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## SCRUTINY BOARD (SAFER AND STRONGER COMMUNITIES)

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Meeting to be held in Civic Hall, Leeds, LS1 1UR on  
Monday, 10th February, 2014 at 10.00 am

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

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### MEMBERSHIP

#### Councillors

- B Anderson (Chair) - Adel and Wharfedale;  
J Bentley - Weetwood;  
A Blackburn - Farnley and Wortley;  
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;  
M Robinson - Harewood;  
N Walshaw - Headingley;

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

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**Agenda compiled by:**  
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**Principal Scrutiny Adviser:**  
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# A G E N D A

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

Item No	Ward/Equal Opportunities	Item Not Open		Page No
3			<p><b>LATE ITEMS</b></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><b>DECLARATIONS OF DISCLOSABLE PECUNIARY INTERESTS</b></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><b>APOLOGIES FOR ABSENCE AND NOTIFICATION OF SUBSTITUTES</b></p> <p>To receive any apologies for absence and notification of substitutes.</p>	
6			<p><b>MINUTES - 13 JANUARY 2014</b></p> <p>To confirm as a correct record, the minutes of the meeting held on 13 January 2014.</p>	1 - 6
7			<p><b>SCRUTINY REVIEW OF THE ROLE, NUMBER AND ALLOCATION OF PCSO'S IN LEEDS</b></p> <p>To consider a report of the Head of Scrutiny and Member Development presenting a summary of the findings arising from the recent Scrutiny review regarding Police Community Support Officers for the Board's consideration and agreement.</p> <p><b>(Report to follow)</b></p>	

Item No	Ward/Equal Opportunities	Item Not Open		Page No
8			<p><b>STRENGTHENING THE COUNCIL'S RELATIONSHIP WITH PARISH AND TOWN COUNCILS - TRACKING OF SCRUTINY RECOMMENDATIONS</b></p> <p>To consider a report of the Head of Scrutiny and Member Development presenting the progress made in responding to the recommendations arising from the Board's earlier review.</p>	7 - 24
9			<p><b>BRIEFING AND CONSULTATION ON DESIGN PRINCIPLES FOR COMMUNITY COMMITTEES AND COMMUNITY ENGAGEMENT</b></p> <p>To consider a report of the Assistant Chief Executive (Citizens and Communities) on the design principles for Community Committees and Community Engagement.</p>	25 - 30
10			<p><b>IMPROVING COMMUNICATIONS AIMED AT TACKLING ILLEGAL MONEY LENDING - WORKING GROUP SUMMARY NOTE</b></p> <p>To consider a report of the Head of Scrutiny and Member Development presenting a summary note of the Scrutiny Board's working group meeting held on 16th January 2014.</p> <p><b>(Report to follow)</b></p>	
11			<p><b>WORK SCHEDULE</b></p> <p>To consider the Board's work schedule for the forthcoming municipal year.</p>	31 - 48
12			<p><b>DATE AND TIME OF NEXT MEETING</b></p> <p>Monday, 10 March 2014 at 10.00am in the Civic Hall, Leeds (Pre-meeting for Board Members at 9.30am)</p>	

## SCRUTINY BOARD (SAFER AND STRONGER COMMUNITIES)

MONDAY, 13TH JANUARY, 2014

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

Councillors J Bentley, A Blackburn,  
D Coupar, R Grahame, C Gruen,  
M Harland, G Hyde, J Jarosz, M Robinson,  
P Wadsworth and N Walshaw

### 61 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:

- Bulky Waste Collection Service Policy – requested information from Scrutiny (Minute no. 67 refers)

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

### 62 Declarations of Disclosable Pecuniary Interests

There were no disclosable pecuniary interests declared to the meeting. In relation to the items entitled, 'Improving recycling through effective communication and education – recommendation tracking' and 'Bulky Waste Collection Service Policy – requested information from Scrutiny', Councillor R Grahame drew the Board's attention to his position as a GMB Union member (Minute No. 66 and 67 refers).

### 63 Apologies for Absence and Notification of Substitutes

Apologies for absence were received from Councillors P Davey and P Harrand, with Councillors C Gruen and P Wadsworth in attendance as substitutes.

### 64 Minutes - 9 December 2013

It was noted that an error had been made within the draft minutes as notification of the Board's next scheduled meeting referred to its February meeting and not January. The Principal Scrutiny Adviser confirmed that this would be corrected.

**RESOLVED** – That, subject to the above correction being made, the minutes of the meeting held on 9<sup>th</sup> December 2013 be confirmed as a correct record.

## 65 Initial Budget Proposals for 2014/15

The report of the Head of Scrutiny and Member Development presented the initial 2014/15 budget proposals of the Environment and Housing directorate and the Citizens and Communities directorate. The Board was invited to raise any specific questions with regard to budget proposals that fall within its portfolio area.

The Chair reminded the Board that the Director of Environment and Housing and the directorate's Head of Finance had also attended a working group meeting on 11<sup>th</sup> December 2013 to discuss the budget proposals with Board Members. A summary note of this working group meeting had previously been circulated to all Board Members for information.

In consideration of the budget proposals, the Board was asked to agree any comments to be forwarded to the Scrutiny Board (Resources and Council Services) in the first instance, which would then inform a composite statement from Scrutiny to the Executive Board.

The following were in attendance for this item:

- Neil Evans, Director of Environment and Housing
- James Rogers, Assistant Chief Executive (Citizens and Communities)
- Councillor Peter Gruen, Executive Board Member for Neighbourhoods, Planning and Support Services
- Councillor Mark Dobson, Executive Board Member for Environment
- Richard Ellis, Head of Finance, Environment and Housing
- Chris Oxtoby, Head of Finance for Central and Corporate Services and Public Health

The key areas of discussion were as follows:

- Clarification of the budget proposals that relate to the Scrutiny Board's portfolio
- Clarification was sought of the local impact following the recent announcement that working age tenants in social housing who have occupied the same home continuously since 1996 could be due a refund worth on average at least £640 due to an oversight by the Department for Work and Pensions when drafting the new legislation. It was noted that further analysis was still being undertaken.
- The development of Community Committees to replace existing Area Committees – it was noted that the Scrutiny Board would be considering this in more detail at its February meeting.
- The need for quality assurance linked to the delegation of Youth Service funding to Area Committees.
- Pay pressures within the refuse collection services – linked to this it was noted that costs associated with covering staff training and appraisals is now being factored into the budget. The directorate is also building in further work around HR Support to the service, with particular focus on addressing staff absence

- The benefits of food waste collections and the ongoing work to explore options for making the expansion of these collections more economically achievable.
- Clarification that there are no predicted savings associated with golf courses during 2014/15 and that discussions surrounding the future of golf courses are still ongoing.
- Linked to the Board's current review of the role and deployment of Police and Community Safety Officers (PCSOs) in Leeds, it was agreed that a final working group meeting would be held on 22<sup>nd</sup> January 2014.

The Board also agreed to submit comments to the Scrutiny Board (Resources and Council Services) to reflect the following points:

- Reference was made to the proposed targets for procurement savings, particularly within the Citizens and Communities directorate. However, it was noted that such targets have been set corporately. The Board therefore requested that further analysis is undertaken by the Resources and Council Services Scrutiny Board of the corporate work undertaken by Procurement in determining savings targets for directorates in 2014/15 to demonstrate that all possible saving opportunities have been explored.
- In line with the proposal to reduce the general well-being budget by £200k in 2014/15, the Board noted that the allocation process linked to this reduction is still to be determined. Whilst acknowledging that further consultation will be undertaken with Elected Members to determine whether or not to change the existing approach towards allocating the well-being funding to Area Committees, the Scrutiny Board emphasised the importance of undertaking immediate consultation with Area Chairs as such reductions may influence the commitment of an Area Committee towards any long term funded projects.

#### **RESOLVED –**

(a) That the Principal Scrutiny Adviser, in liaison with the Chair, provides formal comments to the Scrutiny Board (Resources and Council Services) to reflect the above key points raised by the Board.

(b) That a final working group meeting would be held on 22<sup>nd</sup> January 2014 linked to the Board's current review of the role and deployment of PCSOs.

#### **66 Improving recycling through effective communication and education - recommendation tracking**

The report of the Head of Scrutiny and Member Development set out the progress made in responding to the recommendations arising from the Scrutiny review aimed at improving recycling through effective communication and education.

The following were in attendance for this item:

- Neil Evans, Director of Environment and Housing
- Councillor Mark Dobson, Executive Board Member for Environment

The key points raised during the Board's discussion were as follows:

- Linked to recommendation 4, it was highlighted that there should now be the opportunity through Housing Leeds to adopt a consistent approach in providing clarification to tenants about the recycling options available to them.
- Linked to recommendation 6, it was noted that whilst engagement with Elected Members has improved since the introduction of a dedicated e-mail address ([MembersRefuseQueries@leeds.gov.uk](mailto:MembersRefuseQueries@leeds.gov.uk)), further work is still needed to ensure that relevant and accurate responses are being relayed back to Elected Members. The Board requested to monitor this particular recommendation in the next 3 months.
- Further clarification was sought of the Council's policy in responding to missed collections, particularly where assisted collections have been missed.
- Clarification was also sought regarding those households that had not received notification of the Christmas collection dates after it was noted that some data errors had been made.

**RESOLVED –**

(a) That the draft progress status assigned to each recommendation be approved.

(b) That the Board receives a further update on the recommendations within 6 months, with the exception of recommendation 3 which is to be brought back within 3 months.

**67 Bulky Waste Collection Service Policy - requested information from Scrutiny**

Further to minute no. 58, the report of the Head of Scrutiny and Member Development reminded Members of the request made by the Board to receive additional information prior to making any formal comment back to the Executive Board surrounding the proposals for changes to the policy for bulky waste collection across the city. This information was appended to the report for Members' consideration.

The following were in attendance for this item:

- Neil Evans, Director of Environment and Housing
- Councillor Mark Dobson, Executive Board Member for Environment
- Tom Smith, Locality Manager (South and Outer East Leeds)

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

- Potential impact of the temporary closure of Kirkstall Road Household Waste Sorting Site for redevelopment.
- The Council's dedicated approach towards managing waste within multi-storey flats. The Board was particularly pleased to note the planned introduction of sprinklers within the Council's multi-storey flats.

Draft minutes to be approved at the meeting  
to be held on Monday, 10th February, 2014



**RESOLVED** – That the Scrutiny Board notes the content of the report and supports the proposals for changes to the policy for bulky waste collection across the city.

## **68 Work Schedule**

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

As well as acknowledging the working group meeting to be held on 22<sup>nd</sup> January 2014 in relation to the Board's review of PCSOs in Leeds, the Chair also reminded the Board of the following forthcoming working group meetings:

### **Determining appropriate waste collection options for non AWC areas**

That a working group meeting would be held on Tuesday 14<sup>th</sup> January at 11.00 am to discuss the scope for this particular piece of Scrutiny work and also receive a briefing on the work already undertaken by the service in this regard.

### **Tackling Illegal Money Lending**

That a working group meeting would be held on Thursday 16<sup>th</sup> January at 11.30 am to discuss how the Council can assist the Illegal Money Lending Team to improve local communications to raise the profile of existing advice and support services and encourage more residents to report illegal money lending activity.

### **Inquiry into domestic violence and abuse:**

That a working group meeting would be held on 21<sup>st</sup> January at 12 pm to continue discussions around raising greater awareness amongst young people.

**RESOLVED** – That the Board's work schedule be updated to reflect the Board's discussion today.

## **69 Date and Time of Next Meeting**

Monday, 10<sup>th</sup> February 2014 at 10.00 a.m. (Pre-meeting for all Board Members at 9.30 a.m.)

(The meeting concluded at 11.40 am).

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## Report of the Head of Scrutiny and Member Development

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

**Date: 10<sup>th</sup> February 2014**

### **Subject: Strengthening the Council's relationship with Parish and Town Councils – Tracking of scrutiny 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 aimed at strengthening the Council's relationship with local Parish and Town Councils.
2. Scrutiny Boards are encouraged to clearly identify desired outcomes linked to their recommendations to show the added value Scrutiny brings. As such, it is important for the Scrutiny Board to also consider whether its recommendations are still relevant in terms of achieving the associated desired outcomes.
3. The Scrutiny recommendation tracking system allows the Scrutiny Board to consider the position status of its recommendations in terms of their on-going relevance and the progress made in implementing the recommendations based on a standard set of criteria. The Board will then be able to take further action as appropriate.

### Recommendations

4. 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 aimed at strengthening the Council's relationship with local Parish and Town Councils.

## **2 Background information**

- 2.1 In June 2012, the Executive Board Member for Neighbourhoods, Planning and Support Services made a request for the Safer and Stronger Communities Scrutiny Board to review the Council's relationship with local Parish and Town Councils and explore how this can be strengthened.
- 2.2 In agreeing to undertake this review, the Board recognised the associated links with the Council's wider review in relation to area working relationships. In acknowledging that relationships between Area Committees and local councils are not consistent across the city, the Board agreed to focus its review around strengthening such relationships in the future.
- 2.3. The review concluded in March 2013 and a report setting out the Scrutiny Board's findings and recommendations was published in May 2013. In July 2013, the Scrutiny Board received a formal response to the recommendations arising from this review.

## **3 Main issues**

- 3.1 Scrutiny Boards are encouraged to clearly identify desired outcomes linked to their recommendations to show the added value Scrutiny brings. As such, it is important for the Scrutiny Board to also consider whether its recommendations are still relevant in terms of achieving the associated desired outcomes.
- 3.2 The Scrutiny recommendation tracking system allows the Scrutiny Board to consider the position status of its recommendations in terms of their on-going relevance and the progress made in implementing the recommendations based on a standard set of criteria. The Board will then be able to take further action as appropriate.
- 3.3 This standard set of criteria is 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.
- 3.4 To assist Members with this task, the Principal Scrutiny Adviser, in liaison with the Chair, has given a draft position 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 are 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 importance of developing a working relationship between local Parish and Town Councils and their respective Area Committees is acknowledged as part of the Area Committee Procedure Rules and the Leeds Parish and Town Council Charter.

## **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 Scrutiny Board to consider the position status of its recommendations in terms of their on-going relevance and the progress made in implementing the recommendations based on a standard set of criteria. This report sets out the progress made in responding to the recommendations arising from the Scrutiny review aimed at strengthening the Council's relationship with local Parish and Town Councils.

## **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.

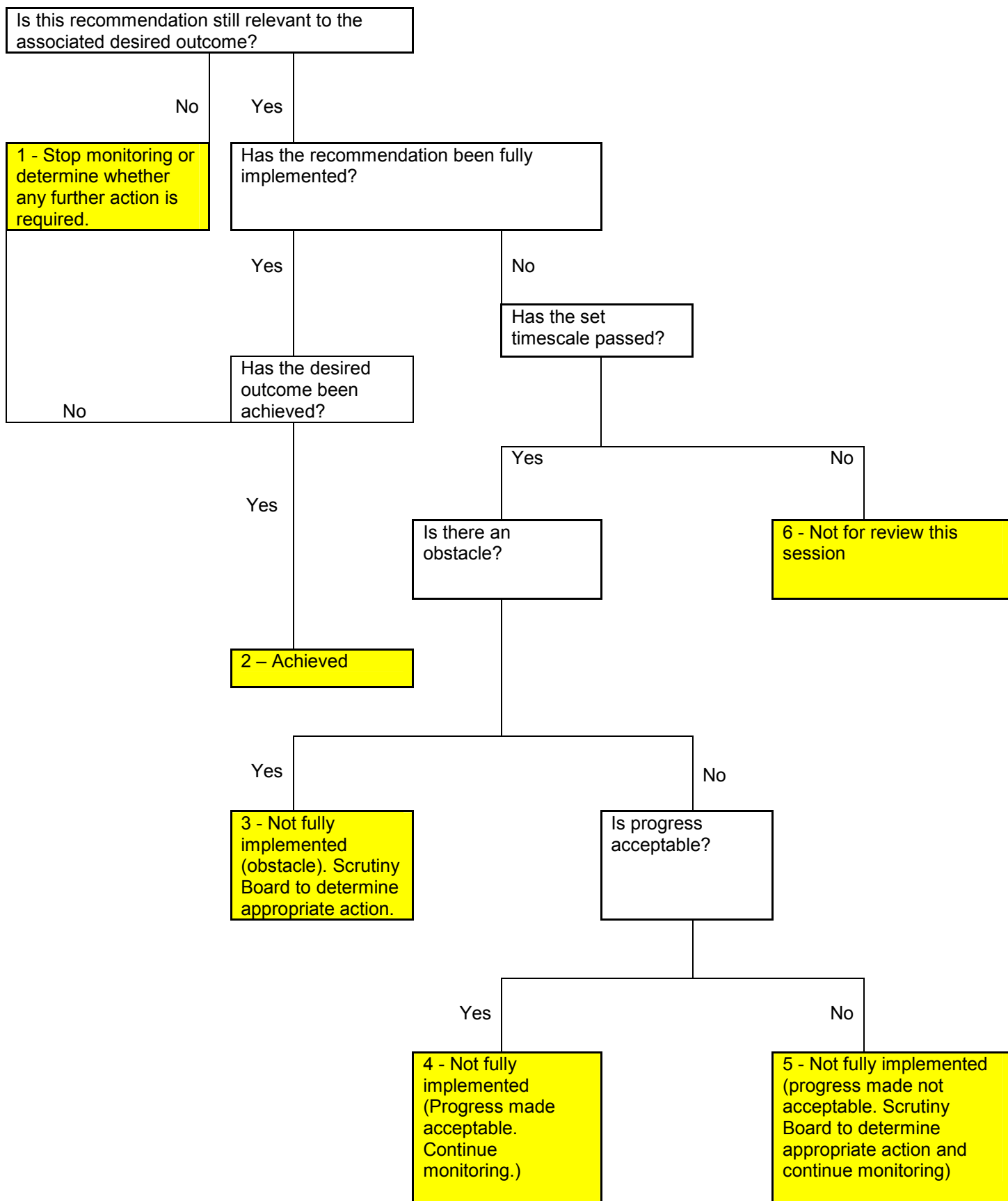
## **7 Background documents<sup>1</sup>**

7.1 None.

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<sup>1</sup> 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**



Position Status Categories

- 1 - Stop monitoring or determine whether any further action is required
- 2 - Achieved
- 3 - Not fully implemented (Obstacle)
- 4 - Not fully implemented (Progress made acceptable. Continue monitoring)
- 5 - Not fully implemented (Progress made not acceptable. Continue monitoring)
- 6 - Not for review this session

**Desired Outcome** – That there is a quality standards benchmark scheme that is attractive and accessible to all local councils in Leeds.

**Recommendation 1** – That the Council’s Assistant Chief Executive (Citizens and Communities) works with the Chief Officer of the Yorkshire Local Councils Associations to consider the outcome of the national Quality Parish and Town Council Scheme review and compare the merits of the updated national scheme against the potential benefits of a localised benchmark scheme.

**Formal response (July 2013):**

Chief Officer, Communities to meet with the Chief Officer of Yorkshire Local Councils Associations to review and compare the quality assurance schemes and make further recommendations by September 2013.

**Current Position:**

The Chief Officer, Communities met with the Chief Officer of the Yorkshire Local Councils Association to discuss a range of issues relating to their working relationships with Leeds’ Parish and Town Councils. On-going contact has been maintained on relevant issues. At the time, the expectation was that the national Quality Parish and Town Council Scheme would take place in October 2013. However there have been continued delays and the latest information suggests that the re-launch is now due between now and the local elections in May 2013.

**Position Status (categories 1 – 6)** *This is to be formally agreed by the Scrutiny Board*

4 - Not fully implemented (Progress made acceptable. Continue monitoring.)

**Desired Outcome** – That the capacity levels of local councils are continually developed to instil greater confidence within communities and amongst partners.

**Recommendation 2** – That the Council’s Assistant Chief Executive (Citizens and Communities) works with the Chief Officer of the Yorkshire Local Councils Associations to develop a strategy aimed at promoting existing support services for local councils and also maximising resources to provide any additional support and advice that will enable local councils in Leeds to undertake their roles with confidence.

**Formal response (July 2013):**

Chief Officer, Communities to discuss with the Chief Officer of the Yorkshire Local Councils Associations and the Area Chairs Forum/Area Committees the most effective way of engaging Town and Parish Councils in discussion initially to ascertain existing support arrangements and how additional support services could develop.

**Current Position:**

At the meeting between the Chief Officer, Communities and the Yorkshire Local Councils Association held in August 2013, it was agreed that this recommendation be reviewed along with the work that will be needed to respond to the re-launch of the Quality Scheme. In addition, the Parish and Town Council Annual Seminar, Branch meeting, Forum and on-going liaison provide support, advice and guidance to local councils. Support is also provided by the Area Leadership Teams and Area Committees (referenced elsewhere in this report). LCC expressed an interest in becoming a corporate member of YLCA – to be discussed at the General Purposes Committee on 7 March 2014.

**Position Status (categories 1 – 6)** *This is to be formally agreed by the Scrutiny Board*

4 - Not fully implemented (Progress made acceptable. Continue monitoring.)



**Desired Outcome** – There are clear pathways and protocols in place to enable open and meaningful dialogue between local councils and their respective Area Committee on matters that impact on their local communities.

**Recommendation 3** – That local councils and Area Committees give a commitment to work closely together to develop clear pathways and protocols that will enable open and meaningful dialogue on matters that have specific impact on their communities.

That Area Leaders take the lead on developing these clear pathways and protocols and report progress back to Scrutiny by December 2013.

**Formal response (July 2013):**

Area Leaders to collate what is in place and working in each area, discuss with their area committees and T&PCs and agree action plans where improvements are needed. Commitments are already set out in AC role and P&TC Charter. These commitments need reviewing as part of this process. Consult on the ideas of holding a workshop to be held in Autumn to develop pathways and protocols involving Area Chairs and Parish and Town Council chairs. Also see 5 below.

**Current Position:**

This will be addressed alongside actions to implement the new Quality Scheme once launched and in line with the design principles set out within the Citizens@Leeds proposals. Area Leaders and Support Teams have agreed plans in place to deliver the Charter.

**Position Status (categories 1 – 6)** *This is to be formally agreed by the Scrutiny Board*

4 - Not fully implemented (Progress made acceptable. Continue monitoring.)

**Desired Outcome** – Area Committee meetings are utilised effectively to address matters of local relevance.

**Recommendation 4** – That the Council’s Assistant Chief Executive (Citizens and Communities) promotes the following as good practice amongst Area Committees:

- The development of a forward work programme and identification of a major ‘theme’ or ‘topic’ for each area committee meeting
- That Area Committee reports include a separate section indicating any potential local impacts or challenges

**Formal response (July 2013):**

Links to the Area Review recommendations. Area Chairs Forum workshop session to be held on 28th June also involving Area Officers to develop new ways of working through Area Committees – this is likely to include themed meetings/forward work programmes and reviewing agendas.

**Current Position:**

The Area Review implementation plan is being delivered including the establishment of Area Lead Members for Children’s Services; Health and Well-being and Adult Social Care; Environment and Community Safety; and Employment Skills and Welfare. The Area Lead members are responsible for reporting on their themed area to Area Committees and for raising particular issues and challenges for wider consideration. Building from the Area Review, a Citizens@Leeds report was agreed by Executive Board in December 2013 setting out the building blocks for a city-wide response to tackling poverty and deprivation. A further dimension to the approach has a broader focus on the need to “be responsive to the needs of local communities”. This proposition proposes to adopt a new approach to local democratic engagement and decision-making, subject to further consultation and discussion before new arrangements are implemented for the 1014/15 municipal year. The report set out design principles to underpin the establishment of new “Community Committees” to replace existing Area Committees and for a new community engagement model.

These developments are intended to re-focus decision-making and the council’s service design and delivery to better reflect local impacts and challenges

**Position Status (categories 1 – 6)** *This is to be formally agreed by the Scrutiny Board*

4 - Not fully implemented (Progress made acceptable. Continue monitoring.)

**Desired Outcome** – That local councils and Area Committees work in partnership to maximise local intelligence and achieve more locally responsive and accountable services.

**Recommendation 5** – That Area Leaders ensure that input is sought from local councils as part of any future area based delegation scheme and particularly around the negotiation of Service Level Agreements.

**Formal response (July 2013):**

This will be considered as part of the actions set out in 3 above. In Outer NE a report will go to the September Area Committee following a review of the terms of reference for their Parish & Town Council Forum over the summer. Outer South and Outer East Area Committees have a report on the scrutiny recommendations in the June/July round and the recommendation is to establish a working group of AC and T&PC members to discuss and agree options for strengthening links. Outer NW Area Committee is initially having a sub-group discussion on the 28<sup>th</sup> June to agree way forward.

**Current Position:**

**West North West**

The Outer North West Area Committee held its first Parish and Town Council Forum meeting on the 7<sup>th</sup> November. The workshop reviewed the current working arrangements and explored how to work closer together. One of the outcomes from the session was to explore how Parish and Town Councils could work closer on environmental issues through Parish and Town Council representation. Other areas of common interest include young people's activities. The next Parish and Town Council Forum in March will focus on a discussion with the WNW Environmental Locality Manager to strengthen current working arrangements.

**East North East**

Outer North East – A report was presented to the September 2013 Area Committee meeting outlining the arrangements in place for engaging with Town and Parish Councils; this report included revised terms of reference for the Outer NE forum which were agreed at the forum meeting on 11 July 2013. Under the new terms of reference, the name of the forum was changed from the "Wetherby and Harewood Parish and Town Council Forum" to the "Outer North East Parish and Town Council Forum". This is to reflect Alwoodley Parish Council being part of the forum.

Parish and Town Councils are consulted on the Environmental SLA via the forum meetings. They have also been asked to each nominate a Children and Young People's champion to work with the Area Lead Member for Children and Young People (Cllr. Lamb).

**South East**

- Outer East –Town and Parish Councils membership is included in current partnerships and all relevant consultation exercises on integrated services affecting the local population are undertaken by partners with PTCs, including that of the environmental SLA. On-going work to localise the youth service has been discussed at community forums with representatives from the local parish councils. Area Improvement Manager is a member of the Micklefield regeneration board and youth service localisation has been discussed with the Board. Discussions with local councillors are underway to ensure that input to new or refreshed delegations in the new municipal year to area committees are secured.

- Outer South – A working group met on 11 October 2013 and agreed an action plan to deliver the Scrutiny Board recommendations in the area. The Area Leader is meeting with each Parish and Town Council in Spring 2014 on new or refreshed delegations. The Environmental Services Locality Manager has consulted with Parish and Town Councils on the Service Level Agreement. Operational dialogue through local groupings continues with the service on the delegated function and further discussions on the zonal deployment of environmental resources are planned.

**Position Status (categories 1 – 6)** *This is to be formally agreed by the Scrutiny Board*

4 - Not fully implemented (Progress made acceptable. Continue monitoring.)

**Desired Outcome** – That there are effective operational relationships with all local councils in relation to Planning Services and Highways and Transportation.

**Recommendation 6** – That, in accordance with the Leeds Parish and Town Council Charter and supplementary document, the Director of City Development leads on strengthening and ensuring there is a consistent approach to the operational relationships with all local councils in relation to Planning Services and Highways and Transportation.

**Formal response (July 2013):**

Fully supportive of the need to ensure we have effective operational relationships.

There are good and effective working relationships established in relation to development management, local and neighbourhood planning and enforcement. The Planning Charter, which has operated for several years, was revised and updated at the Annual meeting at the end of January and includes new sections – discussions have not yet been finalised to agree the updated Charter but will be progressed shortly – the outstanding issues relate to content about tree works information, the Community Infrastructure Levy and Neighbourhood Planning.

In terms of Neighbourhood Planning, 39 areas across Leeds are either working on Neighbourhood Plans or have shown an interest; of these areas, 25 are Town or Parish Councils, which equates to 75% of the Town and Parish Councils in Leeds. Recently, six other Town or Parish Council areas have shown an interest in Neighbourhood Planning and are being advised accordingly. Eight Parishes have shown no interest in Neighbourhood Planning to date (Allerton Bywater, Arthington, Drighlington, Gildersome, Great and Little Preston, Micklefield, Morley and Swillington). It is possible that this position will change as a result of the site allocations consultation being carried out in June/July.

The Neighbourhood Plans are at different stages and there are different capacities locally to prepare them; for this reason they are receiving different levels of support from minimal to intensive (the intensive support being given to the pilot areas of Boston Spa, Otley and Kippax). No Neighbourhood Plans have been adopted yet, as this cannot happen until the adoption of the Core Strategy, which is expected to be in mid to late 2014.

12 Town or Parish Council areas have completed Stage 1 of the Neighbourhood Planning process (designating a relevant neighbourhood area) and are now working to producing a draft Neighbourhood Plan document (Stage 2). There are seven pending neighbourhood area designations in Town or Parish Council areas.

Planning and Sustainable Development now have wedge-based nominated contact officers, to ensure a single point of contact for Parish Councils and to ensure greater continuity.

Through the Charter, local planning processes and Neighbourhood Planning, we ensure greater contact with Town and Parish Councils and a means for them to feed into the wider planning process.

A Highways and Transportation supplement that sets out the links and services provided in the local council areas has been provided and is updated on a regular basis. In addition officers within the service work closely with their local councils to provide services which

address local needs such as highway maintenance operations, street lighting and local traffic management.

Details of planned road works are provided to local councils and a new on-line system called 'roadworks.org' is currently being brought on stream which should in due course provide improved levels of communication and notification. Contact details for key officers in the local council areas are provided.

The supplement is currently updated on an annual basis to reflect both changes in the services and issues that may be raised by local councils and residents during the year. A further update for 2013 is planned and ways of improving the usability and level of information provided within the document are presently under review.

**Current Position:**

The Parish and Town Council Charter was reviewed in September 2013 and includes updates Community Infrastructure Levy (CIL), tree works and neighbourhood planning.

- 21 parished areas have been designated a neighbourhood area and will receive support from the Council to prepare a neighbourhood plan
- The Parish and Town Council Charter now outlines the keys stages in the neighbourhood planning process
- To complement the charter, a neighbourhood planning agreement will be prepared for each area and will set out statutory responsibilities, how the Council will support and parish and town council responsibilities
- Parish/Town councils were consulted on CIL charging schedule Oct/Dec 2013, the draft is due for submission February 2014 and adoption late 2014
- From 1 December 2013, Parish/Town Councils will be notified by email of new tree work applications
- Parish/Town Councils now have an opportunity to attend Plans Panel under new public speaking provisions at pre-application stage
- Officers will now request Parish/Town councils are consulted by applicants on sensitive pre-applications

**Position Status (categories 1 – 6)** *This is to be formally agreed by the Scrutiny Board*

4 - Not fully implemented (Progress made acceptable. Continue monitoring.)

**Desired Outcome** – That local councils and Area Committees work in partnership to explore opportunities for maximising available resources to best meet the needs of their local communities.

**Recommendation 7** – That Area Leaders proactively work with local councils and Area Committees to identify opportunities for maximising available resources to best meet the needs of their local communities.

**Formal response (July 2013):**

There are already good examples of collaborative work and spending between Area Committees and P&TCs. These will be reviewed and new opportunities identified through the sub-group, workshop and P&TC Forum discussions on all the recommendations over the summer. Link to Area Review implementation plan.

**Current Position:**

**West North West**

The Outer North West Area Committee already has a number of collaborative projects supported by wellbeing funding and Parish and Town Council resources. This works well in relation to environmental and community safety projects. The Area Leader will work with the Parish and Town Council Forum to explore opportunities for closer budgeting alignment around the Environmental SLA and the Youth Activities Fund, as well as agreeing future strategic priorities.

**East North East**

Outer North East – Where possible, Parish and Town Council funding is a match with Area Committee funding and other funding to deliver local projects. Examples include a residents car parking scheme at Scarcroft and the refurbishment of Jubilee Fields in Aberford.

**South East**

- Outer East –Town and Parish Councils membership is included in current partnerships and all relevant consultation exercises on aligning spend for local projects affecting the population are undertaken by partners with PTCs through local forums. Parish councillors, for example, from Mickfield and Kippax regularly visit the local area office and there is an ongoing dialogue on projects of mutual interest.
- Outer South – A working group met on 11 October 2013 and agreed an action plan to deliver the Scrutiny Board recommendations in the area. The Area Leader is meeting with each Parish and Town Council in Spring 2014 to identify further opportunities to maximise the use of collective resource to meet population need.

**Position Status (categories 1 – 6)** *This is to be formally agreed by the Scrutiny Board*

4 - Not fully implemented (Progress made acceptable. Continue monitoring.)

**Desired Outcome** – That residents are actively encouraged and supported in undertaking volunteering initiatives that will benefit their local communities.

**Recommendation 8**

- (i) That local councils are proactive in promoting volunteering initiatives and encouraging people to take an active role within their community.
- (ii) That the Council’s Assistant Chief Executive (Citizens and Communities) and Chief Officer Communities, lead on actively supporting approaches made by local councils for any advice and assistance directly associated with local voluntary initiatives.

**Formal response (July 2013):**

The Assistant Chief Executive (Citizens and Communities) agrees with this recommendation and will work with the Chief Officer Communities, in ensuring that the appropriate pathway for Parish and Town Councils to request advice and assistance associated with local voluntary initiatives is transparent.

**Current Position:**

City Development has currently been working with the Leeds Metropolitan University School of Planning and Human Geography on voluntary student support for some neighbourhood areas. A number of parishes have already expressed an interest in being involved. A seminar will take place at the university in late February to agree volunteers.

The Leeds Volunteering Centre has been established to support volunteering initiatives and activities across the city. This will be promoted as the route for providing city-wide advice and assistance

**Position Status (categories 1 – 6)** *This is to be formally agreed by the Scrutiny Board*

4 - Not fully implemented (Progress made acceptable. Continue monitoring.)



**Desired Outcome** – That partnership working between local councils and Area Committees continues to be actively promoted across the city.

**Recommendation 9** – That the three Area Leaders actively promote partnership working with local councils as part of the integrated locality working agenda in the three wedges of East North East, West North West and South East.

**Formal response (July 2013):**

Linked to 3 & 5 above, need to agree clear link arrangements that meet local need e.g. Outer NE P&TC forum. Area Leaders to feed in to sub-group, workshop and P&TC Forum discussions over the summer. In particular Area Leaders to introduce discussion on the role town and parish councils could play in local delivery groups and partnership arrangements.

**Current Position:**

**West North West**

The first Outer North West Parish and Town Council meeting reviewed current arrangements for sharing information. All information is sent to the Parish and Town Council clerks for them to disseminate. In addition, Parish and Town Councillors who attend the forum now get updates on future meetings. All Parish and Town Councils are aware of the open forum process at Area Committee and work is ongoing to explore their attendance at the Environmental sub group. The Area Leader will work with the Area Committee Chair through the new Parish and Town Council forum to identify areas of closer working in the future.

**East North East:**

Outer North East: The Parish and Town Council forum will meet at least four times this year. Meetings set for January, April, July and October. The minutes from the forum meetings are reported to the Outer NE Area Committee. Links to agendas, minutes and key messages from Area Committees are circulated to the parishes.

**South East**

- Outer East – Report provided to 15<sup>th</sup> October Area Committee meeting. Agreed recommendations to continue to implement and build on current good practice and strengthen links with the 7 forums in the area. Town and Parish Councils membership is included in current partnerships and all relevant consultation exercises on integrated services affecting the local population are undertaken by partners with PTCs. Parish councillors regularly visit the area office. There is good engagement around local neighbourhood planning activity. The Area Improvement Manager is a member of the Micklefield Regeneration Board and has/is co-developing a range of projects.
- Outer South – Report provided to 15<sup>th</sup> July Area Committee meeting. A working group has been established to consider progress against Scrutiny Board recommendations involving representatives from 3 PTC, Area Committee and Council Officers. The working group met on 11 October 2013 and agreed an action plan to deliver the Scrutiny Board recommendations in the area. The next meeting to be held on 3 March 2014 will review progress. The Area Leader is meeting with each Parish and Town Council in Spring 2014.

**Position Status (categories 1 – 6)** *This is to be formally agreed by the Scrutiny Board*

4 - Not fully implemented (Progress made acceptable. Continue monitoring.)

**Desired Outcome** – That the relationship between local councils and Area Committees is continually monitored and developed.

**Recommendation 10** - That the Chair of the city wide Parish and Town Council Forum ensures that the Forum's annual meeting is used to provide an opportunity for local councils to openly share their experiences of working with their Area Committees, share good practice and identify potential areas for improvement.

**Formal response (July 2013):**

The Chair believes this is already the practice. The annual meeting in January 2013 was the best attended, with 21 Parish and Town Councils represented. The Chair is keen that ongoing improvements continue to be implemented.

**Current Position:**

The annual meeting of the city wide Parish and Town Council Forum took place on Monday 27<sup>th</sup> January 2014. As part of this meeting, there was a dedicated agenda item inviting local councils to openly share their experiences of working with their Area Committees, share good practice and identify potential areas for improvement. A senior representative of the Area Management Teams also contributed to this meeting.

The Chair of the Forum, Councillor Peter Gruen, will be providing further feedback to the Scrutiny Board at its February meeting.

**Position Status (categories 1 – 6)** *This is to be formally agreed by the Scrutiny Board*

4 - Not fully implemented (Progress made acceptable. Continue monitoring.)

**Desired Outcome** – That the relationship between local councils and Area Committees is continually monitored and developed.

**Recommendation 11** – That Area Leaders work closely with Area Chairs to ensure that Area Committees continue to monitor their relationships with local councils in order to identify strengths and potential areas for improvement.

**Formal response (July 2013):**

This will be included as part of the Locality Working annual review report. Area Chairs forum will pick up and discuss in the first instance.

**Current Position:**

Relationships with local Parish Councils will continue to be monitored through existing Area Committees and “Community Committees” as they are established. The new “Community Committees” will seek to enhance and improve further links with Parish and Town Councils and local forums.

The Chief Officer, Communities and Policy Manager met with the Chair and Vice Chair of the Leeds Parish and Town Council Branch and will be attending the Branch Meeting in February 2014 to further develop working relationships.

**Position Status (categories 1 – 6)** *This is to be formally agreed by the Scrutiny Board*

4 - Not fully implemented (Progress made acceptable. Continue monitoring.)

**Desired Outcome** – That the Council is proactive in supporting the development of new local councils within the Leeds area.

**Recommendation 12** – That the Chief Executive of the Council nominates a Chief Officer to work closely with the Yorkshire Local Councils Associations in encouraging and supporting the development of new local councils across the city.

**Formal response (July 2013):**

The Chief Officer Communities has been nominated to undertake this role.

**Current Position:**

As part of the DCLG/ National Association of Local Councils’ new councils programme, YCLA is working with a campaign group in Guiseley to create a new local council for that area and some funding has been drawn down from the programme to support the group.

**Position Status (categories 1 – 6)** *This is to be formally agreed by the Scrutiny Board*

2 – Achieved



Report author: Sally Wimsett

Tel: 78989

**Report of Assistant Chief Executive Citizens & Communities**

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

**Date: 10<sup>th</sup> February 2014**

**Subject: Briefing and Consultation on design principles for Community Committees and Community Engagement**

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

**1 Purpose of this report**

- 1.1 The purpose of this report is to consult the scrutiny board on the design principles for Community Committees and Community Engagement.
- 1.2 This report will give members of the scrutiny board an opportunity to contribute views to the consultation.

**2 Background information**

- 2.1 Executive board approved the report "Citizens@Leeds: Responsive to the Needs of Local Communities" in December 2013 The Assistant Chief Executive (Citizens and Communities) was asked to consult on the community committee and community engagement proposals, prior to final arrangements being brought back to Executive Board in May 2014 for approval. The design principles are attached at appendix 1.

**3 Main issues**

- 3.1 The proposal is to develop a new approach to build on the work of Area Committees, improving local democratic leadership of local areas, as well as providing a more meaningful way of involving local people in decisions that affect their local neighbourhoods. The key outcomes to be delivered are:
  - better engagement and closer involvement with local residents and communities with area-based work and decision-making;

- greater democratic involvement, engagement and decision making relating to local services and local expenditure;
- more efficient and effective area based committee arrangements which better meet the needs of members and local communities, and;
- improved working with the council's key partners.

3.2 Discussions to date have indicated a need to change the presentation and identity of Area Committees, as well as their working arrangements. Initial designs for the local Citizen@Leeds engagement brand and the brand for the Community Committees will be demonstrated at the meeting, and members will be invited to give views.

3.3 Our new locality working approach is, therefore, proposed to be built on the development of Community Committees to replace the current Area Committee structure and the introduction of a new community engagement model.

#### **4 Recommendations**

4.1 Members are invited to comment on the contents of this report, in particular, the design principles outlined at Annex 1.

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

5.1 Executive Board Report - Citizens@Leeds: Responsive to the Needs of Local Communities (18 December 2013)

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<sup>1</sup> 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.

## **Annex 1**

### **Community Committee Design Principles**

- a) The ten Area Committees will be renamed Community Committees and will continue to be the vehicle through which the council delegates its locality decision-making process.
- b) We will work with members to seek to develop new names and/or a new identity for Community Committees that more accurately relate to place and which help citizens understand the area covered by each Community Committee.
- c) Community Committee meetings will be business focussed and remain open to the public in line with other formal meetings of council. They will still be a place for aspects of community engagement (e.g. local deputations and the open forum), however, their primary role will be a decision making one and more significant community engagement will be undertaken through other means.
- d) The role and functions of Community Committees will essentially remain as described under the current procedural rules but with a greater emphasis on advertising the meetings to the public so people are aware of their existence and their role in the local area, as well as encouraging local residents to make use of the open forum.
- e) Community Committee meetings will meet in the communities and neighbourhoods they are representing in accessible places and buildings.
- f) Community Committees will be encouraged to include other non-voting representatives in their discussions, drawn from their locality, to contribute to, but not be part of, local decision making.
- g) Reduce the number of formal decision-making Community Committees to four a year, freeing up members and staff resource to focus on greater community involvement activity with more agile delegations to enable decisions to be taken between meetings.
- h) Arrangements will be put into place to delegate certain decision making responsibilities to Area Leaders in order to speed up decision making. Such arrangements to include the parameters for progressing an officer decision i.e. relevant members have been consulted and are in agreement with the decision.
- i) Community Committees will strengthen relationships with Parish and Town Councils in line with recommendations set out within the Safer and Stronger Communities Scrutiny Report. They will acknowledge their role providing strong local leadership as reflected and recognised in the Leeds Parish and Town Council Charter.
- j) Community Committees will develop their 'Quality Assurance' role of holding locally delivered services to account.

- k) Work and decisions of the Community Committees will be supported by better intelligence, gathered at the local level (bottom up) rather than (top down) corporate reports being made to 'fit' the locality.
- l) Shorter, punchier and jargon-free reporting at community committee meetings
- m) Dedicated communication expertise and capacity to be available to the Community Committees to promote their activities and decisions.
- n) Community Committees acting as local 'improvement committees' will be encouraged to proactively make recommendations back to the council's Executive Board, to officers, or other service providers where it considers city-wide policy or actions need to be taken or changed to support delivery of local priorities.
- o) As part of the 2014/15 and 2015/16 budgetary considerations proactive action will be taken to progress a 'community deal' approach to local resourcing with more responsibility being delegated to Community Committees, to assist in the delivery of wider city council efficiencies whilst supporting the need for more spend to be directed locally.
- p) Community Committees will have a close and effective relationship with the local policing team which are currently in the process of being re-organised around the existing 10 area committee boundaries, plus a team to cover the city centre.
- q) Consideration needs to be given to the city centre as part of the new arrangements to determine whether a different approach is required. This will also need to link into the ongoing review of Policing structures.



## Community Engagement Design Principles

- a) A new identity and branding based around Citizens@Leeds will demonstrate the council's commitment to greater public involvement. Well publicised and branded engagement opportunities will improve engagement in all locality based' meetings, activities and events to local residents, communities and businesses.
- b) It is proposed to develop an identity and brand around Citizens@Leeds but on a local basis to support communication, engagement and understanding of engagement events. For example, use of the branding Citizens@Rothwell, Citizens@Kippax, Citizens@Calverley etc.), more than one ward (Citizens@Headingley&Burley) or parts of two wards (Citizens@Morley).
- c) Community conversations will be developed in line with the new approach being proposed for a city conversation as part of our corporate engagement proposals.
- d) A variety of methods (e.g. case conferencing, 'community conversations', expert witnesses, open public meetings) will be employed to feed into relevant work on local issues.
- e) The development of an annual locality working engagement plan, which will include a number of community engagement events in the area. These could be theme based (e.g. housing, older people, schools etc.) or bolted onto an existing community event (e.g. consultation at the local gala). These engagement events will be issue-based rather than agenda-led.
- f) Develop stronger links with existing neighbourhood forums, residents' associations, school clusters etc., and aim for the whole of the city to be covered by neighbourhood forums or their equivalent, and developing new local forums where necessary.
- g) Meaningful engagement - the new model of locality working will give local residents opportunities to 'have their say' as well as a greater influence on decisions about the design and delivery of public services. Some of the above meetings could involve participatory budgeting or other tools that give local residents the opportunity to understand the decisions taken and their consequences.
- h) Open and accessible, enabling local voices to be heard - a wide range of styles will be used for local engagement events and meetings to encourage participation, understanding and involvement. Changing the way meetings are arranged to make them more 'user-friendly' will improve engagement. Public meetings, activities and events will need to be designed and publicised so that local people genuinely want to attend and make their voices heard (e.g. the use of alternative seating arrangements, as well as time and venue, need to be taken into consideration).
- i) We will ensure that all of the different communities affected by the council's decision-making are reached.

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

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

**Date: 10<sup>th</sup> February 2014**

**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 22<sup>nd</sup> January 2014.

**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 papers<sup>1</sup>**

4. None used

<sup>1</sup> 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
<b>Tackling Domestic Violence and Abuse</b>			Scoping terms of reference WG - 20/08/13 @ 10 am
<b>Alternate weekly collections of recyclable and residual waste – phase 1 evaluation</b>		Session 1 - progress update WG – 24/07/13 @ 2pm	Session 2 – analysis of evaluation findings WG – 29/08/13 @ 1 pm
<b>Briefings</b>			
<b>Crime and Disorder Committee work.</b>	Crime and Disorder Scrutiny in Leeds SB 10/06/13 @ 10 am		
<b>Budget &amp; Policy Framework Plans</b>			
<b>Recommendation Tracking</b>		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	
<b>Performance Monitoring</b>	Quarter 4 performance report SB 10/06/12 @ 10 am		

## 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
<b>Tackling Domestic Violence and Abuse</b>	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 WG – 25/11/13 @ 11.30 am
<b>Alternate weekly collections of recyclable and residual waste – phase 1 evaluation</b>		Summary report of the Board SB 21/10/13 @ 10 am	
<b>Briefings</b>			
<b>Crime and Disorder Committee work.</b>	Tackling Illegal Money Lending SB 09/09/13 @ 10 am		Progress Review: WY Police and Crime Plan. Scrutiny response to the consultation. SB 11/11/13 @ 10 am  The role, number and targeting of PCSOs in Leeds WG 26/11/13 @ 12.30 pm
<b>Budget &amp; Policy Framework Plans</b>			
<b>Recommendation Tracking</b>	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	
<b>Performance Monitoring</b>	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
<b>Tackling Domestic Violence and Abuse</b>	Session 3 of the review – visit to Women’s Health Matters – 04/12/13  Session 4 of the review WG 10/12/13 @ 10.30 am	Session 4 (part 2) of the review WG 21/01/14 @ 12 pm	Session 5 of the review WG 05/02/14 @ 1.30 pm  Session 6 of the review WG 24/02/14 @ 10 am
<b>Bulky Waste Collection Service</b>	Bulky Waste Collection Service Policy SB 09/12/13 @ 10 am	Bulky Waste Collection Service Policy - continued SB 13/01/14 @ 10 am	
<b>Determining appropriate waste collection options for non-AWC areas</b>		Initial update and scoping meeting WG 14/01/14 @ 11 am	Session 2 of the review WG 04/02/14 @ 10.15 am
<b>Briefings</b>			New approach to area working arrangements – consultation SB 10/02/14 @ 10 am
<b>Crime and Disorder Committee work.</b>	Tackling Extremism SB 09/12/13 @ 10 am  The role, number and allocation of PCSOs in Leeds WG – 19/12/13 @ 4 pm	Tackling Illegal Money Lending – improving communications WG - 16/01/14 @ 11.30 am  The role, number and allocation of PCSOs in Leeds WG – 22/01/14 @ 9.30 am	Tackling Illegal Money Lending – improving communications (working group summary note) SB – 10/02/14 @ 10 am  The role, number and allocation of PCSOs in Leeds SB – 10/22/14 @ 10 am
<b>Budget &amp; Policy Framework Plans</b>	Review of the 2014/15 Initial Budget Proposals WG – 11/12/13 @ 3 pm	Review of the 2014/15 Initial Budget Proposals SB 13/01/14 @ 10 am	
<b>Recommendation Tracking</b>		Recycling Review SB 13/01/14 @ 10 am	Parish and Town Council review SB 10/02/14 @ 10 am
<b>Performance Monitoring</b>			

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		
	March	April	May
<b>Tackling Domestic Violence and Abuse</b>	Session 7 of the review 03/03/14 @ 9.30 am	Agreeing final report SB 14/4/14 @ 10 am	
<b>Assessment of the Strategic Partnerships</b>	To undertake an annual assessment of the relevant Partnership Boards SB 10/03/14 @ 10 am		
<b>Briefings</b>			
<b>Crime and Disorder Committee work.</b>	Tackling Illegal Money Lending – improving communications SB – 10/03/14 @ 10 am		
<b>Budget &amp; Policy Framework Plans</b>			
<b>Recommendation Tracking</b>			
<b>Performance Monitoring</b>	Performance Management Report (Safer) SB 10/03/14 @ 10 am		

**Other agreed work items to be scheduled (in order of priority):**

- Development of a citywide approach to bulk fuel purchasing
- Reviewing other options for reducing or diverting waste from landfill
- Reviewing the role of the third sector within localities and exploring how links can be strengthened
- Reviewing the allocation of resources for street cleanliness in terms of delivering value for money
- Promoting localism and exploring future opportunities in delivering services underpinned by the locality design principles



## EXECUTIVE BOARD

WEDNESDAY, 22ND JANUARY, 2014

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

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

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

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

- (a) Appendix 1 to the report entitled, 'Design and Cost Report: Mercury Abatement: Cottingley Crematorium' referred to at Minute No. 169 is designated as exempt in accordance with paragraph 10.4(3) of Schedule 12A(3) of the Local Government Act 1972 on the grounds that it contains information relating to the financial or business affairs of any person or company (including the authority holding that information) which may result in prejudicial trading of that company. It is therefore considered that it is not in the public interest to release this information at this time, as this would compromise the Council's position.

**155 Declaration of Disclosable Pecuniary Interests**

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

In relation to the item entitled, 'Financial Health Monitoring 2013/2014: Month 8', Councillors Yeadon and Mulherin both drew the Board's attention to the fact that Councillor Yeadon was the Chair of the Leeds Grand Theatre and Opera House Board of Management and Councillor Mulherin was a member of the same Board. (Minute No. 160 refers).

**156 Minutes**

**RESOLVED** – That the minutes of the previous meeting held on 18<sup>th</sup> December 2013 be approved as a correct record.

## **LEISURE AND SKILLS**

### **157 European Capital of Culture 2023**

The Director of City Development submitted a report which sought to highlight the opportunity for Leeds to submit a bid to become European Capital of Culture 2023. In addition, the report outlined the issues and benefits associated with the title and aimed to canvas opinion from the Executive on this subject.

In presenting the report, the Executive Member for Leisure and Skills welcomed the positive responses received following informal discussions which had been conducted on this issue and highlighted that throughout any forthcoming consultation, consideration would continue to be given to the potential impact that achieving this award may have upon the people of Leeds.

#### **RESOLVED -**

- (a) That the contents of the submitted report, including those issues and opportunities raised within it regarding the consideration of whether or not to submit a bid for European Capital of Culture 2023, be noted.
- (b) That support be given to continued discussions taking place with a wide range of stakeholders over the next 9-12 months on this issue.
- (c) That a more detailed report be submitted to the Board in early 2015, outlining the results of the additional consultation, research and other considerations made at that point.

## **ADULT SOCIAL CARE**

### **158 Response to Deputation - MENCAP regarding 'Question Time' Event at Leeds Civic Hall**

The Director of Adult Social Services submitted a report responding to the deputation presented by a group of people with learning difficulties, who were supported by MENCAP, to the full Council meeting of 13<sup>th</sup> November 2013. The deputation related to the 'Question Time' event held at Leeds Civic Hall on 26<sup>th</sup> July 2013 and the potential establishment of a Leeds People's Parliament.

#### **RESOLVED -**

- (a) That the success of the 'Question Time' event which was held in the Council Chamber on 26<sup>th</sup> July 2013 be noted, together with the importance of people with a learning disability being involved in local democracy.
- (b) That support be provided to the 'Asking You!' Reference Group with regard to the group sharing learning with the Sheffield People's Parliament.

- (c) That support be provided to the 'Asking You!' Reference Group with regard to looking at regularly using the Council Chamber for their meetings, and also in respect of the group giving consideration to changing its name, if members of the group so wish, in order to reflect its links with local democracy.
- (d) That it be noted that the Joint Commissioning Manager will support the 'Asking You!' Reference Group in taking these recommendations forward.

### **LEADER OF COUNCIL'S PORTFOLIO**

#### **159 Response to Deputation - the role of Post Offices within Communities**

The Assistant Chief Executive (Citizens and Communities) submitted a report responding to the deputation presented to the full Council meeting of 13<sup>th</sup> November 2013 concerning the role of Post Offices within the community.

#### **RESOLVED -**

- (a) That the work which is taking place in localities to support individual Post Offices be noted.
- (b) That the level and nature of the work which the Post Office currently conducts on behalf of the Council be noted.

#### **160 Financial Health Monitoring 2013/2014 - Month 8**

The Deputy Chief Executive submitted a report presenting the Council's projected financial position for 2013/2014 after eight months of the financial year.

The Chair thanked all officers concerned for their continued efforts which had led to the currently projected underspend after 8 months of the financial year.

Responding to a specific enquiry, a Member was provided with further information regarding the increased costs associated with dog kennelling services which had been experienced.

#### **RESOLVED -**

- (a) That the projected financial position of the authority after eight months of the financial year be noted.
- (b) That an additional grant payment of £142,000 from contingency be approved, in order to stabilise the Grand Theatre company's finances.

### **HEALTH AND WELLBEING**

#### **161 Review and Commissioning of Drug and Alcohol Treatment and Recovery Services**

The Directors of Public Health, Adult Social Services, Children's Services and Environment and Housing submitted a joint report regarding the commissioning review undertaken in respect of drug and alcohol treatment

and recovery services, which followed directly on from the Leeds Drug and Alcohol Strategy and Action Plan approved by Executive Board in November 2013 (Minute No. 120 referred). The report highlighted the key findings from the review, detailed the draft service design and sought approval to proceed with the re-commissioning of the services.

In considering the submitted report, a Member sought to emphasise the potential cost efficiencies and savings which the re-commissioned integrated services could achieve. In response, the Board noted the comments made in respect of potential savings and highlighted the importance of re-investing such savings into service provision wherever possible.

In addition, specific reference was made to the work of Safer Leeds in respect of tackling the issue of drugs and alcohol misuse. Also, the Board's attention was drawn to the significant number of young people who were affected by parental drug and alcohol misuse in the UK.

**RESOLVED** – That the progress of the review be noted, and that approval be given to proceed with the re-commissioning of drug and alcohol treatment and recovery services.

## **DEVELOPMENT AND THE ECONOMY**

### **162 High Speed Rail Phase 2: Formal Consultation Response**

Further to Minute No. 176, 15<sup>th</sup> February 2013, the Director of City Development submitted a report providing an update on the Government's proposals for HS2 and which sought endorsement of the proposed City Council submission to the Department for Transport's consultation exercise on the initial preferred route and station proposals.

The draft submission to the HS2 Phase 2 consultation exercise was appended to the submitted report for Board Members' consideration.

Responding to a question, the Board was provided with clarification regarding the consistency of the representations which had been made by the Council in respect of the HS2 route and potential alternatives to it, together with the compensation arrangements. Regarding the compensation arrangements, emphasis was placed upon the need for such arrangements to be resolved at the earliest opportunity.

The Board discussed and noted the potential range of benefits which could be realised from the development, including improved connectivity throughout the city region, increased capacity upon the network, increased transportation of freight via rail and associated regeneration, jobs and skills opportunities. Members also noted the benefits from a coherent approach being adopted by the relevant authorities within the north of England.

### **RESOLVED -**

(a) That the contents of the submitted report be noted.

- (b) That the proposed submission to the HS2 Phase 2 consultation, as set out within the appendix to the submitted report be approved, subject to any final amendments.
- (c) That the final submission of the response by the deadline date of 31st January 2014 be delegated to the Director of City Development.

(Under the provisions of Council Procedure Rule 16.5, Councillor Golton required it to be recorded that he abstained from voting on the decisions taken above)

(The matters referred to within this minute were designated by the Board as being exempt from Call In, due to the fact that the decisions arising from this report were deemed as urgent, given that the submission deadline for the consultation document is 31<sup>st</sup> January 2014. The Call In process would not enable the submission deadline to be met by the Council, and it is deemed that not meeting this deadline may prejudice the Council's or the public's interest)

**163 A6120/A65 Horsforth Roundabout Improvement**

The Director of City Development submitted a report advising of the scheme costs totalling £2,770,000 for the proposed improvements to Horsforth Roundabout and which also sought authority to incur additional expenditure of £2,520,000 (of which, £250,000 had been previously approved). In addition, the report also sought to invite tenders and to implement the proposed highway improvement works to Horsforth Roundabout.

**RESOLVED –**

- (a) That the construction of the Council's preferred scheme to fully signalise Horsforth Roundabout at an estimated cost of £2,770,000, be approved.
- (b) That an additional £1,450,000 be injected into the City Development Capital Programme for this scheme (noting that £1,320,000 is already included in the Capital Programme and also that the £1,450,000 is funded from a private developer contribution receipt).
- (c) That authority be given to incur additional expenditure of £2,520,000 (comprising of works costs of £2,380,000; staff fee costs of £110,000 and legal/other costs of £30,000) funded from the LTP Transport Policy Capital Programme (£1,070,000) and a Private Developer contribution receipt (£1,450,000).
- (d) That it be noted that previous Design and Cost reports approved authority to incur expenditure of £250,000 on initial staff design fee costs on this scheme, funded from the LTP Transport Policy Capital Programme.
- (e) That it be noted that the officer responsible for implementing these proposals is the Acting Head of Transport Policy, that the works will be

procured through competitive tender and delivered in line with the date identified in section 4.7 of the submitted report.

**164 East Leeds Extension: Next Steps in Enabling Investment in Infrastructure and Housing**

Further to Minute No. 100, 9<sup>th</sup> October 2013, the Director of City Development submitted a report providing an update on the work undertaken to establish the principles on which the financial contribution of housing developers to the construction of the East Leeds Orbital Road (ELOR) could be based. The submitted report invited the Board to note the rationale behind the approach proposed and to consider the implications for the Council and its role in leading the delivery of infrastructure and housing in the East Leeds Extension.

The Board acknowledged the significance of the scheme for East Leeds, both in respect of housing development and also with regard to associated infrastructure and noted that it was currently anticipated that the Northern Quadrant planning application would be submitted to City Plans Panel in February 2014.

Responding to an enquiry, the Board was provided with clarification both on the associated timescales for the scheme, together with the processes by which the development was being progressed.

Members noted that further work was to be undertaken with regard to proposals around greenspace provision associated with the development, whilst the Board also received an update in respect of the current position regarding infrastructure funding.

Regarding paragraph 2.11 of the submitted report, the Executive Member for Neighbourhoods, Planning and Support Services sought the Board's approval to withdraw a section of this paragraph (commencing: 'It is envisaged' through to 'to the A58', together with the removal of the word 'further' from the final sentence), in order to properly reflect the current position in respect of the Red Hall site, and the fact that preliminary work in the form of an Informal Planning Statement would continue in 2014, along with associated consultation. The paragraph within the submitted report would then read:

'In Section 1 – Red Hall, the Council itself owns the majority of the land, which was the subject of a report to Executive Board in September 2013. Members approved drafting of an informal Planning Statement for the site that following relocation of the existing Parks & Countryside nursery would guide possible future development and set out the requirement for local infrastructure and facilities. The detailed brief will be developed during 2014 and will be subject to consultation with local residents and other stakeholders'.

**RESOLVED -**

- (a) That the position reached in discussions with the Northern Quadrant consortium, as set out within the submitted report, be noted.

- (b) That with regard to paragraph 2.11 of the submitted report, the section of this paragraph (commencing: 'It is envisaged' through to 'to the A58', together with the word 'further' from the final sentence) be withdrawn from the report, in order to properly reflect the current position in respect of the Red Hall site, and the fact that preliminary work in the form of an Informal Planning Statement would continue in 2014, along with associated consultation. As a result, the paragraph within the submitted report would read as detailed above.
- (c) That support be given to the principle that (subject to the grant of planning permission) the delivery of the East Leeds Orbital Road between the A58 and A64 roundabouts should be funded by developer contributions, to be included in a s106 agreement to be negotiated by the Chief Planning Officer (paragraphs 3.8 – 3.12 of the submitted report refer).
- (d) That approval be given to the principle of direct delivery by the City Council of the East Leeds Orbital Road between the A58 and A64, to be led by the Chief Highways and Transportation Officer, subject to securing the necessary statutory consents, the grant of planning permission including the completion of the s106 agreement and the approval of a detailed financial business case (paragraphs 3.10 – 3.12 of the submitted report refer).
- (e) That approval be given for the Chief Highways and Transportation Officer to progress delivery of the East Leeds Orbital Road between the A58 and A64 on the basis that, should any compulsory purchase of land be required, the s106 agreement negotiated by the Chief Planning Officer will include an indemnity to the Council from the Northern Quadrant consortium for all costs properly incurred in pursuing a CPO (paragraphs 3.20 – 3.22 of the submitted report refer).
- (f) That a further report be brought back to Executive Board by the Director of City Development in order to agree the specific financial implications for the Council as early as possible once the details of the s106 Agreement for the Northern Quadrant have been established.
- (g) That approval be given to the approach as set out within resolutions (a) to (d) above. With this approach being used as a basis for the Chief Planning Officer to lead discussions with landowners and developers in the Red Hall, Middle and Southern Quadrants of the East Leeds Extension for establishing developer contributions to the funding of the East Leeds Orbital Road (as set out within paragraphs 3.25 – 3.27 of the submitted report), subject to the further legal clarification referred to in paragraph 3.30 of the submitted report.
- (h) That the due diligence now underway with the Homes and Communities Agency and development interests to secure access to up to £15,200,000 of support in the form of loans or equity from the government's Local Infrastructure Fund towards the costs of delivering

the East Leeds Orbital Road which will support the development of housing in the East Leeds Extension, be noted (paragraphs 3.32 – 3.33 of the submitted report refer).

**165 Leeds City Council Input to Leeds City Region Strategic Economic Plan**

The Director of City Development submitted a report setting out the recommended main proposals from Leeds City Council to be incorporated into the Leeds City Region Strategic Economic Plan.

Members noted the process by which greater levels of devolution to Local Authorities had been proposed, noted the respective levels of capital finance relating to this initiative when compared to revenue and acknowledged the need for such finances to feed into the development of strategic schemes wherever possible.

**RESOLVED -**

- (a) That the main emerging priorities from Leeds, which will form the basis for Leeds City Council's submission to the Leeds City Region Strategic Economic Plan be endorsed.
- (b) That the approach of using the Core Cities "asks" of Government, as the basis for our proposals to Government, through the Strategic Economic Plan and the City Growth Deal, for greater devolution to support economic growth, be endorsed.
- (c) That the Chief Economic Development Officer be requested to co-ordinate further work to develop the proposals from Leeds for input into the Strategic Economic Plan and to work closely with the Leeds City Region team on the production of the Strategic Economic Plan, recognising that this will be an iterative process.
- (d) That the submitted report and the issues covered within it be referred for consideration to a joint session of the Scrutiny Board (Sustainable Economy and Culture) and the Scrutiny Board (Housing and Regeneration).
- (e) That the Chief Economic Development Officer update Executive Board at its meeting on 5th March 2014 on the proposed input from Leeds into the Strategic Economic Plan, including on how the views of the Scrutiny Boards have been taken into account.

**NEIGHBOURHOODS, PLANNING AND SUPPORT SERVICES**

**166 Proposal for Maximising the Use of Council Homes**

The Director of Environment and Housing submitted a report which proposed a new incentive scheme to facilitate moves which would enhance the use of council stock and deliver improved outcomes for customers.



Members discussed the levels of demand for certain types of properties, and responding to an enquiry, the Board noted the flexible approach taken in certain circumstances with regard to under occupancy, where affordability of a larger property was not an issue for the customer and such an approach would increase both customer choice and also tenancy sustainability.

The Board considered the benefits of a mutual exchange incentive scheme and noted the more proactive and flexible approach to be taken by housing managers in future.

**RESOLVED -**

- (a) That the successes of the Council's under occupation scheme and the mutual exchange incentive scheme be noted.
- (b) That the formal closure of the Council's previous under-occupation incentive scheme be approved.
- (c) That £200,000 from the Housing Revenue Account for 2014/2015 be earmarked to fund a new incentive scheme to operate from April 2014 – March 2015, based upon the principles outlined within sections 4.16 – 4.37 of the submitted report.
- (d) That approval be given to a new scheme being developed by the Chief Officer Statutory Housing, in conjunction with officers from Housing Leeds Housing Management, to be launched from 1st April 2014.

**CHILDREN'S SERVICES**

**167 Design & Cost Report for Allerton Bywater Primary School: Basic Need Project Phase 2 - New build accommodation to facilitate school expansion**

The Director of Children's Services submitted a report regarding the proposed Basic Need expansion at Allerton Bywater Primary School which would enable the admission limit of the school to increase from 30 to 60 pupils. In addition, the report sought authority to incur capital expenditure of £2,035,338 in order to undertake the works required to provide 6 additional teaching spaces, cloakrooms space, toilet facilities and additional parking provision at the school.

The Board noted that an issue had recently arisen with regard to a redundant mine shaft on the land potentially identified for off-site car parking, however, Members were assured that this matter would not impact upon the proposals as set out within the submitted report.

**RESOLVED -**

- (a) That expenditure of £2,035,338 from Capital Scheme number 16585/ALB/000 be authorised in order to enable the construction of additional accommodation at Allerton Bywater Primary School.

- (b) That the programme dates, as identified within section 4.4 of the submitted report, regarding the implementation of this decision be noted, with it also being noted that the final delivery date for total completion of this scheme is August 2014.
- (c) That it be noted that the Director of Children's Services is responsible for the implementation of such matters.

## **ENVIRONMENT**

### **168 Waste Collection Service Policies**

Further to Minute No. 90, 9<sup>th</sup> October 2013, the Director of Environment and Housing submitted a report which sought to formalise the Council's policies for the kerbside collection of waste and recyclables. Specifically, the Board was recommended to formally adopt the specific operational kerbside collection policies, as proposed within section 3 of the submitted report.

By way of introduction to the submitted report, the Executive Member for the Environment provided the Board with a number of clarifications in respect of its contents, highlighting that the proposed policies were intended to formalise the Council's existing practices regarding the kerbside collection of waste and recyclables. Furthermore, the Executive Member paid tribute to all of the teams involved in the Council's kerbside collection services for the work they continue to undertake.

Responding to enquiries, the Board received an update and clarification upon a number of issues including: the provision of brown bins to more households across the city, the procedure to address missed collections and the provision of food waste collections.

**RESOLVED** – That the formal adoption of the specific operational kerbside collection policies, as proposed within section 3 of the submitted report, be approved.

(Under the provisions of Council Procedure Rule 16.5, Councillor A Carter required it to be recorded that he abstained from voting on the decisions taken above)

### **169 Design and Cost Report: Mercury Abatement - Cottingley Crematorium**

Further to Minute No.15, 19<sup>th</sup> June 2013, the Director of Environment and Housing submitted a report advising of the progress made regarding the specification development and cost estimates in relation to Cottingley Crematorium, in addition to seeking approval to spend up to the financial limit as detailed within exempt appendix 1 of the submitted report. Furthermore, the report sought approval to let the contract following the conclusion of a design and build procurement process, subject to the preferred tender return being within the approved budget, as detailed within exempt appendix 1. Finally, the report sought approval of an injection of £425,000 into Capital Scheme No. 16194 to cover the costs identified in the exempt appendix.

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

**RESOLVED -**

- (a) That expenditure of up to the limit detailed within exempt appendix 1 to the submitted report be authorised to replace the cremators at Cottingley Crematorium with equipment capable of abating mercury emissions.
- (b) That the award of a design and build contract be approved, subject to the preferred tender return being within the budget as detailed within exempt appendix 1 to the submitted report.
- (c) That an injection of £425,000 into Capital scheme 16194 / COT / 000 be approved in order to cover the costs as identified within exempt appendix 1 to the submitted report.
- (d) That the steps required to implement the decisions and associated timescales, as detailed within paragraph 3.2 of the submitted report be noted, together with the fact that the Chief Officer Parks and Countryside will be responsible for implementing such decisions.

**DATE OF PUBLICATION:** FRIDAY, 24<sup>TH</sup> JANUARY 2014

**LAST DATE FOR CALL IN  
OF ELIGIBLE DECISIONS:** FRIDAY, 31<sup>ST</sup> JANUARY 2014 AT 5.00P.M.

(Scrutiny Support will notify Directors of any items called in by 12.00noon on Monday, 3<sup>rd</sup> February 2014)

Draft minutes to be approved at the meeting  
to be held on Friday, 14th February, 2014

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