



SCRUTINY BOARD (SAFER AND STRONGER COMMUNITIES)

Meeting to be held in Civic Hall, Leeds, LS1 1UR on
Monday, 21st October, 2013 at 10.00 am

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

MEMBERSHIP

Councillors

- B Anderson (Chair) - Adel and Wharfedale;
J Bentley - Weetwood;
A Blackburn - Farnley and Wortley;
N Buckley - Alwoodley;
D Coupar - Cross Gates and Whinmoor;
P Davey - City and Hunslet;
R Grahame - Burmantofts and Richmond Hill;
M Harland - Kippax and Methley;
P Harrand - Alwoodley;
G Hyde - Killingbeck and Seacroft;
J Jarosz - Pudsey;
N Walshaw - Headingley;

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>DECLARATIONS 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 notification of substitutes.</p>	
6			<p>MINUTES - 9 SEPTEMBER AND 25 SEPTEMBER 2013</p> <p>To confirm as a correct record, the minutes of the meetings held on 9 September and 25 September 2013.</p>	1 - 12
7			<p>RECOMMENDATION TRACKING - FUEL POVERTY INQUIRY</p> <p>To receive a report from the Head of Scrutiny and Member Development presenting the progress made in responding to the recommendations arising from the scrutiny inquiry into fuel poverty.</p>	13 - 42
8			<p>EVALUATION OF PHASE ONE ALTERNATE WEEKLY COLLECTIONS OF RECYCLABLE AND RESIDUAL WASTE</p> <p>To receive a report from the Head of Scrutiny and Member Development relating to the work conducted by the Scrutiny Board in assisting to evaluate the Phase One roll out of AWC and identifying lessons learned for Phase Two.</p>	43 - 78

Item No	Ward/Equal Opportunities	Item Not Open		Page No
9			<p>GROUNDS MAINTENANCE CONTRACT - TRACKING OF SCRUTINY RECOMMENDATIONS/DESIRED OUTCOMES</p> <p>To receive a report from the Head of Scrutiny and Member Development presenting the progress made in responding to the recommendations arising from the scrutiny review of the grounds maintenance contract.</p>	79 - 90
10			<p>WORK SCHEDULE</p> <p>To consider the Board's work schedule for the forthcoming municipal year.</p>	91 - 116
11			<p>DATE AND TIME OF NEXT MEETING</p> <p>Monday, 11 November 2013 at 10.00am in the Civic Hall, Leeds (Pre-meeting for Board Members at 9.30am)</p>	

Agenda Item 6

SCRUTINY BOARD (SAFER AND STRONGER COMMUNITIES)

MONDAY, 9TH SEPTEMBER, 2013

PRESENT: Councillor B Anderson in the Chair

Councillors J Bentley, A Blackburn,
N Buckley, P Davey, R Grahame,
M Harland, P Harrand, G Hyde, J Jarosz
and N Walshaw

19 Late Items

In accordance with his powers under Section 100B(4)(b) of the Local Government Act 1972, the Chair agreed to accept the following supplementary information:

- Scrutiny inquiry into tackling domestic violence and abuse – draft terms of reference (Minute no. 23 refers)

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

20 Declarations of Disclosable Pecuniary Interests

There were no disclosable pecuniary interests declared to the meeting.

21 Apologies for Absence and Notification of Substitutes

There were no apologies for absence.

22 Minutes - 22nd July 2013

Further to minute no. 14, the Chair provided the following updates:

- A working group meeting had been scheduled for 25th September 2013 to consider the full range of indicators considered by the Environment and Housing directorate relevant to the Scrutiny Board.
- As the Board's nominated representative, Councillor Jarosz had been invited to attend the Resources and Council Services Scrutiny Board meeting on 30th September 2013 when it considers High Cost Lenders.
- A copy of the Policing Protocol Order 2011 had been circulated to Board Members to help clarify the role of the Police and Crime Commissioner and Chief Constable.

Further to minute no. 15, the Chair made reference to the presentation provided by Scrutiny to the Parish and Town Council Seminar on 6th September 2013. This was to update local councillors on the progress made in implementing the Scrutiny Board's recommendations following its review aimed at strengthening the Council's relationship with local Parish and Town Councils.

RESOLVED – That the minutes of the meeting held on 22nd July 2013 be confirmed as a correct record.

23 Scrutiny inquiry into tackling domestic violence and abuse - draft terms of reference

The report of the Head of Scrutiny and Member Development presented the draft terms of reference for the Board's forthcoming inquiry into tackling domestic violence and abuse.

The following were in attendance for this item:

- Neil Evans, Director of Environment and Housing
- Councillor Peter Gruen, Executive Board Member for Neighbourhoods, Planning and Support Services.

In consideration of this report, the following issues were discussed:

- Acknowledging that female genital mutilation is now associated with the definition of domestic violence and abuse and recognising the seriousness of this problem within the UK
- The importance of working with schools in raising awareness of domestic violence and abuse amongst young people
- The appropriate use of intelligence gathered from the health and social care sector to maximise local knowledge of this problem
- Acknowledging the involvement of representatives from the Children and Families Scrutiny Board and the Health and Wellbeing and Adult Social Care Scrutiny Board in this inquiry.

RESOLVED – That the draft terms of reference for the Board's forthcoming inquiry into domestic violence and abuse be approved.

24 Tackling illegal money lending in Leeds

The report of the Head of Scrutiny and Member Development referred to the concerns expressed by Members in July in relation to illegal money lending activity in Leeds and the Board's request for further information on this area of work.

The attached report from the Assistant Chief Executive (Citizens and Communities) therefore provided an annual progress report of the work of the Birmingham based Illegal Money Lending Team and included an action plan for the work to be undertaken to address this issue.

Draft minutes to be approved at the meeting
to be held on Monday 21st October 2013

The following were in attendance for this item:

- Councillor Peter Gruen, Executive Member for Neighbourhoods, Planning and Support Services
- James Rogers, Assistant Chief Executive (Citizens and Communities)
- Dave Roberts, Financial Inclusion Strategy Manager
- Mike McAughtrie, LIAISE Officer, (Lead in Awareness, Intelligence, Support and Education), Illegal Money Lending Team, Yorkshire and Humberside Trading Standards.

In consideration of this report, the following issues were discussed:

- Consumer Credit Licenses - a business offering credit or lending money to consumers, or allows customers time to pay for goods and services, must be licensed with the Consumer Credit Licensing Bureau of the Office of Fair Trading under the Consumer Credit Act 1974.
- Future regulation – it was noted that the Financial Conduct Authority is taking over the regulation of consumer credit from the Office of Fair Trading on 1 April 2014.
- The role of the national Illegal Money Lending Team, which was established in 2004 and is run by Birmingham City Council Trading Standards department.
- Addressing key barriers – that a key barrier is the reluctance of residents to report loan shark activity. To address this, the specialist Birmingham team operates a 24 hour dedicated, confidential hotline for consumers to report loan sharks. The Board requested that this be made available to all Elected Members.
- Enforcement activities – particular reference was made to the on-going work with West Yorkshire Police to embed the work of the Illegal Money Lending Team in their processes.
- Educational work – it was noted that a key aim is to encourage residents not to borrow in the first instance and to use alternative lenders, such as Leeds City Credit Union, instead. This area of work is being progressed by the Citizens and Communities directorate and is closely linked to the efforts being made in addressing High Cost Lenders too.
- Identifying high risk communities – it was noted that data mapping based upon social characteristics was undertaken by the Council's Corporate Intelligence Unit to assess areas of the city most at risk of illegal lending. Members requested further details of this analysis.
- On-going action – in welcoming the level of activity already undertaken in addressing illegal money lending in Leeds, a suggestion was made to develop a separate communications workstream to be incorporated into the Leeds Action Plan, which is developed by the Illegal Money Lending Team in conjunction with the Council and other partners.

RESOLVED –

(a) That the report be noted

(b) That the Scrutiny Board arranges a separate working group meeting to discuss taking forward the suggestion of developing and incorporating a separate communications workstream into the Leeds Action Plan for tackling Illegal Money Lending.

25 Scrutiny review of Strategic Partnership Boards - formal response to the Scrutiny Board's recommendations

The report of the Head of Scrutiny and Member Development presented the formal response to the Board's earlier review of the Safer and Stronger Communities Partnership. Also attached for information were draft terms of reference relating to the new Communities Board.

The following were in attendance for this item:

- Councillor Peter Gruen, Executive Member for Neighbourhoods, Planning and Support Services
- James Rogers, Assistant Chief Executive (Citizens and Communities)
- Neil Evans, Director of Environment and Housing
- Rachael Loftus, Policy and Performance Manager.

In consideration of this report, the following issues were discussed:

- Progress relating to the Leeds Poverty Challenge – it was noted that a third briefing to all Elected Members would be circulated in September.
- Communities Board – it was noted that the Chair of the new Communities Board would be the Executive Member for Neighbourhoods, Planning and Support Services, with Executive accountability via the Assistant Chief Executive (Citizens and Communities).
- Business Community representation – in noting the membership of the new Communities Board, a suggestion was made to also seek representation from the Business Community.

RESOLVED –

(a) That the report be noted

(b) That a further update report is brought back to the Scrutiny Board in January 2014.

26 Work Schedule

The report of the Head of Scrutiny and Member Development presented the Board's latest work schedule for the forthcoming municipal year.

The following were in attendance for this item:

- Councillor Peter Gruen, Executive Member for Neighbourhoods, Planning and Support Services
- James Rogers, Assistant Chief Executive (Citizens and Communities)
- Neil Evans, Director of Environment and Housing

- Harvinder Saimbhi, Head of Anti-Social Behaviour.

The Chair informed the Board that the West Yorkshire Police and Crime Panel had discussed the prevalence and impact of PCSOs in West Yorkshire during its meeting in July and resolved to ask local Scrutiny Committees to investigate the impact of PCSOs in their district with a view to feeding back its findings to the Panel. In discussing this issue with the Director of Environment and Housing and the Executive Board Member for Neighbourhoods, Planning and Support Services, the Board agreed to accept this request.

The Chair also invited the Executive Board Member for Neighbourhoods, Planning and Support Services to share his views around other potential areas of work for the Board to undertake this year in relation to his portfolio.

The areas raised were as follows:

- Hate Crime – in acknowledging the interest already expressed by the Scrutiny Board around this area of work, it was noted that whilst Safer Leeds have already undertaken a lot of work to help develop a better understanding of emergent Hate Crime issues and extremist behaviours, this remains a priority area that Scrutiny may wish to explore further.
- Promoting Localism – sharing good practice and exploring future opportunities in delivering services underpinned by the locality design principles.
- The role of the third sector within localities and exploring how links can be strengthened.

The Director of Environment and Housing and the Assistant Chief Executive (Citizens and Communities) were also invited to share their views around the potential areas of work for the Scrutiny Board. In doing so, references were made to the work areas also discussed by the Board in July in relation to the Environment portfolio.

Whilst agreeing to pursue a piece of work around the Hate Crime agenda, the Board decided to discuss and prioritise the other potential areas of work as part of its October meeting.

RESOLVED – That the Board's work schedule be updated to reflect the key issues discussed during today's meeting.

27 Date and Time of Next Meeting

Monday, 21st October 2013 at 10.00 a.m. (Pre-meeting for all Board Members at 9.30 a.m.)

(The meeting concluded at 11.45 am).

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**SCRUTINY BOARD (SAFER AND STRONGER COMMUNITIES)
CALL IN MEETING**

WEDNESDAY, 25TH SEPTEMBER, 2013

PRESENT: Councillor B Anderson in the Chair

Councillors J Akhtar, J Bentley,
A Blackburn, N Buckley, D Coupar,
J Hardy, G Hyde, J Jarosz, M Rafique and
N Walshaw

28 Exempt Information - Possible Exclusion of the Press and Public

Members were advised that legal advice may be sought which warranted the exclusion of the press and public under Access to Information Procedure Rule 10.4 (5), 'Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings'. (Minute No. 33 refers)

RESOLVED – That the press and public be excluded from the meeting during the consideration of legal advice in accordance with Access to Information Procedure Rule 10.4 (5) 'Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings'.

29 Late Items

In accordance with his powers under Section 100B(4)(b) of the Local Government Act 1972, the Chair agreed to accept the following supplementary information:

- Proposal to remove the subsidisation of allotment services – an extract of the agreed observations and recommendations of the Scrutiny Board in relation to the 2013/14 initial budget proposals of the Environment and Neighbourhoods directorate (Minute no. 33 refers).
- Allotment Consultation Timeline Information Pack from the Environment and Housing directorate (Minute no. 33 refers).

The above documents were not available at the time of agenda despatch, but were subsequently made available on the Council's website.

30 Declarations of Disclosable Pecuniary Interests

There were no disclosable pecuniary interests declared to the meeting.

31 Apologies for Absence and Notification of Substitutes

Apologies for absence were received from Councillor P Davey, with Councillor J Akhtar in attendance; Councillor R Grahame, with Councillor J Hardy in attendance; and Councillor M Harland, with Councillor M Rafique in attendance as substitutes.

32 Call In Briefing Paper

The Head of Scrutiny and Member Development submitted a report in relation to the procedural aspects of the call in process.

The Board noted the call in arrangements in accordance with the Council's constitution and that the options available to the Board were: to release the decision for implementation; or to recommend that the decision be reconsidered.

RESOLVED – That the report outlining the call in procedures be noted.

33 The Future Management and Pricing Arrangements for Allotments

The report of the Head of Scrutiny and Member Development presented the background papers to a decision which had been Called In in accordance with the Council's constitution. The decision was an Executive Board decision on the future management and pricing arrangements for allotments.

The Chair welcomed the following representatives to the meeting:

- Councillor R Downes, Signatory to the Call-in
- Councillor A Blackburn, Signatory to the Call-in and Scrutiny Board Member (Safer and Stronger Communities)
- Ian Wood, Chair of the Leeds and District Allotment Gardeners Federation
- Councillor M Dobson, Executive Board Member for Environment
- Sean Flesher, Chief Officer Parks and Countryside
- Leonie Wallace, Principal Legal Adviser

The following supplementary information was submitted to the Scrutiny Board:

- Proposal to remove the subsidisation of allotment services – an extract of the agreed observations and recommendations of the Scrutiny Board in relation to the 2013/14 initial budget proposals of the Environment and Neighbourhoods directorate
- Allotment Consultation Timeline Information Pack from the Environment and Housing directorate.

The Chair also highlighted that e-mail correspondence had been sent directly to Members of the Scrutiny Board prior to the meeting by Mr Ian Wood and Mr Tony Riley outlining their concerns regarding the Executive Board's decision.

At this juncture, legal advice relating to the Executive Board decision was sought which warranted the exclusion of the press and public under Access to Information Procedure Rule 10.4 (5) 'Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings'.

The meeting then resumed in open session and Councillor Downes was invited to present the reasons for calling in the decision. These included the following:

- That the response rate to the consultation was considered to be low (15%).
- The consultation document was not very clear to allotment holders and presented limited options.
- The consultation failed to fully explore the proposals put forward by the Leeds and District Allotment Gardeners Federation to help reduce costs and increase revenue.
- The consultation document referred to the provision of allotments being subsidised by the Council by around £130K each year, when the current figure cited in the Executive Board report is now £80K.

Mr Wood, Chair of the Leeds and District Allotment Gardeners Federation, added the following points:

- That the Leeds and District Allotment Gardeners Federation (LDAGF) welcomes a consultation on the provision of allotments and also supports the principle of price increases as historically these have been too low.
- However, the LDAGF believes that the Council's consultation was misleading and incomplete.
- That the consultation document referred to both pricing and management proposals, which should have been subject to separate consultation.
- That the LDAGF had not had sight of the final design of the consultation document.
- The LDAGF had sent a copy of the consultation document to the Campaign for Plain English and found that did not meet its Crystal Mark Standard.
- That reference to a 'third party provider' linked to Option 3 in the consultation document should have referred to a partnership approach between the Council and the LDAGF.
- There was no acknowledgement of the proposals put forward to the Council by the LDAGF around other efficiency measures.
- That the LDAGF would be happy to help rewrite and fund a new consultation.

In response, Councillor Dobson, Executive Board Member for Environment and Sean Flesher, Chief Officer Parks and Countryside, highlighted the following issues in support of the Executive Board decision:

- That whilst the consultation document had highlighted 3 options, it also sought any other views. As such, the responses received had led to alternative approaches being considered.
- That the LDAGF had conducted a counter consultation in May 2013 sharing its views on the Council's consultation, particularly in relation to Option 3. This may therefore have had an impact.
- That the service was acting upon the recommendation made by the Safer and Stronger Communities Scrutiny Board in January 2013 in terms of adopting a phased approach towards price increases.
- That whilst the majority of respondents did not want concessions, the equality and diversity, cohesion and integration assessment had highlighted the importance of being sensitive to the needs of those that are unable to afford a price increase. This was therefore factored into the final decision.
- That the agreed price increases are proportionate and not unreasonable.
- That the service remains committed to maintaining a dialogue with the LDAGF around self-maintained sites.

The main points raised during the Board's discussion were:

- Clarification of the maximum weekly amount to be paid for an allotment plot in line with the price increases.
- Comparable response rates following similar public consultations. In view of this, it was felt that the 15% response rate was good.
- Clarification of the approval process for the consultation document and opportunities where issues surrounding the proposed wording of the consultation document could have been raised earlier.
- Particular reference was made to an e-mail sent to the Chair of the LDAGF on 4th April 2013 setting out the draft consultation options. Reference was also made to a meeting of the Allotment Working Group on 18th April 2013. Minutes of this meeting were circulated to Board Members. These referred to the Council's planned consultation and a summary of the main options being considered as part of this consultation. It was noted that members of the LDAGF had also attended this meeting.
- It was reported that the consultation document had also been circulated to all Elected Members prior to the commencement of the consultation which provided another opportunity for any issues to be raised.
- A copy of the consultation document was provided to the Scrutiny Board. In consideration of this, particular reference was made to the concluding section 'Allotments Provision – What do you think?' which had also sought the general views of allotment holders about the future of allotment provision.
- It was highlighted that the Council is still keen to continue working closely with the LDAGF. In moving forward, Board Members also reiterated the importance of maintaining a close working relationship.

Councillor Dobson summed up on behalf of the Executive and Councillor Downes summed up on behalf of the signatories to the Call In.

RESOLVED – That the report and information provided be noted.

34 Outcome of Call-In

Following a vote by members present, it was

RESOLVED – to release the decision for implementation.

(The meeting concluded at 5.00 pm.)

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Report of the Head of Scrutiny and Member Development

Report to Scrutiny Board (Safer and Stronger Communities)

Date: 21st October 2013

Subject: Recommendation Tracking – Fuel Poverty Inquiry

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. This report sets out the progress made in responding to the recommendations arising from the previous Scrutiny inquiry into Fuel Poverty.
2. The Scrutiny recommendation tracking system allows the Scrutiny Board to monitor progress and identify completed recommendations; those progressing to plan; and those where there is either an obstacle or progress is not adequate. The Board will then be able to take further action as appropriate.

Recommendations

3. Members are asked to:
 - Agree those recommendations which no longer require monitoring;
 - Identify any recommendations where progress is unsatisfactory and determine the action the Board wishes to take as a result.

1 Purpose of this report

- 1.1 This report sets out the progress made in responding to the recommendations arising from the previous Scrutiny inquiry into fuel poverty during 2011/12.

2 Background information

- 2.1 Recognising that fuel poverty impacts on individuals, the community and public services in many different ways, the Safer and Stronger Communities Scrutiny Board conducted an in-depth inquiry during 2011/12. In April 2012, the Board produced a report setting out its findings and recommendations following its inquiry.
- 2.2 The Scrutiny recommendation tracking system allows the Board to monitor progress and identify completed recommendations; those progressing to plan; and those where there is either an obstacle or progress is not adequate. The Board will then be able to take further action as appropriate.

3 Main issues

- 3.1 A standard set of criteria has been produced to enable the Board to assess progress. These are presented in the form of a flow chart at Appendix 1. The questions in the flow chart should help to decide whether a recommendation has been completed, and if not whether further action is required.
- 3.2 To assist Members with this task the Principal Scrutiny Adviser, in liaison with the Chair, has given a draft status for each recommendation. The Board is asked to confirm whether these assessments are appropriate and to change them where they are not. Details of progress against each recommendation is set out within the table at Appendix 2.

4 Corporate Considerations

4.1 Consultation and Engagement

- 4.1.1 Where internal or external consultation processes have been undertaken with regard to responding to the Scrutiny Board's recommendations, details of any such consultation will be referenced against the relevant recommendation within the table at Appendix 2.

4.2 Equality and Diversity / Cohesion and Integration

- 4.2.1 Where consideration has been given to the impact on equality areas, as defined in the Council's Equality and Diversity Scheme, this will be referenced against the relevant recommendation within the table at Appendix 2.

4.3 Council Policies and City Priorities

- 4.3.1 The scrutiny recommendations are complementary to the priorities of the Affordable Warmth Strategy (2007-2016), City Priority Partnership Plan for Health and Wellbeing and Public Health Outcomes Framework.

4.4 Resources and Value for Money

- 4.4.1 Details of any significant resource and financial implications linked to the Scrutiny recommendations will be referenced against the relevant recommendation within the table at Appendix 2.

4.5 Legal Implications, Access to Information and Call In

- 4.5.1 This report does not contain any exempt or confidential information.

4.6 Risk Management

- 4.6.1 This section is not relevant to this report.

5 Conclusions

- 5.1 The Scrutiny recommendation tracking system allows the Board to monitor progress and identify completed recommendations. Progress in responding to those recommendations arising from the Scrutiny inquiry into fuel poverty is detailed within the table at Appendix 2 for Members' consideration.

6 Recommendations

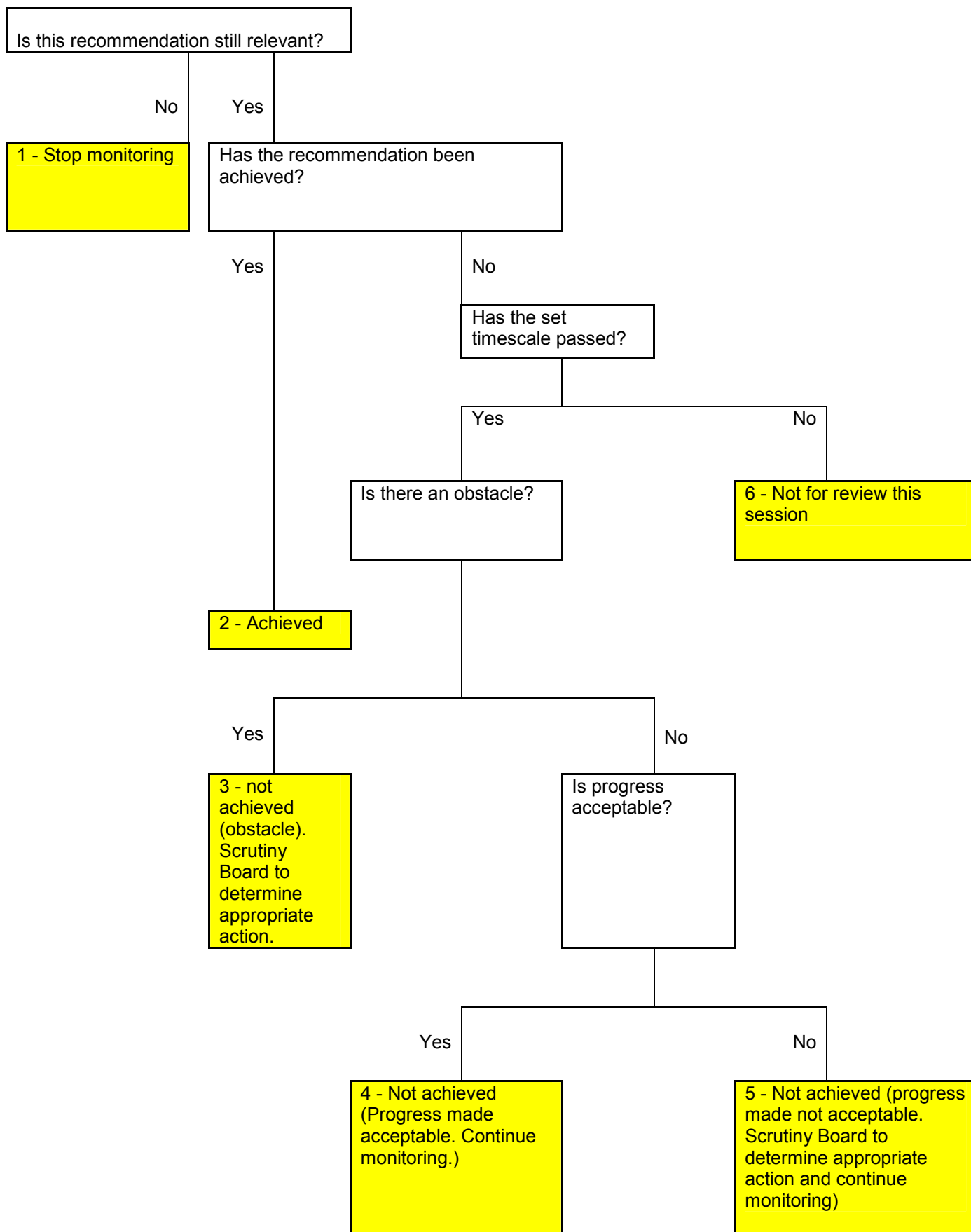
- 6.1 Members are asked to:
- Agree those recommendations which no longer require monitoring;
 - Identify any recommendations where progress is unsatisfactory and determine the action the Board wishes to take as a result.

7 Background documents¹

- 7.1 None.

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

Recommendation tracking flowchart and classifications:
Questions to be Considered by Scrutiny Boards



Fuel Poverty Inquiry (April 2012)

Categories

- 1 - Stop monitoring
- 2 - Achieved
- 3 - Not achieved (Obstacle)
- 4 - Not achieved (Progress made acceptable. Continue monitoring)
- 5 - Not achieved (Progress made not acceptable. Continue monitoring)
- 6 - Not for review this session

Recommendation for monitoring	Evidence of progress and contextual information	Status (categories 1 – 6) (to be completed by Scrutiny)	Complete
<p>Page 1</p> <p>Recommendation 5. That the Director of Public Health in Leeds works closely with the Director of Environment and Neighbourhoods to develop a clear strategy around fuel poverty data collection before April 2013.</p>	<p>Formal Response (provided by the Director of Public Health and Director of Environment and Neighbourhoods in July 2012):</p> <p>The Scrutiny report recognises the need to ensure that local trends in fuel poverty are monitored effectively to demonstrate progress in tackling fuel poverty, set out in the Public Health Outcomes Framework. This is a complicated request, as fuel poverty is a function of home energy efficiency levels, energy prices, income and a host of other minor factors. Additionally, the impact of fuel poverty on an individual depends to a large extent on their vulnerability, with elderly people, the very young and people with disabilities being much more at risk of ill health. Whilst there are good fuel poverty statistics available from Government, these are very high level. Scrutiny members were more interested in gathering and manipulating local data in order to target interventions to support most vulnerable people.</p>		

	<p>Currently, local fuel poverty assessments are based on the last Home Energy Conservation Association (HECA) survey conducted in 2009 which Local Authorities are no longer required to undertake, whilst they await details of the successor legislation to the Home Conservation Act 1995. Therefore, the Council has suspended the annual HECA survey and instead is monitoring change using a combination of energy efficiency measures installed, fuel use data and Energy Performance Certificates. The Director of Public Health agrees to work closely with the Director of Environment and Neighbourhoods to develop a clear strategy around fuel poverty data collection, to include housing/energy data, income data and health factors, before the end of April 2013.</p> <p>Position reported in November 2012:</p> <p>The Energy Policy Team (EPT) have begun purchasing Energy Performance Certificate data to build an up to date picture of energy efficiency across the Leeds Housing Stock and to better define our understanding of Fuel Poverty. EPT and NHS Leeds have also met to begin the process of combining Public Health and energy efficiency data at Middle Super Output Area level in order to better target energy measures and develop a better understanding of the effectiveness of energy efficiency/heating measures in alleviating ill health.</p> <p>Current Position</p> <p>EPT have now procured up to date EPC data to target interventions under the Green Deal/ECO. This has also been supplemented by desk top surveys of the City using mapping technology to select areas for specific works, for example properties likely to be suitable for narrow cavity wall insulation. Our procurement process requires prospective contractors for all schemes, such as Wrap Up Leeds, Wrap UP Leeds +, Wrap Up Leeds ECO and the upcoming City Region wide Green Deal framework, to report back data on the</p>	<p>4 - Not achieved (Progress made acceptable. Continue monitoring.)</p>	
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	<p>housing stock in order to maintain an up to date level of knowledge.</p> <p>Additionally, we use benefits data held by the council to target measures towards low income groups where possible Within primary care, those identified as being at high risk of hospital admission (using risk stratification data – see Recommendation 9 (i)) are being assessed by their GP practice, which includes their needs for fuel poverty support.</p> <p>Furthermore, a bid has been submitted by the Public Health and Environment Policy Teams to National Energy Action. We have requested expertise around systematic data collection in order to better report on the Fuel Poverty priority in the Joint Health & Wellbeing Strategy (2013) which fits with the new low income high cost definition in Leeds as recommended by the Hills Review.</p>		
<p>Recommendation 7 That the Chair of the Member Development Working Group ensures that fuel poverty is included in the development of the public health role of Elected Members through the Member Development Programme and Induction programme in preparation for the new system being operational from April 2013.</p>	<p>Formal Response (provided by the Chair of the Member Development Working Group in July 2012):</p> <p>The Member Development Working Group met on 20th June and welcomed the recommendation. At the meeting we discussed the draft events programme for Autumn 2012 and agreed that training for Members on fuel poverty should form part of the ‘Healthy Leeds’ series. (‘Healthy Leeds is an on-going programme supported by the Executive Member for Health and Well-being, which aims to develop the public health role of Members as well as informing them about changes to the health landscape).</p> <p>The Working Group will progress this event with the Executive Member for Health and Well-being and the relevant officers, with the aim of running an initial event on Fuel Poverty by end of October 2012.</p>		

	<p>Position reported in November 2012:</p> <p>The Fuel Poverty seminar will take place on Wednesday 19th December. This practical and interactive session, presented by Rob Curtis (Fuel Poverty Officer) and chaired by Cllr Lisa Mulherin will cover:</p> <ul style="list-style-type: none"> - what is meant by fuel poverty and the current situation in Leeds - causes and health implications - how to recognise those at risk and get support for your constituents - update on the Green Deal and energy efficiency initiatives. <p>(There is also likely to be a brief update on Health Protection eg flu immunisation programme as part of this event).</p> <p>Current position:</p> <p>Member Development held two fuel poverty related sessions in 2012-13. Both were delivered in December, one was on Bulk Fuel purchasing and the other on Fuel Poverty. This year a Fuel Poverty session has been scheduled to take place in November that forms part of the Members Health is Everyone's Business Programme, it will provide an update on the changes to the various schemes.</p>	2 - Achieved	
<p>Recommendation 8 (i) That Area Committees nominate a Fuel Poverty Champion to drive forward local action in addressing fuel poverty problems associated with their particular areas.</p>	<p>Formal Response (provided by the Assistant Chief Executive (Customer Access and Performance) in July 2012):</p> <p>During discussions at the Area Chairs Forum meeting on 13th July it was agreed that the issue of fuel poverty is a major concern for Area Committees and that local action needs to be determined to tackle particular problems at a local level. A review of Area working commenced in June which will look at the role of Area Committees and will include a review of how Area Committees can be enabled to</p>		

	<p>provide a local influence over a range of issues and services. This review will cover the role of Area Committee sub-boards and champions in order to make effective use of members time and influence, and to ensure that robust links are created with officers in council services and partner organisations to enable the roles of champions to be productive and influential. It was therefore agreed that the Area Committee's role in influencing the fuel poverty agenda be included in the review of Area Working, and that appropriate responsibility for an Area Committee champion or sub board would be included in the recommendations of the review.</p> <p>Position reported in November 2012:</p> <p>After an extensive consultation exercise with elected members, council officers, partners and other stakeholders, the Review of Area Working has reached the stage of a report being taken to CLT in October prior to formal recommendations being taken to Executive Board in December 2012. The recommendations will cover the appointment of Area Committee Champions.</p> <p>Current position:</p> <p>The review of area working has been completed with a number of recommendations now being implemented including:</p> <ul style="list-style-type: none"> • The nomination of Area Lead Members to work with Executive Board portfolio holders to support key priority areas children's services; health and well-being; community safety; environmental services; adult social care; and employment, skills and welfare reform • The introduction of the concept of "community councils" building on the work of area committees to provide an enhanced local democratic leadership model and engage local people more effectively. 	<p>4 - Not achieved (Progress made acceptable. Continue monitoring.)</p>	
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	<p>These and other recommendations being implemented are intended to provide a greater local influence on service design, delivery and action to tackle local issues including fuel poverty. Although the model for Area Lead Members is designed so that the focus for action will be agreed by the Area Lead Members, Executive Board members, locality teams and services, we will make sure that fuel poverty is written into the supporting briefs as appropriate.</p> <p>In addition there are four propositions being developed through the new Citizens and Communities directorate one of which is aimed at tackling financial hardship including a fuel poverty strand which will drive forward local action through Area Lead Members and other champions</p>		
<p>Recommendation 8 (ii) That the Area Committee Fuel Poverty Champions liaise with their respective Locality Health and Wellbeing Managers to agree the appointment of one Fuel Poverty Champion from each of the 3 localities onto the Leeds Affordable Warmth Partnership.</p>	<p>Formal Response (provided by the Assistant Chief Executive (Customer Access and Performance) in July 2012):</p> <p>One aspect covered in the Area Working review will be the links between Area Committees, Area Support Teams and Area Leadership Teams with the various Partnerships in Leeds. Consultations will take place with a wide range of stakeholders, including Locality Health and Wellbeing Managers and Partnership Boards. It has been agreed that effective links and representation for Area Committees on the Leeds Affordable Warmth Partnership will be included in the review.</p> <p>Position reported in November 2012:</p> <p>The Review of Area Working report being taken to Executive Board in December 2012 covers the role of Area Committee Champions and will include recommendations relating to the role of champions and their links with Executive Board and other partnership boards.</p>		

	<p>Current position:</p> <p>As set out in recommendation 8(i) above the new approach to developing the Area Lead Member role will embed fuel poverty into the locality working agenda.</p>	<p>3 - not achieved (obstacle). Scrutiny Board to determine appropriate action.</p>	
<p>Recommendation 9. That the Health and Wellbeing Board works with the local Clinical Commissioning Groups to ensure that:</p> <p>(i) A consistent and systematic approach to identifying the needs of vulnerable householders at risk of fuel poverty is being adopted as part of the developing risk stratification process.</p>	<p>Formal Response (provided by the Director of Public Health in July 2012):</p> <p>The Integrated Health and Social Care Board agreed that the Health and Social Care Integrated neighbourhood teams would use a consistent and systematic approach to identify the needs of vulnerable patients and deliver high impact interventions to reduce excess winter deaths. This process will be embedded within the roll out of the integration of health and social care across the city. The approach consists of three elements – risk stratification (to identify those who in the future are most likely to have higher needs), integrated health and social care teams (including primary care), and systematic self-management – ensuring the patient is at the centre of decisions about their care.</p> <p>Position reported in November 2012:</p> <p>Systematic referral systems have been embedded and strengthened within Leeds Community Health Care and 35 Energy champions have been identified and trained. The Energy Champions identified have a particular focus in the Health and Social Care Integrated neighbourhood teams.</p> <p>Next stage is to establish how to further strengthen this approach within the integrated teams as this programme is rolled out across the city.</p>		

	<p>Current position: The Integrated Health and Social Care (IHSC) transformation programme is in year 2 of roll out and is operating across Leeds.</p> <p>As mentioned under Recommendation 5, the clinical information tool used in risk stratification, incorporates assessment for fuel poverty needs, as well as needs for other high impact interventions to reduce the hazardous effects of cold, as outlined in the Cold Weather Plan.</p> <p>Energy Champions have been identified to work in each of the IHSC teams. A resource pack has been developed to support GP practices and Integrated Health and Social care teams to pro-actively assess 'high risk' patient's needs. This assessment includes cold and damp housing conditions and referral into the Warm Homes Service where appropriate.</p> <p>In addition the Energy Champions programme continues to operate In Leeds Community Health Care (LCHC) where patients are routinely assessed for issues related to fuel poverty. A CQUIN (Quality improvement incentive scheme) was developed for LCHC (2012/2013) which improved the systematic identification and referral of patients into the Warm Homes Service. This resulted in more patients being identified across all of the LCHC adult services and increased numbers of patients receiving winter warmth support. Public Health are continuing to support LCHC beyond the end of the CQUIN to ensure sustainability of this programme.</p>	4 - Not achieved (Progress made acceptable. Continue monitoring.)	
<p>Recommendation 9 That the Health and Wellbeing Board works with the local Clinical Commissioning Groups to ensure:</p> <p>(ii) that as part of this process, a consistent approach is being adopted by the developing integrated health and</p>	<p>Formal Response (provided by the Director of Public Health in July 2012):</p> <p>The Integrated Health and Social Care Board agreed that once individuals have been identified through the risk stratification process, the Health and Social Care Integrated neighbourhood teams would deliver high impact interventions recommended by the Department of Health to reduce excess winter deaths. These</p>		

<p>social care teams in ensuring that, once identified, those at risk of fuel poverty are effectively being referred to appropriate support schemes.</p>	<p>interventions include a fuel poverty assessment, benefits review, flu vaccination, lifestyle advice and support, telecare and telehealth referral as appropriate and falls prevention assessments.</p> <p>Position reported in November 2012:</p> <p>The ten high impact interventions to reduce excess winter deaths are being incorporated within the organisational development framework within the health and social care integrated teams. The focus of this programme is to ensure that the workforce of the future have the correct level of skills, knowledge and competencies to deliver a comprehensive integrated service in the future.</p> <p>Current position: See Recommendation 9 (i).</p> <p>As of March 2013, 12 Integrated Health and Social Care Teams cover the whole of Leeds. All Teams have at least one Energy Champion allocated, as well as adopting a multi-disciplinary assessment in which inadequate heating in the home is being identified, where this is flagged up as an issue, the Teams would be expected to refer into the Warm Homes Service where appropriate.</p> <p>Energy Champions have been identified and trained within Integrated Health and Social Care Teams, systems have been established and this has been running since April 13. There have been low numbers of referrals from IHSC teams over the summer months as expected, however it is difficult to establish effectiveness until the teams have been in operation for 12 months, at which time there will be a full review of activity around affordable warmth.</p> <p>This has been raised at the Better Lives Board by the Director of Integration and agreed as a priority to increase referrals. Public Health have offered to extend training of Energy champions to other members of the IHSCTs.</p>	<p>4 - Not achieved (Progress made acceptable. Continue monitoring.)</p>	
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<p>Recommendation 10 (i) That the Executive Board and Health and Wellbeing Board fully supports and regularly monitors the development of a simple, systematic referral pathway and effective uptake for fuel poverty support from key health and council services (this maybe by using the Multi Agency Referral Scheme (MARS) if appropriate.</p>	<p>Formal Response (provided by the Director of Public Health in July 2012):</p> <p>The Director of Public Health provided a report to the Executive Board and Health and Wellbeing Board in June 2012 advising on this particular recommendation. This recommendation was agreed by both the Executive Board and the Health and Wellbeing Board. It was proposed that in developing a simple systematic referral pathway across Health and Council services, a twin track approach will need to be adopted. This will involve:</p> <ul style="list-style-type: none"> • a universal multi-agency referral system to be used across the city by frontline staff linked to other key initiatives, or used in targeted neighbourhoods to support customers to access a wide range of preventative services including affordable warmth, and • a specialised referral pathway specifically for the referral of clients with an existing health condition used by the health and social care integrated teams. <p>This proposed approach was agreed by the Executive Board.</p> <p>Position reported in November 2012:</p> <p>A twin track approach is being developed for the City.</p> <p>The first of this twin track approach consists of the Hotspots scheme which is being promoted to all frontline workers across Leeds. This scheme is a universal referral system into the Hotspots scheme which provides a wide range of advice and support around energy efficiency measures. Where MARS (Multi agency referral scheme) is in operation, currently in Hyde Park, frontline workers are referring people into energy saving advice via the Hotspots Scheme</p>		
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	<p>The second of the twin track approaches is the Warm Homes Service/Energy Champion scheme. This scheme is a specialised referral system specifically developed for people with long term health conditions. People whose health conditions are exacerbated by living in cold damp conditions are identified and referred into the Warm Homes Service scheme by trained Energy Champions.</p> <p>Current position:</p> <p>A twin track approach has been developed for the City.</p> <p>The first of this twin track approach consists of the Hotspots scheme which is being used by frontline workers across Leeds. Hotspots is currently undergoing a re-tendering process which may affect how referrals are handled, therefore we are not actively promoting the scheme, although it is still being used by existing referrers. Once the re-tendering has been completed, the scheme will be re-launched to new and existing member organisations including those in the voluntary sector.</p> <p>This scheme is a universal referral system into the Hotspots scheme which provides a wide range of advice and support around energy efficiency measures, fire safety and security.</p> <p>Where MARS (Multi agency referral scheme) is in operation, currently in Hyde Park with plans to roll out to Middleton and Bramley, frontline workers are referring people into MARS with onward referrals to the Hotspots Scheme. (This is being led by Customer Access and Adult Social Care - Health and Wellbeing)</p> <p>The second of the twin track approaches is the Warm Homes Service/Energy Champion scheme. This scheme is a fast track, specialised referral system specifically developed for people with long term health conditions. People whose health conditions are exacerbated by living in cold damp conditions are identified and</p>	<p>4 - Not achieved (Progress made acceptable. Continue monitoring.)</p>	
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referred into the Warm Homes Service scheme by trained Energy Champions.

Environment Policy Team and Public Health agree that the twin track approach adopted in Leeds is effective. It provides a universal referral scheme through Hotspots for all frontline workers in Leeds and a fast track referral scheme for health and social care staff, targeting people with existing health conditions. These 2 referral schemes continue to run side by side and complement each other.

The West Yorkshire Hotspots scheme continues to provide an effective and simple mechanism for partner organisations to refer vulnerable households to energy efficiency, income maximisation and home safety advice. However, due to changes in the type of grants available to householders and the amount of support that is presently available to the scheme from the central advice provider/administrator (currently Yorkshire Energy Services), the West Yorkshire Hotspots partners are undertaking a retendering process for the scheme advice provider/administrator. As part of this process, we are reviewing the contractual relationship between West Yorkshire Hotspots and the advice provider to ensure that the scheme remains as effective as possible for householders.

The Warm Homes Service/Energy Champion scheme continues to provide an effective service for people with existing long term health conditions. During 12/13 the Warm Homes Service received 86 referrals from Leeds Community Health Care Energy Champions, exceeding the target of 55 referrals as stated in the contract.

As stated in recommendation 9, increasing referrals into Fuel poverty has been raised at the Better Lives Board by the Director of Integration and agreed as a priority. Public Health have offered to extend training of Energy champions to other members of the IHSCTs.

<p>Recommendation 11. That the Director of Environment and Neighbourhoods works closely with Voluntary Action Leeds to explore opportunities for delivering training on the hotspots referral scheme more widely across the third sector and in raising the profile of fuel poverty generally.</p>	<p>Formal Response (provided by the Director of Environment and Neighbourhoods in July 2012):</p> <p>Over the past two years, Environment and Neighbourhoods has undertaken Hotspots/fuel poverty training for many teams and organisations that regularly come in to contact with vulnerable members of the public, including 24 voluntary sector organisations. The Director of Environment and Neighbourhoods agrees to build on this progress by working with Voluntary Action Leeds to organise Hotspots training for additional third sector organisations.</p> <p>Position reported in November 2012:</p> <p>The Fuelsavers Team in Environment and Neighbourhoods have arranged with Voluntary Action Leeds to publicise the Hotspots scheme through their publications and newsletters etc in the run up to winter. We believe that voluntary sector organisations will be most receptive to the Affordable Warmth message at this time of year.</p> <p>Current position:</p> <p>Hotspots training was advertised through Voluntary Action Leeds during winter 2012. Hotspots is currently undergoing a re-tendering process which may affect how referrals are handled, therefore we are not actively promoting the scheme. Once the re-tendering has been completed, the scheme will be re-launched to new and existing member organisations including those in the voluntary sector.</p> <p>In the meantime, we have continued to raise the profile of fuel poverty and energy efficiency within the voluntary sector through the community grants fund which was distributed as part of the 2012-13 Warm Homes Healthy People Project. This enabled 35 voluntary sector organisations, many of them new partners, to assist vulnerable people in their communities over the winter period. We continue to engage our voluntary sector partners through the</p>	<p>2 - Achieved</p>	
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	<p>Affordable Warmth Newsletter, last sent in Summer 2013 and have invited them to a launch event for Wrap Up Leeds ECO in October.</p> <p>As part of the Warm Homes Healthy People Fund, we have provided funding and support for additional/expanded projects for our existing third party partners such as Care & Repair, Groundwork Leeds and the CAB network.</p> <p>Current Public Health contracts with 8 voluntary sector agencies require them to report on signposting/ referral activity into affordable warmth schemes, alongside activity re: healthy lifestyles, mental health etc.</p>		
<p>Recommendation 12. That the Director of Environment and Neighbourhoods monitors the development of the ‘Keeping Warm in Yorkshire and Humber’ web based resource tool and assists in promoting it’s use once formally launched.</p>	<p>Formal Response (provided by the Director of Environment and Neighbourhoods in July 2012):</p> <p>Environment and Neighbourhoods was involved in the original Warm Homes Healthy People funding bid for ‘Keeping Warm in Yorkshire and Humber’ and has assisted in the design and development of the toolkit. The Director of Environment and Neighbourhoods agrees to embed the promotion of ‘Keeping Warm in Yorkshire and Humber’ in the actions of the Affordable Warmth Partnership and further promote it amongst partner organisations.</p> <p>Position reported in November 2012:</p> <p>The Fuelsavers Team in Environment and Neighbourhoods, together with NHS Airedale Bradford and Leeds have come together with their relevant communications teams to plan to utilise the tool and promote it to relevant partners. The resource will be utilised in a forthcoming joint NHS Airedale, Bradford and Leeds/Leeds City Council public health campaign promoting winter warmth in the run up to winter.</p>		

	<p>Current position:</p> <p>The Environment Policy Team continues to monitor the Winter Warmth website (formerly Keeping Warm in Yorkshire & The Humber) both they and Public Health continue to make use of its messages and resources in winter warmth communications. We also introduce other organisations to it in training sessions, whilst many of our partner organisations including Care and Repair and Groundwork Leeds have also promoted and used messages from the website to promote affordable warmth.</p>	2 - Achieved	
<p>Recommendation 13. In promoting future based schemes aimed at achieving affordable warmth we recommend that the Director of Environment and Neighbourhoods works closely with the Head of Communications and Marketing to develop an appropriate framework to assist in encouraging greater take up of such schemes.</p>	<p>Formal Response (provided by the Director of Environment and Neighbourhoods in July 2012):</p> <p>The Fuelsavers team in Environment and Neighbourhoods have worked closely with Corporate Communications team (and Yorkshire Energy Services, the contractor) to develop and deliver a communications plan to support Wrap Up Leeds. The communications approach has led to over 5,000 installed measures to date and the effectiveness of different channels is being monitored and will be evaluated at scheme end. The Director of Environment and Neighbourhoods agrees to work closely with the Communications Team to use the lessons learnt to help develop a communications framework based on delivery of the Green Deal/ECO. This framework can then be used to co-ordinate the publicity of future domestic energy efficiency and affordable warmth schemes.</p> <p>Position reported in November 2012:</p> <p>The Fuelsavers Team in Environment and Neighbourhoods and Corporate Communications continue to work closely to deliver the Wrap Up Leeds communications plan which has so far led to the installation of over 7300 measures.</p>		

	<p>The Fuelsavers Team and Corporate Communications will be working closely with NHS Airedale, Bradford and Leeds to develop a campaign to promote winter warmth over the coming winter period. This will include promoting schemes such as Warm Front, the Warm Homes Service, run by Care and Repair and the Green Doctor, run by Groundwork Leeds, to provide improved heating and insulation measures to vulnerable households.</p> <p>Current position: Environment And Neighbourhoods worked closely with the communications team to publicise all of our projects including Wrap Up Leeds, Wrap Up Leeds + and the Collective Fuel Switching Scheme. We also worked closely with NHS Leeds Public Health and communications to promote the 2012/13 winter warmth campaign and Warm Homes Healthy People Fund.</p> <p>Both Environment and Neighbourhoods and Public Health are currently working with the communications team to plan publicity for the Wrap Up Leeds ECO scheme and the 2013/14 winter warmth campaign which incorporates priorities from the Cold Weather Plan.</p> <p>We are also undertaking an evaluation of the Collective Fuel Switching scheme (see recommendation 20) of which communications will be one of the key areas.</p>	4 - Not achieved (Progress made acceptable. Continue monitoring.)	
<p>Recommendation 14. That once available the Director of Environment and Neighbourhoods reports to the Executive Board and Scrutiny on the final proposal for the Green Deal and ECO schemes and how the Council and its partners intend to promote and deliver these schemes locally.</p>	<p>Formal Response (provided by the Director of Environment and Neighbourhoods in July 2012):</p> <p>The Council has engaged closely with DECC to ensure that we are well placed when the Green Deal/ECO are launched in October 2012. As part of this, the Council is acting as the 'anchor authority' to develop a detailed business case for the Leeds City Region to establish a Green Deal/ECO framework and has engaged with the Affordable Warmth Partnership to look at ways of involving local partners in delivery. The Director agrees to present the final</p>		

proposals to the Executive Board for approval, along with plans to publicise and roll out the Green Deal/ECO in Leeds as soon as is practicable. To ensure that momentum from delivering Wrap Up Leeds is maintained, the Director will undertake a procurement exercise for energy efficiency led regeneration in deprived areas under ECO, to launch in October/November 2012.

Position reported in November 2012:

The Fuelsavers Team continues to develop a business plan for the wider Green Deal/ECO framework within Leeds City Region, and continues to work with the Affordable Warmth Partnership to ensure that local partners are involved in delivery. This is to be reported to Executive Board in December, subject to Leeds City Region CEO approval.

In the interim, the Fuelsavers Team has developed a Green Deal Demonstrator project using grant funding from DECC to offer Green Deal and ECO measures to households. This was approved by Executive Board on the 17th October and a mini-competition has been launched to secure a delivery partner.

To test the engagement of the community sector, the Fuelsavers Team have also developed a plan with Groundwork Leeds to offer the Green Deal/ECO alongside an expanded Green Doctor Service. This will be dependent on whether our bid for the Warm Homes Healthy People Fund is successful.

Current position:

Leeds City Council successfully ran its Green Deal Demonstrator project in early 2013 which, although closed to new applicants, is continuing to install energy efficiency measures in homes across Leeds. The Groundwork Leeds pilot project, funded through the Warm Homes Healthy People Fund, successfully demonstrated the

2 - Achieved

	<p>ability of the voluntary sector to engage with the Green Deal process and refer households to the Green Deal/ECO as well as providing small scale measures and behavioural advice,</p> <p>Leeds is now undertaking its Wrap Up Leeds ECO project, which is making the most of available ECO funding until the long term City Region Green Deal framework is in place in late 2014. The Green Doctor service will be supporting Wrap Up Leeds/ECO with area based promotion work during this time. The Director of Environment and Neighbourhoods reported progress on the development of the Leeds City Region Green Deal Framework to the Executive Board on 12th December 2012.</p>		
<p>Recommendation 15. That the Council utilises the Energy Performance Certificate data, when made available by Government, to identify specific properties and areas to target with affordable warmth measures and to proactively work with energy suppliers and others to explore provision of grants from existing CERT and CESP and the forthcoming ECO.</p>	<p>Formal Response (provided by the Director of Environment and Neighbourhoods in July 2012):</p> <p>The Council has worked hard since the late-90s to develop and update and update a domestic energy database. We have recently combined this database with other Council databases and GIS mapping techniques to identify specific homes, streets and neighbourhoods to target with Wrap Up Leeds and Warmfront promotion. Wrap Up Leeds is also gathering additional data on properties contacted to supplement the energy database. We have also used the evidence to select areas most suitable for CESP funding and are currently working with partners to develop CERT supported initiatives for external wall insulation and narrow-cavity wall insulation.</p> <p>Government made the Energy Performance Certificate (EPC) database available to certain organisations, including local authorities, in June 2012. Since 2007, almost 120,000 EPC surveys have been undertaken in Leeds and the Council is now in the process of purchasing these records. These will help to target the Green Deal, ECO, RHI or other suitable energy efficiency initiatives in future.</p>		

	<p>Position reported in November 2012:</p> <p>The Council has now purchased EPC data for 109,870 unique properties and this has already been used for a targeted Wrap Up Leeds mailing. The data is currently being analysed to target further initiatives.</p> <p>Current position:</p> <p>The Environment Policy Team continues to use EPC data to target Wrap Up Leeds ECO (please see response to question 5 and 14 for further details).</p>	2 - Achieved	
<p>Recommendation 16. That the Director of Public Health in Leeds works closely with the Clinical Commissioning Groups to look at the potential of providing longer term funding to maintain the existing Warm Homes Service (which has been partially funded by the time limited Department of Health Warm Homes Healthy People scheme) administered by Care and Repair</p>	<p>Formal Response (provided by the Director of Public Health in July 2012):</p> <p>The Scrutiny report highlights the need for a partnership approach to align funding for preventative care in terms of tackling category 1 hazards such as excess cold. NHS Airedale, Bradford and Leeds will be working with Clinical Commissioning Groups to progress the Winter Plan 12/13 and to implement the Department of Health Cold Weather Plan. The Cold Weather Plan aims to prepare for, alert people to and prevent the major avoidable effects of winter on people's health. The Director of Public Health and Clinical Commissioning Groups will consider whether the Warm Homes Service, administered by Care and Repair, could be funded as part of this winter planning process.</p> <p>Position reported in November 2012:</p> <p>The Winter Plan for Leeds has been developed through the Urgent Care Stakeholder group incorporating priorities from the Cold Weather Plan. NHS Leeds has identified resource for 2012/13 to strengthen existing activity within the Third sector to reduce the hazardous effects of cold on vulnerable people.</p>		

	<p>As part of Winter Plan, Leeds City Council, with support from NHS Leeds Public Health and CCGs have submitted a proposal to Department of Health 'Warm Homes Healthy People fund' for Third sector organisations to provide energy efficiency measures to vulnerable people. The outcome of this bid will be communicated by the beginning of November.</p> <p>This proposal outlines activity that will increase energy saving advice and measures to vulnerable people through The Warm Homes Service, Groundwork and Leeds Community Foundation Trust. The outcome of this funding bid will be communicated in November 2012</p> <p>Current position: Leeds City Council application for the Warm Homes Healthy People fund (November 12) supported by NHS Leeds Public Health and Leeds CCGs was successful and Leeds was allocated 199K (details outlined in recommendation 18) for 12/13 winter warmth activity as part of the Winter planning process. An evaluation has been completed by Leeds Metropolitan University, the findings of which were positive in relation to impact and patient experience.</p> <p>The 13/14 Winter Plan for Leeds has been developed through the Urgent Care Stakeholder group, incorporating priorities from the Cold Weather Plan.</p> <p>Leeds City Council Public Health have worked with CCGs to identify CCG funding to strengthen existing activity within the Third sector to reduce the hazardous effects of cold on vulnerable people. Leeds North and South & East CCGs have identified 50K each as a one off payment to strengthen activity for 13/14. Discussions are on-going with Leeds West CCG.</p> <p>We have been notified that the Department of Health 'Warm Homes Healthy People fund' for Third sector organisations to provide winter warmth measures to vulnerable people will no longer be available.</p>	<p>4 - Not achieved (Progress made acceptable. Continue monitoring.)</p>	
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	Public Health are currently exploring alternative funding opportunities to enable this activity to take place.		
<p>Recommendation 17 That the Director of Public Health in Leeds works closely with Care and Repair to begin building up a portfolio of case study evidence to illustrate to commissioners that where vulnerable householders have been in receipt of preventative measures aimed at tackling the hazard of excess cold, this has led to a positive impact in terms of improving their overall health and wellbeing</p>	<p>Formal Response (provided by the Director of Public Health in July 2012):</p> <p>The Director of Public Health agrees to work closely with Care and Repair to begin to build a portfolio of case study evidence to illustrate the impact of preventative measures aimed at tackling the hazard of excess cold. Four good case studies are already available, drawn from the Warm Homes Healthy People project funded by the Department of Health.</p> <p>Position reported in November 2012:</p> <p>As previously reported, four good case studies have been developed, drawn from the Warm Homes Healthy people programme of work. Work continues to progress to build on this portfolio of case studies.</p> <p>Current position:</p> <p>We continue to collect case studies in order to assist with the promotion of affordable warmth, for example from households assisted through the Warm Homes Healthy People Fund. As part of this year's project, we have commissioned Leeds Metropolitan University to undertake further evaluation using focus groups with clients and interviews with stakeholders, in order to assess health and wellbeing outcomes of the project and increase our likelihood of being able to carry out such schemes in the future.</p>	2 - Achieved	

<p>Recommendation 18. That the Director of Public Health in Leeds works with the Health and Wellbeing Board and Clinical Commissioning Groups to begin developing and exploring opportunities to lever in financial support for a broader programme of preventative measures aimed at tackling the hazard of excess cold across the city.</p>	<p>Formal Response (provided by the Director of Public Health in July 2012):</p> <p>The Director of Public Health in Leeds agrees to work closely with the Health and Wellbeing Board and Clinical Commissioning Groups to begin to develop and explore opportunities to lever in financial support. This work will form part of the winter planning process to prevent the major avoidable effects of winter on peoples' health.</p> <p>Position reported in November 2012: The Health Improvement Board held a discussion on fuel poverty and explored potential opportunities to lever in financial support for a broader programme of work.</p> <p>It was agreed at the last meeting to submit a joint proposal to the Department of Health Warm Homes Healthy People supported by CCGs, LCC and NHS Leeds. Other opportunities will be explored as they arise.</p> <p>Current position:</p> <p>The Warm Homes Health People bid (Nov 12), was successful and 199K was allocated by the DOH to resource winter wellbeing initiatives in Leeds (12/13). In addition to this Leeds Public Health allocated a further 171K to the Warm Homes Healthy People programme for allocation to the most vulnerable in Leeds.</p> <p>Evaluation of impact has just been completed by Leeds Metropolitan University with positive outcomes. A high level of demand for the services was experienced, with targeted interventions reaching vulnerable people. The evaluation recommends that similar schemes should be run in the future.</p> <p>Leeds City Council Public Health have worked with CCGs to identify CCG funding to strengthen existing activity within the Third sector to</p>	<p>4 - Not achieved (Progress made acceptable. Continue monitoring.)</p>	
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	<p>reduce the hazardous effects of cold on vulnerable people. Leeds North and South CCGs have identified 50K each as a one off payment to strengthen activity for 13/14. Discussions are on-going with Leeds West CCG. (As outlined in recommendation 16)</p> <p>We have received notification that the Department of Health 'Warm Homes Healthy People fund' 2013, for Third sector organisations to provide energy efficiency measures to vulnerable people will no longer be available. Public Health are currently exploring alternative funding opportunities to enable this activity to take place.</p>		
<p>Recommendation 19. That the Director of Environment and Neighbourhoods leads on developing a strategy with key partners, including the CAB and Advice Leeds, for undertaking benefit checks on an annual basis accompanied with a service offer for conducting fuel tariff checks.</p>	<p>Formal Response (provided by the Director of Environment and Neighbourhoods in July 2012):</p> <p>Over the years, Environment and Neighbourhoods has cooperated with organisations such as Welfare Rights and CAB through the Affordable Warmth Partnership and various projects to provide vulnerable residents with both income maximisation and fuel poverty advice. The Director of Environment and Neighbourhoods agrees to work with Welfare Rights, CAB and Advice Leeds to develop a strategy for undertaking annual benefits checks and offering fuel tariff checks.</p> <p>Position reported in November 2012:</p> <p>The Fuelsavers Team has developed a pilot project with the CAB network to offer joint fuel tariff, debt and income maximisation advice over the winter period. We have requested funding for this project as part of our Warm Homes Healthy People bid from the Department of Health, and we expect to find out whether we have been successful towards the end of October.</p>		

	<p>Current position: The Environment Policy Team undertook a successful pilot project with Leeds and Chapeltown CAB which provided fuel bill and income maximisation advice to householders in Leeds. We are looking at ways of developing an on-going project in the future and are feeding our finding back to the Advice Services Review and contributing to the service specification for the new advice service in Leeds.</p> <p>We will continue to offer training and support to the Advice Leeds network.</p>	<p>4 - Not achieved (Progress made acceptable. Continue monitoring.)</p>	
<p>Recommendation 20. That the Director of Environment and Neighbourhoods leads on undertaking a cost-benefit and risk analysis for the Council to bulk purchase domestic heating fuel for householders. The findings of this analysis should be reported back to the Executive Board and Scrutiny for consideration within 3 months of the South Holland documents becoming available.</p>	<p>Formal Response (provided by the Director of Environment and Neighbourhoods in July 2012):</p> <p>Environment and Neighbourhoods has recently been in contact with a number of bulk fuel purchase schemes, including South Holland, in order to undertake a comparative analysis of the various proposals. The Director of Environment and Neighbourhoods agrees to develop proposals for a bulk fuel purchase scheme that also delivers energy efficiency improvements to participating households. This will be presented to the Executive Board and Scrutiny Committee within three months of the South Holland documents becoming available or earlier.</p> <p>Position reported in November 2012:</p> <p>South Holland have not yet published their documents. We are in the process of evaluating the best approach to take with the scheme. We are gathering feedback from existing pilot projects, such as those in South Lakeland, and Cornwall and will be reporting on the best approach to take to the scrutiny committee, as well as developing a business case in the near future.</p> <p>A funding opportunity has recently been announced by DECC to help coordinate and conduct a bulk fuel purchasing initiative. We are</p>		

	<p>currently developing a proposal ahead of the 30th November deadline and will take a formal proposal to Executive Board for approval in December 2012.</p> <p>Current position:</p> <p>Leeds ran a pilot collective fuel switch in early 2013 which was funded by the DECC Cheaper Energy Together Fund. This was run in conjunction with neighbouring local authorities in Leeds City Region and Community Energy Direct. Over six thousand householders registered for the switch with 618 switching and saving on average £171 per annum.</p> <p>We had intended to undertake a collective fuel purchase in order to provide a below market tariff for householders, with an individual sweep to ensure that all householders have the best possible tariff. Unfortunately, having made their initial enquiries with the market, our switching agent, Which? informed us that they would be unable to obtain a below market rate through a bulk purchase. Signed up clients were therefore provided with a quotation based on the individual sweep of the market.</p> <p>We are undertaking an evaluation of the scheme which will take into account the experience of other schemes across the Country. This will enable us to collate best practice and design the next phase with a view to increasing participation across the City.</p>	<p>4 - Not achieved (Progress made acceptable. Continue monitoring.)</p>	
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Report of Head of Scrutiny and Member Development

Report to Safer and Stronger Communities Scrutiny Board

Date: 21st October 2013

Subject: Evaluation of Phase One Alternate Weekly Collections of Recyclable and Residual Waste

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. Phase One of alternative weekly collections of residual waste and recycling bins was introduced on 29th April 2013 for over 56,000 residents in Kippax, Methley, Garforth, Swilington, Morley, Ardsley, Robin Hood, a small part of New Farnley and additional properties in Rothwell. At the same time, food waste expanded to an additional 3,800 suitable households, in the Rothwell area, maintaining same day collections.

2. At its June meeting, the Safer and Stronger Communities Scrutiny Board agreed to work closely with the Environment and Housing directorate in evaluating the Phase One roll out of alternate weekly collections so that any lessons learned can be applied to Phase Two. Phase Two of the roll-out is anticipated to be introduced, to around a further 100,000 properties and expected to commence in November 2013.

3. In view of the timescale for commencing Phase Two, the Board agreed to undertake this piece of scrutiny work via working group meetings to which all Board Members would be invited to attend. In conclusion, the Board produced a report setting out its observations, conclusions and recommendations based on the evidence provided at the time of its review. This was sent to the directorate on 19th September 2013.

4. The Scrutiny Board requested that its report accompanies the report of the Director of Environment and Housing to Executive Board on 9th October 2013 around the Alternate Weekly Collections Phase One Evaluation. A copy of the report to the Executive Board, including the Scrutiny Board's report, is attached for information.

5. The Director of Environment and Housing and the Executive Board Member for Environment will be attending today's meeting to respond to the Scrutiny Board's report and provide an update on the preparations for the Phase Two roll out.

Recommendations

6. Members are asked to:
 - (a) Note the attached report of the Director of Environment and Housing to the Executive Board on 9th October 2013
 - (b) Formally endorse the Scrutiny Board's report on the Evaluation of Phase One Alternate Weekly Collections of Recyclable and Residual Waste.
 - (c) Consider the response of the directorate to the Scrutiny Board's report

Background papers¹

7. None

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

Report of: Director of Environment and Housing

Report to: Executive Board

Date: 9th October 2013

Subject: Alternate Weekly Collections Phase One Evaluation

Are specific electoral Wards affected? If relevant, name(s) of Ward(s): Phase One Wards and Phase Two Wards as detailed in paragraph 2.3 and 2.5	<input checked="" type="checkbox"/> Yes	<input 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 checked="" type="checkbox"/> Yes	<input 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

Phase One of the roll out of Alternate Weekly Collections (AWC) has successfully achieved the objectives to implement the collection of residual waste and recycling on an alternate weekly basis, increase the amount of waste sent to be recycled and decrease the amount of waste sent to landfill.

In the first twelve weeks of the scheme there has been a 23% decrease in the amount of waste sent to landfill from households in the Phase One area. Based on this data there is increasing confidence that the full roll out of AWC to 80% of the city will generate the forecasted savings of £2.5m per annum. This position, however, will need to be closely monitored over an annual cycle and through the subsequent phases, as even small changes on waste volume can have a significant financial impact.

During the implementation of Phase One, through lessons learned workshops, post project review meetings and Safer Stronger Communities working group sessions, learning has been identified in route design (3.9), communications (3.17-3.24), operations (3.15-3.29 & 4.6) and consultation and engagement (4.1-4.4). This learning will be applied to the delivery of Phase Two and subsequent phases, in both amending processes where required and the replication of good practice and successes from Phase One.

A “no side waste” policy has been successfully trialled in Phase One as detailed in sections 3.10-3.16. This policy has been clarified with elected members in the Phase One and Phase Two wards as part of the programme of member briefings and will be included in briefings to the Environmental Leads of area committees.

This policy will be implemented and led by the Chief Officer, Waste Management Services and will be applied to the Phase Two area and to subsequent phases.

Following this, further work, is required to understand the approach and operational implications behind a principle of taking forward a full city-wide no side waste policy as recommended by the Safer and Stronger Communities Scrutiny Board.

Recommendations

1. That Executive Board note the initial performance data indicating that the new service has increased recycling via the green bins for the AWC collection routes, reduced residual waste being sent to landfill and reduced the total waste generated.
2. That Executive Board approve refinements to and endorse the implementation of Phase Two of AWC, as stated in the report.
3. That Executive Board approve the ‘no side waste policy’ to be applied throughout the city where households have residual and recyclable waste collected on an alternate week basis.

Purpose of this report

- 1.1 The aim of this report is to assess the early success of Phase One of the Alternate Weekly Collections project (AWC). This is measured against the expected deliverables and objectives in both project delivery and operational implementation. In addition to measures of success this report will highlight learning from Phase One that can be adopted to progress and improve further phases.

2 Background information

- 2.1 The main Waste Strategy targets are as follows:
- To recycle 55% of household waste by 2016;
 - To exceed 60% recycling in the longer-term;
 - To recover value from 90% of all household waste by 2020.
- 2.2 In terms of performance, the service has made good progress in recent years. In 2012/13, in excess of 40% of household waste in Leeds was recycled, with 24,000 fewer tonnes of waste sent to landfill than the previous year. In June of this year, as a stand alone month, the city recycled over half of its waste for the first time, achieving a figure of 52%.
- 2.3 Phase One of alternate weekly collections of residual waste and recycling (black and green) bins was introduced on 29th April 2013 for over 56,000 residents in Kippax, Methley, Garforth, Swillington, Morley, Ardsley, Robin Hood, a small part of New Farnley and additional properties in Rothwell.
- 2.4 At the same time, food waste expanded to an additional 3,800 suitable households, in the Rothwell area, maintaining same day collections.
- 2.5 Phase Two of the roll-out is anticipated to be introduced, to around a further 100,000 properties. Preparations to roll the new service out to all suitable homes in Adel and Wharfedale, Alwoodley, Bramley and Stanningley, Calverley and Farsley, Guiseley and Rawdon, Harewood, Horsforth, Middleton Park, Otley and Yeadon, Pudsey and Wetherby are underway. In addition, some suitable properties in parts of Armley, Kirkstall and Weetwood wards, along with a very limited number of properties in Farnley and Wortley and Ardsley and Robin Hood wards will be included in the next phase of the new service.
- 2.6 A third and final phase is also anticipated to be introduced during 2014/15 to achieve coverage for the estimated 80% of properties City-wide that are thought suitable for this service.

3 Main issues

- 3.1 In light of the substantial costs associated with waste collection and disposal, achieving efficiencies or innovation in these areas has the potential to realise substantial savings to the Council.
- 3.2 Initial performance data indicates that the new regime has resulted in the intended increase in recycling via the green bins for the AWC collection routes, reduction in residual waste being sent to landfill and reduction in total waste generated.
- 3.3 In the first twelve weeks, there has been an increase of 42 % in the amount of recyclable waste collected from the AWC Phase One area. (561 tonnes).
- 3.4 There has been a decrease of 12% in the overall amount of waste produced, equivalent to over 950 tonnes, indicative of residents improved management and minimisation of household wastes.
- 3.5 In the Phase One area, in the first twelve weeks there has been in total a 23% decrease in the amount of waste sent to landfill.
- 3.6 Based on the efficiencies that are expected to be achieved through a City-wide implementation of AWC, and the avoided disposal costs, primarily as a result of the reduction in residual waste, it is still anticipated that the Council should achieve its targeted savings of £2.5m per annum on completion of the AWC roll-out.
- 3.7 The Alternate Weekly Collections project team have liaised closely with the Safer and Stronger Communities Scrutiny Board during this evaluation. The measures of success and lessons learned from Phase One of the project will be applied to the delivery of Phase Two.
- 3.8 Initial feedback indicates that Phase One has been successful, with broad acceptance from the public of the new collection arrangements and associated policies including 'no side waste'.

Lessons Learned: Route Design

- 3.9 The route modelling process was based on the principle that a vehicle would be assigned to a particular zoned area for six days. Based on guidance from the national Waste & Resources Action Programme (WRAP), a reasonable level of daily contingency has been factored into the route modelling process to provide capacity to address any missed collections, as well as accounting for new builds and increased bin weights. Linked to this, the service also operates a 'buddying' system whereby vehicles within zoned areas can be called upon when required to assist for such as, cover for breakdowns. This approach is to be developed further in Phase Two.

Lessons Learned: "No Side Waste Policy"

- 3.10 Side waste is excess waste from the household, which is presented for collection at the side of the black wheeled bin. Households must place their waste in the black wheeled bin.
- 3.11 Section 45 of the Environmental Protection Act (EPA) 1990 states that local authorities have a duty to '*arrange for the collection of household waste in its area*'. This is discharged when an authority prescribes receptacles under section 46 of the EPA1990 and makes arrangements for the collection of waste from those receptacles. Section 45 imposes no further duty to collect household waste deposited in breach of these requirements.
- 3.12 The 'no side waste' policy has been successfully implemented in Phase One. Input from crews and Ward Members prior to the commencement of Phase One helped to identify particular areas to target Waste Recycling Advisors (WRAs) to educate residents and support the implementation of the scheme.
- 3.13 By discouraging householders from leaving side waste beside their residual waste bins, residents are required to actively manage their household waste and place materials that can be recycled into the green bin with material destined for landfill being placed into the black bin. Without this policy, residents could choose not to recycle and leave all their household waste arising out for collection for a fortnightly black scheduled collection.
- 3.14 As an exception, on the first collection only after Christmas and New Year or after service disruption through such as severe weather, a reasonable degree of side waste will be taken
- 3.15 During Phase One, following a six week amnesty period, a pragmatic staged approach to the implementation of this policy was adopted. Initially one bag of side waste was put back into residents bins and further excess waste was taken to provide residents, supported by Waste Recycling Advisors where needed, further time to adjust to this change. Any side waste is now put back into the resident's bin with a notice reminding the resident of the Council's 'no side waste' policy, with such incidents being recorded to help determine whether further input from Waste Recycling Advisors is required.
- 3.16 Residents' participation to increase recycling and reduce overall waste indicates an acceptance to this approach and feedback to Waste Recycling Advisors has generally been positive. Where there have been limited problems these have been dealt with locally through community engagement. In Phase Two closer working with relevant agencies is expected to continue to support and develop this policy.

Lessons Learned: Communication

- 3.17 Direct communications with residents: The initial introduction letter, sent on 20 Feb 2013, generated very little customer contact. This letter was required as Waste Recycling Advisors were still being appointed and the New Recycling Service web page was still in development. In Phase Two introductory

communications will be carried out through a programme of community engagement and events by the Waste Recycling Advisors.

- 3.18 Two weeks ahead of "Go Live" residents were mailed a household information pack and collection calendar. Feedback has suggested that the calendar needed to be more date specific and, as such, Phase Two will include a more user friendly calendar that can be produced without compromising quality assurance and minimising logistical issues. The household information pack will also be streamlined making information more accessible, it will include helpful information on how to manage and contain waste when bins are collected on alternate weeks and, with less duplication, the overall pack size will be smaller. This information will also be made available online
- 3.19 Contact centre: The contact centre normally handles 400 to 600 calls per day on behalf of the waste management service.
- 3.20 Based on previous experience of significant changes to waste and recycling collection arrangements, an anticipated tripling of contact in the Phase One area was anticipated and resources were deployed accordingly.
- 3.21 Between the mailing of introductory letters on 20 Feb 2013 and the end of July (19 weeks) there were 250 calls to the contact centre asking for advice around AWC, this represents approximately 0.5% of households in the Phase One area. There was an expected spike in the week before and after go live on 29 April 2013 of 129 calls.
- 3.22 Overall the contact in relation to the introduction of AWC has been minimal
- 3.23 Waste Recycling Advisors (WRAs). Following appointment, the WRAs commenced speaking to residents one month ahead of Phase One "Go live". 96 referrals for a Waste Recycling Advisor visit have been recorded from the Contact Centre with 85 recorded contacts made. In addition to this WRAs have utilised libraries and public attractions to increase awareness and education of AWC. It will be a significant benefit that the WRAs will be able to begin communications with residents for Phase Two at a much earlier stage.
- 3.24 Web site (www.leeds.gov.uk/newbinservice) In the six weeks following "Go Live" of AWC Phase One there were 2,887 hits from unique visitors to the New Recycling Service dedicated web page. This was a considerably higher figure than the calls to the contact centre, emphasising the increasing use of this communications channel. Phase One also trialled the use of dedicated Twitter and Facebook accounts, which will continue into Phase Two.

Lessons Learned: Operations

- 3.25 New bin requests: In Phase One there were 381 requests for a new green bin. A programme of deliveries was developed to meet these deliveries for the beginning of AWC collections and continue with city wide deliveries. This plan will be taken

forward into Phase Two to ensure new / additional bins are provided in line with the wider bin delivery programme.

- 3.26 Missed bins and recovery: In the first six weeks of service 487 instances of missed bins were reported to the contact centre from the Phase One area. As expected many of these calls were due to residents becoming familiar with the new service and new AWC calendars as well as the impact of severe weather throughout April.
- 3.27 In the subsequent six weeks this figure had decreased to 309 instances reported. The majority of these are localised to specific pockets of the Phase One area. The service continues to work with crews and the Waste Recycling Advisors to improve this figure.
- 3.28 Based on 2012 contact centre information, the average contact over a similar six week period was 253 instances.
- 3.29 The need was noted by the Safer and Stronger Communities Scrutiny Board, for regularised and more detailed analysis of performance information, to identify trends or issues by ward and round to assist with the understanding and then the speedy resolution of issues.

Phase Two.

- 3.30 Phase Two of the roll-out is anticipated to be introduced, to around a further 100,000 properties. Preparations to roll the new service out to all suitable homes in Adel and Wharfedale, Alwoodley, Bramley and Stanningley, Calverley and Farsley, Guiseley and Rawdon, Harewood, Horsforth, Middleton Park, Otley and Yeadon, Pudsey and Wetherby are underway. In addition, some suitable properties in parts of Armley, Kirkstall and Weetwood wards, along with a very limited number of properties in Farnley and Wortley and Ardsley and Robin Hood wards will be included in the next phase of the new service.

4 Corporate Considerations

Consultation and Engagement

- 4.1 The Alternate Weekly Collections project team have liaised closely with local ward members throughout the design and implementation of Phase One. The same approach is being adopted during Phase Two.
- 4.2 A series of initial member briefings are currently being held for all those Councillors whose wards will fall into the Phase Two area. These briefings and regular highlight reports will report on progress made and key tasks ahead. Importantly, they will also provide an early opportunity for Councillors to help shape the design of the new service in their wards. It is acknowledged that there is some opposition to the concept of AWC but also an acceptance to progress against the reality of the success of Phase One.

- 4.3 One of the keys to the successful approach adopted for Phase One was the involvement of collection crews during the planning stages. This will be replicated for Phase Two. A series of workshops have been scheduled with crews working within the Phase Two area so that they can be fully involved in the design of their new alternate weekly refuse and recycling collection routes.
- 4.4 The service has worked closely with the Safer and Stronger Communities Scrutiny Board during the evaluation of Phase One. Observations, conclusions and recommendations from the Scrutiny Board are appended to this report.

Equality and Diversity / Cohesion and Integration

- 4.5 An Equality Impact Assessment has been completed to cover the city wide roll out of AWC. Processes are in place to enable groups identified in the EIA to participate without disadvantage.
- 4.6 Assisted collections: The same policy is applied for assisted collections across the city. In Phase Two closer working with crews and other agencies will be required to gain full picture of assisted wheelout requirement.

Council policies and City Priorities

- 4.7 Alternate Weekly collections are a key contributor to achieving the Waste Strategy targets as follows:
- To recycle 55% of household waste by 2016.
 - To exceed 60% recycling in the longer-term.
 - To recover value from 90% of all household waste by 2020.

Resources and value for money

- 4.8 Should observed trend of increased recycling and decreased waste to landfill continue (both on the Phase One area and also in Phase Two) then the net saving (13/14), less expected Phase One and Phase Two implementation costs, is likely to exceed the budgeted assumption saving of £400k.
- 4.9 Based on this data, there is increasing confidence that the full roll out of AWC to 80% of the city will generate savings of £2.5m per annum
- 4.10 However, the service will need to continue to monitor this position closely to ensure that the 2014/5 disposal budget is reflective of the latest available data from Phases One and Two as even small changes in volumes can have a significant financial impact.

- 4.11 A separate piece of work is underway to assess whether there has been any impacts on the volumes of residual waste arising at Household Waste sites in the AWC areas, although direct year on year comparisons will be affected by changes in other policies, such as the restrictions on trade waste.

Legal Implications, Access to Information and Call In

- 4.12 No specific issues.

Risk Management

- 4.13 Risks and issues were identified in the planning and delivery of Phase One and managed through existing project and programme arrangements.
- 4.14 In acknowledging that the Phase Two scheme is expected to commence in the winter period, additional risk factors, such as the potential for adverse weather conditions, have needed to be considered by the team. A winter contingency plan will be implemented by the service, if needed, to prioritise residual waste collections.
- 4.15 The availability of suitable tipping off points is essential to the efficient running of the waste collection service. Disruption due to the unavailability of landfill sites would impact on the plan. The council is working with landfill operators and the Environment Agency to mitigate this risk.
- 4.16 The number of WRAs for Phase Two is to be kept under review to ensure suitable support is provided for the implementation of Phase Two but also that for a small number of residents within the Phase One areas support continues to be accessible.
- 4.17 A number of residents in the Phase Two area receive a fortnightly recycling and weekly residual waste collection. It is important that the new service is communicated effectively to these residents as it may be perceived as a reduction in service.
- 4.18 There is a risk that the trend seen in the first twelve weeks of service does not continue in Phase One or Phase Two and that disposal savings will be lower than originally anticipated. As outlined in 4.10, this will be continuously monitored.

5 Conclusions

- 5.1 Phase One of the AWC project has successfully achieved the objectives to implement the collection of residual waste and recycling on an alternate weekly basis, increase the amount of waste sent to be recycled and decrease the amount of waste sent to landfill, The achievement of these objectives demonstrates that residents are now provided with greater convenience to participate in recycling which will realise a significant saving for LCC.
- 5.2 A number of lessons have been learned through the implementation of Phase One, covering the elements of round design, collection policy, communications and operations. This learning will be applied to the delivery of Phase Two and subsequent phases.

6 Recommendations

- 6.1 That Executive Board note the initial performance data indicating that the new service has increased recycling via the green bins for the AWC collection routes, reduced residual waste being sent to landfill and reduced the total waste generated.
- 6.2 That Executive Board approve refinements to and endorse the implementation of Phase Two of AWC, as stated in the report.
- 6.3 That Executive Board approve the 'no side waste policy' to be applied throughout the city where households have residual and recyclable waste collected on an alternate week basis.

7 Background documents¹

December 2011 Recycling Strategy Report to Executive Board

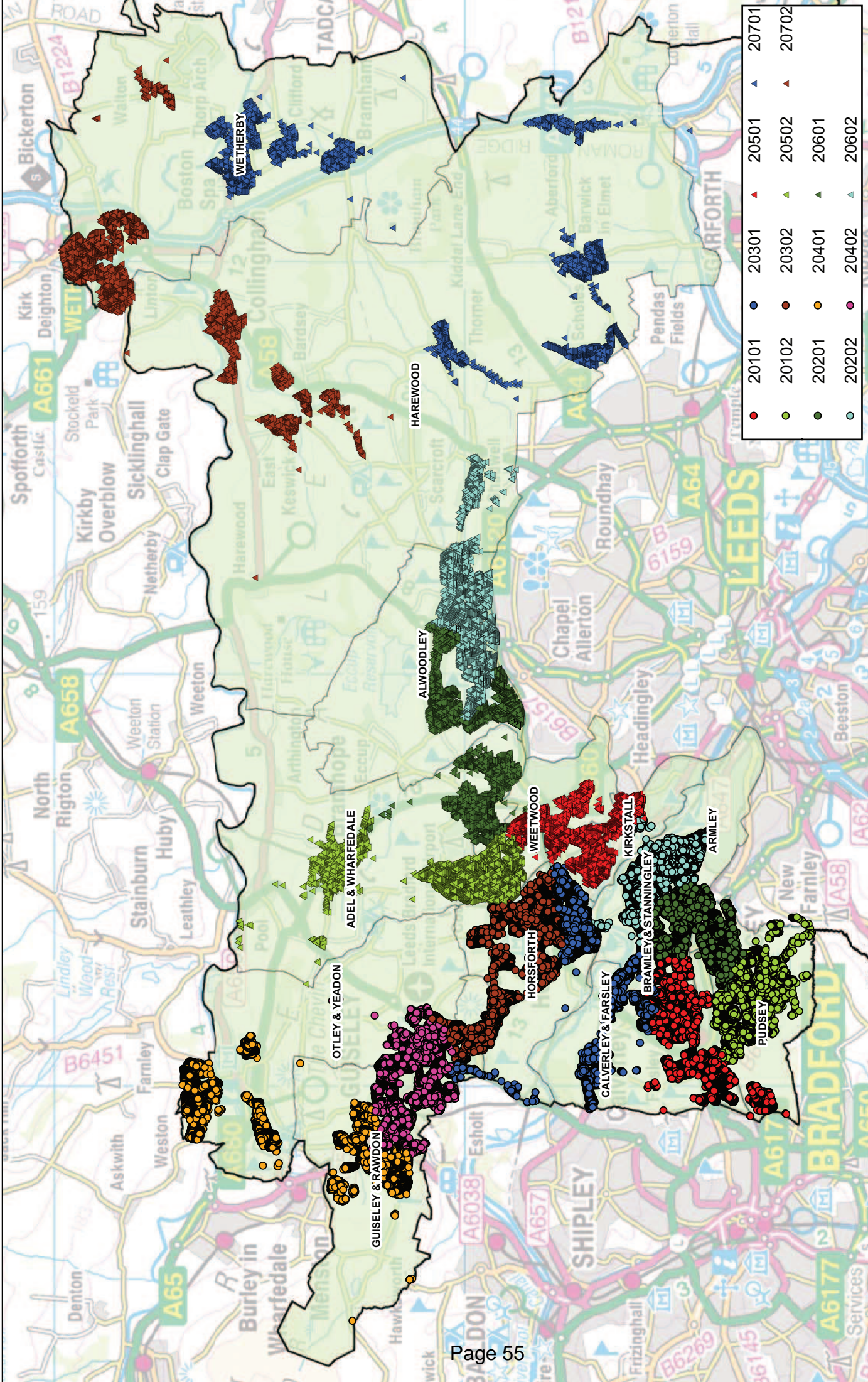
Appendix

Phase Two area map

Equality Impact Assessment (EIA)

Safer and Stronger Communities Scrutiny Board Report: Observations, conclusions and recommendations

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.



● 20101	● 20301	▲ 20501	▲ 20701
● 20102	● 20302	▲ 20502	▲ 20702
● 20201	● 20401	▲ 20601	
● 20202	● 20402	▲ 20602	

Leeds City Council - AWC - Phase 2 - Partitions

Partition: All

Scale: 1:81,459 @ A3

August 2013



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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. In all appropriate instances we will need to carry out an equality, diversity, cohesion and integration impact assessment.

This form:

- can be used to prompt discussion when carrying out your impact assessment
- should be completed either during the assessment process or following completion of the assessment
- should include a brief explanation where a section is not applicable

Directorate: Housing & Environment	Service area: Waste Management
Lead person: Susan Upton	Contact number:
Date of the equality, diversity, cohesion and integration impact assessment: 31 – 01 – 2013	

1. Title: New Recycling Service and Food Waste Expansion
Is this a:
<input type="checkbox"/> Strategy /Policy <input checked="" type="checkbox"/> Service / Function <input type="checkbox"/> Other
If other, please specify

2. Members of the assessment team:

Name	Organisation	Role on assessment team e.g. service user, manager of service, specialist
Sara Buck	Leeds City Council	Manager of service
Ben Grabham	Leeds City Council	Manager of service
Stacey Rockcliffe	Leeds City Council	Manager of service

3. Summary of strategy, policy, service or function that was assessed:

The New Recycling Service:

In October 2006, Executive Board adopted the Integrated Waste Strategy for Leeds 2005-2035 which aspired towards becoming a zero waste city, whereby we reduce, re-use, recycle and recover value from all waste, and no waste is sent to landfill. In December 2011, Executive Board Report reviewed this strategy and gave approval to both update the targets and also move to the next phase of implementing of the Council’s recycling collection strategy. Agreement was given to increase the household waste recycling target to 55% by 2016 with a long-term target to exceed 60% and also to progress with a range of medium to long-term improvements to kerbside recycling collections, including a pilot of alternate week recycling and residual waste collections in 2012/13.

As public participation in recycling increases, the Council is coming under more pressure to increase the frequency of recycling collections from the existing standard four weekly collections. However, a strategy that involves increasing recycling collections in isolation would be difficult to justify in the current spending climate. There are also indications of a growing public acceptance that an increase in the frequency of recycling collections would alleviate pressure on residual waste bin capacity; thereby reducing the need for a weekly collection of residual waste.

The New Recycling Service will introduce alternate weekly collections of residual and recyclable waste to suitable properties. The programme for 'rolling out' Alternate Weekly Collections is aiming to achieve 80% city wide coverage. This will be delivered on a phased approach with a 1st phase (pilot area) implemented by April 2013. Phase 2 – November 2013, Phase 3 – Summer 2014. Service plans for the 20% that will not be included, will be drawn up with the Operational Service at the planning stage of each phase and an overall Exclusions Methodology will be developed.

4. Scope of the equality, diversity, cohesion and integration impact assessment
(complete - 4a. if you are assessing a strategy, policy or plan and 4b. if you are assessing a service, function or event)

4a. Strategy, policy or plan

(please tick the appropriate box below)

The vision and themes, objectives or outcomes	<input type="checkbox"/>
The vision and themes, objectives or outcomes and the supporting guidance	<input type="checkbox"/>
A specific section within the strategy, policy or plan	<input type="checkbox"/>

Please provide detail:

4b. Service, function, event

please tick the appropriate box below

The whole service (including service provision and employment)	<input type="checkbox"/>
---	--------------------------

A specific part of the service (including service provision or employment or a specific section of the service)	<input checked="" type="checkbox"/>
Procuring of a service (by contract or grant) (please see equality assurance in procurement)	<input type="checkbox"/>
<p>Please provide detail: Phase 1 - Go Live 29th April 2013. Fortnightly collections of black bins (residual waste) and green bins (recycling) will begin in the following areas: Kippax, Methley, Garforth, Swillington, Morley, East Ardsley & Robin Hood.</p> <p>Residents in Rothwell will continue to receive their normal service and food waste collections will be expanded to an additional 3500 homes in this area.</p> <p>Phase 2 – November 2013, exact locations are still to be determined Phase 3 – tbc Spring/early summer 2014, exact locations are still to be determined</p>	

<p>5. Fact finding – what do we already know Make a note here of all information you will be using to carry out this assessment. This could include: previous consultation, involvement, research, results from perception surveys, equality monitoring and customer/ staff feedback.</p> <p>(priority should be given to equality, diversity, cohesion and integration related information)</p>
<p>The following documents were used:</p> <ul style="list-style-type: none"> • Rothwell waste segregation pilot (2).doc • Recycling Strategy EIA November 2011V3.doc • Alternate Weekly Collections Exclusions Methodology. • Attitudes to Waste & Recycling in Great Britain, 2011. Icaro Consulting • Leeds Strategic Housing Market Assessment. (2011). Leeds City Council • Brocklehurst JC. Br Med J 1993;306:832-4 • MORI Social Research Survey, August 1998 <p>A six month pilot of new recycling services began in Rothwell in February 2010. The new service consisted of fortnightly recycling (green bin) collections, fortnightly garden waste collections (excluding winter), weekly food waste collections, and fortnightly residual (black bin) collections. The pilot was successfully implemented and managed using a four phase approach (surveying and testing, 'warm-up' communications, service roll-out, monitoring and maintenance).</p> <p>Independent evaluation confirmed that the pilot was a great success. Participation in all aspects of the scheme was found to be relatively high and indications were that customer satisfaction was also high. There was a significant increase in the kerbside recycling rate when compared to recycling collection regimes in other parts of the city. Rothwell's kerbside recycling rate is 78% higher than the 'standard' city scheme</p> <p>As public participation in recycling increases there is pressure to offer residents fortnightly collections of recyclables. Many requests and comments are frequently made to the service by residents in relation to the capacity of their recycling container mainly expressing a wish that it could be collected more often than the current 4 week service. Residents are aware that collecting their recyclable waste more often can increase the available capacity of their residual waste bin.</p>

We know that increasing these collections to fortnightly would result in an increase in material capture of around 35% but this would be at a significant cost which needs to be considered bearing in mind the current financial situation facing all local authorities. Nationally fortnightly collections of recycling and residual waste have been adopted by numerous local authorities and in addition to the positive impact on performance, there are obviously also cost savings associated with the introduction of this collection regime.

The Rothwell model, in full or a variation of is now accepted as the preferred collection strategy for the City where suitable, and it is the intention to embed this into a range of medium to long-term improvements which will be the basis of future kerbside recycling collection services. This strategy will deliver staged performance improvements and a significant increase to our recycling targets of 55% by 2016 and a longer-term target of 60%. It is intended that the same method of implementation will be adopted. This will include: The production of a comprehensive Communications Plan; and use of a 'Waste Doctor' approach (see Segregated Waste Collection Services EIA completed in September 2010) to support residents to participate fully in their new service. The policy for assisted collections and 'wheel outs' will still apply in line with present services offered.

This Equality Impact Assessment is being carried out to assess the impact on equality groups of the roll out of the Rothwell pilot across the city. It will be rolled out on a phased basis in order to monitor and minimise the impact it may have on some communities.

**Are there any gaps in equality and diversity information
Please provide detail:**

MOSAIC & ACORN categories are used for general profiling of socio-economic groups; however equality and diversity information is not collected for individual households. Therefore it is not possible to carry out a waste composition, participation or presentation analysis based on any other personal demographics. The amount of waste collected from an individual household, what it consists of and how often it is presented is not gathered. Service performance data will be available to identify general areas of high or low recycling. Additional, anecdotal evidence will be gathered from crews, Operational Managers, Locality Teams and Councillors.

Approximately 33% of The Phase 1 area is made up of high density housing. Urban prosperity group and BME communities are less than the Leeds average. Houses of multiple occupation are also less than the Leeds average.

Areas with significantly different demographics, housing types etc... from the Phase 1 and Rothwell areas, may expect to find different issues emerge with the use of the scheme. For example, Phase 2 & 3 initial figures show the areas made up of 40% & 60% high density (terraced properties and flats) housing respectively.

As discussed above, where 'tailored' solutions are offered and indeed any changes proposed to the existing kerbside services, a robust communication strategy will be developed for the residents/customers in that particular area to ensure it reflects the impact of any changes and supports full participation by all sections of the community.

Action required:

We will use information gathered from independent research and real time operational experience to design the strategy for collections in each Phase area. An exclusions paper will be produced laying out the methodology to be used in identifying properties to be excluded and the rationale, for example: Multi-Storey tower blocks; Bags route properties; Areas of high transient populations; Inner city terraced properties. In these cases alternative collection arrangements will be considered from a range of options which may include: a continuation of existing arrangements; new /

additional communal reception points; enhancement of the range of recycling materials and/or other tailored solutions already being offered elsewhere in the City.

6. Wider involvement – have you involved groups of people who are most likely to be affected or interested

Yes

No

Please provide detail:

Focus groups were run in Rothwell prior to and following the Rothwell pilot in 2010. A survey of resident's was also carried out. These were demographically representative of the area. A Citizen's panel will be set up to look at the effectiveness of the Phase 1 Communications strategy in order to inform the approach for Phase 2.

Action required:

Review information from consultations and evaluations of the Rothwell pilot to inform the Phase 1 Communications strategy.

Set up a Citizen's Panel to review effectiveness of Phase 1 Communications strategy & inform the approach for the Phase 2 Communications plan.

In Phase 2 & 3 exclusion areas, consider further use of the Citizen's panel and/or the use of other community consultations to ensure tailored solutions to waste collections meet the needs of residents.

7. Who may be affected by this activity?

please tick all relevant and significant equality characteristics, stakeholders and barriers that apply to your strategy, policy, service or function

Equality characteristics

Age

Carers

Disability

Gender reassignment

Race

Religion or Belief

Sex (male or female)

Sexual orientation

Other

(for example – marriage and civil partnership, pregnancy and maternity, social class, income, unemployment, residential location or family background, education or skills level)

Please specify: Pregnancy & maternity

Stakeholders

Services users Employees Trade Unions

Partners Members Suppliers

Other please specify

Potential barriers.

Built environment Location of premises and services

Information and communication Customer care

Timing Stereotypes and assumptions

Cost Consultation and involvement

specific barriers to the strategy, policy, services or function

Please specify:

- Attitudes to waste and participation in recycling activities can vary. Perception of required bin capacity can also vary.
- Most communications are at the start of a scheme or when it changes, so new people to the area may not receive information. This particularly affects areas with a transient population.
- Information sent to the householder may not be passed on to the person responsible for recycling within the household.
- Changes to collection times may lead to a rise in complaints in first week/s if people think that their collection has been missed.

8. Positive and negative impact
Think about what you are assessing (scope), the fact finding information, the potential positive and negative impact on equality characteristics, stakeholders and the effect of the barriers.

8a. Positive impact:

Areas of Possible Impact	Impact	Impact Level	Explanation & evidence (details of data, reports, feedback or consultations. This should be proportionate to the impact)
Council Tax payers	Positive	Low	The expected savings made on Landfill Tax could have a positive effect for Council Tax

			Payers as the savings realised from this policy will help remove the need for the Council to make savings and possible reductions in service in other areas.
Service Users	Positive	Low	80% of resident's city wide will have access to improved waste & recycling services. Reduced weekly capacity for residual waste where implemented raises user awareness of waste created and encourages behavioural change (i.e. reuse & recycle more).
Elderly / disabled people	Positive	Low	People who have difficulty in wheeling out their bin or putting out bags can apply for an assisted wheel out / collection.

Action required:

- Ensure the benefits of the expected savings are highlighted through the media plan and in the Frequently Asked Questions.
- Ensure a communication and education campaign will be in place and agreed before Alternate Weekly Collection Phase 1 is introduced.
- Develop waste policies to support implementation.
- Continue to provide support for assisted collections and ensure that when routes are redesigned all assisted wheel outs are transferred to new routes.

8b. Negative impact:

Areas of Possible Impact	Impact	Impact Level	Explanation & evidence (details of data, reports, feedback or consultations. This should be proportionate to the impact)
Age	Negative	Low	Some elderly people may find it harder to adapt to the change. (Brocklehurst JC. Br Med J 1993;306:832-4 & MORI Social Research Survey, August 1998)
Carers	Neutral	None	
Disability	Negative	Low	<ul style="list-style-type: none"> • Some people with a physical disability may find it harder to move their bin/bag containing 2 rather than 1 weeks of residual waste.
Race	Negative	Low	<ul style="list-style-type: none"> • A standard bin (240L) may not be big enough for large families. Black & Minority Ethnic (BME) groups have a higher likelihood of living in a large household, therefore a change in collection frequency may impact as larger households are more likely to produce more waste. (Leeds Strategic Housing Market Assessment. (2011).Leeds City Council.
Religion or Belief	Neutral	None	
Sex:	Neutral	None	
Sexual Orientation	Neutral	None	
Gender reassignment	Neutral	None	
Other:			

Larger households e.g. student housing, Houses of Multiple Occupation:	Negative	Low	<ul style="list-style-type: none"> Larger households may struggle to dispose of their waste due to the volume of waste produced e.g. large families may not have enough space in their residual waste bin for a fortnightly collection
Financial inclusion, poverty, social justice.	Negative	Medium	<ul style="list-style-type: none"> Those with collective responsibility for waste disposal i.e. People who live in houses with bin yards or flats with communal facilities, may have less incentive to manage waste created personally. <p>There may be an increased risk of fly tipping as residents who fail to recycle instead chose to dispose of their waste illegally. However A 2011 survey by Icaro Consulting and Sauce Consultancy found that households with AWC “are no more likely than their weekly counterparts to report a ‘serious problem’ with... fly tipping...” (Attitudes to Waste & Recycling in Britain, 2011. Icaro)</p>
Maternity/Families with young children.	Negative	Low	<ul style="list-style-type: none"> There may be an impact on families who have young children in nappies due to the high volume of waste created by the disposal of nappies.
Housing tenure.	Negative	Medium	<ul style="list-style-type: none"> There may be a lack of space to increase provision e.g. people with small gardens may not have room to store up to four bins for the various waste streams.
Other Vulnerable People e.g. Refugees / asylum seekers who do not speak/or have limited English. Some people with learning disabilities such as people living in resettlement Tier 1 / 2 accommodation.	Negative	Low	<ul style="list-style-type: none"> Residents may not be able to read & understand the Communications literature. As above.

Action required:

Overall some residents may view the implementation of fortnightly collections as being a reduction in service level in spite of an increase in recycling collections. The implementation of each phase will be managed through a comprehensive Communication Plan. A Communications Working group meets fortnightly to monitor the plan and ensure its implementation. Key to successful resident’s communications is the use of a team of waste & recycling advisors, managed by a dedicated Waste & Recycling Project Manager. The team will provide information and advice on managing their waste and increasing recycling. They will deliver a programme of targeted activities such as: road shows at

shopping or community centres; delivering door step communications; working with crews & locality teams in hot spot areas to tackle side waste; and responding to requests for support & advice to individuals via the Contact Centre or referred by crews & Councillors. They will proactively use Facebook and twitter to inform residents of forthcoming activities and provide useful tips and advice.

In each phase of the project the activities will be reviewed and targeted in line with the demographic groups and mosaic profiles. A Lessons Learned session will be held at the end of each phase in order to gather information to inform the next phase and overall success of the communications plan.

9. Will this activity promote strong and positive relationships between the groups/communities identified?

Yes

No

Please provide detail: The New Recycling Service will not have a negative impact in this regard. These improvements are in response to the public's desire to recycle more and minimise the environmental impact of domestic waste produced in Leeds.

Action required:

10. Does this activity bring groups/communities into increased contact with each other (e.g. in schools, neighbourhood, workplace)?

Yes

No

Please provide detail:

Action required:

11. Could this activity be perceived as benefiting one group at the expense of another?

Yes

No

Please provide detail: Whilst alternate weekly collections will be rolled out to 80% of the city, the remaining 20% will still have access to recycling. These will be tailored to the needs of each community e.g. continuation of current monthly or fortnightly collections;

communal recycling facilities, bin yards, etc. A methodology will be developed to identify areas to be excluded and not suitable for fortnightly collections. The Project Team will work with Operations and the Business Support Service Teams to ensure collections arrangements are in place for excluded areas, including access to recycling. Each Phase will be developed separately and monitored and reviewed once the rounds go live.

Action required:

12. Equality, diversity, cohesion and integration action plan
(insert all your actions from your assessment here, set timescales, measures and identify a lead person for each action)

Action	Timescale	Measure	Lead person
A communication and education campaign will be in place and agreed before AWC Phase 1 is introduced. A Lessons Learned exercise will be carried out after Phase 1 Go Live and used to inform Phase 2 and 3 Communications Plan. Revised plans will be developed for Phase 2 & 3	Sept '12 March '13 / Summer '14	High participation & presentation rates. Low contamination rates. Low level of complaints.	Kim Regan
Set up a Citizen's Panel to review the effectiveness of Phase 1's Communication materials & activities.	July – September 2013	Citizen's panel recruited & survey forms completed.	Katie Goodall & Maggie Dawkins
Ensure that when routes are redesigned all assisted wheel / bag outs are transferred to new routes for each Phase.	Sept '12 Oct '13 Summer '14	No increase in number of missed wheel outs.	Development Team
Policy agreed & in place to enable larger households to apply for an additional black bin.	Jan '13	High participation & presentation rates. No increase in side waste. Low level of complaints.	Liz Behrens (Strategy & Policy manager)
Side Waste policy developed & agreed by Members in Phase 1 Area.	Sept '12 Review Oct/Nov '13	No increase in side waste.	Liz Behrens
Survey exercise carried out in each Phase planning period to assess where properties have space for additional communal green bins.	Oct '12 & Mar '13	Survey completed & additional storage provided where necessary.	Development Team & Waste & Recycling Officers.
Develop a methodology and solution for areas excluded from	July '12	High participation & presentation rates.	Paul Densley /

Action	Timescale	Measure	Lead person
Alternate Weekly Collections.	Updated for Phase 2: April-August '13 & Phase 3: Jan-Mar '14	No increase in side waste. Low level of complaints.	Greg Sallabank
Real nappy scheme already in place providing access to a subsidised nappy scheme.	N/A	Low level of complaints.	LB

13. Governance, ownership and approval

State here who has approved the actions and outcomes from the equality, diversity, cohesion and integration impact assessment

Name	Job Title	Date
Susan Upton		

14. Monitoring progress for equality, diversity, cohesion and integration actions (please tick)

- As part of Service Planning performance monitoring
- As part of Project monitoring
- Update report will be agreed and provided to the appropriate board
Please specify which board:
Waste Management Programme Board, tbc
- Other (please specify)

15. Publishing

Date screening completed	
If relates to a Key Decision send to Corporate Governance	
Any other decision please send to Equality Team (equalityteam@leeds.gov.uk)	

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Safer and Stronger Communities Scrutiny Board

Evaluation of Phase One Alternate Weekly Collections of Recyclable and Residual Waste

Introduction

1. The Safer and Stronger Communities Scrutiny Board agreed to work closely with the Environment and Housing directorate in evaluating the Phase One roll out of alternate weekly collections (AWC) of recyclable and residual waste so that any lessons learned can be applied to Phase Two, which is expected to commence in November 2013.
2. In view of the timescale for commencing Phase Two, the Board agreed to undertake this piece of scrutiny work via working group meetings during July and August, to which all Board Members would be invited to attend.
3. An initial working group meeting was held on 24th July 2013 to enable Board Members to gain an understanding of the process in terms of the broad areas of evaluation that had been identified and to provide comment on the process at that stage.
4. A second working group meeting was held on 29th August 2013 to analyse performance outcomes relating to Phase One and identifying where lessons have been learned for Phase Two.
5. A final working group meeting was held on 5th September 2013 to provide an opportunity for representatives from the Waste Recycling Advisor/Waste Doctor Team to also share their views with Scrutiny around lessons learned during Phase One and the preparatory work for Phase Two.
6. This report presents the view of the Safer and Stronger Communities Scrutiny Board following this piece of Scrutiny work. The Scrutiny Board has requested that this report accompanies the report of the Director of Environment and Housing to Executive Board on 9th October 2013 around the Alternate Weekly Collections Phase One Evaluation. The Scrutiny Board will be considering a separate response from the directorate to its recommendations on 21st October 2013.

Observations, conclusions and recommendations from the Safer and Stronger Communities Scrutiny Board.

7. As a Scrutiny Board, we remain committed to assisting the Waste Management Service in reducing and diverting the amount of household waste sent to landfill in line with the targets set out within the Council's main Waste Strategy.
8. In undertaking this piece of scrutiny work, we liaised closely with the Chief Officer, Waste Management Services and senior officers within Waste Management and Customer Relations associated with project managing the delivery of alternate weekly collections across the city.

9. We also welcomed the contribution of a refuse worker and GMB Union Steward in sharing his views openly with Scrutiny in terms of providing a frontline perspective. This approach was extremely helpful and will be taken forward as good practice in future pieces of scrutiny work.
10. We agreed to report on our findings and recommendations in early September in order to effectively inform the preparations for the Phase Two roll out. In doing so, we are mindful that the preparations for the Phase Two roll out are continuous, leading up to its anticipated introduction in November, which will include on-going analysis of performance data and briefings with relevant Refuse Crews and Ward Members.
11. As such, our observations, conclusions and recommendations are based on the evidence provided to the Scrutiny Board at the time of our review and are as follows:

Performance monitoring

12. In July, we considered the evaluation framework for Phase One in terms of agreed objectives/targets, measures and performance outcomes. At that stage, it was noted that a number of the performance outcomes were yet to be completed pending further analysis of performance information during August.
13. We requested that details of the performance outcomes linked to specific operational targets be made available in readiness for the working group meeting on 29th August. These targets related to an increase in recycling rates, a decrease in residual waste and a decrease in the amount of waste sent to landfill in relation to the Phase One AWC area. We also requested the performance data relating to missed bin collections for those households in the Phase One area.
14. The performance outcomes presented at our working group meeting in August related to the first twelve weeks of service. This showed that the new regime had resulted in the intended increase in recyclable waste collected from households in the AWC Phase One area (increase of 561 tonnes (42%) observed in the first twelve weeks) as well as a decrease in the overall amount of residual waste produced (950 tonnes (12%) observed in the first twelve weeks). We were particularly interested to note that in the AWC Phase One area, the service had also seen in total, a 23% decrease in the amount of waste sent to landfill.
15. Whilst such performance information provides an indication of the early success of the Phase One roll out of AWC in terms of implementation and meeting operational objectives, we would urge that further analysis is undertaken of any impacts on the volumes of residual waste arising at alternative means of disposal, such as Household Waste Sites. This is to ascertain whether the new regime is in fact motivating households to be more prudent in managing and reducing waste levels to the extent observed during the first twelve weeks of service and not resorting to alternative means of disposal instead.
16. The performance data we received in relation to missed bin collections in the Phase One area highlighted that 487 instances of missed bins were reported to the contact

centre in the first six weeks of service. In the subsequent six weeks, this figure had decreased to 309 instances reported. We learned that many of the calls were due to residents becoming familiar with the new service and primarily localised to specific pockets of the Phase One area. However, we requested a further breakdown of this performance data in relation to associated Wards and collection rounds, waste collection types and the reasons behind the service failures in order to be assured that such instances were not solely linked to the introduction of AWC that would indicate any failings with the route modelling processes.

17. In response to our request, we were disappointed to learn that the performance data relating to missed collections is not routinely disaggregated to this level of detail. Assurances were provided by the Chief Officer, Waste Management Services that service failures are dealt with dynamically by the service on a daily operational basis and that no significant issues had arisen in Phase One that had prompted a need to undertake this level of detailed analysis. However, it was agreed that this analysis would be undertaken to provide this additional assurance to the Scrutiny Board.
18. In anticipation of this information being provided, this prompted a wider debate around performance monitoring. We are mindful that issues surrounding the existing reporting systems used by the Waste Management Service have been previously raised by Scrutiny. Following its review of such systems during 2011/12, the Resources and Council Services Scrutiny Board concluded that the service was operating a number of different systems and processes that are labour intensive, paper based and could be prone to human error, thereby recognising the need for the rationalisation of existing systems and technologies.
19. Such issues were raised again as part of the recent review undertaken by the Safer and Stronger Communities Scrutiny Board which focused on improving recycling through effective communication and education. However, as part of this review, we did acknowledge that a significant efficiency measure being progressed by the service is the introduction of an electronic Integrated Waste Management System to replace the outdated paper based communication systems currently being used by the service. This includes the provision of in-cab technology within refuse collection vehicles that will enable crews to immediately report any problems or service failures for the management staff to address.
20. In moving forward in rolling out AWC across the city, we recognised a need for the Waste Management Service to generate more regularised and detailed analysis of performance information that can be shared with Elected Members to indicate performance trends and also assist with the understanding of key issues arising by Ward and round and the speedy resolution of such issues.
21. Linked to this, we also acknowledge the new role of the Area Lead Members, introduced in May 2013 following the Council's review of area working. This role aims to provide a local "lead" perspective around particular agendas, which includes the environment agenda, to further facilitate local democratic accountability. A particular function of the Area Lead Member is to maintain an overview of local performance linked to their agenda roles and provide a link between Area Committees and the relevant Executive Member to ensure local needs are

represented, issues are highlighted, best practice is shared and to facilitate local solutions to any issues.

22. In producing more regularised and detailed analysis of performance information, we recognise the added value in the service also working closely with the Environmental Area Lead Members to explore appropriate reporting mechanisms.

Recommendation 1

That the Director of Environment and Housing ensures that more regularised and detailed analysis of performance information linked to the roll out of Alternate Weekly Collections is undertaken to indicate performance trends and also assist with the understanding of key issues arising by Ward and round and the speedy resolution of such issues. Also, that the service works closely with Environmental Area Lead Members to ensure that such performance information is shared with Elected Members through appropriate reporting mechanisms.

Route modelling

23. One of the key objectives of the Phase One roll out was to remove the need for remaining pro-active back up vehicles. In encouraging participation in a service, the reliability of that service is paramount and therefore we questioned the service's capacity to address any missed collections or vehicle breakdowns without the use of back up vehicles and whether this had been an issue during Phase One.
24. It was reported that this had been achieved through the route modelling process which was based on the principle that a vehicle would be assigned to a particular zoned area for six days. Based on guidance from the Waste & Resources Action Programme (WRAP), we learned that a reasonable level of daily contingency had also been factored into the route modelling process. This provides the capacity for the service to operate a 'buddying' system whereby vehicles within neighbouring areas could be called upon when required, to assist, such as to cover vehicle breakdowns, and so facilitate as far as operationally practicable a collection for residents on the scheduled day. Alternatively this capacity enables any missed collections to be addressed the following day by the same vehicle as well as accounting for new builds and increased bin weights. We were also assured that routes had been modelled with capacity to enable additional tonnage that may result from accepting a wider range of SORT materials.
25. In relation to any planned service changes, we would emphasise the need for timely and effective communication with crews to ensure that such changes are clearly understood. However, it is clearly evident that a key factor to the successful approach adopted for Phase One was the direct involvement of collection crews during the planning stages and particularly the design of collection routes. Such input provided valuable local operational knowledge and experience around accessibility issues and appropriate tipping points that were factored into the route modelling process. We learned that collection crews also acknowledge the added benefits brought about by this close working relationship and that this approach is being replicated for Phase Two.

26. However, in acknowledging that the Phase Two area covers a significantly larger area of the city than Phase One (over 100,000 properties compared to 56,000 properties in Phase One) and is expected to include 'heavier' recycling locations, such as Wetherby, we did question whether the same contingency based route modelling principle can be applied effectively to the Phase Two area and therefore sought assurances from the service.

Recommendation 2

That the Director of Environment and Housing ensures that the contingency based route modelling principle applied to Phase One can be effectively applied to the Phase Two area, which covers a significantly larger area of the city and expected to include 'heavier' recycling locations.

Additional risk factors linked to the roll out of Phase Two

27. In acknowledging that the roll out of Phase Two is expected to commence in November, we also sought assurances that additional risk factors were being considered as part of the feasibility study for Phase Two, in particular, the potential for adverse weather conditions and the Christmas period. We also discussed possible disruption linked to the introduction of new in-cab technology.
28. As such, we would expect sufficient contingencies to have been incorporated into the route modelling process.

Recommendation 3

That the Director of Environment and Housing is assured that additional risk factors linked to Phase Two, such as the potential for adverse weather conditions and Christmas collections, have been considered and that sufficient contingencies have been incorporated into the route modelling process.

Assisted collections

29. We raised the potential for increased referrals for assisted collections given that fortnightly collections of residual waste bins will generate heavier loads. In doing so, we learned that this factor had been considered as part of the feasibility analysis for Phase One and would therefore also be considered in preparation for Phase Two. However, we were pleased to note that there would be closer working with crews and other agencies to gain a full picture of the assisted wheel out requirement for Phase Two.
30. We understand that the policy for assisted collections is applied across the city in that requests for an assisted collection can just be applied to a particular waste collection type. As part of our review, we noted that 235 of the missed collections reported in the Phase One area were full wheel out. Linked to this, we were interested to gain the view of the GMB Union Steward on this policy. In doing so, it was suggested that, to help alleviate confusion amongst collection crews, it would be more helpful if the policy was revised to apply automatically to all waste collection types linked to a property. We also share this view.

Recommendation 4

That the Director of Environment and Housing revises the policy for assisted waste collections for applications to apply automatically to all waste collection types linked to a property.

No side waste policy

31. The Scrutiny Board discussed the no side waste policy linked to the Phase One scheme and the impact this had on residents. It was highlighted that input from crews and Ward Members prior to the commencement of Phase One had helped to identify particular areas to target Waste Recycling Advisors to educate residents and support the implementation of the scheme. It was reported that there were only a small number of areas that had not to date fully engaged in AWC and that the incidents of side waste was generally low.
32. Following a 6 week amnesty period, a pragmatic staged approach to the issue was adopted. Initially one bag of side waste was put back into residents bins and further excess was taken, to provide residents, supported by Waste Advisors where needed, further time to adjust to this change. Any side waste is now put back into the resident's bin with a notice reminding the resident of the Council's no side waste policy. Such incidents are also recorded to help determine whether further input from Waste Recycling Advisors is required.
33. Overall, we acknowledge that the 'no side waste policy' has been successfully implemented in Phase One and support the continuation of this policy for Phase Two. However, we also believe that the Council should be moving towards a city-wide policy as quickly as possible, but appreciating the need for a planned staged approach in order to understand and address associated operational implications in taking forward this policy.

Recommendation 5

That the Executive Board supports the principle of adopting a city-wide no side waste policy for Alternate Weekly Collections and undertakes further work around the associated operational implications in taking forward this policy city wide.

Waste Recycling Advisors/Waste Doctors

34. As well as the collection crews, we also acknowledge the positive contribution made by the Waste Recycling Advisors/Waste Doctors during Phase One in terms of assisting residents to adapt to the new scheme. We understand that eight Waste Recycling Advisors were recruited for Phase One. Following inductions on 18 March 2013, the Waste Recycling Advisors were able to begin speaking to residents one month ahead of Phase One "Go live".
35. We acknowledge the significant benefits to be gained from utilising the same Waste Recycling Advisors for Phase Two in terms of the knowledge and experience gained during Phase One and the close working relationships now developed with collection crews. In addition, the Waste Recycling Advisors will also be able to begin communications with residents for Phase Two at a much earlier stage.

Despite this, we have raised concerns in learning that no additional Waste Recycling Advisors are to be recruited for the Phase Two roll out to cover a significantly larger area of the city, as well as remain accessible for those residents within the Phase One area that may still require support.

36. Whilst the roles of the Waste Recycling Advisors have been specifically linked to the effective delivery of AWC across the city, we do believe that their roles could be expanded further around the wider delivery of the Council's Waste Management Strategy and not just limited to AWC. As such, we would support a longer term commitment and investment given to such a valued resource and it is vital that the Council is able to attract and retain experienced and quality staff into such roles.

Recommendation 6

That the Director of Environment and Housing considers an increase in the number of Waste Recycling Advisors recruited for Phase Two and works with the Waste Recycling Advisor Team to establish resource needs.

Recommendation 7

That the Director of Environment and Housing considers the longer term employment of Waste Recycling Advisors to attract and retain experienced and quality staff.

Direct communication with residents

37. In relation to the Household Information Pack (HIP) and collection calendar to be circulated to relevant households, we were pleased to note that, following feedback, the calendar has been developed to be more user friendly and date specific without compromising quality assurance and minimising logistical issues. For Phase Two, the HIP will also be streamlined making information more accessible and the overall pack size smaller. The original contained a letter, calendar and two 8 page booklets. The new pack will contain a letter, calendar and one 12 page booklet.
38. In acknowledging that the collection calendar would include details of Christmas collection dates, we emphasised the importance of ensuring that such dates are finalised prior to the circulation of this calendar in order to avoid confusion.
39. During our review, we questioned whether there had been a rise in reports or complaints made by residents in the Phase One area in terms of environmental problems linked to their waste bins, such as infestations of flies/maggots or nuisance smells. Whilst the contact centre did not appear to be experiencing significant reports linked to such environmental problems, we would still urge that the service is proactive in providing advice to residents around how to alleviate such environmental problems as part of the Household Information Packs for Phase Two and that this is also made accessible on the Council's website.
40. In acknowledging that some areas within the Phase Two roll out are already in receipt of a fortnightly recycling collection along with a weekly residual, we also recognise that careful consideration is needed in terms of how the AWC scheme is articulated to such residents, as it may be perceived as a reduction in service.

41. Whilst acknowledging that the Waste Recycling Advisors had utilised libraries and public attractions to increase awareness and education of AWC during Phase One, the feedback we received from the Waste Recycling Advisors as part of our review suggested that such venues could be utilised more effectively for Phase Two.

Recommendation 8

That the Director of Environment and Housing ensures that the Christmas collection dates for the Phase Two areas are finalised prior to the circulation of the collection calendar with the Household Information Packs.

Recommendation 9

That the Director of Environment and Housing ensures that advice is given to residents around alleviating environmental problems (flies/maggots/smells etc) as part of the Household Information Packs and is also made accessible on the Council's website.

Recommendation 10

That the Director of Environment and Housing ensures that particular work is undertaken to effectively communicate the new Alternate Weekly Collections service to those residents already in receipt of a fortnightly recycling collection and a weekly residual collection.

Recommendation 11

That the Director of Environment and Housing ensures that public libraries and public attractions are utilised more effectively in terms of increasing awareness and education of the Council's Alternate Weekly Collections service.

Consultation with Ward Members and crews

42. Finally, having already acknowledged the significant benefits arising from the input received from collection crews and Ward Members in terms of maximising local intelligence and factoring this into the route modelling process for Phase One, we would like to reiterate the importance of replicating this process again for Phase Two, particularly in recognition of the significant increase in the number of areas and households involved in Phase Two.

Recommendation 12

That the Director of Environment and Housing ensures that Waste Recycling Advisors and other officers work closely with Ward Members and crews to gain local intelligence of the areas involved in Phase Two.

Report of the Head of Scrutiny and Member Development

Report to Scrutiny Board (Safer and Stronger Communities)

Date: 21st October 2013

Subject: Grounds Maintenance Contract – Tracking of recommendations/desired outcomes

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. This report sets out the progress made in responding to the recommendations arising from the Scrutiny review of the Council's grounds maintenance contract last year.
2. Since 2012/13, all Scrutiny Boards have been encouraged to clearly identify desired outcomes linked to their recommendations. The Scrutiny recommendation tracking system allows the Scrutiny Board to monitor progress and identify completed recommendations; those progressing to plan; and those where there is either an obstacle or progress is not adequate. However, the Board is also asked to consider whether the original recommendations are still relevant in terms of achieving the associated desired outcomes. The Board will then be able to take further action as appropriate.

Recommendations

3. Members are asked to:
 - Agree those recommendations which no longer require monitoring;
 - Identify any recommendations where progress is unsatisfactory and determine the action the Board wishes to take as a result.

1 Purpose of this report

- 1.1 This report sets out the progress made in responding to the recommendations arising from the Scrutiny review of the Council's grounds maintenance contract last year.

2 Background information

- 2.1 In June 2012, the Safer and Stronger Communities Scrutiny Board acknowledged a request for Scrutiny in relation to the new grounds maintenance contract. In taking forward this request, the Scrutiny Board reviewed the key issues that had arisen during the initial stages of contract delivery, the reasons for these and any actions taken to help address such issues in the future.
- 2.2 In November 2012, the Board published a report setting out its findings, recommendations and desired outcomes following its review of the new grounds maintenance contract.
- 2.3 Since 2012/13, all Scrutiny Boards have been encouraged to clearly identify desired outcomes linked to their recommendations. The Scrutiny recommendation tracking system allows the Scrutiny Board to monitor progress and identify completed recommendations; those progressing to plan; and those where there is either an obstacle or progress is not adequate. However, the Board is also asked to consider whether the original recommendations are still relevant in terms of achieving the associated desired outcomes. The Board will then be able to take further action as appropriate.

3 Main issues

- 3.1 A standard set of criteria has been produced to enable the Board to assess progress. These are presented in the form of a flow chart at Appendix 1. The questions in the flow chart should help to decide whether a recommendation has been completed, and if not whether further action is required.
- 3.2 To assist Members with this task the Principal Scrutiny Adviser, in liaison with the Chair, has given a draft status for each recommendation. The Board is asked to confirm whether these assessments are appropriate and to change them where they are not. Details of progress against each recommendation is set out within the table at Appendix 2.

4 Corporate Considerations

4.1 Consultation and Engagement

- 4.1.1 Where internal or external consultation processes have been undertaken with regard to responding to the Scrutiny Board's recommendations, details of any such consultation will be referenced against the relevant recommendation within the table at Appendix 2.

4.2 Equality and Diversity / Cohesion and Integration

- 4.2.1 Where consideration has been given to the impact on equality areas, as defined in the Council's Equality and Diversity Scheme, this will be referenced against the relevant recommendation within the table at Appendix 2.

4.3 Council Policies and City Priorities

- 4.3.1 The activities considered by this report support the Best Council Plan 2013 - 17 objective to ensure high quality public services that are efficient and locally responsive. They also support the City Priority Plan 2011-15 priority to protect the distinctive green character of the city.

4.4 Resources and Value for Money

- 4.4.1 Details of any significant resource and financial implications linked to the Scrutiny recommendations will be referenced against the relevant recommendation within the table at Appendix 2.

4.5 Legal Implications, Access to Information and Call In

- 4.5.1 This report does not contain any exempt or confidential information.

4.6 Risk Management

- 4.6.1 This section is not relevant to this report.

5 Conclusions

- 5.1 The Scrutiny recommendation tracking system allows the Board to monitor progress and identify completed recommendations. Progress in responding to those recommendations arising from the Scrutiny review of the Council's grounds maintenance contract is detailed within the table at Appendix 2 for Members' consideration.

6 Recommendations

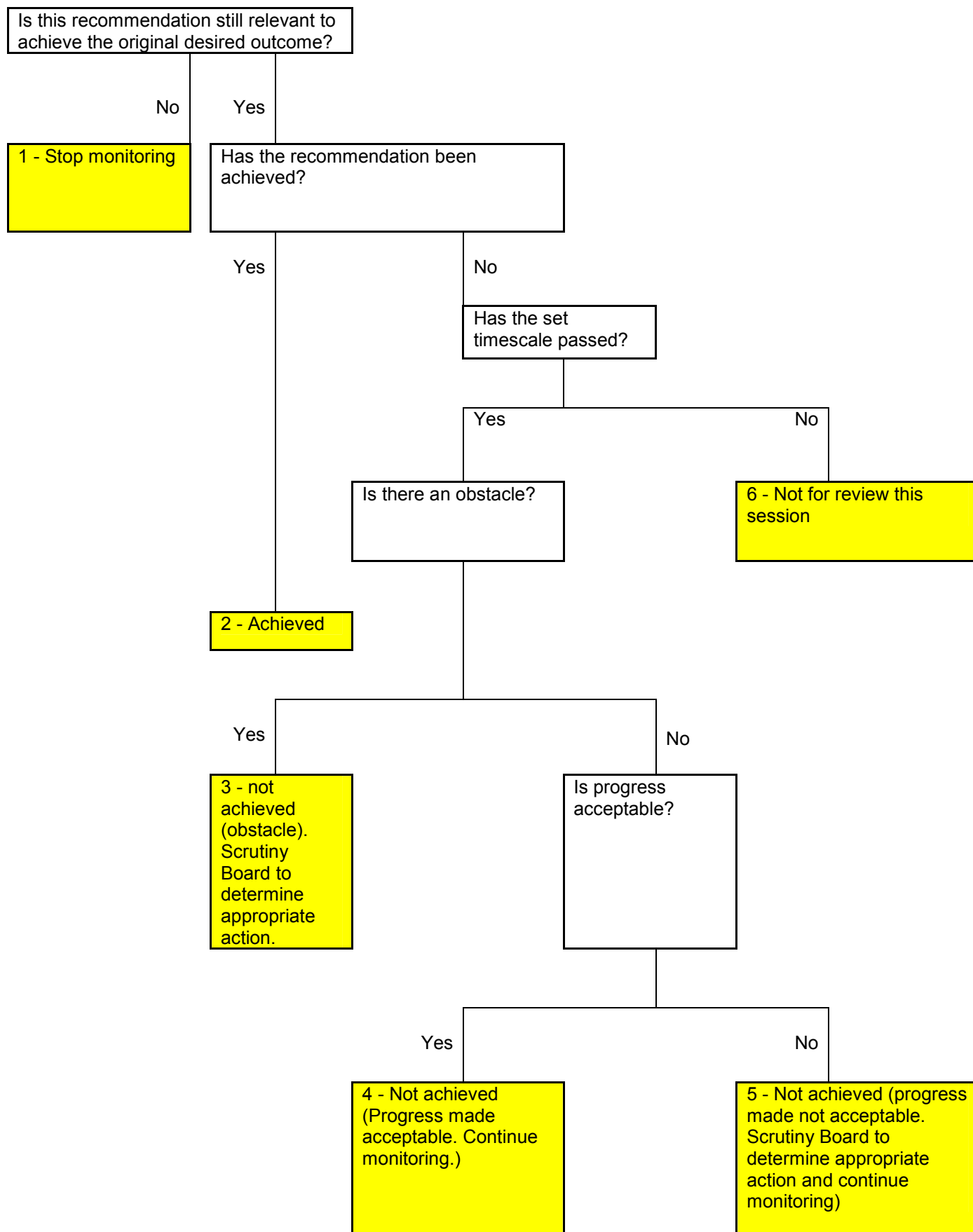
- 6.1 Members are asked to:
- Agree those recommendations which no longer require monitoring;
 - Identify any recommendations where progress is unsatisfactory and determine the action the Board wishes to take as a result.

7 Background documents¹

- 7.1 None.

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

Recommendation tracking flowchart and classifications:
Questions to be Considered by Scrutiny Boards



Scrutiny Grounds Maintenance Review (November 2012)

Categories

- 1 - Stop monitoring
- 2 - Achieved
- 3 - Not achieved (Obstacle)
- 4 - Not achieved (Progress made acceptable. Continue monitoring)
- 5 - Not achieved (Progress made not acceptable. Continue monitoring)
- 6 - Not for review this session

Recommendation for monitoring	Evidence of progress and contextual information	Status (categories 1 – 6) (to be completed by Scrutiny)	Complete
<p>Recommendation 1 That the Director of Resources and Director of Environment and Neighbourhoods establish a separate budget to enable the Grounds Maintenance Team to schedule immediate grounds maintenance work on miscellaneous grassed areas pending clarification of land ownership and formal allocation of future maintenance responsibility.</p> <p>Desired Outcome: That necessary grounds maintenance work on miscellaneous grassed areas is scheduled immediately for action.</p>	<p>Formal response (January 2013):</p> <p>This recommendation is agreed, although a budget needs to be identified to enable these areas of land to be brought up to standard, then maintained on an ongoing basis, which will be sought by trying to identify efficiencies in the contract.</p> <p>Current position:</p> <p>This issue is currently being managed without the need to identify a dedicated budget line. From April 2013 the budgets for Grounds Maintenance operations have been delegated to Parks and Countryside and are no longer split along the former ALMO boundaries. This flexibility allows for a more holistic approach to asset management that to date has meant that assets are being included in the contract where appropriate. It is important to note that a level of due diligence is required before instructing works to ensure</p>	<p>4 - Not achieved (Progress made acceptable. Continue monitoring.)</p>	

	<p>that the land is in public ownership. Once this is established then the contractor has been instructed to undertake works with the funding arrangements resolved later. When land is found to be in private ownership then action is considered using formal enforcement powers where costs can be recovered.</p>		
<p>Recommendation 2 That the Director of Environment and Neighbourhoods works with each of the internal clients to explore a move towards an extended shrub maintenance service (6 shrub visits) and a fortnightly grass cut frequency (16 cuts in one season) in order to achieve a better quality of service.</p> <p>Desired Outcome: That the specification for grounds maintenance and shrub maintenance is fit for purpose in delivering a good quality service.</p>	<p>Formal response (January 2013):</p> <p>This recommendation is agreed in principle as adopting good horticultural practice, but would require an additional contribution from each client to deliver the improvements. Following discussion that took place at the street scene grounds maintenance programme board on 17th December 2012, it was agreed that Aire Valley Homes and Belle Isle Tenants Management Organisation would trial increased shrub and rose bed maintenance in 2013. This will provide an evidence base to inform a review in the light of visible benefits and resident feedback in order to help determine resource prioritisation.</p> <p>With regard to grass cutting frequency it is not proposed to alter the frequency of mowing at this stage, other than to retain the increased frequency of grass cutting on 'premium' sites, in response to customer concerns raised during 2012. For other grass, it was agreed that a flexible approach to phasing will be adopted in 2013 that will use climatic conditions to direct the overall frequency that may increase above 13. For example a cold spring and a hot, dry summer would enable reduced frequencies, conversely a mild winter and wet summer would require additional mowing activity.</p>		

	<p>Current position:</p> <p>Given the realignment of contract and budget control to Parks and Countryside as described in the update to Recommendation 1 above, it was decided to take the opportunity to introduce revised frequencies city wide. The revisions introduced from April 2013 provided a contingency to instruct a maximum of 14 grass cuts for amenity grass (28 cuts for premium amenity), and a doubling of shrub bed maintenance visits to 4 per annum. The major shrub pruning operations will still take place during the 4th quarter visit with the emphasis of other visits being to remove weeds and litter and keep shrubs 'in check'. However the dry summer in 2013 has only required the instruction of 13 cuts as there was little apparent grass growth during the middle of the summer.</p>	<p>4 - Not achieved (Progress made acceptable. Continue monitoring.)</p>	
<p>Recommendation 3 That the Director of Environment and Neighbourhoods ensures that asset holders consult with local Ward Members and relevant Parish and Town Councils on the future use and maintenance of old shrub beds.</p> <p>Desired Outcome: That the future use and maintenance of old shrub beds is determined in consultation with local Ward Members and relevant Parish and Town Councils.</p>	<p>Formal response (January 2013):</p> <p>This recommendation is agreed and consultation will take place with Ward Members and relevant Parish and Town Councils on any proposals on the future use and maintenance of shrubs beds.</p> <p>Current position:</p> <p>This is the current situation and local consultation is undertaken on planned changes to shrub beds prior to removal.</p>	<p>3 - not achieved (obstacle). Scrutiny Board to determine appropriate action.</p>	

<p>Recommendation 4 That the Director of Environment and Neighbourhoods works with the Head of Parks and Countryside, the internal clients, Locality Management and Continental to review existing litter picking responsibilities and opportunities for more joined up working.</p> <p>That this review is undertaken immediately and an update report brought back to Scrutiny in January 2013.</p> <p>Desired Outcome: That there is a joined up approach between the Council and Continental for undertaking litter picking services across the city.</p>	<p>Formal response (January 2013):</p> <p>This recommendation is agreed and the report to Scrutiny Board (Safer and Stronger Communities) meeting in December 2012 highlighted that consideration is being given for Continental to expand litter collection to cover adjacent hard surfaces where applicable in co-ordination with street cleansing activities.</p> <p>Current position:</p> <p>Continental are once again to be engaged in winter litter picking work supporting locality management in meeting their seasonal pressures. To this end areas of land have been identified that cause particular problems and are often a cause for concern from the public and elected members during winter months when grass cutting operations are not taking place on high priority arterial routes into the city. There is a further advantage in utilising Continental as they are equipped to put in appropriate traffic management arrangements. Examples of the type of work involved includes the following:</p> <ul style="list-style-type: none"> • Commuter routes leading into the city centre with a speed limit of 30mph (eg, Woodhouse Lane) • Main commuter routes outside the city centre with speed limits above 40mph • Junctions / roundabouts leading from motorways such as Tingley Common, which feeds traffic to the White Rose Centre and Elland Road football ground. • Routes which would require implementation of traffic management to carry out the works (eg Stanningley, Drighlington Bypass) 	<p>4 - Not achieved (Progress made acceptable. Continue monitoring.)</p>	
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<p>Recommendation 5 That the Director of Environment and Neighbourhoods reviews where any additional services provided by Continental could lead to further cost savings, with particular attention given to potential winter operations. That this review is undertaken immediately, with an update brought back to the Scrutiny Board in January 2013.</p> <p>Desired Outcome: Utilising available resources to obtain greater added value of service by Continental.</p>	<p>Formal response (January 2013):</p> <p>This recommendation is agreed. Locality managers have commissioned Continental to undertake bulk leaf clearance and other cleansing works normally undertaken via temporary staff to support staff retention within Continental.</p> <p>This issue has also been discussed at the street scene grounds maintenance programme board. Budget holding clients have indicated that they are unable to prioritise funding for Continental to undertake additional winter works. However, clients are asking Continental to tender for individual environmental projects as well as quote for ad hoc work on assets that need additional work to meet specifications.</p> <p>Current position: Continental staff are being engaged to undertake litter collection, rubbish removal, ginnel clearances and cut back of Horticultural features during the winter. In addition they will be given the opportunity to compete for additional works in line with the councils approved procurement procedures.</p>	<p>4 - Not achieved (Progress made acceptable. Continue monitoring.)</p>	
<p>Recommendation 6 That the Director of Environment and Neighbourhoods reviews the contract monitoring processes to identify efficiencies and consistency.</p> <p>Desired Outcome: That contract monitoring is conducted efficiently and there is parity between the contract monitoring processes of the ALMOs and Highways.</p>	<p>Formal response (January 2013):</p> <p>This recommendation is agreed, and a review will be undertaken of existing monitoring processes to ensure a balanced, consistent and efficient approach commensurate with the outcome of monitoring results.</p> <p>Current position: The delivery of contract monitoring is now undertaken by Parks and Countryside with some resource TUPE transferred to the service in April 2013 from the ALMOs. The approach taken this year has been to be much more intelligence led using referrals from ward members, Town and Parish Councils, and individual residents to direct</p>	<p>4 - Not achieved (Progress made acceptable. Continue monitoring.)</p>	

	<p>monitoring activity. Comparison of queries regarding performance or quality during March to August 2013 have indicated a reduction of 21% when compared to the same period in 2012.</p>		
<p>Recommendation 7 That the Director of Environment and Neighbourhoods ensures that Parish and Town Councils are proactively engaged in the contract monitoring process for the grounds maintenance contract.</p> <p>Desired Outcome: That contract monitoring is conducted efficiently and there is parity between the contract monitoring processes of the ALMOs and Highways.</p>	<p>Formal response (January 2013):</p> <p>This recommendation is agreed, and Parish and Town Councils will be invited to contribute to monitoring activity as part of the overall review alluded to in recommendation 6.</p> <p>Current position:</p> <p>As set out in the response to recommendation 6 above a revised approach to monitoring has been introduced for 2013. Concerns raised by Town and Parish councils have been used to direct monitoring activities thereby directly influencing the quality achieved in the local area. In addition there remains an option for Town and Parish Councils to take on the control of this work in their respective areas should they wish to do so.</p>	<p>4 - Not achieved (Progress made acceptable. Continue monitoring.)</p>	
<p>Recommendation 8 That the Chair of the Member Development Working Group includes grounds maintenance as part of the Member Development Programme and Induction Programme to promote greater awareness of the expectations of the grounds maintenance service in accordance with the contract.</p> <p>Desired Outcome That all Elected Members are fully aware of what is expected from the grounds maintenance service in accordance with the contract.</p>	<p>Formal response (January 2013):</p> <p>The Chair of the Member Development Working Group will be discussing how best to take forward this recommendation during the Member Development Working Group meeting on 31st January 2013.</p> <p>Current position:</p> <p>At its meeting on 31st January 2013, the Member Development Working Group discussed how best to get the information out to Members and agreed it would be better to circulate the information via Area Committees at the start of a municipal year.</p>	<p>4 - Not achieved (Progress made acceptable. Continue monitoring.)</p>	

	<p>With the introduction of Area Lead Members in May 2013, Member Development and the Citizens and Communities directorate are developing an induction programme for Area Lead Members. As such, the issues surrounding grounds maintenance will be incorporated into this programme for Environmental Area Lead Members.</p>		
<p>Recommendation 9 That the Director of Environment and Neighbourhoods works with the Area Management Teams to ensure that Area Committees receive regular updates regarding the performance of the grounds maintenance service delivered within their area. Such updates are to include an overview of key issues raised within their areas; how such issues have been dealt with; and any new or pending contract variations that will impact upon their area.</p> <p>Desired Outcome: That Area Committees are regularly updated on the performance of the grounds maintenance service delivered within their area.</p>	<p>Formal response (January 2013):</p> <p>This recommendation is agreed. A report to Area Committees is being prepared for the February/March round of meetings that will include a performance review of the first year of the contract as part of the Parks and Countryside annual report. Representatives from Parks and Countryside have been identified to attend Environment Sub-Group Meetings where issues can be raised relevant to each area and responses given, as appropriate.</p> <p>Current position:</p> <p>As described in the January update the Annual reports were submitted to Area Committees to inform them of performance of the contract. A performance update will be provided to the February/March 2014 round of area committees with a particular focus on grass cutting operations during the 2013 season. Nominated Parks and Countryside officers are also attending the Environment Sub groups to provide ongoing liaison with regards to any emerging concerns ahead of the next annual report round. Whilst this does not include a formal performance report, officers are briefed ahead of attendance at these meetings in order that they are able to provide verbal feedback on matters relating to the performance of the contract. Any specific queries raised at meetings that the officer attending is not able to deal with are followed up and a response given.</p>	<p>3 - not achieved (obstacle). Scrutiny Board to determine appropriate action</p>	

<p>Recommendation 10 That the Director of Environment and Neighbourhoods works with the Head of Communications and Marketing and the internal clients to develop a Communications Strategy aimed at promoting public awareness of behaviour that is obstructive to the delivery of a good quality grounds maintenance service (e.g. parking on public verges).</p> <p>Desired Outcome: That public behaviour does not obstruct the delivery of a good quality grounds maintenance service.</p>	<p>Formal response (January 2013):</p> <p>This recommendation is agreed, and it is proposed that this takes place ahead of the grass cutting season in 2013.</p> <p>Current position:</p> <p>Highways and Transportation have produced a briefing and options paper examining the issue of parking on verges. This examines not only the issue of obstructing maintenance but considers the more damaging and costly effects on the infrastructure and buried services. The paper does note that this behaviour is often due to the design limitations of estate road and parking provision and requires significant capital investment to address. Nevertheless, there are issues with regard to public behaviour and it is intended that work will be conducted in this regard ahead of the 2014 grass cutting season.</p>	<p>3 - not achieved (obstacle). Scrutiny Board to determine appropriate action</p>	
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Report of Head of Scrutiny and Member Development

Report to Safer and Stronger Communities Scrutiny Board

Date: 21st October 2013

Subject: Work Schedule

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

Purpose of this report

1. The Scrutiny Board’s work schedule is attached as appendix 1. The work schedule has been provisionally completed pending on-going discussions with the Board. The work schedule will be subject to change throughout the municipal year.
2. Also attached as appendix 2 are the minutes of Executive Board on 4th September 2013.

Recommendations

3. Members are asked to:
 - a) Consider the Board’s work schedule and make amendments as appropriate.
 - b) Note the Executive Board minutes

Background papers¹

4. 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.

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Scrutiny Board (Safer and Stronger Communities) Work Schedule for 2013/2014 Municipal Year

Area of review	Schedule of meetings/visits during 2013/14		
	June	July	August
Tackling Domestic Violence and Abuse			Scoping terms of reference WG - 20/08/13 @ 10 am
Alternate weekly collections of recyclable and residual waste – phase 1 evaluation		Session 1 - progress update WG – 24/07/13 @ 2pm	Session 2 – analysis of evaluation findings WG – 29/08/13 @ 1 pm
Briefings			
Crime and Disorder Committee work.	Crime and Disorder Scrutiny in Leeds SB 10/06/13 @ 10 am		
Budget & Policy Framework Plans			
Recommendation Tracking		Recycling Review – Formal Response SB 22/07/13 @ 10 am Strengthening the Council's relationship with Parish and Town Councils – Formal Response SB 22/07/13 @ 10 am	
Performance Monitoring	Quarter 4 performance report SB 10/06/12 @ 10 am		

Key: SB – Scrutiny Board (Safer and Stronger Communities) Meeting

WG – Working Group Meeting

Scrutiny Board (Safer and Stronger Communities) Work Schedule for 2013/2014 Municipal Year

Area of review	Schedule of meetings/visits during 2013/14		
	September	October	November
Tackling Domestic Violence and Abuse	Agree terms of reference for review SB 09/09/13 @ 10 am	Session 1 of the review WG 30/10/13 @ 11.30 am	Session 2 of the review - TBC
Alternate weekly collections of recyclable and residual waste – phase 1 evaluation		Summary report of the Board SB 21/10/13 @ 10 am	
Briefings	Tackling Illegal Money Lending SB 09/09/13 @ 10 am		Financial Health Monitoring SB 11/11/13 @ 10 am
Crime and Disorder Committee work.			
Budget & Policy Framework Plans			
Recommendation Tracking	Strategic Partnership Review – formal response SB 09/09/13 @ 10 am	Grounds Maintenance SB 21/10/13 @ 10 am Fuel Poverty Review SB 21/10/13 @ 10 am	
Performance Monitoring	Overview of performance indicators relevant to the Board's portfolio. WG – 25/09/13 @ 11 am		Performance Management Report SB 11/11/13 @ 10 am

Key: SB – Scrutiny Board (Safer and Stronger Communities) Meeting

WG – Working Group Meeting

Scrutiny Board (Safer and Stronger Communities) Work Schedule for 2013/2014 Municipal Year

Area of review	Schedule of meetings/visits during 2013/14		
	December	January	February
Tackling Domestic Violence and Abuse	Session 3 of the review – TBC	Session 4 of the review – TBC	Session 5 of the review -TBC
Briefings			
Crime and Disorder Committee work.	Community Safety Financial Planning for 2014/15 – update briefing SB 09/12/13 @ 10 am Tackling Extremism SB 09/12/13 @ 10 am		
Budget & Policy Framework Plans			
Recommendation Tracking	Recycling Review SB 09/12/13 @ 10 am Parish and Town Council review SB 09/12/13 @ 10 am	Strategic Partnership Review SB 13/01/14 @ 10 am	
Performance Monitoring			

Scrutiny Board (Safer and Stronger Communities) Work Schedule for 2013/2014 Municipal Year

Area of review	Schedule of meetings/visits during 2013/14		
	March	April	May
Tackling Domestic Violence and Abuse	Session 6 of the review – TBC	Agreeing final report SB 14/4/14 @ 10 am	
Briefings			
Crime and Disorder Committee work.			
Budget & Policy Framework Plans			
Recommendation Tracking			
Performance Monitoring			

Other agreed work items to be scheduled are:

- Exploring other viable solutions for areas of the city not expecting to receive alternate weekly collections of recyclable and residual waste
- Reviewing the allocation of resources for street cleanliness in terms of delivering value for money
- Reviewing other options for reducing or diverting waste from landfill
- Promoting localism and exploring future opportunities in delivering services underpinned by the locality design principles
- Reviewing the role of the third sector within localities and exploring how links can be strengthened
- Illegal Money Lending – development of a local communication workstream

EXECUTIVE BOARD

WEDNESDAY, 4TH SEPTEMBER, 2013

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

Councillor B Anderson – Substitute Member

57 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 A to the report entitled, 'Design and Cost Report for West Yorkshire Local Broadband Project and Authority to Spend' referred to in Minute No. 68 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 about the commercial proposals put forward by the bidder for the broadband infrastructure contract. The public interest in maintaining this confidentiality outweighs that of disclosure.
- (b) Appendix 1 to the report entitled, 'Late Night Levy' referred to in Minute No. 70 is designated as exempt in accordance with paragraphs 10.4(3) and 10.4(7) of Schedule 12A(3) of the Local Government Act 1972 on the grounds that it contains specific detail relating to the deployment of police staff in the night time economy. 10.4 (3) relates to information relating to the financial or business affairs of any particular person (including the authority holding that information). 10.4 (7) relates to Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime. It is considered that the public interest in maintaining the exemption outweighs the public interest in disclosing the information at this time.
- (c) Appendix 3 to the report entitled, 'Design and Cost Report for Acquisition of Kernel House, Acorn Business Park, Leeds 14 for Council Accommodation' referred to in Minute No. 73 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 relates to the financial or business affairs of a particular person and the Council. This information is not publicly available from the statutory

Draft minutes to be approved at the meeting
to be held on Wednesday, 9th October, 2013

registers of information kept in respect of certain companies and charities. It is considered that since this information relates to a financial offer that the Council has submitted to purchase the property in a one to one negotiation it is not in the public interest to disclose this information at this point in time. Also it is considered that the release of such information would or would be likely to prejudice the Council's commercial interests in relation to other similar transactions in that prospective purchasers of other similar properties would have access to information 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 publicly available from the Land Registry following completion of this transaction and consequently the public interest in maintaining the exemption outweighs the public interest in disclosing this information at this point in time. It is therefore considered that this element of the report should be treated as exempt.

58 Late Items

There were no late items as such, however, Board Members were provided with an updated version of the table detailed within paragraph 4.4.4 of Agenda Item 12 entitled, 'Design and Cost Report for West Yorkshire Local Broadband Project and Authority to Spend' for their consideration (Minute No. 68 referred).

59 Declaration of Disclosable Pecuniary Interests

There were no Disclosable Pecuniary Interests declared to the meeting, however:-

In relation to the item entitled, 'The Future Management and Pricing Arrangements for Allotments', Councillor A Carter drew the Board's attention to his position as President of the Calverley Horticultural Society'. With regard to the same item, Councillor Golton drew the Board's attention to his position as Vice President of Leeds and District Gardeners' Federation and also to the fact that he is an allotment holder, whilst also, Councillor Mulherin drew the Board's attention to the fact that her father shares an allotment (Minute No. 63 refers).

In relation to the Part A of agenda item 28 entitled, 'Outcome of Statutory Notice on Proposals for the Expansion of Primary Provision in 2014', Councillor Mulherin drew the Board's attention to her position as Chair of Governors of Robin Hood Primary School (Minute No. 84 refers).

60 Minutes

RESOLVED – That the minutes of the meeting held on 17th July 2013 be approved as a correct record.

ADULT SOCIAL CARE

61 Better Lives for People in Leeds - Report on the Future of Residential Care for Older People and Responses to deputations to Leeds City Council by Supporters of Residents of Manorfield House and Primrose Hill Care Homes

Further to Minute No. 182, 15th February 2013, the Director of Adult Social Services submitted a report on the outcome of the consultation undertaken in respect of eight Council owned residential care homes for Older People and which sought approval of the recommendations arising from the findings of the consultation. In addition, the report also provided responses to the respective deputations presented to the 1st July 2013 Council meeting regarding Manorfield House and Primrose Hill Care Homes.

As part of the introduction to the report, the Executive Member for Adult Social Care acknowledged and thanked all of those who had taken part in the wide ranging consultation exercise and together with the Director of Adult Social Services, provided further information and assurances around the sensitive and considered approach which would be taken when dealing with those affected by the decisions made at today's meeting.

Following the introduction, the Board then discussed and received responses to the following key points:-

- It was noted that the submitted report had not responded specifically to the deputation presented to the West (Outer) Area Committee on the 10th July 2013 regarding the future of Musgrave Court;
- A Member highlighted the need to ensure that there were sufficient levels of specialist dementia care provision available in Leeds, and emphasised that suitable intermediate care provision needed to be provided to those affected by any changes, as and when they occurred;
- Emphasis was placed upon the need for Adult Social Services to work jointly with City Development via the Local Development Framework process, in order to ensure that there was sufficient care provision available in the long term;
- The importance of mixed economy of Adult Social Care provision in Leeds was highlighted, along with the need for individuals to be cared for within their own community wherever possible.

RESOLVED –

- (a) That the very extensive and wide ranging consultation undertaken be noted and that all contributors be thanked for their thoughtful and helpful comments which have informed the recommended outcomes.
- (b) That the commitment and process which will be followed to ensure all people affected by the adoption of the recommendations are provided with comprehensive care planning and support in identifying appropriate alternative provision, be noted.

- (c) That the implementation of the following proposals for the long term residential care homes be agreed, namely:
- (a) To close Amberton Court, Burley Willows, Fairview and Musgrave Court (see paragraph 8.2, Table 2 of the submitted report).
 - (b) To agree that Suffolk Court be re-designated over time to offer transitional care, with the objective of eventual conversion as a specialist clinical intermediate care centre (see paragraph 8.5, Table 3 of the submitted report).
 - (c) To agree that Manorfield House and Primrose Hill remain open (see paragraph 8.5, Table 3 of the submitted report) to provide residential care for existing residents but with no new admissions and will close:
 - when no longer required by existing residents;
 - if the health and wellbeing of the remaining residents cannot be maintained;
 - should alternative new residential care provision become available within the ward
 - in response to changes in registration requirements or legislation
 - (d) Approve the commencement of dialogue with interested community groups and stakeholders with regard to future use of Home Lea House.
- (d) That approval be given to the implementation process for the transfer of residents that will involve a dedicated social work team applying the Assessment and Closure Protocol and Care Guarantee to ensure a person centred approach to minimise the impact caused by adopting the recommendations.
- (e) That approval be given to decommissioned buildings, within areas of low supply, being declared as surplus to requirements and demolished in order that the sites, where suitable, can be considered for the provision of specialist housing for older people.
- (f) That suitable alternative sites within areas of low supply be considered for the provision of specialist housing and care for older people.
- (g) That as part of this process, officers be authorised to take appropriate steps to secure appropriate partners to exploit development opportunities for specialist housing and care provision.
- (h) That the proposed disposal options in respect of all the facilities, as set out in the submitted report, be agreed.

(Under the provisions of Council Procedure Rule 16.5, Councillor A Carter required it to be recorded that he voted against the matters included within this minute, whilst Councillor Golton required it to be recorded that he abstained from voting on the matters included within this minute)

62 Better Lives for People of Leeds - The Future of Day Services for Older People

Further to Minute No. 183, 15th February 2013, the Director of Adult Social Services submitted a report on the outcome of the consultation undertaken in respect of day centres for Older People and which sought approval of a number of recommendations arising from the findings of the consultation.

As part of the introduction to the report the Executive Member for Adult Social Care paid tribute to the work of the Neighbourhood Network schemes in this field, and gave a commitment that under proposals agreed in this phase, any affected groups of friends wishing to move together, would be able to do so, should they wish.

RESOLVED –

- (a) That the very extensive and wide ranging consultation undertaken be noted and that all contributors be thanked for their thoughtful and helpful comments which have informed the recommended outcomes.
- (b) That the recommendations to close Doreen Hamilton, Naburn Court and Queenswood Drive day centres be approved, and that alternative uses for the buildings by community groups be actively pursued, in particular:
 - Developing the role of the Doreen Hamilton building in the wider community or as a day care satellite to Osmondthorpe Children's Centre
 - It is proposed to develop the role of Naburn Court day centre so that it can play a wider role in the life of the local community
 - Working with community groups formerly based at the West Park Centre and local Neighbourhood Networks who have shown an interest in the Queenswood Drive building
- (c) That the recommendation to close Burley Willows Day Centre and declare the site surplus, with the stipulation that the site be marketed for the construction of extra care housing, be approved.

ENVIRONMENT

63 The Future Management and Pricing Arrangements for Allotments

The Director of Neighbourhoods and Housing submitted a report which summarised the findings from the consultation exercise undertaken in respect of service delivery in this area and which provided recommendations on the future management and pricing arrangements for allotments.

Members discussed the nature of the consultation exercise which had been undertaken on this issue. In addition, the Board also considered the

proportion of allotments which were currently self managed, and in response to a Member's comments, it was noted that further work would be undertaken to encourage more sites to become self managed in the future.

RESOLVED –

- (a) That a phased price increase commencing in autumn 2014 to recover £50,000 subsidy, with a £15,000 above inflation rise in 2015 and 2016, projecting a full subsidy recovery of £80,000 in 2016/17, be approved.
- (b) That approval be given to Allotment Associations being given notice to terminate the existing lease on 29th September 2013 to allow a renegotiation based upon the Allotment Associations keeping 32% of allotment rental by 2016/17 (which with the proposed price increases is the equivalent in monetary terms to the value currently retained).

(Under the provisions of Council Procedure Rule 16.5, Councillor Golton required it to be recorded that he voted against the matters included within this minute, whilst Councillor A Carter required it to be recorded that he abstained from voting on the matters included within this minute)

LEISURE AND SKILLS

64 Leeds Let's Get Active

Further to Minute No. 229, 24th April 2013, the Director of Public Health and the Director of City Development submitted a joint report providing further details regarding the Leeds Let's Get Active (LLGA) pilot project, including additional information on the development of the project, the methodology applied and the overall programme developed to date.

RESOLVED –

- (a) That the progress made with the implementation of the Leeds Let's Get Active programme be noted.
- (b) That the proposals detailed in paragraph 3.2 of the submitted report for daily free 1 hour access at leisure centres and 2 hour free access at John Charles Centre for Sport, Armley, Fearnville and Middleton Leisure centres, be agreed.
- (c) That the proposals for the free community offer and the Bodyline Access Scheme be endorsed.

65 Re-Making Leeds: Heritage Construction Skills Training

The Director of City Development submitted a report seeking approval to submit a Stage 2 bid to the Heritage Lottery Fund (HLF) under the Skills for the Future Initiative in order to progress the development and delivery of the Re-making Leeds project. Stage 2 of the process would incorporate a detailed training plan to be submitted by 31st December 2013, and the report sought agreement for the Council to act as administrator and accountable body for

the operation of the bid. Additionally, approval was also sought to incur the necessary expenditure of up to £810,300.

The Board welcomed the initiative, and responding to a Member's enquiry regarding the level of job opportunities which would be available to those participating in the training, officers undertook to provide the Member in question with further information.

RESOLVED –

- (a) That the submission of a Stage 2 bid to the Heritage Lottery Fund for the Skills for the Future initiative, based on the programme outlined in the submitted report be approved.
- (b) That approval be given to the Council acting as the accountable body for the bid, subject to Stage 2 being approved, and that authority be given to spend £810,300 on the activity outlined in the submitted report.

LEADER OF COUNCIL'S PORTFOLIO

66 Spending Review 2013 - Update

The Director of Resources submitted a report providing an update on the financial implications of the June 2013 Spending Review, as detailed in the Technical Consultation document provided by the Department for Communities and Local Government (DCLG) on 25th July 2013.

Members highlighted the financial implications for the Authority arising from the DCLG's Technical Consultation document. In response, the Chief Executive emphasised the need for partnership working with, for example, health partners and the Local Enterprise Partnership.

The Board then discussed Leeds' funding envelope when compared respectively with the funding provided to Scottish Local Authorities and also those located within the South East of England. In conclusion, it was requested that correspondence on behalf of the Board be submitted to Government, highlighting the concerns in respect of funding cuts which had been highlighted during the meeting.

RESOLVED –

- (a) That the contents of the submitted report be noted.
- (b) That correspondence on behalf of the Executive Board be submitted to Government, highlighting the concerns in respect of funding cuts which had been highlighted during the meeting.

67 Financial Health Monitoring 2013/2014 - Month 4

The Director of Resources submitted a report presenting the Council's projected financial health position for 2013/2014 after four months of the financial year.

Further to a previous enquiry raised, it was agreed that a more detailed submission for the Public Health directorate would be included within the financial health monitoring data for next month.

RESOLVED – That the projected financial position of the authority after four months of the financial year be noted, and that a more detailed submission for the Public Health directorate be included within the financial health monitoring data for next month.

68 Design and Cost Report for West Yorkshire Local Broadband Project and Authority to Spend

The Director of Resources and the Director of City Development submitted a joint report informing of the progress that had been made on the West Yorkshire Local Broadband (WYLB) project. In addition the report also sought approval in respect of a proposed injection of external funding from BDUK and ERDF into the capital programme.

It was noted that Board Members had been provided with an updated version of the table detailed within paragraph 4.4.4 of the submitted report, for their consideration.

Members discussed the progress which had been made to date on the scheme, highlighting issues arising from the Government's Super Connected Cities (SCC) initiative, and the associated State Aid implications. In conclusion, Members noted the work being undertaken to progress the programme and requested that further update reports be submitted to the Board in due course for consideration.

Following consideration of Appendix A to the submitted report, designated as exempt 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 delivery of the West Yorkshire Local Broadband project by Leeds City Council on behalf of the partnership be approved.
- (b) That approval be given for £2,100,700 of external funding to be injected into Capital Scheme Reference 16662.
- (c) That Authority to Spend within the capital programme scheme reference 16662 be approved for the sum of £2,100,700, on the installation of broadband infrastructure in the administrative areas of the WYLB Authorities.
- (d) That the necessary authority be delegated to the Director of City Development in order to authorise entering into a contract with the preferred bidder for the supply of the works and services, as described within the submitted report and for the sum described within paragraph 3.4 of the submitted report.

- (e) That the necessary authority be delegated to the Director of City Development in order to authorise entering into funding agreements with BDUK and DCLG for £4,615,000 and £3,787,800 respectively.
- (f) That further update reports on this matter be submitted to the Board in due course for consideration.

(The matters referred to within this minute were not eligible for Call In as being subject to call in may adversely affect the critical project timetable which requires contract signature at the earliest possible date. In addition, it was not possible to submit an earlier report to the Board as the tender (and the information set out in exempt appendix A) was not submitted until 11th July 2013, which was too late to meet July Executive Board submission deadlines).

69 Establishment of a Social Inclusion Fund

The Director of City Development and the Assistant Chief Executive (Citizens and Communities) submitted a joint report which sought approval to establish a Social Inclusion Fund (SIF) using funds generated by the city granting a 'large' casino licence. In addition, the report also sought approval to the principles of the management and administration of the fund.

Members highlighted the need to ensure that the benefits gained from the allocation of funding were maximised, and also looked forward to the compilation of the criteria which would be used to allocate the funding.

RESOLVED –

- (a) The establishment of the Social Inclusion Fund, utilising moneys accrued by the council granting a large casino licence, be approved.
- (b) That approval be given for the money received as the 'up-front payment' being invested in initiatives that support the city's anti-poverty priorities over the three year period prior to the opening of the casino and that annual payments be used to fund projects that both mitigate potential harmful social effects of the large casino and more general social inclusion priorities across the city.
- (c) That approval be given for the Social Inclusion Fund to be retained as a revenue reserve.
- (d) That the Licensing Committee receive an annual report on the nature of projects being supported by the Social Inclusion Fund.
- (e) That the Assistant Chief Executive (Citizens and Communities) administers and oversees fund allocation and, following further engagement with Elected Members and city partners, presents a report to Executive Board setting out recommendations for specific activities that will be funded by the SIF and how the fund will link into other schemes and initiatives within the city.

70 Late Night Levy

The Assistant Chief Executive (Citizens and Communities) submitted a report presenting information, which included the recommendations of the Licensing Committee, to enable the Board to consider the design of a potential late night levy and the form of an associated consultation exercise with those affected.

It was agreed that this report be withdrawn from the agenda in order to enable further work to be undertaken on it and also to request that the relevant Scrutiny Board consider the issues within it, prior to the matter being further considered by Executive Board.

Following consideration of Appendix 1 to the submitted report, designated as exempt under the provisions of Access to Information Procedure Rule 10.4 (3) and 10.4(7), which was considered in private at the conclusion of the meeting, it was

RESOLVED – That the submitted report be withdrawn from the agenda in order to enable further work to be undertaken on it and also to request that the relevant Scrutiny Board consider the issues within it, prior to the matter being further considered by Executive Board.

HEALTH AND WELLBEING

71 Sexual Health Service Integration

The Director of Public Health submitted a report which sought to gain approval to tender for integrated sexual health services and a number of additional prevention contracts for Leeds.

RESOLVED –

- (a) That the proposal to tender for integrated sexual health services for Leeds be approved.
- (b) That the proposal to also tender for a number of additional sexual health contracts delivering direct preventative work targeting those most at risk of sexual ill health (men who have sex with men, young people, female sex workers and African communities), be approved.

DEVELOPMENT AND THE ECONOMY

72 Belle Isle and Middleton Neighbourhood Framework

The Director of City Development submitted a report which provided an overview of the work undertaken to prepare a Neighbourhood Framework for Belle Isle and Middleton and which also set out the primary proposals included within the document. Additionally, the report sought approval of the neighbourhood framework which set out the community's regeneration ambitions, would help to promote the development opportunities in the area to developers, be used to inform the emerging Site Allocations Plan, and become a material consideration when determining planning applications.

A copy of the draft Belle Isle and Middleton Neighbourhood Framework document had been provided to Board Members for their consideration as part of the agenda pack.

Responding to a Member's enquiry, the Board noted the origins of the document and that the local community and local stakeholders had been heavily involved in its development. Members also discussed the potential for Neighbourhood Framework documents being prepared for other communities.

RESOLVED –

- (a) That the contents of the submitted report be noted.
- (b) That the Belle Isle and Middleton Neighbourhood Framework be approved.
- (c) That approval be given for the Belle Isle and Middleton Neighbourhood Framework to be used to inform the emerging site allocation plan as part of the local plan making process.
- (d) That approval be given to the Belle Isle and Middleton Neighbourhood Framework to be used to inform, guide and be used as a material consideration when determining planning applications.

73 Design and Cost Report for Acquisition of Kernel House, Acorn Business Park, Leeds 14 for Council Accommodation

The Director of City Development and the Director of Children's Services submitted a joint report which sought approval to acquire office accommodation at Kernel House, Acorn Business Park, Leeds 14, to facilitate vacant possession, and the subsequent disposal of the Council owned site at Roundhay Road.

Following consideration of Appendix 3 to the submitted report, designated as exempt 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 contents of the submitted report be noted.
- (b) That an acquisition of the long leasehold interest for Kernel House on the terms identified in the exempt Appendix 3 be approved, which will provide the Council with the unencumbered freehold interest in the site, to facilitate the relocation of Children's Services staff from Roundhay Road, and thus secure vacant possession of the site in readiness for its future disposal at the earliest opportunity.
- (c) That the necessary authority be delegated to the Director of City Development to agree the final detailed terms for the acquisition.

- (d) That the injection of the sum identified in exempt Appendix 3 into the Capital Programme be approved, together with the authority to spend the monies as required.
- (e) That approval be given to the ring fencing of the balance of the net receipt for the Roundhay Road site in order to fund the acquisition of Kernel House.

74 Leeds (River Aire) Flood Alleviation Scheme

The Director of City Development submitted a report which provided an update on the progress of the proposals to provide flood defences for the City of Leeds and which also sought approval to the tender for the detailed design and construction of the mitigation works downstream of the city centre at Woodlesford.

RESOLVED –

- (a) That an injection of funding into the Capital Programme of £3,362,000 from the Regional Growth Fund, and £23,000,000 from the Defra Growth Fund be approved.
- (b) That authority be given to the expenditure from the Regional Growth Fund and Defra Growth Fund of £3,638,800 for the initial development and design of the Leeds Flood Alleviation Scheme and for the implementation of advance mitigation works in Woodlesford.

75 Leeds Business Improvement Districts

The Director of City Development submitted a report on Business Improvement Districts (BIDs), and the need for the Council to have a considered approach to developing an appropriate policy framework to support emerging BIDs, in order to encourage the private sector to bring forward BID proposals and also to ensure that BIDs were developed successfully in alignment with the Council's strategic objectives for supporting business, encouraging investment in the trading environment and providing the necessary support to foster economic growth and jobs.

Responding to a Member's enquiry, officers provided reassurances regarding the measures which would be taken to prevent small businesses located within BIDs being disadvantaged by the initiative and undertook to provide the Member in question with a briefing on this matter.

RESOLVED –

- (a) That the Board agree to being open to the private sector bringing forward proposals for BIDs that are in line with the Council's strategic policy objectives, namely to improve and promote the city centres and town and district centre as successful retail and leisure and tourism destinations.
- (b) That approval be given to adopt the position of in principle support for BIDs, subject to a full BID proposal coming forward from a proposer

which should be aligned to the Council's objectives, and there being clear evidence of an effective partnership and approach to delivery.

- (c) That support be given to initial BID inception work in the early stages by using the City Council's expertise to offer high level advice on BID development as necessary.
- (d) That support be given to the need to undertake further work to examine the case for a Tourism BID (TBID), as well as other potential mechanisms for securing private sector funding for work to improve and promote Leeds as a destination for visitor, and host city for major events.

76 Relocation of Nursery Facilities and the Development of Red Hall

The Director of City Development and the Director of Environment and Housing submitted a joint report providing an update on proposals for the development of a new horticultural nursery at Whinmoor Grange to replace existing operational facilities at Red Hall. The report highlighted the current role and benefits of the nursery, an outline business case for its relocation and future benefits of a new nursery. In addition, the report also sought approval to commission detailed design proposals to RIBA stage D for the Whinmoor Grange site, whilst also providing an update on work to establish the medium-term strategic disposal opportunity that would subsequently arise for the Council's land holdings at Red Hall, together with the progress which had been made on feasibility work to inform the scope of redevelopment.

Responding to a Member's enquiry, officers undertook to provide the Member in question with further information on a specific planning matter regarding the proposed development.

RESOLVED –

- (a) That the use of land at Whinmoor Grange to develop a replacement horticultural nursery be approved.
- (b) That commencement of the design and site layout of a circa 6 hectare horticultural nursery facility and ancillary facilities at Whinmoor Grange to RIBA stage D, funded from existing budget provision (Capital Scheme No. 16442), indicating how this would relate to adjoining parts of the site, be approved.
- (c) That a further report be submitted to Executive Board in the form of a Design and Cost report, outlining the processes involved in progressing the development of a horticultural nursery at Whinmoor along with further detail on funding.
- (d) That the progress on feasibility work undertaken to inform the development of the Red Hall site, be noted.

- (e) That the key development principles, as set out within the submitted report and accompanying concept plan, including the retention of two pitches on site, be noted and confirmed.
- (f) That approval be given to the process and timetable for the production of a draft Informal Planning Statement to guide future planning applications, disposal and development of the site for housing and related infrastructure, to include requirements for greenspace, scale and type of development, highways, pedestrian and cycle movement, as well as more detailed design guidance.

(Under the terms of Executive and Decision Making Procedure Rule 3.1.6, during the consideration of this item, Councillor Anderson was invited to attend the remainder of the meeting on behalf of Councillor A Carter, who left the meeting at this point).

NEIGHBOURHOODS, PLANNING AND SUPPORT SERVICES

77 Response to Deputation from Hands off our Homes about the Impact of the Social Sector Size Criteria

The Director of Environment and Housing submitted a report providing a response to the deputation from the 'Hands off our Homes' organisation presented to Council on 1st July 2013 in respect of the impact of the Social Sector Size Criteria (SSSC) or "bedroom tax" on council tenants. In addition, the report also set out the measures which the Council and its ALMOs/BITMO partners were taking to minimise the impact of the changes and also provided some early findings on such impacts.

As part of the introduction to the report the Executive Member for Neighbourhoods, Planning and Support Services encouraged those people who faced financial difficulty as a result of the changes to the welfare system to approach the Council, so that they could be offered assistance wherever possible.

RESOLVED –

- (a) That the concerns raised in the deputation from the 'Hand off our Homes' organisation be acknowledged.
- (b) That the following be noted:-
 - the extensive work that was put into preparing staff and affected customers for the changes;
 - the work currently being undertaken by the Council and its ALMOs and BITMO to minimise the impact on tenants; and
 - the early findings on the impacts of the welfare changes.

78 Response to Deputation - Morley Against Reckless Construction (MARC)

The Director of City Development submitted a report setting out a response to the deputation presented to Council on 1st July 2013 by the Morley Against Reckless Construction (MARC) organisation.

As part of the introduction the report, the Executive Member for Neighbourhoods, Planning and Support Services highlighted that every effort was being made to ensure that the Council was taking a co-ordinated and consistent approach on this issue.

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

79 Proposal to Establish a Trading Company, Civic Enterprise Leeds, which would be wholly Council owned

The Deputy Chief Executive and the City Solicitor submitted a joint report providing the background to the establishment of Civic Enterprise Leeds, including proposals to establish a trading company entitled, 'Civic Enterprise Leeds Ltd.', whilst also seeking consideration of the governance and board arrangements for the company.

The report proposed to delegate to the Deputy Chief Executive approval of commercial activity through the company, and it was emphasised that this would only be done subject to consultation with appropriate Members.

RESOLVED –

- (a) That the establishment of a company, to be named Civic Enterprise Leeds Ltd., which would be limited by shares and owned wholly by the Council, be approved.
- (b) That a further report be brought back to Executive Board in due course seeking approval of the governance and board membership arrangements for the company.
- (c) That approval of commercial activity through the company, including approving business cases as and when required for the exercise of trading powers, be delegated to the Deputy Chief Executive, subject to consultation with appropriate Members.

80 Sustainable Communities Investment Programme: Cross Green Group Repair Phase 2 and 3

Further to Minute No. 173, 15th February 2013, the Director of Environment and Housing submitted a report which sought approval to authorise the injection of £4,050,000 into the capital programme for Cross Green Group Repair Phase 2 and 3. This total included the approval to inject £300,000 into the capital programme for contributions from the owner occupiers and the £3,750,000 previously agreed by Executive Board.

The Board highlighted the need for investment and regeneration in this particular area, and the benefits which would be gained from it. In addition, officers responded to an enquiry regarding the Sustainable Communities Investment Programme and whether the funding from it could potentially be accessed for other areas.

RESOLVED –

- (a) That an injection of £300,000 in owner's contributions towards the overall cost of the group repair scheme in Cross Green as part of the Sustainable Communities Investment Programme, be authorised.
- (b) That scheme expenditure of £4,050,000 on Cross Green Phase 2 and 3 be authorised.
- (c) That the management of the project within the agreed budget be delegated to the Director of Environment and Housing, including ensuring that wherever possible, local labour, training and supply chains are used by the chosen contractor as part of the delivery of the schemes.

81 Planning Policy for Gypsies and Travellers

The Director of City Development submitted a report which sought approval of the Leeds Gypsy and Traveller Pitch Requirement Study in order to ensure that the Submission Core Strategy policy dealing with Gypsies, Travellers and Travelling Showpeople was supported by an up to date evidence base, which was compliant with national policy and aligned with the wider activities of the Council in planning positively for Leeds-based Gypsies and Travellers.

Members were provided with an update on the role of the Leeds City Region in respect of this issue.

Further to the Inquiry into Gypsy and Traveller Site Provision in Leeds undertaken by the Scrutiny Board (Environment and Neighbourhoods) in 2010, it was requested that the data considered at that time be re-examined by the relevant Scrutiny Board along with any fresh data, in order to contribute towards the policy development process.

RESOLVED –

- (a) That the Leeds Gypsy and Traveller Pitch Requirement Study be approved for the purposes of supporting Policy H7 of the Submission Core Strategy at Examination.
- (b) That the approach to making further changes to the plan, as set out within paragraphs 2.8 and 2.9 of the submitted report be approved.
- (c) That further to the Inquiry into Gypsy and Traveller Site Provision in Leeds undertaken by the Scrutiny Board (Environment and Neighbourhoods) in 2010, the data considered at that time be re-

Draft minutes to be approved at the meeting to be held on Wednesday, 9th October, 2013

examined by the relevant Scrutiny Board along with any fresh data, in order to contribute towards the policy development process.

(The matters referred to within this minute were designated as exempt from Call In as the matter was deemed to be urgent, and as the Core Strategy Inspector had set a deadline of 16th September 2013 for the submission of supplementary statements by the Council for the Core Strategy examination, and that any delay may damage the Council's or public's interest).

82 Proposed Amendment to Core Strategy Policy H6

The Director of City Development submitted a report outlining the reasoning for the amendment to Core Strategy Policy H6, relating to Purpose Built Student Accommodation (PBSA). It was noted that further details on PBSA within Leeds could be found within the 'Student Housing Demand and Supply: A review of evidence' document produced by Re'New, which was appended to the submitted report.

As part of the introduction to the report the Executive Member for Neighbourhoods, Planning and Support Services emphasised the need for the Council to establish a defined policy in this area, in order to enable the authority to defend its position on such matters.

RESOLVED –

- (a) That the revision to Policy H6 of the Core Strategy, as set out within Appendix 1 to the submitted report, be approved for the purposes of targeted public consultation, as set out within paragraphs 3.1.1 and 3.1.2, prior to the Core Strategy examination.
- (b) That it be agreed that the policy amendments may be a material consideration in the determination of planning applications until the Core Strategy is adopted.

(Under the provisions of Council Procedure Rule 16.5, Councillor Golton required it to be recorded that he abstained from voting on the matters included within this minute)

(The matters referred to within this minute were designated as exempt from Call In as the matter was deemed to be urgent, and as the Core Strategy Inspector had set a deadline of 16th September 2013 for the submission of supplementary statements by the Council for the Core Strategy examination, and that any delay may damage the Council's or public's interests)

CHILDREN'S SERVICES

83 Change of host school for Primary resourced provision for deaf and hearing impaired children - permission to consult

The Director of Children's Services submitted a report which sought permission to consult upon the addition of provision reserved by the Local Authority for deaf and hearing impaired children at Moor Allerton Hall Primary School.

RESOLVED – That approval be given to the undertaking of a consultation exercise on the addition of provision at Moor Allerton Hall Primary School that is recognised by the Local Authority as reserved for pupils who are deaf and hearing impaired, with effect from September 2014.

84 Part A: Outcome of Statutory Notice on Proposals for the Expansion of of Primary Provision in 2014. Part B: Outcome of Consultation on Proposals for the Expansion of Pudsey Primrose Hill Primary School from September 2015 and Guiseley Infant and Nursery School and St Oswald's Church of England Junior School. Part C: Permission to consult on the expansion of Broomfield South SILC and West Oaks SEN Specialist School and College. Part D: Outcome of the Targeted Basic Need Bid for Additional Capital Funding.

The Director of Childrens Services submitted a report detailing proposals brought forward to meet the Local Authority's duty to ensure sufficiency of school places. The report was divided into four parts - Part A described the outcome of statutory notices in relation to the expansion of primary provision across the city for September 2014, and sought a final decision on such proposals. Part B sought permission to publish a statutory notice in relation to the expansion of Pudsey Primrose Hill Primary School and summarised the consultation and next steps in respect of the Guiseley area. In addition, Part C sought permission to consult upon the expansion of Broomfield South SILC and the expansion of West Oaks SEN Specialist School and College. Whilst Part D described the outcome of the Targeted Basic Need bid.

As part of the introduction to the report, the Executive Member for Children's highlighted a correction to be made to the submitted report, specifically that the report should recommend that consultation be undertaken with regard to the potential expansion of West Oaks SEN Specialist School and College from 200 to 350, and not 130 to 280, as detailed within the submitted report.

RESOLVED –

Part A

- (a) That the expansion of Allerton Bywater 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 2014, be approved.

- (b) That the expansion of Asquith 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 2014, be approved.
- (c) That the expansion of Morley St Francis Catholic Primary School from a capacity of 154 pupils to 210 pupils with an increase in the admission number from 22 to 30 with effect from September 2014, be approved.
- (d) That the expansion of East Ardsley Primary School from a capacity of 315 pupils to 420 pupils with an increase in the admission number from 45 to 60 with effect from September 2014, be approved.
- (e) That the expansion of Robin Hood Primary School from a capacity of 315 pupils to 420 pupils with an increase in the admission number from 45 to 60 with effect from September 2014, be approved.
- (f) That approval be given to lower the age range of Hollybush Primary School from 5 to 11 to 3 to 11.

Part B

- (a) That the publication of a statutory notice to expand Pudsey Primrose Hill from a capacity of 315 pupils to 420 pupils with an increase in the admission number from 45 to 60 with effect from September 2015, be approved.
- (b) That the further work to be undertaken in the Guiseley area be noted.

Part C

- (a) That permission to consult on 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), be approved.
- (b) That permission to consult on the expansion of West Oaks SEN Specialist School and College from a capacity of 200 to 350 pupils by the creation of a satellite site for 150 children and young people aged 2 to 16 on the former Blenheim Centre (Crowther Place, Leeds, West Yorkshire)with effect from September 2015, be approved.

Part D

- (a) That the allocation of capital funding through the Targeted Basic Need bid, be noted.

85 Improving outcomes for Children with Behaviour, Emotional and Social Difficulties (BESD)

The Director of Children's Services submitted a report providing information on proposals to establish a Leeds Behaviour Alliance which intended to bring together the specialist (SILC), targeted (PRU), locality (AIP), and individual school behaviour offer, in order to support children to make progress in learning by preventing exclusion from learning, providing outstanding learning opportunities when short periods out of mainstream were necessary, and to maximise re-integration back into mainstream learning.

Members welcomed the clarification provided within the submitted report that children with SEN statements and complex or multiple needs who benefited from generic SILC provision, would not be placed in a provision alongside children with a behaviour need.

RESOLVED –

- (a) That the publication of a statutory notice for the change in the age range of the BESD Specialist Inclusive Learning Centre (Elmete Wood) from 5 to 16 to 11 to 16; the expansion of the capacity of the provision from 150 to 200 pupils using sites at Elmete Wood, Stonegate Road, the Burley Park Centre, the Hunslet Gate Centre, and the Tinshill Centre; and the expansion of its remit to allow it to offer provision to children without a statement of special educational needs, in the manner of a PRU, with effect from January 2014, be approved.
- (b) That the publication of a statutory notice for the expansion of the North East Specialist Inclusive Learning Centre (Oakwood Lane) primary BESD provision from a capacity of 30 pupils aged 4-11 to 40 pupils aged 4-11; and the expansion of its remit to allow it to offer provision to children without a statement of special educational needs, in the manner of a PRU, with effect from January 2014, be approved.

DATE OF PUBLICATION: 6TH SEPTEMBER 2013

LAST DATE FOR CALL IN OF ELIGIBLE DECISIONS: 13TH SEPTEMBER 2013 (5.00 P.M.)

(Scrutiny Support will notify Directors of any items called in by 12.00noon on Monday, 16th September 2013)

Draft minutes to be approved at the meeting to be held on Wednesday, 9th October, 2013