian crossings were welcomed.
- Improved location of the separate shop units.

RESOLVED – That the report be noted.

49 Date and Time of Next Meeting

Thursday, 11 October at 1.30 p.m.

Plans Panel (City Centre)

Thursday, 30th August, 2012

PRESENT: Councillor J McKenna in the Chair

Councillors S Hamilton, E Nash,
M Hamilton, G Latty, P Gruen, M Ingham,
N Walshaw, D Blackburn, R Procter and
M Harland

27 Chair's Opening Remarks

The Chair welcomed those in attendance to the August meeting of Plans Panel (City Centre) and asked Members and Officers to introduce themselves.

28 Late Items

There were no formal late items of business to consider, however the Chair agreed to accept the following as supplementary information:-

- Application 10/00923/OT – Outline Planning Application for Redevelopment of land at Meadow Road – Appendix 1 (Conditions) (Agenda Item 7) (Minute 32 refers)

The document was not available at the time of the agenda despatch, but subsequently made available to the public on the Council's website.

29 Declaration of Disclosable Pecuniary and Other Interests

There were no disclosable pecuniary and other interests declared at the meeting.

30 Apologies for Absence

An apology for absence was received on behalf of Councillor N Taggart.

Notification had been received for Councillor M Harland to substitute for Councillor N Taggart.

31 Minutes of the Previous Meeting

RESOLVED – That the minutes of the meeting held on 2nd August 2012 be confirmed as a correct record.

32 Application 10/00923/OT - Outline Planning Application for Redevelopment of Land at Meadow Road for Uses within the following classes B1, D2, C1, C3 (Up to 296 Residential Units) and Ancillary A1, A3, A4 AND A5 Uses, including associated works for the formation of Site Access Roads at Land Bounded by Meadow Road, Jack Lane, Bowling Green Terrace and Trent Street, Leeds 11

The report of the Chief Planning Officer presented an outline planning application for redevelopment of land at Meadow Road for uses within the following classes B1, D2, C1, C3 (up to 296 residential units) and Ancillary A1, A3, A4 and A5 Uses, including

associated works for the formation of Site Access Roads at Land Bounded by Meadow Road, Jack Lane, Bowling Green Terrace and Trent Street, Leeds 11.

Appended to the report were copies of the following documents for the information/comment of the meeting:-

- 10/00923/OT – Conditions (Appendix 1 refers)
- Extract of the Plans Panel (City Centre) minutes of the meeting held on 1st July 2010 (Appendix 2 refers)

Members were shown detailed plans and photographs of the site and had previously visited the site prior to the meeting.

Officers briefly outlined the proposals contained in the submitted report.

In his presentation, the Senior Planner referred to a Plans Panel Members workshop which had taken place on 16th September 2010 and informed Members that the completion of the Section 106 agreement remained outstanding as at today's date. Specific reference was also made to reserved matters in this regard which would be addressed at a later stage in order to give the developer some flexibility as the scheme develops.

At the request of the Chair, the Principal Engineer, City Development briefly outlined the highway implications, works and access arrangements to the site with specific reference to the cycle routes and travel plan.

The Chair then invited questions and comments from Members on the specific proposals of the application.

In summary, specific reference was made to the following issues:-

- Concerns expressed about the height of the tall building within the parameters of the site; the relationship of the said building with Bridgewater Place and that the outline permission was lacking detail and was based on trust (*The Senior Planner responded and outlined the following variations which would be dealt with individually:-*
 - *The scale of buildings would need to reflect the parameter plan*
 - *the application could have varied storey heights within the limits of the parameter plans*
 - *new parameter plans would be supplied with each reserved matters application which would be brought to Panel for agreement*
 - *the design code provides further information regarding the scale and form of the tall building and would inform the details of the proposals at reserved matters stage*
 - *Bridgewater Place was 30 storeys in height and was located on the north-south ridge of tall buildings which characterised the city centre and was referred to in the Council's tall building guidance which would be reflected by the proposed tall building on this site*
- Clarification if the proposal could have a super casino; the need for ward members to be involved in the recruitment process of the Section 106 Jobs

and Employment clause which should focus on the City & Hunslet and Beeston & Holbeck wards ; where affordable housing would be on the site
(The Senior Planner responded and outlined the following issues-

- *The proposal did not include a super casino*
- *Local ward members would be involved in the Section 106 recruitment process*
- *Reserved matters would determine the location of affordable housing)*
- Clarification if a wind study had been undertaken on the site
(The Senior Planner responded and confirmed that a wind study had been submitted with specific detail to be addressed through reserved matters)
- Concerns that the tall building had no relationship with the buildings below it; the blocks provided do not work and cast a shadow over the development; the development should not be pepper potted; clarification as to why Section 106 monies should be spent to create local jobs
(The Head of Planning Services responded and confirmed that in accordance with the policy requirements of Section 106 monies, local ward members would be consulted on where Section 106 monies was to be spent. The Chief Planning Officer confirmed that the developer was meeting the Section 106 policies in full and that any variations would be brought back to Plans Panel.
In concluding, the Senior Planner informed the meeting that a full daylight and sunlight assessment had been undertaken with regards to the shadow effect. In relation to pepper potting across the site, phasing plans would be required by condition to control the timing of development across the site)
- Concerns that the site was within a high crime area and that crime levels should be addressed as a matter of urgency; Metro's concerns regarding the level of car parking; that education provision should be addressed and that a phased approach should be introduced periodically
(The Chief Planning Officer responded and confirmed that ongoing discussions were been held with Children's Services in relation to where the monies would be spent around Inner City/Education priorities. The Deputy Area Planning Manager informed the meeting that at this stage Members were being requested to agree the principles of the development as defined by the use and parameter plans within the outline scheme. The specific details of the proposals would come back to Panel at reserved matters stage and adequate controls to achieve a secure environment and design would be discussed at that stage. The Senior Planner informed the meeting that a second city bus was not being sought by Metro. and does not form part of the list of public transport contributions identified in the SPD. In concluding, the Head of Planning Services referred to brownfield sites across the city and confirmed that the parameters had been looked at carefully and in a planned way. In relation to this proposal he recommended that the following two conditions should be attached to the application:-
 - *the need to address the maximum amount of floor space on the site for each use*
 - *the need to implement a clear phased approach and master plan for each aspect of the development required to ensure flexibility and consistency)*
- Clarification if the scale of public art had been addressed by the developer

(The Senior Planner responded and confirmed that a large piece of art work would be undertaken and work on this matter had already commenced as a result of one of the conditions added to the temporary car park approval.)

- The need for progress on this site in view of the previous history and delays; the need for additional green space on the site
- Clarification of when the landscaping would commence and whom would be in charge of this issue

(The Senior Planner responded and informed the meeting of the extent of landscaping that would be delivered with each phase of the development. The Deputy Area Planning Manager confirmed that the developer would provide the landscaping)

- Reference to the multi-storey car park building and the need to ensure that no ginnells and allyway space is provided by the side of the building

In concluding, the Chair sought further comments on the proposals prior to making a decision on the application.

In summary, specific reference was made to the following issues:-

- The need for the meeting to acknowledge that the high crime rate in the City and Hunslet ward was mainly as a result of shoplifting and pick pocketing; the fact that there was no children in the City and Hunslet ward, apart from pre-school children, together with a need for money to be spent on pre-school/nursery provision within the area
- To welcome the development, but to acknowledge that a degree of flexibility was being sought for the quantum of proposed development but that adequate controls were in place to inform the design of the full details through the parameter plans and design code.

RESOLVED –

a) That the application be deferred and delegated to the Chief Planning Officer for approval subject to the conditions specified in Appendix 1 and the completion of a Section 106 agreement to include the following obligations;

- public transport contribution (£1,101,310);
- education contribution (equating to £2980.42 for each 3+ bed dwelling if more than fifty 3 bed dwellings are provided);

Securing the travel plan, car club contribution and travel plan monitoring fee (£15,000);

- penalties (including financial) if the travel plan targets are not met;
- delivery of 5% affordable housing (or the percentage required by the affordable housing policy adopted at the time);
- public access arrangements to ensure 24 hour access is provided through the site
- securing the car park management plan;
- £20,000 on-street car parking mitigation fund if it is found that the development creates on-street parking problems in nearby streets;
- £6,000 for each of the pay and display parking bays removed from Trent Street, Bowling Green Terrace and Jack Lane (54 spaces = £324,000);
- ability to submit a viability appraisal if the developer believes the scheme and current contributions to be unviable;
- training and employment initiatives to ensure local people are involved in the

delivery of the scheme;

- section 106 management fee (£5250);

b) That in the circumstances where the Section 106 has not been completed within 3 months of the resolution to grant planning permission, the final determination of the application shall be delegated to the Chief Planning Officer.

c) That arising from discussions at the meeting, the following extra conditions be attached to the application:-

- the need to address the maximum amount of floor space on the site;

- the need to implement a clear phased approach for each aspect of the development required to ensure flexibility and consistency

(Councillor R Procter left the meeting at 3.00pm during discussions of the above item)

33 Application 11/04987/FU- Two Storey and Single Storey Side Extension to Form Enlarged Music Venue with Roof Bar and Terrace Over at the Faversham, 1-5 Springfield Mount, Woodhouse Lane, Leeds, LS2 9NG

The report of the Chief Planning Officer presented an application for a two storey and single storey side extension to form enlarged music venue with roof bar and terrace over at the Faversham, 1-5 Springfield Mount, Woodhouse Lane, Leeds, LS2 9NG.

Appended to the report was copy of the conditions attached to the application for the information/comment of the meeting (Appendix 1 refers).

Members were shown detailed plans and photographs of the site and had previously visited the site prior to the meeting.

Officers briefly outlined the proposals contained in the submitted report.

In his presentation, the Senior Planner informed the meeting that the extension would create a modern building designed to protect neighbouring amenities.

The Chair then invited questions and comments from Members on the specific proposals of the application.

In summary, specific reference was made to the following issues:-

- Clarification of the how the smoking area would reduce noise nuisance
- The view expressed that the extension looked like 'a window less box' and that further work was required on the design and top storey proposals to make it more attractive to customers using the building
- The concerns expressed regarding the noise coming from the existing four speakers on the outdoor terrace, which was causing a general nuisance for local residents and whether or not the smokers area could be covered over in the winter
- The need for more restrictions to be applied to the outdoor terrace should it be approved at today's meeting

- The need for the developer and the applicant to develop a stronger bond and trust with local residents and to limit weekday operations to help young families living in the area
- The need to address the materials used for the extension in view of complaints received from local Councillors and Resident Groups
- To welcome the fact that a toilet extension would be removed from the site and that the main entrance to the pub would be improved and restored
- The need for the top storey to be reduced in size
- The need for appropriate shrubbery to break up the appearance of the extension

At the request of the Chair, the Chief Planning Officer, Deputy Area Planning Manager and Senior Planners responded individually to the above issues.

The Senior Planner informed the meeting that the noise management plan would be conditioned to protect amenity. In relation to the four speakers located on the outdoor terrace, conditions would prevent outdoor music on the proposed terrace. The Panel noted that the applicant had gone for a modern/contemporary look and that the introduction of more windows to the extension would result in a temptation to open more windows resulting in further noise nuisance.

The Deputy Area Planning Manager informed the meeting that the proposed extension and main building would be seen together only at an oblique angle and that the top floor roof light would not be visible from the south east or further a field due to the close proximity and dense planted nature of the south east site boundary.

The Chief Planning Officer commented that the architect had an excellent track record in designs of this nature and that a more sophisticated approach had been undertaken in relation to this application. The proposals went some way to improving the situation for local residents and he recommended to the Panel that Condition 4 in relation to the noise management plan should be revisited and strengthened.

RESOLVED –

- a) That the application be granted permission, subject to the conditions and reason for approval set out in Appendix 1.
- b) That arising from discussions at the meeting, approval be given to the following issues:-
 - that condition 4 (noise management plan) be revisited and strengthened
 - that materials be agreed at a future meeting at the condition discharge stage
 - that the hours of use of the outdoor terrace bar be restricted as follows:- Sunday to Thursday 1100-2100 / Friday and Saturday 1100-2200.

34 Applications 11/05399/FU- Six Storey and Four Storey Building comprising 27 flats with undercroft car parking and 11/05448/CA - Conservation Area application to demolish vacant college building, at Leeds College of Technology, East Street, Leeds, LS9 8DP

Referring to Minute 88 of the meeting held on 10th May 2012, the report of the Chief Planning Officer presented an application for a six storey and four storey building comprising 27 flats with undercroft car parking and Conservation Area application to

demolish vacant college building, at Leeds College of Technology, East Street, Leeds, LS9 8DP.

Appended to the report was copy of the non standard conditions attached to the application for the information/comment of the meeting (Appendix 1 refers).

Members were shown detailed plans and photographs of the site.

Officers briefly outlined the proposals contained in the submitted report.

It was reported that Members had made a number of comments at a Plans Panel Design workshop held on 5th July 2012 which were detailed in section 5.0 of the report.

The Chair then invited questions and comments from Members on the specific proposals of the application.

Specific reference was made to the outwood facing balconies on the north side of the building which it was considered would only be used as storage areas with a request that they be removed.

At the request of the Chair, the Deputy Area Planning Manager responded and informed the meeting that the balconies were set into the building and not external protrusions and limited to 2 per floor facing East Street and Richmond Street. These had been retained by the applicant to provide visual interest to the building and at about 600mm deep they were considered unlikely to be used as storage areas.

RESOLVED –

a) That the application be deferred and delegated to the Chief Planning Officer for approval, subject to the specified conditions (and any others which he might consider appropriate), and following completion of a Section 106 Agreement to cover the following additional matters:

- Affordable Housing provision of 2 units with one being submarket and one being social rented

b) That 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 application shall be delegated to the Chief Planning Officer.

(The meeting was adjourned at 4.10pm at the conclusion of this item and reconvened at 4.30pm prior to considering the pre-application for 223 bedroom student accommodation development at Woodhouse Square, Woodhouse, Leeds 3).

35 Pre-Application - PreApp/12/00278 - 223 Bedroom Student Accommodation Development at Woodhouse Square, Woodhouse, Leeds 3

The report of the Chief Planning Officer introduced a pre-application presentation in relation to a proposed 223 Bedroom Student Accommodation Development at Woodhouse Square, Woodhouse, Leeds 3.

The following representatives attended and addressed the meeting:-

- Stephen Walker and Jo Steel on behalf of Centrino Developments Limited

Members were shown detailed plans and photographs of the scheme.

The presentation highlighted the following key areas:-

- Location
- Site/Context photographs
- Existing Site Plan
- Listed Building and Conservations
- Sitelines
- Splayed walls to Back Claremont Grove
- Excavations/Hard/Soft landscaping
- Pedestrian Entrance and Service Vehicle lay by
- Upper Ground floor plan/Lower Ground floor plan with courtyard
- Proposed Elevation to Woodhouse Square
- Elevation materials including glazing
- Perspective view from Brandon Road
- Roof level detail

The Chair then invited questions and comments from Members on the specific proposals of the pre-application.

In summary, specific reference was made to the following issues and the applicant team duly responded:-

- Clarification if the proposal was a traditional halls of residence or self contained flats
(The applicant responded and confirmed it would be a traditional halls of residence)
- Clarification if this was existing accommodation or new accommodation; the approximate date when the contractor would be on site and whether or not a car free scheme would work in this area
(The applicant responded and confirmed that it was new accommodation. The anticipated completion was September 2014 and that they would be open to further discussion regarding the merits of the car free scheme)
- Clarification if the applicant had undertaken market research in relation to this site
(The applicant responded and confirmed that market research had been undertaken)
- Clarification if the northern boundary of the building was a blank wall
(The applicant responded it would have angled windows to avoid overlooking but that it could be a blank wall on the upper levels and agreed to provide this information)
- Clarification of the potential loss of windows on the lower level of the building
- Clarification if there was a cross-section showing the relationship to the existing residential properties on Back Claremont Grove.
(The applicant responded that there wasn't, but agreed to provide this information)

- The view expressed that the top storey level of the buildings were too ‘heavy handed’ and that removal of the overhanging eaves feature to the flat roof would significantly improve the appearance
- Clarification if it was possible to locate the plant on Back Claremont Grove and relocate the residential accommodation at basement level to face Woodhouse Square
(The applicant responded and confirmed that it would not be possible to re-locate residential accommodation in this way because internal amenity would be compromised)
- Concerns that the appearance of the building looked ‘bland’ within a Conservation area and whether the building could be made more traditional
(The applicant responded and welcomed the opportunity to consider some more design alternatives with planning officers)
- To place on record that not all Members of the Panel viewed the building as bland
- The need to address the proportion elements of the building to blend in with other buildings
- The need to obtain more evidence regarding the car free scheme and car parking in general

In concluding discussions, the Chair put forward the following specific matters for Members consideration:-

- do Members accept the principle of student housing on this site?
- do Members accept the principle of a car free scheme?
- Is the scale, form and design of the building acceptable and its relationship with the adjacent listed building?

It was the consensus of the meeting that in view of the sensitive heritage setting in the area and close proximity of a number of listed buildings within the vicinity of the site, that the Chief Planning Officer should have further discussions with the applicant with a view to improving the design quality of the scheme and to also address the issues regarding the design and relationship to Back Claremont Grove for consideration at a future meeting.

RESOLVED –

- a) That the report and pre-application presentation be noted.
- b) That there were serious concerns as to whether a high density student accommodation scheme was appropriate in this sensitive heritage setting in close proximity to a number of listed buildings. If the scheme was to be progressed then the design quality would need to be significantly improved with a greater sensitivity to context and scale which also addressed issues raised about the relationship to existing housing to the north on Back Claremont Grove.
- c) That Member concerns about the lack of car parking in the scheme and the impact of on street parking in the wider area be examined in detail if the proposal was progressed.

36 Pre-Application - PreApp/12/00631 - Proposed Data Centre, Black Bull Street, South Bank, Leeds

The report of the Chief Planning Officer introduced a pre-application presentation in relation to a proposed Data Centre at Black Bull Street, South Bank, Leeds.

The following representatives attended and addressed the meeting:-

- Peter Connolly, Yorkshire Design Group
- Nick Barnes, Garnett Netherwood Architects

Members were shown detailed plans and photographs of the scheme and had previously visited the site prior to the meeting.

The presentation highlighted the following key areas:-

- Background details and photographs
- Introduction to Yorkshire Design Group
- Introduction to AQL
- Fibre Optik Network
- The site and surroundings
- Existing site Infrastructure
- Catalyst for future development
- Site permeability and connectivity
- Illustrative Master Plan
- Built form and open spaces
- Aerial view from the South
- View looking North up Black Bull Street/View looking down Black Bull Street
- Views looking west from New Dock
- Site Plan of Data Centre
- View of Data Centre from Black Bull Street
- View of Data Centre

The Chair then invited questions and comments from Members on the specific proposals of the pre-application.

In summary, specific reference was made to the following issues:-

- To welcome the presentation and the vision and to acknowledge the importance of the issue
- To welcome the proposal for providing combined heat and power to adjoining sites and buildings, but to acknowledge that traffic calming measures would be a challenge
- The need to address the design of the building with a view to making it more 'human' and to consider introducing further changes to improve the elevational appearance
- To welcome the proposal to establish a Data Centre in Leeds, but to suggest improvements to the overall appearance of the building and acknowledge that Black Bull Street was a potential hotspot for speeding traffic
- To welcome the landscaping proposals to the front of the building

- To propose that a Plans Panel Workshop be convened to discuss the design of the building prior to a full planning application being considered
- To request the applicant to consider illuminating the building at night

At the request of the Chair, the applicant responded to the issues raised at the meeting and acknowledged that the photographs did not do the building justice. In view of the importance of the application, he welcomed the opportunity of re-considering the design aspects of the building and re-affirmed that Black Bull Street did not require three lanes of traffic and that traffic calming measures were possible.

The Chief Planning Officer addressed the meeting and requested Members to support the proposals, in principle, and that he would have further discussions with the applicant with regards to work on the design of the building, travel implications, elevations and materials with a view to receiving a full planning application at the October meeting.

In concluding discussions, the Chair put forward the following specific matters for Members consideration:-

- is the principle of locating a data centre building on part of this site appropriate, given the potential importance of such a facility to the City Centre economy, and as a catalyst for the regeneration of the South Bank?
- is the general approach to the illustrative masterplan right for the area and does it complement the City's vision for the South Bank and the City Centre Park by creating appropriate links and physical relationships to surrounding sites such as New Dock ?
- is the form and massing of the building appropriate given the existing context of Indigo Blu, Brewery Wharf and New Dock developments, and evolving indicative context of the South Bank?
- are the architectural detailing and materials proposed appropriate for the building and do they project a modern and forward-looking image of this part of the City?

It was the consensus of the meeting that the above matters were acceptable, subject to further discussions with the applicant with regards to work on the design of the building, travel implications, elevations and materials.

RESOLVED –

- a) That the report and pre-application presentation be noted.
- b) That the proposals be supported, in principle, and that the Chief Planning Officer be requested to have further discussions with the applicant with regards to work on the design of the building, travel implications, elevations and materials with a view to receiving a full planning application at the October meeting.

(Councillor M Hamilton left the meeting at 5.30pm during discussions of the above item)

37 Date and time of next meeting

To note that the date and time of next meeting was Thursday 27th September 2012 at 1.30pm in the Civic Hall, Leeds.

(The meeting concluded at 6.00pm)

NORTH AND EAST PLANS PANEL

THURSDAY, 4TH OCTOBER, 2012

PRESENT: Councillor D Congreve in the Chair

Councillors C Campbell, R Grahame,
C Macniven, A McKenna, J Procter,
B Selby, M Coulson, G Latty and
J McKenna

1 Chair's Opening Remarks

The Chair welcomed everyone to the newly constituted North East Plans Panel and asked Members and officers to introduce themselves. He also explained procedures to be followed at the meeting.

2 Declarations of Disclosable Pecuniary and other Interests

There were no declarations of disclosable pecuniary or other interests.

3 Apologies for Absence

Apologies for absence were submitted on behalf of Councillors M Harland, E Taylor and G Wilkinson.

Councillors M Coulson, J McKenna and G Latty were present as substitute Members.

4 Minutes

RESOLVED – That the minutes of the Plans Panel (East) held on 6 September 2012 be confirmed as a correct record.

5 Applications 12/01807/FU, 12/01808/FU and 12/01810/ADV - Old Star Inn Leeds Road Collingham Wetherby

The report of the Chief Planning Officer made reference to the following applications that proposed various alterations and externally illuminated signage to the Old Star Inn, Leeds Road, Collingham:

- 3 air conditioning units, 1 condenser unit in the rear yard and a 2.4m high stone screening wall
- Alterations to the front and rear elevations and hard surfacing front car park and rear service yard.
- 2 externally illuminated signs.

The Panel was reminded that the applications had been deferred following consideration at the meeting of Plans Panel (East) held on 6 September 2012 to allow for further consideration of weight that could be attached to the fallback position, parking arrangements and bin storage.

Issues highlighted in relation to the application included the following:

- With regard to the fallback position, it was reported that the change of use for the premises could be implemented without planning permission.
- The applicant had now submitted a parking management plan.
- The premises were located at the gateway to the Collingham Conservation Area and it was felt important to bring them back into use.
- Plans and photographs of the site were shown and it was highlighted where air conditioning units, the condenser, screening wall, service area and car parking would be situated. Access and egress for the site was also explained.
- It was reported that there would be between 3 and 5 deliveries per day to the site and restrictions to the time of these deliveries was reported.
- Contributions from the applicant for a controlled crossing.

In response to Members comments and questions, the following issues were discussed:

- Leeds City Council would not be contributing towards the provision of a controlled crossing. The sum offered by the applicant would not fund a pelican crossing, but a zebra crossing could possibly be installed for the amount offered.
- Concern that there was already adequate shopping provision in Collingham and the site was not suitable for this type of use.
- There was no obligation to provide a pedestrian crossing.
- Use of the rest of the building could not be enforced by planning.
- Car parking arrangements were consistent with other similar developments. Parking for staff would be clarified through the condition relating to car parking.

RESOLVED – That permission be granted subject to the conditions as outlined in the report.

6 Application 12/02838/FU - Little Acres Linton Lane Linton Wetherby LS22

The report of the Chief Planning Officer introduced an application for the variation of condition 1 (approved plans) of approval 11/00343/RM (Three detached houses to garden) for minor material amendment relating to the replacement of triple garage to plot 3 with attached two storey pool/gym and double garage at Little Acres, Linton Lane, Linton.

Members were reminded that the application had been deferred at the meeting of Plans Panel (East) held in September 2012 to allow for more detailed plans to be submitted and for Members to visit the site.

Photographs and plans of the site were displayed.

Further issues highlighted in relation to the application included the following:

- Members were given an overview of the planning history at the site and previous amendments to the application.
- The garage and extension were not open to public view.
- There had been no objection received from the neighbouring property.
- Plans of the previous proposal were displayed and it was reported that the garage would now be 0.5 m from the boundary.

RESOLVED – That permission be granted subject to the conditions outlined in the report.

7 Application 12/02562/FU - 203 Harehills Lane LS8

The report of the Chief Planning Officer introduced an application for the change of use of a first and second floor maisonette to 2 flats and front and rear dormer windows to 203 Harehills Lane, Leeds.

The application had been brought to Plans Panel at the request of a local Ward Councillor.

Photographs of the property and plans of the proposals were displayed. Members had attended a site visit prior to the meeting.

Further issues highlighted in relation to the application included the following:

- The plans did not display the pediment and chimneys and there was concern regarding the scale and design of the dormer windows and how they would fit with the pediment and the chimneys.
- The front dormer window would not be in keeping with the roofscape and would also require the support for the pediment to be removed.
- It was recommended to refuse the application. The applicant had been advised they could attend the meeting but had requested that the application be deferred. Panel Members agreed to consider the application in the applicants absence.

Members made the following comments:

- The dormers further down the roofscape looked untidy.
- Would the pediment become unsafe.
- The drawings were not accurate.

RESOLVED – That the application be refused.

8 Application 11/05007/FU - Old Village Hall Village Road Eccup - Appeal decision

The report of the Chief Planning Officer informed the Panel of the outcome of the appeal by Mr M Hourigan against the refusal of planning permission for a detached garage to the rear at the Old Village Hall, Village Road, Eccup, Leeds.

It was report that the appeal was dismissed and that the Council had not sought expenses.

RESOLVED – That the report be noted.

9 Date and Time of Next Meeting

Thursday, 1 November 2012 at 1.30 p.m.

SOUTH AND WEST PLANS PANEL

THURSDAY, 11TH OCTOBER, 2012

PRESENT: Councillor J Harper in the Chair

Councillors J Akhtar, J Bentley, M Coulson,
R Finnigan, C Gruen, C Towler,
P Wadsworth, J Walker and R Wood

1 Chair's Opening Remarks

The Chair welcomed everyone to the first meeting of South and West Plans Panel and outlined the geographic areas of the city which this Panel would consider applications from

2 Late Items

Although there were no formal late items, the Panel was in receipt of the following additional information:

- Application 12/02974/RM – 7 Waterwood Close – photographs tabled by the objector (minute 9 refers)

3 Declarations of Disclosable Pecuniary and other Interests

No declarations were made

4 Apologies for Absence

Apologies for absence were received from Councillor Truswell

5 Minutes

RESOLVED - That the minutes of the Plans Panel West meeting held on 13th September 2012 be noted

6 Village Green Application - Land at Pit Hill, Churwell

The Panel considered a report of the City Solicitor outlining the Inspector's findings from a Public Inquiry arising from an application to register land at Pit Hill Churwell as a town or village green. Appended to the report was a copy of the Inspector's report for Member's information

The Panel noted that the matter had originally been considered by Plans Panel East at its meeting on 1st December 2011 which had recommended that a Public Inquiry be called to consider the application but due to the new panel

boundaries, it would be for this Panel to determine whether the Inspector's report should be accepted

The Panel's Legal Adviser presented the report and explained that it was the Inspector's view that whilst the application met some elements of the criteria for proving that the land had become a village green, other elements had not been met and that it was the decision of the Inspector to reject the application

Councillor Finnigan voiced the disappointment of the local Ward Members to the decision and paid tribute to the efforts of the applicants in seeking to retain what was a well-used area of land in Churwell

RESOLVED - That the report of the Inspector be accepted and that the application to register land at Pit Hill Churwell as a town or village green be rejected

7 Applications 11/04988/FU and 12/04048/FU - Land at Daisy Hill, Morley

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 applications for the demolition of outbuildings, laying out of access road and the erection of 92 houses with landscaping at Daisy Hill, Morley

Members were informed that application 11/04988/FU had been considered by Plans Panel East, with the formal application being presented to that Panel on 6th September 2012. At that meeting, Members had not accepted the Officer's recommendation to approve the application and had requested a further report setting out possible reasons for refusal of the application based on the concerns raised about sustainability, with particular reference to policies set out in the National Planning Policy Framework (NPPF)(minute 54 of the Plans Panel East meeting held on 6th September 2012 refers). Due to the changes in the boundaries of the Plans Panels, it was now for South and West Panel to consider the matter. A copy of the report submitted to Plans Panel East on 6th September 2012 was appended to the report, for information

Since that meeting, there had been further developments, which Members needed to consider; these being the lodging of an appeal against non-determination in respect to of application 11/04988/FU and the submission of a new application for the site which was for the same form of development as considered by Plans Panel East

As Members could not now determine the 2011 application, South and West Panel was being asked to consider whether to contest the appeal on the 2011 application and whether it was content to defer and delegate approval of the latest application to Officers, subject to no new issues being raised prior to the expiry of the period of public consultation on that application

In respect of the decision taken by Plans Panel East on 6th September, the Panel was informed that Officers had looked closely at the issues raised by Members at that meeting but had concluded that it would be extremely difficult to sustain reasons for refusal and for this reason, the report did not contain possible grounds for refusal of the 2011 application

The Lead Officer of the former Plans Panel East outlined the application and informed Members that the site was allocated in the UDP as a Phase 2 greenfield site; with two Inspectors having concluded that the site was sustainable

The proposals were for 92 houses for varying sizes in semi and detached form arranged around a crescent. Public open space (POS) was provided on site and 15% affordable housing was to be provided, this being “pepperpotted” around the site

The spatial setting of the properties was considered to be acceptable and although Plans Panel East Members had raised concerns about the sloping nature of the gardens, this had been considered further with Officers being satisfied that the gardens could be fully used as the slope was a gentle one. The issue of the steep drop from part of the site to Morley railway station below had been addressed by the provision of a 2m high close-boarded fence

In respect of drainage issues, storage tanks would be sited in the POS to channel the water away at greenfield run off rates, so the development should not make the existing situation any worse

In terms of visual appearance, the design of the properties picked up some of the characteristics of properties in the area

Further representation from Morley Town Council and Councillor Leadley were reported with Councillor Leadley’s comments being read out to the Panel

In terms of S106 contributions, all these had been met; Officers were now satisfied that the layout of the properties met with guidance contained within ‘Neighbourhood for Living’ and that there were no technical objections to the application although it was accepted that there was a significant number of objections from local residents to the proposals. If minded to approve the 2012 application, Members were informed that the applicant had stated they would withdraw the appeal and make an early start on site

The Panel heard representations from an objector and the applicant’s agent who attended the meeting

Members discussed the following matters:

- drainage and flooding
- the lack of places in local primary and secondary schools
- public transport provision, with concerns at the distance from the site of the main bus route and the infrequency and unreliability of the buses serving this area and capacity issues on the trains which served Morley

- the principle of developing greenfield sites ahead of brownfield sites and that this did not accord with guidance in the NPPF
- the concerns of Officers about the ability to sustain grounds for refusal at appeal and the recent successful appeal outcomes where development had been resisted, often against Officer advice
- the difficult economic situation and that the application provided an opportunity to build homes and create employment
- the way forward, in the event the Panel did not accept the Officer's recommendation contained within the report in view of no grounds for Plans Panel East's refusal of the application being provided

The Head of Planning Services stated that where an Officer's recommendation to approve an application was overturned, it was incumbent upon Officers to submit a further report setting out reasons for refusal for Panel's determination. In this case, officers were of the opinion that they were unable to provide reasons that would be sustainable at appeal. Members were informed that the presumption of the NPPF was in favour of sustainable development and of the 11 cases on greenfield sites which had gone to appeal, all had been lost as it was the view of the Inspector that the city did not have a 5 year land supply. Whilst the final decision on the applications rested with Members, it was the duty of Officers to provide proper advice

A proposal to accept the Officer's recommendation was made and seconded

RESOLVED - To note the report and to not contest the planning appeal against the non-determination of planning application 11/04988/FU and to defer and delegate approval to the Chief Planning Officer of application 12/04048/FU as recommended in the attached report (6th September 2012 – Appendix 1) and following completion of a S106 Agreement and no new issues being raised prior to the expiration of the public consultation period

Under Council Procedure Rule 16.5, Councillor Wadsworth and Councillor Wood required it to be recorded that they abstained from voting on the matter

8 Application 12/01332/OT -Land at Bruntcliffe Road, Morley

Plans, photographs 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 which sought approval for an outline application to erect a residential development on land at Bruntcliffe Road Morley LS27. Members noted that a position statement had been considered in detail by Plans Panel East at its meeting on 9th August 2012 with the minute from that meeting being included in the report before Panel. A copy of the report considered by Plans Panel East on 9th August was appended to the report for Members' information. As the Morley area now fell within the remit of South and West Plans Panel, it was for this Panel to determine the application

A late representation from Morley Town Council was reported which raised concerns about the loss of employment land and that the removal of this

should be dealt with through the Development Plan Panel process. Concerns were also raised about the figures for the site areas of the various uses and those in the UDP, with the presenting officer clarifying these for the Panel. It was noted that Morley Town Council felt that given the discrepancies in the report before Panel, the application should be deferred or refused, with concerns also being raised that the issues highlighted by Plans Panel East had not been adequately dealt with

Officers updated Members on key elements of the application relating to noise and highways issues. Ward Members had been consulted about highways matters with Councillor Elliott objecting to the proposals and Councillor Dawson remaining unhappy with the scheme

Members were informed that the contribution for bus stop improvements was £60,000 and not £20,000 as stated in paragraph 2.4 of the submitted report; that the amount for public transport improvements equated to £960 per dwelling, not £1226 per unit and that the greenspace contribution would be £244,000

The Panel heard representations from an objector and the applicant's agent who attended the meeting

Members discussed the application and commented on the following matters:

- the possibility of a larger residential development in this area in view of the applicant's representations to consultation on the Core Strategy
- the lack of school places in Morley both in primary and secondary schools
- public transport provision with concerns that the bus services were inadequate to serve the development
- the loss of employment land and that industrial land provided long-term jobs, whereas housing land created transitory jobs
- highways issues, particularly safety concerns at Bruntcliffe Road
- that the proposal did not comply with the UDP and in the interests of consistency with the decision taken on the applications at Daisy Hill (minute 56 above) this application should be refused

Proposals both for and against the Officer's recommendation were made, seconded and voted upon

RESOLVED - To defer and delegate approval to the Chief Planning Officer, subject to the specified conditions in the submitted report and following completion of a Section 106 Agreement to cover the following matters:

- provision of Metro Cards - £73,154.40
- bus stop improvement - £60,000
- green travel plan
- contribution to off-site highway works
- contribution to education enhancements - £800,321

- public transport improvements - £960 per unit
- provision of 15% affordable housing (within 2 years)
- provision of on-site greenspace – POS measures 0.78ha, the buffer planting between the residential allocation and employment allocation measures 0.56ha, the open area located between the most southerly residential dwellings and the M62 measures 0.72ha

In the circumstances where the Section 106 has not been completed within 3 months of the resolution to grant planning permission, the final determination of the application shall be delegated to the Chief Planning Officer

9 Application 12/02974/RM - Rear of Waterwood Close, West Ardsley

Plans and drawings were displayed at the meeting

Officers presented the report which sought approval of a Reserved Matters application for the erection of 12 detached, two storey dwellings, laying out of access road and associated landscaping on a largely greenfield site to the rear of 7 Waterwood Close West Ardsley

Members were informed that the design of the properties had been amended and now reflected the characteristics of the adjacent properties and that a reduced scheme was being proposed as the original 14 property scheme did not provide the spacing required by Officers

Receipt of a further four objections had been received following the submission of the revised plans

The Panel heard representations from an objector who spoke about overlooking and access issues, concern regarding loss of views. Members were also presented with photographs of the objectors property and views from it, to illustrate the issues referred to.

Members commented on the following matters:

- the cumulative impact of this development and other sites in the area which were too small to require affordable housing and other planning contributions but which when taken together would have a considerable impact on services and that the application should be deferred to enable proper consideration of this to take place
- that the site was not in a sustainable location

The Panel considered how to proceed

RESOLVED - That the application be granted subject to the conditions attached to outline permission 11/04754/OT and the further conditions set out in the submitted report

10 Application - 12/02259/FU - 1214 Dewsbury Road, Tingley

Draft minutes to be approved at the meeting
to be held on Thursday, 8th November, 2012

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 approval for the erection of one block of 3 houses on vacant land adjacent to 1214 Dewsbury Road Tingley

Members were informed that in terms of the principle of development, the site was an area of unkempt land which had in the past been used as a road. It provided little character; did not enhance the streetscene; was located in a sustainable location in close proximity to bus stops and was considered acceptable to develop. An ash tree located on the site had been removed but that a condition was being proposed for the implementation of a landscaping scheme to accompany the proposed development

In terms of the spatial setting of the proposed properties, this was in excess of guidance contained in 'Neighbourhoods for Living' and private amenity space was to be provided in the development

Regarding highways issues, parking provision was considered to be acceptable but in respect of the Council's Street Design Guide the application did not accord to the guidance which required no more than 5 dwellings to be served off a private drive. In this case 6 properties were already served from a private drive, although these properties fronted on to Dewsbury Road for pedestrian access. Whilst the application could potentially result in a higher number of properties taking access off an unmade road it was felt in this case there were mitigating circumstances, i.e. the existence of pedestrian access at the frontage. Members were also informed there were no highway visibility issues

The Panel heard representations from an objector who attended the meeting

Members discussed the application and the highways issues it raised and were informed that the drive would be made up to an adoptable standard but would not be formally adopted, with condition no 5 to be reworded to clarify this

Concerns remained that the proposal, whilst considered to be acceptable to Officers, was not in line with the Council's own guidance on the number of dwellings served off a private drive

RESOLVED – That the application be granted subject to the conditions set out in the submitted report and the rewording of condition no 5 to specify the drive to be laid out to an adoptable standard

Following consideration of this matter, Councillor Wadsworth left the meeting

11 Application - 12/02434/FU - Former Manor Park Surgery, Bellmount Close, Bramley

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 permission for a part-two storey, part single storey front, side and rear extension including pharmacy, opticians and laying out of car park at Manor Park Surgery, Bramley LS13

Members were informed that the Primary Care Trusts were encouraging the provision of 100 hour surgeries and that the proposals would provide this together with specialist GP-led clinics and improved facilities for patients; the inclusion of a pharmacy in the scheme was to fund the development. The Panel noted there was an existing pharmacy on the site

Although the site was an edge of centre site, a sequential test was not needed in this case due to the limited amount of A1 retail floor space being provided

To address concerns raised about late night noise and disturbance, the applicants had agreed to amend the pharmacy opening hours so it would close at 10.00pm, rather than 11.00pm as originally proposed. Conditions requiring provision of external lighting and appropriate boundary treatments would be included

The scheme complied with Highways policies and would provide increased car parking with conditions being imposed which required the provision of a Green Travel Plan and cycle parking and storage

The Panel's Lead Officer referred to paragraph 6.4 of the report and stated that the reference there to Ward Members was incorrect and that it should be corrected to note that Councillor Hanley had called the public meeting referred to.

Officers reported the level of representations received to the proposals and informed Members that 4 additional letters of representations had been submitted since the report was written and that 154 standard letters of objection had been received, together with a 627 signature petition in support of the proposals

The Panel heard representations from three objectors and from the applicant who attended the meeting

Members discussed the following matters:

- the services to be offered at the proposed new pharmacy
- that the proposals would not lead to an increase in patient numbers
- the extended surgery opening hours and whether in the future the 100 hours could be reduced
- the increased level of parking and whether this would be for the benefit of patients or staff

- the impact of the proposals on the existing pharmacy and staff working there

In relation to the discussions around the provision of an additional pharmacy and whether a sequential test was needed, the Head of Planning Services read out the relevant paragraph from the NPPF and reiterated the view that for very small scale development a sequential test was not needed. Members were also informed that in the case of pharmacies, it was often the case that these were allied to GP surgeries and were not always located in centres and that the issue of competition was not a planning matter

RESOLVED – That the application be approved subject to the conditions set out in the submitted report

12 Application 12/03260/FU - Former Prestige Car Sales Centre, 2 Town Street, Stanningley

Plans, photographs and drawings were displayed at the meeting

Officers presented the report which sought a change of use and alterations of a former car sales showroom to retail unit (A1 use) and electrical wholesaler with trade counter (B8 use) at the former Prestige Car Sales Centre on Town Street Stanningley LS28

Members were informed that the application was a resubmission of a recently refused application which had been amended to overcome the previous highway reason for refusal, with Highways now being satisfied on the layout of the car parking

The level of representations which the application had attracted was reported with Members being informed that 8 individual letters of objection had been received along with a 130 signature petition opposing the development, with many concerns being raised that the main retail unit would be a supermarket. Officers stated that an A1 use was being sought for that element of the building but that competition between retailers was not a material planning consideration. Conditions restricting the hours of use of the premises were proposed, with a closing time of 11pm for the A1 use and 6pm on the B8 use

The Panel heard representations from an objector and the applicant's representative who attended the meeting

Members commented on the following matters:

- the likely number of deliveries at the site and the size of the vehicles to be used
- the impact of the A1 unit on local shops and other retail centres close by
- local employment provision and that this should be dealt with by way of a S106 agreement

- the proximity of the access to the car park from Stanningley Road junction; that this would be a tight turn with concerns being expressed about this
- whether the increased number of vehicle movements associated with the scheme had been taken into account
- that the inclusion of a pedestrian crossing in the scheme should be reconsidered
- that the premises had previously been in use for many years without leading to highways issues and had included an element of car maintenance so leading to greater traffic movements than that of a stand alone car showroom

The Head of Planning Services suggested that in view of the comments which had been made that determination of the application be deferred to enable further highways information relating to the number of movements in and out and the accident record at the site to be provided

A proposal to refuse the application was made and seconded on the basis of road safety. Although concerns were raised about possible anti-social behaviour, it was the view of the Head of Planning Services that a reason on this ground could not be formulated

As there was an equality of votes for and against the proposal to refuse the application, the Chair declined to use her casting vote and proposed that the application be deferred to enable further information to be provided at the next meeting on the highways issues which had been raised

RESOLVED – That determination of the application be deferred and that the Chief Planning Officer be asked to submit a further report to the next meeting which included greater detail on the traffic movements likely to be generated from the development and the accident record at the site

13 Application 12/03473/FU - 35 Claremont Drive, Leeds

Further to minute 45 of the Plans Panel West meeting held on 13th September 2012 where Panel resolved to defer and delegate approval for a change of use of a former Children's Home to a 7 bed house in multiple occupation (HMO) at 35 Claremont Drive LS6, subject to no new material planning considerations being received prior to the expiry of the publicity period on 14th September 2012, the Panel considered a further report

Officers presented the report and stated that a representation had been received which related to a personal condition which had been attached to the 1990 planning permission, specifying that if National Children's Home (NCH) ceased to own or occupy the premises then the lawful planning use of the property would revert to Class C3 Dwelling House

Members were informed that NCH were still the owners so the property retained its lawful C2 use but in the interests of transparency and probity, it was felt it was appropriate to report this back to Panel

To address local concerns that the property was being advertised as a 9 bed house in multiple occupation, the applicants had been contacted and had stated the intention was for a 7 bed house, with an additional condition to that effect being proposed for Members' approval

Panel discussed the application with concerns being raised that the information which had been received was significant as it meant that if NCH ever vacated the premises it would become a C3 dwelling and that there had been some support for the property to revert to a family home when the application was discussed in September 2012. Concerns were also raised about the overdevelopment of HMOs in the area and the over-intensive use of this site and the loss of a building that could potentially return to family accommodation

RESOLVED - That the Officer's recommendation to grant permission be not accepted and that the Chief Planning Officer be asked to submit a further report to the next meeting setting out reasons for refusal based upon the concerns raised above.

14 Application 12/02712/FU - Land at Woodhouse Street, Woodhouse, Leeds

Plans, photographs, drawings and graphics were displayed at the meeting

Officers presented the report which sought approval for an application for a part three storey, part four storey block of 18 cluster flats (112 rooms), retail store at ground floor and associated parking and landscaping at Woodhouse Street LS6

Members were informed that the site was a cleared, brownfield site in a largely residential area in a highly sustainable location, close to the Universities. Student accommodation in a BREEAM excellent rated building was being proposed with wider benefits being provided through the extinguishing of several claimed pedestrian routes along the site, with these being improved, illuminated and being brought up to adoptable standard

A retail unit was being proposed in the scheme which would have a dedicated, 20 space car park, with separate student car parking of 16 spaces being provided within the site

Receipt of two further letters of support were reported

In terms of the principle of development, the proposals were acceptable. In respect of the retail unit, Members were informed that a sequential assessment had been carried which had satisfied policy criteria for this use with the whole scheme according with the Development Plan and emerging Core Strategy

The Panel heard representations from an objector and the applicant's representative who attended the meeting

Draft minutes to be approved at the meeting
to be held on Thursday, 8th November, 2012

Members commented on the following matters:

- the level of car parking being provided for students with concerns that this was insufficient and would serve to exacerbate the already significant parking problems in the area
- the level of representations in favour of the proposals and whether these had been sent by local people who were familiar with the issues faced in this area
- the possibility of conditioning the use of the flats by post-graduate students. On this matter the Panel was informed that this would not be possible but that it as envisaged that the development would be desirable to overseas, older students
- the level of student accommodation which existed in the city
- the scale of the proposals, with concerns that it was overintensive

The Head of Planning Services stated that concerns existed as it was possible for funding to be obtained to build student accommodation and that there was a need to consider at what point a grouping of student accommodation became a concentration and that some research was being undertaken on this currently

Members considered how to proceed and discussed possible reasons for refusal of the application

RESOLVED – That the Officer’s recommendation to approve the application in principle and defer and delegate approval to the Chief Planning Officer be not accepted and that a further report be submitted to the next meeting setting out possible reasons for refusal based upon concerns relating to scale, massing and overdevelopment of the site

During consideration of this matter, Councillor C Gruen left the meeting

15 Pre-application presentation - Proposed replacement primary School - Wide Lane, Morley

Plans, photographs and graphics were displayed at the meeting

The Panel considered a report of the Chief Planning Officer on proposals for a replacement school for Morley Newlands Primary School which was situated on Wide Lane, Morley LS27

Members were informed that the current school building dated from the 1950s and had a variety of temporary classrooms and additions to it, in an unorganised way. The proposals for a new school presented an opportunity to redevelop the school and plan it properly so that it enhanced the area

The Panel was informed that Councillor Elliott had been due to address Panel on the proposals but that a family bereavement had prevented her

attendance, although a short statement by Councillor Elliott was read out to Members

Members then received a brief presentation on the proposals by members of the applicant's development team who provided the following information:

- the proposal was to increase the capacity of the school to 630, giving a 3 form entry primary school
- there was a need to keep the building operational during the construction of the new school
- to help deal with drop off problems at the school, the new building would provide a parent drop off zone within the site which would have in and out access
- separate pedestrian and vehicular entrances were being considered as was a new pedestrian crossing over Wide Lane
- additional sporting facilities would be provided for use by the community
- the building would form a buffer to the main road with the play areas being located at the north of the site away from the road
- a school plaza would be provided to afford the opportunity to meet and talk before the school day began
- the building would be two storey which would reduce the footprint so creating more open areas on site which would include allotments for use by the school and community
- the building would be designed to provide a new gateway to Morley
- a BREEAM very good rating was being sought for the building

Members commented on the design qualities of the images shown and Councillor Finnigan as a Morley Councillor, welcomed the proposals but stated the importance of ensuring community use of the school and the need to consult fully on the highways issues

RESOLVED – To note the report, the presentation and the comments now made

16 Date and Time of Next Meeting

RESOLVED – To note that the next meeting will take place on Thursday 8th November 2012 at 1.30pm in the Civic Hall, Leeds

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CITY PLANS PANEL

THURSDAY, 27TH SEPTEMBER, 2012

PRESENT: Councillor N Taggart in the Chair

Councillors S Hamilton, G Latty, T Leadley,
J McKenna, E Nash, N Walshaw, J Hardy,
T Murray, Campbell and Procter

1 Chair's Opening Remarks

The Chair welcomed those in attendance to the inaugural meeting of City Plans Panel and asked Members and Officers to introduce themselves.

In particular he also welcomed Councillors J Hardy, T Leadley and T Murray to the meeting, together with Councillors C Campbell and J Procter who were attending as substitutes.

2 Late Item

There were no formal late items of business to consider, however the Chair agreed to accept the following as supplementary information:-

- Addendum to Agenda Item 9 – Report in response to the comments of the Council's Conservation Officer - Digital Media Screen to the Trinity West Shopping Centre at Albion Street, Leeds 1 (Minute 8 refers)

The document was not available at the time of the agenda despatch, but made available to the public on the Council's website.

3 Declarations of Disclosable Pecuniary and Other Interests

There were no disclosable pecuniary and other interests declared at the meeting.

4 Apologies for Absence

Apologies for absence were received on behalf of Councillors D Blackburn, P Gruen, M Hamilton and R Procter.

Notification had been received for Councillor C Campbell to substitute for Councillor M Hamilton and for Councillor J Procter to substitute for Councillor R Procter.

5 Minutes of the Previous Meeting

RESOLVED – That, subject to the following amendments, the minutes of the former Plans Panel (City Centre) meeting held on 30th August 2012 be noted and that this Panel notes the intention that they would be submitted to the Chair of that meeting for approval and signature:-

minutes approved at the meeting
held on Thursday, 25th October, 2012

Minute 35 Pre- Application – PreApp/12/00278 – 223 Bedroom Student Accommodation Development at Woodhouse Square, Woodhouse, Leeds 3

To delete the resolution and replace with the following wording:-

- 'a) That the report and pre-application presentation be noted.
- b) That there were serious concerns as to whether a high density student accommodation scheme was appropriate in this sensitive heritage setting in close proximity to a number of listed buildings. If the scheme was to be progressed then the design quality would need to be significantly improved with a greater sensitivity to context and scale which also addressed issues raised about the relationship to existing housing to the north on Back Claremont Grove.
- c) That Member concerns about the lack of car parking in the scheme and the impact of on street parking in the wider area be examined in detail if the proposal was progressed'.

Minute 36 Pre-Application – PreApp/12/00631 – Proposed Data Centre, Black Bull Street, South Bank, Leeds

To delete resolution c) i.e. 'That prior to considering a full planning application at the October meeting, the Chief Planning Officer be requested to convene a Plans Panel Workshop to discuss the design of the building, travel implications, elevations and materials'

6 Application 12/03002/OT - An Outline Planning Application for the Variation of Condition 3 of Planning Permission 11/01000/OT to allow for a leisure use (D2 Use Class) and Casino use (Sui Generis) as Part of a Retail-Led Mixed Use Development and Non Material Amendment 12/9/00098/MOD to Amend the Development Description to include Leisure use (D2 Use Class) and Casino use (Sui Generis) at Eastgate Quarters, Leeds - Land bound by New York Road (Inner Ring Road A64) to the North, Bridge Street and Milgarth Street to the East, George Street and Dyer Street to the South and Vicar Lane and Harewood Street to the West, Leeds 2

The report of the Chief Planning Officer presented an outline planning application for the variation of Condition 3 of Planning Permission 11/01000/OT to allow for a leisure use (D2 Use Class) and Casino use (Sui Generis) as Part of a Retail-Led Mixed Use Development and Non Material Amendment 12/9/00098/MOD to Amend the Development Description to include Leisure use (D2 Use Class) and Casino use (Sui Generis) at Eastgate Quarters, Leeds on land bound by New York Road (Inner Ring Road A64) to the North, Bridge Street and Milgarth Street to the East, George Street and Dyer Street to the South and Vicar Lane and Harewood Street to the West, Leeds 2.

Appended to the report were copies of the following documents for the information/comment of the meeting:-

- Floor Space Comparison Tables: 12/03002/OT (Appendix 1 refers)
- Planning Policies and Guidance: 12/03002/OT (Appendix 2 refers)
- Non Standard Conditions: 12/03002/OT (Appendix 3 refers)

Members were shown detailed plans and photographs of the site.

Sarah Mc Mahon, Senior Planner briefly outlined the proposals contained in the submitted report.

The Chair informed the meeting that there were two speakers against the recommendation in attendance, namely Sam Parker (CAMRA) and Stuart Long (Save The Templar Campaign).

Mr S Parker requested the Panel to protect the running of Templar Hotel public house in view of its long standing heritage and thriving spirit in the area. Reference was also made to the receipt of 1,200 signatures in support for the retention of the public house and of the backing of local MP's.

Mr S Long stated that he was against any proposal to move the public house which was considered to be a national monument. He also requested that the inside be retained as it was and that there had been no problems with the police in relation to the running of the premises.

The Chair then invited questions and comments from Members on the comments made.

In summary, specific reference was made to the following issues:-

- Clarification of the police's involvement at the public house
- Clarification of the current ownership of the public house
- Clarification if there had been any internal changes made to the public house over the last forty years

The Chair informed the meeting that there was one speaker in attendance in support of the application, namely Chris Jones, a planning consultant on behalf of CRBE, the applicant.

In summary, Mr C Jones made reference to the following specific issues:-

- That the development would be retail led
- That there was a continuing dialogue on the proposals with planning officers with good progress made
- That the proposals did not affect Templar Hotel public house
- That excellent progress was being made with the East Quarter development

The Chair then invited questions and comments from Members on the comments made.

In summary, specific reference was made to the following issues:-

- Clarification if the internal workings of Templar Hotel public house would be altered
(Mr Jones responded and confirmed that any alterations would be brought back under reserved matters)
- The concerns expressed that the application did not give any reassurances of the retention of the public house in view of the importance of the buildings heritage within the city
(Mr Jones responded and agreed to feed back these comments to the applicant)
- Clarification of the retail element of the application and whether or not a Casino operator had been chosen

The Chair then invited questions and comments from Members to the Senior Planning Officer as part of her presentation of the outline planning application.

In summary, specific reference was made to the following issues:-

- Clarification of the percentage and mix of the site
(The Senior Planning Officer responded and outlined the land use and floor space as referred to in Appendix 1 of the report)
- Clarification that the scale and parameters of the outline planning application would not be altered
(This was confirmed by officers)
- The need for a condition to be imposed retaining the Templar Hotel public house and its internal fixtures in view of its rich history
(Officers explained that the proposal was for a variation of a condition only to the outline consent and that the details of the proposals to the Templar Hotel pub could be controlled at the reserved matters stage)

Prior to determining the application, the Chair then invited comments from Members on the proposals.

In summary, specific reference was made to the following issues:-

- That the scheme appeared to be reasonable and an excellent addition for the city
- That the scheme provided the developer with a degree of flexibility
- That the Templar Hotel public house should be free standing and retain its identity

In concluding discussions, the Panel were of the opinion that the Templar Hotel public house should be retained and that it was noted that this issue would come back to a future meeting under reserved matters.

RESOLVED –

- a) That the application be deferred and delegated to the Chief Planning Officer to grant Outline Planning Permission, subject to the specified conditions (and any others which might be considered appropriate) and following completing of a Section 106 Agreement Deed of Variation to bind the previous application (11/01000/OT) and the current application.
- b) That 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 application shall be delegated to the Chief Planning Officer.

7 Application 12/03419/FU - Alterations to form Digital Media Advertising Display and Application 12/03420/ADV One Illuminated Digital Media Advertising Display at 59-61 Albion Street, Leeds 1

The report of the Chief Planning Officer presented alterations to form Digital Media Advertising Display and for one Illuminated Digital Media Advertising Display at 59-61 Albion Street, Leeds 1.

Prior to considering the report (and Agenda Item 9) (Minute 8 refers), the Chief Planning Officer also submitted a Digital Media Overarching report for the information of the meeting.

Members were shown the locations of the two sites for digital advertising.

Daljit Singh, Deputy Area Planning Manager briefly outlined the most relevant planning policies and guidance contained in the overarching report.

He drew Members specific attention to policies BD8 and N19 of the Leeds UDPR , together with the CABE/English Heritage guidance ‘ Large Digital Screen in Public Places’.

He informed the meeting that each application for digital advertising should be considered on its merits. The purpose of the Panel reports was not to compare the two proposals but to determine them individually having regard to their impact on visual amenity and public safety

Members were then shown detailed plans and photographs of the site at 59-61 Albion Street and had previously visited the site prior to the meeting

The Deputy Area Planning Manager also referred to the receipt of a letter from the applicant (Moorfields Group Ltd.) which he addressed at the meeting. He only commented on those matters raised in the letter which did not seek to compare the two applications for digital advertising screens. Firstly it was considered by officers that due to its nature the proposed screen would cut across the horizontal banding of the car park decks and was considered an additional feature to the car park elevation and not integral to its design. Secondly officers are of the view that even at distance due to its size and location at the head of Albion Place the proposed screen would be clearly visible and would not be a recessive element within the relatively restrained context of Albion Place.

minutes approved at the meeting
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The Chair informed the meeting that there was a speaker against the recommendation in attendance, namely Philip Allard on behalf of Wildstone.

Mr P Allard addressed the meeting and, in summary, he informed the meeting that a digital media advertising display at West Yorkshire House would add vitality to the area and would be commercially viable to the advertising media.

The Chair then invited questions and comments from Members on the comments made.

In summary, specific reference was made to the following issues:-

- Clarification of what value this proposal would bring to the area
- Clarification of how a digital media advertising display would enhance the Conservation Area and how it would add vitality
(Mr Allard responded and informed the meeting that a digital media advertising display would attract shoppers to the city centre and create opportunities to local businesses)
- Concern that the digital media advertising display was very visible in a Conservation Area

The Chair invited questions from Members to officers on the specific proposals of the application and no issues were raised.

Prior to determining the application, the Chair then invited comments from Members on the proposals.

- The concern expressed that the design was not suitable for the area
- The need for officers to draw up a policy on digital advertising
- The view expressed that that the overall impact of the proposal was not acceptable and that there was no need to draw people's attention to the building and car park through this type of media advertising
- The need for the Panel to follow the Council's planning policies and the guidance from English Heritage in this regard

RESOLVED –

- a) That the contents of both reports be noted.
- b) That the applications be refused for the following reasons:

Application 12/03419/FU

The proposed digital media screen would be visible from along the length of Albion Place and as far as Kirkgate Market. The digital screen would be seen as a backdrop to several listed buildings and would be seen in the context of the City Centre Conservation Area. The screen would appear in contrast to the horizontal emphasis of the car park elevations and result in this currently background facade appearing prominent from within the conservation area therefore the siting of a digital media screen in this location would harmfully and significantly affect the setting of both the conservation area and listed buildings and in doing so would be contrary to Unitary

Development Plan Review policies N19, CC5, BD8 and BD12 and guidance contained within CABE and English Heritage 'Large Digital Screens In Public Spaces' (2009).

Application 12/03420/ADV

The proposed digital media screen would be visible from along the length of Albion Place and as far as Kirkgate Market. The digital screen would be seen as a backdrop to several listed buildings and would be seen in the context of the City Centre Conservation Area. The screen would appear in contrast to the horizontal emphasis of the car park elevations and result in this currently background facade appearing prominent from within the conservation area therefore the siting of outdoor advertising in this location would harmfully and significantly affect the setting of both the conservation area and listed buildings and in doing so would be contrary to the Council's adopted SPD "Advertising Design Guide" and Unitary Development Plan Review policies BD8 and BD12 and guidance contained within CABE and English Heritage 'Large Digital Screens In Public Spaces' (2009).

c) That the Chief Planning Officer be requested to look into developing a policy on digital advertising and that a report on this issue be submitted to the Development Plan Panel at the earliest opportunity.

8 Application 12/03408/ADV - Digital Media Screen to Shopping Centre and 12/03409/FU - Variation of Condition 45 of Application Ref No 11/03290/FU (Change of Use from Retail (A1) to Food and Drink, Health Clinic and Leisure Uses (A3, A4,D1/D2) and Ancillary Mall Space; Associated Public Realm Works, External Alterations including Improved Entrance to Existing Shopping Centre and Associated Works as a Revision to Planning Application Ref No P/09/01742/FU) for a Minor Material Amendment to Modify the Alignment of the Bond Street/Albion Street Corner at First and Second Floor Levels to Accommodate a Digital Media Screen at Trinity West Shopping Centre, Albion Street, Leeds 1

The report of the Chief Planning Officer presented alterations to form Digital Media Advertising Display and for one Illuminated Digital Media Advertising Display at 59-61 Albion Street, Leeds 1.

Appended to the report was a copy of conditions to be attached to Application 12/03409/FU/C for the information/comment of the meeting.

In addition to the above documents, an addendum report referring to comments from the Council's Conservation Officer was circulated for consideration as part of the application.

Members were shown detailed plans and photographs of the site and had previously visited the site prior to the meeting.

Daljit Singh, Deputy Area Planning Manager briefly outlined the proposals contained in the submitted report.

The Chair then invited questions from Members on the specific proposals of the application and no issues were raised.

Prior to determining the application, the Chair then invited comments from Members on the proposals.

In summary, specific reference was made to the following issues:-

- The concern expressed that the site was very prominent and was on the edge of the Conservation area
- The view expressed that the digital media screen complimented the building and area
- The concern expressed that the digital media screen did not look right as the building was very dominant and the screen would be very intrusive
- The need to have a city centre digital advertising policy in place before considering applications of this nature and to adhere to English Heritage's National Policy guidelines on digital advertising

In relation to a request for a city centre advertising policy, the Chief Planning Officer responded and confirmed that officers would address this issue. He referred to the Trinity West scheme and reminded the meeting that there was previous support of Members towards a proposal for a digital screen.

Prior to making a decision on this application, Councillor E Nash put forward the following amendment to the recommendation in the report which was seconded by Councillor C Campbell:-

'That this application be deferred until such time that the Council had a policy on digital advertising in place'

The amendment was voted upon and lost.

RESOLVED –

(i) Application 12/03408/ADV

a) That the application be deferred and delegated to the Chief Planning Officer for approval, subject to the specified conditions and following completion of a Section 106 Agreement to cover the City Council's use of the screen for the advertising of public events and community related issues and information:

1. The screen hereby approved shall only be used for the display of commercial advertising and shall at no time be used for the display of sporting or entertainment events.

R. The Local Planning Authority is mindful of the fact that the screen faces out in to a busy cross roads and that the gathering of a crowd in this area may hinder the free flow of pedestrians on the public highway.

2. For the avoidance of doubt, there will be no playing of music or speech or other amplified sound in connection with the screen whatsoever.

R. For the avoidance of doubt and in the interests of amenity.

3. The brightness of the screen shall be no greater than 6,000 candela per sq metre unless otherwise agreed in writing by the Local Planning Authority.

R. In the interests of visual amenity.

(ii) Application 12/03409/FU

b) That the application be deferred and delegated to the Chief Planning Officer for approval, subject to the specified conditions attached to previous permission 11/03290/FU contained in Appendix 1 of the report, the expiration of the public notice period and following completion of a Deed of Variation of the existing Section 106 attached to previous permission 11/03290/FU which ensures the obligations attached to that permission are brought forward and applied to this.

(Councillor Leadley and Councillor Campbell wished it to be recorded that they voted against the recommendation and that Councillor Nash abstained from voting)

9 Position Statement - Application 12/02668/FU - Energy Recovery Facility (with Mechanical Pre-treatment) for the Incineration of Residual Municipal Solid Waste and Commercial and Industrial Waste, and Associated Infrastructure to Former Wholesale Market Site, Newmarket Approach, Cross Green Industrial Estate, Leeds 9

The report of the Chief Planning Officer presented a position statement in relation to a Energy Recovery Facility (with Mechanical Pre-treatment) for the Incineration of Residual Municipal Solid Waste and Commercial and Industrial Waste, and Associated Infrastructure to Former Wholesale Market Site, Newmarket Approach, Cross Green Industrial Estate, Leeds 9.

Members were shown detailed plans and photographs of the scheme and had previously visited the site prior to the meeting.

Bob Prichard, Section Head, Development, Legal Services reminded the meeting that this was position statement only and for Members to note the content of the report and to provide feedback on the questions outlined in section 13.0 of the report.

Prior to discussing the application, Councillor E Nash raised her concerns that the Panel were being asked to consider this application when it was public knowledge that the contract on the incinerator had already been signed.

The Section Head, Development, Legal Services responded and confirmed that when the application was brought to Panel for determination the report would deal with matters that could properly be taken into account in making a decision and that Members concerns conveyed at this meeting would be addressed within the final report.

Max Rathmell, Mineral Waste and Contaminated Land Manager briefly outlined the proposals contained in the submitted report.

Also in attendance was Gillian Macleod, Transport Development Services Manager who responded to Members' queries and comments.

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held on Thursday, 25th October, 2012

The Chair then invited questions and comments from Members on the specific proposals of the application.

In summary, specific reference was made to the following issues:-

- The need for a possible roundabout in relation to lorries coming from the East on the New Link Road
(Mrs G Macleod responded and informed the meeting that it was a low traffic generator and that East Leeds Extension had been designed to accommodate access traffic in this way)
- The need to encourage lorry drivers not to drive on the 'A' roads
- The view expressed that it was not suitable for laying tarmac on concrete and that arising from the site visit a right hand turn was favourable for this location
- The need for more information on the tracking of major articulated vehicles was required
- Clarification of the route for vehicles entering, discharging and leaving the site
- Clarification of emission issues affecting Temple Newsam residents
(Mr M Rathmell responded and informed the meeting that the Environment Agency would advise on this issue. Although studies had shown that the emissions levels were low, it was suggested to invite representatives from the agency to address the Panel at a future meeting when this final application would be considered)
- The need for tests to be undertaken on the ambient air before the application was determined and the concerns that the treatment of bottom ash off site generated unnecessary traffic
(Mr M Rathmell responded and informed the meeting that the authority already had ambient air quality measurements in the baseline section of the Environmental Impact Assessment and that regarding the suggestion that bottom ash be treated on site, there was insufficient tonnage for a viable operation, as it was land hungry and could generate dust)
- Clarification if the height of the chimney was in accordance with agreed procedures in view of the close proximity of Neville Close
- The need for the Panel to visit a plant in Sheffield
- Clarification as to why the plant was so large in size
- Clarification of the future plans in relation to combined heat and power for the surrounding areas
(The Chief Planning Officer responded and informed the meeting that officers were undertaking some work on European funding and the department were in agreement of the fundamental principle of doing this work)
- The need to acknowledge that this application had been previously debated in detail at Plans Panel East
- The need to address the hours of use, in particular operating on a Sunday and the period before and after a Bank Holiday Monday

In concluding discussions, the Chair put forward the following specific matters for Members consideration:-

- Whether an assisted visit with officers to Veolia's existing Energy Recovery Facility in Sheffield would be useful for Members of the City Plans Panel and the Members of the affected Wards prior to the decision-making stage;
- Any further detail or clarification they may require on the potential content of a legal agreement;
- Whether a discussion session with the Environment Agency in relation to the Environmental Permitting process would be desirable at the decision-making stage;
- Any further detail or clarification required in relation to air quality and health;
- Any transportation matters relating to the proposals;
- The layout and design of the facility, together with the materials and colour scheme of the buildings / chimney; and,
- Landscape and visual impact from the proposed development.

RESOLVED –

- a) That the contents of the report be noted.
- b) That the Chief Planning Officer be requested to arrange a visit with officers to Veolia's existing Energy Recovery Facility in Sheffield and to invite Councillor C Campbell and Garforth Ward Members.
- c) That in relation to the potential content of a legal agreement, further detail be submitted in relation to potential routings, employment (local) and on highway implications.
- d) That the Chief Planning Officer be requested to invite representatives from the Environment Agency to discuss emission issues when the final application was determined at a future Panel meeting.
- e) That this Panel agrees with the layout and design of the facility, together with the materials and colour scheme of the buildings/ chimney.
- f) That in relation to landscape and visual impact from the proposed development, this Panel agrees that the long views and landscape proposals were acceptable.

(The meeting was adjourned at 4.05pm at the conclusion of this item and reconvened at 4.25pm prior to considering the pre-application for the laying out of access and erection of circa 1150 houses at Thorp Arch Estate, Wetherby, Leeds 22)

10 Pre - Application - Preapp/11/00459 - Pre Application Presentation for the Laying Out of Access and Erection of Circa 1150 Houses at Thorp Arch Estate, Wetherby, Leeds 22

The report of the Chief Planning Officer introduced a pre-application presentation in relation to the laying out of access and erection of circa 1150 houses at Thorp Arch Estate, Wetherby, Leeds 22.

The following representatives attended and addressed the meeting:-

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- Sue Ansbro – WYG Panning Consultants (Applicants Representative)
- Colin Pool – Clerk to Walton and Thorp Arch Parish Council's

Members were shown detailed plans and photographs of the scheme and had previously visited the site prior to the meeting.

The applicants representative addressed the meeting and highlighted the following issues:-

- The proposed application is a Policy Compliant scheme
- The application supports Thorp Arch as an employment area
- The sustainability of the Thorp Arch Trading Estate was a key issue for the developers
- A previous Planning Inspector's report concluded that there were no employment land supply issues
- Thorp Arch was the only major brown field site in East Leeds
- A substantial amount of public consultation had already been carried out (i.e. meetings with Ward Councillors, Local Parish Council's, the leafleting of properties in the Thorp Arch, Walton and Boston Spa areas and a dedicated website)
- Affordable housing 35%
- Introduce alternative highway arrangements
- Proposed new public transport arrangements
- Proposed new community facilities (New school)
- New cycleway and pedestrian routes
- Sustainability proposals
- The undertaking of an environmental impact assessment

In conclusion Ms Ansbro suggested that if the application was to be approved it would create employment opportunities in the area, deliver housing growth and lead to sustainable development

The Chair then invited questions and comments from Members on the specific proposals of the pre-application.

In summary, specific reference was made to the following issues:-

- Had meaningful consultation taken place with the neighbouring Parish Council's and local residents?
- The intention of the developers to "press ahead" with a full application without addressing concerns raised by the public
- A suggestion that family housing (2,3 & 4 bedroom properties) be included within the housing proposals
- The integration of the neighbouring villages; Walton and Thorp Arch into the proposal was an important factor
- Seek to deliver the aspirations of Walton Parish Council in linking the proposals to the village
- Proposed community facilities

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- Not convinced about the sustainability of the development, in particular the existing retail park required substantial investment
- Concerns about transport network, in view of the amount of proposed new housing
- Proposals around public transport
- The suggestion that the application was being pushed through prior to the implementation of the Localism Bill

The Chair then invited Mr Colin Pool Clerk to Walton and Thorp Arch Parish Council's to comment on the proposals and highlighted the following issues:-

- The Thorp Arch site was requisitioned by the military in 1942 to build a munitions factory. The site was chosen because it was in an isolated area, the road network was poor, all movements to and from the site were by rail
- To this day the road network remains poor
- The proposal to build a substantial number of houses in the area would create havoc on the local road network
- Local Parish Council's were made aware of the proposals in May 2012, they were not consulted, "they were told what was going to happen"
- Developers appeared to be confident that the application would be granted on appeal
- Concerns about the sustainability of the site
- Proper highway solutions required
- The proposed development appears to have not being properly thought through (Disjointed)
- Concerns that failure to address major issues would have adverse implications for the two neighbouring communities
- Not opposed to development in the area but major issues require addressing

At this point in the meeting the Chair, Councillor Taggart left the meeting, Councillor J McKenna assumed the Chair.

The Chair then invited questions and comments from Members on the specific issues raised by Mr Pool.

In summary, specific reference was made to the following issues:-

- Parish Council's not opposed to development but concerns around infrastructure and sustainability of the site
- No meaningful consultation carried out
- Original housing proposal was 250 houses now 1100
- Neighbourhood Plan suggest development but highlights major concerns of the highway network

In concluding discussions, the Chair put forward the following specific matters for Members consideration:-

- Do Members have any comments to make about the principle and scale of residential development in this location?

No objections were raised to the principle of residential development so long as it was supported with the appropriate infrastructure to serve the needs of its residents and offset the impact of the development on the local communities. The nature of the development appeared disjointed and concerns were raised in respect of residential development on the 'Wighill Lane' site as this was not well related to the rest of the proposed development or Walton village

- What are Members thoughts on the approach to the indicative masterplan for the site?

Require a comprehensive plan for the whole of the site that sets out the vision for the development of the Trading Estate as a whole. Further details required around a numbers of matters including proposed public transport, possible Primary School and Community Centre and investment in the industrial estate

- What are Members views on the nature, mix and type of housing provision (including affordable housing) on this site?

It would be premature to comment in any detail at this stage. However, the mix and type of housing was too vague and required local housing needs assessment. Affordable housing should be 35%

- Do Members have any particular concerns, beyond those identified in the report, around the issue of sustainability, traffic impact and accessibility?

Yes. Concerns were raised that the site was not sustainable and that significant measures should be proposed to make the development so. These included appropriate highway and public transport provision, environmental measures and appropriate facilities for the residents of the proposed development and details of what measures that would be put in place to help integrate this development with existing communities

- What are Members thoughts on the nature and location of greenspaces on site and how these link into the wider strategic green areas?

Premature at this stage in the absence of the information requested above

- In the context set by the appropriate planning regulations do Members consider that the proposed heads of terms cover the appropriate obligations?

Premature to consider at this stage in light of previous comments made

- Are there any other issues Members would like to raise?

That proper and meaningful public consultation should take place, including a Consultation Committee to be established

RESOLVED – That the report and pre- application presentation be noted.

11 Pre - Application - Preapp/11/01185 - Proposed Undergraduate Library Building at the University of Leeds Car Park adjacent to Emmanuel Church, Hillary Place, Leeds

The report of the Chief Planning Officer introduced a pre-application presentation in relation to a proposed undergraduate Library Building at the University of Leeds car park adjacent to Emmanuel Church, Hillary Place, Leeds.

The following representatives attended and addressed the meeting:-

- Steve Gilley – Applicant – University of Leeds
- Joe Morgan – ADP Architecture

Members were shown detailed plans and photographs of the scheme and had previously visited the site prior to the meeting.

The presentation highlighted the following key areas:-

- The height, Form and Massing of the building
- The relationship to neighbouring buildings
- Appearance on the street scene and skyline
- The design and appearance of the proposed new building
- The proposals for landscaping and tree loss
- The car parking implications

The Chair then invited questions and comments from Members on the specific proposals of the pre-application.

In summary, specific reference was made to the following issues:-

- Concerns there was a huge massing to the rear of the building “looks blocky, boxy”
- Missing an opportunity, does not make best use of the site
- Suggestion that the building be more refined, more delicate
- Rear and front of the building need to be of equal strength, require quality on a small site
- Welcome proposal for use of Portland stone
- Pleased with BREEAM status

- Concerns at the loss of 2 trees in a Conservation area

In concluding discussions, the Chair put forward the following specific matters for Members consideration:-

- Are the height, form and massing of the building acceptable?

Look again at the issues around massing, suggestion that the building be made taller and slimmer onto Hillary Place

- Does the scheme respond well to the historical context (particularly in respect of neighbouring listed buildings and the conservation area) and campus context?

Further consideration of the design and appearance of the building was required

- Are the design and appearance principles of the scheme acceptable?

Further consideration of the design and appearance of the building was required as above

- Was the removal of the unlisted former bank building acceptable?

Yes

- Are the landscaping scheme proposals appropriate and acceptable?

There was a need to address the loss of the existing trees with appropriate replacement planting

- Was the loss of car parking on site and the proposed mitigation for this acceptable?

More information was required on what happens to the displaced car parking

RESOLVED – That the report and pre- application presentation be noted.

12 Pre - Application - Preapp/12/00421 - Proposed Redevelopment to Form 9-17 Storey Student Accommodation Building, with Ground Floor Cafe and A3 use at the Junction of Cropper Gate, Westgate and Wellington Street, Leeds 1

(This item was withdrawn from the agenda)

13 Date and Time of Next Meeting

To note that the date and time of next meeting was Thursday 25th October 2012 at 1.30pm in the Civic Hall, Leeds.

minutes approved at the meeting
held on Thursday, 25th October, 2012

(The meeting concluded at 6.40pm)

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STANDARDS AND CONDUCT COMMITTEE

FRIDAY, 19TH OCTOBER, 2012

PRESENT: Councillor E Nash in the Chair

Councillors C Campbell, B Gettings and
B Selby

10 Appeals against refusal of inspection of documents

There were no appeals against refusal of inspection of documents in accordance with Procedure Rule 19 of the Access to Information Procedure Rules.

11 Exempt Information - Possible exclusion of the press and public

There were no resolutions to exclude the press and public.

12 Late items

There were no late items submitted to the agenda to the Chair for consideration.

13 Declaration of Disclosable Pecuniary and Other Interests

There were no declarations of disclosable pecuniary or other significant interests.

14 Apologies for absence

Apologies for absence were received from Councillor Janet Harper, Councillor Kamila Maqsood, and Councillor Peter Harrand.

15 Minutes of the previous meeting

The minutes of the meeting held on Friday 20th July 2012 were approved as a correct record.

Members discussed that a quorum of four Members might be impractical for the Standards and Conduct Committee given that the overall size is only seven Members. Members of the Standards and Conduct Committee resolved to propose to General Purposes Committee that the quorum be reduced to three Members. Given that General Purposes Committee are to consider amended Council Procedure Rules at their October meeting, the Head of Governance Services undertook to raise this on the Committee's behalf at that meeting.

Members also considered the substitute arrangements for the committee and resolved that, subject to the agreement of a reduction in the quorum to three, there would be limited need to use substitute provisions moving forward.

16 Employee Code of Conduct

The Chief Officer, Human Resources submitted a report proposing amendments to the Employee Code of Conduct and the Protocol for Member/Officer Relations. The Head of Human Resources was in attendance to present the report and answer any questions from the Committee.

In relation to the Employee Code of Conduct, Members particularly discussed the following issues:

- That the Code of Conduct should contain more specific guidance on the issue of inappropriate use of the internet and electronic equipment belonging to the Council. Members agreed that a further bullet point could be added under the heading 'honesty and integrity' to address this issue, as well as incorporating a reference to any other Council policies which might be relevant.
- That the Code of Conduct should make clear to employees how they can use social media without it becoming a disciplinary issue. It was clarified that inappropriate comments made about Leeds City Council anywhere (regardless of the media used) are not acceptable.

In relation to the Protocol for Member/Officer Relations, Members commented that:

- In paragraph 4.10, the inclusion of the words "constructive and non-confrontational" mean that Members are unable to challenge officers or probe issues in an effective way during the scrutiny process. Members agreed that these words should be deleted, and the Protocol should make clear that "robust challenge" by Members is important during the scrutiny process.
- Members also commented that it was sometimes difficult for Members to conduct inquiries into issues or to challenge decisions when the officers were no longer available to attend the scrutiny meetings, for example, if they had retired or left the Council's employment. Members requested that officers look into whether officers could be compelled to take part in the scrutiny process through their contract of employment, or by other means.

RESOLVED – Members of the Standards and Conduct Committee resolved to:

- (a) note the information contained in the report;
- (b) request that the Chief Officer, Human Resources considers the comments made before approving the revised Employee Code of Conduct;
- (c) request a further report and draft guidance on the appropriate use of resources by Members and employees; and

- (d) approve the revised Protocol for Member/Officer Relations for insertion into the Council's Constitution, subject to one further amendment in relation to the operation of Scrutiny Boards.

17 Implementation of new standards and conduct arrangements

The City Solicitor submitted a report updating Members of the Standards and Conduct Committee on the progress made towards implementing the new standards regime in Leeds. Further to the Committee's request at the previous meeting, it was reported that there have been no formal complaints made against Leeds City Councillors or Parish and Town Councillors in Leeds to date.

At the meeting the Deputy Monitoring Officer reported that there had been an increase in the number of completed register entries received from Parish and Town Councillors since the report was submitted, and that now 86% were published on the Council's website. In relation to the three Parish Councils outstanding, all three Clerks had confirmed that their completed register of interests forms would be sent to Governance Services by the end of October.

Members of the Standards and Conduct Committee particularly discussed whether training could be provided to the Parish and Town Councillors in Leeds, especially regarding Disclosable Pecuniary Interests. Members agreed that the Parish and Town Councillors should be invited to attend the future training sessions held for Leeds City Councillors on the Code of Conduct at no cost, and that a further training session be offered to the Parish and Town Clerks. Members also asked officers to consider what other options were open for training the Parish and Town Councillors on the provisions of the Code of Conduct.

RESOLVED – Members of the Standards and Conduct Committee resolved to note the contents of the report.

18 Standards and Conduct Committee Work Programme

The City Solicitor submitted a report presenting the Committee with a draft work programme for the remaining meetings of the municipal year.

RESOLVED – Members of the Standards and Conduct Committee resolved to note the work programme¹.

¹ Following the conclusion of the meeting Members agreed that assurance be sought from the Chief Planning officer on the arrangements in place for officers to declare or make known any beneficial interest in land or property where it is in the public interest to do so.

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Licensing Committee

Tuesday, 16th October, 2012

PRESENT: Councillor S Armitage in the Chair

Councillors K Bruce, R Downes, J Dunn,
B Gettings, T Hanley, G Hussain, G Hyde,
A Khan, P Latty, B Selby and C Townsley

52 Late Items

No formal late items of business were added to the agenda, however Members were in receipt of an additional response to the consultation on three yearly CRB checks (minute 58 refers). The response had been received just within the time limit for receipt of the responses but after the despatch of the agenda.

53 Declaration of Disclosable Pecuniary and other Interests

There were no declarations of interest

54 Apologies for Absence

Apologies for absence were received from Councillors Buckley and Charlwood. Councillors Downes and Wilkinson had indicated they would be late due to other meeting commitments

55 Minutes

RESOLVED – That the minutes of the meeting held 14th August 2012 be agreed as a correct record

56 Large Casino - Amendment to Advisory Panel Membership

The Head of Licensing and Registration submitted a report on a change to the membership of the Advisory Panel established to provide a detailed appraisal to each of the Stage 2 Large Casino applications for the Committee.

RESOLVED -

- a) That the contents of the report be noted and approval be given to the amendment to the membership of the Advisory Panel
- b) That responsibility for approval of any further changes to the membership be delegated to the Head of Licensing and Registration

57 Revised Training Requirements for all Hackney Carriage and Private Hire driver applicants

Further to minute 20 of the meeting held 26th June 2012 when the Committee reviewed the requirement for driver applicants to undertake NVQ/VRQ training, the Head of Licensing and Registration submitted a report on the results of the subsequent public consultation and setting out proposals for a training package for all Hackney Carriage (HC) and Private Hire (PH) driver applicants to be delivered in-house as an alternative to the former NVQ/VRQ training requirement. A schedule of the training assessment criteria was included within the report.

It was reported that some NVQ funding still remained, therefore the proposals included reference to the nationally recognised NVQ qualifications as an acceptable alternative to the new in-house course if applicants preferred to pursue it. Additionally, the report stated that existing drivers would only need to attend the new in-house course in the event of a substantiated complaint or conditions breach.

Officers highlighted the recommended approach – for LCC Transport Services to deliver the training package – and discussed the significant cost savings this approach would deliver to both the trade and LCC.

The Committee remained supportive of the driver training criteria and considered the following related matters:

- The comments contained within the responses submitted by the public during the consultation particularly in relation to the public perception of drivers
- The need for the success of the training scheme to be monitored and the results be reported back to Committee
- The methods of consultation undertaken and whether any additional methods could be identified to ensure wide participation
- The suggestion that the efforts being made to improve the professionalism and skill set of drivers should be publicised as this would help improve the image of the trade

RESOLVED-

- a) That the completion of an in-house course as set out in Appendix A of the report be adopted as a pre-condition for Hackney Carriage and Private Hire drivers prior to the grant of a licence
- b) That the in-house course be provided by Leeds City Council Transport Services
- c) That the cost of the training and testing programme is met by those applying for a Hackney Carriage or Private Hire driver licence and those referred for remedial training who are existing licence holders
- d) That the requirement to undertake the in-house training will apply to those applicants whose application is received after 31st January 2013
- e) That existing drivers will only be required to attend the new in-house course in the event of a substantiated complaint or conditions breach
- f) That applicants who have already attained the NVQ/VRQ, or can demonstrate that they are studying towards achieving the NVQ/VRQ, would be exempt from the requirement to undertake the new course. Those studying towards the NVQ/VRQ would have until the date of the renewal of their licence to complete the course, otherwise they will have to attend the in-house course at the next available opportunity
- g) A Leeds City Council Certificate of Achievement will be awarded to successful applicants on completion of the in-house course

58 Introduction of Three Yearly Criminal Records Bureau checks on Hackney Carriage & Private Hire Drivers and Private Hire Operators - Results of Public Consultation

Further to minute 21 of the meeting held 26th June 2012 the Head of Licensing and Registration submitted a report setting out the results of the public consultation undertaken on proposals to introduce three yearly Criminal

Records Bureau checks on HC and PH drivers and PH Operators. The report included a schedule of comments received during the public consultation for Members reference. Appended to the report was a schedule showing likely costs of the checks to drivers/operators.

Officers reported that the Criminal Records Bureau planned to introduce an on-line checking system and a new annual on-line update service from early 2013. This would enable an individual to register for annual updates, once the initial CRB check had been completed; and could potentially reduce the costs to drivers and avoid the need for additional staff to be recruited to process the three yearly CRB checks.

Members were referred to previous discussions on whether there had been any interest from the trade in the issue of three yearly drivers' licences for relevant drivers and whether the three yearly CRB check could be tied into those drivers' renewals. It was agreed that a progress report on the scheme for three yearly licence renewals be presented to Committee in early 2013.

RESOLVED –

- a) That a decision to implement more regular CRB checks be deferred until more information on the new on-line process is available. A further report will be presented to Licensing Committee in April 2013
- b) To request that a progress report on a scheme for three yearly licence renewals be presented to Committee in early 2013.

59 Taxi & Private Hire Licensing Policy review - Results of public consultation for the application process, the medical exemption policy, stretched limousine conditions (driver, operator & vehicle) and Private Hire driver conditions

The Head of Licensing and Registration submitted a report on the review of all existing taxi and private hire policies and setting out the results of public consultation undertaken with regard to the reviews completed so far.

The report detailed the conclusions with regards to the Application Process, the Medical Exemption Policy; and Stretched Limousine Conditions (for drivers, Operators and vehicles). Officers had also undertaken a review and public consultation on the Private Hire Driver Conditions and a copy of the Conditions including proposed amendments was attached to the report. Officers noted a request to amend Explanatory Note N^o5 to refer to "council's currently approved supplier"

RESOLVED –

- a) That there be no change to the current application process and that the next time the process is reviewed will be in 2017 and every 5 years thereafter, unless any change in circumstances requires the policy to be reviewed at an earlier date.
- b) That there be no change to the existing medical exemption policy and that the next time the policy is reviewed will be in 2017 and every 5 years thereafter, unless any change in circumstances requires the policy to be reviewed at an earlier date.
- c) That there be no change to the existing stretched limousine conditions (driver, operator & vehicle) and that the next time the conditions are reviewed will be

in 2017 and every 5 years thereafter, unless any change in circumstances requires the policy to be reviewed at an earlier date.

- d) That the proposed changes to the Private Hire driver conditions as detailed in appendix C (and including the amendment outlined above) be agreed and approved as a significant operational delegated decision.

(Councillor Downes joined the meeting at this point)

60 Hackney Carriage and Private Hire Driver's Petition for Equal Rights and Alleged unlawful application of Immediate Suspension Powers

Further to minute 46c) of the meeting held On 14 August 2012 when the Licensing Committee requested that officers prepare draft guidelines on the use of immediate suspension powers, the City Solicitor submitted a report presenting draft guidelines for consideration and comment. Members noted that consultation would be undertaken with the trade prior to publication of the Guidance.

The following matters were discussed:

- The decision making process undertaken by officers prior to a suspension and/or revocation being made and the follow-up process undertaken after an immediate suspension made under Section 61(2B) of the Road Traffic Act 2006
- The process undertaken by officers to investigate allegations made against a driver and the course of redress available to drivers through the Magistrates Court. Members also noted that drivers had the opportunity to respond to an allegation during the investigative process

Some Members expressed concern over the length of time an appeal against an officer decision could take to be considered at the Magistrates Court and the loss of earnings incurred by drivers on suspension. Officers responded that timeframes were unpredictable as they depended on the complexity of an investigation and the Magistrates Court lists. The Committee then went on to raise specific queries relating to the number and nature of suspension/revocation cases this year and requested a further report be presented detailing the number of allegations received, the length of time of any suspensions; the number of cases dealt with at court and any convictions and seeking an assessment of the overall practice. Additionally Members noted the suggestion that bullet point 5 of the guidance be amended to read:

“• Allegations of dishonesty relating to use of the vehicle such as attempting to pervert the course of justice in relation to a road traffic accident, fraudulent use of tax or insurance documentation, knowingly driving an uninsured vehicle to convey members of the travelling public.(e.g. *plying for hire*)”

RESOLVED -

- a) That the comments made by members be noted
- b) That the contents of the draft Guidelines, including the amendment detailed above, be approved for consultation with the Hackney Carriage and Private Hire trades.

- c) To request that a further report providing monitoring information on the number and nature of suspension/revocation cases this year be presented in due course

61 Work Programme

RESOLVED – That the contents of the Licensing Work Programme, with the additions made at this meeting, be noted

62 Date and Time of Next Meeting

RESOLVED – To note the date and time of the next meeting as 13th November 2012 at 10.00 am *

* this meeting was subsequently cancelled

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Licensing Sub-Committee

Tuesday, 28th August, 2012

PRESENT: Councillor T Hanley in the Chair

Councillors B Gettings and G Wilkinson

39 Election of the Chair

RESOLVED – That Councillor Hanley be elected Chair for the duration of the meeting.

40 Exempt Information - Possible Exclusion of the Press and Public

RESOLVED - That the public be excluded from the meeting during consideration of that part of the agenda designated as 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 public were present there would be disclosure to them of exempt information so designated as follows:

- a) Appendix F of the report submitted by West Yorkshire Police (Minute 44 refers) under the provisions of Paragraph 14 of the Licensing Act 2003 (Hearing Regulations 2005) and the Licensing Procedure Rules, and on the grounds that it is not in the public interest to disclose the documents as they pertain to an individual and that person would reasonably not expect their personal information or discussions to be in the public domain and there is reference to action taken or to be taken in connection with the prevention, investigation or prosecution of crime
- b) To note that the press and public will also be excluded from that part of the hearing where Members deliberate the application as it is in the public interest to all the Members to have full and frank debate on the matter, as allowed under the provisions of the Licensing Procedure Rules

41 Late Items

There were no formal late items of business to consider, however the Chair agreed to accept the following as supplementary information:-

- West Yorkshire Police – Updated Problem Profile: 12 Months Violent Crime and Theft Vicinity of Call Lane, Leeds – Appendix F – Exempt Document (Agenda Item 7 refers)(Minute 44 refers)
- Photographs of First Floor Restaurant: Brooklyn Bar (Agenda Item 7)(Minute 44 refers)

42 Declarations of Disclosable Pecuniary and Other Interests

There were no disclosable pecuniary and other interests declared at the meeting.

43 "BAL Newsagent" - Application to vary a premise Licence held by Bal News, 434 Dewsbury Road, Hunslet, Leeds, LS11 7LJ

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 a premise licence for Bal News, 434 Dewsbury Road, Hunslet, Leeds, LS11 7LJ.

The application had received representation from a local Ward Councillor, a local community forum and two local residents.

A representation had also been submitted by West Yorkshire Police (WYP), however the measures proposed had been agreed by the applicant and the representation subsequently withdrawn.

The hearing was attended by the following:-

- Mujahid Yousefzel, Applicant
- Councillor A Gabriel, Beeston and Holbeck Ward Member
- Ken Burton, Local resident
- Sally Burton, Local resident

Mujahid Yousefzel addressed the Sub-Committee and, in summary, made the following points:-

- There was a demand for out of hours goods, including the sale of alcohol, for local people living in the community
- Details of staffing arrangements at the premises
- History of burglaries at the premises and the current safety and CCTV measures in place
- The view expressed that extended hours would not cause a noise nuisance for local residents and would help to reduce any anti-social behaviour and binge drinking in the area

Questions were then invited and the following points were raised:-

- Clarification of the nature of business
- Details of the security/safety protection measures at the premises
- Clarification if the sale of alcohol late at night would prevent the business from being burgled
- Clarification of the number of premises in the area who also sold alcohol
- Clarification of the timings in relation to the sale of alcohol in relation to the window hatch service
- Clarification of the policy of the business in relation to selling alcohol to those persons who were drunk

Councillor Angela Gabriel, Ken Burton and Sally Burton addressed the Sub-Committee and, in summary, made the following points:

- Concerns that the premises were selling alcohol before the licence was granted
- The area was mainly residential and extending the hours at this business would result in more noise and traffic nuisance and anti-social behaviour
- The problems of noise, including taxis visiting the business associated with the use of the window hatch service in the early hours of the morning which was causing distress to local residents
- Reference to recent dispersal orders issued by the police for alcohol use and that the area did not want a 24 hour alcohol service

Mujahid Yousefzel responded to the noise and window hatch service issues.

He informed the Sub-Committee that he welcomed the opportunity to work with local residents and would not breach the law.

The Sub-Committee then carefully considered all the written and verbal submissions and made the following decision:-

RESOLVED – That the application be granted, on a limited basis, for the sale of alcohol on a Friday and Saturday evening only until 2.00am, subject to the following two conditions:-

- Two members of staff to be employed at the premises
- No window hatch service after 23:00 hours

44 "Brooklyn Bar" - Application to vary a premises licence held by Brooklyn Bar 50 Call Lane, Leeds, LS1 6DT

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 a premise licence for Brooklyn Bar, 50 Call Lane, Leeds, LS1 6DT.

Representation had been submitted by West Yorkshire Police (WYP).

Representation had also been submitted by LCC Environmental Protection Team, on the grounds that the application would undermine the prevention of public nuisance licensing objectives.

The hearing was attended by the following:-

- Matthew Jones, Applicant
- Brendon Warren, Brooklyn Bar representative
- Bob Patterson, West Yorkshire Police
- Brian Kenny, Environmental Protection Team

A copy of the following documents were circulated at the meeting as supplementary information:-

- West Yorkshire Police – Updated Problem Profile: 12 Months Violent Crime and Theft Vicinity of Call Lane, Leeds – Appendix F – Exempt Document

- Photographs of First Floor Restaurant: Brooklyn Bar

Matthew Jones and Brendon Warren addressed the Sub-Committee and, in summary, made the following points:-

- The history behind the operation of the premises
- The forced closure of the first floor restaurant after six months trading due to lack of custom
- The continuing financial concerns with regards to paying rates/business rent for the first floor of the building
- That the removal of the condition relating to the first floor would make the premises more appealing
- To acknowledge that food would be a condition of the amended application and that it would not impact on public nuisance or crime and disorder
- That extending the trading hours would ensure that the business was more commercially viable in today's market
- To give assurances that they would not allow entry after 3.00am
- That the business had a good working relationship with the Licensing authority and the police

Questions were then invited and the following points were raised:-

- Clarification of the operating times of the Marshalling Scheme
- The concerns that there was a huge amount of crime and disorder coming from the premises
- Clarification of whether food would be available all hours
- Details of the amount paid in rates and business rent

Bob Pattison, West Yorkshire Police (WYP), addressed the Committee and, in summary, made the following points:-

- Reference to the current conditions relating to the Cumulative Impact Policy (CIP) and the hotspots identified within the report
- The concerns that the hotspots on Call Lane had increased and as a result now required extra police resources
- The need for the applicant to demonstrate to the Sub-Committee that they have not been contributing to the current problems within the area
- The need for the Sub-Committee to consider imposing a condition regarding the proportionate number of covers to be maintained during the term of the licence

Brian Kenny, Environmental Protection Team, addressed the Sub-Committee and, in summary, made the following points:-

- The view that there was very little demand for food after 3.00am
- The removal of condition 21.3 would intensify the use of the premises making it an alcohol led establishment and likely to give rise to public nuisance from loud music

- There was also a potential for public nuisance from the noise of large numbers of patrons all leaving at a later closing time having a cumulative impact on the area

Matthew Jones and Brendon Warren responded to the covers proposal put forward by West Yorkshire Police; crime and disorder and hotspots issues and on the achievements of the current Marshalling Scheme.

The Sub-Committee then carefully considered all the written and verbal submissions and made the following decision:-

RESOLVED – That the application be dealt with as follows:-

- 1) That taking into account the Cumulative Impact Policy and hotspot issues, the application to extend the hours be refused.
- 2) To remove the condition relating to the first floor that reads: The sale of alcohol on the first floor of the premises is permitted only as ancillary to a table meal and to substitute a condition that reads: 40 covers to be maintained on the first floor offering a food menu when the premises was open.

(Councillor G Wilkinson left the meeting at 12.15pm and had agreed to the above decision prior to the Legal Adviser drafting and announcing the Sub-Committee's decision)

(The meeting concluded at 12.20pm)

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Licensing Sub-Committee

Monday, 3rd September, 2012

PRESENT: Councillor C Townsley in the Chair

Councillors P Latty, G Hyde and
C Townsley

45 Election of the Chair

Councillor Townsley was elected Chair for the meeting.

46 Appeals Against Refusal of Inspection of Documents

There were no appeals against the refusal of inspection of documents.

47 Exempt Information - Possible Exclusion of the Press and Public

That the public be excluded from the meeting during consideration of that part of the agenda designated as 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 public were present there would be disclosure to them of exempt information so designated as follows:

- a) Appendix D, to Agenda item 6, of the report submitted by West Yorkshire Police (Minute 50 refers) under the provisions of Paragraph 14 of the Licensing Act 2003 (Hearing Regulations 2005) and the Licensing Procedure Rules, and on the grounds that it is not in the public interest to disclose the documents as they pertain to an individual and that person would reasonably not expect their personal information or discussions to be in the public domain and there is reference to action taken or to be taken in connection with the prevention, investigation or prosecution of crime;
- b) Written representations received from the public regarding Agenda Item 6, (Minute 50 refers), Paragraph 14 of the Licensing Act 2003 (Hearing Regulations 2005) and the Licensing Procedure Rules, and on the grounds that it is not in the public interest to disclose the documents as they pertain to an individual and that person would reasonably not expect their personal information or discussions to be in the public domain;
- c) Appendix A to Agenda item 8, (Minute 52 refers) under the provisions of Paragraph 14 of the Licensing Act 2003 (Hearing Regulations 2005) and the Licensing Procedure Rules, and on the grounds that it is not in the public interest to disclose the documents as they pertain to an individual and that person would reasonably not expect their personal information or discussions to be in the public domain and there is reference to action taken or to be taken in connection with the prevention, investigation or prosecution of crime
- d) To note that the press and public will also be excluded from that part of the hearing where Members deliberate the application as it is in the

public interest to all the Members to have full and frank debate on the matter, as allowed under the provisions of the Licensing Procedure Rules

48 Late Items

There were no late items added to the agenda. However supplementary information had been received and published in relation to the application for the grant of a personal licence for Mr Sam Donnelly, Agenda item 8, Minute 52 refers.

49 Declarations of Disclosable Pecuniary and Other Interests

There were declarations of interest made at this point or at any point during the meeting.

50 Application for the grant of a Premises Licence for Afro Diaspora, Unit 10, Shaftesbury Parade, Harehills Lane, Harehills, Leeds, LS9 6PJ

The Sub-Committee, having regard to the Licensing Act 2003, the Section 182 Guidance the Authority's own Statement of Licensing Policy considered an application for the grant of a Premises Licence in respect of Afro Diaspora – Unit 10, Shaftesbury Parade, Harehills Lane, Harehills LS9

Representations had been received from West Yorkshire Police, LCC Environmental Protection Team, ten local residents and from a Ward Member supporting the representations made by his constituents.

Present at the hearing were:

Mr Jean Claude Dooh – the applicant
Mr Graham Hopkins – the applicant's representative
Inspector J Hawks – West Yorkshire Police
PC L Dobson – West Yorkshire Police
Bob Paterson - West Yorkshire Police
Mr B Kenny – LCC Environment Protection Team (EPT)
Mr Myers – Member of the public
Mr Cracknell – Member of the public

The Sub Committee heard from Mr Hopkins who was representing the applicant he outlined the reasons why the application for a licence should be granted, these were as follows:

- The club would be a centre for the African community, where Africans could maintain their cultural identity;
- That there would be no live music; and
- The willingness of the applicant to work with all relevant authorities and the additional conditions his client was willing to accept if the licence were to be granted;

Mr Hopkins also highlighted that the applicant had no criminal convictions and had leave to remain in the UK and that it was unfair that the previous poor reputation of the premises be linked to Mr Dooh.

Members followed this up with specific questions about what the club would be used for and whether alcohol was intended to be sold. Members also established the capacity of the venue.

Members then heard from PC Lynn Dobson of West Yorkshire Police who put forward that the history of these premises could not be ignored and that the Police have knowledge have had difficulties with these premises over a period of years. It was also highlighted that the premises formed part of a residential area and that it was likely that customers would travel from other parts of Leeds to visit these premises due to the low local demand for the facilities being offered by the applicant. PC Lynn Dobson also highlighted recent offences that had involved the club and the fact that events were going ahead at the club despite there being no licence or temporary event notices in place. The state of repair of the building was also brought up with PC Dobson considering that the building was poorly maintained and that requests to improve matters had previously not been carried out despite promises being made to the contrary.

At this point in the meeting Members discussed with the police how a private party was defined and also questioned officers as to when a temporary event notice is required.

The Sub-Committee heard from Mr Kenny of LCC EPT, Mr Kenny informed Members that the premises were in a residential area and that the building was not suitable for the usage proposed by the applicant. It was highlighted that the building was acoustically weak and in poor condition. Mr Kenny also stated that despite Mr Dooh informing the Sub Committee about conditions he would be prepared to adopt, none of these had been with the EPT and that this was a full objection.

The Sub Committee then heard from Mr Myers and Mr Cracknell who highlighted their concerns about the club being granted a licence and the late hours that it would be open until in what is a residential area.

The applicant was asked to sum up. Mr Hokinson proceeded to detail the lengths the applicant would go to obtain a licence including having door supervisors and better co-operation with the police.

At this point Members asked questions about how the proposed alterations to the building would be financed.

The Sub-Committee then carefully considered all the written and verbal submissions and made the following decision:-

RESOLVED – That the application be refused for the reasons that there had been no firm plans put forward or associated costings for works to be carried out, the poor co-operation with West Yorkshire Police, the unsuitability of the premises for the use proposed and the lack of support from local residents.

51 Application to Vary a Premises Licence for the Swillington Hotel, 40 Wakefield Road, Swillington, Leeds, LS26 8JD to Specify an Individual as Designated Premises Supervisor

The Sub-Committee, having regard to the Licensing Act 2003, the Section 182 Guidance the Authority's own Statement of Licensing Policy considered an application to vary a Premises Licence in respect of The Swillington Hotel – 40 Wakefield Rd , Swillington, Leeds to specify an individual as designated premises supervisor.

Representations had been received from West Yorkshire Police.

Present at the hearing were:

Ms Laura Spaldin – the applicant

Mr Peter Ashcroft – the applicant's representative

PC L Dobson – West Yorkshire Police

Bob Paterson - West Yorkshire Police

The Sub Committee heard from Mr Ashcroft who was representing the applicant who introduced Ms Spaldin as the Business Development Manager for Admiral Taverns Limited and the proposed DPS. Ms Spaldin informed the Sub Committee that she lived in Hartlepool but her area of responsibility for the business was West Yorkshire and that she would be a regular visitor to the Swillington Hotel and would be in regular contact with the manager Mr Sam Donnelly.

Members then heard from PC Lynn Dobson of West Yorkshire Police who informed Members that the Swillington Hotel was very much a local pub for local people and has had problems where it has been managed by people from outside the area. The Sub Committee were informed that a test purchase had taken place at the premises on 12th July 2012 and the sale was a positive sale despite the purchasers being underage. It was also reported that the management of the Swillington Hotel have been un-co-operative with police in advance of a proposed 18th birthday party. A further incident took place on 30th July where an 18 year old was admitted to hospital with alcohol poisoning having been drinking in the Swillington with these incidents in mind PC Lynn Dobson cast doubt over the suitability of the management arrangements at the Swillington.

The applicant was asked to sum up. Mr Ashcroft proceeded to demonstrate the test procedures that the landlord had undertaken using a private company and that these had all been passed. However it was noted that these tests do not use people under the age of 18 whereas tests by the police do. Mr Ashcroft pointed to the experience Ms Spaldin had in the industry and her good record. Mr Ashcroft highlighted to the Sub Committee that under the Licensing Act there was no evidence to give grounds to refuse the application

The Sub-Committee then carefully considered all the written and verbal submissions and made the following decision:-
RESOLVED – That the application be granted.

52 Application for the Grant of a Personal Licence for Mr Sam Donnelly
The Sub-Committee, having regard to the Licensing Act 2003, the Section 182 Guidance the Authority's own Statement of Licensing Policy considered an application for the grant of a personal licence for Mr Sam Donnelly.

Representations had been received from West Yorkshire Police.

Present at the hearing were:

Mr Sam Donnelly – the applicant

Ms Rebecca Collings – the applicant's supporter

PC L Dobson – West Yorkshire Police

Bob Paterson - West Yorkshire Police

The Sub Committee heard from Ms Collings who was supporting the applicant, Ms Collings informed the Committee that the applicant had only one relevant unspent conviction. It was also brought to the Sub Committee's attention that the applicant was due to appear in court having been charged with a further relevant offence. Ms Collings confirmed that the applicant was willing to co-operate with the police and all other relevant authorities and to undertake training wherever it was required.

The applicant then addressed the Sub Committee to confirm that he wished to make a successful business of the Swillington Hotel and would work hard to achieve this.

The Sub Committee then heard from PC Lynn Dobson of West Yorkshire Police who informed Members that West Yorkshire Police were objecting to the application on the grounds that the applicant had a relevant unspent conviction. Mr Paterson went on to confirm that the applicant also had been charged with a relevant offence and would be appearing in court for this and that in light of this the Sub Committee might consider deferring the application until after the court appearance.

The applicant summed up by re-iterating his commitment to making the Swillington Hotel a successful business

The Sub-Committee then carefully considered all the written and verbal submissions and made the following decision:-
RESOLVED – That the application be deferred until 24th September 2012.

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Licensing Sub-Committee

Monday, 10th September, 2012

PRESENT: Councillor G Wilkinson in the Chair
Councillors G Hussain and C Townsley

53 Election of the Chair

RESOLVED – That Councillor Wilkinson be elected Chair for the duration of the meeting.

54 Declarations of Disclosable Pecuniary and Other Interests

There were no declarations of disclosable pecuniary and other interests.

55 "Leeds Jewish Film Festival"

The Sub Committee considered the report of the Head of Licensing and Registration on an application for the certification of films to be shown at the Leeds Jewish Festival 2012 at the Seven Arts Centre, 31A Harrogate Road, Leeds.

Under Section 20 of the Licensing Act 2003, the Licensing Authority has a duty to categorise a film which is absent of a certificate from a film classification body such as the British Board of Film Classification (BBFC). Details of the films requiring certification were appended to the report along with a brief synopsis and recommended rating based upon BBFC guidelines.

RESOLVED – To grant the films those classifications as proposed in the schedule to the report as follows:

"My Dad is Baryshnikov" – PG classification
"The Matchmaker" – 15 classification
"The Price of Kings: Simon Peres" – 12 classification
"David" – PG classification.

56 "Miller & Carter" - Application for the grant of a premises licence for Miller & Carter, The Light, Unit 58/60, The Headrow, Leeds, LS1 8TL

This application was withdrawn from the agenda prior to the meeting as the applicants and all interested parties had reached agreements on measures suggested in order to promote the licensing objectives of the city. The Premise Licence will therefore be issued by the Licensing Officer in accordance with the agreed conditions.

57 "The Pour House" - Application for the grant of a premises licence for The Pour House, The Granary, Canal Wharf, Water Lane, Leeds, LS11 5PS

This application was withdrawn from the agenda prior to the meeting as the applicants and all interested parties had reached agreements on measures suggested in order to promote the licensing objectives of the city. The Premise Licence will therefore be issued by the Licensing Officer in accordance with the agreed conditions.

(The meeting concluded at 10.05am.)

LICENSING SUB COMMITTEE (SEV'S)

TUESDAY, 11TH SEPTEMBER, 2012

PRESENT: Councillor S Armitage in the Chair

Councillors B Gettings and G Hussain

41 Election of the Chair

RESOLVED – Councillor S Armitage was elected Chair of the meeting

42 Late Items

No formal late items of business were added to the agenda

43 Declaration of Disclosable Pecuniary and Other Interests

There were no declarations of disclosable pecuniary interests

44 "Silks Gentleman's Club" - Application for the grant of a Sex Establishment Licence for Silks Gentleman's Club, 2 Sovereign Place, Leeds LS1 4SP

Further to minute 40(g) of the meeting held 15th June 2012 when the Sub Committee resolved to grant a sex establishment licence for the Silks Gentleman's Club premises subject to the applicant providing a plan and scheme covering the dancers smoking area and an example gown of the type to be worn by the dancers in the smoking area, the Head of Licensing and Registration submitted a report setting out the response of the applicant.

Included in the report was a copy of the "Smoking Control" proposals and a copy of the proposed signage. The report also included a copy of promotional material now proposed to be used at Silks for Members consideration. An example of the type of gown now proposed for dancers to wear in the smoking area was also presented for comparison with the garment currently in use. The applicant was represented at the hearing by F Harris-Knott – legal representative, M Cunningham – Designated Premises Supervisor and E Morris – Licensee.

Ms Harris-Knott addressed the two matters outstanding from the June 2012 decision. With regards to the policy and management of the smoking area an additional photograph of the external area was tabled at the meeting showing the demarcation of the public/staff areas. Members heard that two external CCTV cameras provided coverage of the area, and furthermore, one member of doorstaff would be on duty in the area during the time the premises was open. Members considered the proposed policy and management of the smoking area to be acceptable.

Ms Harris-Knott also discussed the jackets to be worn by dancers when they were outside the premises. The Sub Committee discussed the new style of gown to be worn and also found that to be acceptable.

Ms Harris-Knott then addressed the design of the flyers and signage as the applicant also sought the view of the Sub Committee on these matters. There was some discussion on the use of vehicles as the premises had previously employed dedicated vehicles to transport customers and the flyers made reference to a "free shuttle service". Members received assurance that the applicant intended to make use of either private hire or hackney carriage vehicles to provide the service from 1st October 2012 in order to comply with the relevant condition on the licence.

Members noted and accepted the revisions made to the flyers and signage.

RESOLVED – That the use of the smoking policy as presented in the submitted report and the use of the gown as displayed at the meeting be approved. Members also accepted the proposed external signage. The premises will now be permitted to operate from 1 October

45 "Deep Blue" - Application for the grant of a Sex Establishment Licence for Deep Blue, 36 Wellington Street, Leeds LS1 2DE

Further to minute 40(b) of the meeting held 15th June 2012 when the Sub Committee resolved to grant a sex establishment licence for the premises known as Deep Blue subject to the applicant providing a revised draft logo for the premises, the Head of Licensing and Registration submitted a report setting out the response of the applicant. The applicant did not attend the hearing.

The report included a copy of the logo now proposed to be used at the venue for Members consideration

RESOLVED – That the use of the logo, as presented in the submitted report be approved. The premises will now be permitted to operate from 1 October 2012 under the terms of the Sex Establishment Licence

46 "Red Leopard" - Application for the grant of a Sex Establishment Licence for Red Leopard, 163-167 The Headrow, Leeds LS1 2QS

Further to minute 40(d) of the meeting held 15th June 2012 when the Sub Committee resolved to grant a sex establishment licence for the premises known as Red Leopard subject to the applicant providing revised draft flyers and cards for distribution, the Head of Licensing and Registration submitted a report setting out the response of the applicant. The applicant did not attend the hearing.

Appendix 1 of the report included copies of the flyers and cards now proposed to be used. 48 prints were included and the Sub Committee considered each proposed flyer/card in turn. Members discussed the following issues they raised relating to the submitted material :

- The nature of the proposed imagery
- The reference to £5.00 student deal
- The use of the terms "strip club" and "strippers"
- The reference to "free limo pick-up"
- The nature of the logo and imagery used in the materials proposed to promote the SMUT evenings at the venue

Having numbered the items 1 to 48 the Sub Committee commented that items 6, 16 and 47 could be acceptable subject to the removal of references to student promotions; the term “strippers” and “free limo pick-up”. Members did not find the remaining promotional material acceptable and noted that the premises would not now be permitted to operate from 1 October 2012 with the promotional material in its present form

The Sub Committee was mindful of the short time frame left for the applicant to revise and receive local authority approval for the design of the promotional material prior to the commencement date of the sex establishment licence on 1 October 2012. Members considered appropriate measures to assist the applicant to achieve the required revisions in time.

RESOLVED –

- a) That the design of the cards and flyers to be used for distribution, as presented in the submitted report, be rejected.
- b) That the design of items 6; 16 and 47 could be approved, subject to the removal of references to the “Student Deal” and free limo pick up
- c) To note that the premises will not be permitted to operate after 1 October 2012 with the flyers and cards in the format currently proposed.
- d) That, should the applicant choose to submit revised promotional material in good time for a decision to be made prior to 1 October 2012, authority is delegated to the Head of Licensing and Registration to determine the matter having regard to the comments made by the Sub Committee at this hearing.

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Licensing Sub-Committee

Tuesday, 18th September, 2012

PRESENT: Councillor C Townsley in the Chair
Councillors N Buckley and G Wilkinson

58 Election of the Chair

Councillor Townsley was elected Chair of the meeting

59 Late Items

Although there were no formal late items, the Sub-Committee was in receipt of the following additional information which had been circulated to all parties after the agenda had been despatched:

A clearer copy of Appendix A which was attached to the submitted report

Further written information submitted on behalf of the premises licence holder (minute 61 refers)

60 Declarations of Disclosable Pecuniary and Other Interests

There were no declarations of disclosable pecuniary interests or other interests

61 'Kasa' - 278 Belle Isle Road Leeds LS10 - Review of a Premises Licence

The Sub-Committee considered an application made by West Yorkshire Trading Standards Service (WYTSS) under Section 51 of the Licensing Act 2003 for the Review of a Premises Licence in respect of Kasa, Belle Isle Road LS10

The following were present at the meeting:

Mr Mullins – WYTSS

Ms Sutton – WYTSS

Ms Staniland – WYTSS

PC Arkle – West Yorkshire Police (WYP)

Sgt Berriff – WYP

PCSO McClellan – WYP

Mr Whur – solicitor for the Premise Licence Holder

Mr Aqueel Bashir – Licence Holder

Mr Shakil Bashir – Designated Premises Supervisor

Mr Adeel Bashir – the owner of the premises

Councillor K Groves – Ward Member

Councillor P Truswell – Ward Member

The Licensing Officer presented the report and the Sub-Committee heard firstly from WYTSS

Mr Mullins presented the application for the review of the premises licence and outlined the visit by WYTSS in September 2011 following a complaint which had been received. This visit had resulted in four samples being taken from alcohol on the premises which were then sent for analysis. Following on from this, Mr Adeel Bashir was interviewed and was unable to meet his legal obligations in respect of traceability of products; in one case there was also mis-description of a product. This resulted in criminal proceedings against Mr Adeel Bashir who pleaded guilty to the offences and received a fine. Through liaison with other Responsible Authorities, WYTSS became aware of wider concerns relating to the prevention of crime and disorder through activities at the premises and therefore together with the fact that trading standards offences had been committed sought a review of the premises licence on the basis that the licensing objective of preventing crime and disorder and public safety were no longer being upheld

Members were informed that to remedy this situation that the premises licence should be suspended for 3 months to allow systems to be put in place to prevent these matters from occurring in the future

In response to a question from the Sub-Committee, Mr Mullins confirmed that the analysis of the four samples did not reveal any substances which were alien to the products, although in one case, the alcoholic strength of the product was not as expected

The Sub-Committee then heard representations from West Yorkshire Police PC Arkle referred to local intelligence WYP had received about alcohol being sold from the premises to under 18s together with complaints about noise and disturbance around the Kasa site, with the last local intelligence being received on 2nd August 2012. Whilst 7 test purchases had been carried out at the premises none had been failed, despite the continued complaints about underage selling. This had led WYP to conclude that alcohol was being sold to local under 18s rather than to strangers. As it was felt there had to be a reason why youths congregated around the Kasa site, this tied in with underage selling of alcohol

Reference was made to the finding and seizing of stolen whisky on the premises by WYP. Although no charges were subsequently brought in connection with this, PC Arkle was of the view that this indicated the willingness of the operators to purchase alcohol from unreliable sources, with this incident coming two days before the visit of WYTSS in 2011

Sergeant Berriff and PCSO McClellan stated they had received reports of youths drinking outside the premises. The source of the alcohol being consumed was given as Kasa, with some youths stating they had managed to purchase it from Kasa and in some cases had asked older people to purchase it for them

PC Arkle indicated support for the measures suggested by WYTSS and asked for additional measures to be put in place to prevent the sale of alcohol to under 18s, with these relating to stricter conditions on CCTV and siting of cameras; the provision of registers to log incidents and refusals and a Check 25 scheme to be in operation

The Sub-Committee then heard from Councillor Groves who stated that concerns had been raised about the premises with the Middleton Park Councillors by

the local community and at tasking meetings, with particular concerns being anti-social behaviour, with 19 calls being made in one evening in relation to the premises and the area around it. Concerns were also raised about underage drinking; the noise and disturbance around the site and the fact that alcohol from unreliable sources had been found on the premises, and the possible impact on the health of residents if this had been found to contain foreign substances

Councillor Groves referred to the good work Kasa had done in the community by sponsoring events but expressed her disappointment that the health and wellbeing of local residents was not being properly considered by the operators

The Licensing Sub-Committee then heard from Mr Whur who stated that the review had been launched by WYTSS against the licensing objectives of the prevention of crime and disorder and public safety and related to an incident which had occurred a year ago and had been dealt with through the courts. Therefore to seek a 3 month suspension of the licence would be further punishment. Mr Whur also referred to WYP's support for this review on the basis of the licensing objective of the protection of children from harm, particularly in view of the 7 test purchases which had been carried out on the premises, all of which had been passed

Mr Whur explained that the response of WYP in this matter had not been graduated; there had been no interaction with the operators, which they would welcome and that of the sanctions open to the Licensing Sub-Committee, the second most serious sanction was being pressed for by WYTSS and WYP, which in the circumstances was disproportionate

Mr Whur referred to an audit he had carried out on the premises and stated that the CCTV system which was in operation there was first rate, with further measures being in place which included a refusals register; a till prompt for the sale of alcohol and notices of the Check 25 system being around the premises. The problems of local underage youths trying to purchase tobacco and alcohol could be seen by the copies of the refusals register circulated to all parties and that the systems which were in operation at the premises together with policies and training were what Licensing Sub-Committee would want to see from operators. The difficulty of proxy sales outside off-licences was known and Kasa was willing to work with the police and Ward Members to ensure this issue was addressed

In relation to the incident of stolen whisky being found by WYP, Members were informed that this had not been stored on the licensed premises and Shakil Bashir had produced a receipt for the purchase of this alcohol. In respect of the alcohol sampled by WYTSS, Mr Adeel Bashir explained the acquisition of this from a passing trader was due to his inexperience of the industry. Mr Whur stated that systems had now been put in place to ensure this situation could not occur again

In response to a question from the Sub-Committee, it was stated that 91% of the trade at the premises was from sales of alcohol

Mr Whur referred to conditions 9, 10 and 11 of the premises licence and requested these be removed as they were not relevant and related to the former use of the premises as a public house

The Sub-Committee carefully considered both the written and verbal representations from WYTSS, WYP, Councillor Groves and Mr Whur. Members also had regard to the Amended Guidance issued under Section 182 of the Licensing Act 2003 in relation to Reviews

Licensing Sub-Committee considered that this case could be dealt with through modifying conditions and imposed the following conditions from the Licensing Act 2003 Proforma Risk Assessment V6:

CCTV

Conditions 6PF001 – 6PF014 (inclusive), with the exception of 6PF004, which was not required

DPS

Conditions 6PF015 and 6PF016

Door Supervisors and other Security Staff

Conditions 6PF022 – 6PF024 (inclusive) relating to the incident register and similar conditions relating to the refusals register

Responsible sale of alcohol

Conditions 6PF034 and 6PF035

Litter

Condition 6PF081

In addition to the above conditions which were agreed to by Mr Whur on behalf of his clients, additional conditions be imposed relating to provision of refresher training for staff to be carried out quarterly and retention of invoices for alcohol sales for 12 months and for these to be made available for inspection by the Local Authority or other Responsible Authority

A further condition was proposed by Members requiring the Premises Licence Holder or the Designated Premises Supervisor to be present at all times when alcohol was available for sale. The Panel noted the concerns raised through Mr Whur about the practicality of this, however, given the seriousness of the incidents which had occurred at the premises, the Licensing Sub-Committee imposed this condition, with an implementation date of 4 weeks from the date of the decision

In respect of conditions 9,10 and 11 of the existing premises licence, that only condition 11 be removed. In relation to a matter raised about the embedded restrictions, it was decided to deal with this by way of a minor variation application

RESOLVED - To modify the conditions of the licence as set out above and to ask that West Yorkshire Police work with the operators of the premises as requested by their legal representative

Licensing Sub-Committee

Monday, 1st October, 2012

PRESENT: Councillor G Hyde in the Chair

Councillors C Townsley and N Buckley

62 Election of the Chair

RESOLVED – Councillor G Hyde was elected Chair of the meeting

63 Late Items

No formal late items of business were added to the agenda for the meeting. The Sub Committee were in receipt of the following additional documents which had been received after the despatch of the agenda:

Leeds International Film Festival – schedule containing a more detailed synopsis of the content of each film (minute 65 refers)

Melbourne Street Community Studio - Letter dated 18 August 2012 confirming the agreement reached between WYP and the applicant, e-mail dated 24 September 2012 confirming the agreement reached between LCC EPT and the applicant and e-mails dated 28 September 2012 from two local residents in response to a letter sent to them by the applicant (minute 66 refers)

64 Declarations of Disclosable Pecuniary and Other Interests

No declarations were made.

65 "Leeds International Film Festival" - Certification of Films

The Sub Committee considered the report of the Head of Licensing and Registration setting out an application received for the certification of films proposed to be shown during the Leeds International Film Festival 2012. The report included the British Board of Film Classification categories for reference and a schedule of the films requiring certification including a brief synopsis of the content of each film and a proposed classification. Mr C Fell, Festival Director was accompanied by Mr A King and Mr M Grund to respond to Members queries.

Members considered the summary of each film and determined that they did not need to view any of the films as they felt able to make a judgment based upon the synopsis. The Sub Committee considered the proposed classifications for the films listed to be appropriate and that it was necessary for the protection of children to apply these recommendations.

RESOLVED – That the films outlined in the schedule attached to the report and proposed to be shown at the Leeds International Film Festival 2012 be classified in accordance with the suggested classifications.

66 "Melbourne Street Community Studio" - Application for the grant of a premises licence for Melbourne Street Community Studio, 18-20 Melbourne Street, Leeds LS2 7PS

The Sub-Committee, having regard to the Licensing Act 2003, the Section 182 Guidance the Authority's own Statement of Licensing Policy considered

an application for the grant of a Premises Licence in respect of Melbourne Street Community Studio, Leeds LS2.

Representations had been received from West Yorkshire Police and LCC Environmental Protection Team, however the measures suggested by them to address the licensing objectives had been agreed by the applicant and the representations had been withdrawn on the understanding that the measures would be included on the premises licence, should it be granted. Thirteen local residents had also submitted representations to the application.

Mr P N Geary (for the applicant) and Dr H Jones and Dr A Whiteley (local residents) attended the hearing. The Sub Committee resolved to consider the written representations of those residents not present at the hearing in their absence.

It was noted that the agreements reached over measures to address the prevention of public nuisance licensing objective had in effect amended the application by reducing the opening hours (now 08:00 until 02:30) and the hours for provision of live and recorded music (now 08:00 until 00:00 midnight). Members noted the contents of correspondence in relation to the agreements between the parties.

Mr Geary outlined the application on behalf of Ravenpine Ltd – the applicant – and the history of events held at the venue under the provisions of Temporary Event Notices. He described the proposed management style of the venue as being similar to a village hall, the intention being that the creative arts users of the units within the building would make use of this unit at 18-20 as required as a showcase for their products. There was no intention to trade 7 days a week and events would pre-booked or ticketed and not open to the general public. The applicant had decided that any events requiring live music past midnight would be held in another of the applicants venues elsewhere in the city as such events had caused some issues under TENS. A mechanism had also now been established to communicate with the residents of the Merchants House in the future.

Dr H Jones and Dr A Whiteley then addressed the meeting highlighting their concern that the proximity of the venue to residents was not conducive to the proposed operation of the premises and outlining their experiences of the events previously held at the premises and the problems of noise breakout, on street drinking and anti social behaviour attributable to those events. Dr Jones stated that the residents had contacted the police when a street party had been hosted by the applicant at this venue due to the unacceptable level of noise, she added that this had been a day time event and therefore the reduction in hours later into the night would not resolve her noise concerns. The Sub Committee also heard that the venue had not responded positively when the objectors had made contact regarding noise issues.

The Sub Committee discussed the consequences for the applicant if the condition stating “noise should be inaudible at the nearest noise sensitive

premise” was breached however the residents did not have confidence that events managed by this applicant in this building could achieve that.

Members requested information on what measures the applicant proposed to address the licensing objectives, having regard to the location of the venue within Cumulative Impact Area 1 (city centre) and Mr Geary briefly outlined how noise breakout would be managed.

The Sub Committee carefully considered the written and verbal representations made on behalf of the applicant and by the local residents. Members also had due regard to the agreements reached between the applicant and LCC EPT and WYP. The Sub Committee noted that all of the objectors had referred to noise break out from the premises during events held under Temporary Event Notices and concluded that this showed that noise was a real issue at the premises.

Despite the reduction in the proposed hours of operation, secured through agreements with LCC EPT, Members felt that they had not heard anything to satisfy their concerns regarding the public nuisance issues raised by the objectors. Members’ fundamental concern being that this building was not suitable for the type of events proposed.

The Sub Committee also had to take into account the location of the premise within Cumulative Impact Area 1 (city centre). In such cases it is the responsibility of the applicant to demonstrate how the operation of the premises will not add to the cumulative impact of licensed premises in the area, not the responsibility of the objectors to prove it will.

In this case, Members felt that they had not heard evidence from the applicant on measures necessary to satisfy them. The Sub Committee therefore **RESOLVED** – To refuse the application

67 "New World Cafe" - Application for the grant of a premises licence for New World Cafe, 26-30 New Briggate, Leeds LS1 6NU

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 New World Café, 26-30 New Briggate, LS2. The premises was located within Cumulative Impact Area 1 (city centre) and had previously operated as D’Fusion.

Representations had been received from West Yorkshire Police (WYP) and LCC Environmental Protection Team (LCC EPT). A representation had also been received from LCC Health and Safety Team over measures proposed to address the public safety licensing objective, these measures had been agreed by the applicant prior to the hearing and the representation subsequently withdrawn. The hearing was attended by the following:

Mr G Chan –the applicant’s agent

Mr Lau – the applicant

Mr B Kenny – LCC EPT

PC C Arkle - WYP

The Sub Committee was aware that the premises licence for D'Fusion had been revoked and was now the subject of an appeal to the Magistrates Court. Discussion followed on the status of the two premises licences, should this application be granted. Mr Chan confirmed that if this application was granted, the appeal would be withdrawn. The Sub Committee heard that this applicant was in the process of buying the building, and sought an operational premises licence.

Mr Chan outlined the proposed target clientele and operation of the premises, which covered the ground, first and second floor of the building. He assured the Sub Committee that the applicant intended to operate a restaurant to the ground floor with corporate or pre-booked functions on the upper floors. The venue could no longer operate as a nightclub as it had been refurbished to create smaller spaces. This had also reduced the capacity. Mr Chan also stated that the applicant was content to accept measures discussed with WYP at a meeting the previous week - which included employment of doorstaff although the number and hours they would attend had yet to be determined

PC Arkle then highlighted WYP concerns regarding the location of the premises on New Briggate which was identified as a hotspot area in the city centre associated with anti social behaviour. There was concern over the lack of coherent measures to address the licensing objectives and the CIP area 1 policy included within the application. PC Arkle reported on the outcome of the meeting referred to by Mr Chan and highlighted that the proposed operation of this venue until 03:00 hours would add to the conflict with other licensed premises already experienced on New Briggate. She stated that it was important that conditions on this premise licence, should it be granted, reflected that the venue was not generally open to the public, due to its location and licensed history and that it was necessary and proportionate therefore for 2 doorstaff to be employed at the premises from midnight until 03:00 hours (when the ground floor restaurant was proposed to close).

Members noted that the premises could remain open until 05:00 hours although the sale of alcohol would cease at 03:00 hours if this application was granted. A plan of the internal layout plan showed that the ground floor restaurant was a self contained unit accessed from a separate door within the entrance lobby which could be closed at 03:00 am whilst the entrance to the upper floors could remain open.

Mr Chan added that the applicant intended to operate until 03:00 hours initially as a trial period and if unsuccessful he would close at 00:00 midnight – in which case doorstaff may not be necessary.

Mr B Kenny, LCC EPT, then addressed matters raised in the written submission but stated that having heard the representations of the applicant and WYP, he was reassured over the future operation of the venue. Mr Kenny requested that standard EPT conditions to address the public nuisance

licensing objective be attached to the Premise Licence should this application be granted.

Members then adjourned to deliberate the application and considered how to progress matters, noting that measures had now been included within the application to address the licensing objectives and the CIP having regard to the location and licensed history of the premises. Members noted the comments made by WYP and at this point reconvened the hearing to inform the parties of their view that they were minded to grant the application with conditions. The Sub Committee then invited the parties to consider the pro forma risk assessment and to discuss which measures would be placed on the premises licence in the event of a grant. Members indicated that they would wish to see conditions which clearly set the hours and activities for each of the venues' floors.

The matter was adjourned to facilitate those discussions. On recommencement the Sub Committee received confirmation that all parties had discussed and agreed a set of measures that could be included within the premises licence. Members were provided with a revised copy of the pro-forma risk assessment. The Sub Committee, having carefully considered the written and verbal submissions made at the hearing by all parties and having regard to the agreements now reached

RESOLVED – That the application be granted in the following terms:

Ground Floor

- alcohol sales 08:00 to 02:30 hours
- provision of all other licensable activities 08:00 until 03:00 hours (except alcohol)
- This part of the premises shall close at 03:00 hours

Upper floors

- alcohol sales 08:00 to 04:30 hours
- provision of all other licensable activities 08:00 until 05:00 hours (except alcohol)
- This part of the premises shall close at 05:00 hours

- Those measures proposed by the applicant shall now be included within the premises licence as conditions to address the relevant licensing objectives
- Those measures agreed between the applicant and LCC H& S (included within appendix D) shall be included within the premises licence in order to address the public safety licensing objective.
- The following additional conditions were imposed on the licence as being necessary and proportionate to address the licensing objectives and to ensure the premises operated to the business plan outlined at the hearing
 - the ground floor area shall operate as a restaurant
 - the sale and supply of alcohol shall be restricted to ensure that it is consumed on the premises and only supplied with the purchase of a substantial meal
 - a minimum of 80 covers shall be maintained to the ground floor
 - there shall be no use of external promoters for any function within the venue
 - public access to the first & second floors shall be by pre-booking only

68 "Churwell Working Men's Club" - Application to vary a club premises certificate in respect of Churwell Working Men's Club, Diamond House, Old Road, Churwell, Morley. Leeds LS27 7RR

The Sub-Committee, having regard to the Licensing Act 2003, the Section 182 Guidance the Authority's own Statement of Licensing Policy, considered an application to vary an existing Club Premises Certificate in respect of Churwell Working Men's Club, Diamond House, Churwell LS27.

In summary, the application if granted, would allow the provision of additional entertainment from 10:00 until 00:00 everyday. The application had attracted a representation from one local resident who did not attend the hearing. The Sub Committee resolved to consider their written representation and proceed in their absence.

Mr T Bottomley (Treasurer) and Mr A Wood (Secretary) attended the hearing on behalf of Churwell WMC who set out the background to the submission of the application. The Sub Committee heard that there was no intention to alter the style of management of the Club, rather that the revised Certificate would address the restrictions on the current Certificate. The applicants also addressed the comments made in the written objection.

The Sub Committee carefully considered the written and verbal representations made on behalf of the applicant and the written submission from the local resident.

RESOLVED – That the application be granted as requested

Licensing Sub-Committee

Monday, 8th October, 2012

PRESENT: Councillor G Wilkinson in the Chair

Councillors P Latty and C Townsley

69 Election of the Chair

RESOLVED- That Councillor G Wilkinson be elected Chair for the duration of the meeting.

70 Declarations of Disclosable Pecuniary and Other Interests

There were no disclosable pecuniary and other interests declared at the meeting.

71 "Spring Close" - Application to vary a premises licence for Spring Close, 3A Spring Close Street, Leeds LS9 8RT

(This application was withdrawn following agreement reached with all parties prior to the hearing)

72 "Munch Box" - Application for the grant of a premises licence for Munch Box, 7A Crown Street, Leeds LS2 7DA

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 Munch Box, 7A Crown Street, Leeds LS2 7DA.

Representations had been submitted by West Yorkshire Police and Leeds City Council, Environmental Protection Team.

West Yorkshire Police objected on the grounds of the Cumulative Impact policy of the area concerned and under the prevention of crime and disorder and the prevention of public nuisance objectives.

Leeds City Council, Environmental Protection Team objected on the grounds that the premises were in a Cumulative Impact Area and would undermine the prevention of public nuisance licensing objectives.

The hearing was attended by the following:-

- Mr Asad Al-Hariri, Applicant
- Mr Hopkins, Applicant's Solicitor
- PC Arkle, West Yorkshire Police
- Mr Brian Kenny, Environmental Protection Team

Mr Hopkins, addressed the Sub-Committee and, in summary, made the following points:-

- Confirmation that the premises was a fast food take away
- That the applicant had 30 years experience in the fast food trade
- The relationship between the Applicant and the Job Centre Sponsorship Programme
- That the application would meet customer demand in the area
- That no alcohol would be consumed on the premises
- The intention to re: position the CCTV cameras at the premises
- The intention to employ door staff at the premises Thursday to Saturday and Sunday's of bank holiday weekends
- That the location of the premises would not cause a public nuisance to a number of residential flats in the nearby Crown Street Buildings in view of the distance between the buildings

In concluding his submission, Mr Hopkins informed the meeting that, at the request of applicant, he had discussions with the West Yorkshire Police representative outside the meeting to agree the following additional suggested measures outlined in the Licensing Act 2003 Proforma Risk Assessment V6 document:-

6PF code numbers relating to 004; 006; 010; 018; 019; 020; 021;022; 023;024;029;079;082 and 084.

The Legal Adviser responded and acknowledged receipt of the additional measures.

Questions were then invited and the following points were raised:-

- Clarification of the number of staff serving at any one time at the premises
- Clarification of the average number of customers waiting in the premises for food

PC Arckle, West Yorkshire Police addressed the Sub-Committee and, in summary, made the following points:-

- That the application was in a Cumulative Impact Policy area
- That there had been no record of incidents occurring at the premises
- That as outlined in the Problem Profile document, violent crime had not declined in this area
- That this was a crime hotspot area where offences peaked during the time the applicant was seeking to open the premises
- The need for the police to see the night radio conditions being imposed in relation to the radio being switched on during opening hours and in good working order

Questions were then invited and the following points were raised:-

- The need for the Police to be fully involved in discussions with the applicant in relation to re-siting and re-locating the CCTV cameras at the premises
- To welcome the fact that the applicant had put forward additional conditions/measures and had addressed the policy in great detail

- The concerns expressed that the application was within the Cumulative Impact Policy area
- To acknowledge that there had been no record of incidents occurring at the premises
- Clarification of the Job Centre Sponsorship Programme and the SIA registration
- Clarification of the differences in serving hot or cold food and whether or not it would cause a problem

Mr Brian Kenny, Environmental Protection Team addressed the Sub-Committee, and in summary, made the following points:-

- The application premises was situated within a Cumulative Impact Policy area
- The application may increase the number of late night revellers in the area which contains a number of residential flats in the nearby Crown Street Buildings
- The closing time of 04:00 hours Monday to Saturday would cause more problems regarding noise and would add to the Cumulative Impact

Questions were then invited and clarification was sought if there had been any complaints of noise registered during the week.

Mr Kenny responded and informed the meeting that he had no information to hand on this issue

Mr Hoskins, addressed the Sub-Committee and, summarised the application.

The Sub-Committee then carefully considered all the written and verbal submissions and made the following decision:-

RESOLVED- That in view of the applicant having demonstrated that this application would not add to the Cumulative Impact Policy, this application be granted subject to the following conditions:-

- That the siting of the CCTV cameras at the premises were to be agreed with West Yorkshire Police and the location of them not to be amended without the prior approval of West Yorkshire Police (this condition to be complied with within four weeks of the date of the decision letter)
- That the minimum of door supervisors for the premises be two and that they be employed everyday from 23:00 hours until 15 minutes after closing
- That the conditions proposed and agreed at the meeting and those imposed by the Licensing Sub-Committee be incorporated into the operating schedule

(The meeting concluded at 11.05am)

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Licensing Sub-Committee

Monday, 15th October, 2012

PRESENT: Councillor G Wilkinson in the Chair
Councillors A Khan, R Charlwood and
G Wilkinson

73 Election of the Chair

Councillor G Wilkinson was elected as Chair for the meeting.

74 Appeals Against Refusal of Inspection of Documents

There were no appeals against the refusal of inspection of documents.

75 Exempt Information - Possible Exclusion of the Press and Public

There were no resolutions to exclude the public.

76 Late Items

There were no formal late items added to the agenda. However two letters had been circulated to Members from the legal representatives of West Yorkshire Police and British Transport Police (Woods Whur Solicitors) and a letter responding to this from the premise licence holder's representative (Kuits Solicitors).

77 Declarations of Disclosable Pecuniary and Other Interests

There were no declarations made.

78 "Fire" - Application to Review a Premises Licence - Fire, Call Lane, Leeds LS1

The Sub Committee was asked to depart from normal procedure for a review of a premises licence under the Licensing Act 2003 (Hearings) Regulations 2005, Regulation 9, which allowed for the dispensation of the review.

This was brought about by West Yorkshire Police and British Transport Police withdrawing their application for the Review, which had been adjourned from 18th July 2012, following agreement of three new conditions to the Premises Licence as follows:

1. The premises will not trade under the name or style of "Fire". "Fruit Cupboard" or "Puro";
2. Save for True Reason Limited holding the Premises Licence (without operating the premises) neither the current DPS nor any previous person engaged in the managerial role at the premises employed by True Reason

Limited will be involved in any way whatsoever with the future running of the of the business; and

3. Prior to the premises re-opening a review of the CCTV system will be undertaken in consultation with British Transport Police and West Yorkshire Police.

It was confirmed at the meeting that the new operator of the club was in full agreement of the conditions put forward by the Police.

The Sub Committee were informed that the new operator was experienced and already managed established venues in Leeds, which have not previously caused problems for the Police.

At this point in the meeting Members questioned the new operator. Members established that the operator was intending to run a completely different style venue to what had previously been, it would not be a night club but a 1920's themed cocktail bar aimed at students and young professionals. Members also asked the operator about the pricing structure and door policy, it was established that this would be similar to other venues managed by the operator.

RESOLVED –

- (a) That the review be dispensed with; and
- (b) That the licence held for the premises be retained subject to the conditions listed below:
 1. That the premises will not trade under the name or style of “Fire”. “Fruit Cupboard” or “Puro”;
 2. Save for True Reason Limited holding the Premises Licence (without operating the premises) neither the current DPS nor any previous person engaged in the managerial role at the premises employed by True Reason Limited will be involved in any way whatsoever with the future running of the of the business; and
 3. Prior to the premises re-opening a review of the CCTV system will be undertaken in consultation with British Transport Police and West Yorkshire Police.

Licensing Sub-Committee

Monday, 22nd October, 2012

PRESENT: Councillor S Armitage in the Chair

Councillors K Bruce and R Downes

79 Election of the Chair

RESOLVED – Councillor Armitage was elected Chair of the meeting

80 Late Items

No formal late items of business were added to the agenda.

81 Declarations of Disclosable Pecuniary and Other Interests

There were no declarations of interest

82 "Smokestack" - Application to Vary a Premises Licence, Smokestack, First, Second and Third Floors, 159A Lower Briggate, Leeds LS1 6LY

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 premises known as Smokestack, 159A Lower Briggate, Leeds LS1. The licence related to the first, second and third floors of the building. Members noted the premises were located within Cumulative Impact Area 1 (City Centre).

LCC Environmental Protection Team (LCC EPT) had submitted a representation in respect of the application and was represented at the hearing by Mr B Kenny. Mr S Ord the applicant and owner of Smokestack attended the hearing and was accompanied by Mr A Lyons, solicitor.

Mr Lyons addressed the meeting, setting out the licensed history of the premises with Mr Ord as operator and the background to this application. Mr Lyons highlighted the noise attenuation works undertaken at the premises and the fact that a sound limiter had been installed in conjunction with LCC EPT. Mr Lyons and Mr Ord provided information on the style of operation of the venue. Mr Lyons reported that he had now been made aware of a noise complaint received at midnight Thursday 18th October 2012 relating to noise from music during Wednesday evening, however it was confirmed that the live band had ceased their performance at 10:30 at Smokestack. Mr Lyons highlighted the difficulties in assessing the impact of noise from this venue on the nearby residential units due to the location of the premises (being surrounded by other licensed premises on a busy street) and the location of the residential units (Regent Court having a gated residents only access).

Mr Lyons referred to the contents of an email dated 26 September 2012 he had received from PC C Arkle. Members noted that this document had not been made available prior to the hearing, and with the agreement of Mr Kenny, this was tabled to all present for reference. Members noted the comments made by PC Arkle.

Mr Kenny then addressed the meeting and set out the reasons for the LCC EPT representation based on the location of the premises being within CIP Area 1. Mr Kenny provided a breakdown of noise complaints received by the Department since 2008 and noted the comments regarding the most recent noise complaint received the previous week. He confirmed that this had not yet been investigated and the suggestion that the noise had been generated by activities at Smokestack could not be substantiated.

The Sub Committee carefully considered the contents of the application, the written representations and the verbal submissions made at the hearing. Members considered the issue of dispersal in the locality and concluded that they did not feel the application would cause problems with dispersal in the area.

Members were unable to substantiate the full objection lodged by LCC EPT as no information had been provided regarding the timing or dates of the complaints referred to. Members therefore concluded that the complaints had not been substantiated.

The Sub Committee also noted that no representations to this application had been submitted by local residents. Additionally, Members had regard to the contents of the email submitted PC Arkle of WYP which identified that this locality did not lie within a hotspot for crime and disorder and confirming that WYP did not have any concerns with this premises, this operator or with the request for an additional hour for the provision of licensable activities.

Members therefore concluded that the applicant had demonstrated that this application would not impact on the Cumulative Impact Policy for the area and **RESOLVED** – To grant the application as requested

Corporate Governance and Audit Committee

Friday, 28th September, 2012

PRESENT: Councillor T Murray in the Chair
Councillors P Grahame, N Taggart,
J Elliott, T Hanley, C Fox, T Murray,
R Wood and E Taylor N Walshaw (as
substitute for J Illingworth) and M Hamilton
(as substitute for J Bentley)

Apologies Councillors G Hussain, J Illingworth and
J Bentley

14 Appeals Against Refusal of Inspection of Documents

There were no appeals against the refusal of inspection of documents.

15 Exempt Information - Possible Exclusion of the Press and Public

There were no resolutions to exclude the public.

16 Late Items

There were no late items submitted to the agenda.

17 Declaration of Disclosable Pecuniary and Other Interests'

There were no declarations made.

18 Apologies

Apologies for absence were received from Councillor J Bentley, Councillor J Illingworth and Councillor G Hussain.

19 Minutes of the Previous Meeting

The minutes of the meeting held on 4th July 2012 were approved as a correct record.

20 Local Government Ombudsman's Annual Letter

The Chief Officer (Customer Services) presented his report. The report discussed the Local Government Ombudsman's Annual Letter, highlighted the

Draft minutes to be approved at the meeting
to be held on Friday, 9th November, 2012

Council's performance with regards to Ombudsman cases received for the period April 2011 to March 2012, and provided a commentary on the handling of complaints within by the Council.

Also in attendance were a representative from the Local Government Ombudsman's Office and the Executive Officer (Client and Customer Relations).

The Ombudsman's representative reported that the Leeds officers co-operated fully with all Ombudsman investigations, and commented that the authority took lessons learned from such cases seriously. Changes being made to the Local Government Ombudsman's Office were highlighted, these include the creation of an Independent Housing Ombudsman which will take on issues relating to housing provided by the Council. It was also stressed to Members and officers that the Ombudsman's office was managing budget cuts and as such this would effect the services it provides.

Members sought confirmation from the Local Government Ombudsman's representative that ALMOs respond to requests in a similar way to the rest of Leeds City Council. The Ombudsman confirmed that the services provided by the ALMO were viewed corporately and that responses by the ALMOs were equally as good as those provided by Leeds City Council staff.

RESOLVED – The Committee resolved to note the contents of the report and its appendices.

21 Decision Making Framework; Annual Assurance Report

The Head of Governance Services presented a report of the Director of Resources. The report was the annual report to the Committee concerning the Council's Decision Making Arrangements, the report did not cover Planning matters as these have been the subject of a previous report to the Committee from the Chief Planning Officer, nor did it consider the arrangements for Licensing decisions taken by officers.

The report provided details of amendments made to the decision making framework at the Annual Council Meeting on 21st May 2012, steps taken to embed these changes, and additional changes to the Council's decision making arrangements arising from the Local Authorities (Executive Arrangements) (England) Regulations 2012.

This report also provided one of the sources of assurance for the Committee to take into account when considering the approval of the Annual Governance Statement. This being that overall, decision making systems are operating soundly and that there are no fundamental weaknesses.

Members welcomed the report and reported performance and in particular noted the significant number of staff that have received training in relation to the decision making framework.

RESOLVED – The Committee resolved to note the report and the positive assurances it provided.

22 Internal Audit Annual Report 2011/12

The Chief Officer (Audit and Risk) presented a report of the Director of Resources which brought to the Committee's attention the basis of the Internal Audit assurance for 2011/12. Internal Audit provided the opinion that the internal control environment, including key financial systems, is well established and continues to operate well in practice. In addition, there are no outstanding significant issues arising from the work of Internal Audit. It was also noted that no system of control can provide absolute assurance against material misstatement or loss, not can Internal Audit give that assurance.

Members discussed the report in detail particular in relation to the corporate purchasing card review.

Members reviewed the list of reports issued during the course of the year that provide the evidence for the overall opinion. Questions were asked about reviews that concluded in limited assurance. The Chief Officer (Audit and Risk) responded to Members queries, confirmed the arrangements to follow up reviews resulting in limited assurance and undertook to provide more detail where appropriate.

Members raised the issue of the assets and organisations that have been transferred from the Council to be run independently, examples included academies and historic swimming pools. Members asked officers what responsibilities Leeds City Council had in terms of providing audit coverage for such organisations.

RESOLVED – The Committee resolved to:

- (a) note the Internal Audit Annual Report 2011/12 and the assurances provided; and
- (b) note the Internal audit Operational Plan for 2012/13.

23 Shared Service Partnership with Calderdale Metropolitan Borough Council to meet Adult Social Care Technology Requirements

The Chief Officer Resources and Strategy presented a report of the Director of Adults Social Services. The report provided The Committee with details of and assurance that the Calderdale Client Information System will be fit for Leeds' purpose and that the acquisition of the system adheres to the procurement rules and regulations.

The Senior Project Manager for the scheme was also in attendance to help answer Member questions.

Members gave consideration to the report and commented on previous IT systems that had not been as successful as anticipated. Members also discussed with officers the reasons for working with an authority which, despite having a widely acknowledged good record for developing IT systems, is significantly smaller than Leeds City Council.

Members took assurance from officers that this system would work effectively for Leeds and that social services staff had trialled the system and had responded positively to it.

Members also sought clarification on the arrangements between Calderdale MBC and Leeds City Council for the future marketing of the product.

RESOLVED – The Committee resolved to:

(a) note the contents of the report and the assurances provided regarding:

- The diligence conducted to ensure the system will be fully fit for purpose; and
- The mechanisms and governance being put in place to effectively support the acquisition and implementation of the solution.

(b) Request a further report updating the Committee on the progress made with the acquisition of the system in six months time.

24 Report to Those Charged With Governance from KPMG

The Principal Finance Manager presented a report for the Director of Resources. The report presented both KPMG's report to those charged with governance for 2011/12 (ISA 260 report) and the final audited Statement of Accounts for approval. The ISA 260 report provided an unqualified audit opinion on the Council's accounts along with a conclusion that the Council has proper arrangements to secure economy, efficiency and effectiveness in its use of resource. This report highlighted one significant adjustment to the accounts related to the transfer of a school to trust status.

In attendance were representatives from KPMG who took Members through their report. As part of the introduction to the report Members were assured by the Partner in attendance from KPMG, that there would be a 40% reduction in the audit fee for 2012/13.

Members discussed the report in detail initially questioning KPMG representatives about the reduction in fee and the system employed for recording work undertaken at Leeds City Council.

Members sought clarification on the accounting practices for heritage assets specifically how such assets are valued and depreciated and the potential impact this has on insurance.

Members also questioned the auditors on potential changes to the Council's contingent liabilities. The Partner from KPMG confirmed that prior to signing off the accounts further discussions would be taking place to confirm that the position on key contingent liabilities remained unchanged.

The Partner from KPMG announced that his company had offered to work with the Council to help simplify the accounts of the Council while still complying with proper practice. The aim would be to make them more accessible to Members and the Public.

RESOLVED – The Committee resolved to:

- (a) receive the report of the Council's external auditors on the 2011/12 accounts and to note the amendments made to the Accounts;
- (b) approve the final audited 2011/12 Statement of Accounts and agreed that the Chair acknowledge the approval on behalf of the Committee by signing the appropriate section within the Statement of Responsibilities on page 1 of the accounts;
- (c) agree that the Chair sign the management representation letter on behalf of the Committee; and
- (d) note KPMG's VFM conclusion that the Council has made proper arrangements to secure economy, efficiency and effectiveness in its use of resources.

25 Annual Governance Statement

The Head of Governance Services presented a report of the Director of Resources seeking approval to the Annual Governance Statement.

RESOLVED – The Committee resolved to:

- (a) approve the Annual Governance Statement; and
- (b) recommend that the Leader of Council, the Chair of the Committee, the Chief Executive and the Director of Resources sign the document on behalf of the Council.

26 Work Programme

The Director of Resources submitted a report notifying Members of the work programme.

Members were informed that a development session would take place for one hour before the 9th November 2012 meeting.

The Committee reviewed its forthcoming work programme.

RESOLVED – The Committee resolved to:

- (a) note the work programme; and
- (b) note that a Member development session will take place for one hour before the meeting on 9th November 2012.

MEMBER MANAGEMENT COMMITTEE

TUESDAY, 23RD OCTOBER, 2012

PRESENT: Councillor J Lewis in the Chair

Councillors D Blackburn, C Campbell,
M Dobson, P Grahame, A Khan, G Latty,
T Leadley, A Lowe, A Sobel and
N Walshaw

12 Chair's Opening Remarks

The Chair welcomed all in attendance to the October meeting of Member Management Committee.

13 Declaration of Disclosable Pecuniary and Other Interests

There were no disclosable pecuniary and other interests.

14 Apologies for Absence

Apologies for absence were submitted by Councillors N Dawson, A Lamb and K Mitchell. Notification had been received that Councillor P Grahame was to substitute for Councillor N Dawson and Councillor N Walshaw for Councillor K Mitchell.

15 Minutes - 19th June 2012

RESOLVED – That the minutes of the meeting held on 19th June 2012 be approved as a correct record.

16 Members ICT Upgrade Project

The Chief ICT Officer and Chief Officer (Democratic and Central Services) submitted a joint report which outlined the proposals for a Members Upgrade Project.

The following information was appended to the report:

- Members upgrade programme options
- Advantages and disadvantages of the programme options.

The Chair welcomed to the meeting, Andy Keightley, Business Relationship Manager, to present the report and respond to Members' questions and comments.

The key areas of discussion were:

- Concern about issues raised by the ICT working group, particularly in relation to potential cost savings, which had not been addressed in the report. It was suggested that the ICT working group undertook a further review of the issues identified and reported back its findings to the January Member Management Committee.
- Clarification sought regarding the current annual budget for all aspects of ICT. It was agreed to report back to Member Management Committee with a response.

RESOLVED –

- (a) That the contents of the report and appendices be noted
- (b) That the ICT working group undertakes a further review of the issues identified and reports back its findings to the January Member Management Committee.

17 Protocol for Webcasting Council Meetings

The Chief Officer (Democratic and Central Services) submitted a report which sought Members' consideration and approval of a draft protocol for the webcasting of Council meetings.

The Chair welcomed to the meeting, John Kearsley, Chief Officer (Democratic and Central Services), to present the report and respond to Members' questions and comments.

The main areas of discussion were:

- Concerns about the Council's sound system. Members were advised that software was being updated and regular servicing would be undertaken to address any issues.
- Confirmation that the costs of providing a webcasting service for all Council meetings had been included in the report to General Purposes Committee and were in the order of £16k a year.
- Confirmation that there was a facility to monitor the number of viewers accessing the webcasting service.
- Amendment to paragraph 6 of the draft protocol to delete 'County Council's' and replace with 'Leeds City Council's'.

RESOLVED – That subject to the above amendment, the draft protocol for webcasting meetings of Council, be approved.

18 The use of electronic equipment in Committee

The Chief Officer (Democratic and Central Services) submitted a report which updated Members on the growing use of electronic equipment in Council / Committee meetings and sought the views of the Member Management Committee on the appropriateness of standard advice to Chairs.

Draft minutes to be approved at the meeting
to be held on Tuesday, 22nd January, 2013

The Chair welcomed to the meeting, Peter Marrington, Head of Scrutiny and Member Development, to present the report and respond to Members' questions and comments.

The key points of discussion were:

- Concern that Members were disadvantaged when requested by the Chair not to use electronic equipment during Council / Committee meetings, particularly as officers, external representatives and members of the public were still permitted to use them.
- Concern that the use of electronic equipment during Council / Committee meetings provided Members with an opportunity to refer to information that other Members of the Committee may not have access to.
- The challenges associated with establishing a clear protocol and a suggestion that the use of electronic equipment at Council / Committee meetings be considered a matter of discretion by the Chair.

RESOLVED –

- (a) That the contents of the report and appendices be noted
- (b) That the use of electronic equipment at Council / Committee meetings be considered a matter of discretion by the Chair.

19 Member Development

The Chief Officer (Democratic and Central Services) submitted a report which provided Members with an update on learning and development issues in relation to Members.

The Chair welcomed to the meeting, Kay Sidebottom, Member Development Officer, to present the report.

RESOLVED – That the contents of the report and appendices be noted.

20 Additional appointments to Leeds Initiative Partnerships

The Assistant Chief Executive (Planning, Policy and Improvement) submitted a report which sought the appointment of Members to the Leeds Initiative Partnership Boards.

The Chair welcomed to the meeting, Martin Dean, Head of Leeds Initiative and International Partnerships, to present the report.

RESOLVED – That Councillor D Blackburn be appointed to the Leeds Initiative – Climate Change Partnership.

21 Local Authority Appointments to Outside Bodies

The Chief Officer (Democratic and Central Services) submitted a report which provided an update on the current position regarding Member appointments to outside bodies and sought confirmation of Member nominations to the remaining vacancies.

The Chair welcomed to the meeting, Guy Close, Governance Officer, to present the report.

RESOLVED –

- (a) That the current position in relation to Member appointments to outside bodies detailed in Appendix 1, be noted
- (b) That the issues relating to outside bodies detailed in paragraphs 3.1 to 3.5 of the report, be noted
- (c) That the change of appointments approved since the last meeting in June 2012, detailed in paragraph 3.6 of the report, be noted
- (d) That Councillor A Lowe be appointed to serve as the Council's representative on the Harrison & Potter Trust / Josiah Jenkinson Charity.

22 Date and Time of Next Meeting

Tuesday, 22nd January 2013 at 10.00am.

(The meeting concluded at 11.12am.)

Development Plan Panel

Tuesday, 11th September, 2012

PRESENT: Councillor N Taggart in the Chair

Councillors C Campbell, M Coulson, C Fox,
P Gruen, R Harington, T Leadley,
K Mitchell, J Procter and N Walshaw

30 Chair's Opening Remarks

The Chair welcomed all in attendance to the September meeting of Development Plan Panel.

31 Late Items

In accordance with his powers under Section 100B(4)(b) of the Local Government Act 1972, the Chair agreed to accept the following late information, which was not available at the time of agenda despatch:

- Matters arising from the Minutes – 7th August 2012 (Minute No. 35 refers)
- Core Strategy Report – Revisions to Key Diagram (Minute No. 37 refers)
- Core Strategy Report – Analysis of Responses on Placemaking / Centres Policies (Minute No. 38 refers)
- Core Strategy Report – Consultation response in relation to managing the growth of Leeds Bradford International Airport. (Minute No. 43 refers)

32 Declaration of Disclosable Pecuniary and Other Interests

There were no declarations of pecuniary and other interests.

33 Apologies for Absence

Apologies for absence were submitted by Councillors B Anderson and J Lewis. Notification had been received that Councillor J Proctor was substituting for Councillor B Anderson.

34 Minutes - 7th August 2012

RESOLVED – That the minutes of the meeting held on 7th August 2012, be approved.

35 Matters arising from the Minutes

Members were referred to a copy of matters arising from the August Development Plan Panel meeting. The information was being made available on the Council's website following this meeting.

Phil Crabtree, Chief Planning Officer, provided a brief update on proposed planning reforms following a recent announcement by the Secretary of State. This would include extending the time limit for planning applications and a review of local and national standards. It was anticipated that the changes would form part of the Regeneration Act.

36 Leeds Community Infrastructure Levy - Update on progress and the commissioning of the Leeds Economic Viability Study

The Director of City Development submitted a report which provided a brief update on progress made with the Leeds Community Infrastructure Levy (CIL) and the Economic Viability Study currently being undertaken by consultants GVA.

The following officers and external representative attended the meeting:

- David Feeney, Head of Forward Planning and Implementation
- Phil Crabtree, Chief Planning Officer
- Lora Hughes, Principal Planner
- Dale Robinson, GVA.

The key areas of discussion were:

- Concern about the lack of engagement with Elected Members, particularly in relation to progress made with the Leeds CIL and development of an Economic Viability Study. Members were advised that the outcome of this work would be reported back to Development Plan Panel prior to consideration by Executive Board.
- Concern about the impact of shifts in national policy, particularly, affordable housing policies.

RESOLVED – That the information relating to the CIL for Leeds, especially the current work on the Economic Viability Study, and the future actions to develop the Leeds CIL, be noted.

37 LDF Core Strategy - Publication Draft, Analysis of Consultation Responses: Section 1 - 4: Introduction, Profile of Leeds Metropolitan District, Spatial Vision & Objectives, Spatial Development Strategy (Overview) & Key Diagram

The Director of City Development submitted a report which reviewed the consultation responses in relation to Section 1 - 4: Introduction, Profile of Leeds Metropolitan District, Spatial Vision & Objectives, Spatial Development Strategy (Overview) & Key Diagram.

A copy of the proposed changes were appended to the report.

The following officers attended the meeting and responded to Members' questions and comments:

- David Feeney, Head of Forward Planning and Implementation

- Phil Crabtree, Chief Planning Officer
- Janet Howrie, Principal Planner.

The key areas of discussion were:

- There was a need to provide further explanation of the key diagram.
- It was agreed to provide Members with a schedule of UDP saved policies.

RESOLVED – That the Development Plan Panel endorses the analysis of the issues raised and suggested Core Strategy text changes, subject to amendments, for presentation to Executive Board for approval.

(Councillor Harington joined the meeting at 2.28pm during the consideration of this item.)

38 LDF Core Strategy - Publication Draft, Analysis of Consultation Responses: Placemaking - Retail and Centres

The Director of City Development submitted a report which reviewed the consultation responses in relation to the overall approach to retailing and centres including Strategic Policy SP2 and the Placemaking chapter Policies P1 to P9.

A copy of the proposed changes were appended to the report.

The following officers attended the meeting and responded to Members' questions and comments:

- David Feeney, Head of Forward Planning and Implementation
- Phil Crabtree, Chief Planning Officer
- Robin Coghlan, Team Leader (Policy)
- Lora Hughes, Principal Planner.

The key points of discussion were:

- There was concern about the multiplication of charity shops and the impact on independent traders. It was agreed to delete the wording in para. 5.3.17 after the word "approach" to read as follows "The Core Strategy supports new retail provision in a sustainable manner, directing it towards all the town and local centres across the District (as identified in Policy P1) rather than following a market share approach".
- The Chief Planning Officer advised that the issue of change of use was being considered as part of the Portas review. It was agreed to report back to Members with an update on this.

RESOLVED – That the Development Plan Panel endorses the analysis of the issues raised and suggested Core Strategy text changes, subject to amendments, for presentation to Executive Board for approval.

39 LDF Core Strategy - Publication Draft, Analysis of Consultation Responses: City Centre

The Director of City Development submitted a report which reviewed the consultation responses in relation to the Placemaking chapter and the overall approach to retailing and centres.

A copy of the proposed changes were appended to the report.

The following officers attended the meeting and responded to Members' questions and comments:

- David Feeney, Head of Forward Planning and Implementation
- Phil Crabtree, Chief Planning Officer
- Robin Coghlan, Team Leader (Policy).

It was agreed to amend reference to the 'White Rose area' on page 123 of the report.

RESOLVED – That the Development Plan Panel endorses the analysis of the issues raised and suggested Core Strategy text changes, subject to amendments, for presentation to Executive Board for approval.

(Councillor P Gruen joined the meeting at 3.05pm during the consideration of this item.)

40 LDF Core Strategy - Publication Draft, Analysis of Consultation Responses: The Housing Requirement (SP6) and Distribution (SP7)

This item was deferred to the Development Plan Panel meeting on Wednesday, 26th September 2012.

41 LDF Core Strategy - Publication Draft, Analysis of Consultation Responses: Housing Policies H1 (Phasing), H2 (Development on non-allocated sites), H3 (Density), H4 (Mix) and H8 (Independent Living)

This item was deferred to the Development Plan Panel meeting on Wednesday, 26th September 2012.

42 LDF Core Strategy - Publication Draft, Analysis of Consultation Responses: Spatial Policy 10: Green Belt

This item was deferred to the Development Plan Panel meeting on Wednesday, 26th September 2012.

43 LDF Core Strategy - Publication Draft, Analysis of Consultation Responses: Policy SP12 'Managing The Growth Of Leeds Bradford International Airport'

This item was deferred to the Development Plan Panel meeting on Wednesday, 26th September 2012.

44 LDF Core Strategy Consultation Responses in Relation to Miscellaneous Topics (including Soundness, NPPF compliance, General Environment & Economy, Consultation, Habitat Regulations Assessment, Sustainability Appraisal, Equality Impact Assessment and Health Impact Assessment)

This item was deferred to the Development Plan Panel meeting on Wednesday, 26th September 2012.

45 LATE ITEM - LDF Core Strategy - Publication Draft, Analysis of Consultation Responses: Spatial Policy 1: Location of Development

This item was deferred to the Development Plan Panel meeting on Wednesday, 26th September 2012.

46 Dates and Times of Next Meetings

- Tuesday, 2nd October 2012 at 1.30pm
- Tuesday, 23rd October 2012 at.1.30pm.

(The meeting concluded at 3.38pm.)

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Development Plan Panel

Wednesday, 26th September, 2012

PRESENT: Councillor N Taggart in the Chair

Councillors C Campbell, M Coulson, C Fox,
J Hardy, T Leadley, J Lewis, J Procter and
N Walshaw

47 Chair's Opening Remarks

The Chair welcomed all in attendance to the September meeting of Development Plan Panel.

48 Late Items

In accordance with his powers under Section 100B(4)(b) of the Local Government Act 1972, the Chair agreed to accept the following late information, which was not available at the time of agenda despatch:

- Affordable Housing Thresholds – response in relation to previous issues raised by Councillor Leadley
- Further clarification provided in relation to Policy CC3
- Amendments to reflect Council's duty to improve Public Health.

These documents were not available at the time of the agenda despatch, but were subsequently made available to the public on the Council's website.

Affordable Housing Threshold

Members expressed concern that the report on affordable housing threshold had not addressed key issues raised at the July Development Plan Panel meeting. In particular, Members suggested that all schemes made a contribution to affordable housing provision and that this be reflected in Policy H5. It was agreed that officers should review the revised wording in the light of Members' comments and circulate to the Chair in the first instance. Subject to the Chair's considerations, for the matter to be decided by email or by a future Panel Meeting as necessary.

49 Declaration of Disclosable Pecuniary and Other Interests

There were no declarations of interest made at this stage, however a significant interest was declared at a later point in the meeting. (Minute No. 55 refers)

50 Apologies for Absence

Apologies for absence were submitted by Councillors B Anderson, P Gruen, R Harington and K Mitchell. Notification had been received that Councillor J Procter was substituting for Councillor B Anderson and Councillor J Hardy for Councillor P Gruen.

Draft minutes to be approved at the meeting
to be held on Tuesday, 2nd October, 2012

51 LDF Core Strategy – Publication Draft, Analysis of Consultation Responses: The Housing Requirement (SP6) and Distribution (SP7)

The Director of City Development submitted a report which reviewed the consultation responses in relation to the housing requirement (Policy SP6) and housing distribution (Policy SP7).

A copy of the proposed changes were appended to the report.

The following officers attended the meeting and responded to Members' questions and comments:

- David Feeney, Head of Forward Planning and Implementation
- Steve Speak, Deputy Chief Planning Officer
- Robin Coghlan, Team Leader (Policy).

The key areas of discussion were:

- Policies SP6 and SP7 concluding that the windfall allowance of 500 dwellings per annum should be presented as a conservative figure that could be higher.
- Concern that there was a suggestion of sequential testing in section 4.6.9 of the report. Officers subsequently agreed to delete the last sentence of paragraph 4.6.9 (reference to PAS land, UDP Allocations and Green Belt being an alternative to windfall be deleted entirely).
- The need for a built-in mechanism for re-appraisal of SP6. Officers advised that the policy was subject to annual monitoring through the Authority Monitoring Report and substantial deviation from expectations would be a prompt for an early review of the plan.
- The importance of ward based meetings as part of the site allocations process.

RESOLVED – That the Development Plan Panel endorses the analysis of the issues raised and suggested Core Strategy text changes, subject to amendments, for presentation to Executive Board for approval.

52 LDF Core Strategy – Publication Draft, Analysis of Consultation Responses: Housing Policies H1 (Phasing), H2 (Development on non-allocated sites), H3 (Density), H4 (Mix) and H8 (Independent Living)

The Director of City Development submitted a report which reviewed the consultation responses in relation to Housing Policies H1 (Phasing), H2 (Development on non-allocated sites), H3 (Density), H4 (Mix) and H8 (Independent living).

A copy of the proposed changes were appended to the report.

The following officers attended the meeting and responded to Members' questions and comments:

- David Feeney, Head of Forward Planning and Implementation
- Steve Speak, Deputy Chief Planning Officer
- Robin Coghlan, Team Leader (Policy).

The main areas of discussion were:

- Understanding how the managed approach will work with site criteria set out in the Core Strategy and the placing of sites into sequential phases in subsequent plans, including the Site Allocations DPD.
- Agreed to improve clarification by adding a footnote to the word 'phase' in line 1 of Policy H1. This will explain that "phase" means to establish a series of sequential bandings of sites.
- Clarification sought about the density levels reported in Policy H3.

RESOLVED – That the Development Plan Panel endorses the analysis of the issues raised and suggested Core Strategy text changes, subject to amendments, for presentation to Executive Board for approval.

(Councillor M Coulson withdrew from the meeting at 3.30pm during the consideration of this item.)

53 LDF Core Strategy – Publication Draft, Analysis of Consultation Responses: Policy SP12 'Managing The Growth Of Leeds Bradford International Airport'.

The Director of City Development submitted a report which reviewed the consultation responses in relation to Policy SP12 'Managing the Growth of Leeds Bradford International Airport (LBIA)'.

A copy of the proposed changes were appended to the report.

The following officers attended the meeting and responded to Members' questions and comments:

- David Feeney, Head of Forward Planning and Implementation
- Steve Speak, Deputy Chief Planning Officer
- Robin Coghlan, Team Leader (Policy).
- Tim Harvey, Project Manager (Transport Initiatives).

The main areas of discussion were:

- Concerns about the long term ambitions of LBIA to develop on green belt and the impact on the surrounding area.
- Suggested amendment to 4.9.13 of the report to reflect that the public transport network to and from LBIA was insufficient. Officers agreed to amend the report.

RESOLVED – That the Development Plan Panel endorses the analysis of the issues raised and suggested Core Strategy text changes, subject to amendments, for presentation to Executive Board for approval.

Draft minutes to be approved at the meeting
to be held on Tuesday, 2nd October, 2012

(Councillor J Lewis withdrew from the meeting at 4.30pm during the consideration of this item.)

54 LDF Core Strategy – Publication Draft, Analysis of Consultation Responses: Spatial Policy 10: Green Belt

The Director of City Development submitted a report which reviewed the consultation responses in relation to Spatial Policy 10: Green Belt.

A copy of the proposed changes were appended to the report.

The following officers attended the meeting and responded to Members' questions and comments:

- David Feeney, Head of Forward Planning and Implementation
- Steve Speak, Deputy Chief Planning Officer.

The key areas of discussion were:

- Cross boundary issues and ensuring a duty to co-operate with other local authorities.

RESOLVED – That the Development Plan Panel endorses the analysis of the issues raised and suggested Core Strategy text changes, subject to amendments, for presentation to Executive Board for approval.

(Councillor C Fox withdrew from the meeting at 4.45pm during the consideration of this item.)

55 LDF Core Strategy Consultation Responses in Relation to Miscellaneous Topics (including Soundness, NPPF compliance, General Environment & Economy, Consultation, Habitat Regulations Assessment, Sustainability Appraisal, Equality Impact Assessment and Health Impact Assessment)

The Director of City Development submitted a report which reviewed the consultation responses in relation to Miscellaneous Topics (including Soundness, NPPF compliance, General Environment & Economy, Consultation, Habitat Regulations Assessment, Sustainability Appraisal, Equality Impact Assessment and Health Impact Assessment)

A copy of the proposed changes were appended to the report.

The following officers attended the meeting and responded to Members' questions and comments:

- David Feeney, Head of Forward Planning and Implementation
- Steve Speak, Deputy Chief Planning Officer.

RESOLVED – That the Development Plan Panel endorses the analysis of the issues raised and suggested Core Strategy text changes, subject to amendments, for presentation to Executive Board for approval.

(Councillor Taggart declared significant interest in this item in his capacity as Chair of West Yorkshire Joint Services Committee.)

56 LDF Core Strategy – Publication Draft, Analysis of Consultation Responses: Spatial Policy 1: Location of Development

The Director of City Development submitted a report which reviewed the consultation responses in relation to Spatial Policy 1: Location of Development.

A copy of the proposed changes were appended to the report.

The following officers attended the meeting and responded to Members' questions and comments:

- David Feeney, Head of Forward Planning and Implementation
- Steve Speak, Deputy Chief Planning Officer.

RESOLVED – That the Development Plan Panel endorses the analysis of the issues raised and suggested Core Strategy text changes, subject to amendments, for presentation to Executive Board for approval.

57 Date and Time of Next Meeting

Tuesday, 23rd October 2012 at 1.30pm.

(The meeting concluded at 5.00pm.)

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GENERAL PURPOSES COMMITTEE

THURSDAY, 30TH AUGUST, 2012

PRESENT: Councillor K Wakefield in the Chair

Councillors A Blackburn, M Dobson,
S Golton, P Gruen, G Latty, T Leadley,
J Lewis, A Lowe, E Nash, J Procter and
M Rafique

Apologies Councillor J Blake and R Finnigan

12 Appeals against refusal of inspection of documents

There were no appeals against the refusal of inspection of documents.

13 Exempt Information - possible exclusion of the press and public

There were no resolutions to exclude the public.

14 Late items

There were no late items submitted to the agenda.

15 Declaration of Disclosable Pecuniary and Other Interests

There were no declarations of disclosable pecuniary interests although Councillor Latty declared an interest in respect to Item 12, minute 23 refers.

16 Apologies for absence

Apologies for absence were received from Councillor Blake and Councillor Finnigan.

17 Minutes of the previous meeting

RESOLVED – That the minutes of the General Purposes Committee meeting held on 25th June 2012 be approved as a correct record.

18 Deputation to full Council - Falun Gong

The Head of Governance Services presented a report of the Director of Resources which considered the deputation received by full Council on 11th July 2012 from Ms Man regarding practitioners of Falun Gong and the Council's response to it.

RESOLVED - Members of the General Purposes Committee resolved to:

(a) note the issues raised by Ms Man;

(b) request that the Chief Executive:-

write to Ms Man on the Council's behalf thanking her for her presentation;

bring the issues raised by Ms Man to the attention of the Foreign and Commonwealth Office; and

(c) reaffirm unequivocal support for the right of freedom of expression and views with concern any actions that may deny this basic human right.

19 Proposed amendments to the Members' Code of Conduct arising from DCLG Guidance

The Head of Governance Services presented a report of the City Solicitor introducing Members to recent guidance issued by the Department of communities and Local Government concerning Members' personal interests.

Specific attention was drawn to aspects of the guidance that prevent any form of participation by a Member at a meeting where the business relates to a matter in which they have a disclosable pecuniary interest; this being a departure from previous arrangements whereby a Member was permitted to make representations and answer questions provided the public also had those rights.

Members acknowledged that the Leeds Members' Code of Conduct was now out of line with the recently published government guidance.

Members also considered a proposal for future amendments to the Members' code of Conduct to be recommended by the Standards and Conduct Committee directly to full Council, rather than such recommendations being made by General Purposes Committee.

RESOLVED – Members of the General Purposes Committee resolved:

(a) To recommend to full Council that the proposed amendments to the Members' Code of Conduct as set out at Appendix 2 to the report be approved;

(b) To not support proposals to alter the process by which recommendations to amend the Members' Code of Conduct are made to full Council; and

- (c) That concerns expressed by Members regarding the restrictions now placed on Members be brought to the attention of DCLG.

20 New Regulations regarding meetings of the executive and access to information

The Head of Governance Services presented a report of the City Solicitor. The report outlined the new provisions introduced by the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, to seek Members' views on proposed amendments to current practice, and to highlight any areas of risk to the authority.

RESOLVED - Members of the General Purposes Committee resolved to

- (a) note the implications of the new Regulations and officers' suggestions that clarification should be sought as to the scope and definition of 'executive decisions' from DCLG;
- (b) agree that the Council continue to produce a Forward Plan albeit within the revised 28 day notice period for Key Decisions prescribed by the Regulations;
- (c) recommend that full Council approve the proposed amendments to Article 12 in relation to the functions of the Head of Paid Service as set out at Appendix 2 to the report, and the amended terms of reference for the Standards and Conduct Committee as set out at Appendix 3 to the report; and
- (d) note the City Solicitor's intention, in consultation with Members, to amend the Constitution to give effect to the new Regulations and the amendments to current practice.

21 Review of Council Meetings

Councillor J Lewis presented a report of the Chief Executive seeking approval of recommendations to be put to full Council to introduce consideration a third White Paper to Ordinary meetings of Council.

Members agreed that it was important to keep 'back bench' Members engaged with Council meetings and that these proposals were a positive move towards that. It was confirmed that further consideration would be given to the success of the arrangements following the September full Council meeting.

Further to content of the report presented, the Head of Leeds Initiative and International Partnerships presented proposed arrangements for Leeds City Council State of the City Meetings 2012/13.

Members stressed the importance of partners getting a feel for Members' views on the various partnerships the Council has as well as Members understanding the views of external partners. Members also discussed the timings of the meetings.

RESOLVED - Members of the General Purposes Committee resolved to:

- (a) note the proposals contained in the report and recommend to Full Council the adoption of the new arrangements as set out at Appendix 1, (the new arrangements to be reviewed, following the Council meeting on 12 September 2012); and
- (b) agree that the revised arrangements be reviewed by the Committee during the course of the Municipal Year; and
- (c) that the second State of the City Meeting take place on 27th February 2013, at the conclusion of business necessary to agree the council's budget for 2013/14.

22 Community Governance Review recommendations on whether to increase the number of parish councillors for Scarcroft parish council

Councillor J Lewis presented the report of the Head of Licensing and registration which considered the Electoral working Group's (EWG) recommendations regarding the request from Scarcroft Council to increase the size of the Parish Council from 7 to 9 Councillors and the subsequent Community Governance Review to establish whether such an increase should be approved.

RESOLVED – Members of the General Purposes Committee resolved to recommend to full Council that:

- (a) the size of Scarcroft Parish Council be increased from 7 to 9 Councillors;
- (b) the electoral arrangements as set out in Appendix A to the report be applied; and
- (c) in the interim the existing Parish Councillors cover the duties of the two new Parish Councillors until those vacancies to the parish council are filled.

23 Community Governance Review recommendations on whether to create a new parish of Rawdon

Councillor J Lewis presented the report of the Head of Licensing and Registration. The report considered EWG's recommendations regarding the petition from electors in polling districts from the Horsforth, Guiseley & Rawdon and Otley and Yeadon wards and the subsequent Community Governance Review to establish whether a new parish for Rawdon should be created.

Councillor Latty made known to the committee that as a resident of Rawdon he would be impacted by the proposals and any precept payable.

RESOLVED – Members of the General Purposes Committee resolved to recommend to full Council that:

- (a) a new parish and Parish Council for Rawdon be constituted, excluding the polling district OYG (from the original proposal contained in the petition received on 18 May 2012);
- (b) the precept for the new parish council be set at £40,000;
- (c) the electoral arrangements be as those set out in Appendix A to the report; and
- (d) the interim arrangements for the new parish are that the existing Local Government Ward Councillors act as parish councillors until vacancies to the new parish council are filled.

24 Webcasting Council Chamber Meetings

The Head of Governance Services presented a report of the Chief Officer Democratic & Central Services and the Chief Officer ICT Services. The report considered the introduction of webcasting for Council meetings and the likely costs and benefits to the introduction of webcasting were described.

Members considered the report and discussed the cost implications of the options presented to them. They also viewed this as a change to engage with the public and hoped that it could bring about greater understanding of what happens in full Council meetings.

Members also considered that a protocol on the recording of meetings should be established before webcasting takes place.

RESOLVED – Members of the General Purposes Committee resolved to:

- (a) agree to a trial webcasting of the November State of the City Council meeting as a one off event, subject to appropriate protocols concerning the application and use of the Webcasting system being drawn up in advance of the trial and agreed with Members;
- (b) That any decision to extend the trial to the 2013/14 Municipal Year being subject to General Purposes Committee's consideration of the outcome of the trial Webcast;

25 Review of Plans Panels

Councillor Gruen presented a report of the Director of City Development which proposed the establishment of a strategic plans panel with responsibility for making decisions on strategically significant planning applications for the district and for those city centre planning applications which are considered by Members. It also provided proposals for changes to the geographical areas covered by the other two panels, which takes account of recent application workloads, the need to achieve timely and predictable outcomes for major developments, the need to improve performance in the determination of major applications and the importance of securing involvement and participation in planning decision making by Members, local residents and other interest groups.

The Chief Planning Officer and the Head of Planning Services were in attendance to answer Member questions.

Members discussed the report in detail. Specifically Members raised questions about the meaning of 'Job Growth' in terms of defining a strategic planning application and that 'Significant Job Growth' would be a better term.

Members also had considerable debate over the need for a protocol to be in place prior to the establishment of a 'Strategic Panel'.

Consideration was also given to the name 'Strategic Panel' this name was rejected by Members who preferred the name of 'City Plans Panel'.

Members highlighted the importance of them being notified and involved in strategic planning applications that effect their wards during pre-application discussions.

The Head of Governance Services advised the Committee that the starting date for the new arrangements should take into account the scheduled meeting of the Plans Panel (West) on 13 September 2012.

RESOLVED – Members of the General Purposes Committee resolved to:

- (a) note the outcome of the review of the composition of the plans panels;

- (b) note and support the Executive Member's commitment to produce, at the earliest opportunity, and in consultation with Members from all political groups:
- a revised protocol for pre-application involvement, including Heads of Terms where there are legal agreements;
 - an action plan to take forward the suggestions made from the working party, as set out in paragraph 3.1.15 to the report
- (c) pending the revised protocol, instruct the Chief Planning Officer to urgently, (in the period leading up to the September Council meeting), seek cross-party consensus on an interim set of principles to govern how the panels will operate;
- (d) recommend full Council approve revised arrangements as set out in the report including:
- the Terms of Reference for a strategic plans panel (to be named the City Plans Panel) as set out at Appendix 1 to the report;
 - the Terms of Reference for Area Plans Panels as set out at Appendix 2 to the report – these being the North and East Plans Panel, and the South and West Plans Panel, the boundaries for which are shown on the attached appendix 2a to the report; and
 - an amendment to Article 8 of the Constitution to dis-apply the restriction on membership numbers to the proposed Strategic Plans Panel as set out at Appendix 3 to the report; and
- (e) review the operation of the revised plans panels arrangements 6 months after commencement.

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NORTH WEST (INNER) AREA COMMITTEE

THURSDAY, 20TH SEPTEMBER, 2012

PRESENT: Councillor J Akhtar in the Chair

Councillors M Hamilton, J Walker,
N Walshaw, C Towler, G Harper, B Atha,
J Illingworth, J Bentley and S Bentley

OFFICERS: Jane Maxwell, West North West Area Leader
Stuart Byrne, West North West Area Support
Chris Dickinson, West North West Area Support
Steven Walker, Children's Services
Jancis Andrew, Children's Services
Stuart Gosney, Children's Services
Andrew Wheeler, New Generation Transport Team
Vanessa Allen, New Generation Transport Team
David Reid, New Generation Transport Team
Ryan Platten, Community Planning Officer
Neil Charlesworth, City Development
Lynne Hamshaw – West North West Homes
John Grieve, Governance Services

MEMBERS OF THE PUBLIC:

Joan Brown, Cardigan Triangle Community Association
Amanda Jackson, University of Leeds
Ben Fisher, University of Leeds
Sue Buckle, South Headingley Community
Association
Bill McKinnon, North Hyde Park Residents Association
Howard Eaglestone – Leeds 6 Resident
John Morris – NHPNA
C Bubayh – Local Resident
Insp Simon Brooksbank – West Yorkshire Police
Ken Torrode – WRPA
John Davison – Helping Community Sport Bid
Claire Randall – Leeds 6 Resident

12 Declarations of Disposable Pecuniary and Other Interests

There were no declarations of interest

13 Apologies for Absence

Apologies for absence were received from Councillor J Chapman and Councillor L Yeadon

14 Open Forum

In accordance with paragraph 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

Planning Application - Former Leeds Girls High School Site – Sue Buckle referred to a meeting held on 1st August 2012 between members of South Headingley Community Association (SHCA) and the site developers. It was reported that SHCA was opposed to the application in view of the proposed loss of sports facilities. Five local Headteachers had also objected to the proposals along with a number of Ward Councillors. SHCA was now seeking the support of the Area Committee in opposing the application.

(Councillors: Akhtar, J Bentley and Towler required it to be recorded that they did not participate in the discussion on this item as Members of Plans Panel South and West who would determine the application)

It was the general consensus of Members that the application be not supported

Pavilion – Linzi Stauvers spoke about the work of “Pavilion”, a commissioning organisation that deals with contemporary art and its politics. Pavilion presents its work as a resource, as a route for audiences to further develop a critical position within the world. A programme of up and coming events was circulated at the meeting. Further information can be obtained at www.pavilion.org.uk

Removal of Yorkshire Paving Stone – Claire Randall, spoke of local residents concerns about the removal of original Yorkshire paving stones from the Hyde park and Headingley areas. It was reported that workmen were turning up and removing the original paving stones, replacing them with modern materials. It was suggested that up to 80% of the stones removed were in good condition. Recently along one street in the Hyde Park area, approximately 400 paving stones were removed. It is understood that each paving stone can be worth as much as £100. Residents were now seeking the support of the Area Committee to:

- (a) Ensure that consultation was carried out on the removal of heritage features from the area.
- (b) Ensure that any original stone removed from the area is properly accounted for.

RESOLVED –

- (i) That Officers from Highways be invited to attend a future meeting of this Committee to provide clarification around the issue of pavement maintenance, in particular the removal of original paving stones
- (ii) That Internal Audit be made aware of the concerns expressed by Ward Members and Local Residents, in particular, the removal of heritage features from an area without due accountability.

Traffic Safety around Rochester Terrace and Chapel Lane – A local resident raised concerns about traffic safety around Rochester Terrace and Chapel Lane. In responding, the Chair said he was aware of the concern raised, a meeting with local residents had taken place and a traffic survey was due to be undertaken.

15 Minutes of the Previous Meeting

RESOLVED – That the minutes of the previous meeting held on 28th June 2012 be accepted as a true and correct record.

16 Matters Arising from the Minutes

Members considered a report by the West North West Area Support Team which identified a number of issues requiring further action following the last meeting of the Area Committee.

RESOLVED –

- (i) To note the proposals in respect of Sparrow Park.
- (ii) That other items referred to in the report were covered elsewhere on the agenda.

17 Area Chair's Forum

Members received for information and comment, the Area Chair's Forum minutes for the meetings held on 12th March and 13th July 2012.

RESOLVED – That the contents of the minutes be noted.

18 Appointment of Area Committee Representation upon Leeds Initiative Area Based Partnership Groups/Corporate Carers Group

The Chief Officer (Democratic and Central Services) submitted a report which provided background information to Local Member representation on Leeds Initiative Area Based Partnership Groups and also the Council's Corporate Carer's Group.

The report invited Members to consider making appointments to those groups.

RESOLVED –

- (i) That the contents of the report be noted.
- (ii) That the following appointments be made for the remainder of the 2012/13 Municipal year:
 - (a) Council's Corporate Carers' – Councillor S Bentley
 - (b) Area Health and Wellbeing Partnership – Councillor J Illingworth
 - (c) Divisional Community Safety Partnership – Councillor J Akhtar

19 Children's Services Update Report

The Director of Children's Services submitted a report which provided an update on developments within Children's Services. The report informed Members of the current issues facing the Directorate and Children's Partnership as well as the progress that was being made against local and national agendas.

Appended to the report were copies of the following documents for the information/ comment of the meeting:

- Inner North West Area Committee data and commentary
- Map of cluster to Area Committees
- Cluster overviews for Inner North West Area Committee
- Children's CYPP monthly dashboard for June

Steve Walker, Deputy Director of Children's Services and Jancis Andrew, Area Head of Targeted Services, Children's Services presented the report and responded to Members queries and comments.

Detailed discussion ensued on the contents of the report and appendices:

- Child Friendly Leeds
- A reduction in the number of looked after children by 2.9%
- The very positive results around Secondary school attendance
- Development of locality arrangements and the targeting of services via school clusters
- Developing Families First Leeds
- Improvement and Inspection
- The securing of Apprenticeships by local people

RESOLVED –

- (i) That the contents of the report be noted.
- (ii) That further data be provided around apprenticeships, in particular were these schemes being secured by local people (Post code analysis)

20 Consultation on expansion of primary school provision for September 2014

The Director of Children's Services submitted a report which set out details of the consultation process in relation to the expansion of Leeds Primary School provision for September 2014.

Stuart Gosney, Capacity planning and sufficiency lead, Children's Services presented the report and responded to Members queries and comments.

Detailed discussion ensued on the contents of the report:

- The proposed expansion of Little London Primary School from 210 places to 630 places, by increasing the admission limit from 30 to 90.
- The arrangement made with Beecroft Primary School to admit a further 10 pupils in the reception class to address local demand.
- New housing developments in the area were being monitored to highlight possible school capacity planning issues.

RESOLVED – That the contents of the report be noted.

21 Remobilisation of the New Generation Transport (NGT) Scheme: Current Position and Public Consultation

The New Generation Transport Team (Leeds City Council, City Development and Metro) submitted a report which provided an update on the New Generation Transport Scheme. This included details of the rationale behind the remobilisation of the NGT scheme, since receiving confirmation from the Government on 5th July 2012, that the scheme would potentially receive government funding.

The report also described details of the consultation process to date and how this would be recommenced on remobilisation of the scheme. Officers also outlined the Transport and Works Act Order procedure.

Andrew Wheeler, NGT Project Manager, City Development, Vanessa Allen, NGT Planning and Urban Design Manager, and David Reid, Stakeholder and Community Manager, presented the report and responded to Members queries and comments.

Detailed discussion ensued on the contents of the report and appendices:

- Impacts on cyclists and pedestrians particularly on Headingley Hill section
- Car parking – overspill from the Park & Ride site and informal P& R close to other stops
- Environmental impact – loss of mature trees and grass verge areas (both on and off the highway) and increase in highway infrastructure
- Heritage and townscape impact in Conservations Areas and on Listed Buildings including the impact of overhead line equipment (OLE), demolition of buildings and setting back of stone walls
- Potential impact / land take at Woodhouse Moor/ Headingley Hill
- Impacts on bus services north of the Ring Road
- Lack of demand management to discourage car use
- Restrictions in turning movements and road closures
- Safety for the visually impaired
- Benefits of scheme
- Extension to Holt Park
- Creation of employment for local people

RESOLVED –

- (i) That the contents of the report be noted.
- (ii) That further information/ clarification be provided in relation to: impact / land take at Woodhouse Moor/ Headingley Hill, possible loss of trees along the Headingley corridor and arrangements for cyclists.

22 Community Planner Update Report

The Community Planning Officer submitted a report which provided an update on the community planner work programme since the previous report to the Area Committee in February 2012.

Ryan Platten, Community Planning Officer, City Development presented the report and responded to Members queries and comments.

Detailed discussion ensued on the contents of the report and appendices:

- Neighbourhood Planning – including details of a new Issues and Options Paper looking at introducing a Neighbourhood Development Plan which can be downloaded from the Community Planner website (<http://www.leeds.gov.uk/council/Pages/Inner-North-West-Community-Planner.aspx>)
- Local Development Framework Core Strategy – INWAC Consultation
- Article 4 Direction and Related Planning Policy

RESOLVED – That the contents of the report by noted

23 Letting Board Code Revisions and Public Consultation

The Community Planning Officer submitted a report which described the proposed changes to the Letting Board Code which operates in Inner North West Leeds

Appended to the report was a copy of the Draft Letting Board Code Guidance Note (September 2012)

Ryan Platten, Community Planning Officer, City Development presented the report and responded to Members queries and comments.

Detailed discussion ensued on the contents of the report and appendices:

- The increase of poster-style advertisement being displayed in windows of residential properties
- The period of public consultation and how the consultation had been advertised

RESOLVED –

- (i) That the contents of the report by noted
- (ii) That the proposed changes to the code be supported

24 Community Right to Bid

The Acting Chief Asset Management Officer submitted a report which provided an update on Community Right to Bid process and the proposed implementation date.

It was reported that the Community Right to Bid gives communities the opportunity to bid to buy assets for the benefit of their local community. The assistance of the Area Committee was requested to identify ways in which they could encourage and help local community organisations to nominate assets.

Appended to the report was a copy of the Community Right to Bid nomination form together with accompanying guidance.

Neil Charlesworth, Community Asset Officer, City Development presented the report and responded to Members queries and comments.

Detailed discussion ensued on the contents of the report and appendices:

- Possible compensation claims
- Concerns about the relatively short period of time (6 months) for a community group to obtain the necessary finances and approvals

RESOLVED –

- (i) That the contents of the report be noted
- (ii) To highlight that the timescale of 6 months for a community group to obtain the necessary finances and approvals may be difficult to achieve

25 Wellbeing Fund 2012 - 13 Update Report

The Assistant Chief Executive (Customer Access & Performance) submitted a report which provided an update on the budget position for the Wellbeing Fund for 2012 – 13 and detailed the budget monitoring information for Quarter 1. The report also outlined the findings of a financial review of wellbeing revenue projects approved between 2004/05 and 2011/12.

Appended to the report were the Wellbeing Fund position statement for 2012/13 (Appendix1) and Quarter 1 Monitoring Returns (Appendix 2).

Stuart Byrne, West North West Area Support Team, presented the report and responded to Members queries and comments.

It was reported that following a review of wellbeing revenue approvals between 2004/5 to 2011/12 additional funding of £918.00 had been identified.

RESOLVED –

- (i) To note the current budget position for the Wellbeing Fund for 2012-13.
- (ii) That the contents of the Quarter 1 Monitoring Returns be noted.
- (iii) To note that additional funding of £918.00 was identified following a review of wellbeing revenue approved between 2004/5 to 2011/12.
- (iv) That the additional funding, as identified in (iii) above, be returned to the wellbeing budget for reallocation.

26 Area Update Report

The Assistant Chief Executive (Customer Access & Performance) submitted a report which provided an update on recent Sub Group business and the current position relating to other project activity. The report also included progress on the work taking place around Freshers' planning and the of the proposed change of name of the former Beckett Park Primary School to the Queenswood Education Centre.

The following documents were appended to the report:

- Procedure for dealing with sites in private ownership (Report on derelict /eyesore sites)
- Site name & address and ownership details (Report on derelict /eyesore sites)
- Illustration of the proposed signage for the Queenswood Education Centre

Stuart Byrne, Inner North West Support Team, presented the report and responded to Members queries and comments.

Referring to nominations to the Sub Groups it was reported that Marian Charlton had been appointed to the Planning Sub Group representing the Headingley Ward, Joan Brown and Michael Parker had been appointed to the Environmental Sub Group representing Headingley and Kirkstall Wards

RESOLVED –

- (i) To note and action, as appropriate the key messages from the Sub Groups as set out in Section 3 of the submitted report.
- (ii) That the work around University Freshers' planning be noted
- (iii) To note the proposed change of name of the former Beckett Park Primary School to the Queenswood Education Centre.

27 Review of Area Working

Councillor Atha referred to discussions currently taking place which were looking at how Area Committees may evolve in relation to the Localism agenda and any possible increase to their delegated powers. Possible changes could include some alterations to Area Committee boundaries.

In responding Jane Maxwell, West North West Area Leader, confirmed that a Review of Area Working was currently being undertaken but the outcome of this Review was still ongoing. Ward Members would continue to be engaged throughout the review process. A report would be submitted to a future meeting of the Executive Board over the next few months.

RESOLVED - That further information to be brought to a future meeting of this Committee.

28 Date and Time of Next Meeting

RESOLVED – To note that the next meeting will take place on Thursday 25th October 2012 at 7.00pm in the Milford Sport Club, Beecroft Street, Kirkstall, Leeds, LS5 3AS.

NORTH WEST (INNER) AREA COMMITTEE

THURSDAY, 25TH OCTOBER, 2012

PRESENT: Councillor J Akhtar in the Chair

Councillors M Hamilton, N Walshaw,
C Towler, G Harper, B Atha, J Illingworth,
J Bentley and S Bentley

OFFICERS: Chris Dickinson, West North West Area Support
Stuart Byrne, West North West Area Support
Zahid Butt – Environment and Neighbourhoods
Lynne Hamshaw – West North West Homes
Insp Simon Brooksbank – West Yorkshire Police
John Grieve, Governance Services

MEMBERS OF THE PUBLIC:

Ben Fisher, Leeds University Union
Mia Tamarin, Leeds Met Students Union
Rachel Barker, Leeds University Union
Sue Buckle, South Headingley Community
Association

29 Declarations of Disposal Pecuniary and Other Interests

Councillor S Bentley declared an interest in Agenda Item No. 10 West North West Homes Leeds Involvement in Area Committees as a Members of the West North West Homes Management Board (Minute No.35 refers).

30 Apologies for Absence

Apologies for absence were received from Councillor J Chapman, Councillor L Yeadon and Councillor J Walker.

31 Open Forum

Decline in Student Numbers – Ben Fisher, Leeds University Students Union spoke about the reduction in student numbers following the introduction of tuition fees. It was estimated that nationally student numbers were down by 30%, contributing to a dramatic rise in youth unemployment. Locally, student numbers were likely to be down by around 2,500 and there could be a loss of up to £30M to the Leeds economy. A national demonstration was planned for 21st November 2012 when students and the trade unions would travel to London to lobby MP's. A Deputation to Council was also planned for 14th November 2012.

The Area Committee is requested to support Leeds University Student Union in expressing concern in the decline of Student numbers.

RESOLVED – To support Leeds University Students Union in expressing concern at the decline in Student numbers and the impact this could have locally.

Woodhouse Moor – Sue Buckle (SHCA) spoke of behalf of John Davison, a local football coach who had asked if the Woodhouse Moor bonfire could be relocated further away from the football pitches. Recent rain had turned the pitch into a “quagmire” and recovery time could be reduced if bonfire spectators could be kept off the pitch.

RESOLVED - That officers in Parks and Countryside be made aware of Mr Davison’s concerns.

Noise Nuisance on Ash Grove - Sue Buckle (SHCA) spoke of the arrival of new students to the area and the accompanying late night partying. There was a great deal of anti-social behaviour leading to sleep deprivation for neighbouring residents. Council Officers had intervened with limited success.

Councillor Illingworth suggested that in such instances arrests could be made under breach of the peace legislation.

In responding Inspector Brooksbanks suggested that noise nuisance powers may prove more effective.

The Area Community Safety Coordinator said that in consultation with the Police, further investigations would be made.

32 Minutes of the Previous Meeting

RESOLVED – That the minutes of the previous meeting held on 20th September 2012 be accepted as a true and correct record

33 Matters Arising from the Minutes

Members considered a report by the West North West Area Support Team which identified a number of issues which required further action following the last meeting of the Area Committee

RESOLVED – To note the progress and outcomes of the issues identified in the Matters Arising report.

34 Annual Community safety Report

The Director of Neighbourhoods and Housing submitted the Annual Community Safety Report covering the period September 2011 to August 2012. The report provided details of community safety activity undertaken

Draft minutes to be approved at the meeting
to be held on Thursday, 13th December, 2012

during the last 12 months together with details of crime data, making comparisons with previous years.

Appended to the report was an analysis of crime figure for the North West (Inner) Area.

Zahid Butt, Area Community Safety Coordinator, Neighbourhoods and Environment presented the report and responded to Members queries and comments.

Detailed discussion ensued on the contents of the report and appendices:

- Multi Agency Tasking
- Burglary
- Community Payback
- Anti Social Behaviour
- Robbery

Commenting on a spate of burglaries in the Hyde Park Area, Zahid Butt, reported that action had since been taken to create a more visible presence in the area through the deployment of more uniformed officers.

Referring to Community Payback Councillor J Bentley asked if more opportunities could be created for offenders?

In responding Inspector Brooksbank, West Yorkshire Police confirmed that this was an area that could be further explored.

Commenting on the instances of anti social behaviour in the Kirkstall area (66) Councillor Atha suggested that this was a significant statistic and could Ward Members be supplied with further details.

Zahid Butt confirm the requested information would be provided.

Referring to Appendix 3 of the submitted report, the Chair referred to instances of robbery for the Hyde Park Woodhouse area, 184 instances for the period 2011/12. The Chair asked if there were any particular “hotspots” and if so, could details be provided.

In responding Inspector Brooksbank said the Police figures were entirely different with a figure of 53 for the same period.

In passing comment Zahid Butt suggested that recent engagement with the community may have encouraged more people to come forward and report crime.

Zahid Butt confirm the requested information would be provided

RESOLVED –

- (i) That the contents of the report be noted
- (ii) To note the Area Committees role in reducing burglary and other crime

35 West North West Homes Leeds Involvement in Area Committees

Members considered a report from West North West Homes which outlined their involvement in the Area Committee process. The report requested Members support in exploring opportunities of making their involvement as meaningful and productive as possible.

Lynne Hamshaw, Area Performance Manager, West North West Homes presented the report and responded to Members queries and comments.

Detailed discussion ensued on the contents of the report:

- Partnership Working
- New – Out of Hours Tenancy Team
- Neighbourhood Caretaking
- Apprentice Caretaker Scheme

In passing comment on the Apprentice Caretaker Scheme Councillor J Bentley suggested that this was a welcome initiative.

In providing further details, Lynne Hamshaw, said four Apprentice Caretakers were currently taking part in the scheme. The scheme would run for a 12 month period with possible opportunities for full time employment at the end of this period.

RESOLVED –

- (iii) That the contents of the report be noted
- (iv) That a further update be provided in six months time

36 Wellbeing Commissioning 2013 -14 and Update Report

The Assistant Chief Executive (Customer Access & Performance) submitted a report which provided an update on the budget position for the Wellbeing Fund for 2012/13 and identified additional revenue funding available for allocation. The report also requested approval to the Wellbeing Funding Priorities for 2013/14 and explained the process and timescales for commissioning wellbeing projects for the 2013/14 financial year.

Appended to the report were copies of the following documents for the information /comment of the meeting.

- Wellbeing Budget Statement 2012/13 (Appendix 1)
- Area Committee Wellbeing Fund – Large Projects Guidance Notes (Appendix 2)

Stuart Byrne, West North West Area Support Team presented the report and responded to Members queries and comments.

Detailed discussion ensued on the contents of the report and appendices:

- Decommissioning of the Community Payback Project
- Revenue available for spend
- Wellbeing Funding Priorities for 2013/ 14
- Timetable for the Wellbeing commissioning process 2013/14

Referring to the revenue available for spend, Councillor Walshaw suggested funding Festive Lights in the Headingley and Hyde Parks areas. Councillor Atha put forward a proposal to add further funds to the to the Small Grants budget.

RESOLVED –

- (i) To note the current budget position for the Wellbeing Fund for 2012/13, as set out in Appendix 1 of the submitted report, including the available balances within Small Grants and Skips allocation
- (ii) To approve the decommissioning of the Community Payback Project
- (iii) To note the additional £4,918 revenue available for allocation
- (iv) To approve that £500 (from the £4,918 revenue available) be transferred to the Small Grants budget, the remainder (£4,418) to used to fund Festive Lights in the Headingley and Woodsley Road areas (In addition to those already funded in Weetwood)
- (v) To note the available balance within the Kirkstall Revenue Pot
- (vi) To approve the Wellbeing funding priorities for 2013/14
- (vii) To approve the process and timescales for Wellbeing commissioning for 2013/14, as set out in Section 3.13 of the submitted report
- (viii) To approve that an additional Area Committee meeting be arranged for Thursday 7th March 2013, to determine the 2013/14 Wellbeing Funding Allocation

37 North West (Inner) Area Committee Business Plan Update Report

The Assistant Chief Executive (Customer Access & Performance) submitted a report which provided an update on the work to date to deliver the actions within the North West (Inner) Area Committee Business Plan 2011-15. The report also requested approval to undertake a review of the business plan to ensure that it continued to be fit for purpose and reflect the current city wide priority plans.

Appended to the report was a copy of the North West (Inner) Business Plan (Priorities for Action) 2011-13

Stuart Byrne, West North West Area Support Team presented the report and responded to Members queries and comments.

Detailed discussion ensued on the contents of the report and appendices:

- Business Plan (Priorities for Action) 2011-13

RESOLVED –

- (i) To note the progress made against the Business Plan actions as described in Appendix 1 of the submitted report
- (ii) That approval be given for the Area Support Team to undertake a review of the Business Plan for 2013/14
- (iii) To receive a refreshed Business Plan at the meeting scheduled for April 2013

38 Date and Time of Next Meeting

RESOLVED – To note that the next meeting will take place on Thursday 13th December 2012 at 7.00pm in St Chad's Parish Centre, St Chad's Vicarage, Otley Road, Leeds, LS16 5JT

NORTH WEST (OUTER) AREA COMMITTEE

MONDAY, 24TH SEPTEMBER, 2012

PRESENT: Councillor P Wadsworth in the Chair

Councillors B Anderson, C Campbell,
J L Carter, B Cleasby, C Fox, C Townsley,
P Latty, P Wadsworth, D Collins and Lay

16 Appeals Against Refusal of Inspection of Documents

There were no appeals against the refusal of inspection of documents.

17 Exempt Information - Possible Exclusion of the Press and Public

There were no resolutions to exclude the public.

18 Late Items

There were no late items added to the agenda.

19 Declaration of Disclosable Pecuniary and Other Interests

Councillor Cleasby declared a significant other interest in Agenda item 10 'Well - Being fund Budget Report' as a Member of the Horsforth Live at Home Scheme (minute 25 refers).

20 Apologies for Absence

Apologies for absence were received from Councillor Downes.

21 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.

22 Minutes - 18th June 2012

The minutes of the North West Outer Area Committee meeting held on 18th June 2012 were approved as a correct record.

23 Matters Arising

Minute No.13. Area Committee Sub Groups

The Area Committee were informed that a representative of Leeds Bradford Airport would be in attendance at the meeting to be held on 5th November 2012 and that a tour of Leeds Bradford would be arranged for Members prior to the meeting.

24 Consultation on expansion of primary school provision for September 2014

The Senior Planning and Bids Manager, Elizabeth Lowes, presented a report of the Director of Children's Services. The report briefed the Area Committee on the proposals being brought forward in response to rising demand for reception places city wide, in particular those impacting on the outer north west area. The report also provided a general update on place pressure issues in the outer north west.

The Director of Children's Services, Nigel Richardson was also in attendance.

Members raised their concerns about the school's chosen for expansion and highlighted the developments which are proposed for the outer north west area of Leeds which will require primary school provision. Members requested that they be provided with planned expansions as early as possible.

Members also considered the problem of getting children into the school's closest to them.

A request was made to officers present for information on the reception class numbers for 2013/14 for the schools in Horsforth and Otley.

RESOLVED –

- (a) that the report be noted;
- (b) that Members of the Area Committee respond to officers on an individual basis with their response to the consultation; and
- (c) that officers present provide information requested by Members during the discussion of this item.

25 Remobilisation of the New Generation Transport (NGT) Scheme: Current Position and Public Consultation

It was agreed by the Chair that agenda item 12 be heard at this point during the meeting due to officer availability.

The NGT Project Manager presented a report of the New Generation Transport Team which provided an update on NGT scheme including the rationale for the scheme.

Draft minutes to be approved at the meeting
to be held on Monday, 5th November, 2012

Vanessa Allen, NGT Planning and Urban Design Manager and Dave Haskins NGT Project Director (West Yorkshire Metro) were also in attendance to help answer Member questions.

Members asked questions about the consultation process and how they would be continued to be briefed on the scheme. Concerns were also raised about the integration of bus services and ensuring that services to outer north west Leeds are not damaged by the introduction of NGT and its proposed route.

Members also questioned officers present about the expansion of NGT to other areas of the City and how parking would be managed for people wishing to leave their cars on the outskirts of the city and travel to the centre using NGT.

Members requested that ward members be briefed further through the North West Area Committee Transport Sub Group.

RESOLVED –

- (a) that the report and on going consultation be noted; and
- (b) that a further briefing be provided to the North West Area Committee Transport Sub Group.

26 Well-Being Fund Budget Report

The Assistant Chief Executive (Customer Access and Performance) submitted a report outlining the current position statement of 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.

During this item the CCTV maintenance cost was considered with Members questioning whether the maintenance of the CCTV cables was spread evenly between all the wards of Leeds.

During discussion of well being funding Members considered that further information was required on what other funding Horsforth Live at Home Scheme received.

RESOLVED –

- (a) that the current position of the Well Being Budget, as set out in Section 2 and Section 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; and

Name of Project: Yeadon Festive Lights
Ward Affected: Otley & Yeadon
Name of delivery organisation: Leeds Lights (LCC)
Decision £3,550 revenue **APPROVED**

Name of Project: Guiseley & Rawdon Festive Lights
Ward affected: Guiseley & Rawdon
Name of delivery organisation: Leeds Lights (LCC)
Decision: £2,550 revenue **APPROVED**

Name of Project: Horsforth Festive Lights
Ward affected: Horsforth
Name of delivery organisation: Horsforth Town Council
Decision: £2,100 revenue **APPROVED**

Name of Project: Horsforth CCTV
Ward affected: Horsforth
Name of delivery organisation: LeedsWatch
Decision : £3,679.40 revenue **APPROVED**

Name of Project: Replacement of Water Supply Pipe
Ward affected: Adel & Wharfedale
Name of delivery organisation: Robert Craven Memorial Hall
Decision: £2,500 revenue **APPROVED**

Name of Project: AVSED IT System
Ward affected: Guiseley & Rawdon and Otley & Yeadon
Name of delivery organisation: Aireborough Voluntary Services to the Elderly with Disabilities
Decision: £2,400 revenue (£1,200 G&R, £1,200 O&Y) **APPROVED**

Name of Project: Sir George Martin Drive Footway
Ward affected: Adel & Wharfedale
Name of delivery organisation: Highways and Transportation (LCC)
Decision : £6,000 revenue **APPROVED** – subject to written confirmation being received that the area being paved does not cover any private property not owned by the Council.

Name of Project: Surprise View Car Park
Ward affected: Guiseley & Rawdon and Otley & Yeadon
Name of delivery organisation: Friends of Chevin Park
Decision: £2,500 revenue **APPROVED**

Name of Project: Horsforth Live at Home Gardening Scheme
Ward affected: Horsforth
Name of Delivery Organisation: Horsforth Live at Home Scheme
Decision: £2,450 **DEFERRED** – further information to be sought as to other sources of funding received by the group.

- (c) that confirmation be sought as to the distribution costs for laying CCTV cables to all wards in Leeds.

27 Children's Services Update Report to Area Committees - Outer North West

The Director of Children's Services submitted a report which provided the Area Committee with an update on Children's Services Developments.

The recent Local Ofsted Inspections were noted by Members and congratulations passed to Children's Services staff involved in these inspections. However disappointment was also expressed that no schools had achieved an outstanding Ofsted report.

Members discussed the report in detail specifically in terms of how the North West Outer area compares to other areas of the City.

Members also questioned officers about the analysis of and reasons for school non attendance and as part of this discussion the meanings of some of the terms used within the performance information provided in the Appendices to the report.

Admission information on Newlaithes and Featherbank school's was requested by Cllr Cleasby.

RESOLVED –

- (a) that the report be noted;
- (b) that the report and appendices be referred to the North West Outer Area Committee Children and Young People Sub Group for further detailed analysis; and
- (c) that admissions information on Newlaithes and Featherbank Primary Schools be provided as requested

28 West North West homes Leeds Involvement in Area Committee

West North West Home submitted a report which outlined the purpose of West North West Homes Leeds involvement in Area Committees, and to explore ways of making that involvement as meaningful and productive as possible.

Members asked questions about estate grading and inspections and requested some of the inaccuracies in the division of the estates and areas be corrected. Members commented on the estates rated acceptable and what was being done to improve these.

Communication to residents was also raised in discussion with Members feeling that it was important that residents were informed as to how their estate was performing.

RESOLVED –

- (a) that action plans for estates rated acceptable be forwarded to Members of the Area Committee;
- (b) that West North West Home publicise the results of the estate grading and inspections;
- (c) that a further 6 monthly update report be received by the Area Committee at its meeting on 25th March 2013; and
- (d) that the report be noted.

29 Community Right to Bid

The Acting Chief Asset Management Officer submitted a report which updated the Area Committee on developments with Community Right to Bid and advised of the implementation date.

Members considered the role of the neighbourhood forums in consultation and nomination of assets and also asked the officer present about how Community Right to Bid worked in practice and what obligations the landowner was under.

RESOLVED - that the report be noted.

30 Area Update Report

The Assistant Chief Executive (Customer Access and Performance) submitted a report which brought together a range of information regarding Area Committee business.

The Area Improvement Manager, Jane Pattison, informed the Area Committee about Neighbourhood Planning which had been discussed at the Policy Sub Group Meeting on 1st August 2012. The Area Committee agreed that support should be given to local groups and members in relation to Neighbourhood Planning. Members requested that a small grant be made for Neighbourhood Planning.

RESOLVED –

Draft minutes to be approved at the meeting
to be held on Monday, 5th November, 2012

- (a) that the report be noted; and
- (b) that a small grant be made by the Area Committee for Neighbourhood Planning activities.

31 Area Chairs Forum Minutes

The Area Committee considered a report of the Assistant Chief Executive Customer Access and Performance. The report formally notified Members that the minutes of Area Chair's Forum meetings will be brought to Area Committee meetings as a regular agenda item and presented for comment the minutes of the Area Chairs' Forum meeting held on 12th March 2012.

Members considered the minutes of the Area Chair's forum meeting.

RESOLVED – that the contents of the report be noted.

32 Appointment of Area Committee Representation upon Leeds Initiative Area Based Partnership Groups/Corporate Carers' Group

The Assistant Chief Executive (Customer Access and Performance) and the Chief Officer (Democratic and Central Services) submitted a report which provided background to local Member representation upon Leeds Initiative Area Based Partnership groups and also the Council's Corporate Carer's Group, and invited the Committee to determine the Elected Member appointments to those groups.

RESOLVED – The Area Committee resolved that:

- (a) Councillor P Latty be appointed to the Corporate Carers' Group;
- (b) Councillor G Latty be appointed to the Area Health and Wellbeing Partnership; and
- (c) Councillor S Lay be appointed to the Divisional Community Safety Partnership.

33 Date, Time and Venue of Next Meeting

2pm 5th November 2012, Guiseley Methodist Church, Off Oxford Road, LS20 9EP.

The meeting concluded at 4:45pm

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NORTH EAST (INNER) AREA COMMITTEE

MONDAY, 3RD SEPTEMBER, 2012

PRESENT: Councillor G Hussain in the Chair

Councillors R Charlwood, J Dowson,
S Hamilton, C Macniven, M Rafique,
E Taylor and B Urry

19 Chair's Opening Remarks

The Chair welcomed all in attendance to the September meeting of North East (Inner) Area Committee.

20 Late Items

There were no formal late items of business to consider, however the Chair agreed to accept the following as supplementary information:-

- Community Right to Bid – Revised Report of the Acting Chief Asset Management Officer (Agenda Item 14) (Minute 32 refers)

The document was not available at the time of the agenda despatch, but subsequently made available to the public on the Council's website.

21 Declaration of Disclosable Pecuniary and Other Interests

a) The following disclosable pecuniary interest was declared at the meeting:-

- Councillor S Hamilton in her capacity as a Group Member of the New Testament Church of God (A Future History Heritage project) (Agenda Item 9) (Minute 28 refers)

b) The following other significant interest was declared at the meeting:-

- Councillor J Dowson in her capacity as a Member on Groundwork Leeds (Agenda Item 9) (Minute 28 refers)

22 Apologies for Absence

There were no apologies reported at the meeting.

23 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.

Minutes approved as a correct record at the meeting
held on Monday, 15th October, 2012

24 Minutes of the Previous Meeting

RESOLVED - That the minutes of the meeting held on 12th March 2012 be confirmed as a correct record and that this Committee formally ratifies the decisions taken at that meeting.

25 Matters Arising from the Minutes

- a) West Yorkshire Fire and Rescue Service – Annual Report (Minute 7 refers)

Councillor B Urry referred to the above issue and enquired if Elmete School had been demolished following a recent fire.

Nicola Denson, East North East Area Officer responded and informed the meeting that, according to recent reports, the school was to be demolished.

- b) East North East Welfare Reform Project Team (Minute 11 refers)

The Chair referred to the above issue and enquired on the availability of a further progress report on Welfare Reform.

Nicola Denson, East North East Area Officer responded and informed Members that a report on this issue would be submitted to the next meeting in October 2012.

- c) Local Authority Appointments to Outside Bodies (Minute 12 refers)

Councillor R Charlwood referred to the above issue and informed the meeting that arising from recent discussions with Moortown ward Members, Councillor A Sobel had agreed to replace her on Moor Allerton Elderly Care.

Mr S Robinson, Governance Services responded and agreed to write to Moor Allerton Elderly Care advising them of this change in appointment.

The Chair referred to the two appointments made at the last meeting in relation to the East North East ALMO Area Panel and raised his concerns that both Councillors B Urry and A Sobel had not received agenda papers for recent Area Panel meetings.

Mr S Robinson, Governance Services responded and agreed to write to the Chief Executive of East North East Homes Leeds advising him of this omission.

- d) Inner North East Community Charter and Promises (Minute 14 refers)

Nicola Denson, East North East Area Officer referred to the above issue and circulated a printed copy of the Charter document for the information/retention of Members.

(Councillor S Hamilton joined the meeting at 4.10pm during discussions of the item relating to the East North East Welfare Reform Project Team)

26 Children's Services Update Report to Area Committees - Inner North East

The Director of Children's Services submitted a report on an update of the current issues facing the Directorate and children's partnership as well as the progress that was being made against local and national agendas.

Appended to the report were copies of the following documents:-

- Autumn 2012 Children's Performance Update (Appendix 1 refers)
- Map of cluster to Area Committee (Appendix 2 refers)
- Cluster Overviews for the Area Committees (Appendix 3 refers)
- Children and Young People's Plan cluster performance – June 2012 (Appendix 4 refers)

The following officers were in attendance and responded to Members' comments and queries:-

- Nigel Richardson, Director of Children's Services
- Mary Armitage, Head of Service, Integrated Processes, Children's Services

The Director of Children's Services provided the meeting with a comprehensive overview of the relevant issues contained in the report and appendices.

In addition to this report, the Head of Service, Integrated Processes commented on the clusters and their development. She informed the meeting that the clusters were developing effective structures that were already supporting better working.

Detailed discussion ensued on the contents of the report and appendices.

In summary, specific reference was made to the following issues:-

- To welcome the development of the Child Friendly Leeds action plan with cross-council input and involvement and clarification of how a person in the Moortown ward could get locally involved with a view to exchanging ideas on the action plan
(The Director of Children's Services responded and welcomed this opportunity. He confirmed that there was a need to build communications across the city and Ms S Rumbold, Partnership Development Business Support, Children's Services was leading on this.
Councillor J Dowson in her capacity as Deputy Executive Member for Children's Services commented on Attainment, Attendance, Achievement and the excellent work being undertaken in Health Centres where parents could learn good practices with their children. She also referred to the amount of work that had been done by the Parliament Youth Council and it was agreed that a copy of their report

be circulated to Members of the Committee for their information/retention)

- Clarification as to why the Inner North East level of NEET at 4.5% was quiet low and as a result could be seen as misleading
(The Director of Children's Services responded and provided a breakdown of the information. The Committee noted that numbers, names and addresses were behind the figures and that Members should not be complacent on the evidence provided)
- Clarification of how many Academies there were in Inner North Leeds; how many were pending and how many would be forced into becoming an academy
(The Director of Children's Services responded and informed the meeting that there were no academies in Inner North Leeds. However it was an ambition of the Government for all schools to become academies and Governing Bodies had the ultimate role of determining academy status. Discussions were ongoing in this area, but to date no school had been forced into becoming an academy. Although considerable pressure can be placed on schools and local authorities by the Secretary of State and DfE)
- Clarification if there were any Council Children's homes in the Inner North East area
(The Director of Children's Services responded and agreed to come back on this issue with a breakdown of the location of all children's homes)
- Clarification if there was missing data in relation to paragraph 3.6 around local Ofsted inspections
(The Director of Children's Services responded and confirmed that there was missing data in relation to this paragraph. He apologised for this omission)
- Clarification of the progress to date in relation to reducing the need for children to come into care
(The Director of Children's Services responded and reported on the process for investing in early health and the work being undertaken with families. He informed the meeting that Children's Services were starting to respond at a local level regarding referrals and also looking at the social capital of families and their needs with specific reference to Kinship Care)
- Clarification if adoption and fostering had increased
(The Director of Children's Services responded and confirmed that as a result of patterns changing, the numbers had increased)
- Clarification if less children were being sent out of Leeds
(The Director of Children's Services responded and confirmed that the numbers were reducing)
- Clarification as to why the fostering figure in paragraph 3.10 was high
(The Director of Children's Services responded and outlined the reasons behind the increase)
- Clarification of the school attendance data and whether this figure was as a result of Asian families taking them home during the Easter/summer months

(The Director of Children's Services responded and confirmed that Children's Services were trying to collate the information in a collective way. Although this issue was the responsibility of the school and school governors, school attendance was deemed as a very important issue which affected a child's education which was why it was one of the three obsessions)

- To applaud Leeds's position in relation to the GCSE fiasco and clarification of the progress made in relation to the Judicial Review *(The Director of Children's Services responded and informed the meeting that the House of Commons were considering this issue as at today's date. Elected Members were currently looking at the next steps and were taking appropriate legal advice. The Deputy Executive for Children's Services reported that Children's Services were working very hard with the schools and colleges as people could not wait for the outcome of the Judicial Review)*
- Clarification if an analysis had been undertaken in relation to A*, A, and B grades *(The Director of Children's Services responded and informed the meeting that the degradation of the grades was ongoing)*

In concluding discussions, the East North East Area Leader conveyed his thanks to Peter Storrie, the report author and his support team for producing an excellent report. He sought clarification from the Director of Children's Services as to why there was no information about the threshold changing in paragraph 3.3 of the report. He also referred to the important relationship the Area Committee had with the clusters and requested that a review should be undertaken of how the relationship works with Members.

The Director of Children's Services responded and welcomed this review and agreed to prepare a progress report on clusters for a future meeting.

RESOLVED –

- a) That the contents of the report and appendices be noted and welcomed.
- b) That this Committee welcomes the development of a fund to support member initiatives to promote foster care.
- c) That a progress report on clusters be submitted to a future meeting for consideration.
- d) That this Committee appreciates the work being undertaken to date on the GCSE issue.

27 Appointment of Area Committee Representation upon Leeds Initiative Area Based Partnership Groups/Corporate Carers' Group

A joint report of the Assistant Chief Executive (Customer Access and Performance) and the Chief Officer (Democratic and Central Services) was submitted on the Appointment of Area Committee Representation upon Leeds Initiative Area Based Partnership Groups/Corporate Carers' Group.

Appended to the report was a copy of a document entitled ' Appointments to Outside Bodies Procedure Rules' for the information/comment of the meeting.

Minutes approved as a correct record at the meeting held on Monday, 15th October, 2012

RESOLVED –

- a) That the contents of the report and appendices be noted.
- b) That approval be given to the following appointments for the remainder of the municipal year:-

Health and Wellbeing Partnership – Councillor B Urry
Divisional Community Safety Partnership – Councillor E Taylor
Corporate Carers' Group – Councillor C Macniven

28 Wellbeing Fund Revenue Budget

The East North East Area Leader submitted a report providing Members with an update on the current position of the revenue Well being funding for the Area Committee and highlighting the applications made for consideration by the Area Committee.

Appended to the report was a copy of the following document for the information/comment of the meeting:-

- Inner North East Area Committee Well-Being Budget 2012-13 (Appendix 1 refers)

Nicola Denson, East North East Area Officer presented the report and responded to Members' comments and queries.

Detailed discussion ensued on the contents of the report and appendices.

Arising from discussions, the Committee noted that in relation to the Welfare Reform support application, the funding elements would be subject to an open tendering exercise.

RESOLVED -

- a) That the contents of the report and appendices be noted.
- b) That approval be given to the Welfare Reform support application for £5,000 to be administered by the ENE Welfare Reform Project Team.
- c) That the English Language Course for Eastern Europeans application for £1,500 to be administered by the Polish Advice Bureau Yorkshire be refused and that the East North East Area Leader be requested to liaise directly with the group with a view to linking them into other education providers.
- d) That the application to fund £8,000 towards A Future History Heritage project to be administered by Dream Reality Media be refused.
- e) That the application to fund £1,512.91 towards Youth Forward Development Arts Project to be administered by Youth Forward be deferred to enable the application to be considered at the next meeting of the Well-being sub group.
- f) That the application to set aside £1,500 towards a litter education project to be administered by the Area Support team be deferred to enable the East North East Area Leader to finalise project details.

(Councillor S Hamilton having previously declared a disclosable pecuniary interest in the 'A Future History Heritage' project item, left the room and took no part in the voting or discussion)

29 Inner North East Area Committee Priorities and Consultation

The East North East Area Leader submitted a report on an update on the Inner North East Area Committee priorities and summer consultation, including the Volunteer Thank you events that occurred during 2012.

Appended to the report was a copy of a document entitled 'Area Committee (Inner North East) Performance Plan – August 2012' (Appendix 1 refers) for the information/comment of the meeting.

Nicola Denson, East North East Area Officer presented the report and responded to Members' comments and queries.

Detailed discussion ensued on the contents of the report and appendices.

In summary, specific reference was made to the following issues:-

- The need to build on the 'Volunteer Thank you' event and to hold next year's event at Meanwood Urban Valley Farm
- The need for Elected Members and interested parties to be given more notice in relation to the date of the 'Volunteer Thank you' event
- The need to change the month of the 'Volunteer Thank you' event to either May or June
- The need to involve Elected Members within the organisation of such events

RESOLVED –

- a) That the contents of the report and appendices be noted.
 - b) That this Committee notes and welcomes the update on Summer consultation, Volunteer Thank You event and Area Committee priorities.
 - c) That approval be given to the proposed membership of the Area Committee sub groups focussing on the environment and wellbeing as follows:-
 - Environment sub group
Councillors G Hussain (Chair), M Rafique, and S Hamilton
 - Wellbeing sub group
Councillors J Dowson, R Charlwood and C Macniven
- and that the agreed substitute arrangements be implemented for Members as and when necessary.
- d) That this Committee approves the proposed method of consultation for the Autumn round of consultation in accordance with the report now submitted and endorses the delivery of priorities and supports the mechanisms as outlined in the Community Charter.

- e) That the 2013 'Volunteer Thank you' event be held at Meanwood Urban Valley Farm in June 2013 and that Elected Members be involved within the organisation of the event.

30 Environmental Sub Group Minutes

The East North East Area Leader submitted a report on the Environmental Sub Group minutes held on 2nd August 2012.

Nicola Denson, East North East Area Officer presented the report and responded to Members' comments and queries.

RESOLVED –

- a) That the contents of the report and appendices be noted.
- b) That the Environmental Sub Group minutes of the meeting held on 2nd August 2012 be noted.

31 Priority Neighbourhood Update Report

The East North East Area Leader submitted a report updating the meeting on progress and action being undertaken by the Neighbourhood Manager in the priority neighbourhoods within the Inner North East Area.

Appended to the report were copies of the following documents for the information/comment of the meeting:-

- Chapeltown and Scott Hall Neighbourhood Improvement Plan 2012-13
- Meanwood Neighbourhood Improvement Plan 2012-13

Steve Lake, Neighbourhood Manager – Inner North East presented the report and responded to Members' comments and queries.

In summary, specific reference was made to the following issues:-

- Clarification of the Infant Mortality work that had been undertaken to date, with specific reference to Carr Manor High School
(The Neighbourhood Manager responded and agreed to supply more detail in relation to Carr Manor High School)
- Clarification of when the Neighbourhood Improvement Priorities within the NIP's for the next twelve months would be submitted to the Committee for approval
(The Neighbourhood Manager responded and confirmed that the priorities would be submitted to the January 2013 meeting)
- Clarification as to why there was not a Neighbourhood improvement Plan for Brackenwoods
(The East North East Area Leader responded and outlined the brief history around developing the various plans)

Arising from discussions, the East North East Area Manager informed the meeting that it was his intention to bring a report to the next meeting in October 2012 on the success of the Priority Neighbourhood initiative, together with proposals to extend this to other areas.

Minutes approved as a correct record at the meeting held on Monday, 15th October, 2012

In summary, specific reference was made to the following issues:-

- The need to ensure that the Neighbourhood Manager's important role of looking at priority areas was not jeopardised by taking on additional areas
- The need to bring on board existing partners and for this element to be reflected in the report
- The need to recognise that the Neighbourhood Manager and other agencies had undertaken some excellent work in this area and that sustainability should be developed and improved
- The need for Members to be supplied with a copy of the duties and responsibilities for front line staff working in East North East Area Management
(*The East North East Area Leader agreed to supply this information*)

In concluding discussions, the East North East Area Leader re-affirmed that in moving forward, it was not his intention for officers to lose any work, but it was front-line staff in other agencies who needed to work better together and that the report in October would address such proposals and better investment.

RESOLVED –That the contents of the report and appendices be noted.

32 Community Right to Bid

The Acting Chief Asset Management Officer submitted a report on developments with Community Right to Bid and advised the Area Committee of the implementation date.

Appended to the report were copies of the following documents for the information/comment of the meeting:-

- Community Right to Bid Nomination Guidance (Appendix 1 refers)
- Community Right to Bid Nomination Form (Appendix 2 refers)

Rory Barke, East North East Area Leader presented the report and responded to Members' comments and queries.

RESOLVED –

- a) That the contents of the report and appendices be noted.
- b) That the Committee and the area support team supports the recommendation to encourage and help local community organisations to nominate assets in accordance with the report now submitted.
- c) That further progress reports be submitted to this meeting on this issue and that this new criteria be promoted as widely as possible within the public domain.

33 Area Chairs Forum Minutes

The Assistant Chief Executive (Planning, Policy and Improvement) submitted a report on the Area Chairs Forum minutes held on 12th March 2012.

Minutes approved as a correct record at the meeting held on Monday, 15th October, 2012

Appended to the report was a copy of the minutes of the meeting held on 12th March 2012 for the information/comment of the meeting.

RESOLVED –

- a) That the contents of the report and appendices be noted.
- b) That this Committee notes the contents of the Area Chairs Forum minutes held on 12th March 2012.

34 Chair's Closing Remarks

The Chair referred to recent discussions held between Councillor C Macniven and himself regarding continuing funding difficulties for children in Inner North East Area when participating in the Duke of Edinburgh Award.

Following a debate it was agreed to revisit this issue at the next meeting in October 2012 and to invite Jean Davey, Integrated Children's Services to report on the latest developments.

35 Date and Time of the Next Meeting

Monday 15th October 2012 at 4.00pm at the Reginald Centre, 263 Chapeltown Road, Leeds 7.

(The meeting concluded at 6.15pm)

NORTH EAST (INNER) AREA COMMITTEE

MONDAY, 15TH OCTOBER, 2012

PRESENT: Councillor G Hussain in the Chair

Councillors R Charlwood, J Dowson,
S Hamilton, C Mcniven, M Rafique, A Sobel
and E Taylor

36 Chair's Opening Remarks

The Chair welcomed all in attendance to the October meeting of North East (Inner) Area Committee.

In particular he also welcomed Kathy Kudelnitzky, Chief Officer (Leeds Initiative and Partnerships) to the meeting who was attending as part of an ongoing review of area working.

37 Declaration of Disclosable Pecuniary and Other Interests

There were no disclosable pecuniary and other interests declared at the meeting.

38 Apologies for Absence

An apology for absence was received on behalf of Councillor B Urry.

39 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.

40 Minutes of the Previous Meeting

RESOLVED - That the minutes of the meeting held on 3rd September 2012 be confirmed as a correct record.

41 Matters Arising from the Minutes

- a) Local Authority Appointments to Outside Bodies (Minute 25 c) refers
The Chair enquired if contact had been made with the Chief Executive of East North East Homes regarding Councillors Urry and Sobel being included on the distribution list to receive agenda papers for the East North East ALMO Area Panel.

Mr S Robinson, Governance Services responded and confirmed that the matter had now been resolved.

b) Children's Services Update Report to Area Committees – Inner North East (Minute 26 refers)

The Chair enquired if the Director of Children's Services would be providing a breakdown of the location of all children's homes to a future meeting.

Liz Lowes, Senior Planning and Bids Manager, Children's Services responded and agreed to consult with Nigel Richardson on this issue.

A general debate ensued that arising from new regulations, smaller children's homes did not have to obtain planning permission and as a result Members did not know the location of these new homes within their wards. It was also noted that this issue had been debated at the Scrutiny Board (Children and Families) where Members had raised their continuing concerns.

The East North East Leader responded and agreed to have discussions with the Director of Children's Services and the Chief Planning Officer on this issue with a report back on progress at the next meeting.

The Chair referred to the important relationship the Area Committee had with the clusters and enquired if a review would be undertaken of how the relationship works with Members.

The East North East Area Leader responded and commented on progress made to date by the all party working group who were addressing these specific issues. He stated that this piece of work would take some time to be completed and in the interim period it was agreed that the Area Committee's Cluster representative should keep a watching brief on this issue.

c) Wellbeing Fund Revenue Budget (Minute 28 refers)

Councillor S Hamilton enquired if there had been any progress made in relation to the East North East Area Leader liaising directly with the Polish Advice Bureau Yorkshire with a view to linking them into other education providers.

The East North East Area Leader responded and agreed to look into this issue.

Councillor S Hamilton enquired on the latest position with regards to the Youth Forward Development Arts Project and the application to set aside £1,500 towards a litter education project to be administered by the Area Support Team.

Nicola Denson, East North East Area Officer responded and informed the meeting that the Youth Forward Development Arts Project was included in the wellbeing report for consideration at today's meeting. It

was noted that the litter education project would now be considered at the next meeting in December 2012.

d) Priority Neighbourhood Update Report (Minute 31 refers)

The Chair enquired on the progress in relation for Members to be supplied with a copy of the duties and responsibilities for front line staff working in East North East Area Management.

The East North East Area Leader responded and agreed to look into this issue.

e) Community Right to Bid

Councillor A Sobel informed the meeting that under the new arrangements, Yorkshire Bank Playing Fields in Moortown were the first community group to be registered on the Lists of Assets of Community Value.

42 **Wellbeing Fund Revenue Budget**

The East North East Area Leader submitted a report providing Members with an update on the current position of the revenue Well being funding for the Area Committee and highlighting the applications made for consideration by the Area Committee.

Appended to the report was a copy of the following document:-

- Inner North East Area Committee Well-Being Budget 2012-13 (Appendix 1 refers)

The report also included an update on the Area Committee Apprenticeship post for the information/comment of the meeting.

Nicola Denson, East North East Area Officer presented the report and responded to Members' comments and queries.

Detailed discussion ensued on the contents of the report and appendices.

In summary, specific reference was made to the following issues:-

- Clarification of the aims of the Apprenticeship Training Agency (ATA) initiative and whether or not it would be targeted at a local level within the NE Inner area
*(The East North East Area Officer responded and confirmed it would be a local initiative.
The East North East Area Leader informed the meeting that there was now a need to pull agencies together in this area. It was his intention to submit a report to either the December/or January meeting on this issue and the actual timescales would be discussed with the Chair.
The report would focus on management issues; a review of Post 16 recommendations and on worthlessness and deprivation within the Inner North East area)*

- Clarification of the progress made in relation to the review of area working and on the Youth Service
(The Chief Officer (Leeds Initiative and Partnerships) responded and it was noted that a report on these issues would be submitted to the Executive Board on 12th December 2012)
- The need for Members to view the Pathways website which contained some very useful information on learning, training and employment for young people in Leeds
- Clarification if the Area Committee's staffing structure was on target and the protocol for setting staffing levels to meet those areas where there was high deprivation
(The East North East Area Leader responded and informed the meeting that all Area Committees had the same protocol for setting staffing levels to meet those areas where there was high deprivation. He confirmed that Wellbeing was directly linked to deprivation and that staffing would be addressed within the area working review)

RESOLVED -

- a) That the contents of the report and appendices be noted.
- b) That the application to fund £1,190 towards the Youth Forward project be refused.
- c) That the application to fund £3,500 towards the Education Achievement Academy be refused.
- d) That this Committee notes that a report would be submitted to either the December/or January meeting on the Apprenticeship/management issues, together with details of the review of Post 16 recommendations and on worthlessness and deprivation within the Inner North East area.

43 Future Approaches to Priority Neighbourhoods

The East North East Area Leader submitted a report on the progress made in relation to the priority neighbourhoods in the Inner North East since the implementation of the new approach in 2010.

Rory Barke, East North East Area Leader presented the report and responded to Members' comments and queries.

The East North East Area Leader informed the meeting that Mr S Lake, Neighbourhood Manager for N E Inner, had been recently appointed to a post of Targeted Services Lead in Children's Services. He confirmed that Mr Lake would still be working in the NE Inner area when he takes up his new duties in November.

The East North East Area Leader reported verbally on the latest Neighbourhood Index performance indicator data for the NE area and acknowledged that the progress made in relation to the priority neighbourhoods in inner north east Leeds was making a real difference since the new approaches in 2010.

Detailed discussion ensued on the contents of the report.

In summary, specific reference was made to the following issues:-

- The concerns expressed that people were worried about losing their identity through the current structures and processes that were in place in the Meanwood and Stonegates estates
- The need for Members of the Area Committee to be supplied with a list of those organisations who have received funding by the Chapel Allerton Community first panel
(The East North East Area Office responded and agreed to comply with this request)
- The need for the Area Committee to place on record it's thanks to Mr S Lake for the excellent work undertaken within the inner north east area since 2010
- Clarification of the protocol and timescales of appointing a new Neighbourhood Manager
- The need for more work to be undertaken in the Queenshills/Leafields area and for regular monitoring to be carried out, especially within the Roundahy area
- Clarification of the community infrastructure arrangements in place at the time the new approach in 2010 was implemented
- To welcome the continuing success of the Neighbourhood Improvement Boards
- The concerns expressed that many people felt deprived who lived in the Beckhill Estate

The East North East Area Leader thanked the Area Committee for their kind comments about the work undertaken by Mr S Lake since 2010. He agreed to convey these comments to Mr Lake.

The East North East Area Leader made reference to the recruitment process and he stated that Members would have an advisory role in appointing the new Neighbourhood Manager for Inner North East. In concluding discussions, the East North East Area Leader confirmed that during the recruitment exercise partnership working would not suffer and that appropriate temporary staffing arrangements would be put in place during this period.

RESOLVED –

- a) That the contents of the report and appendices be noted.
- b) That this Committee notes and welcomes the achievements made in the priority neighbourhoods in inner north east.
- c) That approval be given to the extension of the Neighbourhood Managers contract further two years from 1st April 2013 to 31st March 2015, subject to availability of funds, with a report provided at the December Area Committee with cost implications for the Well Being Fund.
- d) That approval be given to the priority neighbourhoods being proposed for Inner North East from 2013/14 in accordance with the report now submitted.

- e) That Mr S Lake be congratulated on the excellent work undertaken within the inner north east area since 2010 and that this Committee wishes him much success in his new appointment.

(Councillor E Taylor left the meeting at 5.00pm during discussions of the above item)

(Councillor R Charlwood left the meeting at 5.10pm during discussions of the above item)

44 East North East Health and Wellbeing Update

The Health and Wellbeing Improvement Manager (East North East) submitted a report on progress made in relation to East North East Health and Wellbeing issues.

Liz Bailey, Health and Wellbeing Improvement Manager, Adult Social Care presented the report and responded to Members' comments and queries.

Detailed discussion ensued on the contents of the report.

In summary, specific reference was made to the following issues:-

- The need, as a starting point, to have an effective monitoring system in place, in particular around obesity in Harehills and the issues facing BME communities on Roundhay Road
- The need for the Area Committee to be supplied with more information i.e. graph/or table showing mortality rates from different types of cancer on a ward by ward basis
(The Health and Wellbeing Improvement Manager responded and agreed to investigate this issue further)
- Clarification of the relationship between the Council and the Clinical Commissioning Groups with effect from April 2013 and whether or not any structures had been produced
(The Health and Wellbeing Improvement Manager responded and agreed to investigate this issue further)
- The need for improved links around mental health and the changes to benefits
(The East North East Area Leader responded and informed the meeting that a Public Health team would be soon moving into the Reginald Centre to support this transition process. He stated that the main issue was on how commissioning groups manage their business and spending and if it was not working on the front line, then the system was failing)
- The need to consider appointing a person from the Clinical Commissioning Group as a Co-optee on the Area Committee

RESOLVED –

- a) That the contents of the report be noted.
- b) That the work outlined for building on and further developing health improvement work in Inner East area be undertaken by the Health and

Wellbeing Improvement Manager in accordance with the report now submitted.

- c) That the East North East Area Leader and the Health and Wellbeing Improvement Manager be requested to brief Councillor B Urry on the above issues in his capacity as the Area Committee's representative on the Health and Wellbeing Partnership with a report back on progress at the next meeting in December 2012.

45 Consultation on expansion of primary school provision for September 2014

The Director of Children's Services submitted a report on an update on the work being undertaken across the city regarding the consultation on the expansion of primary school provision for September 2014.

Liz Lowes, Senior Planning and Bids Manager, Children's Services presented the report and responded to Members' comments and queries.

Detailed discussion ensued on the contents of the report and appendices.

In summary, specific reference was made to the following issues:-

- The concerns expressed that local ward Members were not consulted sufficiently on the proposals in relation to Roundhay/Carr Manor and that local knowledge should be seen as a very important issue when considering the expansion of primary provision
- Clarification of the reasons why 41% of all primary applications from people in the Inner North East area failed to include their local school
- The need for Elected Members to be fully involved in the development of future proposals

RESOLVED –

- a) That the contents of the report be noted.
- b) That the proposals outlined in the report be received and noted.
- c) That this Committee notes that individual ward briefings would be arranged as required to discuss issues directly affecting Members specific wards in more detail.

46 East North East Welfare Reform Project Team Update

The East North East Area Leader submitted a report on progress made by the East North East Welfare Reform Project Team in responding to the changes within the Welfare Reform Act and to mitigate the impact for residents within east north east Leeds.

RESOLVED –

- a) That the contents of the report be noted.
- b) That this Committee notes the work going on to mitigate the impact for residents within east north east Leeds.
- c) That the East North East Area Leader be requested to e mail Members of the Committee on the latest position regarding the open for tender

exercise in relation to the wellbeing application approved at the last Area Committee.

47 Area Chairs Forum Minutes

The Assistant Chief Executive (Planning, Policy and Improvement) submitted a report on the Area Chairs Forum minutes held on 13th July 2012.

Appended to the report was a copy of the minutes of the meeting held on 13th July 2012 for the information/comment of the meeting.

RESOLVED –

- a) That the contents of the report and appendices be noted.
- b) That this Committee notes the contents of the Area Chairs Forum minutes held on 13th July 2012.

48 Date and Time of the Next Meeting

Monday 10th December 2012 at 4.00pm in the Civic Hall, Leeds.

(The meeting concluded at 5.45pm)

NORTH EAST (OUTER) AREA COMMITTEE

MONDAY, 10TH SEPTEMBER, 2012

PRESENT: Councillor G Wilkinson in the Chair

Councillors N Buckley, A Castle, D Cohen,
P Harrand, A Lamb, J Procter and
M Robinson

18 Chair's Opening Remarks

The Chair welcomed all in attendance to the September meeting of North East (Outer) Area Committee.

19 Declaration of Disclosable Pecuniary and Other Interests

The following other significant interests were declared at the meeting:-

- Councillor M Robinson in his capacity as a Future Leader (Agenda Item 9) (Minute 25 refers)
- Councillor A Lamb in his capacity as a school meal provider (Agenda Item 9) (Minute 25 refers)
- Councillor A Lamb in his capacity as a Member on Wetherby Town Council (Agenda Item 12)(Minute 28 refers)
- Councillor J Procter in his capacity as a Member on Wetherby Town Council (Agenda Item 12)(Minute 28 refers)
- Councillor G Wilkinson in his capacity as a Member on Wetherby Town Council (Agenda Item 12)(Minute 28 refers)

20 Apologies for Absence

An apology was received on behalf of Councillor R Procter.

21 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.

22 Minutes of the Previous Meeting

RESOLVED -That the minutes of the meeting held on 3rd July 2012 be confirmed as a correct record.

23 Matters Arising from the Minutes

- a) Joint Strategic Needs Assessment and Area Profiles (Minute 7 refers)
Councillor A Lamb referred to the above issue and enquired if there had been any progress made around joint working proposals.

Minutes approved as a correct record at the meeting
held on Monday, 22nd October, 2012

The East North East Area Leader responded and agreed to revisit this issue with Mr N Richardson, Director of Children's Services to ascertain if the joint working proposals were working with a report back on progress at the next meeting in October 2012.

- b) Local Authority Appointments to Outside Bodies (Minute 8 refers)
Mr S Robinson, Governance Services informed the meeting that a letter had been sent to the Directors of the Lady Elizabeth Hastings' Charities expressing this Committee's concern that there was no local elected Councillor on the new company. To date the Committee noted that no reply had been received.

Following a brief discussion, the Chair requested that another letter be sent to the Directors in a month's time.

- c) East North East Welfare Reform Project Team (Minute 10 refers)
Carole Clark, East North East Area Officer referred to the above issue and reminded the meeting that a briefing note on the matters raised at the previous meeting had been circulated with the agenda papers for Members' information/retention.

- d) Delegation of Environmental Services – 2012/13 Service Level Agreement (Minute 11 refers)
The Chair referred to the above issue and enquired if the breakdown of the £170,000 fleet hire costs was available.

Carole Clark, East North East Area Officer responded and informed the meeting that the East North East Locality Manager was still looking into the issue. She agreed to bring this matter to his attention.

Councillor M Robinson referred to the quarterly rotation schedule on weed spraying and enquired on the availability of this document

Carole Clark, East North East Area Officer responded and agreed to follow up this issue via the Environmental Sub Group with a report back in due course.

- e) Well-being Fund Budget – West Yorkshire Police – Land rover service (Minute 13 refers)
Carole Clark, East North East Area Officer referred to the above issue and informed the meeting that West Yorkshire Police had no plans to withdraw their land rover service for Wetherby and Harewood Neighbourhood Policing Team for 2013/14.

24 Community Right to Bid

The Acting Chief Asset Management Officer submitted a report on developments with Community Right to Bid and advised the Area Committee of the implementation date.

Appended to the report were copies of the following documents for the information/comment of the meeting:-

- Community Right to Bid Nomination Guidance (Appendix 1 refers)
- Community Right to Bid Nomination Form (Appendix 2 refers)

Neil Charlesworth, Community Asset Officer, City Development presented the report and responded to Members' comments and queries.

In summary, specific reference was made to the following issues:-

- Clarification of whom was the 'landowner' within the context of the report
- Clarification if a community was allowed to raise funds and then be able to sell them to the landowner
- Clarification of funding from the DCLG with specific reference to:-
 - the number of nominations received to date
 - whether it was a rolling list
 - whether consultation would be undertaken within the community
- Clarification of whom was the arbitrator and council tax payer in relation to the high number of compensation claims being made against the Council as identified in section 4.6.2 of the report
- The concerns expressed that there would be in-sufficient funds
- To welcome the fact that communities would achieve real benefits arising from the new proposals

RESOLVED –

- a) That the contents of the report and appendices be noted.
- b) That this Committee and the area support team supports the recommendation to encourage and help local community organisations to nominate assets.

(Councillors A Lamb and J Procter joined the meeting at 6.50pm during discussions of the above item)

25 Children's Services Update Report to Area Committees - Outer North East

The Director of Children's Services submitted a report on an update of the current issues facing the Directorate and children's partnership as well as the progress that was being made against local and national agendas.

Appended to the report were copies of the following documents:-

- Children Leeds cluster boundaries and Area Committee (Appendix 1 refers)
- Children and Young People's Plan cluster performance – June 2012 (Appendix 2 refers)

- Maps of clusters relevant to Area Committee - Alwoodley/EPOS – Boston Spa and Villages South/EPOS – Villages West and Wetherby (Appendix 3 refers)
- Cluster Overviews for the Area Committees (Appendix 4 refers)

In addition to the above appendices, a copy of targeted service information for Inner East, Inner North East and Outer North East Area Committees was circulated for Members' information.

The following representatives were in attendance and responded to Members' comments and queries:-

- Sue Rumbold, Chief Officer, Partnership Development Business Support, Children's Services
- Gillian Mayfield, Area Head of Targeted Services, ENE, Children's Services

In summary, specific reference was made to the following issues:-

- The concerns expressed that arising from discussions at the meeting held on 19th March 2012, the Director of Children's Services had not provided any further information to Members in relation to children's services cluster developments and on the need to conduct an urgent review in this area
(The Chief Officer, Partnership Development Business Support, Children's Services responded and informed the meeting that the department were still addressing the formula in consultation with the Schools Forum which would take place in November 2012. The East North East Area Leader and the Chief Officer, Partnership Development Business Support, Children's Services agreed to raise this issue with the Director of Children's Services with a view to a report on the interim proposals being submitted to the October meeting for discussion)
- The Committee's view that funding should follow the pupil
- The concerns expressed again that many children living in the Wetherby ward were missing out in view of the current funding allocation criteria and as a result an urgent review of the current Council criteria was required
(The Chief Officer, Partnership Development Business Support, Children's Services responded and informed the meeting and confirmed that the pupil premium would follow the student. Again it was noted that the Schools Forum in November would be addressing this specific issue)
- A view expressed that it was important that children had the money to help with their intensive support
(The Chief Officer, Partnership Development Business Support, Children's Services responded and informed the meeting that she would feed these comments into the process)
- Clarification as to why free school meal uptake in Primary was low in Leeds as opposed to Secondary where there was a better uptake

Minutes approved as a correct record at the meeting held on Monday, 22nd October, 2012

(The Chief Officer, Partnership Development Business Support, Children's Services responded and informed the meeting that the Child Poverty Steering group was focusing on a piece of work to increase the uptake of free school meals)

- The concerns expressed that there was no detail regarding Independent Children's homes within the report
(The Chief Officer, Partnership Development Business Support, Children's Services responded and informed the meeting that information on the home in Leeds would be included in a report at the next meeting)
- The need for the meeting to be aware of a detailed report previously considered at the Scrutiny Board (Children's and Families) on Independent Children's homes
- Clarification of the figure in Outer North East in the table relating 10-17 year olds committing an offence
(The Chief Officer, Partnership Development Business Support, Children's Services responded and agreed to look into this issue to confirm the lower figure should be 28 as pointed out by a Member of the Committee)
- Clarification of the protocol of whether or not Independent Children's homes had to inform the authority of their status and the need for Elected Members to be provided with information on where they were and scale of the issues
(The Chief Officer, Partnership Development Business Support, Children's Services responded and agreed to look into this issue)
- The need for Children's Services to be working with Planning to achieve clarity in this area
- To welcome the report and the presentation of information which would form the basis of future reports to this meeting

RESOLVED –

- a) That the contents of the report and appendices be noted and welcomed.
- b) That the Director of Children's Services provides a response on the funding arrangements for clusters to the next meeting in October for consideration.
- c) That a copy of the Scrutiny Board (Children and Families) report on Independent Children's homes be also submitted to the next meeting in October for discussion.

(Councillor P Harrand joined the meeting at 7.00pm during discussions of the above item)

26 Appointment of Area Committee Representation upon Leeds Initiative Area Based Partnership Groups/Corporate Carers' Group

A joint report of the Assistant Chief Executive (Customer Access and Performance) and the Chief Officer (Democratic and Central Services) was submitted on the Appointment of Area Committee Representation upon Leeds Initiative Area Based Partnership Groups/Corporate Carers' Group.

Appended to the report was a copy of a document entitled ' Appointments to Outside Bodies Procedure Rules' for the information/comment of the meeting.

RESOLVED –

- a) That the contents of the report and appendices be noted.
- b) That approval be given to the following appointments for the remainder of the municipal year:-

Health and Wellbeing Partnership – Councillor G Wilkinson
Divisional Community Safety Partnership – Councillor G Wilkinson
Corporate Carers' Group – Councillor A Lamb

27 Open House (79/81 Lingfield Drive)

Referring to Minute 12 of the meeting held on 3rd July 2012, the East North East Area Leader submitted a report providing the Area Committee with an update on the current position regarding Open House Community Centre, 79/81 Lingfield Drive.

Carole Clark, East North East Area Officer presented the report and responded to Members' comments and queries.

Discussion ensued on the contents of the report and appendices.

At the request of the Chair, Councillor P Harrand, on behalf of the Alwoodley Ward Members, thanked officers for their efforts in this regard. He referred to the history behind this issue and also made reference to a planning application which had been submitted for a community and welfare centre on the former Lingfield Public House site which was opposite Open House.

In conclusion, the Committee noted that the Alwoodley Ward Members had reluctantly decided to accept the recommendations outlined in the report.

RESOLVED –

- a) That the contents of the report be noted.
- b) That this Committee supports option 2 which was not to approve a wellbeing grant and recommends to the Director of Environment and Neighbourhoods that the peppercorn lease be not offered on the basis that the Lingfield and Firtrees TRA had not put forward a sufficiently robust proposal.

28 Well-being Fund Budgets

The East North East Area Leader submitted a report providing Members with an update on the current position of the capital and revenue well being budget for the Area Committee and highlighting the applications made for consideration by the Area Committee.

Rory Barke, East North East Area Leader apologised for the omission of the breakdown of funding information which had not been appended to the report on this occasion. He informed the meeting that following a review of actual

spend for 2011/12, a breakdown of funding would be submitted to the next meeting in October 2012.

Carole Clark, East North East Area Officer presented the report and responded to Members' comments and queries.

Detailed discussion ensued on the contents of the report and appendices.

RESOLVED –

- a) That the contents of the report be noted.
- b) That this Committee notes the spend to date and current balances for the 2012/13 financial year in accordance with the report now submitted.
- c) That the following projects be dealt with as follows:-

Organisation	Project	Amount
Leeds City Council	Open House Community Centre	Agreed £4,000
Lingfield Tenants and Residents Association	Open House Community Centre	Refused
Shadwell Recreation Centre	Building Refurbishment	Agreed £2,000
St Peter's Parochial Church Council	St Peter's Churchyard Council	Refused
Grange Park Sports Club	New clubhouse	Deferred to enable a meeting to be arranged between the Wetherby Ward Members and the Grange Park Sports Club
Wetherby Town Council	Wetherby Community Events	Agreed £4,000
Leeds City Council	Area Committee funded apprenticeships	Refused

- d) That in relation to the Area Committee funded apprenticeships project as referred to above, this Committee supports the principles of creating employment opportunities for young people and requests the East North East Area Leader to look at an acceptable scheme for consideration at a future meeting.
- e) That this Committee endorses the following wellbeing decision which was approved as a delegated officer decision due to the urgency of the project:-

29 Wetherby and Harewood Town and Parish Council Forum

The East North East Area Leader submitted a report providing the Area Committee with the minutes from the meeting of the Wetherby and Harewood Town and Parish Council Forum a held on 12th July 2012.

Appended to the report was a copy of the notes of the Harewood and Wetherby Town and Parish Council Forum held on 12th July 2012 for the information/comment of the meeting.

RESOLVED -

- a) That the contents of the report of the report and appendices be noted.
- b) That the issues raised be noted and through this Area Committee, the Parish Council Forum be supported in resolving those issues.

30 Area Chairs Forum Minutes

The Assistant Chief Executive (Planning, Policy and Improvement) submitted a report on the Area Chairs Forum minutes held on 12th March 2012.

Appended to the report was a copy of the minutes of the meeting held on 12th March 2012 for the information/comment of the meeting.

RESOLVED –

- a) That the contents of the report and appendices be noted.
- b) That this Committee notes the contents of Area Chairs Forum minutes held on 12th March 2012.

31 Date and Time of Next Meeting

Monday 22nd October 2012 at 5.30pm in the Civic Hall, Leeds.

(The meeting concluded at 8.05pm)

NORTH EAST (OUTER) AREA COMMITTEE

MONDAY, 22ND OCTOBER, 2012

PRESENT: Councillor G Wilkinson in the Chair

Councillors N Buckley, A Castle, D Cohen,
P Harrand, A Lamb, J Procter and
R Procter

32 Chair's Opening Remarks

The Chair welcomed all in attendance to the October meeting of North East (Outer) Area Committee.

33 Late Item

There were no formal late items of business to consider, however the Chair agreed to accept the following as supplementary information:-

- Well-being fund – Additional Project – Grit bins – refilling existing and purchase of new bins (Agenda Item 10) (Minute 41 refers)

The document was not available at the time of the agenda despatch, but subsequently made available to the public on the Council's website.

34 Apologies for Absence

An apology for absence was received on behalf of Councillor M Robinson.

35 Declaration of Disclosable Pecuniary and Other Interests

The following other significant interest was declared at the meeting:-

- Councillor R Procter in her capacity as managing a team of Under 7 players at Grange Park Sports Club (Agenda Item 10) (Minute 41 refers)

36 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.

37 Minutes of the Previous Meeting

RESOLVED - That the minutes of the meeting held on 10th September 2012 be confirmed as a correct record.

38 **Matters Arising from the Minutes**

a) Delegation of Environmental Services – 2012/13 Service Level Agreement (Minute 23 d) refers)

Rory Barke, East North East Area Leader informed the meeting that he had met with Mr J Woolmer, East North East Locality Manager to discuss the current position regarding fleet hire costs. It was noted that the issue was currently under a city-wide review with a procurement exercise pending.

The Chair agreed to raise this issue at the next Area Chairs Forum.

b) Children's Services Update Report to Area Committees – Outer North East (Minute 25 refers)

The Chair informed the meeting that a report on this issue was included on today's agenda.

c) Open House 979/81 Lingfield Drive)

Carole Clark, East North East Area Officer informed the meeting that the Open House Community Centre had now closed and that the issue had been referred to Commercial Asset Management. All services who had previously operated from the building had now been relocated.

Councillor D Cohen raised his concerns that there had been no clear lines established regarding the provision of youth service sessions in the Lingfield area.

In concluding, the East North East Area Leader informed the meeting that the building would be let to a Funeral Director.

39 **East North East Health and Wellbeing Partnership Report**

The Health and Wellbeing Improvement Manager (East North East) submitted a report on progress made in relation to East North East Health and Wellbeing issues.

Lucy Jackson, Consultant in Public Health, NHS Airedale, Bradford and Leeds Cluster presented the report and responded to Members' comments and queries.

Detailed discussion ensued on the contents of the report.

In summary, specific reference was made to the following issues:-

- To welcome the fact that smoking levels were starting to come down, but to raise concerns regarding the increase in obesity in the area *(The Consultant in Public Health responded and shared her concerns about obesity which was becoming a real issue with supportive measures in place)*
- Clarification if the twenty eight day October campaign to stop smoking had been a success *(The Consultant in Public Health responded and confirmed that results had yet to be analysed)*

- Concerns expressed about the high number of alcohol specific admissions in the MSOA which included Wetherby East, Thorp Arch and Walton
- Clarification if the figures contained in the report included people living in the Wetherby ward who used Harrogate Hospital services
(The Consultant in Public Health responded and confirmed that the figures did include those people living in the Wetherby ward who used Harrogate Hospital services)
- Clarification of the budget arrangements in relation to the Health and Wellbeing Board and the need for the authority to have one central budget
- Clarification as to why the uptake was lower in Wetherby and Harewood in relation to Wrap Up Leeds
(It was noted that the campaign ended in November 2012)
- Clarification as to why cavity wall insulation was not suitable in certain properties
(The East North East Area Leader responded and agreed to investigate this issue further)
- The need for the Area Committee to acknowledge that more people were drinking within their own homes
- The need for the Area Committee to be provided with more detail on the figures in relation to alcohol related illness or A&E admissions as a result of alcohol related accidents
(The Consultant in Public Health responded and agreed to provide this information to the East North East Area Leader for distribution to Elected Members)

RESOLVED –

- a) That the contents of the report be noted.
- b) That the work undertaken to date in relation to building on and further developing health improvement work in the Outer North East area by the Health and Wellbeing Improvement Manager be noted and welcomed.

(Councillor J Procter joined the meeting at 5.45pm during discussions of the above item)

(Councillor A Lamb joined the meeting at 5.55pm during discussions of the above item)

40 East North East Welfare Reform Project Team Update

The East North East Area Leader submitted a report on progress made by the East North East Welfare Reform Project Team in responding to the changes within the Welfare Reform Act and to mitigate the impact for residents within east north east Leeds.

The East North East Area Leader presented the report and responded to Members' comments and queries.

Detailed discussion ensued on the contents of the report.

Draft minutes to be approved at the meeting
to be held on Monday, 3rd December, 2012

In summary, specific reference was made to the following issues:-

- Clarification of Debt Management and bank accounts and whether or not the authority were promoting any Debt Management products
(The East North East Area Leader responded and confirmed that that the authority was not undertaking this practice and were treating data with extreme caution)
- Clarification of Data Sharing and whether or not teachers had a route to convey their concerns within the process
(The East North East Area Leader responded and confirmed that teachers did have a route to convey concerns within the process)

RESOLVED –

- a) That the contents of the report be noted.
- b) That this Committee notes the work ongoing to mitigate the impact for residents within east north east Leeds in accordance with the report now submitted.

41 Well-being Fund Budgets

The East North East Area Leader submitted a report providing Members with an update on the current position of the capital and revenue well being budget for the Area Committee and highlighting the applications made for consideration by the Area Committee.

Appended to the report was a copy of a document entitled 'Outer North East Area Committee Well-Being Budget 2012-13' (Appendix 1 refers) for the information/comment of the meeting.

In addition to the above documents, the East North East Area Officer circulated a copy of an e mail received from Inspector P Dwyer, West Yorkshire Police dated 22nd October 2012 on current funding issues within the Wetherby and Harewood Policing Team

Carole Clark, East North East Area Officer presented the report and responded to Members' comments and queries.

Detailed discussion ensued on the contents of the report and appendices.

Specific reference was made to the wellbeing projects submitted by West Yorkshire Police, together with the issues referred to in their e mail dated 22nd October 2012.

While Members were supportive of the proposals outlined in both projects, they were concerned that no real dialogue had taken place between the Police and the Wetherby Ward Members and that further information was now required, especially regarding the Wetherby and Harewood NPT Winter Crime Reduction Plan.

The East North East Area Leader outlined the wellbeing budget process recently agreed with the Assistant Chief Executive (Planning, Policy and Improvement) for the remainder of the financial year and to assist the Area Committee he also agreed to prepare an estimated profile of existing schemes and projects within the new financial year for future consideration by the Area Committee.

In concluding this item and at the request of the Chair, Mr S Robinson and Mr A Everard from Wetherby Community Radio Ltd (tempo fm) provided the meeting with a brief overview of the work of the Barleyfields Radio Project and on the recent studio move of tempo fm from the Engine Shed to the Wetherby One Stop Centre. The Barleyfields Radio Project had received £1,000 wellbeing funding from the Area Committee in 2012/13.

At the end of the presentation, the Committee acknowledged the excellent work carried out by Wetherby Community Radio Ltd (tempo fm) within the community on the limited funds available and requested the East North East Area Leader to look at projects which could be shared with other areas of the city in conjunction with other Area Leaders in order to share expertise, knowledge and best practice.

RESOLVED –

- a) That the contents of the report be noted.
- b) That this Committee notes the spend to date and current balances for the 2012/13 financial year in accordance with the report now submitted.
- c) That the following projects be dealt with as follows:-

Organisation	Project	Amount
East Keswick Wildlife Trust	Elliker Fields	Agreed £2,500 (i.e. £1,000 from wellbeing and £1,500 from Ward MICE monies)
Shadwell Independent Library	Shadwell Library repair and refurbishment	Agreed £10,000 over two years, subject to funds being available in the new financial year
West Yorkshire Police	Wetherby and Harewood NPT Winter Crime Reduction Plan	Agreed, in principle, and that the delegated decision/amount of funding be delegated to the East North East Area Leader via the Chair and for a meeting to be held between Inspector P Dywer and Wetherby Ward Members

West Yorkshire Police	Wetherby and Harewood NPT Winter Crime Reduction Plan – Farmwatch Patrols	Deferred for further information
Grange Park Sports Club	New clubhouse	Agreed £7,000 (i.e. £5,000 from Wetherby ward and £2,000 from Harewood ward, plus £5,000 MICE monies from Wetherby ward) and that the monies be only spent on the physical structure of the building
Wetherby Methodist Church	Reaching Out	Refused
Leeds City Council	Grit bins – refilling existing, and purchase of new bins	Agreed £2,816.90 for ten bins of which £1,000 was from the wellbeing capital fund for the purchase of new bins

42 **Area Committee Business Plan Priorities and Performance Monitoring**

The East North East Area Leader submitted a report providing a summary of key activities and projects in the Outer North East area which supported the Area Committee business plan priorities. The report also provided an outline of how the priorities for 2012/13 would be prepared.

Carole Clark, East North East Area Officer presented the report and responded to Members' comments and queries.

RESOLVED –

- a) That the contents of the report be noted.
- b) That approval be given to the arrangements for the preparation of the business plan priorities for 2013/14 in accordance with the report now submitted.

(Councillor A Castle and R Procter left the meeting at 6.55pm at the conclusion of this item and in accordance with paragraph 6.12 of the Area Committee Procedure Rules, the meeting was no longer quorate)

43 Children's Services - Update

Referring to Minute 25 of the meeting held on 10th September 2012, the East North East Area Leader submitted a report on an update on Children's Services issues.

Appended to the report were copies of the following documents for the information/comment of the meeting:-

- Scrutiny Board (Children and Families) – 23rd August 2012 - Scrutiny Inquiry Private Care Homes (Children and Young People) – Report of the Director of Children's Services (Appendix A refers)
- Briefing Note from the Chief Officer, Partnership Development Business Support, Children's Services on the funding arrangements for clusters (Appendix B refers)

Carole Clark, East North East Area Officer presented the report and responded to Members' comments and queries.

Arising from discussions of the report, Councillor A Lamb requested further details on how much funding was topsliced from the dedicated schools grant for EPOSS Schools and how much they gave back to the EPOSS clusters, in pounds rather than percentages.

In concluding discussions, it was agreed to invite the Director of Children's Services to attend the next meeting in December 2012 to report this information.

RECOMMENDED –

- a) That the contents of the report and appendices be noted.
- b) That the East North East Area Leader be requested to invite the Director of Children's Services to attend the next meeting in December 2012 to report on how much funding was topsliced from the dedicated schools grant for EPOSS Schools and how much they gave back to the EPOSS clusters, in pounds rather than percentages.

44 Area Chairs Forum Minutes

The Assistant Chief Executive (Planning, Policy and Improvement) submitted a report on the Area Chairs Forum minutes held on 13th July 2012.

Appended to the report was a copy of the minutes of the meeting held on 13th July 2012 for the information/comment of the meeting.

Councillor A Lamb made reference to the Youth Service Review and raised his concerns that Elected Members had not been involved with the review process and of the fact that specific areas within North East Outer had been missed from the consultants review.

The East North East Area Leader provided the meeting with an update of the work undertaken to date by the Youth Service Review officer working group led by the Deputy Director of Children's Services (Learning, Skills and Universal Services).

Following a brief discussion, the following courses of action were agreed:-

- to request the Chair to write to the Director of Children's Services expressing this Committee's concerns about the review process undertaken to date
- to invite the Director of Children's Services, together with the Deputy Director of Children's Services (Learning, Skills and Universal Services) and the Head of Service, Young People and Skills to attend the next meeting in December 2012 to discuss this issue in more detail

RECOMMENDED –

- a) That the contents of the report and appendices be noted.
- b) That this Committee notes the contents of the Area Chairs Forum minutes held on 13th July 2012.
- c) That the Chair, in consultation with the East North East Area Leader, be requested to write to the Director of Children's Services expressing this Committee's concerns about the review process undertaken to date.
- d) That the Director of Children's Services, together with the Deputy Director of Children's Services (Learning, Skills and Universal Services) and the Head of Service, Young People and Skills be invited to attend the next meeting in December 2012 to discuss this issue in more detail.

45 Date and Time of Next Meeting

Monday 3rd December 2012 at 5.30pm in the Civic Hall, Leeds.

(The meeting concluded at 7.05pm)

EAST (INNER) AREA COMMITTEE

THURSDAY, 6TH SEPTEMBER, 2012

PRESENT: Councillor G Hyde in the Chair

Councillors B Selby, M Ingham,
R Grahame, K Maqsood and R Harington

19 Late Items

No formal late items of business were added to the agenda, however the Committee had received a supplementary pack prior to the meeting containing Agenda item 9 Appendix A - minutes of the EIAC Environmental Sub Group meeting held 14th August 2012. The minutes had not been cleared at the time the agenda for this meeting had been despatched (minute 27 refers)

20 Declaration of Disclosable Pecuniary and Other Interests

There were no declarations of disclosable pecuniary interests however in accordance with paragraphs 19-20 of the Members Code of Conduct, the following declarations were made by Members who felt it was in the public interest to do so:

Councillor R Grahame and B Selby – West Yorkshire Fire and Rescue Service Annual report (minute 28 refers) declared that they were members of the West Yorkshire Fire and Rescue Authority

21 Apologies for Absence

Apologies for absence were received from Mr P Rone, Mr R Manners, Councillor Morgan, Councillor Khan and Councillor A Hussain

22 Open Forum

In accordance with Paragraphs 6:24 and 6:25 of the Area Committee Procedure Rules the Chair admitted one item of business to be brought to the attention of the Committee through the Open Forum

The Organisation for Conflict Resolution and Reconciliation (OCRR)

Mr Walter Omar addressed the meeting setting out the background to the establishment of the OCRR group and the aims of the project, intended to address the causes of minor crime within the EIAC area in partnership with other community groups, the police and support groups. Mr Omar tabled a mission statement for members reference.

(Councillor Harington joined the meeting at this point)

The ENE Area Leader noted that the themes of restorative practices and community cohesion highlighted were applicable outside the Justice system and EIAC discussed links with other community organisations for OCRR to consider

RESOLVED – The Committee thanked Mr Omar for his presentation and noted that Area Management contact details had been provided to Mr Omar for his reference

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23 Minutes

RESOLVED – That, subject to an amendment to minute 15c) to remove Councillor Selby from the membership of the Community Centre sub group, the minutes of the meeting held on 21st June 2012 be agreed as a correct record

24 Matters Arising

Minute 8 – Service Level Agreement – bulky waste collections – Discussions were being held with the ALMO Chief Executive about resource sharing and the Environmental Sub Group had also discussed the matter however EAC directed that the minutes of this meeting reflect their request to formalise arrangements for LCC use of ALMO vehicles for bulky waste collections

Minute 10 - Appointment to Outside Bodies –

Chapelton Citizens Advice Bureau – EAC noted that Councillor Maqsood had been informally nominated to this outside body subject to further discussions amongst ward members, and these discussions still needed to take place

Health & Wellbeing and the Planning Sub Group – It was agreed that the first meeting of both sub groups should take place prior to the next EAC meeting

Minute 12 – Community Safety Partnership – EAC noted the request from a ward member seeking to ensure that discussions on funding allocations in relation to target hardening were held at Area Panel level

(Councillor Ingham joined the meeting at this point)

25 Community Right to Bid

EAC considered the report of the Acting Chief Asset Management Officer on the Community Right to Bid (CRtB) which will come into force on 12th October 2012. In brief, CRtB will afford communities the right to delay the sale of assets which have been deemed to be assets of community value in order to give the group an opportunity to put a bid together to purchase the asset. Mr N Charlesworth attended to the meeting to present the report and highlighted the following:

- The type of venue which could be regarded as a community asset and the type of organisation eligible to make a nomination.
- The administrative process involved and resources available to the authority
- That Area Committees' and area support teams would have an important role in terms of supporting local community organisations through the nomination process and commenting on nominations submitted.

EAC discussed the impact CRtB would have in terms of

- Impact on the workload and resources of the authority through support to community applicant, processing of applications and administration
- Impact of likely costs of compensation payouts to asset owners which could exceed the amount granted to the authority to run the scheme
- Whether the CRtB would provide actual benefits for the community having regard to the fact that asset owners would still be able to

dispose of land and/or property as they saw fit once the consultation period closed

Members commented that the scheme could raise expectations amongst community groups and requested that their concerns be reported to the Executive Member for Neighbourhoods, Planning and Support Services.

EIAC noted the report sought the committees' consideration of measures to encourage/support local community organisations to nominate assets of community value; however on balance following their discussions, Members **RESOLVED** – To note the contents of the report and the discussions

26 Wellbeing Fund

The ENE Area Leader submitted a report providing an overview of spending to date and seeking consideration of a number of new project proposals requesting funding.

With regards to the "Safe & Secure" new windows for St Philips PCC project, EIAC noted the comments of a ward Member and agreed to defer consideration of this item. With regards to the "Off the Streets" project, EIAC noted the discussions held with the applicant and the suggestion that area management establish a support package for the project leader

RESOLVED –

- a) To note the contents of the report and the current budget position
- b) To defer consideration of the "Safe & Secure" new windows project for St Philips PCC
- c) To agree to the following grant awards:

Crossgates Christmas Motifs	£525
Welfare Reform Support	£5,000
'Off the Streets' football project	£1,002
Saxton Gardens TRO	£3,000
'Welcome to Burmantofts' gateway stone	£3,750

27 Area Update Report

The ENE Area Leader submitted a report providing an overview of the work being carried out to address the Area Committee priorities and the community engagement activity across the Inner East area. The report also outlined the request to nominate a representative to sit on the city wide Corporate Carers Group and the recommendations contained within the minutes of the EIAC Environmental Sub Group and the Community Centre sub groups which were attached as appendices to the report

Councillor V Morgan was nominated as Corporate Carer for EIAC

RESOLVED - To note the contents of the report and the comments of the Area Committee and to

- a) To note the contents of the environment sub group meeting held on 14th August 2012
- b) to note the contents of the community centres sub group meeting held 26th July 2012
- c) to elect Councillor V Morgan as the EIAC representative on the Corporate Carers Group

28 **West Yorkshire Fire and Rescue Service - Annual Report**

Station Commander Nigel Kirk attended the meeting to present the Annual Report of West Yorkshire Fire and Rescue Service (WYFRS). The report provided an update on current performance and St Cmdr Kirk addressed the following issues:

- The successful reduction in the number of fire related incidents which he attributed to the work of the new Local Area Risk Reduction Teams (LARRT's)
- The liaison undertaken by WYFRS with other organisations in order to identify vulnerable persons and families where fire prevention measures could be put in place
- The progress of the proposed merger of the Stanks and Gipton fire stations into one new build fire station at Killingbeck.

In response to a question, St Cmdr Kirk provided details of The Firefly scheme, which alerted the Service to those properties belonging to vulnerable persons who are unable to leave their properties without assistance through the use of reflective stickers placed on the main entrance and internal bedroom doors. EIAC was very supportive of this initiative and suggested St Cmdr Kirk liaise with Area Management to discuss extending the scheme with the support of EIAC

Ms S Covell, member of the public, reported that WYFR Authority would meet on 7 September 2012 to consider the fire station merger proposals prior to public consultation on the matter. She was permitted to ask questions on issues relating to the 2011/12 figures for Gipton units responding outside of the area, the stated service targets, the impact of the proposed fire station merger on unit response times and the availability of the WYFRA Community Consultation document. Members noted the volume of questions to be posed by Ms Covell to St Cmdr Kirk. EIAC requested that the questions and responses be submitted via Area officers so that they could be despatched to Members

RESOLVED – To thank Station Commander Kirk for his attendance and to note the contents of the report and the discussions

29 **Children's Services - Consultation on expansion of Primary School Provision for September 2014**

Further to minute 17 of the meeting held 21st June 2012 when EIAC deferred consideration of a late Item on school admission arrangements in East Leeds, the Director of Childrens Services submitted a further report on the work being undertaken city wide to respond to the rising demand for reception places which provided Members with an opportunity to comment on a formal consultation on proposals to expand four primary schools. The report also provided an update on issues directly affecting the EIAC area.

Mr S Gosney, Capacity Planning and Sufficiency Lead, Childrens Services, attended the meeting to present the report and discussed the following with members:

- Consultation on proposals to expand Little London primary school and the impact this could have on admissions to primary schools in the EIAC area
- The number of primary schools within the EIAC area and the likely impact this had on the number of children obtaining their first preference of school. It was noted that 46% of families did not preference their nearest school, and this could be due to the large number of primaries in the area
- Brownhills Primary school – EIAC noted the comments of the local ward member regarding Brownhills primary school buildings, expansion and environment and queries relating to the selection process for funding of school improvements. Officers were requested to provide the details to the ward member directly.
- Future primary school expansion - Officers indicated the intention to present projections of pupil numbers to a future meeting and it was agreed that initial discussions would be held at ward member meetings as appropriate. Those discussions to include an overview on issues such as the pressures on the ward & its population; the impact on school leadership & performance and secondary school preferences

RESOLVED –

- a) That the contents of the report and the discussions be noted
- b) To note the intention to
 - i. Provide the requested additional information regarding Brownhills primary school direct to the ward member and
 - ii. Arrange individual ward member briefings as required to discuss the issues affecting specific wards as detailed above

30 Children's Services - Update Report to Area Committees - Inner East

The Director of Children's Services submitted a report on key issues and developments concerning Children's Services in Leeds and setting out local children's cluster information relevant to the Inner East area.

Sarah Sinclair – Chief Officer Strategy Commissioning and Performance and Gillian Mayfield – Area Targeted Services Lead, attended the meeting to present the report.

Members were provided with information on the partnership approach of Targeted Services. A handout of case studies from within the ENE area was provided at the meeting. Members discussed the following:

- Amendments made by central Government to the indicators used to calculate funding for schools
- The remit of School Attendance Officers and their links with other service providers to identify attendance issues
- The numbers of looked after children and work ongoing to reduce the number of children entering into the social care system
- The impact of Ofsted inspections on schools and the support offered by the local authority to schools following an inspection

Members were keen to receive the following information on a ward by ward basis directly:

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- The number of dedicated attendance officers for the ENE area and the schools under their area of responsibility
- The number of teenage pregnancies and information on the number amongst younger and older teenagers
- The number of foster carers and the likely impact of the welfare reform changes on foster carers

RESOLVED –

- a) to note the content of the report
- b) to note the comments made EIAC

31 Area Chairs Forum Minutes

Members commented that the minutes were out of date and noted that the Forum had met more recently on 13th July 2012. Officers clarified the necessary clearance process, however offered to provide a brief update on more recent Forum meetings in the future

RESOLVED - To note the contents of the minutes of the Area Chairs Forum meeting held 12th March 2012

32 Date and Time of Next Meeting

RESOLVED – To note the date and time of the next meeting as Thursday 18th October 2012 at 5.30pm in Seacroft Methodist Hall

EAST (INNER) AREA COMMITTEE

THURSDAY, 18TH OCTOBER, 2012

PRESENT: Councillor G Hyde in the Chair

Councillors A Hussain, B Selby, M Ingham,
A Khan, R Grahame, K Maqsood and
R Harington

33 Location of the meeting

The Committee was not able to gain access to the venue for the meeting – Seacroft Methodist Church Hall - in time for the published 5:30 pm start time. Members assembled outside the Hall and it was agreed that another venue should be found to enable the meeting to commence, rather than postpone to another date.

The Committee, having made efforts to move the meeting to another location in Seacroft, reconvened at the Dame Fanny Waterman Community Centre, Gipton at approximately 6:00 pm. A notice was placed at Seacroft Methodist Church Hall advising of the relocation of the meeting.

34 Late Items

No formal late items of business were added to the agenda however supplementary documents had been despatched in relation to Agenda item 14 – Area Update Report – minutes of the sub group meetings.(minute 45 refers)

35 Declaration of Disclosable Pecuniary and Other Interests

There were no declarations of disclosable pecuniary interests however in accordance with paragraphs 19-20 of the Members Code of Conduct, the following declarations were made by members who felt it was in the public interest to do so:

Councillors Khan and R Grahame as members of the GMB union (minute 40 refers)

Councillors A Hussain and R Grahame as local authority appointed members of West Yorkshire Fire and Rescue Service (minute 39 refers)

Councillor Grahame as he stated he had some involvement in the recruitment & selection process for staff at the proposed new school, Florence Street (minute 40 refers)

Councillors Hyde and Khan as local authority appointed members of the ALMO (minutes 41 & 44 refer)

36 Apologies for Absence

Apologies for absence were received from Councillor Morgan. It was noted that she was recovering from an operation and Members expressed their best wishes to her for a speedy recovery.

37 **Open Forum**

In accordance with Paragraphs 6:24 and 6:245 of the Area Committee Procedure Rules the Chair admitted the following item of business to be brought to the attention of the Committee through the Open Forum Beeches and Oaktrees Tenants Management Organisation (BOTMO) – Mr A Armstrong provided information on the establishment of BOTMO which intended to manage housing services in the Beeches & Oaktrees area, by the tenants for the tenants. Mr Armstrong tabled associated literature for Members' reference and highlighted the local support for the organisation (200 tenants of 450 properties were BOTMO members). EIAC noted the discussions relating to the legal requirements and assessments necessary to ensure BOTMO was fit for purpose prior to final approval being granted by the DCLG and prior to LCC/ALMO approval of the financial appraisal/business plan and release of housing stock. Mr Anderson stated the intention for BOTMO to take control of the properties in January 2014 and he outlined a request for local councillor membership of the management Board from January 2013.

RESOLVED – To thank Mr Armstrong for his informative presentation on the progress so far on the establishment of BOTMO and to note the contents of the submission

(Councillor Maqsood withdrew from the meeting at this point)

38 **Minutes**

RESOLVED – That the minutes of the meeting held 6th September 2012 be agreed as a correct record

39 **Matters Arising**

Minute 24 Appointment to Outside Bodies – EIAC received confirmation that Councillor Maqsood had accepted the nomination as EIAC representative for Chapeltown Citizens Advice Bureau

Minute 26 Wellbeing Fund – Crossgates Christmas Motifs – Confirmation was received that this scheme would be part funded from the Killingbeck & Seacroft pot only, as the project crossed the ward boundaries

Minute 28 West Yorkshire Fire & Rescue Service Annual report – Members noted that Ms S Covell had not submitted the questions she had intended to ask Station Commander Kirk in writing to the Area Management team so that WYFRS responses could be despatched to Members to their information. Ms Covell responded. EIAC also noted that the Hepworth Building, Osmondthorpe Lane, was suggested by one member as an alternative site for the new fire station as it was perceived as being nearer to “high risk” areas

(Councillor Maqsood resumed her seat in the meeting)

40 **Proposed Closure of Stanley Road Household Waste Sorting Site: Alternative Waste and Recycling Facilities and Communications Strategy**

The Chief Waste Management Officer submitted a report setting out the recycling services which will remain available to the residents of Inner East area following the closure of Stanley Road Household Waste Sorting Site

Draft minutes to be approved at the meeting
to be held on Thursday, 6th December, 2012

(HWSS). Closure of the site had been agreed by Executive Board on 17th October 2012 in order to facilitate the Florence Street school development.

The report set out the results of a review of City Centre HWSS provision which found that the Stanley Road was not well used and achieved a lower recycling rate when compared to the Council's other HWSSs. The report also outlined the proposed communications strategy that Waste Management planned to undertake to publicise the closure of Stanley Road HWSS to local residents.

A schedule of "Bring Sites" in the Inner East area was tabled at the meeting for reference. EIAC discussed the following matters:

- Three large sites were within 20 minutes driving distance (Seacroft, Meanwood and Kirkstall Road). These would be promoted as useful alternatives to Stanley Road however a comment regarding low car ownership in the BRH ward was noted
- Concerns that closure of the Stanley Road site could lead to increased flytipping in the locality. Members considered whether flytipping was mainly caused by commercial users rather than local residents and whether the development of the site as a school would discourage flytipping activity
- Relocation of staff from Stanley Road to the Seacroft site was anticipated
- Commented that the Bulky Waste Service required improvement and monitoring to encourage uptake of the service which in turn would prevent localised fly-tipping
- Revenue savings from the closure of the Stanley Road site would fund refurbishment works to the Kirkstall Road site, however there was potential for some funds to be retained and spent, with local ward Councillor input, in the locality
- Recognition that the Locality Team would deal with the initial impact of the closure of Stanley Road in terms of intensive work to prevent flytipping and implementation of the communication strategy

It was agreed that the bulky waste service options and fly tipping issue would be added to the agenda of the next EIAC Environmental sub group meeting for detailed discussions

RESOLVED – That the contents of the report and the discussions be noted

41 Inner East Priority Neighbourhood Update

EIAC considered the report of the ENE Area Leader on the progress being made against the Neighbourhood Improvement Plan priorities in the Burmantofts & Richmond Hill, Gipton, Harehills and Seacroft priority neighbourhoods and the work which has been undertaken across the priority neighbourhoods between April and September 2012. The report also outlined the principles of the neighbourhood management approach and EIAC reiterated its support for this approach through the Community Leadership Teams

The Committee discussed a number of key actions undertaken in each of the priority neighbourhoods which highlighted the wide range of work underway and in particular initiatives to improve the local environment. In response to queries it was confirmed that

- the Glendales would be included within the next Environmental Improvement Zone
- the suggestions to roll-out the identifying bin stickers initiative and to undertake an environmental audit in the Bellbrookes area could be discussed at the Environmental sub group

Officers reported the following updated information gathered since the report had been written:

- Burglary reduction activity in BRH now reached 1300 homes
- 61 project applications considered to the BRH Community First programme, totalling £56k of allocated funding for various schemes

(Councillor Selby joined the meeting at this point)

Members noted the progress made with the arrangements for the Burmantofts Gala, including the support offered from local businesses and the date/venue of the next Gala committee meeting as being 30/10 at 6.00pm at Ebor Gardens. EIAC also commented that information on future ENE Homes Open Days should be made available to the local ward Councillors in future
RESOLVED - That the achievements highlighted in the submitted report and the comments of the Committee be noted

42 Well Being Fund

The ENE Area Leader submitted a report providing an overview of spending to date and seeking consideration of a number of new projects requesting funding. The Area Manager briefed EIAC on the underspend and it was noted that a report would be presented to the December meeting on schemes which had not yet claimed funds or “slipped” to enable an assessment of whether there were additional funds now available to spend. Additionally, future reports would indicate when a scheme was likely to spend the funds in order to assist decision making.

Mushroom bollards - a query relating to the destination of the patent fee for installation of “mushroom bollards” was raised as Halton Moor Board which held the patent, no longer existed.

RESOLVED –

- a) To note the contents of the report
- b) To note the intention to present a report to the next meeting on underspend so far
- c) To approve the following grant awards:

Beechwood School Mushroom Bollards	£1,260
Seacroft Christmas Gala	£483.60
Pigeon Cote Road Fencing	£2,500
Safe & Secure, St Phillips PCC	£2,360

43 Future Approaches to Priority Neighbourhoods

The ENE Area Leader presented a report setting out a request to extend the Area Committee funding for the Neighbourhood Manager roles within the Inner East area for a further two years from April 2013 and seeking consideration of funding a third Neighbourhood Manager. The report also sought consideration of the future geographical focus of a Neighbourhood Management resource, to include Harehills which does not currently benefit from a Neighbourhood Manager.

The key achievements and successes that have been seen in the priority neighbourhoods of Burmantofts and Richmond Hill and Gipton and Seacroft, since the Area Committee began funding the posts in 2010 were highlighted in the report. It was noted that the most recent neighbourhood index would be available shortly.

EIAC noted the positive results that locality working had on the Inner East area and agreed that this approach represented value for money in terms of service delivery. Members supported the proposals to fund three neighbourhood manager posts as set out in the report.

With regards to the Gipton South Middle Super Output Area (MSOA) data within the report relating to health and education, it was noted that some of the indicators required further review as the intelligence used was out of date.

RESOLVED –

- a) That the contents of the report and the achievements made in the priority neighbourhoods in Inner East be noted
- b) That approval be given to the Wellbeing revenue funding to extend the contract of the Neighbourhood Managers for a further two years from 1st April 2013 to 31st March 2015, subject to availability of funds and to note that a further report will be presented to the December Area Committee setting out the cost implications for the Wellbeing Fund
- c) To confirm the Burmantofts and Richmond Hill; Gipton and Seacroft areas as priority neighbourhoods within Inner East which should continue to benefit from a Neighbourhood Manager resource from March 2013
- d) That, taking into account the indices of deprivation across the priority neighbourhoods within Inner East, approval be given to the allocation of funding for an additional Neighbourhood Manager. To note that a further report will be presented in due course to consider an area specific focus of that role which is most likely to cover the Harehills area

44 East North East Welfare Reform Project Team Update

The ENE Area Leader submitted a report providing an update on the progress made since June 2012 by the East North East Welfare Reform Project Team to respond to the changes within the Welfare Reform Act and to mitigate the impact for residents within east north east Leeds.

EIAC discussed the following issues:

Pinnacle – EIAC was keen to ensure that Pinnacle was encouraged to provide clients with sufficient information on the implications of the changes to Working Tax Credits in terms of shift working. Members requested that information be presented to the next meeting

Food banks – Members discussed the establishment of food banks as social enterprise outlets and asked that a list of all groups minded to establish food banks be provided to Members

Downsizing homes - it was noted that the Board had previously asked for details of the costs to tenants of downsizing their homes in terms of removal/storage/decoration costs

Get It Together – A report on the scheme including details of the area covered was requested

RESOLVED –

- a) That the contents of the report and the comments made by Members be noted
- b) To note the requests for further information on Pinnacle; Get it Together, community groups minded to establish food banks and the costs to tenants for downsizing their homes

45 Area Update Report

The ENE Area Leader provided an update on community engagement activity undertaken across the EIAC area and the key messages on work being carried out which is pertinent to EIAC priorities. The sub groups established to support the EIAC priorities had met during September and October and the minutes of those meetings had been despatched following the agenda

EIAC discussed the following matters

Seacroft Church regeneration – Members noted the scheme was £38k short of the £750k target and that work was ongoing to secure this last amount. The Arts Council had yet to make a final decision

Henry Barran Centre kitchen – EIAC noted that it had not been possible to put a viable business plan together for the scheme, however interested parties were keen to review the project again and were due to reconvene discussions. Members noted the comment that there were no community kitchens in the BRH ward and that, if BRH ward was included within this scheme, the expanded scheme could be more financially viable with a larger customer base. It was agreed that information relating to the next meeting scheduled for 5th December 2012 would be sent to ward Councillors

RESOLVED –

- a) That the contents of the report and the comments made by Members be noted
- b) That the contents of the minutes of the following sub group meetings be noted
 - a. Environmental Sub Group held 11th October 2012
 - b. Community Centres Sub Group 20th September 2012
 - c. Health & Wellbeing Sub Group held 9th October 2012

46 Area Committee Work Programme Update

The ENE Area Leader submitted a report providing an update on work carried out against the Area Committees agreed priorities for 2012/13 during the last three months

RESOLVED – To note the contents of the report and the discussions

47 Health & Wellbeing Update report

EIAC considered the report of the ENE Health and Wellbeing Improvement Manager on the work being done to prepare for the transfer of Public Health responsibilities from the NHS to Leeds City Council in April 2013. The report highlighted the work of the ENE Health and Wellbeing partnership and included a progress report on how key health issues are being addressed in the context of the Inner East Leeds Area Committee.

Members noted the work being done to create one integrated model of health service provision, with the NHS Public Health Neighbourhoods team, existing Health and Wellbeing team and the Public Health Clinical Commissioning Group (CCG) team now being managed as a single resource.

Proposals to provide a more comprehensive report on actions taking place within Inner East Leeds were outlined in the report. Members discussed the key health issues flagged up by the data from the Middle Super Output Areas (MSOA) and particularly noted the work being done across the agencies to tackle the issue of childhood obesity and that funding had now been secured to roll out a scheme to tackle Chronic Obstructive Pulmonary Disease (COPD) which originated in the EIAC area to those areas city wide with the greatest need.

EIAC also considered that diabetes, smoking and alcohol abuse were key health issues for the area and that these should be discussed, along with ward based MSOA data, at ward member briefings. Members noted that comparative data would provide the basis for discussions to secure much needed resources to target the issues in the area. A suggestion that health and wellbeing issues should also be raised at Community Leadership Team level in order to publicise how to tackle the issues and raise awareness of the long term health implications was also noted.

Members supported the proposal to integrate health and wellbeing issues throughout the locality approach and agreed that the EIAC Health & Wellbeing sub group should provide a steer for the integration of health into one EIAC Neighbourhood Plan

RESOLVED –

- a) To note the information contained within the report
- b) To note the suggestions provided for building on and further developing health improvement work in Inner East Area
- c) To note the request for future reports on an outcome based plan and a scheme for Health/Area Management integration

48 Area Chairs Forum Minutes

Draft minutes to be approved at the meeting
to be held on Thursday, 6th December, 2012

Min 5 Review of Area Working – EAC noted a comment advocating the retention of Section 106 monies gained from planning applications to be spent locally to the application site and the response that the Community Infrastructure Levy could bring a new focus for local funds and would form part of the ongoing larger review of devolved decision making through area committees. It was agreed that Members would be kept informed through the EAC Planning sub group.

RESOLVED –

- a) To note the contents of the minutes of the Area Chairs Forum meeting held 13th July 2012
- b) To note that CIL would be considered by the EAC Planning sub group in the future

49 Date and Time of Next Meeting

RESOLVED - To note the date and time of the next meeting as Thursday 6th December 2012 at 5:30 pm in the Civic Hall, Leeds

EAST (OUTER) AREA COMMITTEE

TUESDAY, 11TH SEPTEMBER, 2012

PRESENT: Councillor A McKenna in the Chair

Councillors J Cummins, M Dobson,
P Grahame, P Gruen, M Harland, M Lyons,
K Mitchell, T Murray and K Wakefield

15 Chair's opening remarks

The Chair welcomed everyone to the meeting and due to the number of people attending the meeting, asked Members and Officers to introduce themselves

16 Late items

Although there were no formal late items, Members were in receipt of further information regarding targeted services for Inner South, Outer South and Outer East which was circulated by the Integrated Processes Head of Service, Children's Services (minute 26 refers)

17 Declarations of Disclosable Pecuniary and Other Interests

There were no declarations of disclosable pecuniary interests however in accordance with paragraphs 19-20 of the Members Code of Conduct, the following declarations were made by Members who felt it was in the public interest to do so:

Councillors McKenna and Harland – significant other interests - Thorpe Park presentation – through being members of Plans Panel East which may determine the formal application (minute 23 refers)

A further declaration was made later in the meeting, minute 23 refers

18 Apologies for Absence

Apologies for absence were received from Councillors Armitage and Lewis. Several Members indicated that they needed to leave the meeting early for another appointment

19 Minutes of the Previous Meeting

Minutes approved as a correct record at the meeting held on Tuesday, 16th October, 2012

RESOLVED - To approve the minutes of the East Outer Area Committee meeting held on 3rd July 2012

20 Matters arising from the minutes

Minute 8 - Summary of key work

The South East Area Leader referred to the success of the Open Space event held in July at Garforth Academy and that proposals were being worked on in conjunction with Councillor Ogilvie, to hold similar events around the city

Minute 10 – Local Authority appointments to Outside Bodies

Councillor Lyons raised the matter relating to Cross Gates Good Neighbours Scheme and the possibility of securing a place on this Outside Body for an Elected Member of the Temple Newsam Ward

The Area Improvement Manager stated that the matter had been raised with the organisation but that the response had been that whilst vacancies did exist, a wide membership was required and that a further political nomination was not sought. However, a report would be taken to the Cross Gates Good Neighbours Board to consider increasing the membership number to 14, which if approved would provide two additional places these being for a Councillor from both the Killingbeck and Seacroft and Temple Newsam Wards

Concerns continued to be raised on this matter, particularly in view of the funding provided to the organisation by the Council and it was agreed that a further letter be sent on behalf of the Area Committee which reflected Members' concerns

Minute 11 (e) – Well Being Budget (Revenue) 2012/13

In respect of the proposal to establish two Neighbourhood Development/Improvement Officers in the South East of the City, work was continuing on this, particularly around defining the exact nature of the role

21 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

22 Wellbeing Budget (Revenue) 2012/2013

Members considered a report of the South East Leeds Area Leader providing an update on the Well Being budget for Outer East in 2012/13, the allocation of funds against specific work streams and seeking approval of funding for several projects

Minutes approved as a correct record at the meeting held on Tuesday, 16th October, 2012

RESOLVED -

- a) To note the position of the Well Being budget
- b) To note the small grants approved to date
- c) To confirm approval of the following projects:
 - Swillington Skate Park - £12,000
 - Cross Gates Christmas lights - £2,975
 - Cross Gates lights (sited in Temple Newsam Ward) - £350
 - Cross Gates and Whinmoor 'switch on' event - £4,750
 - Garforth Christmas lights - £4,075
 - Garforth 'switch on' event - £5,230
 - Kippax Christmas lights and 'switch on' - £3,000
 - East Leeds Fun Day - £540
 - Barley Hill flood prevention - £10,000
 - Older persons events week – additional £500
 - Street name plates in Cross Gates - £1,223

23 Thorpe Park

East Outer Area Committee considered a report of the Chief Planning Officer and received a presentation from Scarborough Developments on their pre-application proposals for undeveloped land at Thorpe Park Business Park, Junction 46 of the M1, in LS15

Plans, photographs and graphics of the proposals were presented to Members

With reference to the consented scheme, Members were informed that Thorpe Park was a product of its time and that to attract new occupiers and greater inward investment, the shortfall in amenities on the site had to be addressed. Whilst it was critical that Thorpe Park remained a business park, the site provided the opportunity to introduce a greater range of jobs and different uses

Regarding landscaping and public open space (POS), the proposals would deliver double the existing POS; a significant amount of Brown Moor would be retained, a central area of parkland would be created which would connect to the Moor; the adjacent Barrowby Woods would be respected in the scheme and a new public park would be created

Drainage issues would be dealt with in a positive way to ensure any surface water run-off was at an acceptable and consistent rate

Extensive consultation had been carried out during the summer in a range of locations which were attended by over 800 people. Whilst there had been some negative comments to the proposals, particularly around the impact on neighbouring centres, it was clear from the responses received that there was much support for the scheme and the opportunities it would bring, with the proposed sports pitches and new park being especially well received

The need for the delivery of the long-awaited Manston Lane Link Road (MLLR) was recognised and this formed a key part of the proposals, which could help unlock several housing development sites, currently restricted by inadequate access

In terms of funding the proposals, the creation of a foodstore on the site along with other retail uses would produce the money required to fund the MLLR and that in terms of timescale, the foodstore would not open until the first phase of the MLLR was in place. It was hoped that an outline planning application would be submitted to the Council in September 2012, with determination of this being in early 2013. If approved, work on the MLLR would commence late 2014, with the development phases being in 2015

Details of agreements in respect of land ownership matters and how these would be dealt with were briefly outlined, for Members' information

Members commented on the following matters:

- the high street impact survey and whether this could be made available. It was agreed that copies would be sent to Members
- highways issues, particularly the MLLR and ELOR; that some planning permissions had been granted which were dependent upon the delivery of these roads and the need for Scarborough Developments to be in dialogue with interested parties to ensure the necessary highways improvements came about. Members were assured that discussions were ongoing with the developers of the Threadneedle and Vickers sites on Manston Lane. Whilst the delivery of the ELOR was beyond the planning scope of the proposals, the delivery of the MLLR together with the Council's decision to release Phase 3 greenfield sites would be a real and attractive proposition to housebuilders

Councillor Gruen declared a significant other interest at this point as he felt it was in the public interest to do so, through being a member of one of the Plans Panels which might have some involvement in considering this or related developments

- the strategic issues in respect of several proposals which if approved, would result in massive changes in this part of the city; the need to provide homes, jobs and POS but also the need to ensure that any decisions which were taken were sound and represented long-term, what was best for the area and the city
- the huge amount of work required and the need for partnership working with a wide range of the private sector and the need for local residents and Members to have confidence that the driver was to generate improvements in the area for the future
- that whilst there was support for the strategic view of transforming East Leeds, there were several key issues which needed much further information, these being employment, with firm details of the type and number of jobs and apprenticeships the scheme could give rise to being required; transport links and the possibility of having a rail halt in this location and the impact on retail in neighbouring areas, to enable the full picture to be understood
- the need for constant engagement with key stakeholders
- the need to ensure if approval was given, that everything was tied down to avoid part development taking place in view of the problems this could cause

Representatives from the developer's team provided the following responses:

- that there would be a commitment to work with jobs and skills to provide local employment and apprenticeships
- that the impact on other local centres had been considered and was felt to be low, however, there was a willingness to look at focussed investment in local centres as part of a detailed S106 agreement
- that there was a need to generate demand at Thorpe Park; that it was currently on the shortlist for Leeds Medipark and that work was ongoing to attract further office uses on the site, including science park organisations
- that a rail halt had been considered but had not been included in the final draft as it was felt to be more important to concentrate on providing the bridge over the railway. The outline planning application did not prejudice the provision of a rail stop, but that this could be considered at a later stage

RESOLVED - To note the report, the presentation and the comments now made

24 Appointment of Area Committee representation upon Leeds Initiative Area Based Partnership Groups/Corporate Carers' Group

Members considered a joint report of the Assistant Chief Executive (Customer Access and Performance) and the Chief Officer (Democratic and Central Services) seeking appointments from East Area Committee to three theme-based Leeds Initiative Partnership groups

Appended to the report was a copy of the procedure rules in relation to appointments to outside bodies

RESOLVED - That the following appointments be made from East Outer Area Committee for the remainder of the 2012/2013 municipal year:

Corporate Carers' Group – Councillor K Mitchell
Health and Wellbeing Partnership – Councillor J Lewis
Divisional Community Safety Partnership – Councillor M Harland

At the conclusion of this item, Councillors Grahame, Gruen and Wakefield having given their apologies left the meeting and in line with paragraph 6.12 of the Area Committee Procedure Rules, the meeting was no longer quorate

25 Community Right to Bid

East Outer Area Committee considered a report of the Acting Chief Asset Management Officer on the Community Right to Bid (CRtB) which would come into force on 12th October 2012. In brief, CRtB will afford communities the right to delay the sale of assets which have been deemed to be assets of community value in order to give a group the opportunity to put a

Minutes approved as a correct record at the meeting held on Tuesday, 16th October, 2012

bid together to purchase the asset. Mr Charlesworth, Community Asset Officer, attended the meeting to present the report and highlighted the following:

- The type of venue which could be regarded as a community asset and the type of organisation eligible to make a nomination
- The administrative process involved and the resources available for this new area of work
- The role of East Outer Area Committee and the area support team in supporting local community organisations through the process
- The level of compensation set aside by Central Government as part of the scheme and the estimate, based on the scheme running in Scotland, that there was likely in Leeds to be one payout per year, with this being in the region of £5,500
- That although a nomination implemented a timescale where the asset could not be disposed of, at the end of this, there was no requirement for the landowner to accept any bid which had been submitted

RECOMMENDED - To note the report and to consider the ways that East Outer Area Committee and the area support team could encourage and help local community organisations to nominate assets

26 Children's Services - Update report to Area Committees - Outer East

The Director of Children's Services submitted a report on key issues and developments concerning Children's Services in Leeds and setting out local children's cluster information relevant to the Outer East area

Mary Armitage – Integrated Processes Head of Service, Children's Services presented the report and provided further information on cluster working which provided the basis for providing additional support to children, young people and their families

Members discussed the report, particularly around school clusters and expressed concern that little information had been provided to Members about the clusters, which needed to be addressed. Concerns were also raised that there had been little opportunity for Ward Members to become involved in what were important organisations. The matter of funding for cluster development was also raised in view of the changes from next year whereby funding would be made directly available to schools

Mary Armitage agreed to take Members' concerns back to the Director of Children's Services

The South East Area Leader suggested facilitating a meeting with Outer East Members and the Executive Member for Children's Services, Councillor Blake, to discuss this issue in more detail

RECOMMENDED –

- a) To note the report and the comments made
- b) That the South East Area Leader be asked to arrange and facilitate a meeting for Outer East Members with Councillor Blake and relevant officers, if considered appropriate, to discuss

in more detail the subject of Children's Trust Clusters and the involvement of Members in these

During consideration of this matter, Councillor Dobson left the meeting

27 Outer East Area Committee Business Plan 2012-2013

It was agreed to defer this report to the October meeting

28 Summary of Key Work

Members considered a report of the South East Area Leader outlining priority work carried out in the East Outer area over recent weeks. Appended to the report were copies of the minutes from Community Forums, Area Chairs meeting, Environmental Sub-Group and Health and Wellbeing Partnership

The Area Officer presented the report and highlighted several issues for Members' information, these being:

- the success of the Civic Conversation in Garforth and that discussions were taking place about holding a similar event in Halton Moor, with the assistance of Councillor Mitchell
- Whitkirk Primary School traffic, with further work being carried out on the possibility of a turning circle being created within the school gates, with this to be discussed by the School Governors in conjunction with Highways Officers. In the event that the Governing Body did not wish to proceed with this, it was suggested that a health and safety report be undertaken on the risks of a turning circle not being provided
- The Neighbourhood Planning Pilot in Kippax which was progressing with several meetings having been held in recent months and the community working closely with Planning
- The Older Person's event which would take place in October, with advertising starting to appear for this. The involvement of local schools in this event was welcomed
- Community Payback – that all bookings for repeat visits for grass cutting were now being made through the Area Support Team to ensure the service was not used disproportionately across the area
- Proceeds of Crime Act (POCA) funding, with Members being informed that the level per application had been increased back up to £500
- The success of the cricket coaching scheme and that a permanent girls' cricket team had now been established at Whitkirk
- Partnership meetings and the possibility of including the minutes from the Kippax Traders Association meetings as part of the community forum minutes presented to East Outer Area Committee

- Members' Ward based initiative funding and the importance of ensuring this money was spent
- RECOMMENDED** - To note the report and the comments now made

29 Dates and Times of Future Meetings

Tuesday 16th October 2012 at 4.00pm at Primrose House, Church
Close Swillington

Tuesday 11th December 2012 at 4.00pm – venue to be confirmed

Tuesday 12th February 2012 at 4.00pm – venue to be confirmed

Tuesday 19th March 2012 at 4.00pm – venue to be confirmed

Monday 13th May 2012 at 4.00pm – venue to be confirmed

EAST (OUTER) AREA COMMITTEE

TUESDAY, 16TH OCTOBER, 2012

PRESENT: Councillor A McKenna in the Chair

Councillors J Cummins, M Dobson,
P Grahame, P Gruen, M Harland, J Lewis,
M Lyons, K Mitchell, T Murray and
K Wakefield

30 Chair's Opening Remarks

The Chair welcomed all in attendance to the October meeting of East (Outer) Area Committee held at Primrose House, Church Close, Swillington and asked Members and Officers to introduce themselves..

On behalf of the Area Committee she personally thanked those members of the public who had kindly provided the refreshments and warm hospitality for today's meeting.

31 Declarations of Disclosable Pecuniary and Other Interests

There were no disclosable pecuniary and other interests declared at the meeting.

32 Apologies for Absence

An apology for absence was received on behalf of Councillor S Armitage.

33 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 her concerns that the services provided by her local doctors surgery was not working very well.

Discussion ensued on the general issue of the withdrawal of NHS services in the area and the concerns raised that local surgeries were failing to deliver services as part of the promised NHS agenda.

In concluding discussions, the Area Committee requested the South East Leeds Area Leader to refer this issue to the Scrutiny Board (Health and Wellbeing and Adult Social Care) for consideration and to invite a representative from NHS Leeds to attend a future Area Committee.

34 Minutes of the Previous Meeting

RESOLVED - That the minutes of the meeting held on 11th September 2012 be confirmed as a correct record and that this Committee formally ratifies the decisions taken at that meeting.

Draft minutes to be approved at the meeting
to be held on Tuesday, 11th December, 2012

35 Matters Arising from the Minutes

a) Summary of Key Work (Minute 20 refers)

Councillor P Grahame referred to the above issue and stated that she had attended a recent meeting of the Cross Gates Good Neighbours Board and thanked the Area Committee for their involvement in this issue.

Martin Hackett, Area Improvement Manager, South East Leeds informed the meeting that the Cross Gates Good Neighbours Board were still looking for people to become members who had a cross selection of skills i.e. legal/accountancy etc.

Following discussions, Councillor J Cummins was nominated on to the Board representing the Temple Newsam ward.

b) Thorpe Park (Minute 23 refers)

Councillor T Murray referred to the above issue and enquired on the availability of a copy of the high street impact survey for Members of the Area Committee.

Martin Hackett, Area Improvement Manager, South East Leeds responded and agreed to circulate copies to Members.

Councillor P Gruen informed the meeting that he had met with Mr P Crabtree, Chief Planning Officer to discuss the protocol of the need to inform all Members of Council of regular updates in relation to Thorpe Park.

In concluding discussions, Councillor K Wakefield proposed that this issue should be a standard item on the Area Committee agenda. This proposal was supported.

c) Children's Services – Update report to Area Committees – Outer East (Minute 26 refers)

Councillor T Murray referred to the above issue and raised his concerns about how school clusters were working, together with the budget implications.

The Chair reminded Members that an informal meeting of the East (Outer) Area Committee had been arranged for Thursday 8th November 2012 between 10.30am-12 noon to be held in the Civic Hall to discuss school clusters and the budget implications. The informal meeting would be supported by the South East Leeds Area Leader and the Area Management team and Councillor J Blake and Mr K Morton, Head of Service, Young People and Skills had confirmed their attendance.

36 Sports and Active Lifestyles Service - Officers update

The South East Area Leader submitted a report providing details of the Sport and Active Lifestyles Service Team, following recent changes, and to provide an opportunity for the Area Committee to discuss the new roles and their impact on the Outer East Area.

The following officers were in attendance and responded to Members' comments and queries:-

- Charles Tatman, Active Sport Officer South, Central and Outer East, City Development
- Sam Coupland, Active Lifestyles Officer South, Central and Outer East, City Development

An apology for absence had been received from Andrew Wilson, Club Development Officer, South Central and Outer East, City Development.

Prior to the short presentation by the above officers of their respective roles and responsibilities, the Committee noted that they were based at the John Charles Centre for Sport.

Discussion ensued on the contents of the report and presentation.

In summary, specific reference was made to the following issues:-

- The need for football, rugby and cricket clubs in the east outer area to receive support with details of funding streams; a requirement for Sports Centres to increase their usage and to consider promoting the area for off road cycling in readiness for the Tour de France
(The Active Sport Officer South responded and made reference to the capital improvements and revenue funding that was available. He gave a commitment to contact the football, rugby and cricket clubs in conjunction with Mr A Wilson, Club Development Officer. On a separate issue, both officers stressed the links with Leisure Centres and the remit of increasing footfall in Leeds City Council facilities. The team were also keen to see the development of more cycling in the area and would be pursuing opportunities on an ongoing basis)
- The concerns expressed regarding the recent closure of a sports centre in Temple Newsam and the restriction of opening hours at other sports centres in the area
(Both officers responded and acknowledged the difficult situation with East Leeds Leisure Centre and would ensure all work contributes towards strengthening the positions of existing facilities in the area)
- Clarification of the role of Youth Services within the Sport and Active Lifestyle Service
- Clarification of what facilities would be made at Temple Newsam
- The need to target those people who were using sports centres outside the area with the aim of trying to entice those people back to using their local facilities

(The Active Sport Officer South responded and agreed to revisit this issue)

- The need to look at more effective ways in running Leisure Centres in view of further budget cuts anticipated within the next five years and to involve Members and MP's within the process

(The Active Lifestyles Officer South responded and acknowledged this view, together with addressing the important practice of linking into other Council services)

- The need for the Sport and Active Lifestyle Service to have an integrated role and to work with partnership groups in the area
- Clarification of which schools the Sport and Active Lifestyle Service had been working with in the Garforth and Swillington ward

(The Active Sport Officer South responded and confirmed that the Sport and Active Lifestyles Service had a key role in this area and were focusing on school links and on the funding bids that were available to support the establishment/strengthening of club links and the provision of activity on school sites where appropriate)

RESOLVED –

- a) That the contents of the report be noted.
- b) That Mr C Tatman and Mr S Coupland be thanked for their presentation and attendance at today's meeting and that they be requested to contact individual Board Members on their requirements.

37 Well Being Budget (Revenue) 2012/13

The South East Area Leader submitted a report updating Members on the Well Being Budget for Outer East in 2012/13; how the Area Committee decided to allocate the funds against specific work streams and seeking approval for new project work.

Appended to the report was a copy of a document entitled 'Outer East small grants position as at 5th October 2012' for the information/comment of the meeting.

Prior to considering the report, Martin Hackett, Area Improvement Manager, South East Leeds informed the meeting that arising from recent discussions with ward Members, the following three new projects had been identified for funding for consideration at today's meeting:-

- Glebelands sports pitch Improvements - £1,600
- East Garforth Recreation ground security improvements - £1,750
- Traffic Signals on Osmonthorpe Lane - £16,000

The Committee agreed to consider the new projects and the Area Improvement Manager, South East Leeds confirmed he would produce supplementary information providing specific details on these projects after the meeting for publication on the Council's internet site.

The Area Improvement Manager, South East Leeds presented the report and responded to Members' comments and queries.

Draft minutes to be approved at the meeting
to be held on Tuesday, 11th December, 2012

In his presentation he introduced the following officers who were in attendance to provide a brief presentation on their respective projects which at it's May meeting, the Area Committee had agreed to set aside funding:-

- Angela Lewis - Dedicated Probation Services 'Community Payback'
- James Nundy – Older Persons' Event Week 2012

Discussion ensued on the contents of the presentations and the Chair thanked both officers for their attendance and contribution to the meeting.

In concluding discussions, the South East Area Leader commented on the wellbeing budget process agreed for 2013/14 which was noted by the Committee.

RESOLVED –

- a) That the contents of the report and appendices be noted.
- b) That the Small Grants approved to date be noted.
- c) That the following projects be dealt with as follows:-

<u>Project</u>	<u>Decision</u>
Cross Gates Barnbow War Memorial	Agreed £5,000
Covert CCTV camera for Environmental Locality Team	Agreed £1,600 x 4 i.e. one in each ward
Road Markings around Whitkirk Primary School	Agreed £5,000
Friday Night Project (Halton Moor)	Agreed £2,000
Electricity Supply and Christmas Tree holding base (Cross Gates)	Agreed £4,000
Glebelands Pitch Improvements	Agreed £1,600
East Garforth Recreation Ground	Agreed £1,750
Traffic signals to Osmondthorpe Lane	Agreed £16,000

- d) That at the request of the Committee, the Chair be requested to write a letter of thanks to those offenders involved with Dedicated Probation Services 'Community Payback' Team which could be also used as part of their curriculum vitae.

- e) That Mr J Nundy be thanked for his hard work in relation to the success of the Older Person's Event week 2012 held from 1st-5th October 2012 and that this event be discussed at the next Area Chairs Forum.
- f) That in relation to promoting attendance at luncheon clubs held in villages within the area, further discussions be undertaken between officers and NET with a report back on progress at the next meeting.
- g) That in relation to Leeds Lights and the funding issues raised at the meeting by Councillor Grahame within the Crossgates area, the Area Improvement Manager, South East Leeds be requested to ensure that Members of the Committee were in possession of the relevant information.

38 Outer East Area Committee Business Plan 2012/13

The South East Area Leader submitted a report setting out the draft 2012/13 Area Committee annual Business Plan for Outer East Area Committee and setting out priorities; actions for the year; Area Committee Champions and a framework for community engagement.

Martin Hackett, Area Improvement Manger, South East Area presented the report and responded to Members' comments and queries.

Appended to the report was a copy of a document entitled 'Outer East Area Committee Business Plan 2012/13' for the information/comment of the meeting. The document focused on the Business Plan Priorities and Action; Area Committee Champions and the Community Engagement Framework for 2012/13.

Detailed discussion ensued on the contents of the report and the part Neighbourhood Planning played in the community engagement framework section of the Business Plan.

In summary, specific reference was made to the following issues:-

- Aberford Parish Council had submitted an expression of interest in carrying out a Neighbourhood Plan but had included part of Garforth in the boundary
- Clarification of how the Business Plan would measure achievements in delivery eg community safety
(The Area Improvement Manger, South East Area responded and reported on the measures in place with the Police who conducted a Public Reassurance survey in this area. It was agreed to include an additional column in the plan showing how this was measured. In relation to Area Committee champions. It was also agreed that the plan would have a RAG (red, amber, green) system and that Area Committee champions would provide regular updates to Area Committee)
- Clarification of the viability of this plan and timescales in determining the number of houses to be built
- The work undertaken to date on Neighbourhood Plans by ward Members and the role of the Core Strategy within this process

- The need to start small in a defined area and to work together in rotation i.e. Area Committee/Neighbourhood Planning/Planning protocol
- The need for jobs and proper housing in the area and for a Government Minister to support this view
- The need a further report be submitted to the next meeting on firmer proposals for a Neighbourhood Priority Worker that included a role for supporting Neighbourhood Plans

RESOLVED –

- a) That the contents of the report and appendices be noted.
- b) That approval be given to the Outer East Area Committee Business Plan for 2012/13 in accordance with the report now submitted.
- c) That a further report be submitted to the next meeting on firmer proposals for Neighbourhood Priority Worker.
- d) That the Business plan include a RAG system and an additional column highlighting indicators as a measure of success.

(Councillor J Lewis left the meeting at 5.40pm during discussions of the above item)

(Councillor M Dobson left the meeting at 5.45pm at the conclusion of the above item)

39 Summary of Key Work

The South East Area Leader submitted a report providing information on priority work carried out in the area over recent weeks and on the minutes relating to partnership and sub-group meetings.

Appended to the report were copies of the following documents for the information/comment of the meeting:-

- Kippax Traders Association – Minutes of a Meeting held on 22nd August 2012 and 19th September 2012 (Appendix 1 and 1a refers)
- Area Chairs Forum – Minutes of a Meeting held on 13th July 2012 (Appendix 2 refers)
- Outer East Environmental Sub-Group – Minutes of a Meeting held on 21st September 2012 (Appendix 3 refers)
- East North East Divisional Community Safety Partnership – Minutes of a Meeting held on 6th September 2012 (Appendix 4 refers)

Peter Mudge, South East Area Officer presented the report and responded to Members' comments and queries.

RESOLVED –That the contents of the report and appendices be noted.

40 Dates and Times of Future Meetings

RESOLVED – To note the following dates and times:-

Tuesday 11th December 2012 at 4.00pm in the Civic Hall, Leeds

Tuesday 12th February 2013 at 4.00pm to be held in the Cross Gates and
Whinmoor ward (venue to be confirmed)

Tuesday 19th March 2013 at 4.00pm (venue to be confirmed)

Monday 13th May 2013 at 4.00pm (venue to be confirmed)

(The meeting concluded at 5.50pm)

SOUTH (INNER) AREA COMMITTEE

WEDNESDAY, 26TH SEPTEMBER, 2012

PRESENT: Councillor A Ogilvie in the Chair

Councillors J Blake, D Congreve,
K Groves, E Nash, A Ogilvie and
P Truswell

14 Election of Chair

In the absence of Councillor Gabriel, Councillor Ogilvie was elected Chair for the meeting.

15 Appeals Against Refusal of Inspection of Documents

There were no appeals against the refusal of inspection of documents.

16 Exempt Information - Possible Exclusion of the Press and Public

There were no resolutions to exclude the public.

17 Late Items

There were no late items submitted to the agenda.

18 Declaration of Disclosable Pecuniary and Other Interests'

There were no declarations made.

19 Apologies for Absence

Apologies for absence were received from Councillors A Gabriel, P Davey, and M Iqbal.

20 Minutes - 20th June 2012

The Minutes of the meeting held on 20th June 2012 were approved as a correct record.

21 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 Wednesday, 21st November, 2012

22 Sports and Active Recreation Officers Update

The South East Area Leader submitted a report which outlined the current roles of the Sports and Active Recreation officers and provided contact information for relevant staff.

Andrew Wilson, Club Development Officer and Sam Coupland Active Lifestyles Officer were in attendance to highlight the work they undertake and to answer Member questions.

Members considered the report and began by asking the officers present about linking up their work with local amateur rugby league clubs and other sports clubs who need players. Questions were also put to officers about the costs of accessing this service for young people, costs of funding the activities and whether Officers had the resources to capture the potential interest in sports and active recreation in inner south Leeds.

Members highlighted to officers present that consideration should be given to maximising the green spaces within the area which outside school hours are underused.

Members asked to be updated on projects to be circulated to allow better synergy with other local initiatives.

RESOLVED – that the report be noted.

23 Community Right to Bid

The Acting Chief Asset Management Officer submitted a report which updated the Area Committee on developments with Community Right to Bid and advised of the implementation date.

Neil Charlesworth (Community Asset Officer) was in attendance to answer Member questions.

Members considered the report and asked how Community Right to Bid worked and how an interest could be registered.

Members expressed a cautionary note as in many cases it might be difficult to raise the finance to bid for property.

Discussion also took place on the comparison between Community Right to Bid and the right to run services. The Area Leader, Shaid Mahmood advised on the differences between the two initiatives.

This topic will be picked up as part of the Neighbourhood Improvement Boards to give a more local insight in to its role.

RESOLVED - that the report be noted.

24 Proposals for Changes to Fire Service Emergency Cover in West Yorkshire.

West Yorkshire Fire Service submitted a report which provided the Area Committee with the opportunity to discuss potential issues arising from the proposed merger of Hunslet and Morley Fire station.

Nick Smith, District Fire Commander and Peter Lau Station Commander delivered a power point presentation with Members about fire services in south Leeds, response times, the reduction in risk over the last few years and the building of a new fire station with the merger of Hunslet and Morley fire stations.

Members put forward their opinions on the proposals which included concerns about the cost of building a new fire station compared to keeping the existing stations open.

Members carefully considered the response times to emergencies and how these would be effected by the merger. Concern was expressed over the loss of fire staff following the merger and how this might effect public confidence in the service provided.

Members questioned the fire officers as to the numbers of smoke alarms fitted and what approaches were being taken to fit more fire alarms in domestic properties and reducing fire risks.

Members to be provided with requested information on response times directly.

RESOLVED – that the contents of the report be noted.

25 Remobilisation of the New Generation Transport (NGT) Scheme: Current position and Public Consultation

The NGT Project Manager, Andrew Wheeler, presented a report of the New Generation Transport Team which provided an update on the NGT scheme including its rationale.

Vanessa Allen, NGT Planning and Urban Design Manager, was also in attendance to inform the Area Committee about the Transport Works Orders which will be used to progress the scheme.

Members asked questions about the route and in what order it would be constructed. Members suggested that instead of building the route all at once whether it might be sensible to construct the southern line first to minimise disruption across the City.

Concerns were also raised about the integration of bus services and ensuring that services in the south of Leeds are not damaged by the introduction of NGT and its proposed route.

Members also questioned officers present about the expansion of NGT to other areas of the City and how parking would be managed for people wishing to leave their cars on the outskirts of the city and travel to the centre using NGT.

Members asked that NGT officers might consider naming the Penny Hill stop 'Hunslet Library' and also requested that consideration be given to holding a competition amongst local schools for the design of the NGT vehicles.

Members to be provided with layout plans of the Stourton Park & Ride site to identify any issues with increasing traffic on the Belle Isle side of the site.

RESOLVED –

- (a) that the report and on going consultation be noted; and
- (b) that Members suggestions be taken into consideration by the NGT management team.

Following discussion of this item, due to time constraints, the Chair requested that all reports requiring the Area Committee to take a decision be heard before items not requiring decisions, owing to the risk that the meeting would become inquorate when Councillor Nash left at 8:30pm.

26 Transfer of Belle Isle Foundation to Childrens Services - Family Contact Centre and office base for the South Locality Safeguarding Team.

The South East Area Leader submitted a report which sought approval for the disposal of the Belle Isle Foundation Unit so that it can be used by Children's Services.

RESOLVED – that the Area Committee approve the disposal of the Belle Isle Foundation Unit so that it can be used by Children's Services.

27 Wellbeing report

The Area Officer presented a report of the Assistant Chief Executive (Customer Access and Performance). The report provided:

1. Confirmation of the 2012/13 revenue allocation and the 2011/12 carry forward figure.

2. An update on both the revenue and capital elements of the Well being budget.
3. Details of revenue funding for consideration and approval.
4. Details of revenue projects agreed to date (as shown at Appendix 1 to the report)
5. Members were also asked to note the current position of the Small Grants Budget

Members discussed ring fencing of money and requested further action be taken to put this money to good use.

RESOLVED –

- (a) that the contents of the report be noted;
- (b) that the position of the Well Being Budget as set out at paragraph 3.0 of the report be noted;
- (c) that the points raised under ring fencing arrangements set out in paragraph 3.3 of the report be noted and brought to the next Member Meeting for discussion
- (d) Members supported the proposed ringfencing of £130,000 (2013/14) for Children & Young People’s work as part of the new process for funding.
- (e) that that Well Being revenue projects previously agreed, as shown at Appendix 1 to the report, be noted;
- (f) that the following be agreed in respect of Wellbeing funding allocations, as detailed within paragraph 4.0 of the submitted report:

Name of Project	Name of Delivery Organisation	Decision
Youth Provision	St Luke’s Care	£28,301 (October 2012 – March 2013)(Revenue) All three wards. APPROVED
Middleton Friday Night Project	Breeze Team	£5,000 (Revenue) Middleton Park Ward. APPROVED
Off Road Bikes	West Yorkshire Police	£3,952 (Revenue) All three wards. APPROVED
Dream Radio Drama	Dream Reality	£15,000 (Revenue) All

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		three wards. NOT APPROVED
Atha Street Bollards	LCC Highways	£790 (Revenue) Beeston & Holbeck ward. APPROVED

(g) that the small grants situation as set out in paragraph 5.0 to the report be noted.

28 Appointment of Area Committee Representation upon Leeds Initiative Area Based Partnership Groups

The Assistant Chief Executive (Customer Access and Performance) and the Chief Officer (Democratic and Central Services) submitted a report which provided background to local Member representation upon Leeds Initiative area Based Partnership Groups, and invited the Committee to determine the elected Member appointments to those groups.

RESOLVED – The Area Committee resolved that:

- (a) Area Committee Champion to the South East Health and Wellbeing Partnership – Councillor Truswell
- (b) Area Committee Champion to the South Leeds Crime and Grime Group – Councillor Groves

29 A Summary Of Key Work

The Area Leader submitted a report which provided brief details of the range of activities with which the Area Support Team are engaged based on the Area Committee Business Plan priorities & actions, that are not addressed in greater detail elsewhere on this agenda. It provided opportunities for further questioning or the opportunity to request a more detailed report on a particular issue.

Officers present confirmed that a meeting has been scheduled relating benefits and charges.

RESOLVED -

- (a) that the report be noted; and
- (b) Members approved the Inner South Area Committee Business Plan action plan attached at Appendix 13 to the report.

30 Children's Services Update Report to Area Committees - Inner South

Area Head of Targeted Services (South East Leeds), Martyn Stenton presented a report of The Director of Children's Services which provided the Area Committee with an update on Children's Services Developments.

The Chief Officer (Partnership and Development Business Support) Sue Rumbold was in attendance to help answer Member questions.

Members considered the resources of Children's Services in South Leeds and whether these were enough to deal with the number of cases especially as the clusters are only meeting every 12 weeks. Officers highlighted the increase of resources in the area and the better retention of staff following a difficult two year period for Children's Services.

Members also agreed that the new arrangements will take a while to settle down and that the recent increase in interventions has improved the service.

RESOLVED – that the report be noted.

(Councillor Nash left the meeting at 08:30pm at the end of discussion of this item, this left the meeting inquorate and limited the decision making powers of the Area Committee)

31 Community Safety Activity in 2011/2012 in Inner South

The Area Community Safety Officer presented a report of The Director of Environment and Neighbourhoods submitted a report which provided the annual update form the Area Community Safety Co-ordinator on activity in Inner South to deliver the key outcomes agreed for both Safer and Stronger Communities.

Inspector Paul Ackerman and Sgt Dennison were also in attendance to answer member questions.

Members questioned the officers present about the ward risk matrix table for the city (see paragraph 3.2.2 for the report) particularly what the colours meant and the reasons behind Middleton Park ward becoming of high concern in March and April 2012.

Discussion took place on the classification of offences and how they should be split out; specifically the difference within violence and that domestic violence against young people should be a separate category, information was also requested with regards to Children in care effected by such violence.

Although not in attendance Councillor Gabriel and Councillor Gruen, through the Area Leader, wanted to convey to members that as a result of the discussions at the Inner South Area Committee meeting in September 2011, there is now a city wide initiative around prostitution. With the successes that

have already been achieved, Cllr Gruen wanted to pass on his thanks for initiating this work. .

RECOMMENDED –

- (a) that the contents of this report be noted;
- (b) that the approach outline at paragraph 6.1.3 to the report to deliver Community Safety and environmental agendas in Inner south Leeds during 2012/13;
- (c) that a further report be submitted to consider the issues raised at paragraph 6.2.3 to the report; and
- (d) that further information be provided to Members in relation to violence against children in care.

32 Dates, Times and Venues of Future Meetings

6:30pm, 21st November 2012, Venue, Civic Hall, Leeds.

SOUTH (OUTER) AREA COMMITTEE

MONDAY, 3RD SEPTEMBER, 2012

PRESENT: Councillor K Bruce in the Chair

Councillors N Dawson, J Dunn, J Elliott,
T Leadley, L Mulherin, K Renshaw and
S Varley

14 Late Items

The following late item was submitted:

- Consultation on Expansion of Primary School Provision for September 2014

15 Declaration of Interests

Councillors J Elliott, T Leadley and S Varley disclosed a pecuniary interest in Agenda Item 10, Garden Maintenance Service Evaluation 2011/12 as they were Members of Morley Elderly Action.

16 Apologies for Absence

Apologies for absence were submitted on behalf of Councillor R Gettings and S Golton.

17 Minutes - 2nd July 2012

RESOLVED – That the minutes of the meeting held on 2 July 2012 be confirmed as a correct record.

18 Matters arising from the Minutes

Minute No. 9 – Priority Neighbourhood Worker

Concern was raised regarding the resolution recorded and whether it reflected the decision taken at the meeting. Following further discussion, it was agreed that the decision was correct and should stand as recorded.

Minute No. 11 – Summary of Key Work

Further to nominations made for membership of the Environmental Sub Group, the Area Committee was asked to nominate an Environmental Champion. A full list of sub-groups and membership was also requested.

RESOLVED – That Councillor K Bruce be appointed as Environmental Champion for the South Outer Area Committee for the 2012/13 Municipal Year.

19 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.

The Chair introduced Andrew Wilson, Club Development Officer and Steve Coupland, Active Lifestyles Officer of Sport and Active Recreation, Development Department to the meeting. They informed the Area Committee of their new roles and work with local organisations and clubs across the City. This included the following:

- Issues relating to funding
- Coaching
- Education
- Child protection
- Getting people involved and physically active

The Chair thanked Mr Wilson and Mr Coupland for their attendance and it was requested that further information on the services available be forwarded to Members.

20 Children's Services Update Report to Area Committees - Outer South

The report of the Director of Children's Services provided the Area Committee with a performance update against priorities within the Leeds Children and Young People's Plan (CYPP). It also provided a summary of performance at Area Committee Level with a broader summary at City level. Local children's cluster information was included in appendices to the report.

The Chair welcomed Steve Walker, Deputy Director, Children's Services and Jim Hopkinson, Head of Targeted Services to the meeting for this item.

Issues highlighted from the report included the launch of the Child Friendly City Initiative, development of locality arrangements and the restructure to a single service which had helped to improve ways of working. Members were also reminded of some of the priorities of the CYPP which included the following:

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- Reducing the number of looked after children
- Reducing the number on Child Protection Plans
- Improving school attendance
- Reduction and prevention of those who are not in education, employment or training (NEETs)

In response to Members' comments and questions, the following issues were discussed:

- Governance arrangements for clusters. It was recognised that these were further developed in other areas and that there was a need to involve all partners.
- Early intervention – a high proportion of children referred were of pre-school age.
- Developing the provision of services around the needs of children and their families.
- Performance indicators detailed in the report were government led. Local indicators could be developed.
- The role of Elected Members as School Governors and within the clusters.
- Performance information relating to child obesity and concern regarding the outer south area having the lowest take up of free school meals. Officers agreed to provide further information on free school meal take up in Outer South Leeds.

RESOLVED - That the report be noted.

21 Consultation on Expansion of Primary School Provision for September 2014

The report of the Director of Children's Services presented the Area Committee with an update on the work being undertaken across the City to ensure the authority met its statutory duty to ensure sufficiency of school places in the context of an increasing birth rate. This included formal consultation on proposals for four schools for which members comments were sought and a more general update on issues directly affecting the outer south area.

Steve Walker, Deputy Director, Children's Services presented the report.

It was reported that the proposals would see the expansion of Sharp Lane School, Middleton from 420 pupils to 630. This would increase the annual admission limit from 60 pupils to 90. Members welcomed this increase in light of the developments that had been undertaken in the area but raised concern regarding areas in outer south Leeds including Thorpe and East Ardsley.

The Chair thanked Steve Walker and Jim Hopkinson for their attendance.

RESOLVED – That the report be noted.

22 Site Based Gardeners in Community Parks and Green Spaces

The report of the Head of Parks and countryside advised the Area Committee of the work that was ongoing with the 3 site based gardeners that had been funded through Wellbeing Funds and provided a review of the Site Based Gardeners Scheme.

The Chair welcomed Paul Robinson, Parks and Countryside to the meeting to present the item.

Issues highlighted from the report included the following:

- National statistics and performance measures and the positive influence that Site Based Gardeners have on these.
- Details of parks and greenspaces that were maintained by Site Based Gardeners and what duties were carried out.
- A reduction on the number of enquiries and complaints. Although it was not possible to extract information regarding what kinds of enquiries had been received it was hoped that the reduction reflected an increase in customer satisfaction.
- The improved horticultural and frequency of maintenance.

In response to Members comments and questions, the following issues were discussed:

- Members indicated a willingness to continue to support the scheme and praised the improvements that had been created by the scheme.
- Concern was expressed that Ardsley and Robin Hood Ward did not get an equitable split as there were not as many parks but there were other greenspaces that could benefit from the scheme. It was reported that the locations for the Site Based Gardeners had been nominated by Members and it was suggested that further suggestions could be discussed at the Environment Sub Group.
- Issues regarding recruitment of staff and apprenticeships.

RESOLVED – That the report be noted.

23 Garden Maintenance Service Evaluation 2011/2012

The report of the Area Improvement Manager, South East Leeds, provided an evaluation and update on the Outer South Garden Maintenance Service delivered by Morley Elderly Action (MEA). The second year of the three year project had been completed.

Due to the interests declared earlier in the meeting By Councillors Elliott, Leadley and Varley, it was agreed to delegate the decision for Morley Elderly Action to retain an under-spend of £104 to officers to allow them to remain in the meeting and prevent it becoming inquorate.

Draft minutes to be approved at the meeting
to be held on Monday, 15th October, 2012

Tom O'Donovan, Area Improvement Manager presented the report.

Members were given an overview of the scheme and attention was brought to information in the report which highlighted the customers who benefited from the scheme.

The following issues were raised by Members:

- Concern regarding quotes that had been given to customers using the scheme.
- How MEA operated in other areas of Outer South Leeds.

RESOLVED – That the item be deferred to a future meeting of the South (Outer) Area Committee to allow a representative from MEA to attend.

24 Community Safety Activity in 2011/2012 in Outer South

The report of the Director of Environment and Neighbourhoods provided information on crime trends and a range of community safety activity that had taken place during 2011/12. It also updated Members on the key priorities for 2012/13 and summarised wellbeing spend on community safety issues.

The Chair welcomed the following to the meeting for this item:

Gerry Shevlin, Community Safety Co-ordinator
Inspector Y Hammill, West Yorkshire Police
Inspector P Sullivan, West Yorkshire Police
Chief Superintendent P Money, West Yorkshire Police

Gerry Shevlin presented the report and highlighted the following issues:

- Overall crime had reduced between April 2011 and March 2012.
- Establishment of the Leeds Anti Social Behaviour Team.
- Incorporation of the Out of Hours Noise Nuisance Team to the CCTV Service.
- Development of the South Leeds Community Safety Plan.
- Well being funded activity.

In response to Members comments and questions, the following issues were discussed:

- Success of the CASAC initiative for the installation of secure locks to properties.
- Concern regarding the sale of alcohol to under age drinkers – it was reported that West Yorkshire Police had a rolling program with licensing and had a panel of young people to do test purchases. Reference was also made to the South Leeds Alcohol Reduction Plan.

- Training of Police Community Support Officers (PCSOs) for assisting with dog control issues.
- Rise in drug crime – this was due to increased detection rates.
- Metal theft – work was ongoing regarding metal theft and there was communication with local scrap dealers.

Members were also given an update on help desk closures and reduced opening hours at police stations across the City. It was reported that Morley would be open from 10.00 a.m. to 6.00 p.m. Monday to Friday. It was previously open until 8.00 p.m. and also on a Saturday. Feedback to consultation had shown some evening and weekend opening would be preferable. Changes would not be implemented till June 2013 at the earliest.

It was agreed to convene a meeting to discuss Morley Police Station Counter Services. Councillor Bruce to attend as Chair of the Area Committee along with Chief Inspector Money, Councillor Dawson, Councillor Leadley and a representative from Morley Town Council.

RESOLVED – That the report be noted and the approach outlined at 6.1.3 of the report to deliver Community Safety and Environmental agendas in Outer South Leeds during 2012/13 be approved.

25 Appointments of Area Committee Representation upon Leeds Initiative Area Based Partnership Groups/Corporate Carers' Group

The joint report of the Assistant Chief Executive (Customer Access and Performance) and the Chief Officer (Democratic and Central Services) asked the Area Committee to appoint one representative/champion to each of the Leeds Initiative Area Based Partnership Groups and also to appoint a representative to the Council's Corporate Carer Group.

Tom O'Donovan, Area Improvement Manager presented the report.

It was conformed that the previous appointments had been made:

- Councillor R Gettings – Children's Champion
- Councillor N Dawson – Environmental Champion

RESOLVED – That the following appointments be made:

- Area Committee representative to the Council's Corporate Carers' Group – Councillor S Golton
- Area Committee Champion to the South East Health and Wellbeing Partnership – Councillor S Varley
- Area Committee Champion to the South Leeds Crime and Grime Group – Councillor N Dawson

26 Community Right to Bid

Draft minutes to be approved at the meeting
to be held on Monday, 15th October, 2012

The report of the Acting Chief Asset Management Officer updated the Area Committee on developments with the Community Right to Bid and also advised of the implementation.

Jane Cash, Asset Management was in attendance to present the report.

Members were informed that Community Right to Bid had come about as part of the Localism Act 2011 and gave the community rights to nominate assets that could be of community value. The Council then had a responsibility to keep a register of these assets. The report listed the organisations that were eligible to nominate assets and those that could trigger the 6 month process that would give them opportunity to prepare a bid should one of these assets be made available for sale.

In response to Members comments and questions, the following issues were discussed:

- It was not a right to buy and would only give certain organisations 6 months to prepare a bid or raise necessary funds.
- Compensation would be available to landowners.
- The right to bid could be used on assets such as allotments or schools.

RESOLVED – That the report be noted.

27 Summary of Key Work

The report of the Area Leader, South East Leeds presented an update on key work that had taken place within the Outer South Area since the last meeting of the Area Committee. Recent minutes of the Area Chair's Forum were also included in the report.

Aretha Hanson, Area Officer presented the report. The following issues were highlighted:

- Equality Improvement Priorities 2011-15.
- Members were asked to nominate a Fuel Poverty Champion for the Area Committee.
- Ellie Rogers had been appointed to the position of Priority Neighbourhood Worker.
- The bottle bank trial at Church Avenue and concerns of residents.

RESOLVED –

- (1) That the report be noted.
- (2) That Councillor K Bruce be appointed as the Area Committee's Fuel Poverty Champion.

28 Outer South Area Committee Wellbeing Budget Report

The report of the Chief Executive (Customer Access and Performance) provided the Area Committee with the following:

- Confirmation of the 2012/13 revenue allocation
- The current position of the Wellbeing budget
- Details of revenue projects agreed to date
- Details of capital projects agreed to date
- A summary of the revenue for 2011/12 and 2012/13 already approved and linked to the priorities and outcomes in the Area Committee Business plan
- The current position of the Small Grants Budget.

Aretha Hanson, Area Officer presented the report. Members attention was brought to an application for funding towards CCTV at Newlands Church. It was reported that this would be a stand alone system and not incorporated into the Leedswatch scheme.

RESOLVED –

- (1) That the report be noted.
- (2) That the position of the Wellbeing Revenue Budget be noted.
- (3) That the application for Newlands CCTV for £1,155 (capital) be approved.
- (4) That the revenue projects already agreed be noted.
- (5) That the capital projects already agreed be noted.
- (6) That the small grants position be noted.

29 Dates, Times and Venues of Future Meetings

RESOLVED – That the following dates, times and venues of future meetings be noted:

- Monday, 15 October 2012 – Thorpe Primary School
- Monday, 3 December 2012 – Drighlington Meeting Hall
- Monday, 4 February 2013 – Morley Town Hall
- Monday, 25 March – Rothwell One Stop Centre

All meetings to commence at 4.00 p.m.

SOUTH (OUTER) AREA COMMITTEE

MONDAY, 15TH OCTOBER, 2012

PRESENT: Councillor K Bruce in the Chair

Councillors N Dawson, J Dunn, J Elliott,
R Finnigan, B Gettings, S Golton,
T Leadley, L Mulherin, K Renshaw and
S Varley

30 Declaration of Interests

Councillors Elliott, Leadley and Varley declared a pecuniary interest in Agenda Item 11, Garden Maintenance Service Evaluation 2011-12 due to their positions with Morley Elderly Action. They left the room while the decision was made on this item.

31 Minutes - 3 September 2012

RESOLVED – That the minutes of the meeting held on 3 September 2012 be confirmed as a correct record.

32 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.

33 Proposals for Changes to Fire Service Emergency Cover in West Yorkshire

The report of West Yorkshire Fire Service outlined the proposed changes to West Yorkshire Fire Service, particularly to the Fire Stations of Hunslet & Morley and Garforth & Rothwell which cover the Outer South area.

The Chair welcomed the following to the meeting for this item:

- Ian Dunkley, Senior Operations Manager
- Mark Allen, Station Commander, Morley and Rothwell

Members were informed of spending cuts that the Fire Service faced following the Comprehensive Spending Review and the development of an eight year strategy to address this. A major study had been carried out across West

Draft minutes to be approved at the meeting
to be held on Monday, 3rd December, 2012

Yorkshire which had considered where to site stations and engines to minimise risk. Further considerations included the following:

- The introduction of combined aerial response units which reduced the need for two engines at incidents.
- The introduction of smaller vehicles for smaller incidents.
- Ensuring fire engines are stationed at optimum locations for responding to emergencies.
- Locations to site new stations between the current positions of Rothwell & Garforth and Morley & Hunslet.
- Fire Safety Awareness – the 4 strand plan for the area of Prevention, Protection, Response and Resilience.

In response to Members comments and questions, the following issues were discussed:

- There had been a massive drop in the number of fires that the fire service attended and a reduction in the number of deaths. Closure of stations would not necessarily mean reduced response times as at the current time it could depend where appliances were located.
- West Yorkshire Fire Service had fitted over a million smoke alarms over the past 5 years.
- Morley was considered to be a low risk area with an average of a seven and a half minute response time. The target time for responses was ten minutes.
- Improving response times – roll out of traffic light computers.
- Concern that disadvantaged areas which had a higher risk would be worse off under the new proposals with regard to response times.
- Reductions to back office staffing.
- Shared fire control with South Yorkshire.
- New stations would be cheaper to maintain and be more efficient than existing stations.
- Members agreed that representation needed to be made regarding the proposals.

RESOLVED –

- (1) That the Area Committee opposed the closures as outlined by West Yorkshire Fire and Rescue
- (2) That the area committee affirms its commitment to work together to reverse any decisions taken locally or nationally to close fire stations in its area and intends to write to local MP's and Leeds City Council seeking their support in doing so
- (3) That the Chair of the Outer South Area Committee submit a formal written objection to the fire station closures to West Yorkshire Fire & Rescue on behalf of the Outer South Area Committee

34 White Rose Learning Centre Update

The report of the Head of Employment and Skills provided an update on the employment and skills development opportunities for young people and adults at the White Rose facility.

Members were given a summary of services on offer at the White Rose Learning Centre and the following issues were highlighted:

- Partnership working with the Council and Job Centre Plus.
- Opportunities for 16 to 18 year olds – these included apprenticeships, vocational qualifications and work experience.
- Opportunities for adults included a 'Routeway to Work' course and a Sector Based Work Academy which helped with developing employment skills.

In response to Members comments and questions, the following was discussed:

- It was felt that the White Rose Learning Centre was a step in the right direction and it was welcomed that it helped people get a work history and work experience.
- It was requested that there should be an Outer South Area Committee Member on the steering group.

RESOLVED –

1. That the report be noted.
2. Members would welcome the opportunity to visit the facility
3. Outer South Area Committee Membership on the steering group be requested.

35 Drighlington Library: Community Rental Subsidy

The report of the Area Leader outlined a request from the Friends of Drighlington Community Library to waive the standard community rental agreement (CRA) cost for space within Drighlington Meeting Hall and also requested that the Director of Environment and Neighbourhoods agree a 100% reduction of £6,860 for the rent and service charges.

It was reported that the Friends of Drighlington Community Library had recruited over 60 volunteers willing to assist with the running of the library and it was proposed to open the library for 6 days a week. Members expressed support for what was considered to be an excellent example of community involvement.

RESOLVED – That the rent and service charge for Friends of Drighlington Community Library use of the Library Space within Drighlington Meeting Hall be reduced to nil for a period of 12 months and that this agreement is backdated to the commencement of the letting and that the arrangement be reviewed annually to determine whether the letting agreement should continue and agree the future arrangements, with a view to reducing the level of discount on a sliding scale.

Draft minutes to be approved at the meeting
to be held on Monday, 3rd December, 2012

36 Garden Maintenance Service Evaluation 2011-12

The report of the Area Improvement Manager, South East Leeds provided an update and evaluation of the Garden Maintenance Scheme operated by Morley Elderly Action. The Outer South Garden Maintenance Scheme had completed the second year of a three year project agreed by the Area Committee.

Members were reminded that the report was deferred at the last meeting so that a representative from Morley Elderly Action could be present to answer questions. It was also noted that a concern was raised regarding a complaint of over-charging by a contractor...

The Chair welcomed Ann Minke of Morley Elderly Action to the meeting for this item.

The following issues were discussed:

- With regard to the previous concern that had been raised, it was noted that Morley Elderly Action had identified several improvements to the operation of the scheme that would, in future, benefit clients. It was also confirmed that the request for service by the client should have come directly to Morley Elderly Action before being allocated to a gardener. The improvements to the delivery of this service identified by Morley Elderly Action should remove the possibility of any future occurrence of this type of incident.
- Members questioned how the funding for the scheme was split between administration costs and payments to contractors.
- Work carried out on a Ward level across Outer South was discussed. It was suggested that the scheme be reviewed so that a revised scheme could be considered at the end of the current agreement.

RESOLVED –

- (1) That the report be noted.
- (2) That Morley Elderly Action retain the under spend figure from the Outer South Garden Maintenance Service 2011/12 to support an enhanced service delivery in 2012/13

37 Summary of Key Work

The report of the Area Leader – South East Leeds presented an update on the key work that was taking place within the Outer South Leeds area.

Aretha Hanson, Area Officer presented the report.

Issues highlighted from the report included the proposed changes to Crime and Grime arrangements and Community First Panel funding. Ellie Rogers,

who had recently taken up the post of Priority Neighbourhood Worker was introduced to Members.

Members referred to the minutes of the Area Chair's Forum and discussed youth provision . Whilst it was acknowledged there had been an improvement with Youth Service provision in Outer South over the previous few years, it was felt that due to the differing needs across the wards it would be better if Youth provision was the responsibility of the Area Committee. This had been discussed at the Area Chair's Forum.

RESOLVED – That the report be noted.

38 Well-being report October 2012

The report of the Assistant Chief Executive (Customer Access and Performance) provides Members with the following:

- Confirmation of the 2012/13 revenue allocation.
- The current position of the Well-being budget.
- Details of capital and revenue funding for consideration and approval.
- Details of revenue projects agreed to date.
- Details of capital projects agreed to date.
- A summary of the revenue for 2011/12 and 2012/13 already approved and linked to the priorities and actions in the Area Committee Business Plan.

Aretha Hanson, Area Officer presented the report and informed the Committee that the funding approved at the September Area Committee for Newlands Church CCTV would not be progressed as the CCTV equipment had been installed prior to Area Committee approval. Funding regulations stipulate that wellbeing funding cannot be used for projects which have already taken place so the funding amount .had been returned to Morley South capital allocation.

Members were also asked to consider applications for the following projects:

- Crime & Grime: Feeling Safe in Rothwell
- Cold Calling Control Zones
- Christmas Trees and Lights 2012 – Rothwell and Ardsley & Robin Hood

RESOLVED –

- (1) That the report be noted.
- (2) That the position of the Well-being Revenue Budget be noted.
- (3) That the revenue projects already agreed be noted.
- (4) That the capital projects already agreed be noted.
- (5) That the following project proposals be approved:
 - Crime & Grime: Feeling Safe in Rothwell - £1,999.70 (revenue)
 - Cold Calling Control Zones - £1,535.82 (revenue)

Draft minutes to be approved at the meeting
to be held on Monday, 3rd December, 2012

- Christmas Trees and Lights 2012 (Rothwell) - £50 (revenue)
 - Christmas Trees and Lights 2012 (Ardsley & Robin Hood) - £2,797.40 (revenue)
- (6) That the small grants situation be noted.

39 Dates, Times and Venues of Future Meetings

- Monday, 3 December 2012 at Drighlington Meeting Hall
- Monday, 4 February 2013 at Morley Town Hall
- Monday, 25 March at Rothwell One Stop Centre

All meetings to commence at 4.00 p.m.

WEST (INNER) AREA COMMITTEE

WEDNESDAY, 5TH SEPTEMBER, 2012

PRESENT: Councillor J McKenna in the Chair

Councillors C Gruen, T Hanley, J Harper
and A Lowe.

CO-OPTTEES: H Boutle (Armley Community Forum)
E Bowes (Armley Community Forum)
K Ritchie (Bramley and Stanningley Community Forum)

19 Chair's Opening Remarks

The Chair welcomed all in attendance to the September meeting of the West (Inner) Area Committee.

20 Declaration of Disclosable Pecuniary and Other Interests

There were no declarations of disclosable pecuniary and other interests.

21 Apologies for Absence

An apology for absence was submitted by Councillor Taggart.

22 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 members of the public in attendance at the meeting to make representations or ask questions.

23 Minutes - 27th June 2012

RESOLVED – That the minutes of the meeting held on 27th June 2012 be approved as a correct record.

24 Matters arising from the Minutes

Minute No. 8 – Matters arising from the Bramley and Stanningley Community Forum

Members were advised that grass cutting had now been undertaken at the corner of Rodley Lane / Leeds Bradford Road.

25 Minutes - Community Forum

RESOLVED – That the minutes of the following Community Forum meetings be received and noted:

- Armley Community Forum and PACT meetings – 19th June and 17th July 2012
- Bramley and Stanningley Community Forum and PACT meeting – 26th July 2012.

26 Matters arising from the Bramley and Stanningley Community Forum and PACT meeting

Minute No. 3.1 – Police Update (Inspector Mark Wheeler)

Members were advised that the minutes should read theft from vehicles not theft of vehicles.

27 Minutes - ALMO Inner West Area Panel

RESOLVED – That the minutes of the ALMO Inner West Area Panel meeting held on 11th June 2012, be received and noted.

28 Matters arising from the ALMO Inner West Area Panel meeting

Minute No. 6.2.3 – AP7 2012 Armley Fun Day

One Member expressed concern that West North West Homes Leeds had not yet provided funding towards Armley Fun Day. Mick Parker (West North West Homes Leeds) agreed to raise this matter with colleagues and report back.

29 Children's Services Update Report to Area Committees - Inner West

The Director of Children's Services submitted a report which updated Members on current issues facing the directorate and children's partnership as well as the progress made against local and national agendas.

Key cluster performance information in relation to the west north west area was appended to the report for Members' information.

The Chair welcomed the following officers to the meeting to present the report and respond to Members' questions and comments:

- Jancis Andrew, Area Head of Targeted Services (West North West), Children's Services
- Sue Rumbold, Chief Officer (Partnership Development Business Support), Children's Services.

The following key areas of work were highlighted by Children's Services:

- Ongoing work in relation to targeted services and tackling NEET.
- Development of outcome based accountability around the directorate's priority themes.
- The allocation of locally managed resources and the role of attendance advisors.
- Launch of Families First Leeds (previously Troubled Families Board) on Thursday, 6th September 2012.

The Chair then invited questions and the key areas of discussion were:

- Concern about the poor take up of free school meals. Members were advised that this was a priority area for the Child Poverty Working Group. Children's Services agreed to report back to the Area Committee with information about the types of initiatives that were currently in place.
- Concern about the higher than average numbers of looked after children, teenage conception and poor secondary school performance in the inner west area. It was requested that Children's Services compared this information and data against other deprived areas.
- Examples of good practice at West Leeds Academy in relation to managing attendance. Children's Services emphasised the importance of developing a range of initiatives as part of a longer term strategy.
- Concern about the number of drug offences in the inner west area, although it was agreed to check the accuracy of the statistics.
- A request for information about the ratio of referrals to looked after children in the inner west area.
- A further request for information about the number of children that spoke English as a second language in the inner west area.

RESOLVED –

That the following be noted:

- (a) The contents of the report and appendices
- (b) The requests for information that were raised at the meeting.

30 Community Safety report

The Assistant Chief Executive (Planning, Policy and Improvement) submitted a report which provided the Area Committee with information on crime trends, partnership initiatives and future joint projects between Leeds City Council and West Yorkshire Police in the inner west area of Leeds.

The following officers and representatives attended the meeting:

- Gill Hunter, Area Community Safety Co-ordinator, Environment and Neighbourhoods

- Inspector Mark Wheeler, West Yorkshire Police.

Members raised concerns about anti-social behaviour outside New Wortley Community Centre, particularly the intimidating presence and demeanour of individuals congregating outside the Community Centre. West Yorkshire Police advised that measures were in place to tackle these issues.

RESOLVED – That the contents of the report be noted.

(Councillor Lowe withdrew from the meeting at 5.45pm during the consideration of this item.)

(Councillor Hanley joined the meeting at 5.51pm during the consideration of this item.)

31 West North West Homes Leeds involvement in Area Committees

A report from West North West Homes Leeds was submitted which advised the Area Committee about activities undertaken by West North West Homes Leeds.

Appended to the report was a schedule of estate walkabouts and inspections planned for the inner west area in September and October 2012.

The Chair welcomed to the meeting, Mick Parker, Neighbourhood Performance Manager, West North West Homes Leeds, to present the report and respond to Members' questions and comments.

The key points of discussion were:

- Concerns associated with the 'bedroom tax', particularly the impact on individuals with disabilities. Members also raised concerns about vulnerable families, possibly resulting in an increase in lodging and the safeguarding issues associated with this. Members discussed potential challenges in terms of enforcement.
- Concern about the inconsistency of walkabout inspections that had taken place.

RESOLVED –

- (a) That the contents of the report and appendix be noted
- (b) That a further six monthly update be provided to the Area Committee in March 2012.

32 Community Right to Bid

The Acting Chief Asset Management Officer submitted a report which updated the Area Committee on developments with Community Right to Bid.

Appended to the report was a draft copy of the Community Right to Bid nomination guidance and nomination form.

The Chair welcomed to the meeting, Neil Charlesworth, Community Asset Officer, City Development, to present the report and respond to Members' questions and comments.

Members expressed concerns about the practical and resource issues associated with this policy.

RESOLVED – That the contents of the report and appendices be noted.

33 Consultation on expansion of primary school provision for September 2014

The Director of Children's Services submitted a report which briefed the Area Committee on the proposals being brought forward in response to rising demand for reception places city wide.

Sue Rumbold, Chief Officer (Partnership Development Business Support), Children's Services, presented the report.

RESOLVED – That the contents of the report be noted.

34 Appointment of Area Committee Representation upon Leeds Initiative Area Based Partnership Groups/Corporate Carers' Group

Kate Sibson, Area Officer, Environment and Neighbourhoods, presented the report.

Councillor Gruen reported that she had been receiving papers for the Corporate Carers' Group, although it was not clear if she was expected to attend.

RESOLVED –

- (a) That the contents of the report and appendix be noted
- (b) That the appointment to the Corporate Carers' group be approved at the next meeting following discussions between Councillors Gruen and Taggart.

35 Well-being Fund Report

The Deputy Chief Executive submitted a report which updated Members on the Area Committee's well being budget.

Kate Sibson, Area Officer, Environment and Neighbourhoods, presented the report.

RESOLVED –

- (a) That the contents of the report, including the well-being revenue budget balance for 2012/13, be noted
- (b) That the capital projects identified under 3.10 of the report be decommissioned (with the exception of the Alleygating Whyther Park Hill / Aston Close project) and the new balance of the capital well-being budget be noted.
- (c) That the transfer of income from the lease of land adjacent to New Wortley Community Centre to the New Wortley Community Centre Management Committee from 2013 onwards, be approved.

36 Area Update report

The Deputy Chief Executive submitted a report which updated Members on key priorities in the inner west area of Leeds since the Area Committee meeting in March 2012.

Draft terms of reference in relation to Armley Community Forum and Bramley and Stanningley Community Forum were appended to the report for Members' information.

Kate Sibson, Area Officer, Environment and Neighbourhoods, presented the report and responded to Members' questions and comments.

RESOLVED –

- (a) That the contents of the report and appendix be noted
- (b) That the terms of reference for the two Community Ward forums be approved.
- (c) That Councillor J Harper be appointed Chair of Armley Community Forum and Councillor C Gruen be appointed Chair of Bramley and Stanningley Community Forum for the 2012/13 municipal year.

37 Date, Time and Venue of Next Meeting

Thursday, 25th October 2012
(Community Room, Sri Guru Nanak Sikh Temple, Tong Road, New Wortley)

(The meeting concluded at 7.00pm.)

WEST (INNER) AREA COMMITTEE

THURSDAY, 25TH OCTOBER, 2012

PRESENT: Councillor J McKenna in the Chair

Councillors C Gruen, T Hanley, J Harper
and A Lowe

CO-OPTTEES: E Bowes (Armley Community Forum)
K Ritchie (Bramley and Stanningley Community Forum)

38 Chair's Opening Remarks

The Chair welcomed all in attendance to the October Area Committee meeting.

39 Late Items

In accordance with his powers under Section 100B(4)(b) of the Local Government Act 1972, the Chair agreed to accept the following late information:

- Well-being application in relation to Paisley Road Bin Yard Improvement Scheme (Minute No. 54 refers)

This document was made available to the public on the Council's website prior to the meeting.

40 Declaration of Disclosable Pecuniary and Other Interests

There were no declarations of disclosable pecuniary and other interests.

41 Apologies for Absence

Apologies for absence were submitted by Councillor Taggart and Co-opted Members, Hazel Boutle and Karen Smales.

42 Minutes - 5th September 2012

RESOLVED – That the minutes of the meeting held on 5th September 2012 be approved as a correct record.

43 Matters arising from the Minutes

Minute No. 29 – Children's Services Update Report to Area Committees – Inner West

Clarification was sought regarding the number of drug offences in the inner west area. Area Management agreed to report back with this information.

Draft minutes to be approved at the meeting
to be held on Wednesday, 19th December, 2012

Minute No. 34 – Appointment of Area Committee Representation upon Leeds Initiative Area Based Partnership Groups / Corporate Carers' Group

Councillor C Gruen was confirmed as the West (Inner) Area Committee's representative on the Corporate Carers' Group.

(Councillor Lowe joined the meeting at 5.05pm during the consideration of this item.)

44 Minutes - West (Inner) Area Committee - General Purposes Sub-Group

RESOLVED – That the minutes of the West (Inner) Area Committee – General Purposes Sub-Group be received and noted.

45 Matters arising from West (Inner) Area Committee - General Purposes Sub-Group

Minute No. 2.2 – West North West Environmental Locality Team

Members highlighted the importance of ensuring that joint resources were managed effectively.

46 Minutes - Community Forum

RESOLVED – That the minutes of the following Community Forum meetings be received and noted:

- Armley Community Forum and PACT meeting – 18th September 2012
- Bramley and Stanningley Community Forum and PACT meeting – 4th October 2012.

47 Matters arising from Armley Community Forum and PACT meeting

Minute No. 4.4 – Police update

Members were informed that recent high visibility patrols had been successful in tackling street drinking and other types of anti-social behaviour.

Minutes No. 6.4 – Any other business

Members were advised that Morbaine construction was not developing the site in Armley until the supermarket development in Wortley was complete.

48 Matters arising from Bramley Community Forum and PACT meeting

Minute No 6.2 – Any other business

Members were informed that significant bulb planting was underway in preparation for Bramley in Bloom.

Draft minutes to be approved at the meeting
to be held on Wednesday, 19th December, 2012

49 Minutes - ALMO Inner West Area Panel

The Area Committee received an update on recent funding bids considered by the ALMO Inner West Area Panel.

RESOLVED – That the minutes of the ALMO Inner West Area Panel meeting held on 13th August 2012, be received and noted.

50 Minutes - Area Chairs Forum

RESOLVED – That the minutes of the Area Chairs Forum meeting held on 13th July 2012, be received and noted.

51 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.

Dawn Appleyard, External Funding Officer, West North West Homes, provided the Area Committee with an update on her role, particularly in relation to partnership working and development of new projects. Members briefly discussed seeking funding to purchase a new motorbike for a BARCA youth project.

52 BARCA Youth Service Report

The Deputy Chief Executive submitted a report which provided an update on the services for young people provided by BARCA Leeds in the inner west area.

Appended to the report was information on the service's core activities, performance targets and partnership working arrangements.

The Chair welcomed to the meeting, Mark Law, Chief Executive Officer, BARCA Leeds, to present the report and respond to Members' questions and comments.

One Member raised concern about the need to develop outcome indicators in a more measurable form. It was suggested that Youth Services be requested to address this issue in its report to the December Area Committee meeting.

RESOLVED – That the report and appendix be noted.

53 Inner West Community Centre Consortium

The Assistant Chief Executive (Customer Access and Performance) submitted a report which provided an update on the current position of the two

Draft minutes to be approved at the meeting
to be held on Wednesday, 19th December, 2012

community centres which received Area Committee funding in the inner west area.

Kate Sibson, Area Projects Officer, Environment and Neighbourhoods, presented the report.

RESOLVED –

- (a) That the report and appendix be noted
- (b) That Councillor Lowe be appointed as Ward Member representative for Armley to serve on the New Wortley Community Centre Support Group.

54 Well-being Commissioning 2013-14 and Update Report

The Assistant Chief Executive (Customer Access and Performance) submitted a report which provided an update on the budget position for the well-being fund for 2012-13 and mid-year monitoring information on projects approved in March 2012.

Kate Sibson, Area Projects Officer, Environment and Neighbourhoods, presented the report.

RESOLVED –

- (a) That the current budget position for the well-being fund for 2012-13, be noted
- (b) That the following decisions be made on projects that are not achieving their expected outcomes:
 - Community Payback Environmental Clean Ups – Decommissioned
 - Armley Target Hardening – Update on spend to be provided at the December Area Committee
 - Phoenix Park Floodlights – Continue with project
- (c) That a further £1,500 be allocated to the small grants and skips budget for the current financial year
- (d) That the progress of all projects funded in 2012/13, be noted
- (e) That the process and timescales for well-being commissioning for 2013/14, be approved
- (f) That the following decisions be made in relation to applications for well-being funding:
 - West Leeds Debt Forum – Stop Loan Sharks Campaign: Look Here – Look Ahead – £1,900 (£950 revenue from each ward) – Approved
 - Interplay Theatre Trust – Interplay Capital Build: Planning, Design and Green Audit – £7,500 capital – Approved
 - Leeds City Council – Building Maintenance Services – Paisley Road Bin Yard Improvement Scheme – £3,105 capital – Approved.

55 Area Update Report

The Deputy Chief Executive submitted a report which provided information on key services and other activities delivered in the inner west area since the last meeting in September 2012.

Kate Sibson, Area Projects Officer, Environment and Neighbourhoods, presented the report.

RESOLVED – That the contents of the report be noted

56 Date, Time and Venue of Next Meeting

Wednesday, 19th December 2012 at 5.00pm
(Stanningley Fire Station, 637 Stanningley Road, Stanningley, Leeds, LS28 6FS)

(The meeting concluded at 6.21pm.)

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WEST (OUTER) AREA COMMITTEE

FRIDAY, 7TH SEPTEMBER, 2012

PRESENT: Councillor D Blackburn in the Chair

Councillors A Blackburn, A Carter,
M Coulson, J Hardy, J Jarosz, R Lewis and
R Wood

15 Declaration of Interests

No declarations of interest were made.

16 Apologies for Absence

Apologies for absence were submitted on behalf of Councillor J Marjoram.

17 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 as there were no members of the public in attendance.

18 Minutes - 6 July 2012

RESOLVED – That the minutes of the meeting held on 6 July 2012 be confirmed as a correct record.

19 Site Based Gardeners in Community Parks & Green Spaces

The report of the Head of Parks and Countryside provided the Area Committee with a review of the site based gardener scheme that was funded from wellbeing funds between 1 August 2012 and 31 July 2013.

The Chair welcomed Phil Staniforth, Senior Area Manager, Parks and Countryside to the meeting to present the report.

The following issues were highlighted from the report:

- The Area Committee had supported the Site Based Gardener Scheme since 2007.
- The site based gardener was deployed between Tyersal and New Farnley Parks.

- Other duties carried out over and above the regular maintenance included the emptying of litter bins and clearance of dog foul.
- There had been a drop in the number of complaints and queries since the deployment of site based gardeners and a rise in the number of park visits.
- New Farnley Park had now reached Leeds Quality Parks accreditation and it was expected that Tyersal Park would do soon.
- There would be a further request for funding in February 2013.

In response to Members comments and questions, the following issues were discussed:

- Park visits to be arranged for Ward Members.
- Difficulties in getting detailed information regarding the nature of enquiries/complaints.
- The role of the mobile gardening teams and how regular park maintenance was carried out.
- The role of apprentice gardeners/
- Work in conjunction with the locality team.

RESOLVED – That the report be noted.

20 Community Right to Bid

The report of the Acting Chief Asset Management Officer updated the Area Committee on developments with the Community Right to Bid and also advised of the implementation.

Neil Charlesworth, Community Asset Officer was in attendance to present the report.

Members were informed that Community Right to Bid had come about as part of the Localism Act 2011 and gave the community rights to nominate assets that could be of community value. The Council then had a responsibility to keep a register of these assets. The report listed the organisations that were eligible to nominate assets and those that could trigger the 6 month process that would give them opportunity to prepare a bid should one of these assets be made available for sale. The legislation would come into effect from 12 October 2012.

In response to Members comments and questions, the following issues were discussed:

- Land purchases and whether these would be at greenfield or brownfield value.
- Responsibility for the future upkeep and maintenance of community assets. This would be the responsibility of the organisation that bought the asset and should the organisation cease to exist then the asset

would likely become available for freehold sale and possibly an issue should there be any creditors of the organisation.

- Churches did not fall within the legislation of Community Right to Bid.
- The act didn't prevent any land or buildings that had been nominated as community assets from being marketed for sale.
- The government had made £17 million available for organisations who were looking to use Community Right to Bid.

RESOLVED – That the report be noted.

21 Community Safety Report

The report of the Assistant Chief Executive (Customer Access and Performance) provided the Area Committee with information on crime trends, partnership initiatives and future joint projects between the Council and West Yorkshire Police.

The following were in attendance for this item:

- Inspector Marc Adams
- Sharon Wade, NPT Co-ordinator
- Gill Hunter, Community Safety Co-ordinator

Inspector Adams and Gill Hunter addressed the meeting. It was reported that there was a continuation in the reduction in crime across Outer West Leeds. There had been 78 crimes in the area over the last week compared to 107 in the same week last year and the number of burglaries was still in decline. Further issues highlighted included the following:

- The continuing action plan to have more accessible and contactable staff and be visible on patrol. This also included asking staff to interact with more people.
- Tackling anti-social behaviour – focus on repeat calls and partnership working.
- Pro-active work in the area – this included the execution of 34 search warrants.
- Youth Service activities – these were held every day and provided a diversion for young people.
- Provision of outcome based locality workshops for tackling and preventing anti-social behaviour.
- Expansion of offender management.

In response to Members comments and questions, the following issues were discussed:

- Alerting Members to crime that had occurred in their wards.
- Seasonal crime peaks – crime usually peaked during the summer months but there had been a constant overall decline since November 2011.

- Potential impact of welfare reforms on crime.
- Officers were congratulated on getting the CCTV scheme at Fairfield operational.

RESOLVED – That the report be noted.

22 Children's Services Update Report and Consultation on Expansion of Primary Provision for September 2014.

The report of the Director of Children's Services provided the Area Committee with a performance update against priorities within the Leeds Children and Young People's Plan (CYPP). It also provided a summary of performance at Area Committee Level with a broader summary at City level. Local children's cluster information was included in appendices to the report.

A further report of the Children's Services Director presented the Area Committee with an update on the work being undertaken across the City to ensure the authority met its statutory duty to ensure sufficiency of school places in the context of an increasing birth rate. This included formal consultation on proposals for four schools for which members comments were sought and a more general update on issues directly affecting the outer west area.

The following were in attendance for this item:

- Paul Brennan – Deputy Director, Learning, Skills and Universal Services
- Simon Fowles
- Jancis Andrew – Head of Targeted Services, West North West Leeds

Issues highlighted from the report included the following:

- Launch of the Child Friendly City
- Development of Integrated Services
- The new Common Assessment Framework – this had been simplified and had already had a positive impact.
- Family First Initiative – focus on 100 families
- Reconfiguration of Children's Social Work teams into areas.
- The new inspection framework – this had come into effect from May 2012 and inspections could be called without notice.
- The numbers of looked after children across the city had dropped but there had been a slight rise in the Outer West area.
- There had been a drop in the number of young people not in education, employment or training (NEETs), but not a significant drop.
- There had been significant improvements in school attendance levels.
- Exam results had shown an overall improvement across the City – reference was made to the changes that had affected the GCSE English results and this would be contested.

In response to Members comments and questions, the following issues were discussed:

- Problems regarding the provision of school places – factors affecting this included higher birth rates across the City and the amount of house building in the area. Concern was also expressed regarding children being allocated school places that were too far away. Reference was made to future developments including the old Clarion site and the impact this would have on local schools with approximately 1,000 new houses to be built. It was felt that the movement of families due to welfare reform may also have an impact.
- Concern regarding potential inspections and issues relating to safeguarding that had previously occurred at inspections.
- It was requested that statistical information be provided at a more local level and to individual schools where possible.

Members were also given an overview of Targeted Services. The following was highlighted:

- Key obsessions – reducing NEETs, reducing the number of looked after children, improving attendance, tackling child obesity and reducing teenage conception.
- Tackling problems with early intervention and using a shared assessment framework.
- Cluster arrangements and multi agency involvement.
- Restructure of Children’s Social Work services.
- Funding arrangements
- Development of locality work.

RESOLVED – That the reports be noted.

23 Area Progress Report

The report of the Area Leader – West North West informed the Area Committee of progress against the Area Support Team work programme for Outer West Leeds and local contributions to Council priorities.

Harpreet Singh, Area Project Officer presented this item.

Issues highlighted from the report included the following:

- Minutes of the West North West Homes Outer Area Panel Meeting.
- An update on the CCTV scheme at Farfield Avenue.
- Farsley Town Centre scheme and work on the ginnel by Farsely Football Club.
- Environment Sub Group – Parks and Countryside and the ALMO would be invited to the next meeting to discuss joint working.
- Footpath adjacent to Musgrave Court – issues relating to the ownership of the footpath, partly owned by the ALMO with other parts

unregistered. Members were informed of plans to refurbish and repair the footpath.

- Pudsey Public Conveniences – An update was awaited from the Property Management team.
- Healthy Living Network – The new Community Development Worker was now in post.
- Pudsey Wellbeing Centre – this had now opened and would be the venue for the next Area Committee meeting.

RESOLVED – That the report be noted.

24 Well Being Fund Report

The report of the Area Leader – West North West updated Members on the current amount of revenue funding committed and available via the Area Committee well-being budget for wards in the Outer West Area. It also asked the Area Committee to consider the large grant application received and to consider the approval for a small grant received since the last Area Committee.

Members discussed the applications that had been received and it was suggested that all small grant applications should be decided by the Area Committee.

The Chair welcomed Nigel Conder to the meeting to give the Area Committee an update on the Outer West Leeds Project (OWL).

The following issues were highlighted:

- The project had ambitious targets and the following positions had been achieved:
 - Support for 500 businesses – this was currently at 300
 - Engaging 25 business in delivery of education based activity – there were currently 20 engaged
 - To secure 40 pledges from businesses – currently 12
 - To bring in 30 volunteer days from business – currently 12 days.
 - To support 5 initiatives and leverage of £10,000 support – 7 businesses had so far offered in kind support of £2,000.
- It was clear that business in Outer West Leeds wanted to employ local people.
- A lot of local students did not meet basic criteria and work need to be on preparation of CVs and interviews.
- Plans for 2013 – Priesthorpe and Pudsey Grangefield Schools would become involved.
- Issues surrounding eligibility for business to apply for funding.
Apprenticeship working – work with WNW Homes ALMO.

Members thank Nigel for his presentation and expressed thanks for what had been achieved to date. Further updates were requested.

RESOLVED –

- (1) That the Well-being revenue position for the current financial year be noted.
- (2) That the small grant application for Art for Work for Charity be refused.
- (3) That the large grant application for Turbary Avenue and Broad Street railings be approved - £1,640.

25 Appointment of Area Committee Representation upon Leeds Initiative Area Based Partnership Groups/Corporate Carers' Group

The joint report of the Assistant Chief Executive (Customer Access and Performance) and the Chief Officer (Democratic and Central Services) asked the Area Committee to appoint one representative/champion to each of the Leeds Initiative Area Based Partnership Groups and also to appoint a representative to the Council's Corporate Carer Group.

RESOLVED – That the following appointments be made:

- Area Committee representative to the Council's Corporate Carers' Group – Councillor M Coulson
- Area Committee representative to the Area Health and Wellbeing Partnership – Councillor A Blackburn
- Area Committee Champion to the Divisional Community Safety Partnership – Councillor J Jarosz

26 Date and Time of Next Meeting

Friday, 12 October 2012 at 1.00 p.m. Meeting to be held at Pudsey Wellbeing Centre.

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WEST (OUTER) AREA COMMITTEE

FRIDAY, 12TH OCTOBER, 2012

PRESENT: Councillor J Jarosz in the Chair

Councillors A Blackburn, M Coulson,
J Hardy, J Jarosz, R Lewis and R Wood

27 Apologies for Absence

Apologies for absence were submitted on behalf of Councillor A Carter, Councillor J Marjoram and Rev'd K Dowling.

28 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 as there were no members of the public in attendance.

Councillor Hardy reiterated comments made at earlier meetings regarding the start time of the meetings and whether these could be changed to encourage public attendance.

29 Minutes - 7 September 2012

RESOLVED – That the minutes of the meeting held on 7 September 2012 be confirmed as a correct record.

30 Update on Make the Grade at Crawshaw School

The report of the Area Leader, West North West provided the Area Committee with a progress update on the 'Make the Grade' Scheme at Crawshaw School which was run by Leeds Head. Members had requested an update at the September meeting of the Area Committee.

The Chair welcomed the following to the meeting for this item:

- Nigel Conder – Leeds Ahead
- Claire Studd – Crawshaw High School
- Nigel Beck – Kayes Solicitors

Claire Studd addressed the meeting and gave an update of what was happening in the school and work with partners. Issues highlighted included the following:

Draft minutes to be approved at the meeting
to be held on Friday, 14th December, 2012

- The opportunity to bridge the gap in helping young people to develop work place and functional skills.
- Activities taking place with local businesses.
- Partnership work with Trinity and All Saints College.
- Members were invited to attend a forthcoming careers event.

Nigel Beck informed the Committee of how Kaye's Solicitors were wishing to get involved in the local community and their involvement with the Make the Grade programme. Kaye's would be looking to involve young people to help them gain employability skills and work experience would be offered.

The Area Committee was also informed of the newsletter that had been sent to local businesses which detailed how they could become involved, areas of support including funding and news stories of events in Outer West Leeds.

In response to Members comments and questions, the following issues were discussed:

- It was hoped to get Priestfield and Pudsey Grange Schools involved.
- Twenty businesses had become involved so far and these were spread across the city and not just based in Outer West Leeds. The four businesses named in the report had committed funds to the project.
- How to engage with manufacturing business - work with the Textile Manufacturers Association and Manufactures Association was being undertaken.
- Work with West North West Homes.
- Mentoring skills.
- It was agreed to circulate the newsletter to Members.

RESOLVED – That the report be noted.

31 West North West Homes Leeds Involvement in Area Committees

The report of West North West Homes Leeds (WNWhL) advised the Area Committee of activities undertaken which impacted on local communities and areas where opportunities existed to work collaboratively to improve conditions for local people.

The Chair welcomed Kevin Bruce, West North West Homes Leeds to the meeting for this item.

The following issues were highlighted from the report:

- Pilot programme with locality teams and Ward Members on monitoring standards. This had received good publicity and reference was made to clean up days that had taken place.
- Customer satisfaction surveys – these had shown a significant increase in satisfaction between January and May 2012.

- Estate walkabouts and involvement of Ward Members.
- Work of the Area Panels and funding allocated.
- Community engagement.
- Focus on activities including litter, youth provision and anti-social behaviour.

In response to Members comments and questions, the following issues were discussed:

- Success of the project carried out on the Tong estate. This was a joint project carried out by WNWhL and the Locality Team.
- Which areas to prioritise for further projects.
- How to involve other partners including Neighbourhood Networks and other volunteers.

RESOLVED – That the report be noted.

32 Well Being Fund Report

The report of the Area Leader, West North West updated Members on the current amount of revenue funding committed and available via the Area Committee well-being budget for wards in the Outer West area. Members were also asked to consider grant applications that were detailed in the report.

With regards to the application for funding from Rycroft High Rise Residents Association, Members felt that in respect of previous similar applications that had been refused and in light of more restricted budgets, that the Area Committee was not the appropriate mechanism for the funding and it was suggested that they be contacted regarding other streams of funding they could apply for.

Members discussed the application for The Chaucer Avenue Alley Gating Scheme. Further information was requested regarding rights of way.

RESOLVED –

- (1) That the amount of Well-Being funding for 2012/13 be noted.
- (2) That the monitoring information for projects approved in 2012/13 be noted.
- (3) That the financial breakdown for 2012/13 be noted.
- (4) That the application from Rycroft High Rise Residents Association be refused.
- (5) That the application for the Chaucer Avenue Alley Gating Scheme be deferred to seek further information regarding rights of way.

33 01. Outer West - Area Progress Report 2012.10.12

The report of the Area Leader, West North West, informed the Area Committee of progress against the Area Support Team work programme for Outer West Leeds and local contributions to council priorities.

Draft minutes to be approved at the meeting
to be held on Friday, 14th December, 2012

Harpreet Singh, Area Project Officer presented the report. Issues highlighted included the following:

- Farsley Town and District Centre Scheme – this was due to be completed on 26 October 2012.
- Environment Sub Group – Members attention was brought to an update on sites that were eyesore, derelict and nuisance sites in Outer West Leeds.
- CCTV At Farfield Avenue – funding had been secured and it was hoping to be operational in the new year.
- Pudsey Public Conveniences – further discussion had been held with the Access Team regarding the provision of disabled toilets.
- Update on the Healthy Living Network/Community Development Worker.
- Update on funding options for the works at Musgrave Court.

RESOLVED – That the report be noted.

34 Date and Time of Next Meeting

Friday, 14 December 2012 at 1.00 p.m.

Minutes of the meeting of the Leeds Initiative Board held on 07 September 2012

Members Present:

Cllr Keith Wakefield (Chair)	Leader Leeds City Council – Labour Group
Cllr Barry Anderson	Leeds City Council – Conservative Group
Cllr Stewart Golton	Leeds City Council - Liberal Democrat Group
Dr Ian Cameron	NHS Airedale, Bradford and Leeds /Leeds City Council
Ms Aqila Choudhry	Third Sector Leeds (People in Action)
Ms Sarah Dunwell	Business sector (The Create Foundation CiC)
Revd Canon Kathryn Fitzsimons	Third Sector Leeds (Diocese of Ripon and Leeds)
Mr Nigel Foster	Leeds, York & N Yorkshire Chamber of Commerce
CS Paul Money	West Yorkshire Police
Mr Tom Riordan (TR)	Leeds City Council
Mr Peter Roberts	Further Education (Leeds City College)

Executive Councillors present:

Cllr Peter Gruen (PG)	Executive Lead Member for Housing, Planning & Support Services
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Officers Present:

Mr Tom Bridges	Leeds City Council City Development
Mr Martin Dean MD)	Leeds City Council Partnerships
Mr Neil Evans	Leeds City Council Environment & Neighbourhoods
Ms Kathy Kudelnitzky	Leeds City Council, Localities and Partnerships
Mr Nigel Richardson (NR)	Leeds City Council Children's Services
Mr James Rogers (JR)	Leeds City Council Customer Access & Performance
Mr David Smith	Third Sector Voluntary Action Leeds

In attendance

Dr David Burton (Secretary)	Leeds City Council Corporate Support
Ms Lisa Lennon	Leeds City Council Business Intelligence (item 5)
Ms Rachael Loftus	Leeds City Council Partnerships (item 4)
Ms Becky Malby	University of Leeds (item 8)
Rt Revd John Packer (JP)	Third Sector Leeds Bishop of Ripon and Leeds (item 4)
Ms Jane Stageman	Leeds City Council Corporate HR (item8)

Apologies:

Mr Martin Farrington	Leeds City Council City Development
Mr Alan Gay	Leeds City Council Resources
Mr Martin Holmes	Higher Education (University of Leeds)
Mrs Sandie Keene	Leeds City Council Adult Social Services
Mr John Lawlor	NHS Airedale, Bradford and Leeds
Prof Susan Price	Higher Education (Leeds Metropolitan University)

	ACTION
<p>81. Welcome Councillor Wakefield welcomed all to this meeting of the board.</p>	
<p>82. Minutes of the meeting on 11 June 2012 and the Record of the Meeting on 27 July 2012 82.1 The minutes and record were approved as true and accurate records.</p>	
<p>83. Matters arising from the minutes There were no matters arising and not covered elsewhere on the agenda.</p>	
<p>84. Leeds Safer & Stronger Communities Board This session was prompted by the request of this board at its meeting on 06 October 2011 that the Leeds Safer & Stronger Communities Board be asked to brief the Leeds Initiative Board on its operations and of its impact on delivery. The Board was represented by:</p> <ul style="list-style-type: none"> ▪ Cllr Peter Gruen (PG), Executive Member for Housing, Planning and Support Services and Chair of the Board ▪ Bishop John Packer, Vice Chair of the Board. <p>84.1 Cllr Gruen (PG) briefed members on:</p> <ul style="list-style-type: none"> ▪ The alignment of the boards interests and activities with the city priorities ▪ The board work programme comprising: <ul style="list-style-type: none"> - Families with complex needs (joint with Children's) - Restorative Practice (joint with Children's) - Alcohol Harm Reduction (joint with Health and Wellbeing) ▪ Cross-cutting issue of the impact of welfare reform. The sub-board structure, including the Safer Leeds Executive, the Stronger Leeds Partnership and the work on cleaner-greener issues. . ▪ The board was shown statistics indicating a downward trend in domestic burglaries, increased satisfaction with measures to address anti social behaviour, and a welcome restoration of the percentage of the (target) population that perceive that people from different backgrounds and communities are living together more harmoniously in their locality. <p>84.2 Bishop John Packer (JP) strongly echoed the sentiments of Cllr Gruen regarding the positive impact of the coming together of all key partners working in fully integrated teams.</p> <ul style="list-style-type: none"> ▪ Restorative practice, working with people and communities, lies at the heart of the current strategy. ▪ Some continuing intercultural tensions remain and need to continue to be acknowledged and factored in to the work of teams. 	

84.3 Cllr Wakefield commended the board for working so effectively even against a background of reduced resources. The work of the board, and the outcomes being realised, illustrates nicely what can be achieved when effort and activity is rigorously focussed.

85. Poverty Truth Commission (PTC)

There was extensive discussion about the Safer and Stronger Board's proposal to host a Leeds "Poverty Truth Commission" in response to the challenge which the Leeds Initiative Board had set out to tackle poverty and inequality.

85.1 There was an emerging consensus that to be successful a PTC needs to:

- Be action focussed.
- Look at targeting specific features of poverty
- Make strategic use of existing data, including (e.g.) free school meals as an indicator of areas of poverty and the people most affected.
- Highlight and innovate the schemes and programmes that are successful in moving people out of poverty and in to work.
- Take account of approaches and methodologies that are already making a difference and may be worthy of wider application.
- Reflect on how big developments (Arena, Trinity; White Rose) can be used to generate employment opportunities and do not further widen the gap.
- Remain mindful of the critical importance of an integrated multi-agency approach and the adoption of restorative practices.

85.2 Members recognised that any strategy for addressing the inequality/poverty gap needed to be accompanied by measures to support people already in poverty.

85.3 The chair thanked members for the stimulating discussion on this critically important part of "the best city" agenda.

86. It was agreed that:

86.1 Views and comments to be sent through to Cllr Gruen.

86.2 Further work be undertaken to clarify the objectives and delivery of Leeds Poverty Truth Commission with a finalised proposal to be presented to the next meeting of this board.

ALL
PG/JP

87. State of the City Report (SoTC) 2012

James Rogers (JR), Assistant Chief Executive, Customer Access & Performance, introduced the Executive Summary of the State of the City Report 2012.

87.1 JR reminded members of the State of the City report process for 2011 culminating in a special full Council meeting in November 2011. That process is to be refined and repeated with a full Council session for SoTC on 28 November 2012 and a follow-up at full Council on 27 February 2013.

- 87.2 JR noted to members that the first two pages of the Executive Summary are to be redrafted to improve the resilience, highlight successes and identify challenges more clearly.
- 87.3 He drew member's attention to the statistics emerging from the 2011 census which indicated a total city population of 751,500, less than previously forecast. Analysis of the detail is not possible until later in the year – but indications are that the figures for the young and older people are about on forecast – and that the difference comes in the 20 – 24 year old group. Overall the census data was not considered to have a major impact on planned deployment of resources which remains fit for purpose.
- 87.4 Members' comments included a wish to see some strengthening of the commentary on:
- The diversity of the city.
 - The environment and climate change
 - The cleanliness of the city and the leisure offering - in relationship to the attraction of the city and stimulating the economy.
- 87.5 From extensive discussions emerged the following:
- 87.5.1 The opportunity within the SoTC debate for there to be more challenge to the leadership of the city, including community leaders and other major stakeholders in the city (eg transport).
- 87.5.2 Whilst success was to be recognised and celebrated the core approach for the SoTC (and for the work of this board) should be to address outstanding key issues, including challenge and debate around some of the hard issues and the "inconvenient truths" (minute 84.4 also refers).
- 87.5.3 The underlying theme of partnership, prioritisation and directing efforts to things that positively affect the citizens of Leeds.
- 87.5.4 To be more conscious about what happens after and outside the meetings as a direct consequence of what happens inside the meetings – outcomes based approach to the work of the SoTC/Board.
88. There was a particularly strong consensus amongst members about the needs for a joint intelligence function on behalf of the city and engaging all key partners of City Council, police, health sector, private sector and third sector.
89. The chair thanked members for the stimulating discussion.
90. **It was agreed that:**
- 90.1 **The views and comments of members are taken in to account in the forthcoming review of this board's role in partnership working.**

JR

92. Children's Trust Board – Position Statement

92.1 Nigel Richardson (NR), Director of Children's Services, updated members on the Children's Services Improvement Plan including the continuing story of improvement but some remaining challenging issues. Members noted:

- The update on the 2010 Improvement Plan indicating progress against the recommendations; and, where appropriate describing how the relevant actions are currently delivered and monitored
- The update on progress on the actions arising from Ofsted's re inspection of safeguarding services in September 2011; and, where appropriate describe how the relevant actions are currently delivered and monitored
- The identification of which actions and recommendations are still live issues for the refreshed Improvement Plan
- Rehearsing the other agreed dimensions of the improvement plan that have been agreed since the original 2010 plan was developed
- The identification of arrangements for internal support and challenge which scrutinise progress and agree clear routes and support for further improvement
- The identification of arrangements for external support and challenge from national and international experts in the fields
- The timetable of Improvement Plan reports for the Children's Trust Board (CTB) and its Performance and planning sub group.

92.2 Discussions covered:

- Work in progress to strengthen integrated working between the Council, the police, health, education and third sectors.
- The key role of the third sector in helping address the gaps between average outcomes and those for the lowest achieving groups "which remain stubbornly significant".

92.3 The meeting noted the perception that too often "children and young people" was taken to mean "children". There is need for greater awareness of the issues relating to the post-16 age group, perhaps one of the "tricky questions" (minute 87.5.2 refers)? How to differentiate this group and its needs is worthy of further debate.

92.4 The chair thanked NR and other participants in this useful discussion.

93. Leeds City College OFSTED

93.1 Members formally recorded their congratulations on the very favourable outcome of the May 2012 OFSTED inspection¹ of Leeds City College.

¹ <http://www.leedscitycollege.ac.uk/index.php/ofsted-2012/>

94. Performance Management

94.1 Martin Dean (MD), Head of Partnerships, briefed members on the 2012/13 quarter 1 performance position. The board received updates on indicators relating to:

- The three Children's Trust Board obsessions
- Burglary.
- Health Inequalities:
- Smoking
- Economic Growth:
- Sustainable Economy and Culture Performance Reporting:
- Enabling the growth of the city whilst protecting the green character:

94.2 The chair thanked MD for the briefing

95. Leaders for Leeds

95.1 Jane Stageman (JS), Leeds City Council Corporate HR, reminded members of the proposal from this board meeting in June 2011 to establish a task group to bring together a group of like-minded organisational development (OD) and workforce development (WD) leaders across the city. The OD/WD group met on a number of occasions with participants from a range of organisations and sectors, including key educational institutions in the city. The outcomes have been:

- A collaboration between the NHS, Leeds Metropolitan University and the Council to create a city Business Coaching Pool that shares resource and thus enriches and strengthens the overall leadership offer in the city.
- Development of the pool of mentors that can be drawn on by all participating organisations
- Exchange of information on 'master class' opportunities provided by different organisations that are 'open' to partners to participate.
- The OD/WD group integrated into the Leaders for Leeds group in April 2012.

95.2 Becky Malby (BM), University of Leeds briefed members on developments including:

- A dedicated website² for Leaders for Leeds.
- Regular monthly networking breakfast meetings.

This self-organising network is also keen to initiate a conversation city wide on leadership and is hosting an event on the morning of the 10 December in the Banqueting Suite in the Civic Hall. Draft copies of the open invitation were distributed.

In addition, the Leaders for Leeds group is keen to explore the possibility of creating an accredited City Leadership Programme that can be a "best in class" programme for leaders across the city. A steering group of representatives from different sectors

² <http://leadersforleeds.com/>

in the city is required to develop this proposal.

BM characterised the group as an opportunity

- For cross-sectoral conversations and mutual understanding that can be more difficult to achieve through more formal structures.
- To do things differently, a potential representation of the civic enterprise concept.

95.3 Discussions covered:

95.3.1 How we deliver support to business in general, and integrated working and support between various business-interest groups.

95.3.2 The potential of allowing/empowering people to do things in their own and (perhaps) more innovative way.

95.3.3 The opportunity to break down some of the stereo-typing of public, private and third sector respectively and to establish mutual trust and respect working together for the benefit of the city.

95.3.4 A note of caution about an image of a self-selecting elite, a perception that would militate against the raison d'être of the group.

96. The chair thanked JS And BM and proposed that they be invited to report back on progress at a future meeting of the board.

MD

97. Any other business

97.1 The board recorded its congratulations to the Olympic and Paralympic participants on their fantastic success, in particular to those from Yorkshire. Members noted a welcome home event for the Paralympians in Leeds on 13 September 2012.

97.2 Tom Riordan (TR), Chief Executive, Leeds City Council, reminded members of the bid for the Tour de France which seems to be moving on track.

97.3 TR notified members of the launch of a review of how this board operates about which they can expect to be contacted shortly. Comments from board members on the effectiveness of the current arrangements and suggestions for improvement were very welcome

ALL

98. Date/time of the next meeting

14:00 – 16:00 on Tuesday 04 December 2012, Civic Hall

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**Minutes of the meeting of the Housing and Regeneration Board
held on 9th October 2012**

Members Present:

Cllr Peter Gruen (Chair)	Leeds City Council, Executive Member for Neighbourhoods, Planning & Support Services, Labour Group
Cllr Richard Lewis	Leeds City Council, Executive Member for Development and Economy, Labour Group
Neil Evans (NE)	Leeds City Council, Environment & Neighbourhoods
Steve Hoey (SH)	Third Sector (Canopy Housing Project)
Miles Pickard (MP)	Private Sector (Pickard Properties)
Lois Pickering (LP)	Homes and Communities Agency
Matthew Walker (MW)	Leeds Registered Social Landlords (Leeds Federated Housing Association)
Karen Wint (KW)	Private Sector, Leeds Building Society

Officers Present:

Christine Addison (CA)	Leeds City Council, City Development
Liz Cook (LC)	Leeds City Council, Environment & Neighbourhoods
Maggie Gjessing (MG)	Leeds City Council Environment & Neighbourhoods
Janey Haigh (JH)	Leeds City Council, City Development
Kathy Kudelnitzky (KK)	Leeds City Council Partnerships Group

In attendance:

Phillip Crabtree (PC)	Leeds City Council, City Development
Victoria Marsden (VM)	Leeds City Council, Children's Services

Apologies:

Cllr Barry Anderson	Leeds City Council, Conservative Group
Martin Dean	Leeds City Council Partnerships Group
Martin Farrington	Leeds City Council, City Development
Jonathan Morgan	Private Sector (Morgans City Living)
George Mudie MP	Member of Parliament
Claire Warren	Leeds ALMO's, (West North West Homes)

ACTION

1. Welcome and introductions

Councillor Gruen welcomed all to the meeting of the board.

2. Minutes of the meeting held on 20th February 2012 and Action Plan

2.1 The minutes were approved as a true and accurate record; and the status of actions was noted.

2.2 Ref 3.1 Membership:

Leeds Initiative confirmed that John Kirkham from Persimmon Homes has replaced Mark Goldstone as the Chamber nominee on behalf of the Chamber property forum. Martin Dean is due to meet with John Kirkham to discuss further.

MD

2.3 Ref 3.2 To look at attendance data currently being collected as part of a City Council indicator on members' engagement and see if any specific issues are evident with respect to this board:

The information shows that, to date, we have had 73% attendance at the Housing and Regeneration Board, which compares well with the other boards where there is a range from 68% - 88% We have good scores across the different sectors, although the indicator is measuring a limited

number of meetings

3. Matters Arising from the minutes and action plan

3.1 There were no matters arising and not covered elsewhere on the agenda.

4. Housing Investment

4.1 Maggie Gjessing (Housing Investment Manager, Leeds City Council) briefed members of the Board on the new Housing Investment Programmes aimed at stimulating the growth in affordable housing, as agreed by Executive Board on 5th September 2012. A copy of the Executive Board Report was circulated to members and sets out the development of an investment strategy for use of Housing Revenue Account resources, Right to Buy receipts and New Homes Bonus.

4.2 To achieve Leeds' ambitions of growth and prosperity, the city needs a functioning housing market which meets the needs of its citizens and which underpins a thriving economy. These ambitions are set against a backdrop of change particularly within the public sector. The resources available to deliver new housing have severely reduced in recent years and commercial investment in new housing has slowed considerably.

In light of this, the Council is responding with a new approach. There are opportunities, in the form of new financial freedoms, including the New Homes Bonus, Housing Revenue Account reform and the ability to utilise Right to Buy receipts. These provide a route for new investment through which the Council, with the support of its partners, can take a lead role in stimulating the supply of new housing. This report proposes an investment approach which provides new housing in the city in an innovative and cost effective way.

4.3 MG informed members that on 5th September 2012 the Executive Board agreed to:

- i) the development of a £9.5m investment programme over three years from the HRA,
- ii) a one year contribution of £1.5m from the New Homes Bonus
- iii) the ongoing use of Right To Buy receipts, currently estimated to be £1.9m over three years.

4.4 Matthew Walker commented that the approach is very positive and in particular welcomed the use of the New Homes Bonus. He also stated that the new dimension under the 'affordable rent' banner of social housing that there is a move towards 'housing need' rather than 'housing for those in greatest need'.

4.5 Karen Wint, in connection to the empty properties strand of the programme, stated that 20% of the Leeds Building Society's lending is done in buy-to-let lending. KW asked the Board to consider if a piece of work could be undertaken to join up LCC, Private Landlords and smaller Lenders (i.e. Leeds Building Society) as smaller lenders are interested in investing in areas where larger lenders are not. MG and LC to explore this approach further.

MG & LC

4.6 LC explained that a delivery plan is being developed for the Council house new build element, which will set out how the £9m will be spent over the next three years. The Interest Free Loan scheme will take into consideration that the City does not want to encourage people to let their houses fall into disrepair in order to qualify for an interest free loan.

MG & LC

4.7 MG confirmed that an investment mapping exercise will be undertaken, showing all investment in affordable housing including the HCA funded programme, to provide context to discussions about what should be built and where. The outcome of this exercise will be brought back to this Board and the Executive Board.

MG

4.8 NE stated that one of the conditions of the use of Right To Buy receipts is that the City Council needs to be able to spend the funds within short timescales. SH asked Council officers to consider that smaller organisations often have quicker timeframes and that the commuted sums funding could form part funding towards smaller schemes at £5/10/15k per property.

MG

4.9 Cllr Gruen asked for MG to report back at the next meeting with realistic splits on the NHB.

MG

5. Changes to Plans Panel

5.1 Phil Crabtree, Chief Planning Officer, Leeds City Council, briefed members on the review of Plans

Panels following approval from Full Council on 12th September 2012, following a recommendation from the General Purposes Committee on 30th August 2012.

- 5.2 Full Council agreed to establish a new strategic panel, to be named the City Plans Panel which will deal with those planning applications with significant implications for the future prosperity of the City's economy, with a greater focus on supporting strategic decision making and economic recovery. City Plans Panel will ensure consistence of decision making across the city and will expect to see greater Ward Member and community involvement at a pre-application stage in order to take out any project delays by consulting at an early stage.
- 5.3 Full Council also agreed to revise the geographical boundaries for the existing two area panels, and for them to be renamed the North and East, and South and West panels to more closely reflect the areas served. This process will be reviewed after six months.

6. Child Friendly Leeds

- 6.1 Vicky Marsden, Children's Services, Leeds City Council presented an update report to the members of the Board on the Child Friendly City programme following the launch of Child Friendly Leeds in July 2012.
- 6.2 The Child Friendly City Initiative is based on a global UNICEF programme that seeks to strengthen children's rights and improve outcomes for children and young people. Leeds is working in partnership with UNICEF UK and other Local Authorities to share and develop good practice and learning. The Child Friendly Leeds (CFL) Initiative has been identified as a "Top 25" priority for the Council, a priority in the city's Children and Young People's Plan and is an integral part of the "Best City" vision for Leeds.
- 6.3 The Leeds Youth council have been involved in the delivery of child friendly city initiatives and have developed their own campaigns and schemes from the 12 wishes highlighted through Child Friendly Leeds Action Plan (circulated to all members).
- 6.4 VM suggested that the Housing and Regeneration Board could link into the Leeds Youth Council for feedback on housing and regeneration related issues in the future.
- 6.5 The report asked for the Housing and Regeneration Board to support the development of Child Friendly Leeds through its partners making a contribution and pledges.

The pledges take two forms:

- *Supporter*: for organisations and individuals that agree to publicly support the aims and vision of a Child Friendly Leeds
- *Partner*: for organisations and individuals that move from talk to action and commit to making a significant and concrete pledge to do something extra to support CFC.

- 6.6 KW asked how the city is going to deliver the Child Friendly wishes. VM stated that Children would be asked how they think things have improved. KW suggested that the Council need to make sure there is a delivery plan and that this programme does not turn into a branding/PR exercise. KW offered her time to look at what support a local business could offer. VM to pick up with KW.
- 6.7 MW stated that he supported the work that has been undertaken so far. He also asked how the message is being spread across the city. VM informed the members of the Board that a number of methods are being used such as:
- piggy backing onto other promotional exercises across the city,
 - sending information directly to schools
 - displaying promotional material within libraries, sports centres, leisure centres, music schools etc

VM

- 6.8 Members of the Board agreed that early involvement from Children's services in masterplanning and blue printing for major development projects and regeneration programmes would be useful and that links with the Localities Teams should be encouraged. KK and VN to discuss further.

KK & VN

7. Sub Boards

- 7.1 East Leeds Regeneration Board
Members received and noted the minutes of the East Leeds Regeneration Board held on 1st August 2012
- 7.2 Housing Forum
Members received and noted the minutes of the Housing Forum on 10th July 2012, however the Board were informed that the most recent Housing Forum meeting took place in September. LC provided a brief overview of the key issues raised at the Forum which included issues around market rents.
- 8. Action Plan**
- 8.1 An updated version of the Housing and Regeneration City Priority Plan Action Plan was circulated to the members of the Board. MG provided an explanation of the changes which were agreed by the Board.
- 9. Performance Management Reporting**
- 9.1 Members received the quarter 1 2012/13 performance information relating to the priorities and actions detailed in the Housing and Regeneration Board partnership plan 2011/15.
- 9.2 MG informed members that the LIVE 2 actions have been amended to reflect the true meaning of the Priority and now addresses the ratio split between housing growth on Greenfield: Previously Developed Land (Brownfield). The Board raised no objections to this amendment.
- 10. Any Other Business**
- 10.1 Dilys Jones, Homes and Communities Agency (North East, Yorkshire & Humber region) provided a brief update on the Homes and Communities (HCA) activities in Leeds and explained how investment and assets are aligned to local priorities for regeneration, economic and housing growth. The update included:
- The Leeds Local Investment Plan (LIP) sets out Leeds investment priorities which the HCA has aligned to Government focus on delivery. Economic growth including housing supply.
 - In September 2012, the Government made a political announcement about additional investment into housing. DJ and colleagues are awaiting further detail and will report back with an update at the next Housing and Regeneration Board meeting.
 - Announcement of £200m equity loan development finance for Private Rented Properties.
 - The Governments disposal of public sector land - Land transferred to HCA for disposal to the market, possibly from the Department of Health and the Ministry of Defence. Unsure at this stage if there are any sights in Leeds which will be included
 - Investment for older people prospectus due to be published at the end of October 2021. DJ stated that there would be no revenue funding associated with this initiative.
- 10.2 Cllr Gruen requested that updates on available funding and the outcome of the City Council's bids for funding should be provided to Cllr Gruen and Cllr Lewis on a regular basis.
- 10.3 KW suggested that the City Council look to produce scorecards which state what other Local Authorities are doing and what lessons can be learnt.
- 10.4 Cllr Gruen asked members of the Board for recommendations on future agenda items. The following topics were raised:
- Housing Benefit update to include welfare reform
 - Neighbourhood planning overview and update
 - Aire Valley – background to the area with a focus on housing and community elements
 - Leeds City Region Update on housing activity
 - Older people's housing review
 - Affordable Housing update

DJ

MG

- Private Sector Landlords update
- Private Rented Sector Initiative
- Housing Investment Strategy update

10.5 Cllr Gruen asked for future meetings to take place in Room 6/7 Civic Hall rather than the East or West Room. JH to feedback to Leeds Initiative in order for future room bookings to be amended.

JH

11. **Date/time of next meeting**

Tuesday 11th December 2012, Committee Rooms 6 and 7, Civic Hall

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Leeds Children's Trust Board

Minutes of the meeting held on 21 September 2012 at the Civic Hall

Present:

Cllr Judith Blake (Chair) (JB)	Leeds City Council - Executive Lead Member for Children's Services
Cllr Jane Dowson	Leeds City Council – Elected Member
Cllr Ted Hanley	Leeds City Council – Elected Member
Cllr Alan Lamb	Leeds City Council – Elected Member
Alan Bolton (AB)	Academy representative – David Young Community Academy
Supt Keith Gilert (KG)	West Yorkshire Police – Chief Officer, Community Safety
Jim Hopkinson (JH)	Leeds Youth Offending Service – Head of Service
Neil Moloney	West Yorkshire Probation – Head of Leeds Probation
Sharon Yellin	NHS Airedale, Bradford and Leeds (for Dr Ian Cameron)
Jane Mischenko	NHS Airedale, Bradford and Leeds (for Matt Ward)
Ann Pemberton	Young Lives Leeds – Manager, Home Start Leeds
Sam Prince	Leeds Community Healthcare NHS Trust
Chris Radelaar	Children's Centre Manager – Shakespeare Children's Centre
Nigel Richardson	Leeds City Council – Director of Children's Services
Peter Roberts	Leeds City College – Chief Executive
John Fryer	SILC Principals – South SILC (for Diane Reynard)
Phil Coneron	LSCB Assistant Manager (for Jane Held and Item 3d)
Debbie Board (DB)	Leeds City Council – Environment and Neighbourhoods

In attendance:

Anne Little (AL)	Leeds City Council Children's Services – Governance and Partnerships
Arfan Hussain	Leeds City Council Children's Services – Secretary
Sue Rumbold	Leeds City Council Children's Services (for Items 2c, 2d, 2e and 3b)
Steve Walker (SW)	Leeds City Council Children's Services
Paul Brennan	Leeds City Council Children's Services (for Items 2a & 3a)
Gary Milner (GM)	Leeds City Council Children's Services (for Items 2a)
Brenda Fullard (BF)	NHS Airedale, Bradford and Leeds (for Item 2b)
Dave Roberts (DR)	Leeds City Council City Development (for Item 2c)
Vicki Marsden (VM)	Leeds City Council Children's Services – Voice & Influence (for Item 2d)
Peter Storrie	Leeds City Council Children's Services (for Item 2e)

Apologies:

Cllr Sue Bentley	Leeds City Council – Elected Member
Ian Cameron	NHS Airedale, Bradford and Leeds – Director of Public Health
Bridget Emery	Leeds City Council – Environment and Neighbourhoods
Hilary Devitt	Lead GP
Kirsten Finley	Primary School Representative - Tranmere Park Primary School
Martin Fleetwood	Secondary Headteachers – Principal, Temple Moor High School

Alison France
Jane Held
Diane Reynard
Matt Ward
Sarah Sinclair
Bryan Gocke
Jane Sears

Jobcentre Plus
Local Safeguarding Children Board – Independent Chair
SILC Principals – East SILC
NHS Airedale, Bradford and Leeds – Associate Director of Commissioning
Leeds City Council Children’s Services
LSCB Manager

DRAFT

Item		Action by
1.0	Standing Items	
1.1	Welcome, introductions, apologies and alternative representatives	
	Cllr Judith Blake welcomed all colleagues and apologies were noted.	
1.2	Minutes of the meeting on 21 September 2012 and matters arising	
	The minutes were agreed as an accurate record of the meeting.	
1.2.1	Minute 2.1 – A meeting has been arranged between Cllr Blake, Nigel Richardson and the representatives of the Clinical Commissioning Groups (CCGs) to discuss the role of the CCGs within the Children’s Trust Board and Children’s Services.	JB
1.2.2	Minute 5.4 – Children’s Trust Board end of year report to the LSCB addressing progress made against the challenges set has been put on the forward programme for Summer 2013.	
1.2.3	Minute 9.1 – An update on the Children’s Services Improvement Plan is on the agenda under Item 3b.	
1.2.4	Minute 11.2 – Longer term commissioning strategy for specialist services in relation to child sexual exploitation has been referred to the Children’s Trust Board Commissioning and Finance sub group.	
2.0	A Items	
2.1	Update on Children’s Services’ Obsessions – NEET	
	Paul Brennan, Deputy Director of Learning, Skills and Universal Services, and Gary Milner, Skills for Life Lead, presented a report to the board covering: <ul style="list-style-type: none"> • An update and analysis on the number of young people aged 16 to 19 who are not in education, employment or training (NEET). • An overview of the developments made in a number of key areas impacting NEET levels. 	
2.1.1	Paul Brennan’s and Gary Milner’s briefing focused on:	
2.1.1.1	The welcomed continued reduction in 16-19 NEET levels for Leeds which in June 2012 was measured at 7% (1603 young people). It was also noted that around a third were due to being unable to participate (e.g. recently given birth, hospitalised, etc.).	
2.1.1.2	The progress made has been a result of city wide partnerships.	
2.1.1.3	The realistic possibility of Leeds becoming a NEET free city in 2015 for young people aged 16 to 19 with no young people who are continually NEET.	
2.1.1.4	Apprenticeships have increased by 60% over the past 2 years for young people aged 16-18. Over 2,000 young people are now in apprenticeships with the figure continuing to rise.	
2.1.1.5	Measures have been established to reduce the number of young people whose participation status is Not Known. This has shown a monthly reduction from 8.9% in June 2012 to 7.3% in July 2012.	

2.1.1.6	The transfer of careers education and information advice and guidance from the local authority to schools and colleges will take effect from September 2012. Several measures have been taken to support schools, including the Leeds Pathway website ¹ (a resource available for young people, parents and learning providers), providing schools with an approved list of careers guidance providers and a starter grant encouraging schools to purchase additional resources.	
2.1.1.7	Leeds City Council is continuing to provide targeted information, advice and guidance (Targeted IAG), which will be re-commissioned for April 2013. Services will be better joined up through the use of a single contract with smaller sub contracts.	
2.1.1.8	The start of the Youth Contract programme, part of the City Deal, which will provide support to young people aged 16-17 who are NEET into education, employment or training through measures such as key worker support, mentoring, learning employability skills and work placements. £2.5 million will be invested into the Youth Contract over the next 3 years with some funding going to clusters for partners to work closely together and to reduce duplication.	
2.1.1.9	Young people aged 18-24 who have been NEET for over 12 months will be supported through the Talent Match initiative, due to start in June 2013, which will be led by the voluntary and community sector. City wide partnership group have been meeting and decided to focus the funding initially on care leavers, young carers, young parents and young people with mental health and then expand.	
2.1.1.10	In relation to the GCSE English grade boundary change work is ongoing to assess its impact on NEET figures. Initial indications show that the immediate impact is relatively small. This is primarily due to supportive approach taken by institutions to young people who have been affected (e.g. Leeds City College have done their own assessments instead of relying on just the GCSE English grade). There are longer term concerns, such as their grade impacting future progression and retention for courses that may not be their first choice.	
2.1.2	Extensive discussion covered the following:	
2.1.2.1	Members welcomed the progress made for NEET figures in Leeds.	
2.1.2.2	As part of the Youth Contract, young people who are NEET will be supported into employment by key workers and will be provided in work support for at least a further 6 months to help with the adjustment. Members emphasised the need to ensure that additional support are in place and adaptable for vulnerable groups and those with complex needs (E.g. Looked after children (LAC) who could be supporting themselves, finding housing and living alone for the first time).	
2.1.2.2.1	Leeds City Council's Housing Services have produced a Young Person's Housing Plan and commission a series of support housing services for young people which are currently under a strategic review. The group agreed for: <ul style="list-style-type: none"> • The Young Person's Housing Plan to be shared with board members and greater 	

¹ <http://www.leedspathways.org.uk/>

	<p>links to be made to the Leeds Participation Plan.</p> <ul style="list-style-type: none"> Explore the opportunity for clearer pathways and links in the strategic review to ensure that access to housing is not a barrier for young people gaining education, employment or training. 	DB & GM
2.1.2.3	Work has been done to ensure that the voice of young people are heard through the participation of the Youth Council at the 11-19 (25) Education Partnership and young people involved in the re-commissioning process for Targeted IAG service. What has been found is that young people want to ensure they receive IAG from the age of 11 to help plan for their future.	
2.1.2.4	Health members emphasised the importance of support at an early stage, from conception of a child, to impact NEET figures in the longer term by working with parents who may also be NEET themselves. This has been occurring through the Family Nurse Partnership, the work undertaken for the Early Start Service, the DAZL initiative ² , teenage pregnancy, substance and alcohol abuse. In addition, work has been ongoing through the Leeds Education Challenge 0-11 Education Partnership, which has expanded the 2 Year Old Free Early Education Offer. ³	
2.1.2.5	Cllr Blake emphasised the need for the board to have a representative from the Business community.	AL
2.1.3	Nigel Richardson, Director of Children's Services, summarised areas of challenge for NEET figures to the board:	
2.1.3.1	For the next set of cluster meetings that clusters are provided with details of young people who are NEET in their cluster and that they develop plans to help each individual young person overcome barriers to education, employment or training. Families First programme have collated the data and will provide it to clusters.	JH
2.1.3.2	Consider the interrelationship between the 3 Obsessions and ensure further work is done to focus on NEETs who are LAC, care leavers or have complex needs.	SW & GM
2.1.4	The board agreed for a NEET summary to be developed based on the recommendations and circulated to members of the board for members to identify what they can contribute to tackle NEET figures.	ALL
2.1.5	The chair thanked Paul Brennan and Gary Milner for the report.	
2.2	Update on Leeds Drugs Action Plan	
	Brenda Fullard, Consultant in Public Health, presented an update to the board on the development of the Leeds Drugs Strategy and Action Plan 2013-15 which aims to implement the national Drug Strategy (2010) at a local level in Leeds and its impact of children and young people.	
2.2.1	Brenda Fullard's briefing focused on:	

² DAZL offers safe, fun, energetic and affordable dance sessions for young people aged 3-25. <http://www.dazl.org.uk>

³ Details of the 2 Year Old and 3-4 Year Old Free Early Education Offer can be found on the Family Hub website: <http://www.thefamilyhubleeds.org/content.aspx?ref=htmlfiles/childcare/neg.html>

2.2.1.1	A multi agency steering group has been established to develop the Leeds Drugs Strategy and Action Plan 2013-15, which will be a 3 year strategy to begin in April 2013.	
2.2.1.2	The key themes of the strategy is preventing uptake of drug misuse, reduce the supply of drugs in the community and increasing sustainable recovery through locally led services. The focus on recovery is a significant change and how services are commissioned. It is a move away from past aims of maintenance to a focus on full recovery after treatment with no drug use, being in education, employment or training, securing housing and re-integration into the community.	
2.2.1.3	Figures show that children and young people have the highest cannabis and alcohol 'binge' drinking in Europe. However, it was emphasised that drug use in children and young people is a small minority and has reduced by a third since 2001 nationally. In 2010-11, Platform Young Peoples' Drugs Service in Leeds ⁴ has shown 233 young people began drug treatment, which was completed by 85%.	
2.2.1.4	<p>In Leeds there are currently just over 3,000 adults in community structured drug treatments with 1252 (39%) living in a household with children. Furthermore:</p> <ul style="list-style-type: none"> • Over the past 12 months, in Leeds, 42% of adults entering treatment are living with children, compared to 29% nationally. • In Leeds for Quarter 1 of 2012-2013, 4 pregnant women out of 48 (8.3%) have come for treatment, compared to 4.8% nationally. <p>The above data emphasises the need to link the Leeds Drugs Strategy and Action Plan 2013-15 to the children and young people's agenda.</p>	
2.2.1.5	<p>It was highlighted that parental/ carer drug misuse:</p> <ul style="list-style-type: none"> • Factored in a third of Troubled Families nationally according to the DfE. • Has a major impacts on children and young people's education, health, families and long standing progression in life according to the national Drug Strategy. • Can reduce capacity for effective parenting resulting in children and young people who are more likely to develop behaviour problems, lower education attainment and develop substance misuse problems according to the National Treatment Agency. 	
2.2.1.6	To impact Leeds at a local level, the Leeds Drugs Strategy and Action Plan 2013-15 has been carried out with a process of co-production with service users and ex-users resulting in the Leeds Hub. A co-production event was held in Leeds in October 2011, which was attended by over 120 service users and 90 service providers looking at how to implement the strategy. This in itself has improved services by making them consider and address service users. Since then two further consultations have taken place and five action groups set up to drive the issues told by service users. A draft strategy is almost complete with further consultations to take place through events in Richmond Hill and Harehills, Holbeck and	

⁴ Platform Young Peoples' Drugs Service in Leeds focuses on allowing young people up to the age of 18 to make an informed choice about their lifestyle and seek help regarding substance and alcohol use. For further please visit their website: <http://www.platformleeds-online.org.uk/>

	Armley.	
2.2.2	Extensive discussion covered the following:	
2.2.2.1	Nigel Richardson requested that Steve Walker, Deputy Director Safeguarding, Specialist and Targeted Services, link Leeds City Council's Children's Social Work Service's Duty and Advice Team, which receives referrals from professionals in relation to child protection concerns, to the Leeds Drugs Strategy and Action Plan 2013-15 to ensure there is a multi agency team around the family at the point of referral.	SW
2.2.2.2	Nigel Richardson requested that links between the strategy are made with the Families First Programme. Jim Hopkinson informed the group that, as part of the Families First programme, they have data on substance misuse occurring families that are involved in intervention programmes. However, he noted that further work was needed on information sharing with other partners who are involved in the area and expressed the need for the positive work being done not to be blocked as a result.	BF & JH
2.2.2.3	Supt Keith Gilert emphasised that a greater focus was needed on preventing uptake of drug misuse and reduce the supply of drugs in the community. Additionally, while there is funding to tackle and make services aware of opiates, there is an unrequited demand around amphetamine and in particular cannabis, which their intelligence shows are an emerging threat to young people. Supt Keith Gilert and Brenda Fullard to discuss outside of the meeting the Leeds Drugs Strategy and Action Plan 2013-15.	KG & BF
2.2.2.4	The board recommends to the Leeds Initiative Board that there is a place where Safer Leeds, Children's Trust Board and Health & Wellbeing Board meet on a regular basis to allow joint working between the boards to tackle such issues.	AL
2.2.3	The chair thanked Brenda Fullard for the report.	
2.3	Free School Meals Progress Report	
	Sue Rumbold, Chief Officer Partnership Development & Business Support, introduced Dave Roberts, Senior Policy and Information Officer, who is presenting a report on behalf of the Child Poverty steering group on the progress of increasing the levels for uptake of Free School Meals (FSMs) in Leeds. In addition, an edited promotional video was shown to the board on the transformed catering system at Harehills Primary School and the positive impact it has had. ⁵	
2.3.1	Dave Robert's briefing focused on:	
2.3.1.1	More accurate local data sets have shown that Leeds has not plateaued in the figures for uptake of FSMs as previously thought. Overall there has been a 0.7% increase in uptake with a 2% increase in secondary schools in 2011-12 compared to the previous year. However, the local data set has shown that there are actually over 5,000 children in Leeds who are eligible for FSMs who do not take it up. It was previously thought to be 4,000.	
2.3.1.2	Since June 2012 a Strategy Group has been established with an agreed set of key action points that will be applied by smaller implementation groups. An action plan will be included	DR

⁵ The full promotional videos can be viewed at <http://www.schoolwellbeing.co.uk/site/?action=cat&cat%20id=6>

	in the next meeting to the board and a draft communication plan has been prepared by the Leeds City Council Corporate Communications team that aims to develop a coordinated campaign to promote the uptake of school meals.	
2.3.2	Extensive discussion covered the following:	
2.3.2.1	Peter Roberts highlighted that there is currently a national campaign to challenge the fact that young people post 16 are not eligible for FSMs. The board agreed for Peter Roberts to send details to members of the campaign and for members to promote the issue where appropriate.	PR
2.3.2.2	The board agreed in the June 2012 meeting to encourage Leeds MPs to sign the Early Day Motion (EDM) 54, which sought to re-introduce nutritional standards in Academies and Free Schools. Cllr Blake stated that further work was needed to promote the issue as MPs on the shadow front bench are unable to sign EDMs.	JB
2.3.2.3	The board agreed for, Alan Bolton, to do a survey of academies on their reaction to the removal of the required nutritional standards and its impact.	AB
2.3.3	The chair thanked Sue Rumbold and David Roberts for the report.	
2.4	Child Friendly City Progress Report & Leeds Youth Council Engagement	
	Sue Rumbold and Vicki Marsden, Voice & Influence Lead, presented a report to the board on the progress made for Child Friendly Leeds and engagement with the Leeds Youth Council for the December 2012 board meeting.	
2.4.1	Sue Rumbold's and Vicki Marsden's briefing focused on:	
2.4.1.1	Providing an overview of the Leeds Youth Council and the format of the December 2012 meeting which they will attend supported by Children's Services Voice and Influence team.	
2.4.1.2	An update on the progress made for Child Friendly Leeds since May 2012 which included: <ul style="list-style-type: none"> • Details of the official launch of Child Friendly Leeds on 19 July 2012 to coincide with the Queen's visit to Leeds, which was attended by over 700 school children.⁶ • The development of a range of branding and marketing material for Child Friendly Leeds, such as: <ul style="list-style-type: none"> - Creation of information packs targeted to businesses and the voluntary sector with more being developed to engage schools. - Engaging notable figures and celebrities to become Child Friendly Leeds ambassadors. • Workshops and consultations have taken place with children and young people over summer 2012 throughout Breeze on Tour. • 330 pledges have been received from businesses and partners throughout the city to support Child Friendly Leeds. The process has begun to identify specific actions that can be taken by partners. For example, O2 have been actively engaged 	

⁶ Further details on the launch of Child Friendly Leeds can be found on:
<https://www.makewav.es/story/411394/title/thelaunchofchildfriendlyleedsandthequeen>

	<p>exploring how they can use the Child Friendly Leeds branding, created apprenticeships and conversations on how this can be expanded further.</p> <ul style="list-style-type: none"> Children Friendly Leeds will focus on 3 areas: <ul style="list-style-type: none"> - Autumn term: Children's Rights - Spring term: Child Friendly City Awards - Summer term: Play and Sport 	
2.4.2	Extensive discussion covered the following:	
2.4.2.1	The board agreed for members to consider how their organisation can make specific commitments to Child Friendly Leeds and feedback to Sue Rumbold.	ALL
2.4.2.2	The City Centre Partnerships, chaired by Cllr Dowson, have proposed that a way the city centre could become a Child Friendly City Centre is through the creation of safe places. These would be places that children and young people can go when statutory organisations are closed with staff members that are trained. The board agreed for members to consider if they have places in the city centre that would be suitable and to feedback to Cllr Dowson.	ALL
2.4.3	<p>Nigel Richardson summarised areas of challenge for Children Friendly Leeds to the board as:</p> <ul style="list-style-type: none"> Children's rights not to be bullied but to also ensure children and young people take responsibility to not act in a way that negatively impacts on others. Maximise the relationship between the Breeze Card and children and young people. 120,000 children and young people have Breeze Cards, but are not used frequently. Incentives could be developed, such as the possibility of businesses providing discounts for those who use the card. Ensure the voice vulnerable children and young people are heard, such as young carers, LAC, those with complex needs, etc. who need additional attention. Ensure the voice of children and young people from a wide range of nationalities are heard. 	
2.4.4	The chair thanked Sue Rumbold and Vicki Marsden for the report.	
2.5	Quarter 1 report cards	
	<p>Sue Rumbold and Peter Storrie, introduced the quarter 1 report cards relating to:</p> <ul style="list-style-type: none"> Priority 1 – Help children live in safe and supportive families. Priority 3a – Improve behaviour, attendance and achievement. Priority 4a – Increase numbers in employment, education or training. 	
2.5.1	<p>Sue Rumbold's and Peter Storrie's briefing focused on:</p> <ul style="list-style-type: none"> The reduction of the number of LAC, after an increase in quarter 4 between January to end of March 2012, which occurred during the transition period of the Leeds City Council Children's Services re-structure. The number of LAC has fallen each month since the end of April 2012 and is now lower than at the same time in 2011. Furthermore, there has been a reduction in the number of children placed in independent fostering agency placements or external residential placements 	

	<p>reducing budgetary pressures.</p> <ul style="list-style-type: none"> • School attendance figures for Leeds have continued to improve with Leeds having moved from 61st in the Autumn 2011 term to 36th in the Spring 2012 in local authority rankings for primary attendance. For secondary school attendance figures the main key indicator that stands out is the number of unauthorised absence, which is linked to persistent absences. • NEET figures are above Leeds' statistical neighbours, but below the national with further work occurring in targeted IAG, Raising of the Participation Age (RPA) and the other initiatives to continue to reduce NEET figures as outlined in item 2a. 	
2.5.2	<p>Nigel Richardson welcomed the positive figures, significant progress made and summarised areas of challenge for Leeds to the board as:</p> <ul style="list-style-type: none"> • Ensuring that the city wide partners of Leeds continue to strive to improve on figures and focus on the Obsessions. • Ensure that we effectively continue to monitor the data to exemplify the changes in patterns through quality services and actions showing that Leeds is turning the curve. 	
2.5.3	<p>The board agreed for members who are the lead for each of the obsession to consider if they still wish to remain so or if other members wish to volunteer to be more involved in specific areas.</p>	AL
2.5.4	<p>The chair thanked Sue Rumbold and Peter Storrie for the report cards.</p>	
3.0	B Items	
3.1	Leeds Education Challenge Update	
	<p>Paul Brennan and Anne Little, Governance & Partnership Manager, presented a report to the board providing an update for the Leeds Education Challenge (LEC) and detailing the proposed revisions to the governance arrangements for the LEC Board for approval.</p>	
3.1.1	<p>Paul Brennan and Anne Little's briefing focused on:</p> <ul style="list-style-type: none"> • An overview of the LEC to date emphasising the context of which it arose with a large number of changes that had occurred nationally and locally in recent years impacting Leeds significantly. In particular the merger of Education Leeds into Children's Services in March 2011 and removal of £8 million from the school improvement budget in April 2011. • An overview of the current status of education in Leeds highlighting: <ul style="list-style-type: none"> - Average deprivation places Leeds 96th out of 150 local authorities. - Key Stage 2: numbers gaining level 4 in English and Maths has risen from 73% in 2011 to 77% in 2012 for Leeds, but average national figures have risen by 6% resulting in a widening gap. However, the level of progression by 2 levels has risen from 88% to 92%. - GCSEs: numbers gaining 5 A*-C grades has risen from 80.8% to 83.9% in Leeds. However, the improvement does not highlight the variations in results from different schools in Leeds. There has also been an impact from the English GCSE boundary change. 	

	<ul style="list-style-type: none"> • The need for an adaptable, professional and practitioner led approach to the LEC to ensure continued improvement in Leeds and due to the number of ongoing current and future changes that are occurring such as RPA, curriculum changes and changes to the Dedicated School Grant. This has occurred through five working strands: Teaching & Learning, Leadership & Management, Closing the Gap, Keys to Success and Family & Community Engagement. • The creation of the 4Heads within the umbrella of the LEC, which consists of seven seconded headteachers (x1 SILC, x2 secondary and x4 primary), which has strengthened the relationship between Leeds City Council and schools allowing for greater support and challenge. • Changes to the governance of the Leeds Education Challenge with revisions to the terms of references highlighting: <ul style="list-style-type: none"> - LEC Board: Reduced membership. A membership list to be circulated to board members. - LEC Elected Members & Governors Boards (EM&G): There will be three EM&G boards for West North West, East North East and South which will consist of a nominated elected member and school governor from each of the areas' clusters. A governor from each EM&G will be a member of the LEC Board. The EM&G boards will provide challenge to the LEC board and allow for a link back to clusters and schools. - LEC Advisory Board: Reduction in the number of external advisors with a greater involvement of practitioners in Leeds while maintaining the expertise of nationally renowned experts. 	AL
3.1.2	The board agreed the revised terms of reference for the Leeds Education Challenge Board.	
3.1.3	The chair thanked Paul Brennan and Anne Little for their report.	
3.2	Children's Services Improvement Plan update	
3.2.1	The board received an update report on the progress for the Children's Services Improvement Plan (CSIP) presented by Sue Rumbold. It was noted that a number of key areas of CSIP has been incorporated into the work of the Leeds Safeguarding Children Board (LSCB) with a further monitoring report to an item in the 05 November 2012 meeting.	
3.3	Performance Dashboard	
3.3.1	The board received the indicator dashboards for the CYPP cluster level and city level for July 2012.	
3.4	Leeds Safeguarding Children Board Annual Report 2011/12	
3.4.1	The board received the LSCB Annual Report 2011/12 presented by Phil Coneron, LSCB Assistant Manager. The board welcomed that there has been significant improvements through the challenges that had been set for 2012 and the need for continued progression. As agreed at the previous meeting, the board will provide an end of year report (for 2012/13)	

	to the LSCB addressing the progress made against the challenges set.	
4.0	Other Items	
4.1	Any other urgent business	
4.1.1	Nigel Richardson informed members that Leeds City Council Children’s Services are still on notice to receive an Ofsted inspection on protection of children. Sue Rumbold is to arrange a session with partners.	SR
5.0	Date and time of next meeting:	
	Monday 05 November 2012, 09:30 – 12:30.	

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Draft minutes of the meeting of the Sustainable Economy & Culture Board held on 1st October 2012

Members Present:

Nigel Foster	(Chair) Business (Chamber of Commerce)
Cllr Richard Lewis	Leeds City Council Executive Lead Member City Development
Cllr Colin Campbell	Leeds City Council Liberal Democrat office
Simon Bowens (SB)	Third Sector Leeds (Climate Change Partnership)
Jenny Brierley	Third Sector Leeds (Leeds Housing Partnership)
Martin Dean	Leeds City Council Partnerships
Allan Edwards	Business (ASDA)
Martin Farrington (MF)	Leeds City Council City Development
Dr Kevin Grady	Culture (Leeds Civic Trust)
Iain Moffatt	Business (KPMG)
Andrew Raby	Higher Education (Leeds Metropolitan University)
Nick Ramshaw (NR)	Business (Creative Industries) (Thompson Design)
Peter Roberts	Further Education (Leeds City College)
Stewart Ross	Culture (Sport Leeds)

In attendance:

Dinah Clark (DC)	Leeds City Council Partnerships
Paul Maney	Leeds City Council City Development
Cllr Mohammed Rafique	Leeds City Council (Chair Scrutiny Board)

Apologies:

Cllr Mark Dobson	Leeds City Council Executive Member Environment & Licensing
Cllr Adam Ogilvie	Leeds City Council Executive Lead Member Leisure and Skills
Prof. David Hogg (DH)	Higher Education (University of Leeds)
Prof. Sita Popat	Culture (Cultural Industries)
Lurene Joseph	Business (Marketing Leeds)
Rob Wolfe	Third Sector Leeds (Construction Leeds)
Kieran Preston OBE	METRO
Cllr John Procter	Leeds City Council Conservative Group

		ACTION
20.	Welcome	
20.1	Nigel Foster (Chair) welcomed board members and partners to the October meeting of the Sustainable Economy & Culture Board.	
20.2	Nigel expressed thanks to MEPC for their work in the area around the city workshop	

meeting venue.

21. Apologies

21.1 Apologies were noted.

21.2 Cllr Mohammed Rafique was welcomed to this meeting in his capacity as an observer on behalf of the Scrutiny Board for Sustainable Economy and Culture. The Chair thanked Cllr Rafique for attending and contributing.

22. Minutes of the meeting held on 23rd July 2012

22.1 The minutes of the last meeting were approved as a true and accurate record. Subject to a correction to minute 7.2.1 which should refer to the Energy Forum as Council led.

23. Matters arising

23.1 METRO was thanked for offering its Board Room to host three meetings of the SEC Board during 2013 at its offices on Wellington Street.

Further updates were noted on the matters raised in the previous minutes under:

23.3 Minute 6.1.4 Leeds Health Hub

An update on developments with the Health Hub is incorporated into next year's workplan.

23.4 Minute 6.2.4 Screen Yorkshire investment fund

Screen Yorkshire has announced good news of investments it is making into several major new film and broadcast projects.

23.5 Minute 13.2 Leeds Property Forum Representative on SEC Board

Andrew Latchmore is to join the SEC Board at our next meeting to represent Leeds Property Forum.

23.7 The Chair introduced the agenda for today's meeting and future meetings as following a simpler format of one main item, to allow full and thorough discussion of an issue.

24. Refocusing Best city for Leeds priorities

24.1 The Chair invited clarification or comments. Paul Maney who chairs the Performance Steering Group meetings, reminded members of the process by which the original seven priorities were refocused, in consultation with the Board.

24.2 Allan Edwards stated total support for sharpening the Board priorities as executed, but requested a punchier form of words. He accepted the Chair's invitation to come back to the Board with his suggestion of a revised phrasing of the three new priorities. Nick Ramshaw offered to assist.

AE

NR

25. Implementing the Skills Agenda of City Deal

- 25.1 This started with a presentation from Sue Wynne and member Peter Roberts on the steps Leeds is taking facilitated by the new City Deal to improve people's access to jobs and skills. The background context is youth unemployment at its highest for a generation. 47,000 young people up to the age of 24 in the city region are not connecting with the labour market and many lack the right skills and experience for today's jobs. With such a challenging position on 16-24yrs the City Deal has focussed on interventions that will support them in the long term. Leeds as the engine of growth for the City-Region has played a central part in securing the City Deal and many of the initiatives. They include:
- 25.2 **Devolved Youth Contract** £5.6m to Leeds, Bradford and Wakefield to support NEET young people into learning and work. Rather than follow the nationally imposed framework, Leeds will tailor its own framework and it will be high profile.
- 25.3 **14-24 Apprentice Academy** A Leeds City College proposal to establish a new school/college model dedicated to vocational apprenticeship pathways for young people.
- 25.4 **The Leeds Apprenticeship Training Agency** A joint venture between Leeds City College and the Council to establish a company to support SME businesses to take on apprentices, to be launched in November 2012. It will bring between £6m and £7m into Leeds.
- 25.5 Alongside it, the development of an **Apprenticeship Hub** to align partners' supply and demand side programmes and create a more coherent offer to learners and employers. Leeds will receive around £1m from BIS.
- 25.6 **LEP Concordat with BIS** to strengthen the LEP's role in determining skills priorities, sharing of data and providing funding to enable research and intelligence gathering on the needs of employers.
- 25.7 **Future Skills Investment Fund** - enabling LEP research and priorities to shape BIS skills funds for employers, e.g. Employer Ownership of Skills Pilot, ESF and so on, to ensure that investment is made in the future skills needs of our economy.
- 25.8 **Future Skills Needs** Levels of growth in Leeds are projected to be the strongest in the City Region and ahead of regional and national forecasts. By 2020, total employment in Leeds is expected to increase by 9.1% from the 2011 position, creating approximately 33,000 net additional FTE posts. This is significantly stronger growth than the Yorkshire and Humber region as a whole and well ahead of the national average (of +6.5%). Employment in Leeds is forecast to return to pre-recession levels by 2015 and to rise considerably over the subsequent five years.
- 25.9 **Employment growth in Leeds** will be driven by financial, professional and business services and, to a lesser extent, retail and health. Jobs will be lost in the

manufacturing sector but it will continue to be important to the city, with over 35,000 FTE manufacturing positions in 2020.

With the exception of public administration where there are expected to be further job losses, particularly (between 2011 and 2015), the other large sectors – namely other services, construction, hotels and catering and transport – are expected to experience growth.

The most significant net employment increase is forecast to be in business services, with net growth of around 13,000 FTEs between 2011 and 2020.

25.10 Occupations

With between 40,000 and 60,000 employees each, the three largest occupational groups within Leeds are corporate administrators, elementary clerical/service, and administrations and clerical occupations, accounting for 32% of the total employment base. In the latter two, no significant change is forecast to 2020, although there will be notable growth in corporate administrators.

Of other large occupational groups, which account for between 14,000 and 27,000 employees each, the most significant changes are forecast to be in sales, business/public services and transport occupations. The forecasts suggest that the fastest growing occupational groups in Leeds will be science/technical professionals, business/public services professionals and in culture, media and sport.

Corporate administrators are forecast to increase in number by over 9,000 employees by 2020, which is far more than in any other occupation.

25.11 Issues and Challenges

In context of a constantly changing business and skills environment, Leeds has a lot of intelligence on areas of job growth and decline and skill required by industrial sectors and occupational groups.

Jointly, we know who and where the key employers and recruiters are and what competencies and attributes they are looking for.

We know the areas where new developments will take place and their end uses.

Evidence suggests that the majority of future jobs will be in intermediate or higher skilled occupations. People will require more flexible/transferable skills to reflect changes in the labour market. There will be fewer lower skilled jobs – and some of the unskilled or less-skilled jobs lost in the recession may not return.

There are 66,000 out-of-work benefit claimants, a large percentage of which lack basic and intermediate level skills. Community Learning programmes have an important role to play in equipping people with basic skills and enabling them to progress. We are establishing a Community Learning Trust to better align and target the resources of partners in the City, but more work is needed.

Not all sectors will grow and where they do, it may be to pre-recession levels. Meeting the job replacement needs of employers may be the bigger issue – e.g. manufacturing and engineering with an ageing workforce.

Government has invested heavily in apprenticeships and continued growth in numbers is planned for. Currently around 74% of the apprenticeships undertaken in Leeds are at the intermediate level (level 2). There is a need to increase the number of higher and advanced level apprenticeships (Level 3 and 4). There is a need to invest in developing the right frameworks and pathways for this level.

25.12 **Employer involvement**

Do we have a shared picture and agreed priorities ?

Training providers would welcome greater involvement from employers. Local labour market information supports business planning but is focused on job trends and not the skills required. A dialogue between the two parties would provide the evidence base to support investment and reduce the risk to the training provider when introducing new units/ qualifications.

25.13 **Expectations of future employees**

This is an important factor to consider. Young intelligent organisations are learning what the new digital generation of employees want from employment – on how they work best and how they want to learn.

The complex relationships between economic growth and productivity, skills, worklessness and deprivation and other issues, highlight the need for an integrated and 'joined up' response.

Given the constraints on public, business and personal resources we need to achieve better alignment to inform and meet demand to support continued economic growth.

25.14 **Skills Plan for the City – what it could do:-**

- Improve joint working between the training providers and make this more visible;
- Take a collaborative approach that builds on Leeds' assets and expertise (3 universities/ Leeds City College/ College of Building) to support key sectors;
- Make better use of our assets and resources and ensure they are responsive to the needs of employers locally;
- Raise our profile engaging with BIS / SFA building on City Deal to shape policy, innovate and secure funds.

The skills provider landscape is complex with multiple access points, duplication and competition and it is difficult for employers and learners to navigate. Lets get coherence on who can do what.

We cannot assume everyone is capable of doing jobs requiring higher level skills.

What are the city's key sectors? How have they been defined?

25.15 In conclusion, Peter and Sue made a strong request of the SEC Board to give guidance on the potential scope and key priorities of a new adult skills strategy for Leeds – we think we know what's needed but what's over the horizon? - and asked the Board to give its championship and support for developing a new City Skills Plan. The Chair thanked Sue and Peter for their comprehensive presentation of the complex issues and opened the item for discussion. The following questions were raised:

NF: The presentation did not give any targets, can you give this?

SW: We are in positive dialogue with agencies but we have not set a target yet. We need to develop a single narrative about where to make investment.

MF: This presentation has come at the right time and I am supportive of the proposal for a Skills Plan for the city – not as a plan for the Council or the colleges, but for all the stakeholders.

NF: If we get the skills will the jobs follow? Are we matching our skills needs to where the jobs will come from?

KG: Can we be confident that over 30,000 jobs will be created in the next few years?

AE: Our company (ASDA) has no problem with filling its vacancies. Meeting the customer needs of employee and employer is a difficult matrix - no one size fits all.

PR: If every employer deals with its own training needs, its OK. But what about those who don't?

JB: As CEO of a housing association getting into the field of training and apprenticeships, I experience IAG as very fragmented and so I welcome this initiative.

NR: From the perspective of the CDI sector we need higher level skills, but can't find them in this city.

IM: We should first consider what are the sectors that are going to be critical to the city. Deciding which direction to move in, should it be skills driving it? Or do we decide on the new industries?

AR: Leeds Met are keen to be involved and it fits with our own CPD. We are interested in a model where employers will have one port of call for professional skills and development. We need to match what employers say they need with what we provide and two way feedback is certainly needed.

NF – Can we generate the jobs in Leeds?

IM: If we don't do something radical the answer is No. Our IP has deteriorated We have not developed our replacement sectors. Leeds has to decide what it wants to be

	famous for in 15 years. We run the risk of doing too many things.	
25.21	The Chair drew the item to a close and thanked everyone for the thoughtful contributions. The Chair requested to circulate a summary of the discussion as quickly as possible..	DC
26.	Future Skills Plan for the Sustainable Economy & Culture Board	
26.1	The SEC Board has been operating for one full year. The Chair invited members to consider the progress of the first year.	
26.2	Members were reminded of the business of the past four meetings, the key successful initiatives taken during the year by partners and the milestones achieved on the projects the Board has identified as transformational. Contributions to shape the outline agendas are invited to be emailed to Dinah Clark for the four meetings scheduled for 2013.	ALL
26.3	The Chair asked members to comment on ways in which the SEC Board can continue to be a vital resource and on how Leeds Initiative should make best use of Board members' freely given expertise and time in order to escalate progress in the coming year. The discussion included the following points.	
26.4	There was a call for the Board to be more ambitious, not only to oversee an existing programme of activity but to devote time to thinking through new ideas.	
26.5	There was a request to review how the objectives of the former cultural partnership are being met.	
26.6	2013 was noted as a big year for Leeds with the opening of Trinity and Leeds Arena. The city requires a well developed communications plan to maximise the benefits.	
26.7	There was impatience expressed by some members about what we are doing and whether its enough.	
26.8	The Board has a role to prompt and push activity by individual partners. It has the work of challenging and shaping city-wide propositions, whether third sector, private sector or public sector-led.	
26.9	Everyone is not fully aware that the Vision for Leeds is the masterplan for the City. Members of the Board would welcome reconnecting to the "big picture" masterplan and refreshing their knowledge of the work of the other partnership boards	
26.10	The Chair resolved to feed these comments to the Chairs of the 5 Boards and the main LI Board at the next Chairs Meeting.	NF
26.11	Given the length of time until the next meeting, the Chair proposed that the February 2013 meeting should be specially extended to allow discussion on areas of pressing interest to the Board around the Low Carbon City, the Health Hub and the city's marketing and communication activities. It could also include an item on future	

thinking for the longer term.

26.12 There was mixed reception to having a lengthier meeting, but the proposal for a briefing on these key matters was welcomed.

26.13 Officers will work up the agenda and structure for the February meeting and report back to the Chair. DC

27. AOB

27.1 Stewart Ross requested to bring an item about development of a new Sport Plan for Leeds following the success of the city's athletes at the Olympic and Paralympic Games. He offered congratulations to all partners for the success of events and celebrations under Leeds' Cultural Olympiad. This was endorsed. DC

28. Date of the next meeting

Monday 13 February 2013 from 2.00pm until 4:30pm (exact length of meeting tbc) at METRO

DRAFT

Sustainable Economy & Culture Board

the Leeds Initiative

ACTION PLAN – Issue date 01 October 2012

Meeting Date	Minute ref no.	Action	Responsible for Output	Others involved	Status RAG
	5.4.1	The board will receive an update report on the Aire Valley Enterprise Zone.	MF		R
	6.1.4	Professor David Hogg volunteered to be SEC Board champion for this project and to monitor progress and keep the SEC Board fully briefed.	DH		A
23/07/2012	13.1	The board will receive an update on the Aire Valley Enterprise Zone.	MF		R
	13.1	Prof. David Hogg to produce a formal update at the next board on Leeds Health Hub	DH		R
	13.1	Simon Bowens to report back on the Energy Forums proposals to bid for funding	SB		A
	13.5	Lurene Joseph to report on progress of Marketing Leeds	LJ		A
	14.4.2	David Hoggarth and Gary Bartlett to consult with Lurene Joseph on simplifying the message of the new transport plans.	DH/LJ		A
	16.4.1	Members of the board to consider how they can further contribute to this campaign. Can businesses on the board commit to undertake one of the five pledges?	ALL		A
	16.4.2	Peter Roberts to provide an update to the board on the skills aspect of the City Deal	PR		G
	17.3.2	Further information on the State of the City meeting held on 28 November to be circulated	DC		G
	18.2	Peter Roberts to provide a report on the proposal for a new skills and apprenticeship academy for Leeds.	PR		G
01/10/2012	24.2	Allan Edwards to rephrase for the Board's consideration the refocused three Best City priorities.	AE / NR		A
	25.19	Sue Wynne for the Council and Peter Roberts for the training providers to shape an approach to employers to develop an adult skills strategy, based on the skill requirements of the current key sectors and on the future high growth sectors.	SW PR		A

	25.20	Peter Roberts to keep the SEC Board members regularly informed of progress with the development of an adult skills strategy for Leeds.	PR	A
	25.21	Dinah Clark to circulate a summary of the discussion as quickly as possible, to respond to the challenge Peter Roberts has put to this Board as to how the members will assist.	DC	A
	26.10	Nigel Foster will report the views of SEC Board members on overall progress at the next Chairs Meeting.	NF	A
	26.13	Dinah Clark will work up the agenda and structure for the February meeting and report back to the Chair.	DC	A
	27.1	Stewart Ross to bring an item about the development of a new Sport Plan for Leeds building on the legacy of the success of the city's athletes at the 2012 Olympic and Paralympic Games	SR	A

Draft minutes of the meeting of the shadow Health and Wellbeing Board held on 10 October 2012

Members Present:

Cllr Lisa Mulherin	Leeds City Council (Chair)
Cllr Judith Blake	Leeds City Council
Cllr Stewart Golton	Leeds City Council
Cllr Graham Latty	Leeds City Council
Cllr Lucinda Yeadon	Leeds City Council
Dr Jason Broch	NHS Leeds North Clinical Commissioning Group
Ms Susie Brown	Third Sector (Healthy Lives Leeds)
Ms Pat Newdall	Leeds Local Involvement Network (Leeds LINK)

In attendance:

Mr Dennis Holmes	Leeds City Council Adult Social Care (<i>for Sandie Keene</i>)
Ms Lucy Jackson	NHS Airedale, Bradford and Leeds
Mr Rob Kenyon	Leeds City Council Adult Social Care
Ms Hannah Lacey	Leeds Initiative (minutes)
Ms Jane Maxwell	Leeds City Council, Localities and Partnerships
Mr Nigel Richardson	Leeds City Council Children's Services
Mr Richard Taunt	Department of Health

Apologies:

Dr Ian Cameron	NHS Airedale, Bradford and Leeds / Leeds City Council
Ms Christine Farrar	NHS Airedale, Bradford and Leeds / Leeds Initiative
Dr Andy Harris	NHS Leeds South and East Clinical Commissioning Group
Ms Sandie Keene	Leeds City Council Adult Social Care
Mr John Lawlor	NHS Airedale, Bradford and Leeds
Mr Tom Riordan	Leeds City Council
Dr Gordon Sinclair	NHS Leeds West Clinical Commissioning Group

ACTION**1.0 Welcome and introductions/apologies for absence**

Cllr Mulherin welcomed all to the meeting and the apologies above were noted. For the benefit of Richard Taunt, all introduced themselves.

2.0 Minutes of last meeting on 13 July 2012

2.1 All agreed as a true record.

3.0 Matters arising

3.1 There were no matters arising.

4.0 Partner perspectives: Locality Partnerships

4.1 Jane Maxwell and Lucy Jackson gave a brief presentation, the aim of which was to highlight the main parts of their paper and to start a discussion on the way forward.

4.2 The key points of the presentation were:

- The three local Health and Wellbeing Partnerships began in 2009 with a role of improving Health and Wellbeing outcomes and reducing inequalities.
- Area Leadership Teams (ALTs) cover the same three areas but have been established far longer and their aim is to determine the priorities for the localities.
- The ALTs have a wide range of members including council, public health and police along with the recent addition of representatives from the clinical commissioning groups (CCGs).
- The Health and Wellbeing agenda has been marked as a priority by the ALTs and the question now is how they and the Health and Wellbeing Partnerships can be used to facilitate the Joint Health and Wellbeing Strategy (JHWS) at a locality level.

Discussion followed:

4.3 It was felt by elected members that they could also assist at a local level if issues were reported down to them. These members considered that they were often not as involved as they could be in locality partnership working and that they could potentially have a lot to offer through their knowledge of the areas they represent.

4.4 Members expressed concern that there is a lot of work going on but that it doesn't always join up. This brings the risk of duplication and omission. With the introduction of the CCGs, this is a good time to start making sure information is fed down in a useful manner. It was requested that the review of area working should look at how the area teams could best contribute to the JHWS.

4.5 The presenters responded that along with the current review of area working, they see the JHWS as an ideal opportunity to refocus the direction of the locality work on health. Outcome 5 "People will live in healthy and sustainable communities", is particularly relevant. It was also acknowledged that current relationships need to be built in more strongly. Initial conversations have already taken place at the area level

LJ
JM

but this will be fed back as a key issue.

- 4.6 The role and value of the ALTs were felt to be better understood than those of the Health and Wellbeing Partnerships which some felt offered no obvious impact and questioned the cost. This was supported by the fact that clinicians are sent to represent the CCGs at the ALTs but non-clinicians represent at the Health and Wellbeing Partnerships.
- 4.7 It was agreed that the presenters would investigate the local agreements surrounding budgeting arrangements and report back to the Board to see how these can be incorporated and fed into the central arrangements. LJ JM
- 4.8 The presenters were thanked for their insightful presentation and the Board hoped that their comments would assist with the review of area working. In turn the presenters thanked the Board for their comments and confirmed that they would take these back to their teams and return to the Board once proposals had been finalised.
- 5.0 **Joint Health & Wellbeing Strategy Priorities: Priority 3 – Ensure people have equitable access to screening and prevention services to reduce premature mortality**
- 5.1 Lucy Jackson gave a presentation to inform Board members on priority 3 of the JHWS.
- 5.2 The key points of the presentation were:
- Priority 3 must be linked to the other two priorities from outcome 1 and all priorities have the overarching aim that those who are the poorest will increase their health the fastest.
 - Lucy referred the Board to a graph showing the current mortality rates for cancer. This showed that mortality was falling for the 'average' and more affluent population of Leeds but was stagnant for the poorer population. This means that the gap between rich and poor is widening.
 - A lot of work has taken place to increase screening which has led to a clear fall of emergency cancer diagnoses in A&E. Uptake rates for cervical and bowel cancer screening were presented which showed Leeds still to be slightly below the target levels.
 - For coronary vascular disease (CVD) mortality across all populations is falling however the gap between rich and poor remains the same.
 - The NHS Healthcheck gives a risk assessment for CVD for people over 40 with no known coronary problems. 41,042 people in Leeds were invited to attend a Healthcheck and 26,515 attended, both figures being above the targets set by the Department of Health. 4,130 individuals were identified as being at high risk of CVD whilst others were diagnosed with conditions such as kidney disease and diabetes.
 - Attention was drawn to a table of uptake rates for the Healthcheck across

different ethnic groups. Uptake is generally good however there is a fear that it could increase inequalities as those who are more motivated and connected are more likely to come forward for the screening.

- It was concluded that although cancer and CVD present different current scenarios, screening is vital in order to reduce mortality from both diseases. The need is to ensure that these screenings continue to be commissioned and that those most at risk are targeted.

Discussions followed:

- 5.2 There was positive feedback from the Board in relation to the self refer chest x-ray screening for lung cancer which had recently taken place across some wards in the Inner South. Communities had been very enthusiastic about the scheme and the ability to self refer had meant that people had come forward who otherwise may not have done.
- 5.3 The uptake of screening by those people in at risk groups was discussed. There is a need to ensure that these groups are covered. People with learning disabilities were highlighted. Leeds North CCG are working to record and categorise people in this group to help ensure their inclusion. An initiative in Chapeltown where minority groups had spoken within their communities about taking up screening opportunities was also given as a good example assisting uptake of screening for at risk groups.
- 5.4 There are many barriers to accessing screening that need to be addressed besides those previously mentioned. Small checks at events are very popular and can be seen as fun. Some groups prefer to keep screening within a healthcare setting so there is a need to ensure there are options available to suit all.
- 5.5 It was felt that the content of the NHS Healthcheck is very narrow. Members were particularly keen that something should be included to assess for mental health and wellbeing. Lucy Jackson confirmed that the Healthcheck is focused on vascular health as it is an outcome of the National Vascular Programme. Lucy also mentioned that there have been some discussions over the possibility of extending the Healthcheck to include mental health and dementia but nothing further is known at the moment.
- 5.6 Screening for cancer identifies whether there is a clear problem or not. The NHS Healthcheck however identifies risk factors and not necessarily immediate health problems. Therefore an educational agenda to run alongside these Healthchecks would have a lot of potential value.
- 5.7 Screening identifies more people with these conditions earlier which means more people will be living with long term conditions. Therefore the impact on services needs to be considered. Advanced care planning has not been good up until now but needs to improve in order to effectively manage the journey of patients living with

these long term conditions.

- 5.8 Clearly the costs of different types of screening need to be taken into account. Early identification of cancer and CVD is very cost effective versus the cost of later stage treatment but the types of screening that offer the best value are less clear. It was suggested that chest screening is of better value than an anti-smoking campaign.
- 5.9 A member asked of the relationship between universal screening and identifying people via risk stratification. Risk stratification looks at people who are already known to be at higher risk. Universal screening picks up people who are not already on the radar.
- 5.10 Lucy Jackson was thanked for her presentation. It was confirmed that there was no specific action for the Board at the moment but they should be aware of the issues raised as the responsibility for screening processes passes from the NHS to the local authority.
- 6.0 Joint Health & Wellbeing Strategy Approval**
- 6.1 Rob Kenyon presented to the Board, the progress made on the JHWS since the last meeting of the Health and Wellbeing Board in July, asking for approval of the strategy and comments on its accompanying text.
- 6.2 The key points of the presentation were:
- Following the meeting in July the JHWS Working Group has completed the outstanding technical definitions and amended the wording of indicator 11.
 - Political engagement has taken place with around a third of councillors attending. From these sessions there was an overall positive response and it is clear that elected members are keen to influence and shape the strategy at a local level.
 - Provider engagement has taken place for the CEOs with a further possible session to take place with their teams. Feedback was positive provided that commissioners follow and the strategy will be considered in business plans.
 - Engagement with the third sector has also taken place in questionnaire form targeting communities identified in work on the Vision, City Priority Plan (CPP) and the Joint Strategic Needs Assessment (JSNA). Again feedback was positive with many communities requesting further information to help them improve their health.
 - An equality impact assessment (EIA) screening has been carried out. As opposed to a full EIA, a screening was deemed adequate as much work has already been carried out for the Vision, CPP and JSNA.
 - It is intended that the finalised document will be published as a hard copy and also online.

- The wider communications plan for the Board will be on the agenda for the meeting in January.

6.3 An example of the proposed publication was circulated for comments.

Discussion followed:

6.4 A member felt that safeguarding children was not highlighted enough and that the roles of the Health and Wellbeing Board and Children's Trust Board (CTB) are not clearly defined. Work is needed to establish this relationship and it needs to be covered in the surrounding narrative of the JHWS.

6.5 Similarly the issue of adult safeguarding needs to be defined between the Health and Wellbeing Board and the Adult Safeguarding Board.

6.6 Affordable housing was raised as an omission that had been made at the political engagement sessions. This has been included as a headline indicator in the CPP.

6.7 There has been discussion at the Integrated Commissioning Executive around the roles and responsibilities of the different Boards. However some members felt that they had been excluded from communications around this. This must be amended.

6.8 The issue of managing the performance on the strategy was raised and how it would be known if a difference was actually being made. Rob confirmed that this is being covered in the working group sessions with a separate group working specifically on performance management.

6.9 The Joint Health and Wellbeing Strategy was approved by the Board in its shadow form prior to formal approval once it assumes its statutory responsibilities in April 2013. The text is to be amended to take into account the above discussion, particularly in relation to children and the roles of the Health and Wellbeing Board and the CTB. **RK**

7.0 **Any other business**

7.1 The Board acknowledged that the CCGs are undergoing their authorisation process this week and wished them well with this.

8.0 **Date and time of next meeting**

8.1 Wednesday 23rd January 2013 at 12:30-14:30, Civic Hall.

LEEDS CITY REGION LEADERS' BOARD

THURSDAY, 11TH OCTOBER, 2012

PRESENT:

Councillor Box (Chair)	- City of Wakefield Council
Councillor Alton	- Harrogate BC
Councillor Alexander	- City of York Council
Councillor Crane	- Selby DC
Councillor Khan	- Kirklees MC
Councillor Knowles-Fitton	- Craven District Council
Councillor Collins	- Calderdale MBC
Councillor Wakefield	- Leeds City Council
Councillor Weighell	- North Yorkshire CC

APOLOGIES:

Councillor Green	- City of Bradford MDC
Councillor Houghton	- Barnsley MDC
Councillor Swift	- Calderdale MBC

IN ATTENDANCE:

Tom Riordan	- Leeds City Council
Joanne Roney	- City of Wakefield Council
Tony Reeves	- City of Bradford MDC
Wallace Sampson	- Harrogate BC
Adrian Lythgo	- Kirklees MC
David Curtis	- HCA
Robert Norreys	- LCR Secretariat
Colin Blackburn	- LCR Secretariat
Sue Cooke	- LCR Secretariat
Sally Hinton	- LCR Secretariat
Kevin Tomkinson	- Leeds City Council

19 LATE ITEMS

There were no late items.

20 MINUTES OF THE LAST MEETING

RESOLVED – That the minutes of the previous meeting held on 26th July 2012 be approved as a true and correct record.

21 MATTERS ARISING

There were no matters arising.

22 Leeds City Region Deal Implementation Plan

Further to minute 14 of the meeting held on the 26th July 2012 the Chief Officer submitted a report that reported back to Leaders on the completion of the Implementation Plan.

Members noted that the document was signed at a ceremony with Ministers in London on Tuesday 18th September 2012 and the Chair of the Leaders Board, Councillor Box , the Chair of the LEP , Mr McLean and Tom Riordan Chief Officer attended the event on behalf of the Leeds City Region.

RESOLVED - That the report and progress to date be noted.

23 Leeds City Region Investment Fund Overview

The Chief Officer submitted a report providing a brief overview of progress to date in developing the City Region Investment Fund and to begin the debate on the key related issues and decisions that will need to be considered by Leaders and Local Authorities over the next 3 to 6 months.

RESOLVED -

- (a) That the LCR Investment Fund update be noted.
- (b) That the investment proposals requiring an early steer and/or decision from Leaders be reported to the next meeting of the Board.

24 Leeds City Region Skills Priorities and Update

The Chief Officer submitted a report seeking endorsement for the LCR Local Enterprise Partnership (LEP) Skills Priorities, LCR Employment and Skills Board (ESB) Work Plan and skills implementation plans relating to the City Deal.

The report set out in greater detail work to date on the following;

- LEP Skills Priorities
- ESB Work Plan
- City Deal

RESOLVED -

- (a) That the LEP Skills Priorities – the headline priorities as detailed in Appendix One of the report identified from the LEP Skills Research for use in influencing skills provision and funding be endorsed.
- (b) That the ESB Work Plan – the revised ESB Work Plan as detailed in Appendix Two of the report be endorsed

- (c) That the City Deal – skills elements including the proposed allocation of funding for the Apprenticeship Hub/ATA activity be endorsed.

25 Housing Market and Delivery

The Chief Officer submitted a report providing an update on the state of the housing market in the city region and levels of development, and the ongoing activity and issues to be considered in supporting housing growth and delivery. The report had been recommended for Leaders' consideration by the LCR HCA Board.

Members considered in greater detail the following aspects of the report;

- Background, and noted that the figure in 2.2 of the report should read 58,000 homes with planning permission (not 22,000)
- Housebuilding Rates
- Availability of Land
- House Prices
- House Sales
- Affordable Housing Programme
- Get Britain Building Fund
- Recent Government Announcements, and noted that the £300m is also to fund additional affordable housing units as well as bringing empty homes back into use.
- Conclusions

RESOLVED –

(a) That the major structural changes that are occurring in the housing market and the issues raised in the report impacting on development activity in the city region be noted;

(b) That the measures being undertaken by local authorities and the HCA in liaison with Registered Landlords and the private sector to relieve barriers and support housing development be welcomed;

(c) That the situation of there currently being land with planning permission across the city region for nearly 60,000 new homes be noted; and

(c) That proposals to address the structural market changes, including potential new innovative funding and delivery approaches, be reported to future Leaders' meetings.

26 Leeds City Region Growing Places Fund

The Chief Officer submitted a report on the Leeds City Region LEP Growing Fund (GPF) informing Leaders of progress on Round 1 and the launch of Round 2.

Members discussed the Scheme and agreed that the Growing Places Fund needed to be given a marketing brand and greater public profile with a further round of PR to generate more interest.

RESOLVED – That the report be noted.

27 ANY OTHER BUSINESS

Green Deal

Members welcomed the recent announcement that the city region had secured an additional £2.7m from Government to deliver a range of 'Go-Early' Green Deal projects across the city region.

28 DATE AND TIME OF THE NEXT MEETING

RESOLVED – To note that the next meeting will take place on Thursday 6th December 2012 at 1.00pm in Leeds.

WEST YORKSHIRE JOINT SERVICES COMMITTEE
THURSDAY 27 SEPTEMBER 2012

PRESENT: Bradford
Councillor M Slater
Councillor V Slater

Calderdale
Councillor K Barret
Councillor J Booth
Councillor C Winterburn

Kirklees
Councillor M Akhtar
Councillor A Pinnock

Leeds
Councillor R Grahame
Councillor P Harrand
Councillor N Taggart

Wakefield
Councillor T Dean
Councillor M Grahame

29. APOLOGIES

Apologies were submitted on behalf of Councillors J Drysdale, C Hudson, T Swift and M Walls and J Badger (Director of Finance).

30. CHAIRMAN'S ANNOUNCEMENTS

The Chairman presented a long service award to Mr John Field who was the former Contact Centre Manager Consumer Direct and retired on 31 August. Members thanked Mr Field for his hard work and commitment to WYJS over his many years service.

The Chairman updated on the Leeds Archive move and informed Members that there will be an opportunity to tour the new facilities after the meeting on 29 November and a public Open Day will be held on 1 December.

The Chairman requested that any Members that have not completed a Declaration of Interests within West Yorkshire form please do so.

The Chairman reminded Members of the Committee's commitment to the Governance and Audit Sub-Committee and the difficulties of assuring attendance. Members agreed that Members of the Joint Services Committee could substitute for Members of the Governance and Audit Sub-Committee

when necessary, irrespective of party or district. Members agreed a further report should be submitted to the meeting on 29 November.

The Chairman informed Members of a recent encounter with former Member Councillor D Yates who sent his best regards to the Committee.

31. MEMBERS DECLARATION OF INTEREST

Councillors Booth and Slater declared membership of Unison. Councillors Dean and Taggart declared membership of UNITE and Councillor Grahame declared membership of GMB.

32. MINUTES

Resolved - That the Minutes of the meetings of the Committee held on 19 July 2012 be signed as a correct record.

33. STATEMENT OF ACCOUNTS 2011/12

The Finance Manager presented a report on the Statement of Accounts 2011/12 and explained the format of accounts is in line with International Financial Reporting Standards and have been certified by the Section 151 Officer. Members were informed that the Accounts have already been considered by the Governance and Audit Sub-Committee on in July 2012. The Finance Manager summarised the report, highlighting the main issues and areas of concern and updated on the reserves position. The Chairman raised the issue of demographics and Members were informed that the District Contribution rates are based on the figures included in the Joint Services Agreement.

Resolved – (1) The Joint Services Committee approved the Statement of Accounts for the financial year ended 31 March 2012.

(2) The Chairman signed the Statements and approved the accounts for issue.

Reason for the decisions – To ensure that Accounts are approved and published inline with the statutory deadlines.

34. ANNUAL GOVERNANCE STATEMENT (AGS) 2011/12

A report of the Chief Officer presented the Annual Governance Statement 2011/12 for inclusion in the 2011/12 Statement of Accounts. The Divisional Manager (Resources) informed Members that a draft statement was considered by the Governance and Audit Sub-Committee in March 2012.

Resolved – Members approved the Annual Governance Statement as appended to the report.

Reason for the Decision – Receiving progress reports on AGS will assist in providing an effective assurance framework in order to allow the Chairman of the Joint Committee and the Chief Officer to sign the AGS for inclusion in the Statement of Accounts.

35. ANNUAL GOVERNANCE REPORT 2011/12

The Appointed Auditor from the Audit Commission introduced a report of the Section 151 Officer updating Members on the Annual Governance Report (AGR) 2011/12. The Auditor summarised the Annual Governance Report and explained the amendments that have been made to the Accounts. Members were informed that the report was considered by the Governance and Audit Sub-Committee on 13 September and there are no outstanding issues. The Auditor thanked the Finance Manager and staff for producing the Accounts and informed Members this would be the last Annual Governance Report from the Audit Commission.

Resolved – (1) Members noted the Audit Commission’s Annual Governance Report appended to the report.

(2) Members noted the anticipated receipt of an unqualified Audit Opinion to both the Statement of Accounts 2011/12 and Joint Services’ arrangements for securing economy, efficiency and effectiveness in its use of resources (value for money).

Reasons for the Decisions – (1) To comply with the ISA 260 and to ensure that Members of the Committee are aware of any matters arising from the annual audit of the Statement of Accounts.

(2) To ensure amendments are made in order to meet the statutory deadline of 30 September for receipt of an unqualified opinion and publication of the Financial Statements.

36. REVENUE BUDGET 2012/13 MONITORING REPORT

A report of the Chief Officer updated Members on the financial performance of the Joint Services for the period ended 31 August 2012. The Finance Manager informed Members of the current financial position and drew attention to areas of concern. Additional information was circulated relating to Archaeological Services (ASWYAS) to assure Members that improvements are ongoing and income generation remains a priority. The Divisional Manager Scientific Services provided information regarding the service’s main competitors and agreed to provide further details of other organisations competing with ASWYAS. Members were informed how income targets are set monthly to remain realistic. The Chairman reiterated Members support for the service, acknowledging the need to have expertise in place when the economic environment improves.

Resolved – (1) Members noted the report on the financial monitoring of Joint Services and the information appended to the report and supported the actions taken to address areas of financial concern.

Reason for the Decisions – To ensure Members are aware of the financial position of the Joint Services and actions ongoing to ensure that all service areas remain financially viable and a balanced budget overall can be achieved.

Councillor Akhtar left the meeting.

37. EMPLOYEE HANDBOOK UPDATE 2012/13

A report of the Chief Officer advised Members of changes to the Employee Handbook for 2012/13. The Divisional Manager (Resources) summarised the amendments to the Handbook following the cessation of West Yorkshire Grants and Consumer Direct.

Resolved – (1) Members approved the changes to the Employee Handbook 2012/13.

(2) Members noted the additional work that will be undertaken to review terms and conditions, particularly in relation to the proposed pension scheme changes.

Reason for the Decision – (1) To ensure that the Employee handbook is up to date, complies with current employment Law and is relevant as a guide to terms and conditions of employment, giving accurate information and contact details.

(2) The Government is changing Pension scheme requirements to ensure that all employers off a pension.

38. EX GRATIA PAYMENTS POLICIES

A report of the Chief Officer updated Members on the arrangements for making ex gratia payments following a request from Members at the July meeting. The Divisional Manager (Resources) summarised the personal accident scheme and the loss or damage to personal property scheme.

Resolved (1) Members noted the additional information provided to support the Pay Policy 2012/13 and Personal Accident and Assault Scheme.

(2) Members approved the Ex Gratia Payments Policy in relation to the loss or damage to Employees Property of the Support Servicing Authority for adoption in Joint Services.

(3) Members agreed that the Chief Officer should approve any Ex Gratia Payments under delegated powers.

Reason for the Decisions – To ensure that Joint Services has appropriate arrangements and policies in place to ensure ex gratia payments can be made to employees in the appropriate circumstances.

39. PERFORMANCE MONITORING – 1ST QUARTER 2012/13

A report of the Chief Officer was introduced regarding the achievements of Joint Services in the first quarter of 2012/13 against targets set in the Service Delivery Plan. Members' attention was drawn to achievements in the areas that link with the constituent authorities. The Chief Officer confirmed that no complaints against the service have been received in the period and consultation feedback remains consistently high. Detailed appendices accompanied the report which

included quarterly performance against targets for each service area together with an explanation of some of the key variances.

Resolved – (1) Members noted the report.

(2) Member agreed to continue to scrutinise the Service's targets and results to help ensure performance is maintained.

(3) Members agreed that work be undertaken during 2012 to ensure our Key Priorities are fully aligned to those of the Districts in order that these can be incorporated in the next WYJS Medium Term Plan 2013/2016.

(4) Members approved presentation of a report to the meeting of 29 November 2012 to consider priorities for the 2013/16 Service Delivery Plan.

Reason for the Decision – The Service Delivery Plan is prepared and approved by Members before the start of the financial year. It requires that Members receive regular reports of achievements against targets, and other corporate issues.

40. MINUTES OF THE MEETING OF THE JOINT CONSULTATIVE COMMITTEE

The Chief Officer submitted a copy of the Minutes of the meeting of the Joint Consultative Committee held on the 15 March 2012 for information.

Resolved – That the Minutes of the meeting of the Joint Consultative Committee held on 15 March 2012 be adopted.

Reason for the Decision – To ratify the Minutes of the Joint Consultative Committee.

Note: These minutes are subject to approval as a correct record at the next meeting of the Committee.

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MINUTES

POLICE AUTHORITY

22 JUNE 2012



MEMBERS PRESENT

Richard Baldwin
Kiran Bali
Mark Burns-Williamson
Leslie Carter
Sarah Ferriby
Roger Grasby
David Hall

Trevor Lake
Ann Liston
Alison Lowe
Steven Rollinson
Janet Spencer
Michael Walls

All members were present for the entire meeting unless stated above.

OFFICERS PRESENT

West Yorkshire Police

John Parkinson - Deputy Chief Constable
Javaid Akhtar – Assistant Chief Constable
Jeff Bridgeman – Executive Officer

West Yorkshire Police Authority

Fraser Sampson – Chief Executive
Judith Heeley – Treasurer
Karen Grey – External Relations
Director
Neil Rickwood – Head of Internal Audit

The meeting commenced at 10.25 am.

PART 1 – IN PUBLIC

1. ELECTION OF CHAIR OF THE AUTHORITY FOR 2012

The Chief Executive welcomed everyone to the final annual meeting and then drew members' attention to the regulation requiring anyone wishing to be considered for the post of Chair to submit a statement to the Authority 10 days before the meeting.

Members had been provided with a copy of the only statement received which was from Mark Burns-Williamson. Mark Burns-Williamson was duly elected unanimously by the Members present as Chair of the Police Authority for 2012.

RESOLVED

That Mark Burns-Williamson was elected as Chair of West Yorkshire Police Authority for 2012.

[Mark Burns-Williamson in the Chair]

Councillor Burns-Williamson thanked everyone for their continued support and said he was proud to serve for what would be his tenth year as Chair. He added that he had seen lots of changes in those years, but had worked with great colleagues in the Force and Authority during that time. He finished by saying there was still work for the Authority to do between now and November.

2. ELECTION OF VICE-CHAIR OF THE AUTHORITY FOR 2012

Nominations were sought for the position of Vice Chair of the Authority for 2012.

Les Carter was nominated and elected as Vice Chair of the Authority for 2012.

Councillor Carter thanked members for their support. The Chair thanked Les for his support as Vice-Chair.

RESOLVED

That Les Carter was elected as Vice-Chair of West Yorkshire Police Authority for 2012.

3. APOLOGIES

Apologies were received from David Kirton, Sheila Saunders, Ken Smith and Sir Norman Bettison.

4. DISCLOSURES OF INTEREST

None .

5. MINUTES OF THE MEETING HELD ON 30 MARCH 2012

Ann Liston asked that Jayne Sykes be added to the list of officers thanked for their involvement in the production of the Policing Plan in minute number 73.

RESOLVED

That the minutes of the Police Authority meeting held on 30 March 2012 were signed as a correct record.

6. MATTERS ARISING

A report of the Chief Executive which detailed progress with the matters arising from the Police Authority meeting on 30 March 2012 was provided to members.

7. CHAIR'S URGENT ITEMS

None.

8. EXCLUSION OF PUBLIC AND PRESS

RESOLVED

That the public and press be excluded from the meeting for consideration of agenda item number 19 (minute number 19 refers) on the grounds that it is likely to involve the disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act 1972.

9. CHAIR'S AND CHIEF EXECUTIVE'S ANNOUNCEMENTS

The Chair welcomed David Hall and Michael Walls to their first Full Police Authority meeting. He also recorded his thanks to Andrew Marchington and Martin Smith for their contribution to the Police Authority. He added that he had also written to both members to thank them.

The Chair drew attention to the report issued earlier that week from Her Majesty's Inspectorate of Constabulary (HMIC) about anti-social behaviour. The report showed that many forces were improving their performance, but there was more to be done. He finished by saying that it would remain a priority for police authorities and police and crime commissioners. DCC Parkinson added that West Yorkshire Police had fared reasonably well in the inspection, with improved performance around victim satisfaction, which was at its highest level ever and perceptions of anti-social behaviour at their lowest level.

The Chair announced that the HMIC 'Valuing the Police' report would be published the following week. He had seen a draft report and felt it was a good assessment of West Yorkshire's plans to close the budget gap and transition planning. DCC Mr Parkinson added that the Force had been commended for the proportion of staff on front-line duties.

The Chair promoted the forthcoming transition conference at Ryton.

He went on to report that, in his capacity as Chair of the Association of Police Authorities (APA), he had been approached by the Chair of the Home Affairs Select Committee about Tom Winsor being the preferred candidate as Chief HMIC. After taking soundings at the APA he had passed back a number of questions to the Chair.

The Chair advised members that the 2012 Local Policing Summary had been published and that copies were in members' pigeon holes.

Finally, he announced that he had been selected as the Labour party candidate for police and crime commissioner.

The Chief Executive informed members that the revised Strategic Policing Requirement was expected the following week, which he hoped would take into account many of the comments made by attendees at the events at the Emergency Planning College.

He was also pleased to announced that the Department for Communities and Local Government had agreed to allow police authorities to retain their current standards arrangements for the remainder of their lifetime.

The Chief Executive reported that he had attended part of the first meeting of the shadow police and crime panel to discuss the police and crime plan. He added that the draft secondary legislation had been published for comment around the veto powers, and expressed particular concern about the power in relation to the appointment of a chief constable.

10. POLICE AUTHORITY QUESTIONS

One question from one individual was considered by the Police Authority. A Copy of the question and answer is attached at Appendix B.

RESOLVED

That members agreed to hear questions from members of the public and considered the Police Authority's answers.

11. MEMBER RESPONSIBILITIES 2012

Members were asked to allocate member responsibilities for the remainder of 2012, as shown in Appendix A and note the calendar of meetings set out at Appendix B.

It was confirmed that there was not an all-member event scheduled for 26 July. The Chair announced that an event to mark the end of the Police Authority would take place on 9 November. Members asked for it to be recorded that this would be at no cost to the Police Authority.

RESOLVED

That members allocated new responsibilities for 2012 as shown in Appendix A to the report and noted the calendar of meetings.

A copy of the new responsibilities is shown at Appendix B to the minutes.

12. STATEMENT OF ACCOUNTS

A report of the Treasurer updated members on the progress with the preparation of the draft accounts for 2011/12 and asked them to nominate members to a small group to review them once completed.

The Treasurer said that the accounts would be finished for 30 June 2012.

RESOLVED

That members agreed to the formation of a small group to review the draft Statement of Accounts for 2011/12.

13. TREASURY MANAGEMENT STEWARDSHIP REPORT 2011/12

A report of the Treasurer provided members with outturn information on treasury management activities and prudential indicators for the year ended 31 March 2012, as required under the Chartered Institute of Public Finance and Accountancy (CIPFA) Treasury Management Code of Practice and the CIPFA Prudential Code.

Members discussed the investment arrangements, borrowing and the debt maturity profile. The Treasurer and her team were thanked for their sound financial management and prudence during such a challenging time.

RESOLVED

That members approved the actual prudential indicators, used the information provided to satisfy themselves that treasury activity was in line with the agreed strategy and accepted the stewardship report for 2011/12.

14. INDEPENDENT AUDIT COMMITTEE

Members were provided with a joint report of the Chief Executive and Chief Constable which set out a number of proposals for the establishment of an independent audit committee for the Police and Crime Commissioner and Chief Constable.

Neil Rickwood introduced the report and explained that it was planned to set up a shadow Audit Committee from September 2012 for twelve months. Members of the Authority who were not on the Police and Crime Panel would be eligible to be on the Committee, as would the members of the Standards Committee. Remuneration will be an attendance allowance in line with the day rates currently paid to Standards Committee members. He finished by saying that the second recommendation was to seek expressions of interest from eligible members.

DCC Parkinson reported that the Chief Constable was content with the proposals.

RESOLVED

That the Police Authority:

a) approved the setting up of the Audit Committee in accordance with the proposals detailed in this report.

b) agreed to seek expressions of interest, based on the proposals, from current members, including members of the Standards Committee, to sit on the independent Audit Committee.

15. HOME OFFICE CONSULTATION IN FLOOR DAMPING

A report of the Chief Executive asked members to consider a draft response to the Home Office consultation on floor damping.

The Treasurer introduced the report by saying that floor damping was a long standing issue that the Police Authority had lobbied Government about previously. She drew members' attention to the suggestion of transitional arrangements for those who would be adversely affected if floor damping was removed.

Members considered the response and suggested that the impact on West Yorkshire should be emphasised more by the use of figures.

RESOLVED

That Members agreed the Authority's response to the Home Office consultation on floor damping.

16. CHIEF CONSTABLE'S REPORT

DCC Parkinson updated members on current performance to the end of May 2012. He explained that seven out of the ten Policing Plan targets were currently on track and overall crime was down 13% compared to the same time last year.

Members commended the Force for reducing burglary by 36%. They also asked if an evaluation of the current campaign about domestic violence could be shared with members. DCC Parkinson agreed to provide a report about the initiative, its evaluation and the outcomes.

Members referred to a recent report about crime near universities. During the brief discussion it was agreed that this would be an opportunity for Safer Leeds to work on with the two Leeds universities.

DCC Parkinson also updated members on the National Police Air Service (NPAS), saying that the project was on time and budget. The Collaboration Agreement was out for consultation, the first tranche of forces was due to transfer in October 2012 and other activity underway included staff consultation and the due diligence document.

Members were pleased with the progress and felt that West Yorkshire Police should be recognised for stepping into the breach. The Chief Executive informed members that he was working with others on the Collaboration Agreement, which would become the template for any further national policing collaborative activity.

ACTION

That an evaluation report of the current domestic violence campaign to come to the Police Authority.

Alison Lowe to liaise with Safer Leeds about the opportunity to do further work with the two Leeds universities.

17. COMMITTEE MINUTES

A copy of the committee highlights booklet containing minutes of committee meetings held since the last Full Authority meeting had been circulated prior to the meeting.

Members provided an update on key issues discussed by each committee. Steven Rollinson commended ACC Akhtar for his handling of Operation Piazza, which had been the subject of a report to Specialist Policing Committee. Ann Liston advised members that the Policing Plan targets had been updated following the year end performance outturn. Kiran Bali said that Local Policing Committee would be taking forward some issues around stop and search.

Members referred to the discussion about police officer recruitment in the Resources Committee minutes and felt that the Committee had taken a sensible and pragmatic line. The Chair of the Committee agreed to circulate the Chief Constable's response to all members.

ACTION

The Chair of the Resources Committee to circulate the response from the Chief Constable about the Force's proposed methodology for police officer recruitment to all members.

18. POLICE AUTHORITY ANNUAL REPORT 2011/12

A report of the Chief Executive presented the Police Authority's Annual Report for 2011/12.

Members highlighted the reduction in visits made to custody suites in 2011/12 and queried whether the claim on the previous page that the numbers of detainees held, offered a visit and visited had remained at a high level was correct. Janet Spencer explained that it might be possible, but would check with officers.

RESOLVED

That the Police Authority's Annual Report for 2011/12 was received.

ACTION

The Custody Visiting section of the Annual Report to be checked.

PART 2 – IN PRIVATE

19. CHIEF CONSTABLE'S SUPPLEMENTARY REPORT

The Chief Constable reported to the Authority on policing issues of current concern and interest which could not be reported in public. These concerned specific operations in which the Force was involved and the Secretary of State's determination procedure to set the security plan for Leeds/Bradford International Airport.

There being no other business the meeting closed at 1.40pm

CHAIR

AUDIT and RISK COMMITTEE**(a) Constitution**

7 Members

(b) Quorum

5 Members

(c)

Membership 2011/12		Alternates	Membership 2012		Alternates
Richard Baldwin	Alison Lowe	Les Carter	Richard Baldwin	Alison Lowe	Les Carter
Mohammed Iqbal	Andrew Marchington	Sheila Saunders	Mohammed Iqbal	David Hall	Sheila Saunders
David Kirton	Martin Smith	Janet Spencer	David Kirton	Michael Walls	Janet Spencer
Trevor Lake			Trevor Lake		

(d) Chair 2011/12

Trevor Lake

Chair 2012

Trevor Lake

(e) Vice-Chair 2011/12

Martin Smith

Vice-Chair 2012

David Kirton

LOCAL POLICING COMMITTEE**(a) Constitution**

7 Members

(b) Quorum

5 Members

(c)

Membership 2011/12		Alternates	Membership 2012		Alternates
Richard Baldwin	Andrew Marchington	Roger Grasby	Richard Baldwin	David Hall	Roger Grasby
Kiran Bali	Sheila Saunders	Steven Rollinson	Kiran Bali	Sheila Saunders	Steven Rollinson
Mark Burns-Williamson	Janet Spencer	Martin Smith	Mark Burns-Williamson	Janet Spencer	Michael Walls
Sarah Ferriby			Sarah Ferriby		

(d) Chair 2011/12

Andrew Marchington

Chair 2012

Kiran Bali

(e) Vice-Chair 2011/12	Vice-Chair 2012
Kiran Bali	Sheila Saunders

RESOURCES COMMITTEE

(a) Constitution

7 Members

(b) Quorum

5 Members

(c)

Membership 2011/12		Alternates	Membership 2012		Alternates
Mark Burns-Williamson	Trevor Lake	Kiran Bali	Mark Burns-Williamson	Trevor Lake	Kiran Bali
Les Carter	Ken Smith	Sarah Ferriby	Les Carter	Ken Smith	Sarah Ferriby
Roger Grasby	Janet Spencer	Ann Liston	Roger Grasby	Janet Spencer	Ann Liston
David Kirton			David Kirton		

(d) Chair 2011/12	Chair 2012
Les Carter	Les Carter

(e) Vice-Chair 2011/12	Vice-Chair 2012
Roger Grasby	Roger Grasby

SPECIALIST POLICING

(a) Constitution

7 Members

(b) Quorum

5 Members

(c)

Membership 2011/12		Alternates	Membership 2012		Alternates
Kiran Bali	Ann Liston	Richard Baldwin	Kiran Bali	Ann Liston	Richard Baldwin
Les Carter	Sheila Saunders	David Kirton	Les Carter	Sheila Saunders	David Kirton
Sarah Ferriby	Steven Rollinson	Alison Lowe	Sarah Ferriby	Steven Rollinson	Alison Lowe
Mohammed Iqbal			Mohammed Iqbal		

(d) Chair 2011/12	Chair 2012
Steven Rollinson	Steven Rollinson

(e) Vice-Chair 2011/12	Vice-Chair 2012
Sarah Ferriby	Sarah Ferriby

STRATEGIC PLANNING AND PERFORMANCE COMMITTEE

(a) Constitution

7 Members

(b) Quorum

5 Members

(c)

Membership 2011/12		Alternates	Membership 2012		Alternates
Richard Baldwin	Steven Rollinson	Mohammed Iqbal	Richard Baldwin	Steven Rollinson	Mohammed Iqbal
Roger Grasby	Ken Smith	Trevor Lake	Roger Grasby	Ken Smith	Trevor Lake
Ann Liston	Martin Smith	Andrew Marchington	Ann Liston	Michael Walls	David Hall
Alison Lowe			Alison Lowe		

(d) Chair 2011/12	Chair 2012
Ann Liston	Ann Liston

(e) Vice-Chair 2011/12	Vice-Chair 2012
Richard Baldwin	Richard Baldwin

SENIOR APPOINTMENTS COMMITTEE

(a) Constitution

5 Members
(To include the Chair)

(b) Quorum

3 Members

(c)

Membership 2011/12		Membership 2012	
Mark Burns-Williamson	Steven Rollinson	Chair of the Authority	Ann Liston
Les Carter	Ken Smith	Kiran Bali	Steven Rollinson
Ann Liston		Les Carter	

(or their personal representatives - with provision for substitution in membership but not once a selection process has been commenced.)

(d) Chair 2011/12	Chair 2012
Chair of the Authority	Chair of the Authority

SPECIAL COMMITTEE

(a) Constitution

5 Members

Note: Not to be members who sit on Senior Appointments Committee

(b) Quorum

3 Members

(c)

Membership 2011/12		Membership 2012	
Richard Baldwin	Alison Lowe	Richard Baldwin	Alison Lowe
Mohammed Iqbal	Martin Smith	Mohammed Iqbal	Michael Walls
David Kirton		David Kirton	

(or their personal representatives - with provision for substitution in membership but not once a complaints or disciplinary process has been commenced.)

(d) Chair 2011/12	Chair 2012
Richard Baldwin	Richard Baldwin

Appeal Tribunal Panel Members are also required to be appointed. These appointees are unable to sit on the Audit and Risk Committee.

Members 2011/12	Members 2012
Kiran Bali	Kiran Bali
Ken Smith	Ken Smith

STANDARDS COMMITTEE

(a) Constitution

5 Members of the Authority
plus 5 external Members (one of whom must be appointed as Chair)

(b) Quorum

2 Members and 1 External Member

(c)

Members 2011/12		Members 2012	
Richard Baldwin	Mohammed Iqbal	Richard Baldwin	Mohammed Iqbal
Les Carter	Sheila Saunders	Les Carter	Sheila Saunders
Sarah Ferriby		Sarah Ferriby	

(d)

External Members 2011/12	External Members 2012
Geoffrey Alvy	Geoffrey Alvy

Anne Beckett	Anne Beckett
Angela Bingham	Angela Bingham
Harry Bower	Harry Bower
Anisa Mamaniyat	Anisa Mamaniyat

(e) **Chair 2011/12**

Chair 2012

Anne Beckett	Anne Beckett
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YORKSHIRE AND HUMBERSIDE JOINT POLICE AUTHORITIES COMMITTEE

(a) **Constitution**

3 Members of the Authority plus 1 alternate Member

(b) **Quorum**

N/A

(c)

Membership 2011/12		Membership 2012	
Chair of the Authority	Vice-Chair of the Authority	Chair of the Authority	Vice-Chair of the Authority
Chair of Specialist Policing		Chair of Specialist Policing	

Alternate Chair Strategic Planning and Performance

Alternate Chair Strategic Planning and Performance

REPRESENTATIVES APPOINTED BY THE POLICE AUTHORITY TO WORKING PARTIES/PANELS AND OTHER BODIES

1. Independent Advisory Group

Membership 2011/12

Membership 2012

Equality and Diversity Champions	Equality and Diversity Champions
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2. Independent Custody Visiting Steering Group

Membership 2011/12

Membership 2012

Kiran Bali	Martin Smith	Kiran Bali	Michael Walls
David Kirton	Janet Spencer	David Kirton	Janet Spencer
Andrew Marchington		David Hall	

Chair 2011/12

Chair 2012

Janet Spencer	Janet Spencer
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3. Community Safety Partnerships

Member 2011/12

Member 2012

Bradford	Martin Smith	Michael Walls
Calderdale	David Kirton	David Kirton
Kirklees	Ken Smith Andrew Marchington	Ken Smith David Hall
Leeds	Les Carter	Les Carter Mohammed Iqbal Alison Lowe
Wakefield	Mark Burns-Williamson	Mark Burns-Williamson

4. Association of Police Authorities

Council

(No. of Seats: 3)

Membership 2011/12

Membership 2012

(1)	Mark Burns-Williamson	Mark Burns-Williamson
(2)	Les Carter	Les Carter
(3)	Andrew Marchington	David Hall

(or nominees)

5. JPAC Scrutiny Panel

Membership 2011/12

Membership 2012

Steven Rollinson	Steven Rollinson
Sheila Saunders	Sheila Saunders

6. **Leeds University Centre for Criminal Justice Studies – Advisory Committee**
(No. of Seats: 1)

2011/12	2012
Steven Rollinson	Steven Rollinson

7. **Independent Custody Visiting Association Executive Committee**
(No. of Seats: 1)

2011/12	2012
Chair of the ICV Steering Group (or nominee)	Chair of the ICV Steering Group

8. **Members to answer questions on police matters within Constituent Councils**

	Member 2011/12	Member 2012
Bradford	Councillor S Ferriby	Councillor S Ferriby
Calderdale	Councillor D Kirton	Councillor D Kirton
Kirklees	Councillor K Smith	Councillor K Smith
Leeds	Councillor A Lowe	Councillor A Lowe
Wakefield	Councillor M Burns-Williamson	Councillor M Burns-Williamson

NOTE - Should the above-mentioned Member be unable to attend the appropriate District Council meeting to answer the question(s), the Chair of the Authority (or nominee) is authorised to attend the meeting for that purpose.

9. **Local Authority Overview and Scrutiny Committees**

	Member 2011/12	Member 2012
Bradford	Sarah Ferriby	Sarah Ferriby
Calderdale	Ann Liston	Ann Liston
Kirklees	Kiran Bali	Kiran Bali
Leeds	Janet Spencer	Janet Spencer
Wakefield	Sheila Saunders	Sheila Saunders

NB Not to be members of Community Safety Partnerships

LINK MEMBERS

CHAIR LINK MEMBERS

DEPARTMENT	CHAIR LINK 2011/12
Corporate Support (incorporates PSD and elements of Local Policing)	Strategic Planning and Performance Audit and Risk
Local Policing Support (will include Drugs and Offender Management Unit)	Local Policing Chair or Vice-Chair
Personnel	Resources Chair or Vice Chair
Finance/Procurement	Resources Chair or Vice Chair
North East Counter Terrorism Unit	Specialist Policing Chair or Vice-Chair
DEPARTMENT	CHAIR LINK 2012
Corporate Support (incorporates PSD and elements of Local Policing)	Strategic Planning and Performance Audit and Risk
Local Policing Support (including Drugs and Offender Management Unit)	Local Policing Chair or Vice-Chair
Human Resources	Resources Chair or Vice Chair
Finance/Procurement	Resources Chair or Vice Chair
North East Counter Terrorism Unit	Specialist Policing Chair or Vice-Chair

DIVISIONAL LINK MEMBERS

DIVISION	MEMBER 2011/12	MEMBER 2012
Airedale/North Bradford	Martin Smith	Michael Walls
Bradford South	Sarah Ferriby	Sarah Ferriby
Calderdale	David Kirton	David Kirton
City & Holbeck	Alison Lowe	Alison Lowe
Kirklees	Ken Smith	Ken Smith
Leeds North East	Mohammed Iqbal	Mohammed Iqbal
Leeds North West	Les Carter	Les Carter
Wakefield	Mark Burns-Williamson	Mark Burns-Williamson

DEPARTMENTAL LINK MEMBERS

DEPARTMENT	MEMBER 2011/12
Crime	Ann Liston
HMET	Mark Burns-Williamson
Operations Support Services Division (incorporates SSU, Operations Support Call Handling and Training)	Steven Rollinson Alison Lowe Janet Spencer Martin Smith
Information Technology	Richard Baldwin
Estates, Transport and Logistics	Sarah Ferriby Trevor Lake Sheila Saunders
DEPARTMENT	MEMBER 2012
Crime	Ann Liston
HMET	Mark Burns-Williamson
Operations Support Services Division (incorporates SSU, Operations Support Call Handling and Training)	Steven Rollinson Alison Lowe Janet Spencer Michael Walls
Information Technology	Richard Baldwin
Estates, Transport and Logistics	Sarah Ferriby Trevor Lake Sheila Saunders

CAPITAL PROGRAMME OVERSIGHT BOARD

Membership 2011/12	Reporting Arrangements
Richard Baldwin (Chair) Mark Burns-Williamson Trevor Lake Sheila Saunders Martin Smith Alternates Roger Grasby David Kirton	Resources Committee.
Membership 2012	Reporting Arrangements
Richard Baldwin (Chair) David Kirton Trevor Lake Sheila Saunders Michael Walls Alternate Roger Grasby	Resources Committee.

MEMBER CHAMPIONS

MEMBER CHAMPION	MEMBER 2011/12	MEMBER 2012
Risk Champion	Vice-Chair of Audit and Risk Committee	Vice-Chair of Audit and Risk Committee
Every Child Matters Champion	Sheila Saunders	Sheila Saunders
Equality and Diversity Champion	Sheila Saunders/Roger Grasby	Sheila Saunders/Roger Grasby
Human Rights Champion	Sheila Saunders/Roger Grasby	Sheila Saunders/Roger Grasby
Vulnerable People Champion	Ann Liston/Alison Lowe	Ann Liston/Alison Lowe
Member Development Champion	Janet Spencer/Sheila Saunders	Janet Spencer/Sheila Saunders

FORCE ESTATES PROJECT BOARDS

SCHEME	MEMBERSHIP 2011/12	
Private Finance Initiative	Trevor Lake	Les Carter
Leeds and Wakefield DHQ Business Benefits Board	Mark Burns-Williamson Les Carter	Roger Grasby Alison Lowe
Carr Gate	Alison Lowe	Janet Spencer
Scientific Support	Ann Liston	Steven Rollinson
Custody Evolution	Janet Spencer	
SCHEME	MEMBERSHIP 2012	
Private Finance Initiative	Trevor Lake	Les Carter
Carr Gate, Leeds and Wakefield DHQ Business Benefits Board	Mark Burns-Williamson Les Carter Alison Lowe	Roger Grasby Janet Spencer

TRANSITION BOARD

Chair of the Authority	Chair of Audit and Risk	Chair of Local Policing
Vice Chair of the Authority	Chair of Specialist Policing	Chair of Strategic Planning and Performance

Chair of the Transition Board

Les Carter

Vice Chair of the Transition Board

Trevor Lake

QUESTIONS TO THE POLICE AUTHORITY

Mr N Alexander

The modus operandi of West Yorkshire Police Authority's Satisfaction Scrutiny Group in the setting of variant satisfaction target rates (which variant rates are subsequently set out in the Policing Plan) appears not to be based upon statistically credible and thus evidenced need but merely upon a politically-based "expectation" that recommendations made by said Group should result in an increase in the BME service user group's satisfaction rates comparative to the satisfaction rates experienced by other service user groups.

1) If the sample size of victims in most divisions is too small to set targets within sensible confidence levels why are stretching targets being recommended outside of statistical credibility by said Scrutiny Group in order to reduce what are already statistically insignificant satisfaction gaps?

2) Is this not mere political correctness and a classic exemplification of a two tier system of applied policing in West Yorkshire - one that is liable to be perceived in the wider community as providing particular user groups with especial and unwarranted service provision?

[Said question is based upon WYPA's Satisfaction Scrutiny Group Final Report of the Chief Executive, Appendix A, Recommendation 10 - dated 18th November 2011].

Response:

The gap between the satisfaction levels for white and black and minority ethnic victims of crime is a measure that police forces have been assessed against nationally for a number of years.

West Yorkshire Police's user satisfaction survey results over that time period has shown that black and minority ethnic victims are statistically less satisfied with the service they receive from the police than white victims.

The general equality duty, as set out in the Equality Act 2010, requires public bodies to:

- eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010;
- advance equality of opportunity between people who share a protected characteristic and those who do not; and
- foster good relations between people who share a protected characteristic and those who do not.

The above wording is not dissimilar to the general duties in the various acts of parliament that preceded the current Act which related to race, disability and gender.

This legislation, as it also did in the past, requires public bodies to take action where service delivery differs significantly between identifiable groups of people. Since victim satisfaction is one of the methods used to gauge service delivery, Police Authority members agreed it was wrong to tolerate the satisfaction gap.

Targets to reduce the gap have been included in all Policing Plans since 2007/08. Both the Force and Police Authority have worked to try and understand why the gap exists and what needs to be done to close it. Although both black and minority ethnic and white satisfaction have improved in recent years, a statistically significant gap has remained.

During 2011, the Police Authority set up a scrutiny group to look into the satisfaction gap. The members of the group looked at a range of information, including consultation feedback which indicated a perceived lack of service and understanding of cultural awareness of differing communities which, if addressed by the Force, should improve satisfaction. They also organised two focus groups to consider the views of black and minority ethnic residents and two more to consider the perspective of neighbourhood officers. The group decided, on the basis of evidence received, that improvements could be made by the Force to address these issues, which then ought to improve the satisfaction rates for black and minority ethnic victims of crime.

Based on the scrutiny group's recommendations, the Force has identified a number of actions, referenced in the Policing Plan, which should increase satisfaction, as monitored by a key performance indicator. On the basis of these actions members of the Police Authority agreed that there should be a stretching target for black and minority ethnic satisfaction to try and reduce the gap whilst still driving up satisfaction overall. The recommendations and actions identified by the Police Authority and Force should also see more victim focused service delivery for all victims and could in fact lead to increased satisfaction across the board.

Turning to the numbered questions.

The sample size for West Yorkshire as a whole is large enough to provide Force-level results with sensible confidence levels to allow a target to be set for the Force. Based on this large county sample size, the gap between white and black and minority ethnic satisfaction is statistically significant, and the target set, if achieved, will demonstrate a significant improvement in the satisfaction levels of black and minority ethnic victims of crime over the next 12 months whilst also reducing the gap between the two. All of the 2012/13 targets agreed by the Police Authority within the Policing Plan have been set based on performance for West Yorkshire as a whole, and not based on individual divisions.

The Authority does not agree that the target set in relation to black and minority ethnic satisfaction is based on political correctness or that it creates a two tier system of policing. Through its scrutiny work the Authority has been satisfied that there is a genuine need for the Force to implement the action plan and for a stretching target to be set for black and minority ethnic victim satisfaction in order to ensure that everyone can have a high level of satisfaction with our police service.

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WEST YORKSHIRE FIRE AND RESCUE AUTHORITY

MINUTES OF THE MEETING HELD AT FIRE AND RESCUE SERVICE HEADQUARTERS, BIRKENSHAW, ON FRIDAY 7 SEPTEMBER 2012

Present : Councillors M Khan (in the chair), T Austin, V Binney, C Burke, J Dodds, R Grahame, D Gray, S Hamilton, P Harrand, L Holmes, J Hughes, A Hussain, K Renshaw, B Selby, A Taylor, C Townsley, A Wainwright, A Wallis, P Wardhaugh and G Wilkinson

Apologies: Councillors B Smith and G Thornton

25 CHAIR'S ANNOUNCEMENTS – New Assistant Chief Officer appointments

It was reported to the meeting that Mr David Walton (currently serving with the West Midlands Fire and Rescue Service) had been appointed as Assistant Chief Officer with effect from 1 January 2013 and that Mr Steve Rhodes (West Yorkshire Fire and Rescue Service) had been appointed as Assistant Chief Officer to take effect 1 July 2013 or as soon thereafter as possible following the resignation of the current postholder.

26 ADMISSION OF THE PUBLIC

The meeting determined that there were no items which necessitated the exclusion of the public.

27 URGENT ITEMS

There were no urgent items.

28 DECLARATIONS OF INTEREST

There were no declarations of disclosable pecuniary interest made in any matter under discussion at the meeting.

29 MINUTES OF THE LAST MEETING

RESOLVED

That the Minutes of the meeting held on 29 June 2012 be signed by the Chair as a correct record.

30 MINUTES OF THE AUDIT COMMITTEE

RESOLVED

That the Minutes of the Audit Committee at a meeting held on 28 June 2012 be received.

31 MINUTES OF THE EXECUTIVE COMMITTEE

RESOLVED

That the Minutes of the Executive Committee at a meeting held on 29 June 2012 be received.

32 MINUTES OF THE HUMAN RESOURCES COMMITTEE

RESOLVED

- (i) That, following a verbal update with regard to the current estimated number of compulsory redundancies on 31 March 2013, the Minutes of the Human Resources Committee at a meeting held on 6 July 2012 be received; and
- (ii) That every endeavour be made to reduce the final number of compulsory redundancies from the Service by continued close working with, and support of, those officers at risk.

33 MINUTES OF THE FINANCE AND RESOURCES COMMITTEE

RESOLVED

- (i) That the Minutes of the Finance and Resources Committee at a meeting held on 13 July 2012 be received; and
- (ii) That an item be included on the next Community Safety Committee agenda in respect of fire safety issues and related guidance for high rise buildings.

34 LOCAL GOVERNMENT ASSOCIATION - MINUTES

RESOLVED

- (i) That, following a brief discussion about Retained Firefighters' Pensions and the impact on the Authority together with the potential impact of the community right to bid under the Localism Act 2011, the Minutes of the Fire Commission at a meeting held on 15 June 2012 be received;
- (ii) That the Minutes of the Safer and Stronger Communities Programme Board at a meeting held on 9 July 2012 be received and particular note be made of the progress in respect of the Metal Theft Bill; and

- (iii) That the Minutes of the Fire Services Management Committee at a meeting held on 16 July 2012 be received.

35 PERFORMANCE MANAGEMENT REPORT

The Director of Corporate Resources submitted a report which outlined the activities of the Brigade in the areas of operations and technical matters for the period 1 April 2012 to 31 July 2012.

Members commented specifically on the performance related to the time taken from accepting a call from British Telecon to mobilisation (OI 12) and were advised that new operating procedures had rendered this measure obsolete – the increased average time was due to the requirement to take more information from the caller to better categorise and prioritise calls. This issue would be considered in more detail by Members of the Audit Committee on 14 September 2012.

In conclusion, it was remarked that, thanks to an excellent collective effort from officers and the Fire Brigades Union, the performance continued to be outstanding with a trajectory of continual improvement.

RESOLVED

That the report be noted.

36 AUTHORITY CONSTITUTION - REVISION

Members considered a report of the Director of Corporate Resources which advised of required typographical corrections to the text of the Constitution.

RESOLVED

That approval be given to the corrections to the text of the Constitution identified in the report now submitted.

37 COMMITTEE MEMBERSHIPS AND APPOINTMENTS

The Director of Corporate Resources submitted a report which advised of a revised committee seat allocation in respect of the Labour Group.

RESOLVED

That changes to the Human Resources and Community Safety Committee Labour Group seat allocations be agreed as follows;

Human Resources Committee

Councillor S Hamilton to replace Councillor B Smith as substantive member of the Committee.

Community Safety Committee

Councillor K Renshaw to replace Councillor S Hamilton as substantive member of the Community Safety Committee.

38 FIRE AND RESCUE NATIONAL FRAMEWORK FOR ENGLAND

Consideration was given to a report of the Director of Corporate Resources which sought to appraise members of the publication by Communities and Local Government (CLG) of the latest Fire and Rescue National Framework for England and, in particular, the implications of the chapter on “accountability to communities”.

Members considered that the existing political governance arrangements were sufficient to satisfy this element of the Framework and that enhanced procedures were not required for this Fire Authority.

RESOLVED

That the content of the report be noted and that no changes be made at this time to existing procedures in respect of accountability and scrutiny of the current decision-making processes.

39 INTEGRATED RISK MANAGEMENT PLAN (IRMP) – NEW PROPOSALS FOR CONSULTATION

Consideration was given to a report of the Director of Operations which presented a range of proposals as part of the Integrated Risk Management Planning (IRMP) process for inclusion in the 2013 / 14 Action Plan.

The Authority was facing significant cuts and continued to plan on the basis of reducing resources. In continuing to deliver significant efficiencies over the next few years and in the light of major successes in risk reduction, activity and demand, eleven proposals with supporting business cases had been drafted for consultation related to the following station areas;

- Fairweather Green
- Haworth and Keighley
- Idle and Shipley
- Odsal
- Halifax
- Marsden, Slaithwaite and Meltham
- Stanningley
- Hunslet and Morley

- Cookridge and Moortown
- Garforth and Rothwell
- Ossett and Wakefield

Members were advised that consultation on the proposals would take place over the required 12-week period when a further report would be submitted to the December meeting of the Authority.

It was anticipated that, if fully implemented, the proposals would generate ongoing revenue savings of £8m per year based on a capital investment of £13m between 2013 and 2020.

Implementation of the proposals, if approved, would lead to a reduction of 200 whole-time posts which could be achieved through natural reductions aligned with the firefighter retirement profile.

RESOLVED

- (i) That approval be given to full consultation on the following proposals;
- the replacement of one appliance at Fairweather Green with a new Fire Response unit.
 - the closure of Haworth Fire Station and reduction of fire appliances at Keighley from two to one
 - the merger of Idle and Shipley and replacement with a new one-pump station
 - the replacement of one appliance at Odsal with a Command and Enhanced Logistics Support Unit
 - the reduction of appliances at Halifax to one
 - the closure of Marsden station (cover to be provided by Meltham and Slaithwaite)
 - the removal of one appliance from Stanningley
 - the merger of Morley and Hunslet, the removal of one appliance and the construction of a new station in a new location
 - the construction of a new single appliance station to replace Moortown and Cookridge
 - the construction of another new single appliance station to replace Garforth and Rothwell and;

- the removal of one appliance from Wakefield and the construction of a new Ossett fire station
- (ii) That the outcomes of the full consultation be reported back to West Yorkshire Fire and Rescue Authority in December 2012.

Chair