



SCRUTINY BOARD (RESOURCES AND COUNCIL SERVICES)

Meeting to be held in Civic Hall, Leeds, LS1 1UR on
Monday, 24th March, 2014 at 10.00 am

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

MEMBERSHIP

Councillors

- S Bentley - Weetwood;
- J L Carter - Adel and Wharfedale;
- N Dawson - Morley South;
- P Grahame (Chair) - Cross Gates and Whinmoor;
- J Hardy - Farnley and Wortley;
- A Khan - Burmantofts and Richmond Hill;
- A Lowe - Armley;
- C Macniven - Roundhay;
- R Wood - Calverley and Farsley;

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>APPEALS AGAINST REFUSAL OF INSPECTION OF DOCUMENTS</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>EXEMPT INFORMATION - POSSIBLE EXCLUSION OF THE PRESS AND PUBLIC</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>RESOLVED – 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:</p> <p>No exempt items have been identified on this agenda.</p>	

Item No	Ward/Equal Opportunities	Item Not Open		Page No
3			<p>LATE ITEMS</p> <p>To identify items which have been admitted to the agenda by the Chair for consideration.</p> <p>(The special circumstances shall be specified in the minutes.)</p>	
4			<p>DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS</p> <p>To disclose or draw attention to any disclosable pecuniary interests for the purposes of Section 31 of the Localism Act 2011 and paragraphs 13-16 of the Members' Code of Conduct.</p>	
5			<p>APOLOGIES FOR ABSENCE AND NOTIFICATION OF SUBSTITUTES</p> <p>To receive any apologies for absence and notifications of substitutes.</p>	
6			<p>MINUTES - 24 FEBRUARY 2014</p> <p>To confirm as a correct record, the minutes of the meeting held on 24 February 2014.</p>	1 - 4
7			<p>EXECUTIVE BOARD MINUTES - 5 MARCH 2014</p> <p>To receive for information, the minutes of the Executive Board held on 5 March 2014.</p>	5 - 26
8			<p>LEEDS CITY COUNCIL'S DECISION MAKING PROCESS AND DUE REGARD TO EQUALITY</p> <p>To consider a report from the Head of Scrutiny and Member Development presenting information in relation to the Board's inquiry into the Council's decision making process and due regard to equality.</p>	27 - 76

Item No	Ward/Equal Opportunities	Item Not Open		Page No
9			<p>WORK SCHEDULE AND DRAFT CONCLUSIONS AND RECOMMENDATIONS FOLLOWING THE DISCUSSIONS ON GRANTS TO THE THIRD SECTOR</p> <p>To consider the Scrutiny Board’s work schedule for the 2013/14 municipal year and recommendations following the discussions on grants to the third sector.</p>	77 - 86
10			<p>DATE AND TIME OF NEXT MEETING</p> <p>Monday, 7 April 2014 at 10.00am (Pre-meeting for all Board Members at 9.30am)</p> <p>THIRD PARTY RECORDING</p> <p>Recording of this meeting is allowed to enable those not present to see or hear the proceedings either as they take place (or later) and to enable the reporting of those proceedings. A copy of the recording protocol is available from the contacts named on the front of this agenda.</p> <p>Use of Recordings by Third Parties– code of practice</p> <ul style="list-style-type: none"> a) Any published recording should be accompanied by a statement of when and where the recording was made, the context of the discussion that took place, and a clear identification of the main speakers and their role or title. b) Those making recordings must not edit the recording in a way that could lead to misinterpretation or misrepresentation of the proceedings or comments made by attendees. In particular there should be no internal editing of published extracts; recordings may start at any point and end at any point but the material between those points must be complete. 	

Agenda Item 6

SCRUTINY BOARD (RESOURCES AND COUNCIL SERVICES)

MONDAY, 24TH FEBRUARY, 2014

PRESENT: Councillor P Grahame in the Chair

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

70 Late Items

There were no late items.

71 Declaration of Disclosable Pecuniary Interests

There were no disclosable pecuniary interests declared to the meeting.

72 Apologies for Absence and Notification of Substitutes

There were no apologies for absence.

73 Minutes - 20 January 2014

RESOLVED – That the minutes of the meeting held on 20 January 2014 be confirmed as a correct record.

74 Executive Board Minutes - 22 January 2014

RESOLVED – That the minutes of the Executive Board held on 22 January 2014 be noted.

75 Grant Expenditure with Third Sector Bodies

The Head of Scrutiny and Member Development submitted a report presenting information in relation to grant expenditure with third sector bodies.

The following were in attendance and responded to Board Members questions and comments.

- Councillor Peter Gruen, Executive Member, Neighbourhoods, Planning and Support Services
- Dennis Holmes, Deputy Director, Adult Social Care
- Julie Staton, Head of Commissioning, Environment and Housing
- Mathew Sims, Head of Arts and Venue, City Development
- Simon Criddle, Head of Finance, City Development
- Philippa Toner, Senior Executive Manager, PPU.

In brief summary, the main areas of discussion were:

- The criteria used to support individual grant giving and whether it supported the Council's Strategic objectives
- The difference between grants and commissioned services and the processes adopted to decide the most appropriate funding model
- Whether rigorous financial checks are undertaken on organisations receiving grants to assess their solvency
- The performance monitoring arrangements in place
- The governance arrangements for decision making
- The level of information given to elected Members regarding the funding of third sector bodies
- The ability to prevent double funding for the same project/outcome.

Members noted the current Contract and Financial Procedure Rules in relation to grants to external organisations. Members also noted guidance on this matter from the National Audit Office.

RESOLVED –

- (i) To thank officers for the information presented
- (ii) To request that the Head of Scrutiny and Member Development draft up a statement on this matter, to be agreed at the Board's March meeting, reflecting the views and comments of the Board. It was agreed that the views of the Scrutiny Board would be submitted to Internal Audit who were currently undertaking work in this area.

76 Community Centres

The Assistant Chief Executive (Citizens and Communities) submitted a report detailing progress with the improved arrangements for the Community Centre portfolio.

The following were in attendance and responded to Board Members questions and comments:

- Councillor Peter Gruen, Executive Member, Neighbourhoods, Planning and Support Services
- Martin Dean, Head of Service (Communities)

The Scrutiny Board acknowledged that community centres play a valuable role in the city and that the current work undertaken at community centres supports the Council's wider objectives. The Scrutiny Board also agreed that it was appropriate for the council to support the effective running of the buildings maximising the income generated from users so that the costs to the council are controlled.

The Scrutiny Board supported the establishment of three price points for each space available, reflecting the facilities on offer:

- Point 1 – Full economic cost or ‘Market Rent’
- Point 2 – reduced community group rate
- Point 3 – Free.

The Scrutiny Board also supported proposals to simplify the lettings process by:

- Separating venues and community centres so that appropriate information is collected;
- Utilising the option to pay in advance by credit/debit card;
- Considering whether all the information currently collected is necessary, with a view to simplifying the process.

The Board continued to raise its concern over the standard of service received on occasion from the lettings service. The Head of Service (Communities) confirmed that this matter had been taken up with the relevant officer.

The Board noted the positive role Area Committee could have in relation to pricing.

RESOLVED –

- (i) To support the proposals outlined in the report.
- (ii) To receive a further progress report in the new municipal year.

77 Members ICT Service Provision

The Chief Officer (ICT) presented a report recommending a number of changes in relation to support and charges associated with using Council provided tablets for conducting Council business when abroad.

The following were in attendance and responded to Board Members questions and comments:

- Councillor Peter Gruen, Executive Member, Neighbourhoods, Planning and Support Services
- Andy Keightley, Business Relationship Manager
- Andrew Byrom, Support Services Manager.

RESOLVED –

- (i) To recommend that the savings resulting from the Members ICT Upgrade project be used to meet the data charges associated with the use of the Council-provided tablets abroad when the device is used to conduct Council business
- (ii) To recommend that the following changes to ICT support arrangements are introduced:

- The appointment of a dedicated Member ICT Support Officer to provide enhanced support as outlined between 3.3.12 and 3.3.14 of the report and,
- The opening hours of the Drop-In Centre within Civic Hall be extended to reflect those of the Service Centre i.e. 0800 to 1730, Monday to Friday.

78 Work Schedule and Draft Terms of Reference - Decision Making and Due Regard to Equality

The report of the Head of Scrutiny and Member Development presented the draft work schedule.

RESOLVED –

- (i) That the Board's work schedule be updated to reflect the work areas identified during today's meeting.
- (ii) That the draft terms of reference for an inquiry into Decision Making and Due Regard to Equality be agreed.

79 Date and Time of Next Meeting

Monday, 24th March 2014 10.00 a.m. (Pre-meeting for all Board Members at 9.30 a.m.)

(The meeting concluded at 11.20 am).

EXECUTIVE BOARD

WEDNESDAY, 5TH MARCH, 2014

PRESENT: Councillor K Wakefield in the Chair

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

190 Exempt Information - Possible Exclusion of the Press and Public

RESOLVED – That, in accordance with Regulation 4 of The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, the public be excluded from the meeting during consideration of the following parts of the agenda designated as exempt on the grounds that it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present there would be disclosure to them of exempt information so designated as follows:-

- (a) Appendix 1 to the report entitled, 'Design and Cost Report for Holbeck Urban Village and Land Assembly Proposals' referred to at Minute No. 203 is designated as exempt in accordance with paragraph 10.4(3) of Schedule 12A(3) of the Local Government Act 1972 on the grounds that it contains information relating to the financial or business affairs of any particular person (including the authority holding that information). It is therefore considered that the public interest in maintaining the content of the appendix as exempt outweighs the public interest in disclosing the information. Disclosing the amounts detailed within the appendix will jeopardise the Council's ability to secure the best financial outcome and releasing information could have a detrimental impact upon the financial affairs of businesses that have tenancies at the Round Foundry Media Centre and Leodis Court.
- (b) Appendices A, C, D and E to the report entitled, 'Design and Cost Report: Aire Valley Enterprise Zone - Progress and Next Steps' referred to at Minute No. 205 are designated as exempt in accordance with paragraph 10.4(3) of Schedule 12A(3) of the Local Government Act 1972 on the grounds that the contents of the appendices relate to the financial or business affairs of the Council, and therefore it is considered in the public interest that these appendices are designated as exempt from publication.
- (c) Appendix A to the report entitled, 'Aire Valley Park and Ride Proposals' referred to at Minute No. 206 is designated as exempt in accordance with paragraph 10.4(3) of Schedule 12A(3) of the Local Government Act 1972 on the grounds that the information contained within the appendix relates to the financial or business affairs of a particular person, and of the Council. This information is not publicly available

Draft minutes to be approved at the meeting
to be held on Wednesday, 2nd April, 2014

from the statutory registers of information kept in relation to certain companies and charities. It is therefore considered that since this information was obtained through one to one negotiations for the purchase of the land/property referred to, then it is not in the public interest to disclose this information at this point in time. Also, the release of such information would or would be likely to prejudice the Council's commercial interests in relation to and undermine its attempts to acquire by agreement similar properties in the locality in that owners of other similar properties would be aware about the nature and level of consideration which may prove acceptable to the Council. It is considered that whilst there may be a public interest in disclosure, much of this information will be available from the Land Registry following completion of the purchase and consequently the public interest in maintaining the exemption outweighs the public interest in disclosing this information at this point in time.

191 Late Items

With the agreement of the Chair, an updated version of Appendix 1 to agenda item 23 entitled, 'Leeds Core Strategy: Further Pre-Hearing Changes to Policy H7: Accommodation for Gypsies, Travellers and Travelling Showpeople' had been circulated to Board Members for their consideration. (Minute No. 211 refers).

192 Declaration of Disclosable Pecuniary Interests

There were no Disclosable Pecuniary Interests declared at the meeting, however in relation to the agenda item entitled, 'Part A: Outcome of Statutory Notice on Proposals for the Expansion of Calverley Church of England Primary School; Part B: Outcome on a Proposal for the Expansion of Broadgate Primary School; and Part C: Outcome of Statutory Notice on Proposals for the Expansion of Broomfield South SILC and West Oaks SEN Specialist School and College', Councillor A Carter drew the Board's attention to his position on the Board of Governors at Calverley Church of England Primary School.

In referencing the fact that he had previously voted on related matters in his position as a school governor, Councillor Carter emphasised that he would not participate on any vote taken at the Executive Board in respect of Calverley Church of England Primary School. (Minute No. 216 refers).

193 Minutes

RESOLVED – That the minutes of the previous meeting held on 14th February 2014 be approved as a correct record.

ADULT SOCIAL CARE

194 Better Lives Lived - Leeds Local Account of Adult Social Care 2013/14

The Director of Adult Social Services submitted a report introducing the 2013/14 Local Account of Adult Social Care Services in Leeds. The report provided a summary of the main areas of achievement of Adult Social Care and indicated those areas of service identified as requiring further

development to sustain or improve performance. Additionally, the report set out the new responsibilities placed upon councils and explained the Local Account's contribution towards enhancing local accountability to the public and also as a tool to support sector led service improvement.

Members welcomed the content of the Local Account document for the period 2013/2014.

RESOLVED – That the contents of the submitted report, together with the appended Local Account for Leeds, entitled “Better Lives Lived”, be noted.

195 Developing and Empowering Resources in Communities, Adult Social Care

The Director of Adult Social Services submitted a report highlighting the involvement of Adult Social Care in a ground breaking national initiative called Developing and Empowering Resources in Communities (DERIC), which was a community interest company established in May 2012 to find new ways of funding and providing social care in the current context of decreasing resources and increasing demand.

Responding to a Member's enquiry regarding the potential around the support which could be provided to Neighbourhood Network Schemes in Leeds by DERIC, the Board noted that DERIC was a national initiative and that the allocation of funding was provided on a national basis. However, it was also noted that some of the savings generated by the scheme would be used to fund the next tranche of national investment.

In conclusion, the strength of Neighbourhood Networks and the vital role they played throughout Leeds was highlighted.

RESOLVED –

- (a) That the involvement of Leeds City Council in Developing and Empowering Resources in Communities or DERIC be endorsed.
- (b) That the continuing involvement of Adult Social Care in the governance structure of the national DERIC Board be approved, which will be subject to on-going monitoring by the Deputy Director of Adult Social Care, and subject to a six monthly review with the Executive Lead Member.
- (c) That the holding of a contingency fund created from within the current funding base of Adult Social Care be approved in order to enable Leeds City Council to guarantee the loan from DERIC to organisations in Leeds, and that it be noted that funding will be 'drawn down' rather than provided as a lump sum. Leeds City Council will, therefore, only need to ensure it holds sufficient funds to cover the amount that has been received.
- (d) That the future expansion of the use of this fund in Leeds be approved, subject to additional funding being made available from DERIC.

- (e) That approval be given for the Council to provide a guarantee to DERIC in respect of loans provided to organisations in Leeds and that the authority required to conclude the necessary agreements be delegated to the Director of Adult Social Services.

HEALTH AND WELLBEING

196 Better Care Fund: Implications for Leeds City Council

The Director of Adult Social Services submitted a report providing information on the local development of plans for the Better Care Fund (BCF), the conditions of which were released by national government on 20 December 2013. In addition, the submitted report explored the current and future implications for Leeds City Council in relation to the BCF, and highlighted the role which the BCF could play in bringing together partners to address the financial challenge facing the entire health and social care system in Leeds.

Responding to a Member's enquiry regarding the governance and scrutiny arrangements around the BCF initiative, the Board noted the tight timescales which had been involved in getting the Leeds BCF to the current position, that the matter had been considered by Scrutiny Board (Health and Wellbeing and Adult Social Care) and Members were provided with details around the further action which would be taken to keep Members briefed on related matters.

In conclusion, it was noted that a further report would be submitted to a future meeting of the Executive Board regarding the governance arrangements around the initiative and it was suggested that an event for Members be scheduled in the Autumn in respect of the wider implications for the city which would arise from the BCF initiative.

RESOLVED –

- (a) That it be noted that national Government launched the detailed guidance for the Better Care Fund on 20 December 2013, with a requirement for local authorities to develop a joint plan with the relevant CCGs; and requiring its sign off by the local Health and Wellbeing Board.
- (b) That it be noted that there are a number of potentially significant implications for Leeds City Council governance, budgeting and accounting arrangements arising from the requirements to establish a Better Care Fund, but given the tight national timescales at play, details of these are still to be worked through. It also be noted that the Deputy Director of Adult Social Care will continue to lead on the BCF on behalf of Leeds Council and will bring a further report to Executive Board in October 2014, which will advise the Board on the detail of outstanding governance, budgeting and accounting issues.
- (c) That it be noted that the first draft of the Leeds BCF was signed off by the Health and Wellbeing Board on 12 February 2014 as required by

national Government, and that a final version will be signed off and submitted by 4 April 2014.

- (d) That it be noted that this first draft was signed off by the Director of Adult Social Services, in consultation with the relevant Executive Lead Councillors, on behalf of Leeds City Council and that the final version of the BCF plan will also be signed off by the Director of Adult Social Services, in consultation with the relevant Executive Lead Councillors, on behalf of the Council.
- (e) That notwithstanding the resolutions above, the following progress on the BCF to date be noted:-
- Leeds has established 2014/15 as a shadow year of the Better Care Fund through putting in place “pump-priming” arrangements ahead of the first official BCF year in 2015/16.
 - The schemes for the BCF proposed, as per the draft submission as detailed within Appendix A to the submitted report.
 - Whilst national Government has included the Disabilities Facilities Grant within the Better Care Fund proposals, in Leeds, this will not affect the overall budget for housing as it will be passported directly back to Director of Environment and Housing (the local Housing authority) to determine expenditure.
- (f) That a further report be submitted to a future meeting of the Executive Board regarding the governance arrangements around the initiative and that further consideration be given to the potential scheduling of an event for Members in the Autumn in respect of the wider implications for the city which would arise from the BCF initiative.

LEADER OF COUNCIL'S PORTFOLIO

197 Financial Health Monitoring 2013/14 - Month 10

The Deputy Chief Executive submitted a report on the Council's projected financial position for 2013/14 after ten months of the financial year.

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

198 Social Inclusion Fund Consultation

Further to Minute No. 69, 4th September 2013, the Assistant Chief Executive (Citizens and Communities) submitted a report which sought approval to establish criteria for project funding by the Social Inclusion Fund and which identified examples of specific activities that may be funded by the Social Inclusion Fund.

RESOLVED –

- (a) That the funding criteria be approved and that the example projects, which were agreed with partners during a consultation workshop on 24 January 2014 and which are appended to the submitted report, be noted.

Draft minutes to be approved at the meeting to be held on Wednesday, 2nd April, 2014

- (b) That the Assistant Chief Executive (Citizens and Communities) be authorised to approve funding, within Financial Procedure Rules, of projects which meet the criteria for funding, as set out within the submitted report.

199 Further review of the Local Welfare Support Scheme

Further to Minute No. 97, 9th October 2013, the Assistant Chief Executive (Citizens and Communities) submitted a report providing updated details on the Local Welfare Support Scheme and which also set out how the scheme could continue to support the Citizens@Leeds approach to tackling poverty and deprivation.

Members noted and raised concerns regarding the confirmation which had been received that there would be no Government funding for such schemes from 2015/2016 onwards. In emphasising the vital support which the Leeds scheme had provided since its establishment, it was requested that a letter be sent on behalf of the Board to Government highlighting the concerns which had been raised during the meeting regarding the withdrawal of Government funding towards the Local Welfare Support Scheme from 2015/2016 onwards.

RESOLVED –

- (a) That approval be given to the current scheme continuing for 2014/2015.
- (b) That scheme funding be allocated, as set out within paragraph 3.3 of the submitted report.
- (c) That options be developed for emergency support schemes for 2015/2016, in light of the Government decision to discontinue direct scheme funding.
- (d) That a letter be sent on behalf of the Board to Government highlighting the concerns which had been raised during the meeting regarding the withdrawal of Government funding towards the Local Welfare Support Scheme from 2015/2016 onwards.

200 Best Council Plan Update 2014/2015

The Deputy Chief Executive submitted a report which provided information on the work undertaken to review the 6 Best Council Plan 2013-17 objectives and priorities to ensure that they reflected the progress made over the last year, the significant changes to the context in which the Council was working and to fully align the Authority's strategy with the 2014/15 budget. As such, the submitted report presented a revised 'Best Council Plan - Plan on a Page' for approval. Furthermore, the report also set out the next steps in developing the supporting detail.

The Chief Executive emphasised the importance of the 'Plan on a Page' document together with the clear objectives contained within it, and

highlighted the priority which would be given to the continued development of effective cross-directorate working throughout the Council.

RESOLVED –

- (a) That the updated 'Best Council Plan - Plan on a Page' which sets out the Authority's 6 strategic objectives and priorities for the next 3-4 years be approved.
- (b) That the next steps, as outlined within the submitted report, to further develop the rest of the Best Council Plan in time for the start of the 2014/15 financial year be noted.
- (c) That it be noted that the Chief Strategy and Improvement Officer will be responsible for the implementation of such next steps.

(The matters referred to within this minute were designated as being not eligible for Call In, as Executive and Decision Making Procedure Rule 5.1.2 states that the power to Call In decisions does not extend to those decisions made in accordance with the Budget and Policy Framework Procedure Rules. As the Best Council Plan forms part of the Budgetary and Policy Framework, it is therefore designated as exempt from call in)

201 Extension of Discretionary Business Rates Relief Scheme

Further to Minute No. 235, 24th April 2013, the Deputy Chief Executive and the Director of City Development submitted a joint report which sought approval to extend the guidelines for the award of discretionary rate relief to "for profit" organisations who meet the stated criteria, as now permitted under Section 69 of the Localism Act 2011.

Members welcomed the proposals detailed within the submitted report and the assistance that the extension to the scheme would provide to businesses across the city.

RESOLVED –

- (a) That the proposals to extend the guidelines for the award of discretionary relief for Business Rates from 1st April 2014 be approved.
- (b) That it be noted that the Deputy Chief Executive will be responsible for amending the guidelines for awarding discretionary relief.
- (c) That it be noted that the Chief Economic Development Officer will be responsible for implementing the scheme from 1 April 2014, as outlined within Section 3.5 of the submitted report.

DEVELOPMENT AND THE ECONOMY

202 A647 / B6154 Thornbury Barracks Junction Pinch Point Scheme

The Director of City Development submitted a report which sought approval to implement the A647/B6154 Thornbury Barracks Junction Pinch Point Scheme, at a total estimated cost of £3,433,000.

Draft minutes to be approved at the meeting
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The Board welcomed the proposals to improve the Thornbury Barracks junction and the grant funding which had been successfully secured from the Department for Transport's Local Pinch Point fund.

A Member received reassurance to the comments raised in respect of the consultation exercises which had taken place regarding this and other schemes in the area.

RESOLVED –

- (a) That the proposed works, as outlined within sections 3.1 and 3.2 of the submitted report and as indicated on drawing no. "EP-716952-MIS-05" as appended, at an estimated cost of £3,433,000 be noted and approved.
- (b) That authority be given to incur expenditure of £3,433,000 (being £2,983,000 works costs, £400,000 internal staff fee costs and £50,000 other costs, including external staff fee costs), to be funded from a Department for Transport 'Pinch Point' grant of £2,403,000, Section 106 receipts of £142,000 and the LTP Transport Policy Capital Programme of £888,000.
- (c) That approval be given for the release of £142,000 (and any accrued interest) of section 106 monies collected through the Public Transport Improvements and Developer Contributions Supplementary Planning Document.
- (d) That it be noted that the Head of Engineering Services will be responsible for implementation, according to the timescales as set out in paragraph 3.13 of the submitted report.

203 Design and Cost Report for Holbeck Urban Village Land Assembly Proposals

Further to Minute No. 180, 14th February 2014, the Director of City Development submitted a report which sought the Board's agreement to the Council potentially acquiring assets in Holbeck Urban Village in order to support regeneration objectives in the area and to help stimulate economic growth.

Members welcomed the proposals detailed within the submitted report and the regeneration opportunities which they could promote.

In noting the difficulties which had been experienced by the Council in gaining access to Holbeck Viaduct, it was requested that on behalf of the Board, the Chief Executive write to the Chief Executive of Network Rail in order to try and resolve this matter.

Following consideration of Appendix 1 to the submitted report, designated as exempt from publication under the provisions of Access to Information

Procedure Rule 10.4 (3), which was considered in private at the conclusion of the meeting, it was

RESOLVED –

- (a) That agreement be given for the Council to acquire the freehold interest in Leodis Court from the Homes and Communities Agency, in accordance with the terms set out within paragraph 5.0 of the exempt Appendix 1 to the submitted report.
- (b) That agreement be given for the Council to take assignment of the lease at the Round Foundry Media Centre, in accordance with the terms as set out within paragraph 5.0 of the exempt Appendix 1 to the submitted report.
- (c) That the Director of City Development be authorised, in conjunction with legal services and in consultation with the Executive Member for Development and the Economy and the Deputy Chief Executive, to take steps to finalise and enter in to the agreements with the Homes and Communities Agency (HCA), in order to acquire the freehold interest in Leodis Court and the lease at Round Foundry Media Centre, in accordance with the terms as set out within paragraph 5.0 of the exempt Appendix 1 to the submitted report.
- (d) That the injection of the sum identified within exempt Appendix 1 into the capital programme for the purchase of Leodis Court be approved and that authority be given to spend the monies for the purchase of Leodis Court.
- (e) That it be noted that the Chief Asset Management and Regeneration Officer will be responsible for the implementation of resolutions (a), (b) and (c) above, and that the timescales for implementation, as set out within exempt Appendix 1 to the submitted report also be noted.
- (f) That should access to the Holbeck Viaduct not be achieved, then the Chief Executive write to the Chief Executive of Network Rail regarding the difficulties which had been experienced by the Council in gaining access to the Viaduct, in order to try and resolve this matter.

(The matters referred to within this minute were designated as being exempt from Call In. 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. In this case, it is deemed that this report is exempt from call in as any delay in completing the acquisition will have an adverse impact upon the critical path of approvals of the Council and the HCA to complete the transaction and the commercial outcome that the Council achieves).

204 Leeds City Council Input to Leeds City Region Strategic Economic Plan
Further to Minute No. 165, 22nd January 2014, the Director of City Development submitted a report which set out the recommended main

proposals from Leeds City Council to be incorporated into the Leeds City Region (LCR) Strategic Economic Plan.

Members noted that the Leeds City Council submission towards the LCR Strategic Economic Plan would be considered by the Local Enterprise Partnership for inclusion within the overarching LCR Strategic Economic Plan document. In addition, the Board discussed the time period which the Strategic Economic Plan would cover.

RESOLVED –

- (a) That the main emerging priorities from Leeds, which will form the basis for Leeds City Council's submission to the Leeds City Region Strategic Economic Plan, be endorsed.
- (b) That the approach of using the Core Cities "asks" of Government, as the basis for our proposals to Government, through the Strategic Economic Plan and the City Growth Deal, for greater devolution to support economic growth be endorsed.
- (c) That the Chief Economic Development Officer be requested to co-ordinate further work to develop the proposals from Leeds for input into the Strategic Economic Plan, and also to work closely with the Leeds City Region team on the production of the Strategic Economic Plan.

(The matters referred to within this minute were designated as being exempt from Call In. 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. In this case, the exemption from Call In is due to the tight timescales for finalising the Strategic Economic Plan, specifically, the Local Enterprise Partnership Board meeting to consider the draft plan is scheduled for 17th March 2014)

205 Design & Cost Report: Aire Valley Enterprise Zone - Progress and Next Steps

The Director of City Development submitted a report providing an update on the development within the Aire Valley Enterprise Zone and which also sought approval for a series of investment packages, which will trigger, if delivered alongside the development of a new Park and Ride facility within the Aire Valley, major development on up to 3 employment sites within the zone.

Members supported the proposals detailed within the submitted report.

Following consideration of Appendices A, C, D and E to the submitted report, all designated as exempt from publication under the provisions of Access to Information Procedure Rule 10.4 (3), which were considered in private at the conclusion of the meeting, it was

RESOLVED –

- (a) That the strategy currently being adopted for the Enterprise Zone of securing investment in infrastructure to open up sites and supporting development of commercial floor space, be approved.
- (b) That the principle for the acceptance of the grant from the Government's "Building Foundations for Growth" (BFG) fund be approved, and that approval of the terms be delegated to the Director of City Development and the Deputy Chief Executive.
- (c) That it be noted that the BFG grant of £8,570,000 has been injected into the capital programme.
- (d) That the principle of entering into individual funding and investment packages, with the individual developers of Logic Leeds, Connex 45 and Temple Green be approved, and that the detailed recommendations relating to this matter, as set out within the exempt Appendix A to the submitted report, also be approved.
- (e) That the principle of prudentially borrowing the money required to fund the investment packages for Logic Leeds and Connex 45, as set out within exempt Appendix A to the submitted report, be approved.
- (f) That the principle of seeking funding from the Revolving Investment Fund for a contribution towards the cost of the investment package for Connex 45, be approved.
- (g) That the injection of funds into the capital programme in respect to the individual investment packages for Logic Leeds and Connex 45, as set out within exempt Appendix A to the submitted report, be approved.
- (h) That the Director of City Development be authorised, in consultation with the Leader, the Executive Member for Development and the Economy, the Deputy Chief Executive and the City Solicitor, to use his delegated powers to spend the BFG grant sums, as identified within exempt Appendix A to the submitted report and that authority to spend also be granted in respect of the individual investment packages as set out within exempt Appendix A.
- (i) That the Director of City Development be authorised, in consultation with the Leader, the Executive Member for Development and the Economy, the Deputy Chief Executive and the City Solicitor to use his delegated authority to enter into any and all necessary documentation, contracts and agreements required to facilitate the delivery of the individual development packages.
- (j) That the resolutions detailed above be declared exempt from the Call In process.

(The matters referred to within this minute were designated as being exempt from Call In. 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. In this case, a delay in completing all the necessary legal documentation as soon as practically possible may have an adverse impact upon the securing of the BFG grant and achieving the programme of works to enable delivery within the specified timeframe)

206 Aire Valley Park and Ride Proposals

The Director of City Development submitted a report providing an update on the progress made towards delivering a Park and Ride site in the Aire Valley within the Enterprise Zone and which also sought approval to move forward with the project.

The Board welcomed the proposals detailed within the submitted report.

Responding to a Member's enquiry regarding the potential for the early delivery of park and ride provision based at Bodington Fields, officers undertook to look into this matter further and respond accordingly to the Member in question.

Following consideration of Appendix A to the submitted report, designated as exempt from publication under the provisions of 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 principal of a 1000 space strategic Park and Ride site in the Enterprise Zone be endorsed.
- (b) That the principle of progressing the scheme in partnership with Metro via the West Yorkshire Plus Transport Fund (WY+TF) be approved.
- (c) That the provisionally agreed heads of terms agreement with Aire Valley Land Ltd to purchase a 10 acre remediated site for a 1,000 space park & ride facility be approved, subject to funding approval from the WY+TF and planning permission being granted. Also, that any further consideration of terms for the acquisition be delegated to the Director of City Development to consider and approve as appropriate, under the appropriate scheme of delegation, with the concurrence of the Executive Member for Development and the Economy and also the Deputy Chief Executive.
- (d) That the submission of a joint planning application for the 1,000 space park & ride facility in association with Aire Valley Land Ltd. be approved, subject to the WY+TF approval processes.
- (e) That it be noted that Metro will tender for a bus operator to run an exclusive service between the site and the city centre, subject to the WY+TF approval processes.

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- (f) That the following also be noted:-
- i. The stages required to implement the decision, as outlined in section 3.8 of the submitted report.
 - ii. The proposed timescales for implementation, as outlined in section 3.8 of the submitted report.
 - iii. That the Chief Officer Highways and Transportation will be responsible for the implementation of such matters.

(The matters referred to within this minute were designated as being exempt from Call In. 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. In this case, a delay in completing all the necessary legal documentation as soon as practically possible may have an adverse impact on the securing of the BFG grant and achieving the programme of works to enable delivery within the specified timeframe)

207 Local Flood Risk Management Strategy

The Director of City Development submitted a report presenting the Leeds Local Flood Risk Management Strategy and which sought approval to recommend to Council that the Leeds Local Flood Risk Management Strategy be formally adopted.

Members welcomed the comprehensive report and paid tribute to the work which continued to be undertaken by the Flood Risk Management team.

Consideration was given to the issue of building upon flood plains, with emphasis being placed upon the need to ensure that such development was prohibited wherever possible. It was noted that a report on such matters was scheduled to be submitted to a future meeting of the Board.

Emphasis was placed upon the need for the Environment Agency to maintain strong local links with the city, despite the closure of its Leeds based office.

RESOLVED –

- (a) That full Council be recommended to formally adopt the Leeds Local Flood Risk Management Strategy.
- (b) That it be noted that the Head of Engineering Services will be responsible for implementing the strategy once formally adopted.

(The matters referred to within this minute were designated as being not eligible for Call In, as Executive and Decision Making Procedure Rule 5.1.2 states that the power to Call In decisions does not extend to those decisions made in accordance with the Budget and Policy Framework Procedure Rules. As the Local Flood Risk Management Strategy forms part of the Budgetary and Policy Framework, it is therefore designated as exempt from call in)

NEIGHBOURHOODS, PLANNING AND SUPPORT SERVICES

208 Response to Deputation - "New Farnley Vision Group" concerning the consultation process for the Site Allocations Development Plan Document

The Director of City Development submitted a report setting out the Council's response to the deputation presented to the meeting of full Council on 15th January 2014 by the New Farnley Vision Group.

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

209 Police Community Safety Officers (PCSOs) - Response to Safer and Stronger Communities Scrutiny Board Review

The Director of Environment and Housing submitted a report which outlined the Environment and Housing directorate's response to the recommendations made by the Scrutiny Board (Safer and Stronger Communities) following the Scrutiny Board's review into the role and allocation of Police Community Support Officers (PCSOs) in Leeds .

The report of the Scrutiny Board (Safer and Stronger Communities) entitled, 'Review of the Role, Number and Allocation of Police Community Support Officers in Leeds' was appended to the submitted report for Board Members' consideration.

As Chair of the Scrutiny Board (Safer and Stronger Communities), Councillor Anderson provided the Board with a brief introduction to the findings and recommendations arising from the Scrutiny Board's review.

Having discussed a number of issues associated with the Scrutiny Board review, Members highlighted the vital role played by PCSOs within the community, specifically emphasising the reassuring presence that the officers provided.

RESOLVED –

- (a) That the Director of Environment and Housing be requested to bring back a workable solution on the deployment of PCSOs, following consultation with the Police, with the matter being reported back to a future meeting of the Executive Board.
- (b) That recommendations 2 and 3 of the Scrutiny Board (Safer and Stronger Communities) as detailed within the review report, be supported.

210 Leeds Core Strategy: Inspector's Main Modifications

Further to Minute No. 181, 14th February 2014, the Director of City Development submitted a report which set out the key implications for the Council arising from the schedule of Main Modifications, and which also sought formal approval to publish the modifications for the purposes of consultation.

In response to Members' enquiries, the Board received an update in respect of the work which continued to be undertaken to develop the Council's evidence base in respect of a 5 year land supply for Leeds.

RESOLVED –

- (a) That the 'Main Modifications' to the Core Strategy be approved, in order for these to be advertised, for a 6 week period of consultation.
- (b) That the revisions to the Core Strategy policies for Affordable Housing (H5) and Gypsy's and Travellers (H7) be agreed and published for the purposes of consultation, prior to the May 2014 Hearing sessions.
- (c) That approval be given to the publication of a simplified monitoring framework for the purposes of consultation, subject to agreement with the Executive Member for Neighbourhoods, Planning and Support Services.
- (d) That it be noted that the Head of Forward Planning and Implementation will be responsible for the implementation of such matters, in line with the timescales as set out within the submitted report.

(The matters referred to within this minute were designated as being exempt from Call In. 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. In this case, the inspector has identified a need for Main Modifications to the draft Core Strategy in order to resolve problems that would otherwise make the plan unsound. The Council must therefore agree the Main Modifications and carry out a further public consultation exercise on these if the process is to move forward. Therefore, this report is exempt from Call In given the need to consult on the modifications/changes for 6 weeks and in time for any representations to be considered and evidence prepared prior to the resumed Core Strategy hearing in May 2014)

211 Leeds Core Strategy: Further pre-hearing changes to Policy H7: Accommodation for Gypsies, Travellers and Travelling Showpeople

The Director of Development submitted a report which sought approval of proposed revisions to the Core Strategy Policy H7 in respect of Accommodation for Gypsies, Travellers and Travelling Showpeople, for the purposes of public consultation and also subsequent submission to the Core Strategy Inspector for discussion at the further hearing session in May 2014.

An updated version of Appendix 1 to the submitted report had been circulated to Board Members for their consideration.

RESOLVED –

- (a) That subject to the incorporation of those revisions as detailed within the updated Appendix 1 which had been submitted to Board Members for their consideration, the revised Core Strategy Policy H7 Accommodation for Gypsies, Travellers and Travelling Showpeople be approved for the purposes of: i) public consultation; and ii) subsequent

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submission to the Core Strategy Inspector for discussion at the further hearing session in May 2014.

- (b) That it be noted that the Head of Forward Planning and Implementation will be responsible for implementation of such matters in line with the timescales as set out within paragraphs 5.1 and 5.2 of the submitted report.

(The matters referred to within this minute were designated as being exempt from Call In. 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. In this case it is deemed appropriate that this matter be exempted from Call In as there is a requirement to maintain progress on the Core Strategy, given the need to conduct a 6 week consultation period prior to the further hearing session scheduled for May 2014)

212 Expansion at Cottingley Springs Site

Further to Minute No. 69, 5th September 2012, the Director of Environment and Housing submitted a report which sought approval to inject £700,000 of available affordable housing S106 funding into the capital programme for the purpose of building 12 additional pitches of accommodation at Cottingley Springs. In addition, the report also sought authority to spend £1,790,000 in order to develop 12 new pitches for the expansion of the Cottingley Springs Site, subject to the outcome of the Local Inquiry to be held by the Secretary of State into this planning application.

RESOLVED –

- (a) That £700,000 of available affordable housing S106 funding be injected into the Capital Programme.
- (b) That authority be given to spend £1,790,000 in order to develop twelve new pitches for the expansion of the Cottingley Springs Site, subject to the outcome of the Local Inquiry to be held by the Secretary of State into the planning application.
- (c) That it be noted that the Director of Environment and Housing will be responsible for the progression of this development and that it also be noted that a further report will be submitted to Executive Board following the outcome of the Local Inquiry.

213 Implementation of the Review of Housing Management Services and Next Steps

Further to Minute No. 47, 17th July 2013, the Director of Environment and Housing submitted a report providing an update on the progress made regarding the delivery of Housing Management Review outcomes. In addition, the report also sought approval to the Housing Advisory Board's proposal that the Council moves away from the Government's decent homes standard and towards the development of a Leeds Housing Standard which gives thermal efficiency more prominence.

By way of introduction to the report, the Executive Member for Neighbourhoods, Planning and Support Services highlighted the substantial savings which had been made to date following the implementation of the review. However, emphasis was placed upon the Council's priorities which centred around tenants receiving a consistently high quality service, with particular reference being made to housing repair service provision.

RESOLVED –

- (a) That the considerable progress which is being made to deliver the outcomes of the Housing Management Review be noted, together with the savings that have already been accrued or are forecasted to accrue as the implementation programme progresses.
- (b) That it be recognised that the Government's decent homes standard is no longer the sole investment driver, and that the Director of Neighbourhoods and Housing be requested to undertake work in order to develop a new housing standard for Leeds which takes account of improvement priorities for tenants, particularly around thermal efficiency.

CHILDREN'S SERVICES

214 Response to the Full Council Deputation by the Leeds Children's Mayor, Charlotte Williams: "Leeds Life Cycle"

The Director of Children's Services and the Director of City Development submitted a joint report which responded to the deputation presented to the full Council meeting of 15 January 2014, entitled 'Life Cycle of Leeds'. The deputation was presented by Charlotte Williams, the winner of the Leeds Children's Mayor competition.

Members welcomed the deputation and the number of priorities which had been raised within it. The Board highlighted the importance for children and young people to be involved in consultation processes associated with the development of cycling infrastructure. In addition, Members emphasised the benefits of the 'City Connect' scheme, but also highlighted the importance of 20mph zones within residential areas which could be used as a catalyst to further encourage young people to cycle in their neighbourhood.

RESOLVED –

- (a) That a letter be written to Charlotte on behalf of Executive Board, thanking her for highlighting her vision for improving cycling opportunities for children and young people in Leeds, whilst also offering her the Board's congratulations on being elected as Children's Lord Mayor.
- (b) That approval be given for Leeds City Council to work with key partners in order to ensure that children and young people are explicitly given the opportunity to contribute towards any consultation and development of significant new cycle paths and facilities in the city,

including the 'City Connect' project and on-going developments as part of the West Yorkshire Local Transport Plan (WYLTP) implementation.

- (c) That Charlotte be invited to meet with key members and officers involved in managing the Tour de France event as well as those who are responsible for and ensuring that there is a sustainable legacy post July 2014.
- (d) That Charlotte's wishes as outlined within her deputation, and as detailed below, be noted:-
 - (i) promoting cycling for children and young people;
 - (ii) ensuring children and young people can make safe journeys around the city;
 - (iii) considering developing further cycling paths to places like schools and leisure centres and into the city centre;
 - (iv) providing more safe 'lock up' places for bikes in schools, parks and in the centre of Leeds;
 - (v) supporting potential opportunities for raising funds through sponsorship; and
 - (vi) ensuring Charlotte's wishes are considered at all stages throughout the planning process of delivering a successful Tour de France 2014 and build them into the legacy as and when appropriate.

215 Children Looked After - update report focusing on proposals to further reduce the number of looked after children; particularly those under 5 years of age

The Director of Children's Services submitted a report presenting an analysis of outputs from the 'Turning the Curve' Outcomes Based Accountability (OBA) workshop jointly held by the Children's Trust Board and Health and Wellbeing Board in October 2013 and detailed proposals for the further development of co-ordinated, multi-agency responses aimed at to reducing the number of babies and infants becoming looked after.

Members noted the key parental factors detailed within the submitted report, consistent with both national and international research, which had been identified as common in those cases resulting in children being taken into care.

The Board highlighted the vital importance of early intervention wherever possible, and as such, emphasised the need to ensure that effective inter-directorate and inter-agency work in such matters was maximised.

Responding to a Member's enquiry, the Board received an update regarding the drug and alcohol treatment and recovery service provision, and the flexibility which was available around such provision to ensure that effectiveness of the service was maximised.

RESOLVED –

- (a) That the issues raised within the submitted report be noted and that the importance of such issues be highlighted.

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- (b) That the direction of travel, as outlined within the submitted report be supported.
- (c) That the arrangements for monitoring progress over the next year, as detailed within the submitted report, be agreed.
- (d) That it be noted that the officer responsible for progressing this matter is the Deputy Director, Safeguarding, Specialist and Targeted.

216 Part A - Outcome of Statutory Notice on Proposals for the Expansion of Calverley C of E Primary School; Part B - Outcome on a Proposal for the Expansion of Broadgate Primary School, Horsforth and Part C - Outcome of Statutory Notice on Proposals for the Expansion of Broomfield South SILC and West Oaks SEN Specialist School and College

The Director of Children's Services submitted a report on proposals brought forward to meet the Local Authority's duty to ensure sufficiency of school places. The report was divided into three parts and it sought a final decision on each of the following proposals:-

Part A - Described the outcome of a statutory notice in relation to the expansion of Calverley Church of England Primary School from September 2015, and which sought a decision on this proposal.

Part B - Summarised the outcomes arising from the consultation undertaken regarding a proposal to expand Broadgate Primary School, Horsforth, and which sought permission to publish a statutory notice in respect of such matters.

Part C - Described the outcome of statutory notices in relation to the expansion of special educational needs provision within Leeds for September 2015 and which sought a final decision on such proposals.

With regard to proposals relating to Calverley Church of England Primary School, a Member highlighted the positive impact that such proposals would have, once all issues relating to access had been resolved.

Responding to a Member's comments regarding the increasing levels of demand for school places, the Board received an update on the ongoing cross-directorate work being undertaken to address such matters throughout the city.

RESOLVED –

Part A:

- (a) That the expansion of Calverley Church of England Primary School from a capacity of 315 to 420 pupils, with an increase in the admission number from 45 to 60 with effect from September 2015, be approved.

Part B:

- (a) That the publication of a statutory notice to expand Broadgate Primary School from a capacity of 210 pupils to 420 pupils, with an increase in the admission number from 30 to 60 with effect from September 2015, be approved.

Part C:

- (a) That the expansion of Broomfield South SILC from a capacity of 200 to 250 pupils with effect from September 2015 using a site adjacent to the school, Broom Court (Broom Place, Leeds, LS10 3JP) with effect from September 2015, be approved.
- (b) That the expansion of West Oaks SEN Specialist School and College from a capacity of 200 to 350 pupils by the creation of an additional site for 150 children and young people aged 2 to 16 on the former Blenheim Centre (Crowther Place, Leeds, LS6 2ST) with effect from September 2015, be approved.

Parts A-C:

- (a) That it be noted that the Head of Service, Strategic Development and Investment is responsible for implementing such decisions by September 2015.

(Earlier in the meeting, Councillor A Carter had brought the Board's attention to his position on the Calverley Church of England Primary School Board of Governors. As he had previously voted in his capacity as school governor on matters relating to those detailed within the submitted report regarding the Primary School, Councillor Carter did not participate in any vote taken at the Executive Board meeting in relation to the school)

ENVIRONMENT

217 Design and Cost Report: Kirkstall Road Transfer Loading Station (TLS) and Household Waste Sorting Site (HWSS)

The Director of Environment and Housing submitted a report providing an update on the progress made regarding the design development and cost estimates for the refurbishment of Kirkstall Road Transfer Loading Station (TLS) and Household Waste Sorting Site (HWSS). In addition, the report detailed the intention of Environment and Housing to value engineer the scheme down from a RIBA stage D total of £4,300,000, prior to the issue of tenders. Finally, the report sought authority to spend up to £4,300,000 from existing budget provision (capital scheme no 16169) on the refurbishment.

RESOLVED –

- (a) That the RIBA stage D designs and cost estimates for the redevelopment of Kirkstall TLS and HWSS be approved.
- (b) That expenditure up to a limit of £4,300,000 from existing budget provision (capital scheme 16169) on the redevelopment of Kirkstall TLS and HWSS, be authorised.

- (c) That the further development of designs and the procurement of a contractor to carry out construction work at Kirkstall TLS and HWSS be approved.
- (d) That the following be noted:-
 - (i) The actions required to implement the resolutions (above);
 - (ii) The proposed timescales to undertake the proposed works, as detailed within paragraph 3.2.1 of the submitted report; and
 - (iii) That the Chief Officer Waste Management will be responsible for the implementation of such matters.

LEISURE AND SKILLS

218 Leeds International Piano Competition

The Director of City Development submitted a report responding to the issues raised by the deputation presented to the meeting of full Council on 15th January 2014 in respect of Leeds International Piano Competition, the spokesperson for which was Dame Fanny Waterman.

Members highlighted the significant contribution that the Leeds International Piano Competition made towards the city's cultural offer. In addition, emphasis was placed upon the competition's importance when considering the international recognition which it brought to Leeds.

RESOLVED – That it be noted that free use of the Civic Hall has been granted to the Piano Competition in 2015.

DATE OF PUBLICATION: FRIDAY, 7TH MARCH 2014

LAST DATE FOR CALL IN OF ELIGIBLE DECISIONS: FRIDAY, 14TH MARCH 2014 AT 5.00 P.M.

(Scrutiny Support will notify Directors of any items called in by 12.00noon on Monday, 17th March 2014)

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Report of Head of Scrutiny and Member Development

Report to Scrutiny Board (Resources and Council Services)

Date: 24th March 2014

Subject: Leeds City Council's Decision Making Process and Due Regard to Equality

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

- At its meeting in February, the Board agreed terms of reference for an inquiry into the Council's decision making process and due regard to equality. In summary the purpose of the inquiry was to make an assessment of and, where appropriate, make recommendations on the following areas:
 - Whether the current Equality Impact Assessment process provides the quality assurance of decision making demanded by the council
 - Whether the current Equality Impact Assessment process enables communities and interested groups to be involved appropriately in considering the impact of any proposals or whether other mechanisms should be adopted.
 - Whether there is sufficient support within the council to help promote and develop the equality agenda and to act as the champions for the nine 'equality characteristics' (Equality Areas); Race, Disability, Gender, Transgender, Age, Sexual orientation, Religion or Belief, Pregnancy and Maternity and Carers.
 - Whether the current process for 'due regard' and approaches to wider involvement and engagement specifically meet the needs of disabled people in Leeds. This is a particular issue that has been raised through the council's Equalities Assembly Disability Hub as a barrier to inclusion.

2. Attached to this cover report is a report provided by the Head of Equalities which addresses these four questions. In addition an example of a completed equality screening and equality impact assessment is attached which has been undertaken by Adult Social Care on a key decision.
3. Officers from Adult Social Care have been invited to today's meeting to discuss the practical use of Equality Impact Assessments.
4. Members of the Member Champions Equality Working Group have also been invited to give their views. The role of the Member Champions Equality Working Group is to support and promote the development of the equality agenda for Elected Members, engage with communities in particularly through the Council's 'Equality Assembly' and act as a political interface with key policy areas. The Elected Members sitting on this group are Cllr J Harper, Cllr B Anderson, Cllr S Golton and Cllr D Blackburn. The MBI's have not yet nominated a Member.
5. In line with the agreed terms of reference, a working group of the Board is to meet on 28th March to receive the views of the above mentioned 'Equality Assembly'.

Recommendations

6. Members are asked to discuss with attending officers and Elected Members the equality impact assessment process, concentrating particularly on the four areas identified within the Inquiry's terms of reference.

Background documents¹

None used

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

Report of Assistant Chief Executive (Citizens and Communities)

Report to Scrutiny Board (Resources and Council Services)

Date: 24th March 2014

Subject: Leeds City Council's Decision Making Process and Due Regard to Equality

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 outlines the approach used by the council to ensure that due regard to equality is considered appropriately in the decision making process.
2. It seeks to answer the specific issues raised in the inquiry terms of reference.

Recommendations

3. Members are invited to consider and make comment on the content of this report

1 Purpose of this report

- 1.1 The council's Corporate Leadership Team (CLT) requested a review of the equality impact assessment process used by the council in 2013. At the end of this review they endorsed the council's approach to giving due regard and the continued use of equality impact assessments. They did however request that the process be strengthened to include other specific areas which align with the council's wider priorities, such as, poverty, inequality and deprivation, locality working and new communities and changing demographics
- 1.2 The Leader of the Council has now requested that Scrutiny Board (Resources and Council Services) undertake its own assessment of the Equality Impact Assessment process using particularly scrutiny's ability to enable the voice and concerns of the public to be heard by inviting the views of the wider community.
- 1.3 This report outlines the current processes, national guidance and standards, and the outcome of a benchmarking exercise with the Core Cities and the five West Yorkshire authorities on their approach to giving 'due regard' to equality in the decision making process.

2 Background information

- 2.1 The Equality Act 2010 introduced the public sector equality duty. This requires that public sector bodies subject to the general equality duty must, in the exercise of their functions, have 'due regard' to the need to:
- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act;
 - Advance equality of opportunity between people who share a protected characteristic and those who do not.; and
 - Foster good relations between people who share a protected characteristic and those who do not.
- 2.2 The general equality duty does not set out a particular process for assessing impact on equality that public authorities are expected to follow. Having due regard to the aims of the general equality duty is about informed decision-making, not about carrying out particular processes or producing particular documents.
- 2.3 The council has a well-established equality impact assessment process, designed to ensure that the council is both compliant with the legal requirement to show 'due regard' to equality and that we live up to the council's own ambitions to achieve equality.
- 2.4 The review requested by CLT was an opportunity to consider utilising or redesigning the council's equality impact assessment process and consider options for the future.
- 2.5 A desk top review was undertaken to evaluate the council's existing approach and consultation carried out across the council with key internal colleagues and partners. This was then benchmarked against the approach carried out by the

other Core Cities and the five West Yorkshire authorities. Since then further benchmarking has been carried out with the NHS Clinical Commissioning Groups in Leeds and the Ministry of Justice (HMP Leeds.)

- 2.6 The benchmarking exercise identified that the majority of local authorities and our peers continue to use a corporate equality impact assessment process to be able to demonstrate due regard to equality and to ensure that a proportionate level of equality monitoring can be recorded with a clear audit trail which can easily be available for scrutiny and to deal with any external challenges.
- 2.7 The exercise confirmed that the use of equality impact assessments as part of the decision making process is a key way of assessing the implications of decisions on communities. It also recognised that having good equality analysis helps to tackle inequality and target resources efficiently.
- 2.8 Attached as appendix 1 is an example of a completed equality screening and equality impact assessment which has been undertaken by Adult Social Care on a key decision. Officers from Adult Social Care will be in attendance to provide an overview about the practical use of Equality Impact Assessments

3 Key Issues

- 3.1 The key issues that have been identified are detailed below.
- 3.2 **Whether the current Equality Impact Assessment process provides the quality assurance of decision making demanded by the council**
- 3.3 The review of the council's process as outlined above identified that the council's current equality impact assessment process:-
- can easily and effectively be applied to decisions relating to existing and/or proposed functions, services, employment, policies, practices and strategies;
 - facilitates full consideration and includes all protected equality characteristics and some other key considerations, such as, poverty;
 - enables communities and interested groups to be involved appropriately in considering the impact of any proposals; and
 - provides flexibility to apply the methodology to different types of decision at different scales, from Delegated decisions to the approval of the authority's budget.
- 3.4 There is significant buy-in to the current process for giving due regard to equality with support mechanisms that identify and minimise risk which is also well regarded by the council's peers. The council has also been externally recognised as excellent for its equality approach.
- 3.5 In part this is as a result of the effective nature of the equality impact assessment process as a method which has supported the council's guidance on 'corporate considerations' in decision making.
- 3.6 In addition there is a measure in the Best Council Plan that 100% important decisions include due regard for equality.

3.7 Whether the current Equality Impact Assessment process enables communities and interested groups to be involved appropriately in considering the impact of any proposals or whether other mechanisms should be adopted.

The current process outlines that effective involvement includes a broad range of interested or affected people. More diversity means there is a greater resource of insight, perspectives, knowledge and experiences to draw on. This will positively contribute to you're the fact finding and information gathering part of the impact assessment process.

3.8 It recognises that it is not possible for every interested or affected person to be involved in the impact assessment process. It is, therefore, reasonable to take a proportionate approach when deciding the scope of your involvement activities. The more potential impact and relevance the strategy, policy, service or function may have, the more involvement will be needed. The guidance advises the need to consider:

- the nature of the strategy, policy, service or function and the groups of people who are most likely to be affected or interested;
- which groups it is most important to include;
- what involvement activities are already in place that can be used to gain insight – this can help build confidence among communities as they can see that what they have already said is being acted on;
- what information do we already have; and
- what gaps are there in the information, knowledge and involvement?

3.9 This will then determine what further involvement is needed, when it is needed and who needs to be involved. There are many different ways others could be involved in the assessment process. The advice is to use the most effective involvement mechanism for the impact assessment. The examples suggested which could be in addition to any existing mechanisms in place are:-

- Focus groups/ advisory groups;
- Work with representative groups;
- Online involvement;
- Open space discussions; and
- User panels/service users

3.10 In addition the council has developed an approach to involving all our diverse communities.

3.11 The Equalities Assembly was established in 2009 to make it easier for Leeds' diverse communities to engage, influence and challenge the decision the council makes on issues based around equality, diversity, cohesion and integration.

3.12 The Equalities Assembly is made up of 6 Equality Hubs: Age; Black and Minority Ethnic (BME); Carers; Disability; Lesbian, Gay & Bisexual and Transgender (LGBT) and Religion or Belief. With the exception of the Carers Hub, which is a

virtual network, the hubs aim to meet on a quarterly basis and are community led. Their membership is drawn from across all equality strands. Each hub has nominated members to sit on the Hub Representatives Network. The Network is chaired by James Rogers, Assistant Chief Executive (Citizens and Communities) and the aim of it is to meet with senior council officers to discuss cross cutting themes which affect all the hubs.

- 3.13 **Whether there is sufficient support within the council to help promote and develop the equality agenda and to act as the champions for the nine 'equality characteristics' (Equality Areas); Race, Disability, Gender, Transgender, Age, Sexual orientation, Religion or Belief, Pregnancy and Maternity and Carers.**
- 3.14 A cross party Member Champions Group has been set up to support and promote the development of the equality agenda across the council. Their role is to lead and influence Elected Members contributions to the equality agenda and assist in developing corporate policy approaches to equality and diversity including having an overview of the performance management of and to provide challenge on progress against the Equality and Diversity Improvement Priorities and the council's wider work on equality.
- 3.15 An Equality and Diversity Board was established in 2009 to promote, integrate and progress equality and diversity issues consistently across all council directorates and services.
- 3.16 The Board is also responsible for the strategic development, monitoring and review of work to progress the corporate policy framework for equality and diversity and to ensure the council meets all of its legal duties.
- 3.17 The Board has an agreed set of terms of reference and the membership is drawn from each of the council's directorates. The Board meet on a quarterly basis and oversee a range of equality activity including:-
- Work to ensure legal compliance;
 - Equality framework validation;
 - Equality and diversity in the decision making process; and
 - Sharing best practise across the organisation

A review of this group is due to take place in the near future.

- 3.18 **Whether the current process for 'due regard' and approaches to wider involvement and engagement specifically meet the needs of disabled people in Leeds. This is a particular issue that has been raised through the council's Equalities Assembly Disability Hub as a barrier to inclusion.**
- 3.19 The current process and guidance for undertaking an equality impact assessment recognises that it is not possible for every interested or affected person to be involved in the impact assessment process as outlined above.

3.20 The council have sought to ensure that the needs of disabled people in the city are being heard through the establishment of the Equalities Assembly Disability Hub. They are actively involved in key discussions to ensure disability and other equality related issues are included. This has included setting up specific meetings and workshops to ensure that they are involved in decisions that impact on their community. Specific examples have included:-

- Kirkgate Market consultation –The 2nd phase of consultation took place on 28th February and was attended by representative from all of the hubs, including the Disability Hub;
- Victoria Gate: re-positioning of bus stops/shelters and discussions with highways of the impact on people with visual impairments;
- Workshop on cycle Lanes with Highways which was a specific issue raised by the Disability Hub;
- Working with Metro to set up an Access Group for the Trolleybus scheme which is chaired by a member of the Disability Hub;
- Changes to Blue Badge allocation where the Disability Hub were involved in the equality impact assessment process and participated in the consultation process; and
- Taxi licensing consultation.

3.21 Future work is also planned to involve the Disability Hub and other hub representatives on the:-

- Housing strategy; and
- Cycle Connect

4. Corporate Considerations

4.1 Consultation and Engagement

4.1.1 The report provides a response to a request that Scrutiny Board (Resources and Council Services) and outlines work currently taking place and does not require public consultation. Members of the council's Equality Assembly will be involved and will give evidence at a Working Group that has been set up as part of this inquiry.

4.2 Equality and Diversity / Cohesion and Integration

4.2.1 There is no requirement to undertake a screening or EIA on this report as it is a response to a scrutiny board inquiry.

4.3 Council policies and City Priorities

4.3.1 The approach to giving due regard to equality will support the council and its partners ambition for Leeds to be the best city and Leeds City Council to be the best council in the UK - fair, open and welcoming with an economy that is both prosperous and sustainable so all our communities are successful.

4.3.2 We have set out in the best council plan that this will result in a more enterprising council which is influential supporting the delivery of outcomes in communities. We

wish to achieve progress in many areas, equality, sustainability, tackling poverty and improving the quality of life of citizens, and the local communities which they live in. Equality impact assessments are a key way of assessing the implications of our decisions on communities.

4.4 Resources and value for money

- 4.4.1 The costs associated with the need to give due regard to equality and to undertake an equality impact assessment are now embedded as a key part of the decision making process. Ensuring that due regard to equality is considered using a proportionate and timely approach helps to mitigate against any risk of legal challenge which could be costly and time consuming.

4.5 Legal Implications, Access to Information and Call In

- 4.5.1 There is a risk of legal challenge if the council are not able to demonstrate how they have given due regard to equality in the exercise of their functions as outlined in the Equality Act 2010.
- 4.5.2 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 use of equality impact assessments in the decision making process mitigates and controls against the risks associated with meeting our legal duties as outlined in the Equality Act 2010

5. Recommendations

- 5.1 Members are invited to consider and make comment on the content of this report.

6. Background documents¹

- 6.1 None

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

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APPENDIX 1



Equality, Diversity, Cohesion and Integration Screening

As a public authority we need to ensure that all our strategies, policies, service and functions, both current and proposed have given proper consideration to equality, diversity, cohesion and integration.

Screening will help to determine the relevance of proposals and decisions to equality, diversity, cohesion and integration and whether an **impact assessment** will be required.

Directorate: Adult Social Care	Service area: Residential and day Care
Lead person: Dennis Holmes	Contact number: 2474959

1. Title: Is this a: <input type="checkbox"/> Strategy <input type="checkbox"/> Policy <input checked="" type="checkbox"/> Service <input type="checkbox"/> Function <input type="checkbox"/> Other
Is this: <input type="checkbox"/> New/proposed <input checked="" type="checkbox"/> X Already exists and is being reviewed <input type="checkbox"/> Is changing
(Please tick one of the above)

2. Please provide a brief description of the policy/strategy/ service/function being screened:
<p>Main aim :</p> <p>Adult Social Care is seeking approval from Executive Board to undertake a review of the current in-house residential and day care services for older people. Proposals are that in future the council will no longer run some of its care homes and day centres. It will however continue to ensure that older people's care needs are met with a range of services, to include a wider range of specialist provision for those unable to stay living independently in their own homes.</p> <p>Executive Board will be requested at its meeting on 15 December 2010 to agree a set of criteria for determining the most suitable option for each of its residential homes and day care centres and to begin public consultation on these proposals.</p>

In addition to these criteria, the development of the options appraisal will consider other data and service user profiling, attached to this screening as Appendix 1. This data will be further developed as the review progresses.

Purpose:

The council faces the challenge of implementing its vision for high quality, long term support for older people at a time of decreasing resources. This vision emphasises the importance of quality services for frail or disabled older people and those needing dementia care as well as support for older people to regain and maintain their independence as much as possible.

The purpose of the review of these services is to:

- Reshape provision for older people to ensure they are fit for the 21st century promoting independence and choice whilst responding to projected demographic and economic changes
- Give people choice, with a range of different services located within their communities, maximising control, and seeking to provide a seamless care pathway based around more community based preventative services thus promoting independence, choice and well-being by allowing individuals to remain safely within their own homes and communities.
- Respond to the changing needs, expectations and aspirations of older people around personalisation and the diversity of care
- The council will have much less money to provide services in the future and many more people are living longer and living with dementia. This means that it must look very carefully at the cost of services and consider ways in which it can do things differently to make sure services are in place to support people with high dependency and more complex needs, whose numbers will grow in coming years.

This screening is to determine the likely areas of equality impacts of the review.

3. Relevance to equality, diversity, cohesion and integration

please tick the appropriate boxes

Question	Your answer
Does your strategy, policy, service or function affect service users, employees or the wider community?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Does your proposals relate to areas where there are known inequalities? (for example disabled peoples access to public transport, the gender pay gap,	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

racist or homophobic bullying in schools, educational attainment of Gypsies and Travellers)	
If you have answered yes to either of the above go to question 4 If you have answered no to either of the above go to decision 3 in question 5	

4. Considering equality, diversity, cohesion and integration

<p>Are you including equality, diversity, cohesion and integration as part of considerations within your future planning.</p> <p>(you need to consider age, carers, disability, gender reassignment, race, religion or belief, sex, sexual orientation and any other relevant characteristics)</p>	<p><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>
--	---

If yes please provide details;

It is intended that the review of these services will balance the need to achieve savings with opportunities to develop the service to ensure that it adds value and contributes to the health and well-being of older people.

The main stakeholders are:

- Older people who live in council residential homes.
- Older people who access residential services for short stay and respite
- Older people who attend day care centres
- Carers and families of these services users
- Staff working within the service
- Future users of older people's services

Equality Characteristics

There is a statutory duty imposed on local authorities by section 149 Equality Act 2010 to eliminate discrimination and advance equality of opportunity in the exercise of its functions, and so promote disability equality. To mitigate against any anticipated adverse impacts and ensure that any such impacts are minimised, each option will have its own full equality impact assessment with appropriate consultation and involvement of all stakeholders.

Proposed options will potentially give rise to equality impacts particularly by those older and disabled people whose home is currently provided by the in-house residential care service. Any adverse impact will be carefully managed so as to ensure that the impact is either eradicated or mitigated.

Age Equality. The proposals for change are aimed at providing improved services to older people of the 65+ age group.

Disability equality

By the nature of the residential service, all residents are older people and have disabilities associated with ageing. As part of the review, the council will consider that its role in ensuring the need for specialist provision in key areas such as the increasing need for dementia services and intermediate care is met.

In relation to day services, service user profiling will be undertaken to identify those people with personal care and high dependency needs to ensure that their needs are continued to be met.

The review will seek to identify changes which promote independence and choice. People who have difficulties expressing wishes and choices, particularly older people with dementia, may require independent advocates, to ensure that their views and wishes are included in decision-making.

Gender equality

Most of the people affected are women and gender is another protected characteristic protected by Section 149 Equality Act 2010.

This duty is also of relevance in workforce planning. Most of the care and support staff employed in the homes are women and any proposal to close would have the greatest impact on this predominantly female group.

All these considerations will be managed as part of the consultation process with trades unions and staff.

Race equality

As part of the review, the council will consider its role in ensuring the need for specialist provision in key areas such as minority groups can be met.

Religion/beliefs

The services will be provided to people irrespective of, but with respect for religion and belief

Sexual orientation

The services will be provided to people irrespective of, but with respect for sexual orientation and accommodating same sex partnerships

Carers/ families The review will seek to identify changes which promote independence and choice

Cohesion – Integrating people into communities wherever possible will enable them to access universal services and make links with their own communities

5. Screening decision

Decision 1 – need to complete an equality, diversity, cohesion and integration impact assessment...

...if you have answered **yes** to either or both questions in 3 and **no** to question 4 you will need to complete an equality, diversity, cohesion and integration impact assessment.

When will you complete the impact assessment?

A separate assessment will be completed for each identified proposal as part of the options appraisal, involving relevant and appropriate consultation and involvement through the Adult Social Care Programme Team.

Date:

August 2011

Who will lead the impact assessment?

Name and job title:
Dennis Holmes

Decision 2 – do not need to complete an equality, diversity, cohesion and integration impact assessment...

...if you have answered **yes** either or both questions in 3 and **yes** to question 4 you do not need to complete an impact assessment.

Decision 3 – do not need to complete an equality, diversity, cohesion and integration impact assessment...

...if you have answered **no** to either or both questions in 3

Please provide details

Date screening completed

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Better Lives for Older People

Future Options for Long Term Residential and Day Care Services

EQUALITY IMPACT ASSESSMENT

1.0 Introduction

- 1.1 Leeds City Council is reviewing the ways it provides residential and day services for older people – specifically care homes and day care centres directly run by the council.
- 1.2 Proposals are that in future the council will no longer run some of its care homes and day centres. It will however continue to ensure that older people's care needs are met with a range of services to include a wider range of specialist provision for those unable to stay living independently in their own homes.
- 1.3 This paper outlines the Equality Impact Assessment that has been carried out in the context of these proposals to ensure that they do not unfairly impact on people from the different equality groups. It has been completed as a parallel process to the consultation on the proposed changes.
- 1.4 The lead officer for this assessment is Dennis Holmes, Deputy Director - Strategic Commissioning. Members of the assessment team are:
- Sheila Fletcher - Project Manager, Adult Social Care
 - Richard Graham - Senior Quality Assurance Officer, Adult Social Care
 - Anne McMaster - Strategic Equality Manager

2.0 Overview

- 2.1 As more people aspire to live at home for longer, the increasing importance of maintaining and giving people choice and control drives a need to change service provision to better suit individual needs. In Leeds the development of community based services has allowed people to exercise their choice to remain in their own homes for much longer. These community based services are wide ranging and include early intervention preventative services, personal support, intermediate care and reablement services and the provision of specialist equipment to people's homes. Based on the development of these new community based services, and in response to the increasing needs and changing aspirations of a new generation of older people, a review of the council's directly provided residential and day care services has been undertaken.
- 2.2 Leeds City Council faces the challenge of implementing its vision for high quality, long term support for older people at a time of decreasing resources. Like many other public sector organisations, the council is facing a significant financial challenge as a result of the Government's Spending Review and a reduction in grants which is without precedent in recent years. In addition to the substantial reduction in Government funding, the council also faces significant cost pressures which will also need to be taken into account in setting budgets for the next four years.

3.0 Current Services Provided

3.1 Residential

- 3.1.1 The council currently runs 19 homes providing 628 residential beds. The majority of these provide a combination of residential care and respite care. The remainder of the homes offer specialist care which includes dementia and intermediate care provided under contract to NHS Leeds.
- 3.1.2 The current annual budget for the council's in-house residential care establishments amounts to £20.2 million. It is estimated that a total of £7.5 million of essential work is needed for building condition and fire prevention works over the next 20 years and a further £28.7 million over ten years to provide ensuite facilities and improvements to communal areas approaching those on offer at the new-build independent care homes.
- 3.1.3 In the last three years, approximately 1000 new bed spaces of all types have been opened by the city's independent care providers in newly built facilities. Each of the new homes has been built to a specification which includes en-suite rooms and enhanced care technology. Some of these homes do offer facilities such as IT suites, cafes etc.
- 3.1.4 The need for non-specialist long term care is expected to decrease with the development of preventative approaches and sufficient capacity in alternative housing/care arrangements.

3.2 Day Care

- 3.2.1 There are 16 day care centres for older people run by the council. A small number of the centres provide care and support to people with dementia. The remainder provide more general support to older people and their carers. In addition there are 2 day centres providing specialist BME services.
- 3.2.2 The current annual budget for the Council's day care establishments amounts to £6.5 million. Demand for day centre places is falling. The current occupancy of the 16 council-run day centres ranges between 39% and 62%.

4.0 Proposals

- 4.1 An inquiry into the future of residential and day care provision for older people conducted by Adult Social Care (ASC) Scrutiny Board in October 2010 considered the future requirements of these services. The inquiry accepted that people's expectations around the choice, quality and control over their residential accommodation have increased significantly and that a position of 'no change' in the provision of council-run residential care is not an option and informed the development of a set of options for change.
- 4.2 Criteria for determining the future options for these services, which included giving due regard to equality were considered and agreed by the Executive Board on 15 December 2010. Executive Board also agreed to begin public consultation on these proposed options.
- 4.3 An assessment of each individual residential home and day centre has been completed and measured against the criteria agreed by Executive Board on 15 December 2010. In short the options are based on an assessment of the interplay between the following three distinct features:
- Strategic - the strategic relevance of a facility

- People - the profile of the needs of the residents, carers and staff
 - Financial - the financial profile of the facility
- 4.4 The proposed options arising out of this analysis are the subject of individual EIAs and are attached for reference to this report.
- 4.5 These proposed options were the basis for detailed consultation with those directly affected. Full details of the consultation and an analysis of responses are attached in the Consultation Report.
- 4.6 It is intended that the review of these services will balance the need to achieve savings with opportunities to develop the service to ensure that it adds value and contributes to the health and well-being of older people.
- 4.7 Leeds City Council will wherever possible seek to avoid any unintended consequences of any proposals developed. This could be disproportionate impacts on different geographic locations, communities and the voluntary and community sector.

5.0 Scope of the equality, diversity, cohesion and integration impact assessment

- 5.1 This EIA will consider and assess the impact of the options for:
- Potential residents i.e. The ageing population presently living in the general population of Leeds
 - Current residents and carers of residential homes in each facility affected by the proposed options
 - Current day care users and carers of day care centres in each facility affected by the proposed options
- 5.2 This EIA is intended to support the decision making process by:
- Identifying the potential impact of any changes/ decisions on each protected characteristic.
 - Setting out actions to minimise/ mitigate any adverse impacts
- 5.3 Proposals have been subject to Equality Screening and this concluded that the proposed options will potentially give rise to equality impacts particularly by those older and disabled people, their families and carers, whose home or day care is currently provided by the in-house residential and day care service. Staff will also be affected, particularly women who make up 90% of the workforce. If the proposals are agreed, a full EIA on organisational change will consider impacts on staff and therefore staff are not included in the scope of this EIA.
- 5.4 To mitigate against any adverse impacts and ensure that any such impacts are minimised, it was agreed that each option would be subjected to an equality impact assessment. The assessment will then be considered through the council's decision making process. It is proposed, that should agreement be given to progress with the proposed options, that an implementation plan is developed in line with the Assessment and Closure Protocol. This would show how any closures would be managed over the timescales and how residents, relatives, and carers are to be supported to safeguard human rights and minimise distress and maximise the

benefits to individuals. This will relate particularly to the monitoring arrangements in relation to the proposed changes.

5.5 This EIA is presented in 2 sections. Section 1 on page 10 considers the impact of the proposals on people living in the general population. Section 2 on page 12 includes individual EIAs on each proposed option to consider the impact on current residents and service users.

6.0 Fact Finding – what do we already know?

6.1 Demographics

- 6.1.1 Leeds is the second largest Metropolitan District in England with an estimated population in excess of 750,000 people. Whilst the Leeds economy as a whole, has been a success story, Leeds has a significant amount of deprivation. Five wards in the city have more than half their Super Output Areas (subdivisions of wards) in the 10 per cent most deprived in England. These five wards tend to have the highest levels of deprivation, proportion of people on unemployment benefits and proportion of households in receipt of council benefits.
- 6.1.2 Like many other cities in the UK, Leeds is now facing unprecedented change and uncertainty. The University of Leeds predicts that by 2026 the total number of people living in the Leeds Authority area will be 830,000. This will include larger numbers of people from ethnic minorities and higher numbers of younger people as well as an increase in people aged 75 and over. In general people are living longer and there are as many people over 60 as under 16. Although the rate of increase in the proportion of older citizens in Leeds is not likely to be as great as in some neighbouring authorities, it is predicted that the number of people in Leeds aged 65 and over will rise by almost 40 per cent to 153,600 in 2031, around 20 per cent of the population.
- 6.1.3 Leeds is clearly becoming a more diverse place. We have very little information about lesbian, gay and bisexual people in Leeds. Understanding this community's specific issues and needs presents Leeds with a significant future challenge. Stonewall, the lesbian, gay and bisexual charity, estimates that large cities such as Leeds with an established gay scene, businesses and support network may be made up of at least 10 per cent lesbian, gay and bisexual people.
- 6.1.4 Leeds population broken down by religion or belief is 69.9% Christians, 3% Muslims, 1.1% Sikh, 1.2% Jewish, 0.6% Hindu, 0.2% Buddhist and 24.9% no religion or not stated.
- 6.1.5 Leeds is now home to over 130 different nationalities. In 2006 the Office for National Statistics (ONS) estimated that 15.1 per cent of the total resident population comprised people from black and minority ethnic communities (including Irish and other white populations), a rise of 5 per cent from the 2001 Census. By 2030 the black and minority ethnic population in Leeds is estimated to increase by 55 per cent.
- 6.1.6 Nearly 8,000 people in Leeds have Alzheimer's or other dementias. In an ageing population the number of people with dementia will increase. The National Dementia strategy (2009) found there were approximately 700,000 living in the UK with dementia. This is projected to double in the next 30 years.
- 6.1.7 35% of the current 65+ population are estimated to have a social care need. 6,600 of these have moderate to high social care needs that are supported by the local authority.

6.1.8 Among carers in the age groups 75+ and 85+ (4,275 carers); over half are currently providing 50+ hours of care per week. People aged 65-74 providing unpaid care for 2010 was estimated at 8,359 rising to 9,540 in 2020 (an increase of 14% on 2010 figs.) and 10,766 in 2030 (an increase of 29% on 2010). People aged 75-84 providing care for 2010 was estimated at 3,681 predicted to rise to 4,107 in 2020 (increase of 12% on 2010 figs) and 4,873 in 2030 (an increase of 32%). People aged 85+ in 2010 was estimated at 594 predicted to rise to 768 in 2020 (a rise of 29%) and 1,044 in 2030 (an increase of 76%).

6.2 Benchmarking

6.2.1 Leeds differs widely from its comparator authorities because of its large direct offer of 19 residential homes. Comparator authorities are: Sheffield, which operates 1 home; Birmingham 10; Bristol 13; Liverpool 4; Manchester 1; Newcastle 4 and Nottingham 6. Bristol is in the process of developing 3 specialist dementia homes and 4 multi-function units, all its remaining council run long-stay units will be phased out. Birmingham City Council agreed to close all 29 homes and 16 attached day centres in a phased process. 10 homes and 5 day centres still remain but all are due to close by 31 March 2015.

6.2.2 In addition to the above, the EIA considers data from the following

- Key strategies and policies relating to the proposals e.g. Putting People First,
- Quantitative information relating to the profile of current residents, service users and carers, which is included within each proposal in section 2
- Feedback from public consultation
- Feedback from consultation with those directly affected
- Feedback from service user groups
- Feedback from consultation with key partners in the NHS
- Feedback from consultation with the Independent Sector
- Comments from complaints and suggestions
- Feedback from the Carers Expert Advisory Group
- Feedback/comments from ASC Scrutiny Board, individual Elected Members and Area Committees

7.0 Are there any gaps in equality and diversity information?

7.1 Adult Social Care, where possible, will obtain full equality information and take due regard of this information during the implementation phase, should these proposals be agreed. A review of the impact will also be undertaken post implementation, considering any impact on equality groups.

8.0 Consultation & Involvement

8.1 The whole consultation and engagement process was aimed at seeking the views of all key stakeholders and specifically of those people currently living in residential care homes, day service users, their carers and the staff who provide care and support. The communication and consultation activities for the programme were broken down into two distinct areas:

- The wider consultation with the general public and stakeholders on 'Older People's Futures: Residential and Day Care Services

- The detailed consultation on the specific proposed with those directly affected – which is further divided into stages, one and two.

9.0 Wider consultation with the general public and stakeholders

9.1 The wider consultation identified the following:

Strategic:

- In the commissioning of services from the Independent Sector, Adult Social Care should consider a more collaborative way of commissioning and work in partnership with organisations to achieve its objectives and positive outcomes for people
- There should be equality in the commissioning process so that small organisations particularly in the voluntary sector are able to provide services

Finance:

- The provision of services should not be just based on how much or little they cost. Issues such as quality, local and community provision and the requirements of people who need the services are just as important
- People generally accept the suggestion that change is necessary particularly in the context of financial constraints and for the reasons outlined in the consultation Fact Sheet.
- There are some concerns that alternative services will not be affordable. This could lead to a two- tier residential care system with the better run homes not affordable to most and people on benefits will be in less well run homes because they are affordable.
- Explore opportunities for social enterprise or community partnership arrangements to make community use of existing buildings.

9.2 People

- There is a need for alternative services to be provided in the locality in which people live. People generally wish to remain living in their own community close to relatives and friends.
- A balance needs to be achieved between independence and isolation
- Adult Social Care need to take account of the impact the change will have on older people's mental and physical well-being.
- A number of issues arose relating to the management of change for the people affected by the proposed changes, with consideration to the logistics of transferring people between services.

10.0 Consultation with those directly affected

10.1 Consultation undertaken with people currently living in residential care homes, day service users and their carers identified the following:

10.2 Strategic

- People using services with dementia and their carers emphasised the need for ensuring that the council maintains specialist services for people with dementia

10.3 Finance

- The council should maintain expenditure in Adult Social Care for the most deserving and vulnerable with care for older people being a priority

10.4 People

- Ensure that alternative services are as local to where people live as possible with consideration to the distance to travel to alternative day care; the distance for relatives and carers to travel to visit people in residential care and ensuring that people remain living in their own communities

10.5 An analysis of the responses from those directly affected and other key stakeholders is included in the Consultation Report attached

11.0 Equality Impacts Identified

11.1 The table below highlights the range of impacts on equality characteristics, stakeholders and other potential barriers.

11.2 Data on current users indicate that the proposed options potentially give rise to impacts mainly in respect of age; gender, disability, carers and socio-economic. Future users of these services will cover all equality characteristics

Equality characteristics					
<input checked="" type="checkbox"/>	Age	<input checked="" type="checkbox"/>	Carers	<input checked="" type="checkbox"/>	Disability
<input checked="" type="checkbox"/>	Gender reassignment	<input checked="" type="checkbox"/>	Race	<input checked="" type="checkbox"/>	Religion or Belief
<input checked="" type="checkbox"/>	Sex (male or female)	<input checked="" type="checkbox"/>	Sexual orientation		
<input checked="" type="checkbox"/>	Other				
	Low socio-economic groups				
Stakeholders					
<input checked="" type="checkbox"/>	Services users	<input checked="" type="checkbox"/>	Employees	<input checked="" type="checkbox"/>	Trade unions
<input checked="" type="checkbox"/>	Partners	<input checked="" type="checkbox"/>	Members	<input checked="" type="checkbox"/>	Suppliers

Potential barriers for current users

<input checked="" type="checkbox"/>	Built environment	<input checked="" type="checkbox"/>	Location of premises and services
<input checked="" type="checkbox"/>	Information and communication	<input checked="" type="checkbox"/>	Customer care
<input checked="" type="checkbox"/>	Timing	<input checked="" type="checkbox"/>	Stereotypes and assumptions
<input checked="" type="checkbox"/>	Cost	<input checked="" type="checkbox"/>	Consultation and involvement
<input checked="" type="checkbox"/>	specific barriers to the strategy, policy, services or function:		
	<ul style="list-style-type: none"> ○ Staffing ○ Capacity of the Independent Sector 		

11.3 The following provides an overview of the relevance of the proposals to the equality characteristics and where identified, action to mitigate any impact.

11.4 **Age:** The proposals for change are aimed at providing improved services to older people of the 65+ age group. The overall aim of this proposal is to reform and modernise services for older people. It is embedded in key modernisation strategies and strategies specific to older people which highlight the importance of enabling older people to remain in their own homes for as long as possible.

11.5 **Disability:** By the nature of the residential service, all residents are older people and have disabilities associated with ageing. As part of the review, the council will consider that its role in ensuring the need for specialist provision in key areas such as the increasing need for dementia services and intermediate care is met.

Action: In relation to day services, service user profiling will be undertaken to identify those people with personal care and high dependency needs to ensure that their needs are continued to be met.

11.6 **Gender:** Compared with the general population, statistical data of current service users suggest that the service reflects the gender profile across the city. In terms of current users 71% of residents and 70% of day care users are woman.

90% of staff employed in the homes are women. The full equality profile of staff will be considered as part of the EIA on organisational change.

11.7 **Race:** Statistical data of current service users indicates lower usage by people from BME groups and further consultation with BME communities are needed to understand why this is.

Action: Understand BME usage of residential and day care facilities and ensure appropriate provision of accessible services. The service will be monitored to ensure that the uptake of services by older people from different ethnic backgrounds is relative to the ethnic make up of the population of Leeds.

- 11.8 **Religion or belief:** The services will be provided to people irrespective of, but with respect for religion and belief
- 11.9 **Sexual orientation:** The services will be provided to people irrespective of, but with respect for sexual orientation and accommodating same sex partnerships. The Joint Strategic Needs Assessment (JSNA) provides data and intelligence to support commissioning activity so that it reflects the needs of older lesbians and gay men.
- 11.10 **Carers/ families:** The review will seek to identify changes which promote independence and choice
- 11.11 **Cohesion:** Integrating people into communities wherever possible will enable them to access universal services and make links with their own communities
- 11.12 **Social Exclusion:** The service proposals will need to ensure that socially excluded people are not disproportionately disadvantaged as a result of these changes.

Section One

Impacts - for people living in the general population

Residential

- The proposals around residential care support the national view that a strategic resource shift is needed from residential care to services to support people in their own homes and live independently in their own homes for longer.
- It is expected that the proposed programme of change will result in improved, personalised services to be delivered for older people with dementia and their carers, with improved outcomes
- Residential care homes managed by the council are provided alongside a well developed independent sector care home market. Services commissioned by the council will retain the focus on quality of service to all our diverse service users

Day Care

- The review of day care service is in line with personalisation of adult social care services. Future delivery of adult social care will see an increased use of personal budgets and a reduction on people using traditional day services.
- Currently a high level of resource is committed to a service which is underused. The impact of this is that it locks up resources in the existing service which could be used to support older people's day activities in other ways. The proposals aim to free up this resource to be reinvested in services for future and current users who would prefer to receive an alternative to a centre based day service.
- There would be additional economic benefits to bring investment into the area as well as improving the quality of public services.
- Supporting older people with care needs must be seen in the context of other work which is being done to promote the independence, well-being and choice of older people in Leeds. This service review links therefore with other strategies and initiatives which are intended to achieve this, for example re-ablement, assistive technology and personal budgets. The proposals will allow resources to focus more on increased take-up of preventative services which will enable older people to remain living safely and independently in their own homes for longer.

Respite and Specialist Services

- If homes close there will be a loss of respite beds and pressure will be put on the capacity available across the city for older people with dementia. However based on an analysis of 2010/11 data, the city –wide occupancy level for respite beds was 58% which indicates that there is an over-provision. It is assumed that should the decision go ahead to decommission the six homes, the decrease in respite beds could be comfortably absorbed by remaining provision.
- The council's proposals are to retain and develop a core provision of dementia services delivered through some of the existing specialist residential homes and linked to a redefined day service. This would provide an integrated dementia service, offering both a day service as well as residential care, in each of the three locality areas. The service would continue to be delivered by qualified and experienced council staff.

- The proposals to phase-out permanent admissions to statutory residential homes could impact on potential residents in the general public.

Action:

- The development of new community based preventative services and the development of Intermediate Care will enable older people to remain living safely and independently at home.

Traditionally day services for older people have provided an important respite function for carers, providing them with a significant, regular and reliable break from caring.

Action: Impact on carers will be minimal as all those eligible will continue to be offered a service. Even if day activities are organised in a different way, ensure that the respite needs of carers is considered.

The potential for a 2 tier system – those who can afford to pay and those who can't.

Action: Ensure that commissioning of services takes full account of equalities and that places purchased through the Independent Sector are of a consistent, good quality

Actions to ensure mitigation is in place are outlined in the Equality Diversity and Integration Action Plan on Page 31

Section 2

Equality Impacts Assessments on proposed options

Residential Decommissioned Proposals

Westholme/Kirkland House/Grange Court/Dolphin Manor/Knowle Manor/Spring Gardens

Westholme, Kirkland House, Dolphin Manor, Knowle Manor and Spring Gardens provide generic residential care

Grange Court provides a mix of generic residential and intermediate care

Bed profile

	Westholme	Kirkland	Grange Court	Dolphin Manor	Knowle Manor	Spring Gardens
Permanent generic residential	39	29	23	30	27	28
Respite/short stay	1	2	9	5	2	2
Current occupancy	26	23	20	28	22	25

Resident Profile

	Westholme	Kirkland	Grange Court	Dolphin Manor	Knowle Manor	Spring Gardens
Age 100+	0	0	1	0	1	0
Age 90 -99	11	10	8	16	8	11
Age 80-89	12	10	10	12	8	12
Age 65 -79	3	3	1	0	5	2
Physical disability or age related frailty	25	23	16	21	20	25
Male	6	4	1	2	4	5
Female	20	19	19	26	18	20
Ethnic Origin White British	26	23	20	28	20	25
Ethnic origin BME	0	0	0	0	0	0
Ethnic Origin Not Given	0	0	0	0	2	0

Westholme**Address by ward**

Beeston and Holbeck	1
Bramley	3
Cleverly	3
Farnley and Wortley	2
Hyde Park and Woodhouse	1
Kirkstall	2
Morley South	2
Pudsey	11
Weetwood	1

Number of Independent sector beds in the area

Total = 228 beds, 40 of which are available for dementia.	Amber Lodge EMI	40
	Corinthian House	70
	Rievaulx House	48
	Simon Marks Court	40
	The Manor House	30

Kirkland House**Address by ward**

Adel and Wharfedale	2
Chapel Allerton	1
Guiseley and Rawdon	5
Horsforth	3
Kirkstall	2
Otley and Yeadon	4
Wetherby	1
Blanks	5

Number of Independent sector beds in the area

32 beds	Primrose Court	32
36 beds	Olive Lodge (also known as Bedford Court)	36
77 beds, 1 of which is available for dementia.	Tealbeck House	50
	Brooklands	27
32 beds. 30 additional specific dementia beds.	Adel Grange EMI	
	Ashcroft House	32

Grange Court**Address by ward**

Beeston and Holbeck	1
Burmantofts and Richmond Hill	2
Cross Gates and Whinmoor	3
Garforth and Swillington	5
Killingbeck and Seacroft	1
Kirkstall	1
Morley North	1
Temple Newsam	1
Blanks	5

Number of Independent sector beds in the area

Total = 167 beds, 67 of which are available for dementia. 14 additional specific dementia beds.	Meadowbrook Manor	23
	Springfield	67
	St Armands	40
	The Coach House	19
	The Hollies	14
	Moor Leigh Villa	4

Dolphin Manor**Address by ward**

Alwoodley	1
Ardley and Robin Hood	2
Armley	1
Beeston and Holbeck	1
Burmantofts and Richmond Hill	1
Garforth and Swillington	2
Hyde Park and Woodhouse	1
Killingbeck and Seacroft	1
Kippax and Methley	2
Middleton Park	2
Moortown	1
Morley South	1

Number of Independent sector beds in the area

Mulgrave House	33 beds
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Pudsey	1
Rothwell	8
Blanks	3

Knowle Manor

Address by ward

Ardsley and Robin Hood	2
Middleton Park	1
Morley North	3
Morley South	6
Rothwell	1
Blanks	9

Number of Independent sector beds in the area

62 beds, 31 of which are available for dementia	Summerfield Court	15
	Vivian House	31
	Ferndale	16

Spring Gardens

Address by ward

Adel and Wharfedale	2
Alwoodley	1
Headingley	1
Horsforth	3
Kirkstall	1
Otley and Yeadon	14
Weetwood	1
Blanks	2

Number of Independent sector beds in the area

77 beds, 1 of which is available for dementia.	Tealbeck House	50
	Brooklands	27

Consultation

Informal and formal consultation has been undertaken with all services users over a period of 12 weeks.

The Consultation Report provides a full analysis of responses.

Key themes from the consultation

The majority of comments related to the risk to the health of residents brought about by any move and that any changes would have an unsettling and damaging effect on the most vulnerable. Concerns were expressed over the potential loss of friendships and support networks for residents and their carers. There are fears that residents will not receive the same levels of the care in the independent sector and that the safety and security of residents will also be an issue. A lack of knowledge of alternative provision and the quality and capacity of the independent sector to provide alternative care services was emphasised. Comments also related to the degree to which community and local needs have been taken into account particularly where there are limited local community facilities or in areas where there are other closures of public facilities

The emerging key themes to alleviate the impact of the proposed closures are that the following are important:

- Alternative provision is of a similar nature and quality
- Alternative provision is local where appropriate
- Keep friends together

Potential impact identified from decommissioning these services

Built environment

The older age and physically frail are likely to find changes more difficult to cope with both physically and mentally in terms of changes in routine and to their care needs. The built environment may dictate some of these changes.

Action: An assessment of every service user will be undertaken in accordance with the Assessment and Closure Protocol and the recommended ways to minimise stress factors will be put in place

Action: Continued negotiations with voluntary sector partners relating to proposals to establish an independent charitable organisation to both own and provide services with a view to a community asset transfer.

Action: Approve immediate commencement of dialogue with interested community groups and stakeholders with regard to future building use.

Location of premises

Where people move there may be a particular impact on residents who have lived at the home for a considerable length of time. Residents may have strong friendships and be fearful of the impact of the proposed changes on their lives, and whether they are able to maintain the relationships they have established. It may also impact on carers and relatives and whether they can maintain visiting etc

Action: Give consideration to methods of ensuring continued contact between people, in line with the Assessment and Closure Protocol. Focus on local alternative provision.

Communication and Information

Some residents may not be able to make their own decisions, or may need 1-1 help in understanding the proposed changes.

Action: Clear and timely communication to all residents, particularly which provides information about alternative provision. Steps will be taken to ensure independent advocates are available for those who need one.

Customer Care and staff training

Staff will play a lead role in understanding the concerns of residents, helping them understand the proposed changes and helping them make the right decisions for themselves.

Action: Provide appropriate support to staff through awareness raising events

Timing

There are proposals to change other Adult Social Care Services that affect older and disabled people

Action: Adult Social Care to ensure a joined up approach and effective coordination and communication of the various change programmes

Action: Provide service users and their carers with opportunities to let us know what impact all changes may have on them.

Cost

Carers may be reliant on the home for respite from their caring role, and so may need to make other arrangements, which could involve additional costs.

There is a risk that the changes to care provision could increase social inequality among older people as some users may be financially worse off as a result of a move.

Action: Offer all current service users alternative residential care

Action: Ensure that a full benefit and financial review is undertaken as part of service user assessment to ensure any financial detriment is minimised

Action: Work with officers in City Development to advertise for residential/nursing care development at the earliest opportunity

Stereotypes and assumptions

Assumptions may be made in connection with residents with dementia and extremely frail residents who have co-existing illnesses

Action: A full reassessment of all service users and carers will be undertaken by qualified social workers to ensure that current, individual needs are properly understood. Individuals and their relatives/carers will be supported by their managers or a dedicated resource to seek appropriate alternative services following a reassessment of their needs and will be given comprehensive information on cost, quality and all alternatives in order to make an informed decision

Residential Homes Recommissioned Proposals

Middlecross, Siegen Manor, and The Green

Proposal: Recommission as specialist dementia facilities

Bed profile

	Middlecross	The Green	Siegen Manor
Permanent generic residential	25	29	23
Respite/short stay	7	8	7
Current occupancy	22	24	23

Resident Profile

	Middlecross	The Green	Siegen Manor
Age 100+	0	1	0
Age 90-99	7	8	9
Age 80-89	12	10	13
Age 65-79	3	5	1
Physical disability or age related frailty	21	4	23
Male	7	3	4
Female	15	21	19
Ethnic Origin White British	21	23	22
Ethnic Origin Black or Black British	1	0	0
Ethnic Origin Other	0	1	0
Ethnic Origin Not Given	0	0	1

Consultation

Informal and formal consultation has been undertaken with all services users over a period of 12 weeks.

The Consultation Report provides a full analysis of responses.

Key themes from the consultation

The majority of comments related to the risk to the health of residents brought about by any move and that any changes would have an unsettling and damaging effect on the most vulnerable. Concerns were expressed over the potential loss of friendships and support networks for residents and their carers. Carers need assurance about new services in terms of respite provision.

The emerging key themes to alleviate the impact of the proposed recommissioning are that the following are important:

- Alternative provision is of a similar nature and quality
- Alternative provision is local where appropriate
- Keep friends together

Potential impact identified from recommissioning these services

The proposals will result in a comprehensive and integrated dementia service in these areas and improved services for people with dementia and their carers.

The current resident profiles have high to medium levels of need and dependency with the homes currently providing dementia and generic care. The proposals to re-commission as specialist dementia care homes means that there may be some changes to the home as new models of dementia care are developed which focus on helping people regain or maintain independence. This service will be developed in the longer term however and there will be no immediate changes. People currently living at these homes will therefore be able to keep their place there, if they wish. Given this, it is assessed there to be no impact on current residents.

Staff members are already experienced in providing dementia care in line with the council's strategy to retain dementia care provision.

Proposal: Recommission as specialist intermediate care facility

Richmond House

Richmond House is the largest provider of intermediate care among the Local Authority home with 20 beds funded jointly with the NHS. .

The aim of Intermediate Care is to prevent admission to and facilitate discharge from hospital by working with individuals to provide specialist care.. This will allow more people to access the service and achieve better outcomes.

There are opportunities for further shared funding arrangements and partnership working with the NHS

Richmond House is already a dedicated specialist provider of residential Intermediate Care. There are no permanent residents. Given this, it is assessed there to be no impact on current users.

Staff members are experienced in providing Intermediate and short term care. This staff group would be well placed to deliver Intermediate Care in line with the strategy for Leeds City Council to retain Intermediate care provision

Harry Booth House and Amberton Court

Further consultation with the NHS in relation to Amberton Court has led to recommendations to defer the decision on its future long term use pending further work and negotiations with partners. Amberton Court remains under further review and given this, there is no immediate impact on current users.

Harry Booth House currently provides generic residential care. The proposal is that it is redeveloped as a facility for specialist intermediate care, providing short-term support for people who need intermediate care rather than residential care. This means that there will be some changes to the home and 30 will be registered as a care home with nursing and the remaining 10 acting as step down beds and provided residential care.

Bed Profile	Harry Booth House
Permanent generic residential	38
Respite/short stay	2
Current occupancy	21

Resident Profile	Harry Booth House
Age 100+	2
Age 90 -99	7
Age 80-89	6
Age 65 -79	5
Age 41-64	1
Physical disability or age related frailty	4
Male	5
Female	16

Ethnic Origin White British	21
Ethnic Origin Asian	0
Ethnic Origin Other	0
Ethnic Origin Not Given	0

Harry Booth House

Address by ward – Not all previous addresses are known

Ward	Service Users
City & Hunslet	2
Middleton Park	2
Hyde Park & Woodhouse	1
Beeston & Holbeck	2
Moortown	1
Ardley & Robin Hood	1

Number of Independent sector beds in the area

Beeston and Holbeck	84 beds, all are also available for dementia	Sunnyview	84
Middleton	94 beds, 44 of which are available for dementia.	Acre Green	50
		Nesfield Lodge	44
City and Hunslet	288 beds. 30 additional specific dementia beds.	Copper Hill	150
		Larchfield	40
		Victoria House	36
		Pennington Court	62

Consultation

Informal and formal consultation has been undertaken with all services users over a period of 12 weeks.

The Consultation Report provides a full analysis of responses.

Key themes from the consultation

Responses indicate that people are in agreement with proposals for the home to develop as a specialist facility however current residents should be allowed to remain there if they wish. Concerns were expressed over the potential detrimental impact and potential risk to the health and well-being of residents brought about by any move and that any changes would have an unsettling and damaging effect on the most vulnerable. Concerns were also raised around the loss of friendships and the need to ensure that the needs of carers are considered.

The emerging key themes to alleviate the impact of the proposed option is that the following are important:

- Alternative provision is local, of a similar nature and quality – ‘find somewhere as good as Harry Booth House’
- Run the intermediate care service alongside a residential service
- Keep friends together
- Carers need assurances about alternative provision in terms of respite

Potential impact identified from recommissioning this service

The current resident profile has high to medium levels of need and dependency. The proposal to re-commission as a specialist intermediate care home means that there will be some changes to the homes as new models of care are developed that focus on helping people regain or maintain independence and return to their own homes. Given this, it is assessed that there are impacts on current residents.

Built environment

The older age are likely to find changes more difficult to cope with both physically and mentally in terms of changes in routine and to their care needs. The built environment may dictate some of these changes

Action: An assessment of every service user will be undertaken in accordance with the Assessment and Closure Protocol which includes actions to minimise changes to routine. Also visits to new buildings to lessen confusion

Location of premises

Where people move there may be a particular impact on residents who have lived at the home for a considerable length of time. Residents may have strong friendships and be fearful of the impact of the proposed changes on their lives, and whether they are able to maintain the relationships they have established. It may also impact on carers and relatives and whether they can maintain visiting etc

Action: Give consideration to methods of ensuring continued contact between people. Focus on local alternative provision

Communication and Information

Some residents may not be able to make their own decisions, or may need 1-1 help in understanding the proposed changes, and the communication and information provided will help minimise issues

Action: Clear and timely communication to all residents and their carers, particularly which provides information about alternative provision. Steps will be taken to ensure independent advocates are available for those who need one.
Steps

Customer Care and staff training

Staff will play a lead role in understanding the concerns of residents, helping them understand the proposed changes and helping them make the right decisions for themselves.

Action: Provide appropriate support to staff through awareness raising events

Timing

There are proposals to change other Adult Social Care Services that affect older and disabled people

Action: Adult Social Care to ensure a joined up approach and effective coordination and communication of the various change programmes

Action: Provide service users and their carers with opportunities to let us know what impact all changes may have on them.

Cost

The proposals could negatively impact on carers who are reliant on the home for respite

from their caring role, and so may need to make other arrangements.

There is a risk that the changes to care provision could increase social inequality among older people as some users may be financially worse off as a result of a move.

Action: Offer all current service users alternative residential care

Action: Ensure that a full benefit and financial review is undertaken as part of service user assessment to ensure no financial detriment

Stereotypes and assumptions

Assumptions may be made in connection with residents with dementia and extremely frail residents who have co-existing illnesses

Action

- A full reassessment of all service users and carers will be undertaken by qualified social workers to ensure that current, individual needs are properly understood. Individuals and their relatives/ carers will be supported by their managers or a dedicated resource to seek appropriate alternative services following a reassessment of their needs and will be given comprehensive information on cost, quality and all alternatives in order to make an informed decision
- Ongoing negotiations to be undertaken with NHS Leeds and Leeds Community Healthcare aimed at developing an integrated service model.

Day Care Services

Recommissioned Proposals as specialist dementia facilities

Middlecross, Calverlands, The Green and Laurel Bank Day Centres

Middlecross Day Centre provides a specialist dementia service along side a residential dementia unit. It is proposed that this would therefore offer a comprehensive and integrated dementia service in the area.

Calverlands Day Centre provides a specialist dementia service. It is proposed that it become part of a comprehensive and integrated dementia service in the area.

The Green provides a specialist dementia service alongside a residential dementia unit. It is proposed that it become part of a comprehensive and integrated dementia service in the area.

Laurel Bank currently provides generic day care although over half of service users have dementia. It is proposed that it become part of a comprehensive and integrated dementia service in the area.

Older People use these services because of care needs and disabilities, including dementia

	Middlecross	Calverlands	The Green	Laurel Bank
Days open per week	7 days	7 days	7 days	7 days
No on register	37	60	49	72
No places per day	20	30	23	30
Attendance rate	89%	98%	89%	58%

Profile of current users

	Middlecross	Calverlands	The Green	Laurel Bank
Age 80+	20	42	35	46
Age 65-79	17	18	14	24
Age 41-64	0	0	0	2
Physical disability or age-related frailty	37	60	49	28
Dementia diagnosis	37	60	49	36
Male	10	10	19	16
Female	27	27*	30	56
White British	37	60	Not known	69
BME	0	0	Not known	3

Consultation

Informal and formal consultation has been undertaken with all service users over a period of 12 weeks

The Consultation Report attached provides a full analysis of responses.

Key themes from the consultation

The majority of concerns related to the need to ensure day care for people with dementia is retained to support older people to remain independently at home and for respite for carers.

Potential Impact from recommissioning these services

The programme of change will result in improved personalised services for people with dementia and their carers with improved outcomes.

Middlecross, Calverlands and The Green

The current user profile has high levels of need and dependency with the centres providing significant or exclusive levels of dementia care. People currently attending these centres will therefore be able to keep their place there, if they wish. Given this, it is assessed there to be no impact on current service users.

Staff members are already experienced in providing dementia care in line with the council's strategy to retain dementia care provision

Laurel Bank

The current user profile has medium levels of need and dependency with the centre providing generic day care and dementia care. The proposed specialist dementia service will be developed in the longer term and there will be no immediate changes. People currently attending Laurel Bank therefore will be able to keep their place there, if they wish. Given this, it is assessed there to be no impact on permanent current service users

Proposal Recommission as specialist intermediate care services

Springfield and Wykebeck Valley Day Centres

Springfield and Wykebeck Valley Day Centres provide both generic day care and some specialist short term rehabilitative support. It is proposed that these specialist services are enhanced in partnership with the NHS.

	Springfield	Wykebeck Valley
Days open per week	7 days	4 days
No on register	81	64
No places per day	30	30
Attendance rate	62%	53%

Profile of current users

	Springfield	Wykebeck Valley
Age 80+	56	36
Age 65-79	25	27
Age 41- 64	0	1
Physical disability or age-related frailty	79	61
Dementia diagnosis	2	8
Male	19	19
Female	62	45
White British	37	Not known
BME	0	Not known

Consultation

Informal and formal consultation has been undertaken with all service users over a period of 12 weeks. Service users, relatives and carers of Wykebeck Valley Day Centre were given the opportunity to participate in the consultation; however none chose to do this. This is likely due to reassurances that they will be able to keep their place at the centre.

The Consultation Report provides a full analysis of responses.

Key themes from the consultation

Concerns were expressed over the risk to the health and well-being of day care users brought about by any move and that any changes would have an unsettling and damaging effect on the most vulnerable. Concerns were also raised around the loss of friendships and the need to ensure that the needs of carers are considered.

Proposed impact from the re-commissioning of these services

The programme of change will result in improved rehabilitative services, for example for older people following an accident or period in hospital, to support them living independently in their own homes.

The proposed specialist intermediate care services will be developed in the longer term and there will be no immediate changes. People currently attending these centres therefore will

be able to keep their place there, if they wish. Given this, it is assessed there to be no impact on current service users

Proposal – Recommission as specialist BME facilities

Apna and Frederick Hurdle Day Centres

Apna and Frederick Hurdle Day Care Centres are currently providers of specialist day services for people from Black and Minority Ethnic (BME) backgrounds. Older People use this service because of care needs and disabilities, including dementia

	Apna	Frederick Hurdle
Days open per week	5 days	6 days
No on register	49	88
No places per day	55	30
Attendance rate	90%	66%

Profile of current users

	Apna	Frederick Hurdle
Age 80+	21	45
Age 65-79	22	43
Age 41- 64	6	0
Physical disability or age-related frailty	6	28
Dementia diagnosis	4	18
Male	17	21
Female	32	67
White British	0	
BME	100%	75
Other		13

Consultation

Service users, relatives and carers of both these centres were given the opportunity to participate in the consultation however as there are no changes to services as a result of the review no questionnaires were completed.

Proposed impact from the recommissioning of these services

The proposals will result in personalised services for older people from BME backgrounds and their carers. People currently attending these centres therefore will be able to keep their place there, if they wish. Given this, it is assessed there to be no impact on current service users.

Day Care Services

Decommissioned Proposals

Lincolnfields, Firthfields, Rose Farm, Spring Gardens,

Lincolnfields, Rose Farm and Spring Gardens provide 'generic' day care activities and no specialist services

Firthfields Day Centre provides a specific dementia service 2 days per week.

	Lincolnfields	Firthfields	Rose Farm	Spring Gardens
Opening	5	7	5	2
No on register	25	48	45	9
No places per day	25	30	25	10
Attendance Rate	32%	38% Generic 66% Dementia	67%	19%

Resident Profile

	Lincolnfields	Firthfields	Rose Farm	Spring Gardens
Age 90 -99	5		10	4
Age 80-89	5	34	28	3
Age 65 -79	15	13	6	2
Age 41-64	0	1	1	0
Physical disability or age related frailty	25	31	45	8
Male	6	16	14	2
Female	19	32	31	7
White British	23	48	44	9
Black/Black British	2	0	1	0

Lincolnfields

Address by Ward

Ward	Service Users
Armley	1
Killingbeck & Seacroft	2
Hyde Park & Woodhouse	1
Gipton & Harehills	6
Temple Newsam	3
Burmantofts	12

Alternative Provision

Organisation
Wykebeck Valley Day Centre (LS9)
Doreen Hamilton Day Centre (LS9)
Burmantofts Senior Action - St Agnes' Church Hall
Richmond Hill Elderly Action - Richmond Hill Community Centre
Halton Moor and Osmondthorpe Project for Elders (Hope)

Firthfields

Address by Ward

Ward	Service Users
Crossgates & Whinmoor	6
Garforth & Swillington	24
Killingbeck & Seacroft	3
Kippax & Methley	13
Moortown	1
Rothwell	1
Wetherby	1

Alternative Provision

Organisation
Dementia Care
Alzheimers Society
Luncheon Clubs at St Benedicts and Halliday Court Sheltered Housing
Meals on Wheels
Neighbourhood Elders Team, Main St Garforth
Rothwell and District Live at Home scheme
Shared Lives

Rose Farm

Address by Ward

Ward	Service Users
Rothwell	33
Kippax & Methley	5
Ardsley & Robin Hood	7

Alternative Provision

Community Support Team - ASC Parklees
Laurel Bank Middleton
South Leeds Live at Home Scheme
Rothwell Live at Home
Shared Lives
St Annes Respite Service

Spring Gardens

Address by Ward

Ward	Service Users
Guiseley & Rawdon	1
Otley & Yeadon	7

Alternative Provision

Organisation
Otley Action for Older People
Shared Lives

Consultation

Informal and formal consultation has been undertaken with all services users over a period of 12 weeks.

The Consultation Report provides a full analysis of responses.

Key themes from the consultation

The majority of comments related to the detrimental impact and potential risk to the health and well-being of service users brought about by changes to their day care. That this will have an unsettling effect and could lead to disorientation, particularly among the very old and most vulnerable. Concerns were raised around the loss of friendships and fears around social isolation. Transport issues and travel arrangements to alternative day care were also raised. The importance to recognise the needs of carers was emphasised

The emerging key themes to alleviate the impact of the proposed closure are that the following are important:

- Alternative provision is local and of similar nature and quality
- Keep friends together
- Consider individual needs
- Make the transition as stress free as possible and provide ongoing support to older people to access alternative provision

Potential impact identified from decommissioning this service

An important criteria of the proposal is that the change does not mean a reduction in service for service users, or that the Council's statutory duties are not being delivered, however it is recognised that there may be some barriers to this being the case. The following have been identified with actions to mitigate their impact:

Built environment

The older age are likely to find changes more difficult to cope with both physically and mentally in terms of changes in routine and to their care needs. The built environment may dictate some of these changes. The emphasis of the proposals is to reduce barriers to day activities for older people so that older people with care needs can remain involved in their local communities and pursue activities like other people. The proposals also have the potential for improved access to other health and social care services - through community based activities.

Whereas day care centres inadvertently tend to foster the stereotype that older people with care needs move into segregated settings to receive care and support the new service model will provide a more flexible approach. For example. Outreach will make it possible to support older people in different situations, improving their access to a wider range of activities in more socially inclusive settings. Accessing these service may not depend on travelling to a centre.

The service will support older people in working out personalised activities plans and will be proactive in ensuring that older people benefit from the opportunities available through Self Directed Support arrangements.

Action: An assessment of every service user will be undertaken in accordance with the Assessment and Closure Protocol

Action: Minimise changes to routine

Action: Provide visits to new building to lessen confusion

Location of premises

Changes to transport arrangements may be required and a longer journey time and/or different route could have an adverse effect. Also potential difficulties for those with high dependency needs if they choose mainstream services with less support for their disability, or are dependent upon less reliable support services (e.g. accessible transport is not available or unreliable). In addition potential difficulties for carers dropping off service users. There may also be concerns about loss of contact with friends etc

Action: Give consideration to methods of ensuring continued contact between people, in line with the Assessment and Closure Protocol. Focus on local alternative provision

Action: Transport needs to form part of each current service user's assessment. Make more effective use of community transport. Review in-house transport provision

Communication and Information

Some service users may not be able to make their own decisions, or may need 1-1 help in understanding the proposed changes through the use of independent advocacy. Also older people affected by age-related conditions or limited mental capacity will have to take on more control of their care than they would choose. Traditionally day services for older people have provided an important respite function for carers, providing them with a significant, regular and reliable break from caring. Even if day activities are organised in a different way the respite needs of carers must be considered.

Action: Clear and timely communication to all service users and carers, particularly which provides information about alternative provision

Action: The impact on carers respite should be minimal as all current service users would be offered alternative day care, however in managing the change it is important to consider and engage with carers throughout.

Action: An assessment of every service user will be undertaken in accordance with the Assessment and Closure Protocol by qualified social workers to ensure that current, individual needs are properly understood. If they wish, individuals and their relatives/carers will be supported by their managers or a dedicated resource to seek appropriate alternative services following a reassessment of their needs and will be given comprehensive information on cost, quality and all alternatives in order to make an informed decision

Customer Care and staff training

Staff will play a lead role in understanding the concerns of service users, helping them understand the proposed changes and helping them make the right decisions for themselves. Staff will need to address issues, particularly for older people about having to adapt to a new environment, different staff, concerns for friendship groups, concerns over changes in routine and that their care needs will not be met by new staff and concerns over disruption to relationships/friendships

Action: Provide appropriate support to staff through awareness raising events

Timing

There are proposals to change other Adult Social Care Services that affect older and disabled people

Action: Adult Social Care to ensure a joined up approach and effective coordination and communication of the various change programmes

Action: Provide service users and their carers with opportunities to let us know what impact all changes may have on them.

Cost

The proposals could negatively impact on carers who are reliant on the centres for respite from their caring role, and so may need to make other arrangements.

There is a risk that the changes to care provision could increase social inequality among older people as some users may be financially worse off as a result of a change to day care.

Action: Review carers respite to ensure that they are not negatively impacted upon

Action: Ensure that a full benefit and financial review is undertaken as part of service user assessments to ensure no financial detriment

Equality, diversity, cohesion and integration action plan

The following outlines actions to be addressed as part of the implementation plan described in section 14 of the main report

Action
<p>Customer Care An assessment team will be established to undertake assessments of service users in accordance with the council's Assessment and Transitions Protocol (A&TP)This work will be overseen by an Assurance Group who will monitor and advise during the process.</p>
<p>Customer Care Give consideration to methods of ensuring continued contact between people, in line with the Assessment and Closure Protocol. Focus on local alternative provision</p>
<p>Customer Care Commissioning to take full account of equality issues and to ensure that the quality of services is consistent and of good quality</p>
<p>Customer Care Understand the low take-up of services by, and representation of, ethnic groups</p>
<p>Customer Care Further and more detailed negotiations to be undertaken with NHS Leeds Care Services aimed at developing an integrated service model</p>
<p>Customer Care Older people with physical disability/frailty who are in need of high level support and personal care, including adapted facilities, will be identified and offered 'taster' sessions to try alternative services which provide this level of care</p>
<p>Customer Care Ensure that existing service users are matched to day activities that support the well-being and independence in friendship groups or independently within the wider community. Organise a timetable of 'taster' sessions in alternative services throughout the community with health, leisure and VCFS partners.</p>
<p>Customer Care Ensure alternative community services are aware of the needs of service users with high dependency needs and disabilities. Consider access to specialist services in the city where appropriate</p>
<p>Customer Care Ensure robust procedures are in place to identify and manage safeguarding concerns as they arise. All staff and volunteers to be trained in recognising and responding to safeguarding concerns</p>
<p>Customer Care/ Information & Communication Increase the take-up of preventative services such as reablement and assistive technology which will ensure that more older people can remain living independently and safely in their own home</p>
<p>Customer Care/ Information & Communication Further work undertaken to ensure that the range of universal and preventative services are developed to meet the needs and</p>

Action
outcomes of people across all cultures and communities. This to be developed in partnership with a range of stakeholders in the statutory, voluntary and private sectors
Location of Premises and Services Give consideration to methods of ensuring continued contact between people, in line with the Assessment and Closure Protocol. Focus on local alternative provision
Stereotypes and Assumptions All equalities considerations will be considered in the planning and commissioning of services. All services will be monitored to identify where there is disproportionate impact and action taken to understand and where appropriate address
Information and Communication Ensure that the access and inclusion team and residential home staff are aware of the full range of alternative services available and that information is available in a range of formats
Information and Communication Involve service users and carers fully in the decision making process when considering alternative services. Ensure carers receive regular information on the change process. Sign post to carer support networks
Information & Communication Provide service users with an opportunity to let the council know what impact the changes may have on them
Information & Communication Ensure that the Leeds City Council website contains a range of information relevant to all communities. Information should be available in a range of accessible formats and main community languages. Work should be undertaken to ensure information is available in locations that are appropriate for target communities. Involve communities and their representatives in identifying gaps.
Information & Communication Establish communication and information strategy about the new service and explore and promote opportunities and activities in local communities in order to improve choice and facilitate access. This to be integrated as part of an overall approach to information so that the message about ASC day services fits with wider messages about personalisation and promoting independence
Built Environment Continue dialogue and negotiations with stakeholders and interest groups with regard to future building use.
Built Environment Negotiations with voluntary sector partners relating to the future use of existing buildings as community facilities
Cost Work with officers in City Development to advertise for residential/nursing care development at the earliest opportunity
Cost Ensure that a full benefit and financial review is undertaken as part of service user assessment to ensure no financial detriment

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Report of Head of Scrutiny and Member Development

Report to Scrutiny Board (Resources and Council Services)

Date: 24th March 2014

Subject: Work Schedule and draft conclusions and recommendations following the discussions on grants to the third sector

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 Board's draft work schedule is attached as appendix 1. The work schedule reflects discussions at the Board's meeting in February 2014. It will be subject to change throughout the municipal year.
2. Attached as appendix 2 are the Board's conclusions and recommendations following the discussion on grants to the third sector.

Recommendations

3. Members are asked to;
 - (i) Note the work schedule and make amendments as appropriate.
 - (ii) Agree the Board's conclusions and recommendations following the discussion on grants to the third sector.

Background documents¹

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

None used

Scrutiny Board (Resources and Council Services) Work Schedule for 2013/2014 Municipal Year

Area of review	Schedule of meetings/visits during 201213		
	June	July	August
People Plan			Working Group 12/8/13
<i>To be determined</i>			
<i>To be determined</i>			
<i>To be determined</i>			
Briefings		Civic Enterprise Contract Procedure Rules	
Budget & Policy Framework Plans			
Recommendation Tracking		Welfare Reform	
Performance Monitoring	Quarter 4 performance report		
Budget	Out turn Report		

Scrutiny Board (Resources and Council Services) Work Schedule for 2013/2014 Municipal Year

	Schedule of meetings/visits during 2012/13		
Area of review	September	October	November
People Plan		Workforce Planning, Safeguarding, specialist and Targeted Services (Nigel Richardson)	Working Group 11 th November
Community centres/lettings	To receive and update on review progress		
Translation Services			To review the use and cost of translation services
High Cost Lenders	To discuss High Cost Lenders	To discuss High Cost Lenders	
Night Time Ley			To receive the working groups draft report
Briefings	Progress on Community Right to Challenge		
Budget & Policy Framework Plans			Tracking savings
Recommendation Tracking			
Performance Monitoring			
Budget		Month 5 monitoring report	

Scrutiny Board (Resources and Council Services) Work Schedule for 2013/2014 Municipal Year

Area of review	Schedule of meetings/visits during 2012/13		
	December	January	February
People Plan		Overtime and working practices within Waste Management Services, Environmental Action and Parks and Countryside (Neil Evans)	Working Group 10 th February
Community centres/lettings			To receive and update on review progress
ICT Support to Members	To discuss ICT support to Members		
Decision making/Equality Impact Assessments			To agree terms of reference for an Inquiry into equality and decision making
Briefings			
Budget & Policy Framework Plans		To receive Executive Board's initial budget proposals	
Recommendation Tracking			
ICT Support to Members	To receive initial financial information		update
Third Sector Grants			To discuss with directorates current arrangements
Performance Monitoring			
Budget			

Scrutiny Board (Resources and Council Services) Work Schedule for 2013/2014 Municipal Year

Area of review	Schedule of meetings/visits during 2012/13		
	March	April	May
People Plan			
High Cost Lenders		Recommendation tracking	
Translation Services		To receive an update on action	
Third Sector Grants	Further scrutiny if required following February session		
Decision making/Equality Impact Assessments	To undertake session one	To undertake session 2/agree final report	
Briefings			
Budget & Policy Framework Plans			
Recommendation Tracking			
Performance Monitoring			
Budget			

Scrutiny Board (Resources and Council Services) **24th March 2014**

Grants Expenditure with Third Sector Bodies

Background

Members of the Scrutiny Board (Resources and Council Services) in December 2013 received detailed financial information on grants, including a summary of total expenditure and detail of specific expenditure over £10,000, and a schedule of all grants paid in the 2012/13 financial year.

It was agreed that questions around control and value could only be adequately answered by Directorates as each directorate had its own approval and monitoring regimes for grant awards. The Board agreed therefore to invite representatives from City Development, Environment & Housing and Adult Social Care (as high grant givers) to its meeting in February 2014

In brief summary, the main areas of discussion were:

- The criteria used to support individual grant giving and whether it supported the Council's Strategic objectives
- The difference between grants and commissioned services and the processes adopted to decide the most appropriate funding model
- Whether rigorous financial checks are undertaken on organisations receiving grants to assess their solvency
- The performance monitoring arrangements in place
- The governance arrangements for decision making
- The level of information given to elected Members regarding the funding of third sector bodies
- The ability to prevent double funding for the same project/outcome

Members also noted the current Contract and Financial Procedure Rules in relation to grants to external organisations. Members also noted guidance on this matter from the National Audit Office

The observations and recommendations of the Scrutiny Board will be passed to the appropriate Executive Member(s) and officers, including Internal Audit

Comments

The Scrutiny Board acknowledges the drive by Directorates to move away from grants towards commissioned services. This is welcomed.

The Board also recognises that when used appropriately, the use of grants is a proven way to help facilitate the development and nurturing of new organisations within communities in their journey to become new contributors to the third sector economy and eventually fully commissioned service providers.

The Scrutiny Board therefore supports the guidance issued by the National Audit Office in this regard which talks of a considered and transparent balance with an overriding imperative to secure good value for money.

Of prime concern to the Scrutiny Board was;

- The transparency of decision making and the need for consistent procedures to be in place for decisions to be made about whether to offer grants or to commission/contract services
- That opportunities exist for new third sector organisations to participate and get a foothold in service delivery when competing against a significant number of historically given grants
- The robustness of the council's performance monitoring arrangements and the need to ensure outputs and outcomes are achieved
- That checks are undertaken and appropriate data bases are maintained to ensure that an organisation is not already being funded for the same project from elsewhere

Recommendations and observations

The Scrutiny Board would reinforce the need for Directorates to follow Contract Procedure Rules

CPR 1.4 [...] Grant funding arrangements should be considered carefully to decide whether they are in fact a procurement for the purpose of these CPRs.

The final decision made on this should be transparent with an audit trail sufficiently robust to withstand challenge. The Board recommends that each Directorate reviews all existing grants to ascertain whether conditions for grant giving still exist or whether a contract is now appropriate.

The Board would remind Directors of the requirement to follow Contract Procedure Rules in relation to 'grants to external organisations'. These talk of the financial propriety of the receiving body, performance management and successful outcomes. The Board is of the view that following these procedures and the challenge they offer is particularly important in relation to those organisations who have 'historically' received funding and are perhaps less subject to review. Again, an audit trail should exist to show compliance.

The Scrutiny Board also recommends to audit, finance and procurement colleagues that a review of the councils grant data base be undertaken to ensure that the council has the intelligence to identify if an organisation is receiving more than one grant and or contract for the same project.

Officers should also review the options available to inform Elected Members of those organisations within their wards receiving funding (existing and new). The purpose of which is to provide Elected Members with the information they require to avoid duplication in their own grant giving.

Executive and Lead Members should also be informed of grants given to organisations working within their respective portfolios.

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