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## SCRUTINY BOARD (SAFER AND STRONGER COMMUNITIES)

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Meeting to be held in Civic Hall, Leeds on  
Monday, 18th June, 2012 at 10.00 am

*(A pre-meeting will take place for ALL Members of the Board at 9.30 a.m.)*

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### MEMBERSHIP

#### Councillors

- B Anderson (Chair) - Adel and Wharfedale;
- A Blackburn - Farnley and Wortley;
- N Buckley - Alwoodley;
- P Davey - City and Hunslet;
- R Grahame - Burmantofts and Richmond Hill;
- M Harland - Kippax and Methley;
- P Harrand - Alwoodley;
- G Hyde - Killingbeck and Seacroft;
- J Jarosz - Pudsey;
- S Lay - Otley and Yeadon;
- K Mitchell - Temple Newsam;
- N Walshaw - Headingley;

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*Please note: Certain or all items on this agenda may be recorded*

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# A G E N D A

Item No	Ward/Equal Opportunities	Item Not Open		Page No
1			<p><b>APPEALS AGAINST REFUSAL OF INSPECTION OF DOCUMENTS</b></p> <p>To consider any appeals in accordance with Procedure Rule 25* of the Access to Information Procedure Rules (in the event of an Appeal the press and public will be excluded).</p> <p>(* In accordance with Procedure Rule 25, notice of an appeal must be received in writing by the Chief Democratic Services Officer at least 24 hours before the meeting).</p>	
2			<p><b>EXEMPT INFORMATION - POSSIBLE EXCLUSION OF THE PRESS AND PUBLIC</b></p> <p>1 To highlight reports or appendices which officers have identified as containing exempt information, and where officers consider that the public interest in maintaining the exemption outweighs the public interest in disclosing the information, for the reasons outlined in the report.</p> <p>2 To consider whether or not to accept the officers recommendation in respect of the above information.</p> <p>3 If so, to formally pass the following resolution:-</p> <p><b>RESOLVED –</b> That the press and public be excluded from the meeting during consideration of the following parts of the agenda designated as containing exempt information on the grounds that it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the press and public were present there would be disclosure to them of exempt information, as follows:-  <b>No exempt items on this agenda.</b></p>	

3

### **LATE ITEMS**

To identify items which have been admitted to the agenda by the Chair for consideration.

(The special circumstances shall be specified in the minutes.)

4

### **DECLARATIONS OF INTEREST**

To declare any personal/prejudicial interests for the purpose of Section 81 (3) of the Local Government Act 2000 and paragraphs 8 to 12 of the Members Code of Conduct.

5

### **APOLOGIES FOR ABSENCE AND NOTIFICATION OF SUBSTITUTES**

To receive any apologies for absence and notification of substitutes.

6

### **MINUTES - 3 APRIL 2012**

To confirm as a correct record, the minutes of the meeting held on 3 April 2012

1 - 4

7

### **CHANGES TO THE COUNCIL'S CONSTITUTION**

To consider a report of the Head of Scrutiny and Member Development on the changes to the Council's Constitution in relation to Scrutiny.

5 - 10

8

### **CO-OPTED MEMBERS**

To consider a report of the Head of Scrutiny and Member Development on the appointment of co-opted members to Scrutiny Boards.

11 -  
16

9		<b>CRIME AND DISORDER SCRUTINY</b>	17 - 28
		To consider a report of the Head of Scrutiny and Member Development on the Crime and Disorder Scrutiny role.	
10		<b>EQUALITY IMPROVEMENT PRIORITIES 2011-2015</b>	29 - 46
		To consider a report of the Assistant Chief Executive (Customer Access and Performance) on the new Equality Improvement Priorities and revised Equality and Diversity Policy.	
11		<b>SOURCES OF WORK FOR THE SCRUTINY BOARD</b>	47 - 82
		To consider a report of the Head of Scrutiny and Member Development on potential sources of work for the Scrutiny Board.	
12		<b>2011/12 QUARTER 4 PERFORMANCE REPORT</b>	83 - 100
		To consider a report from the Assistant Chief Executive (Customer Access and Performance) summarising the quarter 4 performance data relevant to the Scrutiny Board.	
13		<b>WORK SCHEDULE</b>	101 - 106
		To consider the Board's Work Schedule for the forthcoming Municipal Year.	
14		<b>DATE AND TIME OF NEXT MEETING</b>	
		Monday 30 <sup>th</sup> July 2012 at 10.00am in the Civic Hall, Leeds (Pre-meeting for Board Members at 9.30am)	

# Agenda Item 6

## SCRUTINY BOARD (SAFER AND STRONGER COMMUNITIES)

TUESDAY, 3RD APRIL, 2012

**PRESENT:** Councillor B Anderson in the Chair

Councillors P Grahame, R Grahame,  
J Hardy, P Harrand, G Hyde, J Jarosz,  
C Townsley and G Wilkinson

### 93 Late Items

The following late items had been despatched prior to the meeting:

- Agenda Item 8 – Leeds Anti-Social Behaviour Team
- Agenda Item 10 – Inquiry into Fuel Poverty – Draft Report

### 94 Declarations of Interest

Councillors R Grahame, J Hardy, G Hyde and G Wilkinson declared a personal interest due to their respective positions as ALMO Directors.

### 95 Apologies for Absence and Notification of Substitutes

Apologies for absence were submitted on behalf of Councillors M Hamilton, J Marjoram and N Walshaw.

Councillors G Wilkinson and P Grahame were in attendance as substitute members.

### 96 Minutes - 12 March 2012

**RESOLVED** – That the minutes of the meeting held on 12 March 2012 be confirmed as a correct record.

### 97 Inquiry into Private Rented Sector Housing - Draft Report

The report of the Head of Scrutiny and Member Development presented the Board's Draft Report following the Inquiry into Private Rented Sector Housing.

Neil Evans, Director of Environment and Neighbourhoods, was in attendance for this item.

The Director of Environment and Neighbourhoods reported that the Inquiry had been useful and welcomed the recommendations detailed in the report.

**RESOLVED** – That the Private Rented Sector Housing Draft Report be approved.

Draft minutes to be approved at the meeting  
to be held on Monday, 18<sup>th</sup> June, 2012

## **98 Inquiry into Fuel Poverty - Draft Report**

The report of the Head of Scrutiny and Member Development presented the Board's Draft Report following the Inquiry into Fuel Poverty.

Neil Evans, Director of Environment and Neighbourhoods, was in attendance for this item.

The Board acknowledged that fuel poverty is a distinct and serious problem in view of the differing causes, impacts and solutions relating to fuel poverty. The Board's inquiry report particularly reflected the strong linkage between ill health and fuel poverty and the need to address fuel poverty as a key public health priority. This was welcomed by the Director of Environment and Neighbourhoods.

**RESOLVED** - That the Fuel Poverty Inquiry Draft Report be approved.

## **99 Police Reform and Social Responsibility Act 2011 - Implications of Elected Police and Crime Commissioner**

The report of the Director of Environment and Neighbourhoods provided the Board with a summary of the Police Reform and Social Responsibility Act 2011 and outlined the initial implications to the City in relation to the introduction of an elected Police and Crime Commissioner (PCC) from November 2012.

The following were in attendance for this item:

- Neil Evans, Director of Environment and Neighbourhoods
- Keith Gilert, Chief Officer – Community Safety
- Liz Jarmin, Head of Community Safety Partnerships

Members were reminded that the Board had a role as the Council's 'Crime and Disorder Committee' and it was within the Board's remit to review or scrutinise decisions of the local Community Safety Partnership. It was reported that the Board would not have the same remit with respect to the Police and Crime Commissioner as this would sit with a newly formed Police and Crime Panel.

Further issues highlighted from the report included the following:

- Elections for the Police and Crime Commissioner (PCC) would take place on 15 November 2012 with the successful candidate taking up post on the 22 November.
- A shadow West Yorkshire Police and Crime Panel would be in place in June 2012 and become fully operational following the election of the PCC.

- Funds currently allocated through the Home Office to support local community safety activity would be pooled within the office of the PCC.
- In order to qualify for funding, Community Safety Partnerships would need to ensure their local priorities are reflected in the new Police and Crime Plan
- The PCC would be held to account by the Police and Crime Panel.

In response to Members comments and questions, the following issues were discussed:

- The need to develop strong links between Scrutiny and the West Yorkshire Police and Crime Panel.
- Wakefield will be the host authority for the Police and Crime Panel and the Association of West Yorkshire Authorities (AWYA) will provide the secretariat support.
- Members attention was brought to the roles and powers of the Police and Crime Commissioner and Police and Crime Panel.
- Elected Member representation on the Police and Crime Panel.
- The need to ensure that local priorities are reflected in the new Police and Crime Plan

**RESOLVED** – That the report and discussion be noted.

(Councillor J Jarosz declared a personal interest in this item due to her employment with the Probation Service).

## **100 Leeds Anti-Social Behaviour Team (LASBT)**

The report of the Head of Scrutiny and Member Development provided the Board with an update on the Leeds Anti-Social Behaviour Team. A copy of a report that had been submitted to Executive Board in March 2012 was included with the agenda.

The following were in attendance for this item:

- Neil Evans, Director of Environment and Neighbourhoods
- Harvinder Saimbhi, Head of Anti-Social Behaviour
- Councillor P Gruen, Executive Member for Neighbourhoods, Housing and Regeneration

Members attention was brought to key issues in the report, particularly the recommendation regarding noise nuisance. It was reported that the Domestic Noise service had been moved to the remit of the Anti Social Behaviour Team and it was suggested that this could be a useful area for Scrutiny to consider. Further reference was made to Out of Hours Noise Services and the need to provide consistency across the City.

In response to Members comments and questions, the following issues were discussed:

- There had been investment in new equipment to measure levels of noise disturbance.
- Work with private landlords – this was an area of work that was under development and would include other issues including problems with litter and rubbish.
- Noise problems from licensed premises.
- Timescales for dealing with reported problems. It was noted that the average case duration had significantly reduced under the new LASBT structure (average case duration was 70.1 days)
- Work with partners including West Yorkshire Police and the ALMOs.

**RESOLVED** – That the report and discussion be noted.

**101 Chair's closing remarks.**

The Chair thanked officers and all Members of the Board for their contribution over the 2011/12 Municipal Year. He also thanked Councillors Dobson and Gruen for their contribution as Executive Members.



## Report of Head of Scrutiny and Member Development

### Report to Safer and Stronger Communities Scrutiny Board

**Date: 18<sup>th</sup> June 2012**

### **Subject: Changes to the Council's Constitution in relation to Scrutiny**

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. The annual review of Scrutiny identified a number of areas for amendment within Article 6 of the Constitution, the Scrutiny Boards' Terms of Reference and the Scrutiny Board Procedure Rules. These are either to ensure consistency in wording, to reflect legislative changes or to provide procedural clarity.
2. This report summarises the amendments made to the Council's Constitution, as agreed by Council on 21<sup>st</sup> May 2012, which directly relate to and/or impact on the work of Scrutiny Boards.

### **Recommendation**

3. In fulfilling the role and function of the Scrutiny Board, Members are requested to note the amendments to the Council's Constitution outlined in this report.

## **1.0 Purpose of this report**

- 1.1 This report provides the Board with information on recent amendments to the Council's Constitution, as agreed by Council on 21<sup>st</sup> May 2012, which directly relate to and/or impact on the work of Scrutiny Boards.

## **2.0 Background information**

- 2.1 The annual review of Scrutiny more often than not identifies a number of areas for amendment within Article 6 of the Constitution, the Scrutiny Boards' Terms of Reference and the Scrutiny Board Procedure Rules. These are either to ensure consistency in wording, to reflect legislative changes or to provide procedural clarity.

## **3.0 Main issues**

- 3.1 The more significant amendments made to the Council's Constitution in relation to the Overview and Scrutiny function are summarised below.

### Article 6

- 3.2 The Localism Act 2011 has amended statutory provisions relating to scrutiny arrangements within the Local Government Act 2000. Such amendments are now reflected within Article 6 of the Constitution. It has also been updated to reflect the changes made to the Scrutiny Boards this year i.e. the replacement of the Scrutiny Board (Regeneration) with a Scrutiny Board (Housing and Regeneration).

### Scrutiny Board Terms of Reference

- 3.3 Five themed Scrutiny Boards were established last year to mirror the Strategic Partnership Boards in order to promote a more strategic and outward looking Scrutiny function that focuses on the City Priorities. This approach will continue. However, as part of their terms of reference, the five Scrutiny Boards will no longer be tasked to undertake specific reviews linked to the City Priority Plans of their respective Partnerships. Instead, the Scrutiny Boards are authorised to review or scrutinise the performance of their relevant partnerships. In doing so, they will review outcomes, targets and priorities within the Business Plan and specific "Best City for...." priorities set out within the City Priority Plan.
- 3.4 Decisions made, or actions taken, in connection with the discharge of any functions which are the responsibility of the executive, which do not fall within the terms of reference of the five themed Scrutiny Boards, will continue to be considered by the Scrutiny Board (Resources and Council Services). In addition, this Board will also review or scrutinise the performance of the Leeds Initiative Board.
- 3.5 The new terms of reference for the Safer and Stronger Communities Scrutiny Board are attached for Members' information.

### Scrutiny Board Procedure Rules

- 3.6 The Scrutiny Board Procedure Rules now state that all Scrutiny Boards will act as "critical friend" to the relevant partnership and consider and report on the following areas:

1. What contribution the Partnership Board is making to tackle poverty and inequality, and the progress being made against this?
  2. How successfully the Board's partnership arrangements are working?
  3. To what extent are significant benefits being seen from partnership working? How has partnership working ensured increased pace of change to address the issue in hand?
- 3.7 The Scrutiny Board Procedure Rules have also been effected by the Localism Act 2011 in relation to "councillor calls to action". Previously, the authority had to make arrangements to enable a Member to refer a 'local government matter' relevant to the scrutiny committee; now arrangements must enable Members to refer "any matter which is relevant to the functions of the committee and is not an excluded matter".
- 3.8 The other principle change following the Localism Act relates to the authority's powers to require a "partner authority" to provide information and also have regard to Scrutiny Board reports and recommendations. Previously, this could only be required if the information requested, or a report or recommendation, related to a local improvement target. Now, this may be required when the information or the report or recommendation relates to functions of a partner authority "so far as exercisable in relation to the authority's area or the inhabitants of that area". The provision is therefore wider and is reflected within the Scrutiny Board Procedure Rules.
- 3.9 Procedures in relation to Call In, which previously resided in the Scrutiny Board Procedure Rules, are now incorporated into the new Executive and Decision Making Procedure Rules within the Constitution to provide clarity. The Call In procedures now reflect the decision made by Council to add Area Committee decisions to the list of decisions exempt from Call In.
- 3.10 A review of the Scrutiny Board Procedure guidance notes has resulted in three of the guidance notes being removed from the Constitution. These relate to inquiry selection criteria; minority reports; and equality and diversity/cohesion and integration issues. Referencing is now made within the Scrutiny Board Procedure Rules to reflect the relevant issues that were set out within these guidance notes.

## **4.0 Corporate Considerations**

### **4.1 Consultation and Engagement**

- 4.1.1 The annual review of Scrutiny was conducted by the Head of Scrutiny and Member Development in consultation with the Corporate Governance Team and the Head of Leeds Initiative. The proposed changes to the scrutiny arrangements were considered by the General Purposes Committee on 9<sup>th</sup> May 2012, prior to being formally considered and approved by Council on 21<sup>st</sup> May 2012.

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

- 4.2.1 The amendments made in relation to the work of the Scrutiny Boards will not have an impact on equality and diversity/cohesion and integration matters. However, in line with the Scrutiny Board Procedure Rules, the Scrutiny Boards will continue to ensure

through service review that such issues are considered in decision making and policy formulation.

### **4.3 Council Policies and City Priorities**

4.3.1 The terms of reference of the Scrutiny Boards promote a more strategic and outward looking Scrutiny function that focuses on the City Priorities. The Scrutiny Boards are now authorised to review or scrutinise the performance of their relevant Strategic Partnership Board. In doing so, they will review outcomes, targets and priorities within the Business Plan and specific “Best City for.... “ priorities set out within the City Priority Plan.

### **4.4 Resources and Value for Money**

4.4.1 This report has no specific resource and value for money implications.

### **4.5 Legal Implications, Access to Information and Call In**

4.5.1 The amendments made to the scrutiny arrangements are reflective of recent legislative changes and also aim to provide procedural clarity.

### **4.6 Risk Management**

4.6.1 This report has no risk management implications

### **5.0 Conclusions**

5.1 The annual review of Scrutiny identified a number of areas for amendment within Article 6 of the Constitution, the Scrutiny Boards’ Terms of Reference and the Scrutiny Board Procedure Rules. These are either to ensure consistency in wording, to reflect legislative changes or to provide procedural clarity. The more significant amendments made to the Council’s Constitution in relation to the Overview and Scrutiny function are summarised within this report for Members’ information.

### **6.0 Recommendations**

6.1 In fulfilling the role and function of the Scrutiny Board, Members are requested to note the amendments to the Council’s Constitution outlined in this report.

### **7.0 Background documents<sup>1</sup>**

- Report of the Head of Scrutiny and Member Development on Constitutional amendments – Scrutiny arrangements. General Purposes Committee, 9<sup>th</sup> May 2012.
- Council’s Constitution - Scrutiny Board Procedure Rules
- Council’s Constitution – Executive and Decision Making Procedure

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<sup>1</sup> 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.

## Scrutiny Board (Safer and Stronger Communities)

The Scrutiny Board (Safer and Stronger Communities) is authorised to discharge the following overview and scrutiny functions<sup>1</sup>.

1. to review or scrutinise decisions made or other action taken in connection with any council or executive function of any matter which affects the authority's area or the inhabitants of that area;<sup>2</sup>
2. to review or scrutinise the performance of the Safer and Stronger Communities Board<sup>3</sup>;
3. to carry out such other reviews or policy development tasks as it may be requested to do by either the Executive Board or the Council;
4. to act as the appropriate Scrutiny Board in relation to the Executive's initial proposals for a relevant plan or strategy<sup>4</sup> within the Budget and Policy Framework;<sup>5</sup>
5. to review or scrutinise executive decisions that have been Called In;
6. to exercise the functions of a crime and disorder committee<sup>6</sup>, including the following:
  - a. to review or scrutinise the exercise of crime and disorder functions<sup>7</sup> by responsible authorities;<sup>8</sup>
  - b. to review or scrutinise any local crime or disorder matter raised by a Member;<sup>9</sup>

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<sup>1</sup> In relation to the functions delegated to the Director of Environment and Neighbourhoods under the Officer Delegation Scheme (Council Functions) and the Officer Delegation Scheme (Executive Functions) at paragraphs 1 (a) to (e) and 2 (e),(f),and (h) to (k) and the Assistant Chief Executive (Customer Access and Performance) under the Officer Delegation Scheme (Executive Functions) at paragraph (k) whether or not those functions are concurrently delegated to any other committee or officer.

<sup>2</sup> Including matters pertaining to outside bodies and partnerships to which the authority has made appointments

<sup>3</sup> The Scrutiny Board has a duty to do this each municipal year – Scrutiny Board Procedure Rule 10.3

<sup>4</sup> Namely the Safer and Stronger Communities Plan

<sup>5</sup> In accordance with Budget and Policy Framework Procedure Rules.

<sup>6</sup> In accordance with Section 19 Police and Justice Act 2006

<sup>7</sup> As defined by Section 6 Crime and Disorder Act 1998 (formulating and implementing crime and disorder strategies).

<sup>8</sup> These are the authorities responsible for crime and disorder strategies set out in Section 5 of the Crime and Disorder Act 1998

<sup>9</sup> This is any matter concerning –

- a) crime and disorder (including in particular forms of crime and disorder that involve anti-social behaviour or other behaviour adversely affecting the local environment), or
- b) the misuse of drugs, alcohol and other substances in that area.

## *Council Committees' Terms of Reference*

7. to review outcomes, targets and priorities within the Council Business Plan and Best city... for communities priorities within the City Priority Plan;
8. to receive requests for scrutiny and councillor calls for action and undertake any subsequent work; and
9. to make such reports and recommendations as it considers appropriate and to receive and monitor formal responses to any reports or recommendations made by the Board.

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which affects all or part of the electoral area for which the Member is elected or any person who lives or works in that area.

Part 3 Section 2B(4)  
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21 May 2012

## Report of Head of Scrutiny and Member Development

### Report to Safer and Stronger Communities Scrutiny Board

**Date: 18<sup>th</sup> June 2012**

**Subject: Co-opted Members**

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. For a number of years the Council's Constitution has made provision for the appointment of co-opted members to individual Scrutiny Boards. However, the appointment of co-opted members has not been considered consistently across all Scrutiny Boards.
2. This report provides guidance to the Scrutiny Board when seeking to appoint co-opted members. There are also some legislative arrangements in place for the appointment of specific co-opted members. Such cases are set out in Article 6 of the Council's Constitution and are also summarised within this report.

### Recommendation

3. In line with the options available outlined in this report, Members are asked to consider the appointment of co-opted members to the Scrutiny Board.

## **1 Purpose of this report**

- 1.1 The purpose of this report is to seek the Scrutiny Board's formal consideration for the appointment of co-opted members to the Board.

## **2 Background information**

- 2.1 For a number of years the Council's Constitution has made provision for the appointment of co-opted members to individual Scrutiny Boards. For those Scrutiny Boards where co-opted members have previously been appointed, such arrangements have tended to be reviewed on an annual basis, usually at the beginning of a new municipal year. However, the appointment of co-opted members has not been considered consistently across all Scrutiny Boards.

## **3 Main issues**

### General arrangements for appointing co-opted members

- 3.1 It is widely recognised that in some circumstances, co-opted members can significantly aid the work of Scrutiny Boards. This is currently reflected in Article 6 (Scrutiny Boards) of the Council's Constitution, which outlines the options available to Scrutiny Boards in relation to appointing co-opted members.
- 3.2 In general terms, Scrutiny Boards can appoint:
- Up to five non-voting co-opted members for a term of office that does not go beyond the next Annual Meeting of Council ; and/or,
  - Up to two non-voting co-opted members for a term of office that relates to the duration of a particular and specific scrutiny inquiry.
- 3.3 In the majority of cases the appointment of co-opted members is optional and is determined by the relevant Scrutiny Board. However, Article 6 makes it clear that co-option would normally only be appropriate where the co-opted member has some specialist skill or knowledge, which would be of assistance to the Scrutiny Board. Particular issues to consider when seeking to appoint a co-opted member are set out later in the report.
- 3.4 There are also some legislative arrangements in place for the appointment of specific co-opted members. Such cases are also set out in Article 6 (Scrutiny Boards) of the Council's Constitution and are summarised below.

### Arrangements for appointing specific co-opted members

#### *Education Representatives*

- 3.5 In addition to elected Members appointed by Council, the Local Government Act 2000 states that the relevant Scrutiny Board dealing with education matters shall include in its membership the following voting representatives in accordance with statutory requirements:



- One Church of England diocese representative<sup>1</sup>
- One Roman Catholic diocese representative<sup>1</sup>
- Three parent governor representatives<sup>2</sup>

3.6 The number and term of office of education representatives is fixed by full Council and set out in Article 6. Representatives of the Church of England and Roman Catholic dioceses are nominated by their diocese and parent governor representatives are elected. Such representatives are then notified to the Scrutiny Board and their appointment confirmed.

3.7 Where the Scrutiny Board deals with other non-educational matters the co-opted members may participate in any discussion but shall not be entitled to vote on those matters.

#### *Crime and Disorder Committee*

3.8 In accordance with the requirements of the Police and Justice Act 2006, the Council has designated the Scrutiny Board (Safer and Stronger Communities) to act as the Council's crime and disorder committee.

3.9 In its capacity as a crime and disorder committee, the Scrutiny Board (Safer and Stronger Communities) may co-opt additional members to serve on the Board, providing they are not an Executive Member.

3.10 The Scrutiny Board (Safer and Stronger Communities) may limit the co-opted member's participation to those matters where the Scrutiny Board is acting as the Council's crime and disorder committee.

3.11 Unless the Scrutiny Board (Safer and Stronger Communities) decides otherwise, any co-opted member shall not be entitled to vote and the Board may withdraw the co-opted membership at any time.

#### Issues to consider when seeking to appoint co-opted members

3.12 Currently, there is no overarching national guidance or criteria that should be considered when seeking to appoint co-opted members. As a result, there is a plethora of methods employed within Councils for the appointment of co-optees to Overview and Scrutiny Committees (Scrutiny Boards). For example, some Council's use "job descriptions", some carry out formal interviews and some advertise for co-optees in the local press, with individuals completing a simple application form which is then considered by Members.

3.13 The Constitution makes it clear that 'co-option would normally only be appropriate where the co-opted member has some specialist skill or knowledge, which would be of assistance to the Scrutiny Board'. In considering the appointment of co-opted members, Scrutiny Boards should be satisfied that a co-opted member can use their specialist skill or knowledge to add value to the work of the Scrutiny Board. However,

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<sup>1</sup> Article 6 states this appointment shall be for a term of office that does not go beyond the next Annual Meeting of Council

<sup>2</sup> Article 6 states these appointments shall be for a four-year term of office

co-opted members should not be seen as a replacement to professional advice from officers.

- 3.14 Co-opted members should be considered as representatives of wider groups of people. However, when seeking external input into the Scrutiny Board's work, consideration should always be given to other alternative approaches, such as the role of expert witnesses or use of external research studies, to help achieve a balanced evidence base.
- 3.15 When considering the appointment of a standing co-opted member for a term of office, Scrutiny Boards should be mindful of any potential conflicts of interest that may arise during the course of the year in view of the Scrutiny Boards' wide ranging terms of reference. To help overcome this, Scrutiny Boards may wish to focus on the provision available to appoint up to two non-voting co-opted members for a term of office that relates to the duration of a particular and specific scrutiny inquiry.
- 3.16 Despite the lack of any national guidance, what is clear is that any process for appointing co-opted members should be open, effective and carried out in a manner which seeks to strengthen the work of Scrutiny Boards.

#### **4.0 Corporate Considerations**

##### **4.1 Consultation and Engagement**

- 4.1.1 During 2010/11, the guidance surrounding co-opted members was discussed by the Scrutiny Chairs and it was agreed that individual Scrutiny Boards would consider the appointment of co-optees on an individual basis.

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

- 4.2.1 The process for appointing co-opted members should be open, effective and carried out in a manner which seeks to strengthen the work of the Scrutiny Board. In doing so, due regard should also be given to any potential equality issues in line with the Council's Equality and Diversity Scheme.

##### **4.3 Council Policies and City Priorities**

- 4.3.1 The Council's Scrutiny arrangements are one of the key parts of the Council's governance arrangements. Within the Council's Constitution, there is particular provision for the appointment of co-opted members to individual Scrutiny Boards, which this report seeks to summarise.

##### **4.4 Resources and Value for Money**

- 4.4.1 Where applicable, any incidental expenses paid to co-optees will be met within existing resources.

##### **4.5 Legal Implications, Access to Information and Call In**

- 4.5.1 Where additional members are co-opted onto a Scrutiny Board, such members must comply with the provisions set out in the Member's Code of Conduct as detailed within the Council's Constitution.

## **4.6 Risk Management**

4.6.1 As stated in paragraph 3.15 above, when Scrutiny Boards are considering the appointment of a standing co-opted member for a term of office, they should be mindful of any potential conflicts of interest that may arise during the course of the year in view of the Scrutiny Boards' wide ranging terms of reference.

## **5.0 Conclusions**

5.1 For a number of years the Council's Constitution has made provision for the appointment of co-opted members to individual Scrutiny Boards. However, the appointment of co-opted members has not been considered consistently across all Scrutiny Boards. This report therefore sets out the legislative arrangements in place for the appointment of specific co-opted members and also provides further guidance when seeking to appoint co-opted members.

## **6.0 Recommendations**

6.1 In line with the options available outlined in this report, Members are asked to consider the appointment of co-opted members to the Scrutiny Board.

## **7.0 Background documents<sup>3</sup>**

- The Council's Constitution
- Police and Justice Act 2006
- KPMG Scrutiny Review May 2009

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<sup>3</sup> 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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**Report of Head of Scrutiny and Member Development**

**Report to Safer and Stronger Communities Scrutiny Board**

**Date: 18<sup>th</sup> June 2012**

**Subject: Crime and Disorder Scrutiny**

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

**1.0 Introduction**

- 1.1 In recent years, the role and responsibilities of overview and scrutiny have expanded significantly, with the function now responsible for investigating the delivery of services provided by a wide range of public, private and third-sector partners.
- 1.2 Provisions in the Police and Justice Act 2006, namely Section 19, 20 and 21, further extend the remit of local authorities to scrutinise crime and disorder functions and as from April 2009, the Council has been required to designate a Scrutiny Board to act as the Council's 'Crime and Disorder Committee'. The Safer and Stronger Communities Scrutiny Board has been assigned to fulfil this role.
- 1.3 In its capacity as a 'Crime and Disorder Committee', the Safer and Stronger Communities Scrutiny Board has powers to review or scrutinise decisions made (or action taken), in connection with the discharge by the 'responsible authorities' of their crime and disorder functions. These are the authorities responsible for crime and disorder strategies, as detailed in the Crime and Disorder Act 1998, and include the Local Authority, the Police Force, the Police Authority, the Fire and Rescue Authority and the Primary Care Trust. In April 2010, the Probation Service became the sixth responsible authority.
- 1.4 The Crime and Disorder Act 1998 also introduced Crime and Disorder Reduction Partnerships (now referred to as Community Safety Partnerships) to develop and implement such strategies. In Leeds, *Safer Leeds* is the city's Community Safety Partnership.

- 1.5 Home Office guidance recommended that a protocol be developed jointly between the local Scrutiny function and the Community Safety Partnership to help provide guidance and a common understanding of how crime and disorder scrutiny will operate in practice. A protocol was therefore developed in Leeds and is attached for the information of the Scrutiny Board.

## **2.0 Introduction of Police and Crime Commissioners and Police and Crime Panels**

- 2.1 The Police Reform and Social Responsibility Act 2011 replaces police authorities with Police and Crime Commissioners (PCCs) and introduces Police and Crime Panels to scrutinise the decisions and actions of the PCCs and assist them in carrying out their functions.
- 2.2 A PCC will be elected for every police force area in England and Wales, outside London. The appointment of the PCC will be made through a public election, which will take place on 15<sup>th</sup> November 2012. Once elected, the PCC will hold office for a period of 4 years (3.5 years in relation to the first term).
- 2.2 At its meeting in April 2012, the Safer and Stronger Communities Scrutiny Board received a report from the Director of Environment and Neighbourhoods outlining the main strands of the Act and the initial implications of the introduction of an elected West Yorkshire Police and Crime Commissioner. It was also highlighted that local Crime and Disorder Committees would have no remit to directly scrutinise their PCCs as this role lies with the new Police and Crime Panels (PCPs). In view of this, importance was placed upon forging strong links between Crime and Disorder Committees and their respective PCP members in order to relay to the PCC any issues that have been raised through local scrutiny and vice-versa. A shadow West Yorkshire PCP has recently been established and is due to meet this month. Developing strong links between the PCP and local scrutiny committees has already been identified as a key topic within their work programme over the coming months.
- 2.3 Police and Crime Commissioners will be responsible for setting out a five year Police and Crime Plan, in liaison with the Chief Constable, based upon identified local priorities. The PCC will then have the power to commission services and award grants to any organisation or body they consider will support the delivery of the Plan and the priorities outlined within it. In order to qualify for funding, Community Safety Partnerships will need to ensure their local priorities are clearly reflected within the Police and Crime Plan. In doing so, Community Safety Partnerships are required to develop a business plan highlighting local community safety priorities and demonstrating the effectiveness of the activity it wishes the PCC to support. However, this Plan is also expected to reflect areas of shared priorities across the police force area.
- 2.4 The Safer Leeds Partnership is currently in the process of drafting this business plan. It is therefore proposed that the Scrutiny Board works with the Safer Leeds Partnership to ensure that the draft plan accurately reflects local community safety priorities, setting out a robust business case for future funding and services. However, as this business plan needs to be completed by September 2012, it is proposed that the Scrutiny Board establishes a working group to take forward this piece of work and report back to the full Scrutiny Board in due course.

### **3.0 Recommendations**

3.1 Members of the Scrutiny Board (Safer and Stronger Communities) are asked to

- (i) note the attached joint protocol between Scrutiny and the local Community Safety Partnership
- (ii) establish a working group of the Board to undertake work with the Safer Leeds Partnership to develop the Leeds Community Safety business plan in preparation for the introduction of the Police and Crime Commissioner.

### **4.0 Background documents<sup>1</sup>**

- National Support Framework. Delivering Safer and Confident Communities. Guidance for the Scrutiny of Crime and Disorder Matters – England. Implementing Sections 19 and 20 of the Police and Justice Act 2006. Home Office (May 2009).
- Report of the Director of Environment and Neighbourhoods to the Safer and Stronger Communities Scrutiny Board on ‘Police Reform and Social Responsibility Act 2011 – Implications of Elected Police and Crime Commissioner’. 3<sup>rd</sup> April 2012.

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<sup>1</sup> 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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## **Crime and Disorder**

### **Protocol between Scrutiny and the Community Safety Partnership in Leeds**

**June 2011**

## **1.0 BACKGROUND**

- 1.1 The Local Government Act 2000 brought in new arrangements that clearly defined a scrutiny role for elected members in holding executives of councils to account, and in scrutinising the work of other agencies providing local services. The overview and scrutiny function of a local authority has the power to summon members of the executive and officers of the authority to answer questions, and can invite other persons to attend meetings to give their views or submit evidence.
- 1.2 There are four fundamental roles that define good scrutiny and underpin scrutiny activity:
1. provides 'critical friend' challenge to executive policy-makers and decision-makers;
  2. enables the voice and concerns of the public and its communities to be heard;
  3. is carried out by 'independent minded governors' who lead and own the scrutiny process; and
  4. drives improvement in public services
- 1.3 In recent years, the role and responsibilities of overview and scrutiny have expanded significantly, with the function now responsible for investigating the delivery of services provided by a wide range of public, private and third-sector partners.
- 1.4 Provisions in the Police and Justice Act 2006, namely Section 19, 20 and 21, extend the remit of local authorities to scrutinise crime and disorder functions. As a result, the Council has been required to designate a Scrutiny Board to act as the Council's 'Crime and Disorder Committee'.
- 1.5 The purpose of this protocol is to provide guidance and a common understanding on how scrutiny of crime and disorder will operate in Leeds. The publication of Regulations<sup>1</sup> and good working practice has shaped this protocol, which may be revised by agreement between all the interested parties in order to continually improve the scrutiny process. The aim is for all parties to help ensure that Scrutiny remains a positive and challenging process.

## **2.0 SCRUTINY BOARDS (GENERAL)**

- 2.1 The overall role and function of scrutiny is to hold decision-makers to account and secure improvements in local practice for local people via a contribution to policy development and review. As such, Scrutiny Boards do not have decision-making powers.
- 2.2 Scrutiny Boards are composed of Elected Members selected to represent the political balance of Leeds City Council. These Members will be the only members of the Board with voting rights and will be selected to serve for a period of 12 months. The membership of the Board will seek to avoid conflicts

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<sup>1</sup> The Crime and Disorder (Overview and Scrutiny) Regulations 2009 (S.I.2009/942) and the Crime and Disorder (Overview and Scrutiny) (Amendment) Regulations 2010 (S.I. 2010/616).

of interest and where potential for this exists interests of those Members will be declared and subject to the Council's procedures on these matters<sup>2</sup>.

- 2.3 Scrutiny Boards may also seek nominations from other representative groups to act as co-opted members of the Board. These nominations may be for the duration of a municipal year and/or on an inquiry by inquiry basis, as set out in the Scrutiny Board Procedure Rules, Leeds City Council Constitution. However, the Crime and Disorder (Overview and Scrutiny) Regulations 2009 and the 2010 amendment make specific provision for the co-option of additional members to serve on a 'Crime and Disorder Committee'.

### **3.0 SCRUTINY OF CRIME AND DISORDER IN LEEDS**

#### **3.1 Scope**

- 3.1.1 In its capacity as a 'Crime and Disorder Committee', the designated Scrutiny Board has powers to review or scrutinise decisions made (or action taken), in connection with the discharge by the 'responsible authorities' of their crime and disorder functions. These are the authorities responsible for crime and disorder strategies, as detailed in the Crime and Disorder Act 1998, Section 5<sup>3</sup>. The Act also introduced Crime and Disorder Reduction Partnerships (CDRPs) to develop and implement such strategies. However, since 1<sup>st</sup> March 2010 the Home Office use the term Community Safety Partnerships in replace of CDRPs. In Leeds, *Safer Leeds* is the city's Community Safety Partnership.
- 3.1.2 Responsible authorities also have a duty to work in conjunction with the 'co-operating' bodies, which involve parish councils, NHS Trusts, NHS Foundation Trusts, proprietors of independent schools and governing bodies of an institution within the further education sector.
- 3.1.3 The Safer Leeds Partnership has an Executive and a Board. The Board meets quarterly and the Executive meets monthly. Membership comprises a number of responsible authorities\* and organisations as follows:
- 3.1.4 The Safer Leeds Executive comprises of Leeds City Council\*, West Yorkshire Police\*, West Yorkshire Police Authority\*, West Yorkshire Fire and Rescue Service\*, Local Strategic Partnership, NHS Leeds\*, West Yorkshire Probation Trust\* and Government Office for Yorkshire and the Humber.
- 3.1.5 The Safer Leeds Board comprises of Leeds City Council, West Yorkshire Police, West Yorkshire Police Authority, West Yorkshire Fire and Rescue Service, West Yorkshire Probation Trust, Prison Service, Government Office for Yorkshire and the Humber, CASAC, Leeds University, re'new, National Treatment Agency and Leeds Voice.
- 3.1.6 The Scrutiny Board will scrutinise the work of the Community Safety Partnership and the partners who comprise it, only insofar as their activities

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<sup>2</sup> Leeds City Council Constitution - Scrutiny Board Procedure Rules Section 2

<sup>3</sup> This was amended by the Policing and Crime Act 2009. Section 108 of the Act provides for every provider of probation services in a particular area, whose arrangements under section 3 of the Offender Management Act 2007 provide for it to be a responsible authority, to be added to the list of "responsible authorities" which comprise the Community Safety Partnership. It also extends the remit of CSPs to explicitly include the reduction of re-offending.

relate to the partnership itself. For the avoidance of doubt, the Scrutiny Board will not extend to the separate statutory functions of the partner bodies, nor will it entail scrutiny of individual cases.

3.1.7 The Police and Justice Act 2006 also makes provision for elected members to refer local crime and disorder matters to the Council's designated Crime and Disorder Committee. Local crime and disorder matters should be considered to encompass crime and disorder matters that affect all or part of the ward for which the member is elected or any person who lives or works in that area including:

- Antisocial behaviour;
- Other behaviour adversely affecting the local environment;
- The misuse of drugs, alcohol or other substances

3.1.8 While the Police and Justice Act 2006 makes separate provision for the referral of local crime and disorder matters, in practice the principles and processes involved are essentially the same as for any Councillor Call for Action (CCfA) referral. A separate Guidance Note on how to progress a CCfA is set out within the Council's Constitution.

## **3.2 Work items**

3.2.1 In its capacity as a 'Crime and Disorder Committee', the designated Scrutiny Board is responsible for considering any Member referred crime and disorder matter. At the beginning of each municipal year, the Community Safety Partnership will be invited to make any referrals to the Scrutiny Board which will be considered as part of its overall work schedule. Such referrals are to be formally agreed and presented by a representative of the Safer Leeds Executive.

3.2.2 Where the production of a specific report is requested and/or necessary for a particular Scrutiny Board meeting, then sufficient notice will be given for the preparation of that documentation. There will be a minimum of 7 working days notice.

## **3.3 Information to be supplied to the Board**

3.3.1 Where the Scrutiny Board makes a request in writing for information, this request will be directed to the Chair of the Safer Leeds Executive for action. This information must be provided no later than the date indicated in the request, or as soon as reasonably possible, but not beyond 2 weeks of the date indicated without the agreement of the Scrutiny Board Chair.

3.3.2 Where information has been requested by the Scrutiny Board in connection with their inquiries, this shall be depersonalised information, unless the identification of an individual is necessary or appropriate in order to enable the Scrutiny Board to properly exercise its powers.

3.3.3 However, requests made by the Scrutiny Board shall not include information that the disclosure of which would not be in the public interest or would be reasonably likely to prejudice legal proceedings or current or future operations of the responsible authorities, whether acting together or individually, or of the co-operating bodies.

3.3.4 The Scrutiny Board will not publish confidential information in its reports or information which is exempt under Schedule 12A of the Local Government Act 1972, as amended by the Local Government (Access to Information) (Variation) Order 2006. Where exempt information has been used in the preparation of a report by the Scrutiny Board the report, if published, will list the exempt information referred to in the preparation of the report but not reproduce it in the report. However, Schedule 12A of the Local Government Act 1972 should not be used as a method to bypass the requirement to depersonalise information by placing reports which are not depersonalised onto a Scrutiny Board agenda as an item to be heard without the press or public present.

### **3.4 Attending Scrutiny Board Meetings**

3.4.1 As the 'Crime and Disorder Committee' the designated Scrutiny Board is required to meet no less than once in every twelve month period to carry out this particular function.

3.4.2 The Scrutiny Board may require the attendance of an officer of a responsible authority or of a co-operating body to answer questions. Where reasonable notice of the intended date is given, the responsible authority or co-operating body will be obliged to attend<sup>4</sup>.

3.4.3 The Scrutiny Support Unit will also try to give approximate times for items to be discussed. However, as items sometimes overrun, there may be a short waiting time.

3.4.4 Prior to a Scrutiny Board meeting, the Chair receives a briefing on items to appear on the forthcoming agenda from officers in the Scrutiny Support Unit. On occasion, officers from the responsible authorities or co-operating bodies may be requested to attend this briefing, or a separate session, to enable the Chair of the Scrutiny Board to be briefed ahead of the scrutiny meeting.

### **3.5 Conduct of Scrutiny Board Inquiries**

#### The role of Terms of Reference

3.5.1 The majority of Scrutiny Inquiries have agreed terms of reference. These are used to inform departments of the Council and partners of the emphasis of a particular inquiry.

3.5.2 Officers in the Scrutiny Support Unit will liaise with relevant officers of the Council and the responsible authorities and co-operating bodies during the preparation of Terms of Reference to ensure that the focus of the inquiry is relevant and the timing of it appropriate.

#### Co-opted Members

3.5.3 The Crime and Disorder (Overview and Scrutiny) Regulations 2009 and the 2010 amendment make specific provision for the co-option of additional

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<sup>4</sup> The responsible authority or co-operating body should ensure that officers attending Scrutiny Board meetings are in a position to answer the Scrutiny Board's questions and are given appropriate support by their line managers.

members to serve on a 'Crime and Disorder Committee'. The Scrutiny Board has agreed to consider the co-option of any additional members on an inquiry by inquiry basis.

- 3.5.4 The Home Office guidance for the Scrutiny of Crime and Disorder Matters makes specific reference to the role of police authorities and emphasises the importance of ensuring that community safety scrutiny complements this role. It states that *'all local authorities should presume that the police authority should play an active part at committee when community safety matters are being discussed – and particularly when the police are to be present'*. One option suggested in the guidance is *'to consider co-opting a police authority member onto the committee when policing matters are being considered, and it would be for the police authority to decide the most appropriate member to appoint – this can be an independent or councillor member. This would provide a more direct link between the police authority and overview and scrutiny committee and would be particularly relevant if the committee is considering matters directly relevant to policing'*

#### Gathering evidence

- 3.5.5 The evidence to be gathered will be detailed in the inquiry's terms of reference. This material may be considered at a scrutiny meeting which is open to the public or by a small working group of Board members deputed to undertake a specific evidence gathering task. In the latter case, working group members will report back to a full meeting of the Scrutiny Board on their findings.
- 3.5.6 The Scrutiny Support Unit will try to give guidance on what will be asked and sometimes possible question areas will be passed on to the responsible authorities or co-operating bodies to allow some time for preparation before the meeting. However, members may follow a related line of discussion and ask other questions on the day.

#### Preparation and publication of reports

- 3.5.7 At the conclusion of an inquiry, where considered appropriate, the Scrutiny Board will produce a preliminary report. This will be drafted by the Scrutiny Support Unit in conjunction with the Scrutiny Board Chair and agreed by the Board. This report will provide a summary of the evidence submitted, along with the Scrutiny Board's conclusions and recommendations. The Scrutiny Board will consult the Community Safety Partnership Executive and other relevant responsible authorities or co-operating bodies prior to finalising its report. Final reports will be published on the Council's website and be widely available to all relevant stakeholders and members of the public. Copies will be sent to each of the responsible authorities and each of the co-operating persons and bodies.

#### Response to reports

- 3.5.8 Where the Scrutiny Board makes a report or recommendations to the Council or the Executive about the exercise of crime and disorder functions by responsible authorities, a copy will be provided to each of the responsible authorities and each of the co-operating persons and bodies.

3.5.9 Where a relevant authority or co-operating persons or body has been notified, it must:

- consider the report and recommendations;
- respond in writing to the Scrutiny Board within 28 days of the date of the report or recommendations, indicating what (if any) action it proposes to take; and
- have regard to the report or recommendations in exercising its functions.

3.5.10 The implementation of any agreed scrutiny recommendations will be monitored by the Scrutiny Support Unit and progress recorded at regular intervals.

### **3.6 Scrutiny Support Unit**

3.6.1 In summary, the work of the Scrutiny Support Unit entails:

- Providing a research and intelligence function to Scrutiny Boards (each of which has been allocated a different area of specialism)
- Managing programmes of inquiries for each of the Scrutiny Boards
- Providing support and guidance to witnesses
- Managing the presentation of witnesses, research and reports to Scrutiny Boards and/or carrying out research and reports “in house” as appropriate
- Assisting Scrutiny Boards to prepare reports of their inquiries and steering recommendations through the Council’s decision making arrangements
- Monitoring and tracking the implementation of scrutiny recommendations
- Leading the continuing development of the Overview and Scrutiny function

3.6.2 Contact the Scrutiny Support Unit at [scrutiny.unit@leeds.gov.uk](mailto:scrutiny.unit@leeds.gov.uk)

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**Report of Assistant Chief Executive (Customer Access and Performance)**

**Report to Scrutiny Board (Safer and Stronger Communities)**

**Date: 18<sup>th</sup> June 2012**

**Subject: Equality Improvement Priorities 2011- 2015**

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 checked="" type="checkbox"/> Yes	<input 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. The Equality Improvement Priorities have been produced to ensure that the council meets its legal duties under the Equality Act 2010.
2. Closer alignment with the Vision for Leeds, the City Priority Plan and the Council Business Plan were built into the development of the priorities and provides the foundations for a move towards a city wide approach to equality.
3. In addition, the council's Equality and Diversity Policy has been revised and updated to reflect the new legal framework.

**Recommendations**

4. Members are asked to:
  - note the contents of the report
  - consider equality outcomes in performance reports relevant to their Board

## **1 Purpose of this report**

- 1.1 This report brings to Scrutiny Board the new Equality Improvement Priorities and the revised Equality and Diversity Policy.
- 1.2 This new approach sets out the council's continued commitment to equality. It outlines the council's equality objectives, identifies how progress will be measured and how we will continue to improve and further embed the equality agenda.
- 1.3 This work will be developed further over the next two years with a view to move towards a city wide partnership approach to equality. This reflects the ambitions outlined in the City Priority Plan to have key improvement priorities for the city as well as the council.

## **2 Background information**

- 2.1 Leeds City Council has a leading role in the city to promote equality and value diversity. There is considerable work that has taken place to make equality an integral part of our work and in particular in how we deliver services, how we employ people, how we work with our partners and how we make decisions.
- 2.2 Work to date has included strengthening and enhancing equality considerations in the policy, planning and performance management framework, the scrutiny process, employment policies and procedures, service planning and the regulatory framework.
- 2.3 Equality considerations are now an integral part of the decision making process and considerable work has taken place on embedding equality into all aspects of work.

## **3 Main issues**

- 3.1 The Equality Act 2010 provides a new cross-cutting legislative framework and introduced a general public sector duty that requires public bodies to:
  - eliminate unlawful discrimination, harassment, victimisation and any other conduct prohibited under the Equality Act
  - advance equality of opportunity between different groups
  - foster good relations between different groups
- 3.2 The new legislative framework has also introduced specific duties to:
  - publish accessible information outlining the equality analysis which has taken place to inform equality objectives
  - engage with people who have an interest in furthering the aims of the general equality duty
  - demonstrate progress against equality objectives for both employment and service delivery

- 3.3 To meet our legal duties the Equality Improvement Priorities in Appendix 1 have been produced. The Equality Improvement priorities outline how the council will improve outcomes for different people across the city.
- 3.4 Closer alignment with the Vision for Leeds, the City Priority Plan and the Council Business Plan was built into the development of the approach and has resulted in a more integrated approach to equality in the council's strategic planning framework. The equality outcomes were developed alongside the key priorities for the city as outlined in the City Priority Plan and action plans, and are based on an analysis of the equality perspective.
- 3.5 These have been considered and approved by Executive Board who agreed that they would also be circulated to Area Committees so that all Members are aware of our Equality and Diversity Policy and Improvement Priorities.
- 3.6 Following the Executive Board meeting a further discussion on the Equality Improvement priorities took place with the Member Champions Group. This is a cross party group which has been set up to support and promote the development of the equality agenda for elected members. They have a particular focus on developing corporate policy approaches to equality and diversity including having an overview of the performance management of the equality priorities for the city.
- 3.7 The Member Champions Group also proposed that the Improvement Priorities were circulated to each Scrutiny Board and that equality progress and regular reports against relevant indicators were presented to Scrutiny Boards.
- 3.8 The early approval of the council's Equality Improvement Priorities meant we met the target date set out in equality legislation and also allowed us to finalise the progress reporting arrangements. Although it was agreed that progress against the equality analysis, objectives, activities and measures would be reported through the new Performance Management Framework, which has been agreed for the City Priority Plan and the Council Business Plan, some additional work was required to ensure that separate processes were not developed. In addition it was agreed that an annual report will be produced and published as we will have to show compliance with the Equality Duty, at least annually.
- 3.9 As a result of this the circulation of the Equality Improvement priorities to Area Committee's and Scrutiny Boards was pushed back to the first cycle of meetings in 2012/13. This was to allow for further work that was identified to ensure that a pragmatic approach for reporting progress was developed to avoid duplication of work and synchronised the reporting cycles.
- 3.10 Annual progress will now be reported through the State of the City Report and the Equality and Diversity Position Statement and an annual update on equality and diversity and progress against priorities is to be included within the Business Plan and City Priority Plan performance report.

3.11 In addition the council's Equality and Diversity Policy in Appendix 2 has also been updated to reflect the new legal framework. The key aim of the policy is to ensure that we continue to work towards strengthening our approach to equality.

## **4 Corporate Considerations**

### **4.1 Consultation and Engagement**

4.1.1 During 2010 a review took place which resulted in a number of changes to the city and council planning and partnership framework. In particular, a whole system approach has been sought which ensures the partnership structures, strategic plans and performance management arrangements all dovetail into an effective system for delivering real change across the city.

4.1.2 The Equality Improvement Priorities 2011 to 2015 is part of the city's revised planning framework is integral to it.

4.1.3 Extensive consultation and involvement was undertaken in the development of the city's revised planning framework and the outcome of this has been used to shape and influence the council's equality objectives.

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

4.2.1 Equality and diversity was considered throughout the development of the new strategic planning framework. This included checking that due regard has been given to equality through the use of equality related evidence in needs assessments, outcomes from consultation and engagement activities, which include:

- The 'What if Leeds...? Campaign'
- The spending challenge consultation
- Equality assurance and impact assessment on the approach to strategic planning

4.2.2 Tackling inequality was a key issue identified through the consultation.

4.2.3 The council's Equality Improvement Priorities have been developed to ensure we meet our legal duties in the Equality Act 2010.

### **4.3 Council policies and City Priorities**

4.3.1 The proposed work will help to shape and deliver future equality priorities contained in and delivered through the Vision for Leeds and the City Priority Plan 2011 to 2015 and help the council to demonstrate how it is addressing the needs of the cities diverse communities.

### **4.4 Resources and value for money**

4.4.2 There are no resource implications arising from this report.

## **4.5 Legal Implications, Access to Information and Call In**

4.5.3 The development of the new approach to improving equality and diversity and setting equality objectives will reinforce the council's commitment to equality and help us meet our legal duties.

4.5.4 This report does not contain any confidential or exempted information and is not subject to call in.

## **4.6 Risk Management**

4.6.1 The risks to the council if it did not have a published approach to equality and diversity would be the failure to meet equality duties outlined in the Equality Act 2010.

## **5 Conclusions**

5.1 The development of the Equality Improvement Priorities 2011 to 2015 will help the council to achieve its ambition to be the best City in the UK and ensure that as a city work takes place to reduce disadvantage, discrimination and inequalities of opportunity.

## **6 Recommendations**

6.2 Scrutiny Board is recommended to

- Note the contents of this report;
- Consider equality outcomes in performance reports relevant to their Board

## **7 Background documents<sup>1</sup>**

7.1 Vision for Leeds 2011 to 2030

7.2 City Priority Plan 2011 to 2015

7.3 Council Business Plan 2011 to 2015

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<sup>1</sup> 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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## The Equality Improvement Priorities 2011 – 2015

**“An equal society protects and promotes equal, real freedom and substantive opportunity to live in the ways people value and would choose, so that everyone can flourish. An equal society recognises different people’s different needs, situations and goals and removes the barriers that limit what people can do and can be”**

As a council, we are committed to promoting equality and diversity in terms of the people we serve, our workforce, the partners we work with and the services we deliver. Our ambition is to be the best City in the UK. We will only achieve our ambition if as a city we work to reduce disadvantage, discrimination, and inequalities of opportunity. Failure to tackle discrimination and to provide equality of opportunity can have a negative impact on people, undermines society and costs our economy.

We want to inspire pride in our city and all our communities. No one in Leeds should be held back from reaching their potential because of who they are, or where they come from. It is all our responsibility to tackle the causes of inequality and build a stronger, fairer and more cohesive society.

The Equality Improvement Priorities have been developed from the priorities outlined in the City Priority Plan and the Council Business Plan. They provide a summary of our strategic equality analysis and our strategic equality objectives which are supported by specific work across the council. Progress against the Equality Improvement Priorities 2011 – 2015 will be reported on an annual basis.

## City Priority Plan - Best city .....for children and young people

**Priority** - Do well at all levels of learning and have the skills for life  
(taken from the Children and Young People's Plan)

Equality focus (objective)	Equality analysis
Support children from all equality communities to be ready for learning	There are lower levels of attainment for some BME communities, people with special educational needs and those from poorer areas

## City Priority Plan - Best city for.....communities

**Priority** - Reduce crime levels and their impact across Leeds

Equality focus (objective)	Equality analysis
Address the impact of burglary on Vulnerable Communities	There is an identified need to better assess the impact of burglary on emerging communities.
Tackle domestic violence and protect and support the most vulnerable young people.	The overwhelming majority of domestic violence is perpetrated by men against women and children.
Improve citywide approaches to dealing with hate crime	Disability, race, homophobic and transphobic hate crime is experienced by many people

**Priority** - Increase a sense of belonging that builds cohesive and harmonious communities

Equality focus (objective)	Equality analysis
There is a sense of belonging that builds cohesive and harmonious communities	In 2010/11 a small but concerning trend in youth related anti-social behaviour and damage which suggest deliberate targeting of vulnerable victims (adults with learning disabilities, BME residents in predominantly White British neighbourhoods, gay or lesbian couples) was recognised.



## City Priority Plan - Best city ..... to live

**Priority** - Maximise regeneration investment to increase housing choice and affordability within sustainable neighbourhoods

Equality focus (objective)	Equality analysis
Ensure that housing and regeneration investment meets the changing needs of individuals and communities.	Households headed by women with children, BME groups and those living in the social rented sector are more likely to live in overcrowded or substandard housing. There are also significantly higher numbers of BME people and people with disabilities who are unemployed

**Priority** - Improve housing conditions and energy efficiency

Equality focus (objective)	Equality analysis
Improve energy efficiency	Many households containing people recovering from long term illness, disabled people, and pensioners can not afford to heat their homes

## City Priority Plan - Best city.....for health and wellbeing

**Priority** - Give people choice and control over their health and social care services

Equality focus (objective)	Equality analysis
We will support individuals from all communities to access social care through personalised budgets and direct payments	The equality analysis of access to personalised budgets and direct payments is ongoing.

**Priority** - Support more people to live safely in their own homes

Equality focus (objective)	Equality analysis
To support adults whose circumstances make them vulnerable to live safe and independent lives	The group with the largest proportion of safeguarding investigations in 2010/2011 were service users with learning disabilities

**Priority** - Make sure that people who are the poorest improve their health the fastest

<b>Equality focus (objective)</b>	<b>Equality analysis</b>
All universal social care services are equally accessible to members of all communities	The equality analysis of access to universal social care services is ongoing.
To commission targeted adult social care services for specific equality communities and to ensure these services are effective	Equality analysis from specific reviews is used to inform future commissioning (or de-commissioning) of services at both a service and sector wide level
New migrant communities effectively access appropriate health and social care services	Some groups eg Eritrean women, and people whose cultures prevent mental health issues being explicitly recognized, do not effectively access health and social care.

### City Priority Plan - Best city .....for business

**Priorities** - Create more jobs and Improve skills

<b>Equality focus (objective)</b>	<b>Equality analysis</b>
Increase access to employment opportunities and up-skill the workforce	There are lower levels of skills and employment amongst some communities in particular some BME groups, and disabled people.

**Priority** - Support the sustainable growth of the Leeds' economy

<b>Equality focus (objective)</b>	<b>Equality analysis</b>
Improve financial inclusion	Lack of access to financial services disproportionately affects lone parents (typically female) disabled people, people with mental health illness, and those living in poorer areas.

**Priority** - Improve journey times and the reliability of public transport

<b>Equality focus (objective)</b>	<b>Equality analysis</b>
Enable access for all to local services, education and employment centres by public transport	Disabled and elderly people have specific concerns in accessing transport

**Priority** - Get more people involved in the city's cultural opportunities

<b>Equality focus (objective)</b>	<b>Equality analysis</b>
Ensure the continuing development of the council's cultural offer, including the successful transition to the new arrangements for sport and libraries	People from poorer areas, BME people and disabled people do not access sport services as much as others. Low numbers of disabled people access libraries
Enhance the quality of Leeds' Parks	Disabled people, those from a BME background, and men tend to visit parks less than other groups

## Council Business Plan

The Council Business Plan draws together aspects of the City Priority Plan with those areas and priorities specific to the council itself. There are a number of cross cutting equality objectives included in the Council Business Plan which provide the building blocks for ensuring that equality is embedded in all our service delivery and as an employer. They are outlined here:

**Equality Performance Area** - Understanding our communities. Leeds communities are changing and it is vital that we have a clear understanding of who our citizens are in order to provide appropriate services in the most appropriate way.

<b>Equality focus (objective)</b>	<b>Council Value</b>
There is good evidence of the equalities profile of Leeds, based on national and local data, which is regularly reviewed	Working with communities

**Equality Performance Area** - Showing leadership and working in partnership. We will give due consideration to equality and diversity when we develop policies and make decisions. We will ensure that we fully understand the impacts of changed funding on different communities, and take this into account when making decisions

<b>Equality focus (objective)</b>	<b>Council Value</b>
Councillors and Officers have a reputation for championing equality issues and ensure that the equality issues relevant to Leeds are taken into account when making major decisions	Being open, honest and trusted

**Equality Performance Area - Involving our communities - We will ensure communities are effectively able to influence what we do**

<b>Equality focus (objective)</b>	<b>Council Value</b>
Equality groups are integrally involved in consultation and engagement activities	Working with communities

**Equality Performance Area - A modern and diverse workforce – We will understand the make up of our workforce and work to ensure it is representative of the population of Leeds**

<b>Equality focus (objective)</b>	<b>Council Value</b>
To make LCC an ‘employer of choice’ for people from groups in our communities whose diverse backgrounds are not yet fully represented in our workforce	Treating people fairly
To demonstrate increased engagement, year on year, for staff from groups whose diversity is not yet fully represented in our workforce.	
To improve opportunities for progression to senior levels in the organisation particularly for black, and minority ethnic and disabled staff	

Further detail is in supporting documentation which is available on the council website, and includes:

- Consultation and Involvement in Developing Equality Objectives
- Equality and Diversity Position Statement 2011
- Equality Analysis, Objectives and Activities 2011 - 2015
- Equality and Diversity Policy 2011 - 2015
- Approach to Embedding Equality 2011 - 2015

**For enquiries about Leeds City Council’s equality improvement priorities 2011 - 2015 please contact the Equality Team:**

**By telephone:** 0113 2474190

**By text:** 07891 270162

**By email:** [equalityteam@leeds.gov.uk](mailto:equalityteam@leeds.gov.uk)

**Website:** [www.leeds.gov.uk/equality](http://www.leeds.gov.uk/equality)

**By post:**

Equality Team  
 Ground Floor,  
 Civic Hall  
 Calverley Street  
 Leeds  
 LS1 1UR

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# Equality and Diversity Policy

2011 - 2015



Leeds City Council has adopted the Equalities Review 2007 definition of an equal society which strengthens our approach to equality and diversity. The definition is:

**“An equal society protects and promotes equal, real freedom and substantive opportunity to live in the ways people value and would choose, so that everyone can flourish. An equal society recognises different people’s different needs, situations and goals and removes the barriers that limit what people can do and can be”**

The council is committed to:

- eliminating unlawful discrimination, harassment and victimisation;
- advancing equality of opportunity; and
- fostering good relations within and between our communities with a view to building good community relations

The Policy is in line with Leeds City Council’s duties and responsibilities under the Equality Act 2010.

## Our aims are that:

- all our existing and potential service users are treated with dignity and respect;
- our partnership and contract arrangements promote equality of opportunity;
- we will work with and between communities to help develop and strengthen relationships;
- our workforce will be reflective of all sections of society; and
- each employee feels respected and able to give of their best.

We will treat everyone with the same attention, courtesy and respect regardless of:

- Age,
- Disability,
- Race or racial group (including colour, nationality and ethnic origin or national origins),
- Religion or belief,
- Sex
- Marriage and Civil Partnership,
- Gender reassignment,
- Pregnancy and maternity
- Sexual orientation,
- Caring responsibilities,
- Social class, or
- Trade union activity.

We will take all reasonable steps to ensure that we do not unlawfully discriminate.

## Our commitment is to create an environment both for staff and people of Leeds:

- that promotes dignity and respect for all;
- where people are treated fairly and according to their needs;
- where no form of intimidation, bullying or harassment is tolerated; and
- in which individual differences and the contributions of all are recognised and valued.

### **This policy applies to:**

- all council Members;
- all service users and those applying to access services;
- all contractors and sub contractors; and
- all employees, whether part-time, full-time or temporary, and all job applicants.

### **Roles and responsibilities**

We all have a right to be treated fairly and with dignity and respect. For this to happen we have a responsibility to ensure that our own actions and behaviours are equally fair and that we respect the dignity of others.

Less favourable treatment should be challenged directly, either by the recipient or by any witnesses. Where this is not possible, for whatever reason, then the complaints procedure can be used.

### **Good practice**

In **all** our activities we will:

- give due regard to equality and diversity when reviewing existing and developing new strategies/ policies and services/ functions to ensure that we
  - secure flexible and fair working practices,
  - provide excellent services and
  - fairly award contracts, and commission services
- engage and involve interested groups and individuals (both internal and external to the council) with our decision making processes
- deal with all complaints of discrimination, harassment or victimisation promptly and with sensitivity to all those involved
- take all opportunities to advance equality of opportunity and foster good relations within and between our communities.

In delivering our services we will:

- assess the needs of our existing and potential service users and ensure fair access to our services. This includes making reasonable adjustments to enable disabled people to use our services;
- ensure the availability of appropriate support services. This includes translation and interpretation and making key information available in a range of alternative formats,
- provide access points for reporting hate crimes.

In employment, learning and development we will:

- provide increased opportunities in areas of under-representation. This could include school placements, supported trainee schemes or mentoring;
- continue to progress equal pay;
- assess the needs of our existing and potential disabled employees and provide appropriate reasonable adjustments, and
- take appropriate positive action in recruitment and selection.

## **Support to implement the policy**

All our policies and practices are supported by appropriate training or briefing sessions and guidance. For the equality and diversity policy:

- general and bespoke equality and diversity training is available through Human Resources, and
- advice and guidance is also available from the Equality Team.

## **Monitoring**

All our policies contribute to our overall aims around equality. Key policies – such as those relating to employment, service delivery, community engagement, commissioning and procurement - are specifically designed to promote equality of opportunity and protect people against unlawful discrimination, harassment and victimisation. We collect and analyse data relating to these areas of policy, to identify trends and areas of inequality, and then take appropriate action.

## **Communications**

The equality and diversity policy is available on the intranet and our external website. We will use all opportunities to promote the policy. This includes key messages, induction events for new staff, and specific equality and diversity events.

## **Responsibility for reviewing this document**

The Head of Equality will be responsible for the bi-annual review and update of this policy.

## **For enquiries about this policy please contact the Equality Team:**

**By email:** [equalityteam@leeds.gov.uk](mailto:equalityteam@leeds.gov.uk)

**By telephone:** 0113 2474190

**By text:** 07891 270162

**Website:** [www.leeds.gov.uk/equality](http://www.leeds.gov.uk/equality)

**By post:**

Equality Team  
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If you do not speak English and need help in understanding this document, please telephone the number below and state the name of your language. We will then put you on hold while we contact an interpreter. The number is **0113 247 4190**.

### **Arabic:**

إن كنت لا تتحدث باللغة الإنجليزية وتحتاج لمساعدة لفهم هذا المستند؛ الرجاء الاتصال بالهاتف على الرقم أدناه، واذكر اسم لغتك. حينئذ، سوف نطلب منك أن تنتظر على الخط حتى نتصل بمترجم.

### **Bengali:**

যদি আপনি ইংরেজীতে কথা বলতে না পারেন এবং এই দলিলটি বুঝতে পারার জন্য সাহায্যের দরকার হয়, তাহলে দয়া করে নিচের নম্বরে ফোন করে আপনার ভাষাটির নাম বলুন। আমরা তখন আপনাকে লাইনে থাকতে বলে কোন দোভাষীর (ইন্টারপ্রিটার) সাথে যোগাযোগ করব।

### **Cantonese:**

如你不懂說英語而需要協助以明白本文件，請致電下列電話號碼並說明你的母語。我們將會請你稍候以聯絡口譯員。

### **Hindi:**

यदि आप इंग्लिश नहीं बोलते हैं और इस दस्तावेज़ को समझने में आपको मदद चाहिए, तो कृपया नीचे दिए गए नंबर पर फ़ोन करें और अपनी भाषा का नाम बोलें। उसके बाद जब तक हम किसी दुभाषिण (इंटरप्रिटर) से संपर्क करेंगे, हम आपको होल्ड पर रखेंगे।

### **Punjabi:**

ਜੇਕਰ ਤੁਸੀਂ ਇੰਗਲਿਸ਼ ਨਹੀਂ ਬੋਲਦੇ ਅਤੇ ਤੁਹਾਨੂੰ ਇਸ ਦਸਤਾਵੇਜ਼ ਨੂੰ ਸਮਝਣ ਲਈ ਸਹਾਇਤਾ ਚਾਹੀਦੀ ਹੈ ਤਾਂ ਕਿਰਪਾ ਕਰਕੇ ਹੇਠਾਂ ਵਾਲੇ ਨੰਬਰ ਤੇ ਟੈਲੀਫੋਨ ਕਰੋ ਅਤੇ ਆਪਣੀ ਜ਼ਬਾਨ ਦਾ ਨਾਂ ਦੱਸੋ। ਫੇਰ ਅਸੀਂ ਤੁਹਾਨੂੰ ਇੰਤਜ਼ਾਰ ਕਰਨ ਲਈ ਕਹਾਂਗੇ ਤਾਂ ਜੋ ਅਸੀਂ ਕਿਸੇ ਇੰਟਰਪਰਿਟਰ (ਦੁਭਾਸ਼ੀ) ਨਾਲ ਸੰਪਰਕ ਕਰ ਸਕੀਏ।

### **Kurdish:**

گەر زمانى ئینگلیزى نازانیت و بیویستت به هاوکاریه له تیگه یشتنی ئەم به لگه نامه یه دا، تکایه ته له فۆن بۆ ژماره که ی خواره وه بکه و زمانى ئاخاوتنى خۆت بلێ. ئیمه ش تۆ راده گرین له سه ره ته له فۆنه که تا وه رگێرکی زمانت بۆ دابین ده که یین.



**Tigrinya:**

እንግልሽ ዘይትዛረብ/ቦ. እንተኾንካ/ኪ እሞ ነዚ ደኩመንት'ዚ/ሰነድ'ዚ ንምርዳእ ሓገዝ ምስ ዘድልዮካ/ኪ ቋንቋኻ/ኸ. ብምሕባር ኣብ'ዚ ኣብ ታሕቲ ተገሊጹ ዘሎ ቁጽሪ ተሌፎን ደውለልና/ደውልልና። ብድሕሪኡ ንሕና ኣስተርጓሚይ ክሳብ ንረክብ ኣብ መስመር ክነጸብዮካ/ኪ ኢና።

**Urdu:**

اگر آپ انگریزی نہیں بولتے ہیں اور اس دستاویز کو سمجھنے کیلئے آپ کو مدد کی ضرورت ہے تو براہ مہربانی نیچے دیئے گئے نمبر پر ٹیلی فون کریں اور اپنی زبان کا نام بتائیں۔ اس کے بعد ہم آپ سے انتظار کرنے کا کہہ کر آپ کیلئے کسی ترجمان سے رابطہ کریں گے۔

**Czech:**

Jestliže nemluvíte anglicky a potřebujete, aby vám někdo pomohl vysvětlit tento dokument, prosím zavolejte na níže uvedené číslo a uveďte svůj jazyk. Potom vás požádáme, abyste nepokládal(-a) telefon a mezitím zkontaktujeme tlumočnicka.

**French:**

Si vous ne parlez pas anglais et que vous avez besoin d'aide pour comprendre ce document, veuillez téléphoner au numéro ci-dessous et indiquez votre langue. Nous vous demanderons d'attendre pendant que nous contactons un(e) interprète.

**Polish:**

Jeżeli nie mówią Państwo po angielsku i potrzebują pomocy w zrozumieniu tego dokumentu, prosimy zadzwonić pod poniższy numer telefonu. Po podaniu nazwy swojego ojczystego języka prosimy poczekać – w tym czasie będziemy kontaktować się z tłumaczem.

**Slovak:**

Ak nehovoríte anglicky a potrebujete, aby vám niekto pomohol vysvetliť tento dokument, prosím zavolajte na nižšie uvedené číslo a uveďte svoj jazyk. Potom vás požiadame, aby ste nepokladali telefón a medzitým skontaktujeme tlmočníka.

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**Report of Head of Scrutiny and Member Development**

**Report to Safer and Stronger Communities Scrutiny Board**

**Date: 18<sup>th</sup> June 2012**

**Subject: Sources of work for the Scrutiny Board**

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. Scrutiny Boards are responsible for ensuring that items of scrutiny work come from a strategic approach as well as a need to challenge service performance and respond to issues of high public interest.
  
2. This report provides information and guidance on potential sources of work and areas of priority within the Board's terms of reference. In consultation with the relevant Director(s), Executive Board Member(s) and Partnership Chair, the Scrutiny Board is requested to consider and confirm the areas of Scrutiny for the forthcoming municipal year.

**Recommendation**

3. Members are requested to use the attached information and the discussion with those present at the meeting to:
  - (i) confirm the areas of Scrutiny for the forthcoming municipal year
  - (ii) authorise the Chair, in conjunction with officers, to draw up inquiry terms of reference for subsequent approval by the Scrutiny Board.

## **1.0 Purpose of this report**

- 1.1 To assist the Scrutiny Board in effectively managing its workload for the forthcoming municipal year, this report provides information and guidance on potential sources of work and areas of priority within the Board's terms of reference.

## **2.0 Background information**

- 2.1 Scrutiny Boards are responsible for ensuring that items of scrutiny work come from a strategic approach as well as a need to challenge service performance and respond to issues of high public interest.
- 2.2 The alignment of the Scrutiny Boards to the Strategic Partnership Boards continues to promote a more strategic and outward looking scrutiny function that focuses on the City Priorities, as set out within the City Priority Plan 2011 to 2015.
- 2.3 The City Priority Plan was established to replace the Leeds Strategic Plan. This city-wide partnership plan summarises the key outcomes and priorities to be delivered by the Council, and its partners, over the next 4 years. As such they are the "must-do" priorities or "obsessions" for each partnership and may be supported by more detailed action plans as the partnerships sees fit.

## **3.0 Main issues**

### Alignment with the Strategic Partnership Boards

- 3.1 As set out within its terms of reference, this Scrutiny Board is authorised to review or scrutinise the performance of the Safer and Stronger Communities Board. In doing so, the Scrutiny Board will review outcomes, targets and priorities within the Business Plan and "Best City...for communities" priorities, as set out within the City Priority Plan. These priorities are as follows:
  - Reduce crime levels and their impact across Leeds
  - Effectively tackle and reduce anti-social behaviour in our communities
  - Ensure that local neighbourhoods are clean
  - Increase a sense of belonging that builds cohesive and harmonious communities
- 3.2 The Scrutiny Board will also act as 'critical friend' to the Safer and Stronger Communities Board. In line with this approach, the Scrutiny Board will assess how well the Partnership is working in practice, with particular focus on how well it has increased the pace of change in relation to a specific priority area and also more generally in terms of tackling poverty and addressing inequality within Leeds.
- 3.3 In determining items of scrutiny work this year, the Scrutiny Board is also encouraged to explore how it can add value to the work of the Partnership in delivering on the city priorities.
- 3.4 To assist the Scrutiny Board, a copy of the terms of reference of the Safer and Stronger Communities Board is attached (Appendix 1). Also attached is a briefing paper setting out the structure of the Safer and Stronger Communities Board and highlighting the priorities and planned areas of work for 2012 (Appendix 2).

### Other sources of Scrutiny work

- 3.5 As well as the focus on partnership scrutiny, Scrutiny Boards have and will continue to challenge service directorates. The Scrutiny Boards' terms of reference are determined by reference to Directors' delegations.
- 3.6 The Scrutiny Board may therefore undertake pieces of scrutiny work in line with its terms of reference, as considered appropriate. Such pieces of work may arise from the Scrutiny Board's performance monitoring role. However, other common sources include requests for scrutiny and other corporate referrals.
- 3.7 In its capacity as a 'Crime and Disorder Committee', this particular Scrutiny Board will also be required to consider any referrals made by elected members to review or scrutinise local crime and disorder matters. The Board also has powers to review or scrutinise decisions made (or action taken), in connection with the discharge by the 'responsible authorities' of their crime and disorder functions. Further details are set out within the joint protocol between Scrutiny and the local Community Safety Partnership.

### Areas of Scrutiny work brought forward from the previous year

- 3.8 At its meeting on 3<sup>rd</sup> April 2012, the former Safer and Stronger Communities Scrutiny Board considered an update report on the impact and progress made by the new multi-agency Leeds Anti-Social Behaviour Team (LASBT). In doing so, the Board acknowledged the request made by the Executive Board for Scrutiny to examine the integration of the Noise Service in the new municipal year and find a better solution for people experiencing domestic noise nuisance. The Executive Board also requested that Scrutiny continues to monitor the work of the LASBT and seeks assurance that the handling of anti-social behaviour has been consistently achieved across the city. The Scrutiny Board recommended that such issues be taken forward by its successor Board in 2012/13.

## **4.0 Corporate Considerations**

### **4.1 Consultation and Engagement**

- 4.1.1 It is recognised that in order to enable Scrutiny to focus on strategic areas of priority, each Scrutiny Board needs to establish an early dialogue with the Director(s) and Executive Board Member(s) holding the relevant portfolios and also the Partnership Chair.
- 4.1.2 The Director of Environment and Neighbourhoods; the Executive Board Member for Environment; and the Executive Board Member for Neighbourhoods, Planning and Support Services (also Chair of the Safer and Stronger Communities Board) have been invited to attend today's meeting to discuss potential areas of scrutiny work this year.
- 4.1.3 Also attached for Members consideration are the latest Executive Board minutes (Appendix 3) and the Council's current Forward Plan relating to this Board's portfolio (Appendix 4).

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

4.2.1 The Scrutiny Board Procedure Rules now state that, where appropriate, all terms of reference for work undertaken by Scrutiny Boards will include ' to review how and to what effect consideration has been given to the impact of a service or policy on all equality areas, as set out in the Council's Equality and Diversity Scheme'.

## **4.3 Council Policies and City Priorities**

4.3.1 The terms of reference of the Scrutiny Boards promote a more strategic and outward looking Scrutiny function that focuses on the City Priorities. As set out in paragraph 3.1 above, this particular Scrutiny Board is authorised to review or scrutinise the performance of the Safer and Stronger Communities Board. In doing so, the Scrutiny Board will review outcomes, targets and priorities within the Business Plan and "Best City....for communities" priorities, as set out within the City Priority Plan.

## **4.4 Resources and Value for Money**

4.4.1 Over the last few years of Scrutiny Board work, experience has shown that the process is more effective and adds greater value if the Board seeks to minimise the number of substantial inquiries running at one time and focus its resources on one key issue at a time. This view was echoed within the findings of the KPMG external audit report 2009 on the Scrutiny function in Leeds.

4.4.2 Before deciding to undertake an inquiry, the Scrutiny Board is advised to consider the current workload of the Scrutiny Board and the available resources to carry out the work.

## **4.5 Legal Implications, Access to Information and Call In**

4.5.1 This report has no specific legal implications.

## **4.6 Risk Management**

4.6.1 There are no risk management implications relevant to this report.

## **5.0 Conclusions**

5.1 Scrutiny Boards are responsible for ensuring that items of scrutiny work come from a strategic approach as well as a need to challenge service performance and respond to issues of high public interest. This report provides information and guidance on potential sources of work and areas of priority within the Board's terms of reference. In consultation with the relevant Director(s), Executive Board Member(s) and Partnership Chair, the Scrutiny Board is requested to consider and confirm the areas of Scrutiny for the forthcoming municipal year.

## **6.0 Recommendations**

6.1 Members are requested to use the attached information and the discussion with those present at the meeting to:

- (i) confirm the areas of Scrutiny for the forthcoming municipal year

(ii) authorise the Chair, in conjunction with officers, to draw up inquiry terms of reference for subsequent approval by the Scrutiny Board.

## **7.0 Background papers<sup>1</sup>**

- City Priority Plan 2011 – 2015

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<sup>1</sup> 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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## **Safer and Stronger Communities Board - Leeds Initiative**

### **Terms of Reference**

#### **Purpose**

The purpose of the Safer and Stronger Communities Board is to provide strong and effective leadership, to support effective partnership work, and take action to deliver the aspirations of the Vision for Leeds. In particular, its key objectives are to join up activities to maximise outcomes, and to create a culture where partnership work in the interests of local people is built into the way all agencies, sectors and organisations act.

#### **Strategic Leadership**

The board will lead the long-term strategy for the city for safer and stronger communities and co-ordinate the partnership actions to achieve the priorities in the city priority plan.

#### **Accountability**

The Leeds Initiative is not a separate legal entity. Each partner within the Leeds Initiative retains its own functions and responsibilities. This Safer and Stronger Communities Board is accountable to the Leeds Initiative Board, which will provide strategic direction. It provides a focus for the agreement of shared action between partners and constructive challenge to make sure that the partnership work improves outcomes. To meet this objective this board will performance manage the delivery of the city priority plan.

#### **Roles**

The chair will be the Executive Board Member for Neighbourhoods, Planning and Support Services.

The vice-chairs will be selected from the West Yorkshire Police and third sector members.

Executive accountability will be with the Director of Environment and Neighbourhoods of Leeds City Council.

Servicing will be the responsibility of the Environment and Neighbourhoods directorate and Leeds Initiative office.

#### **Responsibilities**

The Safer and Stronger Communities Board will:

- § lead the delivery of these themes in the Vision for Leeds and the city priority plan;
- § develop, deliver and report on an action plan to deliver the objectives in the city priority plan;
- § provide a framework within which partners may agree to commission services together, with pooled or aligned budgets;

- § act as an advocate for the contribution, which these themes make to public policy and partnership working in the city, and support the culture and practice of partnership working;
- § develop and sponsor new activities, which support the aspirations of the Vision for Leeds in these areas
- § tackle underperformance against the priorities and targets;
- § identify opportunities for greater efficiency, effectiveness and economy of delivery through a common approach and innovative solutions to areas of policy, planning, performance management, consultation, reporting and communication, resource allocation and delivery of services in the city and take action as appropriate;
- § evaluate the impact of interventions, capture learning and disseminate good practice across partners in the Leeds Initiative; and
- § influence local, regional and national government policy initiatives linked to these themes.

### **Linkages**

This group is one of five strategic partnership boards reporting to Leeds Initiative Board. Together these bodies are responsible for the entire Vision for Leeds and the city priority plan. It has links to a wider network of partnerships, some of which it will commission to deliver areas of its agenda, and it will link with the agendas of other partnership boards, specifically:

- § Safer Leeds Partnership
- § Stronger Communities Partnership
- § Cleaner Greener City Partnership

It will also closely link with locality work, which will be led directly by the Leeds Initiative Board. Others are wider networks or groups, whose interests it will reflect, for example:

- § Migration Partnership
- § Third Sector Partnership

### **Equality and community engagement**

The board will have due regard to equality in all its activities, and will take steps to demonstrate it has consulted with communities appropriately in all its decisions.

### **Membership**

1. ALMO/BITMO
2. Chair or vice chair of Cleaner Greener Partnership
3. Chair or vice chair of Harmonious Communities
4. Chair or vice chair of Safer Leeds
5. City Centre Business
6. LCC Children's Services
7. LCC Democratic Executive Member: Environment

8. LCC Democratic Executive Member: Neighbourhoods, Planning and Support Services
9. LCC Democratic Opposition parties Leeds City Council (Conservative)
10. LCC Democratic Opposition parties Leeds City Council (Liberal Democrat)
11. LCC Environment and Neighbourhoods Directorate Senior Officer
12. Leeds University/Leeds Met/FE College
13. Third Sector - community relations/ intelligence
14. Third Sector - community sector
15. Third Sector – migration
16. Third Sector – Third Sector Leeds representative
17. West Yorkshire Police
18. West Yorkshire Probation Service
19. Optional: LCC Democratic Scrutiny Chair
20. Up to 2 co-opted members to add specific expertise or perspective

The membership of this group includes partners in Leeds, which contribute to the achievement of the Vision and objectives for this theme in the city priority plan.

### **Officers in attendance**

Officers from Leeds City Council, Leeds Initiative, and other partners will be invited to attend the board at the discretion of the chair. Their role will include advising the group, preparing agendas, minutes, reports and briefings for the board, and following up actions arising from discussions and decisions made by the board.

### **Openness**

Meetings are not open to the public, but papers, agendas and minutes will be published on the Leeds Initiative website promptly. A forward plan of meetings will be published on the Leeds Initiative website.

These Terms of Reference were agreed:

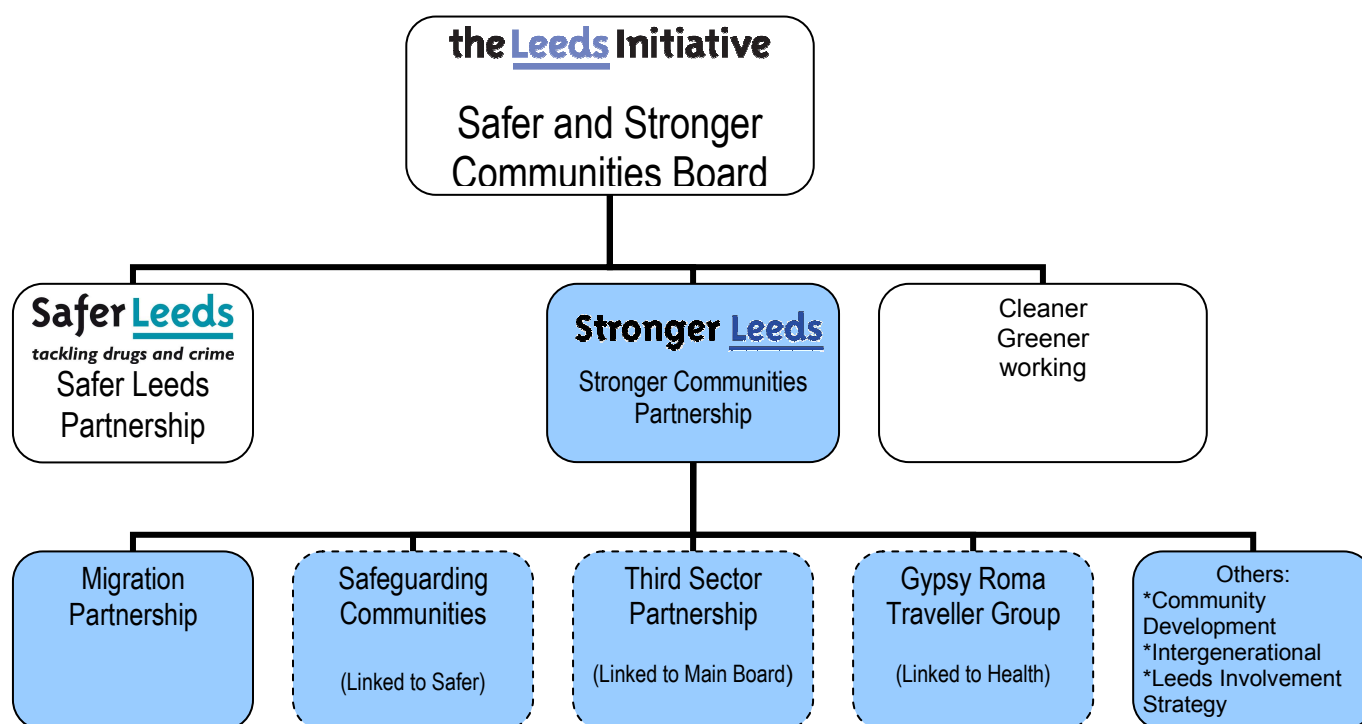
**Date: 06 June 2012**

**Signed:**

**Cllr Peter Gruen, Chair, Safer and Stronger Communities Board**

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**Safer and Stronger Communities Board 2011 – 2015.**  
Priorities and planned work areas - 2012 Update



**Safer and Stronger Communities Board priorities:**

The Safer and Stronger Communities Board have agreed that at each partnership meeting there should be 1 substantive item (that draws together the different elements of the safer and stronger communities agenda) 1 item alternately from each of the sub-board areas of work namely: Safer, Stronger and Cleaner-Greener, 1 update alternately from each of the other 4 strategic partnership boards (to identify areas of cross-board working or interest) and the assessment of each of the 4 scorecards relating to Safer and Stronger Communities.

The 4 priorities for 2012 for the Safer and Stronger Board substantive item have been identified as:

- Restorative Approaches,
- Impact of Welfare Reform on Communities
- Localities and Localism
- Safeguarding Communities

**Safer Leeds Partnership priorities:**

- Reduce crime and its impact across Leeds
  - o Reducing the levels of domestic burglary
  - o Reducing the levels of violent crime
  - o Reducing the risks of offending and re-offending
- Effectively tackling anti-social behaviour in communities
  - o Establishing the city wide picture of anti-social behaviour
- Improving safeguarding and reducing vulnerability
  - o Domestic violence
  - o Hate crime and community tension
  - o Preventing violent extremism

**Stronger Leeds Partnership priorities:**

- Improve local engagement with and by communities
  - o Availability of community support and capacity building
  - o Improved access to resources locally and externally
- Improved co-ordination for supporting communities
  - o Improved community and neighbourhood intelligence
  - o Understanding of targeted interventions
- Third sector involvement in local communities
  - o Involvement strategy on participation, volunteering and giving
  - o Third sector partnership
- Improved relations with designated communities
  - o BME communities
  - o Faith communities
  - o Migrant/ Newly established communities
  - o Gypsy/ Roma/ Traveller communities
  - o Capacity for understanding/ delivering good relations

## EXECUTIVE BOARD

WEDNESDAY, 16TH MAY, 2012

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

Councillors J Blake, M Dobson,  
R Finnigan, S Golton, P Gruen, R Lewis,  
A Ogilvie and L Yeadon

Councillor J Procter – Substitute Member

### 243 **Substitute Member**

Under the terms of Executive Procedure Rule 2.3, Councillor J Procter was invited to attend the meeting on behalf of Councillor A Carter.

### 244 **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. 259 under the terms of Access to Information Procedure Rule 10.4(3) and on the grounds that the information within the Appendix contains information relating to the financial or business affairs of a particular person and is part of an ongoing legal case. It is considered that the public interest in treating this information as exempt outweighs the public interest in disclosing it and that this element of the report should be treated as exempt under Access to Information Procedure Rule 10.4.(3) as it is subject to litigation privilege.

### 245 **Declaration of Interests**

Councillor Wakefield declared a personal interest in the agenda item entitled, 'Aire Valley Leeds Local Development Order 2: Extensions, Alterations and Changes of Use: Draft for Public Consultation' due to being a member of the Yorkshire Wildlife Trust (Minute No. 249 referred).

Councillor R Lewis declared a personal interest in the agenda item entitled, 'Aire Valley Leeds Local Development Order 2: Extensions, Alterations and Changes of Use: Draft for Public Consultation' due to being a member of the Aire Valley Regeneration Board (Minute No. 249 referred).

Councillor J Procter declared a personal interest in the agenda item entitled, 'Aire Valley Leeds Local Development Order 2: Extensions, Alterations and Changes of Use: Draft for Public Consultation' due to being a member of the Aire Valley Regeneration Board (Minute No. 249 referred).

Draft minutes to be approved at the meeting  
to be held on Wednesday, 20th June, 2012

Councillor Ogilvie declared a personal interest in the agenda item entitled, 'Aire Valley Leeds Local Development Order 2: Extensions, Alterations and Changes of Use: Draft for Public Consultation' due to being a member of the Aire Valley Regeneration Board (Minute No. 249 referred).

Councillor Golton declared a personal interest in the agenda item entitled, 'Community Food Growing', due to being Vice President of Leeds and District Gardeners' Federation (Minute No. 258 referred).

Councillor Gruen declared a personal interest in the agenda item entitled, 'Future of Cow Close, Drighlington, Rawdon and Shadwell Libraries' as a local resident of Shadwell (Minute No. 257 referred).

Councillor Finnigan declared a personal interest in the agenda items entitled, 'Red Hall Relocation Strategy and Design and Cost Report for Farnley Hall Coach House' and 'Aire Valley Leeds Local Development Order 2: Extensions, Alterations and Changes of Use: Draft for Public Consultation' due to being a member of Plans Panel (East) (Minute Nos. 248 and 249 referred respectively).

**246 Minutes**

**RESOLVED** – That the minutes of the meeting held on 11<sup>th</sup> April 2012 be approved as a correct record.

**247 Matters Arising from the Minutes**

Minute No. 239 – 11<sup>th</sup> April 2012 - 'Illegal Money Lending Project – Progress Report'

Responding to Members' enquiries, the Board was informed that work continued on the compilation of a further report to Executive Board regarding the actions which could be taken to address the problems caused by legal money lenders across the city, and that such a report would be submitted to the Board for consideration in due course.

**DEVELOPMENT AND THE ECONOMY**

**248 Red Hall Relocation Strategy and Design and Cost Report for : Farnley Hall Coach House**

The Director of City Development submitted a report on the proposed development of a planning brief for the Red Hall site in order to allow its future development, whilst also outlining proposals to undertake feasibility works at Whinmoor Grange, which would enable further consideration to take place before proposals were developed and further consultation undertaken. In addition, the report also sought approval to incur the necessary expenditure from scheme 16442 on the Red Hall Relocation Strategy.

Reassurance was given to the Board that new horticultural nursery facilities would be established as part of the proposals detailed within the submitted report.



A Member emphasised the need to ensure that appropriate consultation exercises were undertaken on any future proposals which may be formed in relation to the potential development within the East Leeds Extension area.

**RESOLVED –**

- (a) That the progress made in respect of the relocation strategy for Red Hall, be noted.
- (b) That the sale of the Stable Block at Red Hall to the Rugby Football League be noted.
- (c) That authority be given to spend £1,270,000 on the Red Hall Relocation Strategy, including the refurbishment of Farnley Hall Coach House utilising capital receipts from the sale of assets at Red Hall and Farnley, the decant of staff to Temple Newsam following the sale of the Stable Block to the Rugby Football League and to assist with the development of the planning brief and feasibility works highlighted within the submitted report.
- (d) That approval be given to the ongoing works for the creation of a new horticultural nursery with ancillary office facilities for area staff requiring a base in the east of the city at Whinmoor Grange.
- (e) That officers be requested to develop a detailed planning brief for Red Hall and also to undertake feasibility works for both Red Hall and Whinmoor Grange, in order to allow future development of the Red Hall site.

**249 Aire Valley Leeds Enterprise Zone Local Development Order 2: Extensions, Alterations and Changes of Use: Draft for Public Consultation**

The Director of City Development submitted a report outlining a draft of a Local Development Order (LDO) which was proposed to support the Aire Valley Leeds Enterprise Zone by simplifying the planning process in the area. The proposed LDO specifically related to allowing certain extensions, alterations and change of use of industrial and warehouse units on the Enterprise Zone sites and in the wider industrial areas of the Aire Valley (Cross Green, Stourton and Hunslet).

Members emphasised the need for the proposals detailed within the submitted report to be progressed as a matter of priority.

**RESOLVED –**

- (a) That the draft of the 'Aire Valley Leeds Enterprise Zone – Local Development Order (2): Extensions, Alterations and Changes of use', as set out within Appendix 1 to the submitted report be approved, and that agreement be given to the Chief Planning Officer submitting this, together with the statement of reasons, to the Secretary of State.

- (b) That subject to the Secretary of State not making a direction under section 61B(1) of the Town and Country Planning Act 1990 as amended, the Aire Valley Leeds Local Development Order (2): Extensions, Alterations and Changes of use be adopted.

(Under the City Council's Constitution, a decision may be declared as being exempt from Call In if it is considered that any delay would seriously prejudice the Council's or the public interest. Given that the Enterprise Zone commenced on 1<sup>st</sup> April 2012, the timescales for preparing and consulting on LDOs have been very tight. Although the 1<sup>st</sup> April deadline for adoption of the LDO cannot be achieved it is important that the LDO is in place as soon as possible after the start of the Enterprise Zone therefore the report has been declared as not eligible for call-in).

## **250 Leeds Site Allocations Development Plan Document (DPD) Scoping Paper**

The Director of City Development submitted a report, which following consideration by Development Plan Panel on 6<sup>th</sup> March 2012, sought approval to the proposed scope of Leeds Site Allocations Development Plan Document (DPD).

Members received reassurance regarding the importance of a phased approach being taken towards the release of sites for development, the need for the nature of new development to meet the demand which currently existed and also the fact that every effort would be made to ensure that the proposed timescales for the delivery of the Site Allocations DPD were adhered to.

Responding to an enquiry, the Board received an update on the site allocation process for Gypsies and Travellers and also received further information on those areas which would not be allocated via the Site Allocations DPD process.

In considering the Site Allocation process, Members highlighted that in order to ensure that any future developments were sustainable, such developments needed to be accompanied by the provision of appropriate levels of infrastructure, such as schools.

The Board noted the concerns of two Members in respect of the proposals detailed within the submitted report. In addition, it was emphasised that in order to protect the Council's position, there was a need to progress the DPD site allocation process as a matter of priority. Also, the importance of Ward Member involvement in this process was emphasised and officers were requested to give consideration to the ways in which such Member involvement could be maximised wherever possible.

**RESOLVED** – That the scope of the Site Allocations Development Plan Document, as outlined within the submitted report, be approved.

(Under the provisions of Council Procedure Rule 16.5, Councillors Golton and Finnigan both required it to be recorded that they respectively abstained from voting on the decisions referred to within this minute)

**251 Neighbourhood Plan frontrunners: agreement to spend £80,000 towards plan preparation in Boston Spa, Holbeck, Kippax and Otley.**

The Director of City Development submitted a report detailing the aims of the neighbourhood planning frontrunner scheme, outlining proposals regarding the funding which had been secured from the Department of Communities and Local Government, whilst also providing an overview of the neighbourhood planning process and its implications arising from this process for the Council.

Members noted the level of interest which had been received to date from organisations regarding Neighbourhood Plans and acknowledged that the cost of developing such Plans would vary on a case by case basis. The Board highlighted the need to ensure that appropriate levels of cohesive support were provided by the Council to those organisations throughout the city which had expressed an interest in developing a plan. In addition, the Board welcomed a suggestion that those organisations which were at the forefront of Neighbourhood Plan development could provide guidance to those in the earlier stages of the process.

Emphasis was placed upon the vital role which would be played by Area Committees, Ward Members and local communities in the Neighbourhood Plan process.

**RESOLVED –**

- (a) That the release and spend of £80,000 towards supporting the neighbourhood pilot areas be approved and that the associated spending authority be delegated to the Director of City Development in consultation with the appropriate Area Committee and the Executive Member for Development and the Economy.
- (b) That the progress made, together with the specific issues in each of the four pilot areas, be noted.
- (c) That a further report be submitted to Executive Board in June 2012 which will outline the Council's general approach towards neighbourhood planning, including the establishment of governance arrangements and the publication of a comprehensive guidance note to assist communities working to prepare neighbourhood plans.

**252 Natural Resources and Waste Development Plan Document: "Post Submission Changes" - Further Revisions**

Further to Minute No. 238, 11<sup>th</sup> April 2012, the Director of City Development submitted a report which sought approval for a further change to be made to the Natural Resources and Waste Development Plan Document (DPD), namely the inclusion of the post submission changes.

**RESOLVED** – That the new supporting text and policy wording (as detailed within paragraph 3.2 of the submitted report), be approved for inclusion within the Post Submission Schedule of Changes for the purposes of a 6 week period of public consultation.

(The Natural Resources and Waste Development Plan Document is being prepared within the context of the LDF Regulations and statutory requirements, and as the DPD is a Budgetary and Policy Framework document, the matters referred to within this minute are not eligible for Call In)

**253 Request from Scrutiny Board (Regeneration) regarding the Reduction of Rents to Kirkgate Market Traders for a Time Limited Period**

(a) Request from Scrutiny Board (Regeneration) to Executive Board to Reduce Kirkgate Market Rents for a Time Limited Period

The Head of Scrutiny and Member Development submitted a report requesting that Executive Board gave considered a recommendation of Scrutiny Board (Regeneration) regarding a reduction in Kirkgate Market rents for all traders for a time limited period in view of the increasing vacancy factor in the market and in advance of the current review.

**RESOLVED** – That the contents of the submitted report be noted.

(b) A Response to a Request from Scrutiny Board (Regeneration) to Reduce Kirkgate Market Rents for a Time Limited Period

The Director of City Development submitted a report providing the directorate response to a number of issues raised by Scrutiny Board (Regeneration) including a specific request regarding a proposed reduction in Kirkgate Market rents for all traders for a time limited period in view of the increasing vacancy factor in the market and in advance of the current review.

The Board acknowledged the concerns of Scrutiny Board (Regeneration) and considered it's recommendation regarding a proposed reduction in rents, which had been presented to the meeting. In response, the Board reiterated the Council's desire for the long term future of the market to be secured. In addition, the level of investment into the market was highlighted and it was emphasised that the market would remain within Council ownership. Specifically regarding the recommendation of Scrutiny Board (Regeneration), it was acknowledged that some reconfiguration of the market was required in order to ensure that it prospered during challenging market conditions, however, it was noted that purely focussing upon traders' rent levels was too narrow a scope, as the vibrancy of the market together with increased levels of footfall were key.

**RESOLVED** –

- (a) That the actions being taken to increase footfall to the market, to reduce vacancy rates and to secure the long term future of the market be noted.

- (b) That the proposal from Scrutiny Board (Regeneration) to reduce the rents for tenants of Kirkgate Indoor Market be declined, but that officers be instructed to investigate implementing further measures to increase footfall, in consultation with traders, using £100,000 from the £1,750,000 budget for economic initiatives which was included within the 2012/13 strategic budget.

(The matters referred to in Minute No. 253(a) were not eligible for Call In as they solely referred the recommendations of Scrutiny Board (Regeneration) to Executive Board for consideration. The matters referred to in Minute No. 253(b) were eligible for Call In)

## **NEIGHBOURHOODS, HOUSING AND REGENERATION**

### **254 Reinventing the Right to Buy - Sale of Council Homes**

The Director of Environment and Neighbourhoods submitted a report informing of the changes which had been implemented on the 2<sup>nd</sup> April 2012 by Government to amend the Right to Buy arrangements including extending the discount to a maximum of £75,000 and the right to retain receipts over and above those calculated in the Council's Business Plan.

The Director of Environment and Neighbourhoods provided details of further guidance which had been received from Government following the publication of the agenda, in respect of the initiative, which would now allow for the construction of social rented homes and the purchase of empty properties as well as the development of affordable homes at 80%.

Concerns were raised regarding the proposals detailed within the submitted report, with emphasis being placed upon the principles around the Right to Buy initiative, the significant levels of investment which had been committed in recent years into the Decent Homes Standard and the fact that a maximum of 30% of the additional capital receipts obtained from the sale of Council homes could be used to fund new properties.

#### **RESOLVED –**

- (a) That approval be given to enter into the Local Agreement to re-invest in the development of new affordable homes. The conditions for which include that support is limited to 30% of value.
- (b) That a further report on the options for the utilisation of any additional funding be submitted to a future meeting of Executive Board.
- (c) That the correspondence with tenants, as detailed at Appendix 3 to the submitted report, be noted.

## **CHILDREN'S SERVICES**

### **255 Basic Need 2013: Final Decision on Proposal to Expand Morley Newlands Primary School**

The Director of Children's Services submitted a report regarding the proposal to expand Morley Newlands Primary School from 420 to 630 pupils, with an admission number increasing from 60 to 90, with effect from September 2013.

Members received reassurance that the cost of the development for this school would not have a negative impact upon future school developments elsewhere. Responding to an enquiry, the Board received details regarding the proposed timescales for the new school building's opening.

The Board paid tribute to all of those staff who worked at Morley Newlands Primary School and the young people who attended the school, given the challenging nature of the existing facilities.

**RESOLVED** – That approval be given to the expansion of Morley Newlands Primary School from 420 to 630 pupils, with an increase in the admission number from 60 to 90, with effect from 1st September 2013.

## **LEISURE**

### **256 Friends of Bramley Baths and a Community Asset Transfer**

The Director of City Development submitted a report advising of the progress which had been made in respect of a potential Community Asset Transfer to the Friends of Bramley Baths organisation and recommending such a Transfer which shifted from the Council some, but not all, of the liabilities and risks around the 1904 building and its operation.

Responding to an enquiry, the Board received clarification in respect of the proposed provision of financial contingency support for the Friends of Bramley Baths organisation in year one of the proposed operation. Also, Members received an update on the ongoing discussions which were currently taking place regarding a possible Community Asset Transfer involving Garforth Leisure Centre.

The Board supported a proposal regarding the need for local Ward Member representation on the Board of the facility's management organisation.

#### **RESOLVED –**

- (a) That the necessary authority be delegated to the Director of City Development to approve a 25 year lease at a peppercorn rent, to the Friends of Bramley Baths, and that approval be given for the Council to consider any reasonable claim from the Friends organisation for future liabilities relating to a 1904 Grade II listed building and swimming pool.
- (b) That agreement be given to consider financial contingency support in Year 1 of the operation to overcome any immediate pressure caused by the asset transfer to the Friends of Bramley Baths.

Draft minutes to be approved at the meeting  
to be held on Wednesday, 20th June, 2012

## **257 Future of Cow Close, Drighlington, Rawdon and Shadwell Libraries**

The Director of City Development submitted a report outlining proposals regarding the transfer of Rawdon Library service and the building to the local community group; the transfer of Shadwell Library service to the Shadwell Independent Library Committee and the building to Shadwell Parish Council; the transfer of Drighlington Library service to the local friends group and the building to Environment and Neighbourhoods and to close Cow Close Library, as no community group had come forward to run the library.

With regard to the proposals for Shadwell Library, Members noted the ongoing discussions which continued in respect of the terms regarding the proposed transfer, whilst a request was made that appropriate levels of engagement, together with the necessary levels of guidance were provided to all relevant parties on this matter.

In relation to the proposals regarding Cow Close Library, the Board was made aware of concerns which had been raised by local Ward Members. In response, it was agreed that consideration of the proposals regarding Cow Close Library within the submitted report be deferred to the next meeting of the Board, in order to enable further engagement to take place with local Ward Members.

### **RESOLVED –**

- (a) That the request to transfer the freehold of Shadwell Library to Shadwell Parish Council be declined.
- (b) That the necessary authority be delegated to the Director of City Development to negotiate with Shadwell Parish Council or Shadwell Independent Library Committee, in order to agree a peppercorn lease on a full repairing and insuring basis.
- (c) That the community asset transfer of Rawdon Library building to the Friends of Rawdon Library be approved, by way of a 25 year peppercorn lease on a full repairing and insuring basis.
- (d) That the transfer of the library services at Rawdon and Shadwell to the Friends of Rawdon Community Library and Shadwell Independent Library Committee respectively, be approved.
- (e) That the transfer of Drighlington Library service to the Friends of Drighlington Library be approved, with the building being managed by Environment and Neighbourhoods directorate.
- (f) That consideration of the proposals regarding Cow Close Library be deferred to the next meeting of the Board, in order to enable further engagement to take place with local Ward Members.

**258 Community Food Growing**

The Director of City Development submitted a report outlining proposals which were designed to encourage and support food growing in Leeds by establishing a community food growing network.

Requests were made for local organisations such as the ALMOs and the Leeds and District Gardeners' Federation to be provided with the opportunity to have greater involvement in the initiative. Responding to enquiries, the Board received further details regarding officer involvement in the initiative and the associated funding arrangements.

**RESOLVED** – That the planned development of a community food growing network in Leeds be supported.

**RESOURCES AND CORPORATE FUNCTIONS**

**259 Provisional Outturn Financial Year Ended 31st March 2012**

The Director of Resources submitted a report providing details of the Council's provisional financial outturn position for 2011/2012 and which commented on the key issues impacting upon the overall achievement of the budget for the current year.

The Board highlighted and thanked officers for all of their efforts which had led to the Council achieving its current financial position.

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

**RESOLVED –**

- (a) That the provisional outturn position, as detailed within the submitted report, be noted.
- (b) That the creation and delegated release of earmarked reserves, as detailed within paragraphs 4.2 and 5.6 of the submitted report, be approved.

**260 Customer Access Strategy and Phase 1 Business Case**

The Assistant Chief Executive (Customer Access and Performance) and the Director of Environment and Neighbourhoods submitted a joint report providing an update on the ongoing work being undertaken to improve the customer experience in accessing the Council's services, whilst also seeking endorsement of the new Customer Access Strategy for 2012-2015. In addition, the report sought approval of an injection into the Capital Programme together with the necessary authority to spend £3,000,000, in order to deliver Phase 1 of the Customer Access Programme, which included the acquisition of a new integrated Waste Management system.



Members discussed the principles of the proposed strategy and the impact it's introduction would have, both upon the Council's accessibility levels, and also upon the effectiveness of the services provided.

**RESOLVED –**

- (a) That the Customer Access Strategy 2012-2015, a summary of which was appended to the submitted report, be endorsed.
- (b) That approval be given to a process of public consultation on the Strategy through the Council's Citizens' Panel.
- (c) That approval be given to an injection into the Capital Programme of £3,000,000, with authority to spend also being approved, in order to deliver Phase 1 of the Customer Access Programme, as detailed within the submitted report.

**261 Regional Economic Intelligence Team - Update Report**

Further to Minute No. 70, 7<sup>th</sup> September 2011, the Assistant Chief Executive (Customer Access and Performance) submitted a report providing an update on the positive progress which had been made following the transfer of the Regional Economic Intelligence Team from Yorkshire Forward to Leeds City Council on the 1st November 2011. In addition, the report also provided details on the current funding position and revenue profile of the unit, the contribution of the team to work across the Council and the future opportunities which existed for the further development of the team's contribution.

The Board discussed the valuable work undertaken by the Regional Economic Intelligence Team and responding to a Member's enquiry, it was noted that the team had achieved a £44,000 surplus at the of the financial year.

**RESOLVED –** That the positive progress being made in establishing the new team be noted and that a further update report be submitted to Executive Board in January 2013.

**262 Executive and Decision Making Procedure Rules**

The Head of Governance Services submitted a report which sought approval of the proposed changes to Sections 1 and 2 of the Executive and Decision Making Procedure Rules, as detailed within Appendix A to the submitted report.

**RESOLVED –** That Sections 1 and 2 of the Executive and Decision Making Procedure Rules, as appended to the submitted report, be approved.

**DATE OF PUBLICATION:** 18<sup>TH</sup> MAY 2012

**LAST DATE FOR CALL IN  
OF ELIGIBLE DECISIONS:** 25<sup>TH</sup> MAY 2012 (5.00 P.M.)

(Scrutiny Support will notify Directors of any items called in by 12.00pm on 28<sup>th</sup> May 2012)

Draft minutes to be approved at the meeting  
to be held on Wednesday, 20th June, 2012



**FORWARD PLAN OF KEY DECISIONS**  
**Relating to Scrutiny Board (Safer and Stronger Communities)**

1 June 2012 – 30 September 2012

## **What is the Forward Plan?**

The Forward Plan is a list of the key decisions the Authority intends to take during the period 1 June 2012 – 30 September 2012. The Plan is updated monthly and is available to the public 14 days before the beginning of each month.

## **What is a Key Decision?**

A Key decision, as defined in the Council's Constitution is an executive decision which is likely to:

- result in the Authority incurring expenditure or making savings over £250,000 per annum, or
- have a significant effect on communities living or working in an area comprising 2 or more wards

## **What does the Forward Plan tell me?**

The Plan gives information about:

- what key decisions are coming forward in the next four months
- when those key decisions are likely to be made
- who will make those decisions
- what consultation will be undertaken
- who you can make representations to

## **Who takes key decisions?**

Under the Authority's Constitution, key decisions are taken by the Executive Board or Officers acting under delegated powers.

## **Who can I contact?**

Each entry in the Plan indicates the names of all the relevant people to contact about that particular item. In addition, the last page of the Forward Plan gives a complete list of all Executive Board members.

## **How do I make contact?**

Wherever possible, full contact details are listed in the individual entries in the Forward Plan. If you are unsure how to make contact, please ring Leeds City Council and staff there will be able to assist you:

**Leeds City Council - Telephone: 0113 2474357**

## **How do I get copies of agenda papers?**

The agenda papers for Executive Board meetings are available five working days before the meeting from:

Governance Services, Civic Hall, Portland Crescent, Leeds, LS1 1UR

Telephone: 0113 2474350

Fax: 0113 3951599

Email: [cxd.councilandexec@leeds.gov.uk](mailto:cxd.councilandexec@leeds.gov.uk)

On occasions, the papers you request may contain exempt or confidential information. If this is the case, it will be explained why it will not be possible to make copies available.

### **Where can I see a copy of the Forward Plan?**

The Plan can be found on the Leeds City Council Website [www.leeds.gov.uk](http://www.leeds.gov.uk). The Plan is regularly updated and for legal reasons is formally published on a monthly basis on the following dates:

#### **2012/13**

17 <sup>th</sup> May 2012	16 <sup>th</sup> November 2012
15 <sup>th</sup> June 2012	17 <sup>th</sup> December 2012
17 <sup>th</sup> July 2012	17 <sup>th</sup> January 2013
17 <sup>th</sup> August 2012	14 <sup>th</sup> February 2013
17 <sup>th</sup> September 2012	15 <sup>th</sup> March 2013
17 <sup>th</sup> October 2012	16 <sup>th</sup> April 2013

### **About this publication**

For enquiries about the Forward Plan of Key Decisions please:

E-mail: [cxd.councilandexec@leeds.gov.uk](mailto:cxd.councilandexec@leeds.gov.uk) or telephone: 0113 247 4357

Visit our website [www.leeds.gov.uk](http://www.leeds.gov.uk) for more information on council services, departments, plans and reports.

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We will then make arrangements for an interpreter to contact you. We can assist with any language and there is no charge for interpretation.

(Bengali):-

যদি আপনি ইংরেজীতে কথা বলতে না পারেন এবং এই দলিলটি বুঝতে পারার জন্য সাহায্যের দরকার হয়, তাহলে দয়া করে 0113 2243462 এই নম্বরে ফোন করে আপনার ভাষাটির নাম বলুন। আমরা তখন আপনাকে লাইনে থাকতে বলে কোন দোভাষীর (ইন্টারপ্রিটার) সাথে যোগাযোগ করব।

(Chinese):-

凡不懂英語又須協助解釋這份資料者，請致電 0113 22 43462 並說明本身所需語言的名稱。當我們聯絡傳譯員時，請勿掛斷電話。

(Hindi):-

यदि आप इंग्लिश नहीं बोलते हैं और इस दस्तावेज़ को समझने में आपको मदद की जरूरत है, तो कृपया 0113 224 3462 पर फोन करें और अपनी भाषा का नाम बताएँ। तब हम आपको होल्ड पर रखेंगे (आपको फोन पर कुछ देर के लिए इंतज़ार करना होगा) और उस दौरान हम किसी इंटरप्रिटर (दुभाषिए) से संपर्क करेंगे।

(Punjabi):-

ਅਗਰ ਤੁਸੀਂ ਅੰਗਰੇਜ਼ੀ ਨਹੀਂ ਬੋਲਦੇ ਅਤੇ ਇਹ ਲੇਖ ਪੱਤਰ ਸਮਝਣ ਲਈ ਤੁਹਾਨੂੰ ਸਹਾਇਤਾ ਦੀ ਲੋੜ ਹੈ, ਤਾਂ ਕਿਰਪਾ ਕਰ ਕੇ 0113 22 43462 'ਤੇ ਟੈਲੀਫ਼ੋਨ ਕਰੋ ਅਤੇ ਅਪਣੀ ਭਾਸ਼ਾ ਦਾ ਨਾਮ ਦੱਸੋ। ਅਸੀਂ ਤੁਹਾਨੂੰ ਟੈਲੀਫ਼ੋਨ 'ਤੇ ਹੀ ਰਹਿਣ ਲਈ ਕਹਾਂਗੇ, ਜਦ ਤਕ ਅਸੀਂ ਦੁਭਾਸ਼ੀਏ (Interpreter) ਨਾਲ ਸੰਪਰਕ ਬਣਾਵਾਂਗੇ।

(Urdu):-

اگر آپ انگریزی نہیں بولتے ہیں اور آپ کو یہ دستاویز سمجھنے کیلئے مدد کی ضرورت ہے تو براہ مہربانی اس نمبر 0113 22 43462 پر فون کریں اور ہمیں اپنی زبان کا نام بتائیں۔ اس کے بعد ہم آپ کو لائن پر ہی انتظار کرنے کیلئے کہیں گے اور خود ترجمان (اسٹریپر) سے رابطہ کریں گے۔



**LEEDS CITY COUNCIL**

**FORWARD PLAN OF KEY DECISIONS**

For the period 1 June 2012 to 30 September 2012

<b>Key Decisions</b>	<b>Decision Maker</b>	<b>Expected Date of Decision</b>	<b>Proposed Consultation</b>	<b>Documents to be Considered by Decision Maker</b>	<b>Lead Officer</b> (To whom representations should be made and email address to send representations to)
Request to implement a framework contract arrangement for provision of Supervised Consumption service in Pharmacies Request to implement a framework contract arrangement for provision of Supervised Consumption service in Pharmacies	Director of Environment and Neighbourhoods	1/6/12	None	Delegated Decision Report	neil.evans@leeds.gov.uk

<b>Key Decisions</b>	<b>Decision Maker</b>	<b>Expected Date of Decision</b>	<b>Proposed Consultation</b>	<b>Documents to be Considered by Decision Maker</b>	<b>Lead Officer</b> (To whom representations should be made and email address to send representations to)
<p>Waste Solution for Leeds - Residual Waste Treatment PFI Project - Final Business Case and Contract Award</p> <p>Approve the submission of the Final Business Case (FBC) to DEFRA and approval of contract award including execution of contract documents and all land disposal authorisations for the project.</p>	<p>Director of Environment and Neighbourhoods</p>	<p>20/6/12</p>	<p>Elected Members, LCC Internal Stakeholders, DEFRA (Central Government Sponsoring Department)</p>	<p>The report to be issued to the decision maker with the agenda for the meeting</p>	<p>Neil Evans, Director of Environment and Neighbourhoods neil.evans@leeds.gov.uk</p>
<p>Monthly Financial Health Report 2012/13</p> <p>In noting the financial position for the month for the Authority a decision will be required as to the treatment of any variation identified.</p>	<p>Executive Board (Portfolio: Resources and Corporate Functions)</p>	<p>20/6/12</p>		<p>The report to be issued to the decision maker with the agenda for the meeting</p>	<p>Doug Meeson, Chief Officer (Financial Management) doug.meeson@leeds.gov.uk</p>

<b>Key Decisions</b>	<b>Decision Maker</b>	<b>Expected Date of Decision</b>	<b>Proposed Consultation</b>	<b>Documents to be Considered by Decision Maker</b>	<b>Lead Officer</b> (To whom representations should be made and email address to send representations to)
<p>Monthly Financial Health Report 2012/13 In noting the financial position for the month for the Authority a decision will be required as to the treatment of any variation identified</p>	<p>Executive Board (Portfolio: Resources and Corporate Functions)</p>	<p>18/7/12</p>		<p>The report to be issued to the decision maker with the agenda for the meeting</p>	<p>Doug Meeson, Chief Officer (Financial Management) doug.meeson@leeds.gov.uk</p>
<p>Monthly Financial Health report 2012/13 In noting the financial position for the month for the Authority, a decision will be required as to the treatment of any variation identified.</p>	<p>Executive Board (Portfolio: Resources and Corporate Functions)</p>	<p>5/9/12</p>		<p>The report which will be issued to the decision maker with the agenda for the meeting</p>	<p>Doug Meeson, Chief Officer (Financial Management) doug.meeson@leeds.gov.uk</p>

## **NOTES**

Key decisions are those executive decisions:

- which result in the authority incurring expenditure or making savings over £250,000 per annum, or
- are likely to have a significant effect on communities living or working in an area comprising two or more wards

### **Executive Board Portfolios**

### **Executive Member**

Resources and Corporate Functions	Councillor Keith Wakefield
Development and the Economy	Councillor Richard Lewis
Environmental Services	Councillor Mark Dobson
Neighbourhoods Housing and Regeneration	Councillor Peter Gruen
Children's Services	Councillor Judith Blake
Leisure	Councillor Adam Ogilvie
Adult Health and Social Care	Councillor Lucinda Yeadon
Leader of the Conservative Group	Councillor Andrew Carter
Leader of the Liberal Democrat Group	Councillor Stewart Golton
Leader of the Morley Borough Indep	Councillor Robert Finnigan

In cases where Key Decisions to be taken by the Executive Board are not included in the Plan, 5 days notice of the intention to take such decisions will be given by way of the agenda for the Executive Board meeting.

**LEEDS CITY COUNCIL**

**BUDGET AND POLICY FRAMEWORK DECISIONS**

<b>Decisions</b>	<b>Decision Maker</b>	<b>Expected Date of Decision</b>	<b>Proposed Consultation</b>	<b>Documents to be considered by Decision Maker</b>	<b>Lead Officer</b>
Safer and Stronger Communities Plan (includes Safer and Stronger Communities City Priority Plan)	Council	July 2013	Via Executive Board, Scrutiny Board (Safer and Stronger Communities), Leeds Initiative Board, Safer and Stronger Communities Partnership Board	Report to be issued to the decision maker with the agenda for the meeting	Director of Environment and Neighbourhoods

**NOTES:**

The Council's Constitution, in Article 4, defines those plans and strategies which make up the Budget and Policy Framework. Details of the consultation process are published in the Council's Forward Plan as required under the Budget and Policy Framework.

Full Council ( a meeting of all Members of Council) are responsible for the adoption of the Budget and Policy Framework.

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Report author: Heather Pinches /  
Debra Scott  
Tel: 274638 / 75951

**Report of Assistant Chief Executive (Customer Access and Performance) / Director of Environment and Neighbourhoods**

**Report to Safer and Stronger Communities Scrutiny Board**

**Date: 18<sup>th</sup> June 2012**

**Subject: 2011/12 Q4 Performance Report and Refresh of the Council Business Plan 2011-15**

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 checked="" type="checkbox"/> Yes <input 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. This report provides a summary of performance against the strategic priorities for the council and city related to Safer and Stronger Communities Scrutiny Board.

**Recommendations**

2. Members are recommended to
  - Note the Q4 performance information and the issues which have been highlighted and consider if they wish to undertake further scrutiny work to support improvement over the coming year in any of these areas.
  - Provide challenge and feedback on the proposed changes to the Council Business Plan to ensure that this plan remains both challenging but also realistic and achievable.

## **1 Purpose of this report**

- 1.1 This report presents to Scrutiny a summary of the quarter four (year end) performance data for 2011-12 which provides an update on progress in delivering the relevant priorities in the Council Business Plan 2011-15 and City Priority Plan 2011-15. The Board will note that this is the end of the first year of delivery of these four year plans. This report also brings proposed changes to the Council Business Plan for Scrutiny to consider prior to sign of by Executive Board in July

## **2 Background information**

- 2.2 The City Priority Plan 2011 to 2015 is the city-wide partnership plan which sets out the key outcomes and priorities to be delivered by the council and its partners. There are 21 priorities which are split across the 5 strategic partnerships who are responsible for ensuring the delivery of these agreed priorities.
- 2.3 The Council Business Plan 2011 to 2015 sets out the priorities for the council - it has two elements - five cross council priorities aligned to the council's values and a set of directorate priorities and targets.
- 2.4 Members will note that the delivery of City Priority Plan priorities are shared with partners across the city while the Council Business Plan sets out the Council's contribution to these shared priorities. This report provides an overview of the performance relating to both plans enabling Executive Board to directly challenge the council's performance as well as seeking to influence and challenge partners contributions through existing partnership arrangements.
- 2.5 This report includes 3 appendices:
- Appendix 1a – Performance Reports for the City Priority Plan Priorities
  - Appendix 1b – Directorate Priorities and Indicators relevant to the Board
  - Appendix 2 – Proposed changes to the Council Business Plan relevant to the Board

## **3 Main issues**

### **Quarter 4 Performance Summary**

#### ***City Priority Plan***

- 3.1 There are 4 priorities in the City Priority Plan relevant to Safer and Stronger Communities Board and of these 2 are assessed as green and 2 amber. The amber priorities are:
- Ensure that local neighbourhoods are clean
  - Increase a sense of belonging that build cohesive and harmonious communities



## **Council Business Plan**

3.2 **Directorate Priorities and Indicators** – there are 9 directorate priorities relevant to the Board and 1 is assessed as red, 3 are amber and 5 are green. The red and amber priorities are:

- Improve refuse service reliability (red)
- Improve Recycling rates
- Ensure that local neighbourhoods are clean
- Deliver an approach to locality working with improved community engagement and more local decision making

3.3 The Board will note that this includes a number of new priorities and indicators to reflect the recent realignment of services and changes to the Terms of Reference of the Scrutiny Boards

3.4 In terms of performance indicators 2 are green, 1 is amber and 1 is red with 1 with result outstanding which cannot be RAG rated. The red indicator is:

- Number of missed bins per 100,000 collected - this ended the year at 108 (missed bins per 100,000 collected); compared to the target of 50. Black bin performance was broadly in line, but green bin misses remain an issue. A number of issues contributed at Q4 including increased Christmas waste, route re-organisations and failure of a routing database. Improvements are anticipated going forward as some of these issues are resolved and further service changes are implemented.

## **Changes to the Council Business Plan**

3.5 It is important that our plans remain live and up to date and continue to reflect our most important priorities. Therefore a light-touch refresh of the Council Business Plan has been undertaken at Q4 with the aim of:

- adding any targets for 2012-13 which were missing when it was agreed last year;
- revise any other targets where performance has been particularly good and a further stretch is needed; and
- revise targets where there has been a significant policy or funding change or where changing circumstances means the target is no longer realistic.

3.6 The changes to the Council Business Plan which are relevant to the Safer and Stronger Communities Board are shown in appendix 2. This also reflects the recent re-alignment of services between City Development and Environment and Neighbourhoods and changes to Scrutiny terms of reference recently agreed at the AGM.

## **4 Corporate Considerations**

### **4.1 Consultation and Engagement**

4.1.1 This is an information report and as such does not need to be consulted on with the public. However all performance information is published on the council's and Leeds Initiative websites and is available to the public.

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

4.2.1 This is an information report and not a decision so due regard is not relevant. However, this report does include an update on equality issues as they relate to the various priorities in the report card in appendix 1.

## **4.3 Council policies and City Priorities**

4.3.1 This report provides an update on progress in delivering the council and city priorities in line with the council's performance management framework.

## **4.4 Resources and value for money**

4.4.1 There are no specific resource implications from this report; however, it includes a high level update of the Environment and Neighbourhoods financial position. This is in terms of the directorate contribution to the cross council priority within the Business Plan of "spending money wisely".

## **4.5 Legal Implications, Access to Information and Call In**

4.5.1 All performance information is publicly available and is published on the council and Leeds Initiative websites. This report is an information update providing Scrutiny with a summary of performance for the strategic priorities within its remit and as such is not subject to call in.

## **4.6 Risk Management**

4.6.1 The Performance Report Cards include an update of the key risks and challenges for each of the priorities. This is supported by a comprehensive risk management process in the Council to monitor and manage key risks. These processes also link closely with performance management.

## **5 Conclusions**

5.1 This report provides a summary of performance against the strategic priorities for the council and city related to Safer and Stronger Communities Scrutiny Board.

## **6 Recommendations**

6.1 Members are recommended to:

- Note the Q4 performance information and the issues which have been highlighted and consider if they wish to undertake further scrutiny work to support improvement over the coming year in any of these areas.
- Provide challenge and feedback on the proposed changes to the Council Business Plan to ensure that this plan remains both challenging but also realistic and achievable.

## **7 Background documents<sup>1</sup>**

7.1 City Priority Plan 2011 to 2015

7.2 Council Business Plan 2011 to 2015

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<sup>1</sup> 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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## Safer Leeds Performance Accountability Tracker: (REPORT CARD)

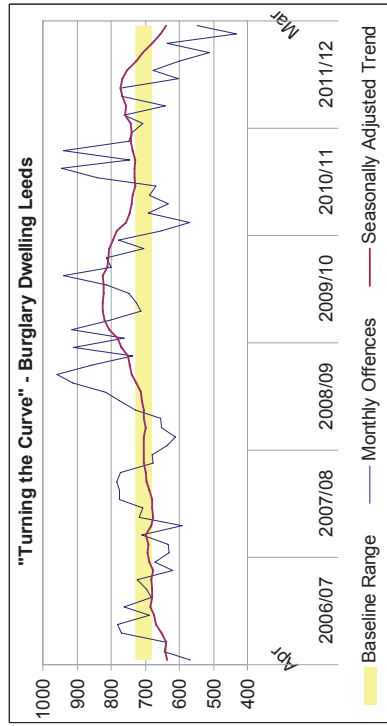
Outcome: People are safe and feel safe

Priority: Reduce crime levels and their impact across Leeds (focus on burglary reduction)

### Why is this priority?

The public should be safe and feel safe on the streets, in the places they go and especially in their own home. Burglary has significant consequences directly impacting on a person's sense of safety, as well as damage and loss incurred. Domestic burglary levels in Leeds remain higher than the national average

### Headline indicator



Leeds has made strong progress this year in working towards its desired outcome and as a measure of success; the partnership reduction target for 2011/12 (8,200) has been exceeded. The continued strategic and tactical focus through the delivery of the Burglary Reduction plan has resulted in significant improvements over the later half of the year, demonstrating the impact of a committed and ambitious partnership.

- The 2011/12 result surpasses our previous best outcome and is the lowest count for well over 10 years; results for Q4 show a 33.6% improvement (817 fewer victims) when compared to the same period last year.
- In 2011/12, there were 7,662 recorded burglary dwelling offences across the city, down 13.6% (1207 fewer victims) on the previous year (the offence rate for Leeds was 22.9‰ households).
- In 2011/12, there were 1,217 offences against ALMO properties, down by a quarter on the previous year.

Review Period: Jan to March 2012

Population: Residents of Leeds

Progress: ▲

- For the 12 month period to Feb, Leeds had moved down to the 2<sup>nd</sup> highest Community Safety Partnership in the iQuanta most similar families group. The performance gap to the Family average narrowed from 14.01‰ households to 12.6‰.

Ward	12 Month	12 Month % Change
Hyde Park & Woodhouse	597	36.0%
Bramley & Stanningley	420	8.5%
Burmantofts & Richmond Hill	407	-29.5%
Headingley	407	3.3%
Armley	390	-34.6%
Gipton & Harehills	383	0.3%
Killingbeck & Seacroft	361	-16.2%
Kirkstall	358	-32.7%
Chapel Allerton	309	-29.1%

Results above show considerable success over the year in a number of strategic localities of concern. It is however recognised that there is more to do in Hyde Park & Woodhouse; concentrating partnership attention through tailored approaches will remain a priority. Early improvement signs since March 12 in this ward will need to be sustained over the coming year.

### Story behind the baseline

- Offending has been linked to problematic and nuisance groups of youths in some estate areas that appear to view opportunistic burglary as an extension of ASB. Complex needs have been identified in such “up and coming” offenders who can rapidly become prolific. This directly links with the Governments “troubled families” agenda that focuses on reducing crime, ASB, unemployment and truancy.
- Continued issues exist around lack of awareness or engagement in crime prevention within specific groups/ communities especially new and migrant communities.

## Safer Leeds Performance Accountability Tracker: (REPORT CARD)

Outcome: People are safe and feel safe

Priority: Reduce crime levels and their impact across Leeds (focus on burglary reduction)

### What we did (key examples)

- A refreshed burglary delivery plan has been produced and agreed for 2012, linking strategic and tactical activity. The communications and promotions action plan assists in forward planning of marketing and press opportunities. In March, the spring campaign, 'it only takes a minute ~ lock up or lose out', was launched. Messages have been disseminated using a variety of media; e.g. Radio advertising (Aire & Fever), social media (twitter, facebook, websites) bus routes, community centres and recycling centres.
- The weekly tactical meetings continue, where Organised Crime Groups (OCGs) are discussed and actions agreed to disrupt and bringing these offenders to justice. Over 12 OCGs are currently being investigated.
- In conjunction and supported by the Crown Prosecution Service, agreement has been sought with the Recorder of Leeds that a *community impact statement* can inform Judges of the cumulative effect of burglary when determining suitable sentencing. A proforma has been produced, directed for use by the Divisional D/Is for inclusion on burglary files in respect of the more prolific or problematic nominals. It has been favourably received by the judge and around 10 statements to date have been submitted. The relationship with the Courts is now such that a quarterly briefing to the Recorder on emerging issues will be provided.
- In the last year, the Leeds POCA Team (Proceeds of Crime Act) have been actively targeting 'asset rich' offenders across the city, who are known or suspected of living above their legitimate means through criminal activity. The team have utilised existing legislation to seize, restrain and confiscate these benefits, amassing just under £2million.
- Operation Anchor (prison releases) has now been incorporated into daily business. In Q4, there were 146 prison releases managed of which 75 were assessed as at high risk of reoffending (75% + likelihood).
- A grant from the Youth Justice Board has enabled YOS staff/volunteers to be trained on developing the restorative nature of Youth Offender Panels. For example, the ReConnect project involves an experienced parenting practitioner, working with families and young people nearing the end of the custodial sentence, to co-ordinate a family conference enabling a support plan to be put in place to maximise the chances of a successful return home.

Review Period: Jan to March 2012

Population: Residents of Leeds

Progress: 

### What Worked/Lessons Learnt

- A burglary predictive analysis tool has been developed to aid the deployment of resources, under the name of Operation Optimal. This pilot project was launched in NWL in early March, and is based on "neighbour risk" and "opportunistic burglar" models. Tasking is robustly managed to ensure activities are tightly focused within a specific location and time frame. It enhances responses to burglaries including focused target hardening and super cocooning. Results to date are positive.
- In NWL, the Police have formed a Restorative Justice Team (a sergeant and 9 officers) with a remit of establishing a restorative, community resolution approach with appropriate adult & young offenders, as an alternative to prosecution and encouraging individuals to make amends for their crimes.
- In NEL, a number of pilot LCC security patrols have been deployed in localities of concern (7pm-12pm & 12pm-4pm) during the last quarter. These have been high visibility patrols backed up by support from the local Neighbourhood Policing Team's and the Council's CCTV service. Funded by East North East Homes, early evaluations show a decrease in burglary in streets patrolled with no significant displacement.

### New actions

- Review and monitor the outcomes of community impact assessments
- Reduce and disrupt the stolen goods markets
- Design and deliver tailored responses to 'it only takes a minute' campaign in localities of concern
- Improve standards of security across all tenure types

### Information/intelligence requirement

- Evaluation of the North West Leeds pilot (Operation Optimal)

### Issues/Risks

- The challenge for the forthcoming year will be to maintain momentum, focus and commitment by sustaining partnership activity.

## Safer Leeds Performance Accountability Tracker:

Outcome: The communities of Leeds feel safe and are safe

Priority: **Anti-Social Behaviour**

Review Period: January to March 2012

Population: Residents of Leeds

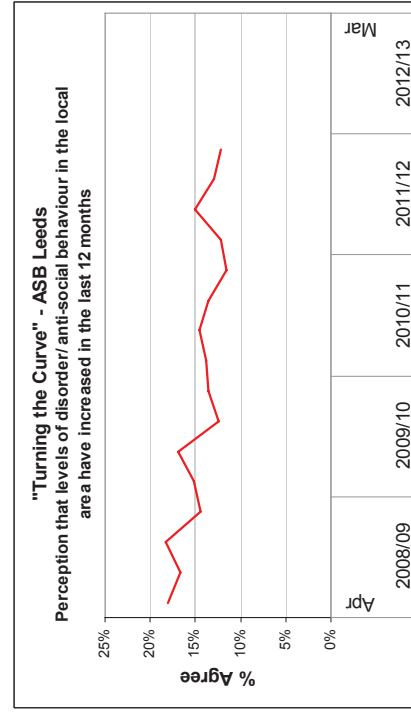
Progress: 

### Why is this a Priority?

Residents expect public agencies to tackle ASB in their localities in a responsive and effective manner. Improving the lives of victims of ASB is fundamental to their health and well-being. Managing or modifying the behaviours of offenders who create most harm in our communities will reduce the risk of re-offending and in turn reduce ASB and crime.

### Headline Indicator

The measure below is concerned with overall perceptions of ASB, and are is not reflective of service provision. The information is from the quarterly West Yorkshire Police Authority household survey ~ in the last 12 months 6,430 households have been surveyed across Leeds.



The 2008/09 baseline range was 18.03% of respondents agreeing it had got worse in the last 12 months. This has decreased to 12.24% in the latest quarter (Jan – Mar 2012). The overall trend is downwards, although there is some variation in quarters and between localities.

### Key Service Indicator – LASBT Survey

Customer satisfaction data is collated at case closure through customer (victim) surveys, which seek customer satisfaction levels in relation to various aspects of the service including;

Annual Figures	2008/9	2009/10	2010/11	2011/12
% Satisfaction with the case outcome.	61.6%	66.1%	60.3%	75.0%
% Satisfaction rating with overall service	72.2%	73.7%	70.4%	81.3%

### Story behind the baseline (LASBT cases)

Prior to implementation of the multi-agency Leeds Anti-social behaviour Team (LASBT) ASB was responded to across a range of agencies (ALMO's, ASBU, Police etc) each working to differing thresholds and service standards making direct comparison of city wide performance data difficult.

When compared with former ASBU survey responses, there have been significant improvements as a result of this joined up approach to ASB service delivery. LASBT data collated during 2011/12 will form the baseline from which performance targets can be set.

### What are the known factors driving the baseline?

Customer satisfaction with the case outcome is influenced by many factors including the victims own expectations, and the complexity of the case.

LASBT procedures are customer focused. For example, in supportively managing victim expectations, exploring potential solutions, and identifying and responding to individual needs. LASBT works to resolve cases at the earliest opportunity. Customer feedback suggests that the process is working. Comments include 'efficient and professional, response received' from an 'invaluable service'.

### Safer Leeds Performance Accountability Tracker:

Outcome: The communities of Leeds feel safe and are safe

Priority: **Anti-Social Behaviour**

LASBT data for 2011/12 has been drawn from on a total of 540 surveys from 1562 named victims (an overall response rate of **34.6%**) giving a 95% confidence level with a 3.41% confidence interval.

#### Demographics

Analysis of Closed Case victim demographics shows that where ethnicity is recorded, 87.2% of victims are White British ethnicity. 63.2% (907) of victims are female and 36.8% (527) male. The remainder are a mixed group or gender unknown (not recorded). Only 8 victims are aged under 18. Analysis of Closed Case perpetrator demographics shows that 89.8% of ASB perpetrators are White British. 53.2% (648) of perpetrators are female and 46.8% (571) male. The remainder are a mixed group or gender unknown (not recorded). 97 perpetrators were aged under 18.

#### **What we did**

LASBT has taken responsibility for all reported incidents deemed to be ASB under new guidance that reflects the governments harm centred approach. Implemented revised procedures that are underpinned by customer focused service standards to ensure that cases are progressed efficiently and resolved at the earliest opportunity.

Streamlined reporting process. Prior to April 2001 ASB enquiries were logged with both the ASBU and ALMO's resulting in repeat calls and duplication. Since April 2011 all ASB related calls have been logged with the new service and shows a significant increase in the number of reports previously dealt with by ASBU.

(*ASBU prior to 04/04/11)	Q1 10/11	Q2 10/11	Q3 10/11	Q4 10/11	Q1 11/12	Q2 11/12	Q3 11/12	Q4 11/12
Enquiries logged on Siebel under LASBT	459	370	229	320	1011	916	645	<b>725</b>
Annual Total	1378							<b>3297</b>

OBA-PAT

Review Period: January to March 2012

Population: Residents of Leeds

Progress: 

West Yorkshire Police received in excess of 42,000 ASB calls during 2010/11. A more accurate ASB grading system was introduced in September 2011, (e.g. removing reports of abandoned vehicles) and data to the end of February 2012 shows the police received 26,694 ASB related calls during 2011/12

During 2011/12 LASBT opened 1248 new cases, a 21.8% increase on 21010/11 figures.

(*ASBU prior to 04/04/11)	Q1 10/11	Q2 10/11	Q3 10/11	Q4 10/11	Q1 11/12	Q2 11/12	Q3 11/12	Q4 11/12
ASB cases opened by LASBT*	243	236	278	267	335	354	251	<b>308</b>
Annual Total	1024							<b>1248</b>

#### **What Worked/Lessons Learnt**

Improved satisfaction and case duration data (durations having reduced from a pre-implementation (ASBU) figure of 241 days to less than 150 calendar days)

#### **New actions**

Building on this success three further key actions are being pursued:

- Environmental Protection Team staff are being integrated into LASBT recognising the ASB impact of domestic noise nuisance.
- West Yorkshire Police, are identifying repeat locations and vulnerable victims, to improve information sharing and ensure LASBT proactively responds to emerging ASB issues.
- Work is ongoing to ensure LASBT respond to any legislative changes.

#### **Issues/Risks**

Moving forward into 2012/12 our key challenge is to build on the successful outcomes achieved during 2011/12.



**Meeting:** Safer and Stronger Communities Board

**Population:** All people in Leeds

**Outcome:** the city is clean and welcoming

**Priority:** Ensure that local neighbourhoods are clean.

**Why and where is this a priority** Clean streets and neighbourhoods are regularly cited by local people as one of the key determinants of whether the area in which they live is attractive and welcoming. Clean streets can promote a sense of well-being and belonging; conversely high levels of litter and rubbish strewn across a community can foster a sense of social concern and fear of crime, this is particularly the case in relation to issues such as graffiti, fly-posting and fly-tipping.

**Story behind the baseline**

Over the past 10 years or so street cleanliness levels across Leeds have improved significantly and steadily. This has reflected a number of key drivers including:-

- \* increased public concern around the issue, particularly in relation to the positive and negative impacts the issue brings with it
- \* increased focus on the issue from central government including via a dedicated performance indicator - NI 195 (previously BV 199)
- \* availability of funding to tackle street cleanliness levels in areas of greatest challenge - NRF, SSCF and LPSA funding have all been used in Leeds.

The City Council is the prime service provider within the City and does this via an in-house workforce. The service provides a range of activities on a routine/scheduled basis including mechanical and manual street cleaning, litter bin emptying and fly-tip removal. Services are also responsive to local issues such as events, fetes and galas etc as well as the needs of local communities as expressed via Elected Members or via residents themselves. This is against a backdrop of external funding losses, which presents a continuing challenge to maintain service standards in this context.

Historically, Leeds has performed well against other 'core city' comparators (NI 195 data) with a relatively low level of spend per head of population. At the commencement of the new delegation arrangements, a survey was done to establish a baseline position, with the result that 86.7% of streets surveyed were deemed to be satisfactory in relation Litter (Sept 11). Further surveys are being undertaken periodically but the results are affected by seasonal factors so comparisons are not yet possible. Over time, performance data will be built up which will allow year on year seasonable comparisons to be made.

Leeds is progressive in its use of enforcement powers to tackle issues such as littering and fly-tipping and has taken a strong stance which has seen the issue of Fixed Penalty Notices and prosecutions for serious offences.

Traditionally street cleanliness performance data has been measured and reported at a city wide level. More recently this has been produced at a lower level (based on the 10 Area Committees) and this will help to understand and tackle issues in a more bespoke way than has previously been the case at the locality level.

**What do key stakeholders think**

Perceptions of street cleanliness, reported anecdotally, have improved over the last two quarters of 2011/12. Views have been expressed by Members, residents groups and city centre businesses. A Dec 2011 survey of businesses and residents in the city centre showed approximately 70% satisfaction with cleanliness. There is an acceptance that improvements have been made on cleaning the city, with a renewed attention now expected on enforcement, which, alongside education, provide a rounded approach to improving overall cleanliness. There is no complacency on this issue with key stakeholder groups expecting continuing improvement and a willingness to engage and contribute to ensure this is achieved for the city.

**Overall Progress:**  
Amber 

<p><b>What we did</b></p> <ul style="list-style-type: none"> <li>We are coming to the close of the delivery period of the first round of SLAs. The impact of delegation on street cleansing has been monitored at Area Committee meetings and collectively by the Council's Executive Board. The comments from Members via these and other routes have been used to guide the first drafts of SLA2.</li> <li>The principles and overall content of SLA2 has now been agreed by each Area Committee.</li> <li>The range of cleansing services delegated to Area Committees was extended in February 2012.</li> <li>We have been developing focused zero-tolerance enforcement activities in very localised areas.</li> <li>Introduced extended Dog Control Orders for specified land across the city.</li> </ul>	<p><b>New Actions</b></p> <ul style="list-style-type: none"> <li>Finalise the second round of SLAs and seek sign-off by Area Committees.</li> <li>Introduce and roll out Environmental Improvement Zones in ENE.</li> <li>Propose and introduce a new model of service delivery for an integrated environmental service for Headingley.</li> <li>Ensure local events attracting global interest / coverage are well supported in terms of cleaning and enforcement activities.</li> <li>Develop a prioritised cleansing programme for the city centre (to form part of the emerging City Centre Charter).</li> </ul> <p><b>Data Development</b></p> <ul style="list-style-type: none"> <li>Service performance and resident perception data will now be collated at a locality level, this will allow services to be more 'intelligent' and locally focussed.</li> </ul>
<p><b>What worked locally /Case study of impact</b></p> <ul style="list-style-type: none"> <li>The impact of the introduction of the SLAs will be measured by the NI 195 survey results.</li> <li>In the WNW area – An Elected Member Environmental Champion is leading the exploration of littering and dog fouling enforcement on Armley Town Street.</li> <li>In the SE area – the Council and its partners have supported a community-led clean up initiative by a local Elected Member, the Imam of the local mosque, and worshippers at Friday prayers.</li> <li>In the ENE area - Intelligence sharing between enforcement teams and bulk vehicle teams has led to the removal of over 2000 tyres from various sites in the outer areas.</li> </ul>	
<p><b>Risks and Challenges</b></p> <ul style="list-style-type: none"> <li>Budget challenges face all Council services and street cleansing is no exception. The need to increase efficiency/make service reductions may impact on service delivery.</li> <li>Satisfactory performance against the SLAs agreed with Area Committees is vital.</li> <li>Joint working and greater flexibility needs to be done in partnership with the workforce and staff need to be engaged and understand any changes that may occur to traditional working patterns/arrangements.</li> <li>The constant balancing act of resource deployment at a very local level to ensure the maximum cleansing outcomes.</li> <li>More successful engagement with the public to improve their current littering behaviour. This should be a mix of education and enforcement.</li> <li>Continually improving productivity and maximising co-ordinated working with other internal partners.</li> </ul>	

**Meeting:** Safer and Stronger Communities Board

**Population:** All people in Leeds

**Outcome:** People can get on well together

**Priority:** Increase a sense of belonging that builds cohesive and harmonious communities.

### Why and where is this a priority

Leeds has one of the most diverse and changing cultural populations in the UK, it also houses some of the most affluent populations as well as the most deprived in the country, and these communities are often in close proximity. The current economic pressures and other factors present both opportunities and challenges for the city, including the need to ensure that we maintain and strengthen our good community relations and build links and relationships between our diverse communities and neighbourhoods.

### Story behind the baseline

Leeds has one of the most diverse and changing cultural populations in the UK. The majority of our black and minority ethnic and newly arrived communities are however concentrated in the inner city and less affluent areas. This has created some tension in communities where the impact of new arrivals or changing demographics has been felt more keenly. Whilst the overall picture is that Leeds communities are generally resilient and tolerant, the significance of intercultural tensions in some of our communities must not be underestimated. The picture nationally is that tensions between different communities of identity are increasing, and Leeds is conscious of staying ahead of that trend.

Every community in Leeds has its strengths. However, there are communities in Leeds where multiple concerns occur in the same location including poverty, unemployment, truancy and substance misuse. Where these concerns and others all exist in once place it compounds the effects of crime and anti-social behaviour, reduces respect for the environment and limits the potential benefits of community involvement and community action.

In order to help these communities with multiple concerns, our focus is on early identification, interventions and support for individuals and families to reduce such risks, threats and harms. The partnership focus for this work, is about understanding what interventions and support can be in place to make a difference at community level: understanding the conditions required to ensure interventions are most successful.

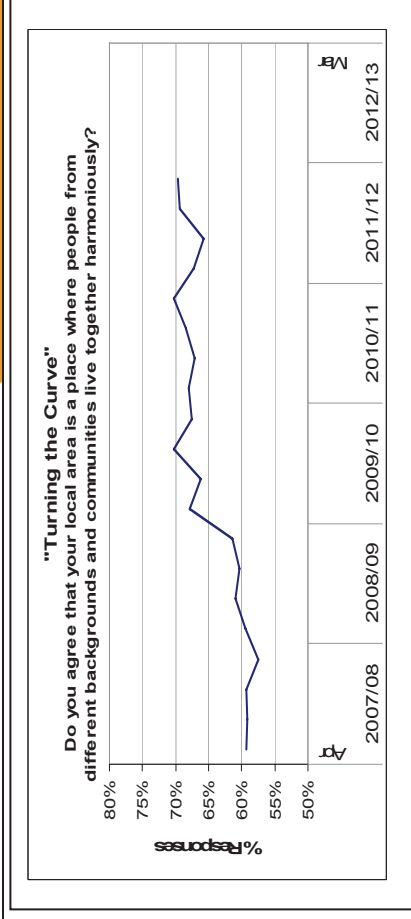
Newly emerging or changing communities are especially vulnerable to a range of threats, significant and regular changes in population, especially with short-term residency, inhibits the formation of strong, supportive and integrated communities – and we are working to look at what support needs to be in place to build resilience in these neighbourhoods, and with certain communities of identity.

Overall progress is as planned in the last 3 months, and there is confidence that we know where activity needs to be targeted to strengthen communities. Progress is noted as Amber however, to reflect the need to ensure that we can deliver the right interventions and support with partners where needed to achieve continued progress.

### What do key stakeholders think

The graph shows that in 2007/08 the baseline position was 59.34% (taken from West Yorkshire Police Authority household survey data). This has increased to 69.61% in Qtr 4, although there is some variation in quarters and between localities and there are many different factors influencing people's perceptions.

**Overall Progress:**  
**AMBER**



### What we did

- The Safer and Stronger Communities Board looked at a focus on restorative practice.
- The Stronger Communities partnership has initiated an overview of the national programmes having an impact at local community level – and are exploring the implication for stronger communities
- **Migration Partnership:** the partnership is currently exploring options of how best to cope with the cuts to the sector, and is working with statutory partners to manage the likely impact of changes to the asylum system, and asylum housing, as well as support work to prevent hate crime in newly arrived communities.
- The **Gypsy Roma Traveller partnership** has progressed work to develop a Roma Needs Assessment and a Gypsy Traveller Needs Assessment to bring together work in health and social care and to direct resources appropriately. They are also exploring how to improve adult safeguarding for vulnerable young women from these groups.

### What worked locally / Case study of impact

- The Migrant Community Organisers programme hosted an away day for all the migrants trained so far. This group identified a number of areas to explore for working more effectively together and with partner agencies and have agreed to form the Migrant Community Network to improve relations across newly arrived groups. Funding has been secured for a forth cohort of volunteer training.

### Risks and Challenges

Ensuring that community partners are in a position to engage and deliver where action is needed to support communities and influence behaviour is a key challenge in the current economic climate. A national increase in incidents of hate crime and inter community tension is noted as a risk for Leeds, and we need to ensure that we learn from the experiences of other cities where civic unrest has been more evident than in Leeds.

### New Actions

- **Safeguarding our Communities:** the quarterly report shows a slow, but steady rise in the spread of areas of concern around tensions; however, the actual levels of risk have generally remained “low”. In terms of numbers of recorded hate incidents – although these have risen in quarter 4 – these have mainly been in the “Moderate” (Repeat harassment, threats, intimidation) and particularly “Concern” (Isolated name calling, abusive language) categories, which may indicative of increased reporting levels. And the actual levels of incidents in the “High/ Severe” (physical violence, damage to property) have decreased. Work has also progressed to develop community mapping which will support in understanding and identifying inter-community tensions. The Migration Partnership will assist this work.


### Data Development

- The Stronger Communities partnership has assigned a sub group to develop 4 substantive proxy measures, to help understand the overall headline indicator – which is a more long term measure, and will not be indicative of short term progress. This group has met and outlined a range of areas to progress data in order to determine a reliable measure for communities strength, as well as their perception of involvement in the life of the city. These will be worked up further with the aim of being in place by Q1 2012/13.

2011/12 Directorate Priorities

Reporting Period : Quarter 4 2011/12

Environment & Neighbourhoods Directorate Priorities	Progress Summary	Overall Progress	Supporting Measures	Q1	Q2	Q3	Q4
Deliver the Safer and Stronger Board City Priority Plan, with a focus on reducing burglary levels, increasing confidence in relation to Anti Social Behaviour and improving cleanliness	The Safer aspect of the Board's work is progressing well and there is significant progress in relation to priorities round ASB and Burglary, The clean neighbourhood work is also progressing well. In relation to the Stronger element, the focus has been on a range of issues potentially impacting on communities such as Welfare Reform, Asylum and Government changes in cohesion policy.	Green	N/A	N/A	N/A	N/A	N/A
Create the environment for effective partnership working	The Safer/Stronger CPP Board is well established and has TOR, meeting schedules and action plans. It is built on some well established relationships and close partnership working which are paying dividends e.g. the significant improvement in burglary outcomes are as a result of the delivery of a partnership-led burglary reduction programme.	Green	N/A	N/A	N/A	N/A	N/A
Improve Recycling rates	Recycling rates have increased by approx 2.5 % over previous year with a corresponding annual reduction (circa 21,600 tonnes) less waste being sent to landfill. The target has not been reached primarily due to a lower the expected tonnage of waste processed through the AWM Gildersome facility, and an expected increase in recycling at HWSS not yet being observed over the winter opening hours.	Amber	Increase percentage waste recycled	41.19%	PROV 39.69% (YTD 40.46%)	YTD 39.75% to end Nov	37.32% (Provisional)
Improve refuse service reliability	Service reliability during the last quarter of the year deteriorated slightly. This is due to a number of reasons: January is seasonally a challenging period because of extra waste caused by Christmas. There was a re-organisation of hard to access and farm routes at the end of January and bad weather at the start of February which had a short term impact on missed collections. The primary data base for routing information failed during December and the transfer of information to an alternative platform resulted in data corruption requiring a full data cleansing exercise. As the data cleaning exercise progresses, improvements are expected to be seen through a reduced number of complaints.	Red	Reduce number of missed bins per 100,000 collected	NA	98	95	108
Ensure that local neighbourhoods are clean	Street cleanliness is measured annually via a total of 3,000 surveys undertaken across three periods in the year. The full year, city-wide result for litter for 2010/11 was 86.7% of sites found to be satisfactory. The latest (second) survey conducted in Dec 2011 reported this to have increased to 88.4%. It should be noted that the latter reflects one period in the year as opposed to the full year result for 2010/11 and therefore the two are not entirely comparable. Perception data is not yet available due to issues with the use of the citizens panel.	Amber	Reduce percentage of streets with unacceptable levels of litter. NB Year end site survey data to be used to monitor this priority	NA	NA	NA	Year end data not yet available
Reduction in Burglary levels	In the last 12 months Leeds has made strong progress in working towards its desired outcome. As a measure of success the partnership reduction target for 2011/12 (8,200) has been exceeded. The 2011/12 result exceeds our previous best outturn of 05/06 and January, February and March saw the lowest recorded burglary count in over ten years and the best performing months for over ten years.	Green	Reduce number of burglaries (Target 8,200)	2112	2143 (4255)	1790 (6045)	1,617 (7662)
Improve the quality of Leeds' parks (Service realigned from City Development)	The single site charge at Lotherton Estate has been implemented and provides an improved offer in conjunction with Museums and Galleries. Visitor numbers to the Estate will be monitored during 2012/13 to establish impacts on visitation and income. Golf have implemented their new pricing policy including the concessionary rates and season tickets. In March 2012 a survey was launched which will run until at least December 2012 and aims to gather the views of users. Parks and Countryside have agreed to restore its apprentice programme with a plan to recruit 21 apprentices in the areas of horticulture, landscaping, animal care, catering and retail and engineering. Apprentices will start in September 2012 and will study a 2 year programme to gain an NVQ2 qualification.  The percentage of sites reaching the Green Flag standard has increased since 2007 from 16.1% to 26.57% and the 2011/12 result has slightly exceeded the target. A report has been considered by Parks and Countryside Management Team noting the outcome of the 2011/12 assessment and the areas of underperformance, typically these are around provision of signage and site interpretation which are to be included in the investment plan. Work is continuing to improve facilities at Middleton, Bramley Park, Burley Park and Queens Park in Pudsey.	Green	Increase percentage of parks and countryside sites assessed internally that meet the Green Flag criteria (Annual Target - 26.2%)	Annually Reported at Q4			26.57%
Work effectively at a local level (Environment and Neighbourhoods)	Our locality-based approach in relation to Street Cleansing and Environmental Enforcement is progressing well - see clean neighbourhoods priority below. The Directorate continues to bring a locality focus to its work and E+N SLT has recently taken an in-depth look at the Hyde Park/Woodhouse area to identify issues and joint strategies.	Green	N/A	N/A	N/A	N/A	N/A

Other Directorate Priorities	Progress Summary	Overall Progress	Supporting Measures	Q1	Q2	Q3	Q4
Deliver an approach to locality working with improved community engagement and more local decision making (Customer Access and Performance)	Following the review period for locality working, we have made steady progress in identifying key structures and linkages, and have begun work on addressing these. Concurrently this has clarified a number of issues relating to how performance needs to be managed and reported both within the locality working teams and to wider audiences including the Council and the Leeds Initiative partnership. Area Leaders and their teams have begun identifying key work areas and their contributions to city priorities. Key areas for developing improved local decision making including potential new delegations have been identified for progress in the next years work programme. Area Leadership Teams have continued to meet and begun setting improvement targets within a linked performance framework. Progress for the Teams is still at an early stage with some "patchy" outcomes, indicating a steep learning curve which is still to be achieved, but commitment and dedication to making the journey remains high.	 Amber	Increase percentage of people who feel they are involved in their local community	Indicator being developed - To be collected through Citizens Panel			

Other Relevent Indicator	Q1	Q2	Q3	Q4
Reduce the overall crime rate (per 1000 population) (Target 95.1‰ or <=74,038)	23.6 (18,877)	Q2 23.2‰ (18,574) YTD 46.9‰ (37,451)	20.9‰ (16,715) YTD 67.8‰ (54,166)	20.4‰ (16,279) YTD 88.2‰ (70,445)

## Appendix 2 Council Business Plan Changes

### Directorate Priorities and Performance Measures

- Create the environment for **effective partnership working**
- Deliver the Safer and Stronger Board City Priority Plan, with a focus on reducing **burglary** levels, increasing confidence in relation to **Anti Social Behaviour** and improving **cleanliness**
- Improve **recycling** rates
- Improve **refuse service reliability**
- **EXTENDED** Ensure that local neighbourhoods and central commercial areas are clean
- ~~Work effectively at a local level~~ (NB Environment and Neighbourhood priority)— **DELETE** - the intention going forward is to integrate a locality focus into all relevant service areas in Environment and Neighbourhoods. This topic is also covered by an city wide priority on locality working below so it is a duplication.
- Improve the quality of Leeds' parks
- Deliver an approach to locality working with improved community engagement and more local decision making

Performance Measure	Baseline (2010-11 year end result unless otherwise stated )	Result	Target
		2011/12	2012/13
Increase percentage waste recycled	34.67%	37.32% (Provisional)	45% 44%
Reduce number of missed bins per 100,000 collected	Working to establish a reliable baseline position – targets to be reviewed once this is available	108	< 50
Reduce number of burglaries	8869	7,662	7600 7480
Reduce percentage of streets with unacceptable levels of litter	New baselines being established at Area Cttee level which will be used to determine city-wide baseline and targets	tbc	5% improvement by Dec 2013

Performance Measure	Baseline (2010-11 year end result unless otherwise stated )	Result	Target
		2011/12	2012/13
Percentage of parks and countryside sites assessed internally that meet the Green Flag criteria	23%	26.57%	29.4%
Increase percentage of people who feel they are involved in their local community	New Indicator – baseline to be established in <del>2011-12</del> 2012-13 through Citizen panel. Targets to be set for 2013/14		



**Report of Head of Scrutiny and Member Development**

**Report to Safer and Stronger Communities Scrutiny Board**

**Date: 18<sup>th</sup> June 2012**

**Subject: Work Schedule**

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

**1 Purpose of this report**

1.1 The purpose of this report is to consider the Scrutiny Board’s work schedule for the forthcoming municipal year.

**2 Main issues**

2.1 Further to the discussions already held with the Director and Executive Board Members during today’s meeting, Members are now requested to translate the decisions made around the chosen topics for Scrutiny into a work schedule for the forthcoming municipal year.

2.2 A draft work schedule is attached. Already included within the draft work schedule are the traditional items of Scrutiny work. These involve performance monitoring, recommendation tracking and Budget and Policy Framework Plans.

**3 Recommendations**

3.1 Members are asked to prioritise the topics identified for Scrutiny and incorporate these into its work schedule for the forthcoming municipal year.

**4. Background papers<sup>1</sup>**

None used

<sup>1</sup> 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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## Scrutiny Board (Safer and Stronger Communities) Work Schedule for 2012/2013 Municipal Year

Area of review	Schedule of meetings/visits during 2012/13		
	June	July	August
<i>To be determined</i>			
<i>To be determined</i>			
<i>To be determined</i>			
<i>To be determined</i>			
<b>Briefings</b>	Equality Improvement Priorities SB 18/06/12 @ 10 am		
<b>Crime and Disorder Committee work.</b>	Crime and Disorder Scrutiny in Leeds SB 18/06/12 @ 10 am		
<b>Budget &amp; Policy Framework Plans</b>			
<b>Recommendation Tracking</b>		Fuel Poverty Inquiry – Formal Response SB 30/07/12 @ 10 am  Phase 2 Dog Control Orders SB 30/07/12 @ 10 am	
<b>Performance Monitoring</b>	Quarter 4 performance report SB 18/06/12 @ 10 am		

**Scrutiny Board (Safer and Stronger Communities) Work Schedule for 2012/2013 Municipal Year**

Area of review	Schedule of meetings/visits during 2012/13		
	September	October	November
<i>To be determined</i>			
<i>To be determined</i>			
<i>To be determined</i>			
<i>To be determined</i>			
<b>Briefings</b>			
<b>Crime and Disorder Committee work.</b>			
<b>Budget &amp; Policy Framework Plans</b>			
<b>Recommendation Tracking</b>			
<b>Performance Monitoring</b>	Quarter 1 performance report SB 10/09/12 @ 10 am		

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**Scrutiny Board (Safer and Stronger Communities) Work Schedule for 2012/2013 Municipal Year**

Area of review	Schedule of meetings/visits during 2012/13		
	December	January	February
<i>To be determined</i>			
<i>To be determined</i>			
<i>To be determined</i>			
<i>To be determined</i>			
<b>Briefings</b>			
<b>Crime and Disorder Committee work.</b>			
<b>Budget &amp; Policy Framework Plans</b>			
<b>Recommendation Tracking</b>			
<b>Performance Monitoring</b>	Quarter 2 performance report SB 10/12/12 @ 10 am		

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**Scrutiny Board (Safer and Stronger Communities) Work Schedule for 2012/2013 Municipal Year**

Area of review	Schedule of meetings/visits during 2012/13		
	March	April	May
<i>To be determined</i>			
<i>To be determined</i>			
<i>To be determined</i>			
<i>To be determined</i>			
<b>Briefings</b>			
<b>Crime and Disorder Committee work.</b>			
<b>Budget &amp; Policy Framework Plans</b>			
<b>Recommendation Tracking</b>			
<b>Performance Monitoring</b>	Quarter 3 performance report SB 11/03/13 @ 10 am		

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