



SCRUTINY BOARD (SAFER AND STRONGER COMMUNITIES)

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

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

MEMBERSHIP

Councillors

- 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;

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

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CONFIDENTIAL AND EXEMPT ITEMS

The reason for confidentiality or exemption is stated on the agenda and on each of the reports in terms of Access to Information Procedure Rules 9.2 or 10.4(1) to (7). The number or numbers stated in the agenda and reports correspond to the reasons for exemption / confidentiality below:

9.0 Confidential information – requirement to exclude public access

9.1 The public must be excluded from meetings whenever it is likely in view of the nature of the business to be transacted or the nature of the proceedings that confidential information would be disclosed. Likewise, public access to reports, background papers, and minutes will also be excluded.

9.2 Confidential information means

- (a) information given to the Council by a Government Department on terms which forbid its public disclosure or
- (b) information the disclosure of which to the public is prohibited by or under another Act or by Court Order. Generally personal information which identifies an individual, must not be disclosed under the data protection and human rights rules.

10.0 Exempt information – discretion to exclude public access

10.1 The public may be excluded from meetings whenever it is likely in view of the nature of the business to be transacted or the nature of the proceedings that exempt information would be disclosed provided:

- (a) the meeting resolves so to exclude the public, and that resolution identifies the proceedings or part of the proceedings to which it applies, and
- (b) that resolution states by reference to the descriptions in Schedule 12A to the Local Government Act 1972 (paragraph 10.4 below) the description of the exempt information giving rise to the exclusion of the public.
- (c) that resolution states, by reference to reasons given in a relevant report or otherwise, in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

10.2 In these circumstances, public access to reports, background papers and minutes will also be excluded.

10.3 Where the meeting will determine any person's civil rights or obligations, or adversely affect their possessions, Article 6 of the Human Rights Act 1998 establishes a presumption that the meeting will be held in public unless a private hearing is necessary for one of the reasons specified in Article 6.

10.4 Exempt information means information falling within the following categories (subject to any condition):

- 1 Information relating to any individual
- 2 Information which is likely to reveal the identity of an individual.
- 3 Information relating to the financial or business affairs of any particular person (including the authority holding that information).
- 4 Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or officer-holders under the authority.
- 5 Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.
- 6 Information which reveals that the authority proposes –
 - (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or
 - (b) to make an order or direction under any enactment
- 7 Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime

Item No	Ward/Equal Opportunities	Item Not Open		Page No
1			<p>APPEALS AGAINST REFUSAL OF INSPECTION OF DOCUMENTS</p> <p>To consider any appeals in accordance with Procedure Rule 25* of the Access to Information Procedure Rules (in the event of an Appeal the press and public will be excluded).</p> <p>(* In accordance with Procedure Rule 25, notice of an appeal must be received in writing by the Chief Democratic Services Officer at least 24 hours before the meeting).</p>	
2			<p>EXEMPT INFORMATION - POSSIBLE EXCLUSION OF THE PRESS AND PUBLIC</p> <p>1 To highlight reports or appendices which officers have identified as containing exempt information, and where officers consider that the public interest in maintaining the exemption outweighs the public interest in disclosing the information, for the reasons outlined in the report.</p> <p>2 To consider whether or not to accept the officers recommendation in respect of the above information.</p> <p>3 If so, to formally pass the following resolution:-</p> <p>RESOLVED – That the press and public be excluded from the meeting during consideration of the following parts of the agenda designated as containing exempt information on the grounds that it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the press and public were present there would be disclosure to them of exempt information, as follows:</p> <p>Agenda item 12 – Overview of the Crime and Disorder Joint Strategic Assessment (Appendix 1) – Access to Information Procedure Rule 10.4 (7) ‘Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime’.</p>	

Item No	Ward/Equal Opportunities	Item Not Open		Page No
3			<p>LATE ITEMS</p> <p>To identify items which have been admitted to the agenda by the Chair for consideration.</p> <p>(The special circumstances shall be specified in the minutes.)</p>	
4			<p>DECLARATIONS OF DISCLOSABLE PECUNIARY INTERESTS</p> <p>To disclose or draw attention to any disclosable pecuniary interests for the purposes of Section 31 of the Localism Act 2011 and paragraphs 13-16 of the Members' Code of Conduct.</p>	
5			<p>APOLOGIES FOR ABSENCE AND NOTIFICATION OF SUBSTITUTES</p> <p>To receive any apologies for absence and notification of substitutes.</p>	
6			<p>MINUTES - 10 FEBRUARY 2014</p> <p>To confirm as a correct record, the minutes of the meeting held on 10 February 2014.</p>	1 - 8
7			<p>IMPROVING COMMUNICATIONS AIMED AT TACKLING ILLEGAL MONEY LENDING - RESPONSE TO THE SCRUTINY BOARD'S RECOMMENDATIONS</p> <p>To receive a report from the Head of Scrutiny and Member Development presenting a response to the recommendations arising from the Board's recent review.</p>	9 - 20
8			<p>STRATEGIC PARTNERSHIP BOARDS - UPDATE</p> <p>To receive a report from the Head of Scrutiny and Member Development presenting an update following the Scrutiny report to the Safer and Stronger Communities Board in March 2013.</p>	21 - 30

Item No	Ward/Equal Opportunities	Item Not Open		Page No
9			<p>LEEDS HATE CRIME STRATEGY 2014 - 2019</p> <p>To receive a report from the Director of Environment and Housing on the Leeds Hate Crime Strategy 2014-2019.</p> <p>(Report to follow)</p>	
10			<p>2013/14 QUARTER 3 PERFORMANCE REPORT</p> <p>To receive a report from the Director of Environment and Housing setting out the position at Quarter 3 in relation to the performance areas that fall within the Director of Environment and Housing's responsibilities.</p>	31 - 40
11			<p>WORK SCHEDULE</p> <p>To consider the Scrutiny Board's work schedule for the 2013/14 municipal year.</p>	41 - 62
12		10.4(7) Appendix 1 only	<p>OVERVIEW OF THE CRIME AND DISORDER JOINT STRATEGIC ASSESSMENT</p> <p>To receive a report from the Director of Environment and Housing presenting an overview of the annual Crime and Disorder Joint Strategic Assessment; a summary of Safer Leeds strategic priorities for 2014/15 and an indication of key challenges.</p> <p>Please Note: Appendix 1 of the report is designated as exempt from publication under the provisions of Access to Information Procedure Rule 10.4(7).</p>	63 - 104
13			<p>DATE AND TIME OF NEXT MEETING</p> <p>Monday, 14 April 2014 at 10.00am in the Civic Hall, Leeds (Pre-meeting for Board Members at 9.30am)</p>	

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Agenda Item 6

SCRUTINY BOARD (SAFER AND STRONGER COMMUNITIES)

MONDAY, 10TH FEBRUARY, 2014

PRESENT: Councillor B Anderson in the Chair

Councillors J Bentley, A Blackburn,
D Coupar, P Davey, R Grahame,
M Harland, G Hyde, J Jarosz, P Latty and
N Walshaw

70 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:

- Report of the Head of Scrutiny and Member Development regarding the Scrutiny review of the role, number and allocation of PCSOs in Leeds (Minute no. 74 refers)
- Report of the Head of Scrutiny and Member Development on improving communications aimed at tackling illegal money lending – working group summary note (Minute no. 77 refers)

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

71 Declarations of Disclosable Pecuniary Interests

There were no disclosable pecuniary interests declared to the meeting.

72 Apologies for Absence and Notification of Substitutes

Apologies for absence were received from Councillor P Harrand and also Councillor M Robinson, with Councillor P Latty in attendance as substitute.

73 Minutes - 13 January 2014

Further to minute no. 65, Members requested a further update regarding the analysis work being undertaken to determine how many local working age tenants in social housing may be due a refund worth on average at least £640. James Rogers, Assistant Chief Executive (Citizens and Communities), responded to this request and informed the Board that work undertaken to date has reduced the number of potential cases from 600 to approximately 300. However, it was noted further analysis of these cases was still required to determine their eligibility for a refund.

Further to minute no.66, the Chair confirmed that Board Members had received a response from the Chief Officer Waste Management following the Board's request for further clarification regarding those households that had not received notification of the Christmas refuse collection dates.

RESOLVED – That the minutes of the meeting held on 13th January 2014 be confirmed as a correct record.

74 Scrutiny review of the role, number and allocation of PCSO's in Leeds

The report of the Head of Scrutiny and Member Development related to the Scrutiny Board's recent review on the role, number and allocation of Police Community Support Officers in Leeds. This review was undertaken via working group meetings held during November and December, with a final meeting taking place on 22nd January 2014. Attached to this report was a summary note of the key findings arising from this review. This summary note also presented the advice of the working group that met on 22nd January 2014 in respect of the Scrutiny Board's response to the Executive Board.

The following were in attendance for this item:

- Neil Evans, Director of Environment and Housing
- Councillor Peter Gruen, Executive Board Member for Neighbourhoods, Planning and Support Services
- Chief Superintendent Sam Millar, Chief Officer Community Safety

The key areas of discussion were as follows:

- The Board received a budgetary update from the Executive Board Member for Neighbourhoods, Planning and Support Services and the Director of Environment and Housing. It was highlighted that the West Yorkshire Police and Crime Commissioner (PCC) has proposed a two year agreement which would see an increase in the PCC's overall contribution towards the cost of PCSOs. Currently the Council funds 30% of the costs of PCSOs and under the current proposals this will reduce to 21% with a proportionate increase in the PCC contribution. As a result, the grant payment to West Yorkshire Police will reduce by £454,000 whilst retaining 165 PCSOs in Leeds.
- In light of this budgetary update, the Scrutiny Board acknowledged that the budgetary proposals considered as part of this review were no longer relevant and that this should be reflected within its final report.
- Reference was made to the West Yorkshire Police Force Policy regarding PCSOs. A request was made for Board Members to receive a complete copy of this Policy.
- The Director of Environment and Housing provided further clarification regarding the budgetary proposal surrounding cost reductions of £200k to be realised in the Enforcement and Anti-Social behaviour teams. It was noted that this was to be achieved through the deployment of resources, linked closely to a review of the duties of PCSOs.

Members considered the advice of the working group that met on 22nd January 2014 and agreed the following conclusions:

Allocation model for Council funded PCSOs in Leeds

As the Scrutiny Board was unable to reach a consensus in relation to the allocation model for Council funded PCSOs in Leeds, the Board agreed to reflect both advisory positions in its recommendation to the Executive Board. In doing so, it would be made clear that position two had reflected the majority view of the Scrutiny Board.

However, the Board agreed to amend the wording of position two to indicate that this particular model should apply a minimum baseline of 4 PCSOs within each ward.

The role of PCSOs

The Scrutiny Board supported the advice of the working group and agreed to recommend to the Executive Board that it supports the principle of enhancing the role of PCSOs to maximise environmental enforcement resources and ensures that any additional functions placed upon PCSOs is managed effectively in view of the expectations already placed upon them.

The Board also agreed to recommend that the Executive Board supports the principle of moving towards more locally deployable bases and developing a more integrated partnership approach between police and other partners within neighbourhoods to enable decisions being taken collectively around how best to deploy resources to address a particular problem within a community

Members acknowledged that there would be ongoing consultation with the Police and other key stakeholders surrounding the principles for change identified during this review and the practicalities associated with these principles. The Board therefore agreed to actively monitor feedback from this consultation.

RESOLVED – That the Principal Scrutiny Adviser, in liaison with the Chair, finalises the Scrutiny Board's report to reflect the key findings arising from this review and the above conclusions agreed by the Board.

75 Strengthening the Council's relationship with Parish and Town Councils - Tracking of scrutiny recommendations

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 strengthening the Council's relationship with Parish and Town Councils.

The following were in attendance for this item:

- James Rogers, Assistant Chief Executive (Citizens and Communities)
- Councillor Peter Gruen, Executive Board Member for Neighbourhoods, Planning and Support Services
- Kathy Kudelnitzky, Chief Officer Communities
- Martin Sellens, Head of Planning Services
- Ian MacKay, Team Leader, Local Planning East
- Chris Pilkington, Deputy Chief Officer of the Yorkshire Local Councils Associations
- Rory Barke, Area Leader, East North East.

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

- Recommendation 1 – Members noted the continued delays relating to the launch of a national Quality Parish and Town Council Scheme. This Scheme is now expected to be launched by May 2014.
- Recommendation 3 - Members acknowledged the ongoing work being led by Area Leaders to establish clear pathways and protocols between local councils and Area Committees and recognised the importance of obtaining commitment from all contributors in this regard.
- Recommendation 6 – Particular reference was made to the Community Infrastructure Levy charging schedule. It was noted that local councils have now been consulted and that the draft was due for submission in February 2014 and adoption late 2014.
- Members also noted that both the Planning and Highways Supplement documents were considered at the citywide Parish and Town Council Annual Forum on Monday 27th January and received positive feedback. Local councils also received a presentation on the roadworks.org website. It was noted that both Supplements will be reviewed throughout the year as part of the commitment to continuing improvement.
- Members discussed the progress made in relation to recommendations 7 to 11 and agreed to change the progress status for these recommendations to 'achieved'.

RESOLVED –

(a) That the progress status assigned to recommendations to 7 to 11 be amended to 'achieved'.

(b) That the Board receives a further update on the recommendations within 6 months.

76 Briefing and Consultation on design principles for Community Committees and Community Engagement

The report of the Assistant Chief Executive (Citizens and Communities) invited the Scrutiny Board to comment on the design principles for Community Committees and Community Engagement as part of a wider consultation process.

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

The following were in attendance for this item:

- James Rogers, Assistant Chief Executive (Citizens and Communities)
- Councillor Peter Gruen, Executive Board Member for Neighbourhoods, Planning and Support Services
- Kathy Kudelnitzky, Chief Officer Communities
- Rory Barke, Area Leader, East North East.

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

- Members noted that the consultation process focuses on the design principles for Community Committees and that each Community Committee will be tasked to establish their own working practices based on agreed principles.
- It was noted that Elected Members would be fully engaged in identifying the names and brand identities for the new Community Committees. Some initial designs were shared with Members during the meeting.
- Where reference was made to reducing the number of formal decision-making Community Committees to four a year, it was highlighted that this was a recommended minimum number. Members therefore advised that this is communicated more clearly.
- Members reiterated the importance of strengthening community engagement and emphasised the need to develop smarter and more cost effective methods of publicity and also identify more localised venues to improve accessibility to meetings.
- Members emphasised the importance of Chief Officers across all directorates to also engage proactively with Community Committees and therefore recommended that this forms part of the design principles too.
- Members also recognised the need to undertake a more detailed assessment of the staffing and resources needed to ensure the long term sustainability of any future new arrangements.
- It was noted that Elected Members will be given the opportunity to attend a number of relevant workshops that will be scheduled during March 2014. However, it was highlighted that any briefing requests made separately by Area Committees will also be accommodated.

RESOLVED –

(a) That the Scrutiny Board notes the content of the report and supports the design principles for Community Committees and Community Engagement.

(b) That the above comments made by the Scrutiny Board are formally fed into the wider consultation process.

(c) That the Scrutiny Board will continue to monitor progress in relation to the development of Community Committees.

77 Improving communications aimed at tackling illegal money lending - working group summary note

The report of the Head of Scrutiny and Member Development referred to a piece of work recently undertaken by a working group of the Scrutiny Board to improve communications aimed at tackling illegal money lending. The Board received a summary note which referred to the working group meeting held on 16th January 2014. This highlighted the key issues arising from this meeting and the proposed recommendations made by the working group for the Board's consideration.

James Rogers, Assistant Chief Executive (Citizens and Communities), was in attendance for this item and highlighted his support to the proposed recommendations set out within the working group summary note.

RESOLVED –

- (a) That the Scrutiny Board notes the working group summary note and endorses the findings and recommendations arising from the work undertaken to improve communications aimed at tackling illegal money lending in Leeds.
- (b) That a response to the Scrutiny Board's recommendations is brought back to the Board's March meeting.

78 Work Schedule

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

The Board was reminded of the forthcoming working group meetings linked to its inquiry into tackling domestic violence and abuse.

Session 6 – Monday 24th February 2014 at 10 am. This session will be considering how the Council and partners are challenging wider cultural attitudes that tolerate domestic violence and abuse and to explore opportunities for engaging communities, particularly BME communities, to be more proactive in supporting victims.

Session 7 – Monday 3rd March 2014 at 9.30 am. As the last evidence gathering session of the inquiry, the focus will be around the role of the Council and Trade Unions in raising awareness of domestic violence and abuse amongst employers across the city, including Council staff.

Members also acknowledged and welcomed the recent announcement made by the West Yorkshire Police and Crime Commissioner that an additional one million pounds is to be invested in tackling domestic violence across West Yorkshire. However, it was noted that details were yet to be confirmed in terms of how this funding will be allocated across the districts.

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

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

79 Date and Time of Next Meeting

Monday, 10th March 2014 at 10.00 a.m. (Pre-meeting for all Board Members at 9.30 a.m.)

(The meeting concluded at 11.50 am).

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Report of Head of Scrutiny and Member Development

Report to Safer and Stronger Communities Scrutiny Board

Date: 10th March 2014

Subject: Improving communications aimed at tackling illegal money lending - response to the Scrutiny Board's recommendations

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

Summary of main issues

1. The Scrutiny Board agreed to undertake a piece of work this year to explore how the Council can assist the Illegal Money Lending Team in raising the profile of existing advice and support services and encourage more residents to report illegal money lending activity. The Board agreed to hold an initial working group meeting to which all Board Members would be invited to attend. This meeting took place on Thursday 16th January 2014.
2. Last month the Board considered a report summarising the key issues arising from this meeting and the proposed recommendations from the working group. As such, the Board endorsed the recommendations arising from this piece of Scrutiny work.
3. It is the normal practice to request a response from the relevant Directorate(s) to the Board's recommendations once published. Details of this response are set out within this report for the Board's consideration.

Recommendations

4. Members are asked to consider the response to the recommendations arising from this piece of Scrutiny work and decide whether any further scrutiny involvement is required at this stage.

1.0 Purpose of this report

- 1.1 Last month the Scrutiny Board considered a report summarising the key issues and proposed recommendations arising from its working group meeting on Thursday 16th January 2014 which focused on improving communications aimed at tackling illegal money lending (see appendix 1). As such, the Board endorsed the recommendations arising from this piece of Scrutiny work.
- 1.2 It is the normal practice to request a response from the relevant Directorate(s) to the Board's recommendations once published. Details of this response are set out within this report for the Board's consideration.

2.0 Background information

- 2.1 At its July meeting, the Safer and Stronger Communities Scrutiny Board raised concern about illegal money lending activity within Leeds and expressed an interest in undertaking further Scrutiny of the activities being undertaken by the Council and its partners to address this issue. The Board therefore received a report in September 2013 from the Assistant Chief Executive (Citizens and Communities) which summarised the work already undertaken by the Council and its partners, including the national Illegal Money Lending Team. It also provided details of a Leeds action plan that had been developed by the Illegal Money Lending Team in conjunction with the Council and other partners.
- 2.2 The Scrutiny Board welcomed the level of activity being undertaken in addressing illegal money lending in Leeds. However, it was felt that communications surrounding this area of work needed to be improved. A suggestion was therefore made to develop a separate communications workstream/plan linked to the Leeds Action Plan.
- 2.3 The Scrutiny Board agreed to undertake a separate piece of work to explore how the Council can assist the Illegal Money Lending Team in raising the profile of existing advice and support services and encourage more residents to report illegal money lending activity. The Board agreed to hold an initial working group meeting to which all Board Members would be invited to attend. This meeting took place on Thursday 16th January 2014.
- 2.4 In February, the Board considered a report summarising the key issues arising from this meeting and proposed recommendations from the working group for consideration by the Scrutiny Board. These recommendations were formally endorsed by the Scrutiny Board.

3.0 Main issues

- 3.1 It is the normal practice to request a response from the relevant Directorate(s) to the Board's recommendations once published.
- 3.2 The Scrutiny Board emphasised the importance of having a lead Directorate take ownership in developing and promoting a clear and consistent approach across the Council and other partner organisations towards tackling illegal money lending. In view of the clear links with the Council's overall Financial Inclusion Strategy and the relationship already built up between the Illegal Money Lending Team and the

Council's Financial Inclusion Team, the Scrutiny Board considered it appropriate for the Citizens and Communities Directorate to take a lead in terms of implementing the recommendations arising from this piece of Scrutiny work.

- 3.3 An initial response to the Scrutiny Board's recommendations has therefore been provided by the Assistant Chief Executive (Citizens and Communities) and is set out below. This includes the views of the Directorate on the recommendations, action and timescales in responding to the recommendations or the reasons for not agreeing with the recommendations.
- 3.4 Representatives from the Citizens and Communities Directorate will also be attending the Scrutiny Board's meeting today, along with representatives from other appropriate Directorates and the Illegal Money Lending Team.

Response of the Assistant Chief Executive (Citizens and Communities)

Recommendation 1

That the Assistant Chief Executive (Citizens and Communities) works closely with the Head of Communications and Engagement and the local Illegal Money Lending Team LIASE Officer to develop a marketing communications plan to complement the existing High Cost Lending marketing campaign. This plan should sit alongside the Illegal Money Lending Team Leeds Action Plan and be revised on an annual basis.

- 3.5 Work has already been commenced on developing such a plan and this should be in place by mid-March.

Recommendation 2

That the Assistant Chief Executive (Citizens and Communities) works closely with the Financial Inclusion Team, Advice Leeds and appropriate Directorates, to develop a comprehensive training toolkit aimed at up-skilling frontline staff to enable them to have the knowledge and capacity to detect those individuals in financial crisis and signpost them to appropriate support and advice services.

- 3.6 A toolkit is currently being developed to coincide with a major launch in March of a city wide campaign aimed at publicising support for citizens facing financial problems. In line with recommendation 1, support for illegal lending victims can be incorporated within this work.

Recommendation 3

That the Assistant Chief Executive (Citizens and Communities) works closely with the Director of Public Health and Director of Adult Social Care to explore how best to raise the profile of tackling legal and illegal lending amongst frontline staff within the health and social care sector and equip them with the knowledge and capacity to detect vulnerable individuals in financial crisis and signpost them to appropriate support and advice services.

- 3.7 The content of the toolkit referenced in recommendation 2 require to be incorporated within the staff training programmes of the Directorates referred to in this recommendation. Assistant Chief Executive (Citizens and Communities) will discuss with the Director of Public Health and Director of Adult Social Care, how this work can become part of the training plans of appropriate front line staff. Although not specifically referenced in this recommendation, it would also be appropriate to discuss similarly with the Director of Children's Services in order to include front line staff in that Directorate particularly Children's Social Workers.

Recommendation 4

That the Assistant Chief Executive (Citizens and Communities) works closely with the Director of Children's Services to determine an appropriate route for promoting the education package developed by the Illegal Money Lending Team into Leeds Schools.

- 3.8 Assistant Chief Executive (Citizens and Communities) will discuss with the Director of Children's Services what the most appropriate route is, perhaps working through clusters, to develop a mechanism for disseminating this information to schools.

Recommendation 5

That the Assistant Chief Executive (Citizens and Communities) works closely with the Chair of the Member Development Working Group to explore how best to deliver training to Elected Members to enable them to have the knowledge and capacity to detect those individuals in financial crisis and signpost them to appropriate support and advice services

- 3.9 Assistant Chief Executive (Citizens and Communities) will discuss with the Chair of the Member Development Working Group how the toolkit referred to in recommendation 2 can be incorporated into appropriate training materials to support Elected Member development.

3 Corporate Considerations

4.1 Consultation and Engagement

4.1.1 The responses set out within this report include the views of the relevant Directorate(s) in consultation with the relevant Executive Board Member.

4.1.2 Where other internal or external consultation processes have been undertaken with regard to responding to the Scrutiny Board's recommendations, details of this will be referenced against the relevant recommendations.

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 has been referenced against the relevant recommendation. As part of the formal recommendation tracking process, the Scrutiny Board will continue to ensure that due regard has been given to the impact upon equality areas where appropriate.

4.3 Council Policies and City Priorities

4.3.1 The scrutiny recommendations are complementary towards achieving our best council outcome to 'improve the quality of life for our residents, particularly those who are vulnerable or in poverty', as set out with the Best Council Plan 2013-2017.

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.

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 report has no risk management implications.

5.0 Conclusions

5.1 Last month the Scrutiny Board considered a report summarising the key issues and proposed recommendations arising from its working group meeting on Thursday 16th January 2014 which focused on improving communications aimed at tackling illegal money lending.

5.2 The Board endorsed the recommendations arising from this piece of Scrutiny work and a response to these recommendations has been provided for the Board's consideration at today's meeting. Any recommendations which have not yet been completed will be included in future recommendation tracking reports to enable the Board to continue monitoring progress.

6.0 Recommendations

6.1 Members are asked to consider the response to the recommendations arising from this piece of Scrutiny work and decide whether any further scrutiny involvement is required at this stage.

7.0 Background papers¹

7.1 None.

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

Safer and Stronger Communities Scrutiny Board Improving communications aimed at tackling illegal money lending

Summary Note of the Working Group Meeting held on Thursday 16th January 2014

Introduction

1. At its July meeting, the Safer and Stronger Communities Scrutiny Board raised concern about illegal money lending activity within Leeds and expressed an interest in undertaking further Scrutiny of the activities being undertaken by the Council and its partners to address this issue. The Board therefore received a report in September from the Assistant Chief Executive (Citizens and Communities) which summarised the work already undertaken by the Council and its partners, including the national Illegal Money Lending Team. It also provided details of a Leeds action plan that had been developed by the Illegal Money Lending Team in conjunction with the Council and other partners.
2. The Scrutiny Board welcomed the level of activity being undertaken in addressing illegal money lending in Leeds. However, it was felt that communications surrounding this area of work needed to be improved. A suggestion was therefore made to develop a separate communications workstream/plan linked to the Leeds Action Plan.
3. The Scrutiny Board agreed to undertake a separate piece of work to explore how the Council can assist the Illegal Money Lending Team in raising the profile of existing advice and support services and encourage more residents to report illegal money lending activity.
4. An initial discussion was held with the following individuals during a working group meeting on Thursday 16th January 2014:
5. Councillor Barry Anderson, Chair of the SSC Scrutiny Board
Councillor Jonathan Bentley, Member of the SSC Scrutiny Board
Councillor Ron Grahame, Member of the SSC Scrutiny Board
Councillor Peter Gruen, Executive Member for Neighbourhoods, Planning and Support Services
Angela Brogden, Principal Scrutiny Adviser
Mike McAughtrie, LIAISE Officer, (Lead in Awareness, Intelligence, Support and Education), Illegal Money Lending Team, Yorkshire and Humberside Trading Standards
Dave Roberts, Financial Inclusion Strategy Manager
Hilary Farmery, Communications Manager, Marketing
John Statham, Head of Housing Partnerships
Sharon Hughes, Area Improvement Manager
Jane Maxwell, Area Leader, West North West
6. This summary note sets out the key issues arising from the discussion and also presents proposed recommendations from the working group for consideration by the Safer and Stronger Communities Scrutiny Board.

Summary of key issues raised by the working group

Partnership working with the Illegal Money Lending Team

7. The England Illegal Money Lending Team (IMLT) is funded by the Department of Business Innovation and Skills, and works in partnership with local Trading Standards Authorities across the country.
8. The IMLT operate on a parachute in model from a centralised base in Birmingham, with up to 30 specialist investigators moving to the area once a suspected illegal lender is identified. A local presence is maintained with LIAISE officers, (Leads In Awareness, Intelligence, Support and Education) in every region. These officers work in communities supporting victims, raising awareness, organising community events and initiatives and working with various partnership agencies including housing associations, credit unions, the Citizens Advice Bureau, Police and debt advice services to ensure front line staff know how to spot an illegal lender in order to help their clients.
9. The IMLT also run a 24/7 hour confidential hotline for people to report illegal lending to trained investigators on 0300 555 2222. People can also text 'loan shark + a message' to 60003, email reportaloanshark@stoploansharks.gov.uk or find details on facebook www.facebook.com/stoploansharksproject
10. The working group welcomed the attendance of the Illegal Money Lending Team LIAISE Officer for the Yorkshire and Humberside region whom reflected on some of the awareness raising activities already being undertaken by the IMLT within Leeds and across the region.
11. It was highlighted that whilst most of the awareness raising activities undertaken by the IMLT is funded using proceeds of crime money taken from convicted loan sharks, this is not a substantial level of resource. It is also an unpredictable funding stream. As such, more emphasis is placed upon adopting a local integrated partnership approach so that resources and opportunities for joint working can be maximised. The LIAISE Officer therefore shared with the working group a list of potential communication channels to explore with the Council based on ideas and experience of the Illegal Money Lending Team.

Associated links with the Council's existing High Cost Lending Marketing Campaign

12. In consideration of the communication channels proposed by the Illegal Money Lending Team, reference was made to the Council's existing comprehensive long term marketing campaign aimed at changing attitudes across the city towards high cost and pay day lending.
13. It was noted that victims of loan sharks will have already accumulated debts and exhausted all other legal money lending options before resorting to illegal money lending. The working group therefore recognised that problems associated with legal and illegal lending should not be addressed in isolation as there is added value to adopting a more comprehensive approach aimed at tackling broader financial management/debt issues within communities.

14. The working group received a briefing paper on the existing High Cost Lending Marketing Campaign and discussed the work already being undertaken in this regard. Following the successful launch of the 'Take a Stand' campaign in October 2013, it was noted that the second phase of the campaign is due to be launched in the spring. In view of current difficulties in accessing debt advice, reference was made to the development of a new dedicated website aimed at making it easier for residents to navigate through all the options open to them when seeking financial management and debt advice.
15. The working group was informed that, from a communications perspective, it would not be too resource intensive to put together a marketing communications plan based around the suggestions put forward by the IMLT which could sit alongside the IMLT Leeds Action Plan. However, in doing so, particular importance was placed upon ensuring that this complements the existing High Cost Lending marketing campaign.

Up-skilling frontline staff to aid early detection and referrals to services

16. Whilst acknowledging that a marketing communications plan would assist in raising the profile of the dangers of illegal money lending, the working group acknowledged that one of the main problems faced by the Illegal Money Lending Team is the reluctance of residents to report illegal money lending activity.
17. As such, particular importance was placed around up-skilling frontline staff to enable them to have the knowledge and capacity to detect those individuals in financial crisis and signpost them to appropriate support and advice services. There was particular emphasis around the need to raise the profile of this area work amongst those frontline staff that will have close contact with vulnerable clients, such as Social Workers.
18. Reflecting on the positive feedback from those frontline staff that had received previous training linked to Welfare Reforms, it was highlighted that such staff would again welcome the opportunity to be better informed about existing support services and referral pathways and therefore have the confidence to respond to situations where an individual that has built up the confidence and trust to open up about their financial difficulties.
19. The provision of publicity material and the delivery of training to frontline staff has been an ongoing initiative of the IMLT and the Financial Inclusion Team linked to their overall awareness work. However, there was consensus that this needed to be strengthened so that a clear and consistent message is being promoted across the whole of the Council and other partner organisations in tackling problems around both legal and illegal money lending. The working group also discussed the benefits in developing a training toolkit for frontline staff to ensure that this consistent message is being adopted.
20. Linked to this, reference was also made to the Multi Agency Referral Scheme (MARS) that is currently underway in Armley, with plans to roll out to Middleton and Bramley. This initiative is being led by Customer Access and Adult Social Care - Health and Wellbeing and is designed to enable front line officers to refer residents to a wide range of preventative services. The scheme involves a referral checklist that can be provided to agencies both in paper form, or electronically through the

Council's SIEBEL system, allowing Council officers and officers from other partner agencies to refer households to ancillary services via a central point. The working group therefore recognised the potential benefits of also exploring this existing mechanism to aid early detection and referral of individuals in financial crisis.

Maximising the role of Elected Members

21. The working group also emphasised the valuable role of Elected Members in contributing to awareness raising work within their own localities and also maximising opportunities when in contact with residents, either within their own homes or during ward surgeries, to be able to detect and support those in financial difficulties. As such, Elected Members would also benefit from specific development training to enable them to have the knowledge and capacity to detect those individuals in financial crisis and signpost them to appropriate support and advice services. It was therefore suggested that this is explored further with the Council's Member Development Working Group.

Adopting a preventative approach

22. Whilst acknowledging the need to ensure that appropriate mechanisms are put in place to deal with crisis intervention, it was recognised that a preventative approach also needs to be adopted in order to achieve a cultural change toward the use of high cost and illegal lending to reduce debt issues in communities.
23. Linked to this, the working group recognised the value of targeting the education sector with an emphasis around promoting key life skills to young people around good financial management. In acknowledging that the Illegal Money Lending Team has already developed an education package tailored for schools, emphasis was placed upon providing extra support to them in promoting this pack to local schools.

Proposed recommendations

24. The working group emphasised the importance of having a lead directorate take ownership in developing and promoting a clear and consistent approach across the Council and other partner organisations towards tackling illegal money lending. In view of the clear links with the Council's overall Financial Inclusion Strategy and the relationship already built up between the Illegal Money Lending Team and the Council's Financial Inclusion Team, the working group considered it appropriate for the Citizens and Communities directorate to take a lead in terms of implementing the recommendations arising from this piece of Scrutiny work.
25. Reflecting on the above key issues, the following recommendations have been proposed by the working group for the consideration of the Safer and Stronger Communities Scrutiny Board.

Recommendation 1

That the Assistant Chief Executive (Citizens and Communities) works closely with the Head of Communications and Engagement and the local Illegal Money Lending Team LIASE Officer to develop a marketing communications plan to complement the existing High Cost Lending marketing campaign. This plan should sit alongside the Illegal Money Lending Team Leeds Action Plan and be revised on an annual basis.

Recommendation 2

That the Assistant Chief Executive (Citizens and Communities) works closely with the Financial Inclusion Team, Advice Leeds and appropriate Directorates, to develop a comprehensive training toolkit aimed at up-skilling frontline staff to enable them to have the knowledge and capacity to detect those individuals in financial crisis and signpost them to appropriate support and advice services.

Recommendation 3

That the Assistant Chief Executive (Citizens and Communities) works closely with the Director of Public Health and Director of Adult Social Care to explore how best to raise the profile of tackling legal and illegal lending amongst frontline staff within the health and social care sector and equip them with the knowledge and capacity to detect vulnerable individuals in financial crisis and signpost them to appropriate support and advice services.

Recommendation 4

That the Assistant Chief Executive (Citizens and Communities) works closely with the Director of Children's Services to determine an appropriate route for promoting the education package developed by the Illegal Money Lending Team into Leeds Schools.

Recommendation 5

That the Assistant Chief Executive (Citizens and Communities) works closely with the Chair of the Member Development Working Group to explore how best to deliver training to Elected Members to enable them to have the knowledge and capacity to detect those individuals in financial crisis and signpost them to appropriate support and advice services

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Report of Head of Scrutiny and Member Development

Report to Safer and Stronger Communities Scrutiny Board

Date: 10th March 2014

Subject: Strategic Partnership Boards – Update

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

Summary of main issues

1. The Scrutiny Board Procedure Rules state that all Scrutiny Boards will act as a “critical friend” to the relevant Strategic Partnership Board.
2. In March 2013, the Safer and Stronger Communities Scrutiny Board received a report from the Safer and Stronger Communities Strategic Partnership Board setting out its strengths and potential areas for development in response to the following three key questions:
 - What contribution the Partnership Board is making to tackle poverty and inequality, and the progress being made against this
 - How successfully the Board’s partnership arrangements are working
 - To what extent are significant benefits being seen from partnership working? How has partnership working ensured increased pace of change to address the issue in hand?
3. A report summarising the Scrutiny Board’s observations and recommendations in relation to the Safer and Stronger Communities Board was then subsequently forwarded to the Partnership Board.
4. The Scrutiny Board’s report was initially discussed at a joint meeting of the Safer and Stronger Communities Board and the Stronger Communities Partnership on 24th May and a formal response to the Scrutiny recommendations was presented to the Scrutiny Board in September 2013.

5. As part of this response, it was highlighted that the Safer and Stronger Communities Board had agreed to explore reconfiguring the partnership arrangements for this Board, with a move towards a new Communities Board to drive forward the 'stronger' element of the agenda and more accurately reflect its role in delivering the strategic direction required for Leeds to become the best city for communities. In doing so, Safer Leeds would continue its role as the city's Community Safety Partnership.
6. The attached report provides a further update in relation to the recommendations made by the Scrutiny Board last year, with particular reference made to the development of the new Communities Strategic Partnership Board. Representatives from the Strategic Partnerships will also be attending today's meeting.

Recommendations

7. Members are asked to consider the attached update report and provide any further comments or observations to the relevant Strategic Partnership Boards.

Background papers¹

8. None

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

Report authors:
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Tel: 2243057/3951769/2474988

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

Date: **10 March 2014**

Subject: **Strategic Partnerships – Update following the Scrutiny report to the Safer and Stronger Communities Board in March 2013**

Further to the Scrutiny review and subsequent report submitted to the Safer and Stronger Communities Strategic Partnership Board in March 2013, the following actions have since been taken as a consequence of the recommendations made by Scrutiny:

Recommendation 1

That the Safer and Stronger Communities Partnership Board actively pursues the development of more partner involvement in delivering the city's cleaner-greener priorities.

Whilst the remit of the former Safer and Stronger Communities Board included street cleaning and parks and green spaces, the delivery of the city's cleaner-greener priorities had previously been delivered and monitored via a separate workstream of the Partnership led by the Chief Officer Environment Action. Following the reconfiguration of the partnership arrangements, the cleaner-greener agenda falls outside the remit of the new Communities Board and therefore separate arrangements for delivering and monitoring the city's cleaner-greener priorities continue to be required.

As such, there is now excellent scope for developing a more localised approach in line with the Council's locality working design principles which will enable more practical localised third sector and community involvement in this agenda. Efforts will therefore be focused on working with Area Leads to explore existing opportunities, be it through the emerging Community Committees, tenants' groups, friends of parks and in bloom groups etc to galvanise residents and partners to get involved in this aspect of their community.

Recommendation 2

That the Safer and Stronger Communities Partnership Board ensures the involvement of communities and the third sector in the cleaner-greener and the Safer Leeds agendas.

In relation to the cleaner-greener agenda, this recommendation will be taken forward in line with the locality working principles set out in the response above.

Safer Leeds continues to work with the third sector through a range of projects such as Stop Hate UK, Victims Support, Domestic Violence Providers and organisations delivering support to people with drug and alcohol abuse problems. Engagement work is also taking place with communities, through the restructure of the Leeds Policing Divisions, which will see Leeds move to a single city wide approach which is aligned to Area Committee boundaries and more integrated with local services.

Work is also taking place with the Office of the Police and Crime Commissioner, to consider the role of the third sector in the provision of local services to support the delivery of the West Yorkshire Police and Crime Plan. This includes the potential development of a Victims Hub and support to access grant funding through the PCC's recently launched 'Community Safety Fund', which will see £500k of additional funding from the Police POCA programme (Proceeds of Crime Act) being distributed across the West Yorkshire sub-region.

Recommendation 3

That the Safer and Stronger Communities Partnership Board also undertakes work which underpins the locality working design principles and considers the needs of particular localities as well as maintaining a strategic overview citywide.

At the May meeting of the Safer and Stronger Communities Board it was agreed to explore reconfiguring the partnership arrangements for this Board. A workshop session took place in October 2013 to scope out the remit of a new Communities Board to drive forward the "stronger" element of the agenda and more accurately reflect its role in delivering the strategic direction required for Leeds to become the best city for communities.

The Board met for the first time on 28 January 2014, chaired by Councillor P Gruen, Executive Board Member for Neighbourhoods, Planning and Support Services. The Terms of Reference were agreed in principle, although issues of adequate representation of communities in its membership were raised as needing further consideration. The Terms of Reference (which includes updated membership) are attached at Annex 1 of this report. At the January meeting it was agreed that the main focus of the Board's work would be to tackle poverty and deprivation and underpin the emerging Citizens@Leeds agenda.

So as to provide a clear focus to guide the work of the Board, an outline plan on a page was considered. The plan sets out the ambitions, approach, outcomes and objectives and can be found at Annex 2 of this report. Further individual discussions are taking place with Board members during February and March to discuss the role and plan in more detail. It is likely that these discussions will result in prioritisation of the work streams within the plan. The umbrella nature of the Communities Board will then enable a range of other partners to be involved in these work streams, as appropriate, to the delivery of the plan. They will then report back into the Board.

It was acknowledged that the new Communities Board will need to work with the other strategic Boards, in particular, the Health and Wellbeing and Children's Boards to ensure close working and co-operation across all of the disciplines.

Recommendation 4

That the Stronger Communities Partnership ensures that the composition and strands of work undertaken by the supporting partnerships are also reflective of the move towards developing a 'best city for communities' framework to improve stronger communities working in Leeds.

The decision to move towards a Communities Board has also prompted a review of the support strands of work and supporting partnerships and to review its priority actions. The supporting partnerships were:

- Migration Partnership - this continues, with a major report on the State of the Migrant Third Sector published in February 2014. The Migration Partnership work is now complemented by the development of a council wide approach to managing migration and its impacts
- Leeds Poverty Challenge remains a key strand of work and its progress will be reported to the Communities Board
- Gypsy, Traveller and Roma Strategy Group - this no longer meets as a partnership group. The issues relating to Roma communities are now picked up by the Migration Partnership, and the Environments and Housing directorate of the Council leads on engagement with Gypsy and Traveller communities.

The best city for communities' framework provides a guide used by the council to underpin and provide an internal model to capture different facets of communities that need to be in place to ensure success. It provides some underpinning principles, each of which may provide a focus at different times as appropriate given the work streams that the Communities Board takes forward.

Recommendation 5

That the Chair of the Safer and Stronger Communities Partnership Board ensures that all Elected Members are kept informed of progress relating to the Leeds Poverty Challenge.

3 quarterly briefings were sent to elected members from Cllr Gruen prior to the formal launch on 6th February 2014, to an audience of 250 people. In the last 6 months of 2013, the Challenge support team worked intensively with a group of people who are directly facing poverty to prepare them to take part in the Challenge. A final team of 15 put themselves forward and were given support to prepare their testimony in a way that was meaningful and dignified for them. These are people with experience of alcohol and drug addition, mental health breakdown, violence, prostitution, forced marriage, criminal justice and a range of other complex issues that have directly and indirectly contributed to their experience of poverty. The launch was well received with good coverage on local and national radio, press and the blogosphere.

The first formal Challenge meeting took place on Friday 21st February, and involved both those living in poverty and a wide range of partners.

Poverty Truth is now on the internet at: www.leedspovetrytruth.org.uk, twitter @PovertyTruth and Facebook at Leeds Poverty Truth.

Recommendation 6

That once confirmed, the accountability arrangements in place for the Safer and Stronger Communities Partnership Board are set out clearly in the Partnership's terms of reference.

The change of Accountable Director from Environment and Housing to Citizens and Communities for the Communities Board is set out clearly in the terms of reference at Annex 1

Conclusions

The Safer and Stronger Communities Board welcomed the comments made by the Scrutiny Committee and these have been used to inform the changes outlined above. Work continues in taking forward all of the Scrutiny recommendations. The new Communities Board is also keen to agree a work programme, with success measures, and this will be developed following further discussions.

Any further comments or observations from the Scrutiny Board are welcomed.

Communities Strategic Partnership Board Terms of Reference – February 2014

Purpose

The purpose of the Communities Board is to provide strong and effective leadership, to support partnership work that takes action to deliver the aspirations of the Leeds 2030 plan in relation to 'all Leeds communities will be successful'. In particular, its key objectives are to join up activities to maximise outcomes, and to create a culture where partnership work in the interests of local people is built into the way all agencies, sectors and organisations act.

The Communities Board will provide a framework for relationships to be developed and work to take place across partners. It will consist of a small core group of people which will be added to as appropriate to take forward specific themed work

Strategic Leadership

The board will lead the long-term strategy for the city for communities and co-ordinate the partnership actions to work towards ensuring that all communities in Leeds are successful.

Accountability

The Communities Board is not a separate legal entity. Each partner on the Board retains its own functions and responsibilities, for example for Leeds City Council – its role in the Board is accountable to the Leeds City Council Executive Board.

Strategic direction for the Board will be derived from the Leeds 2030 plan. The Board provides a focus for the agreement of shared action between partners and constructive challenge to make sure that the partnership work improves outcomes, adds value and inspires innovation.

Roles

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

The vice-chair will be selected from the third sector members.

Executive accountability will be with Leeds City Council via the Assistant Chief Executive, Customer and Communities.

Servicing and support will be the responsibility of Leeds City Council

Responsibilities

The Communities Board will:

- § lead the joint delivery of strategic action to make Leeds the Best City for Communities;
- § develop, deliver and report on an action plan to deliver the objectives set out in an agreed and published Board work programme and tackle underperformance against the priorities and targets;

- § provide a framework within which partners may agree to commission services together, with pooled or aligned budgets;
- § act as an advocate for the contribution which these themes make to public policy and partnership working in the city, and support the culture and practice of partnership working;
- § jointly develop, innovate or sponsor new activities, which support the aspiration to become the Best City for Communities;
- § identify opportunities for greater efficiency or effectiveness through a common approach and innovative solutions to areas of policy, planning, performance management, consultation, reporting, communication, resource allocation or delivery of services in the city and take action as appropriate;
- § evaluate the impact of interventions, capture learning and disseminate good practice across partners in city; and
- § influence local, regional and national government policy initiatives linked to the Communities agenda.

The Communities Board will have specific oversight of workstreams that meet one or more for the following outcomes:

- There is access to job opportunities at all levels, including for those who are the furthest away from the job market
- There are pathways out of financial hardship
- Individuals and communities engage with setting and achieving the priorities for their areas
- As a city we provide integrated and accessible services

Linkages

The Communities Board is one of a number of Strategic Partnership Boards in Leeds which together are responsible for oversight of the Leeds 2030 plan, and will work in co-operation with each other.

The Board will work in tandem with the Citizens@Leeds Programme Board, and will respond to requests from the relevant Leeds City Council Scrutiny Board.

Equality and community engagement

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

Membership

The membership of the core group reflects a cross sector balance of expertise and knowledge in working with communities. This group will be supplemented to facilitate discussion and action on various work strands as they develop. It is envisaged that fluid arrangements will enable more productive engagement and promote greater understanding of the challenges facing people and communities and take different approaches as appropriate to the issues in hand.

The cross sector balance will reflect all relevant sectors to the agenda, specifically including:

- § Elected members – Cllr Gruen (chair), Cllr Anderson, and Cllr Golton
- § Community sector – (grass roots third sector) Tony Herrmann and Mike Love
- § Further or Higher education sector –Ann- Marie Spry, Leeds City College
- § Clinical Commissioning Group - Jason Broch
- § Credit Union – Chris Smyth
- § Housing – Lisa Pickard
- § Council – James Rogers
- § Police – Chief Superintendent Paul Money
- § Third sector – Richard Jackson
- § Equality Assembly – Tony Stanley and John Welham
- § Jobcentre Plus – Ian Hunter

Officers in attendance

Officers (in addition to James Rogers) from Leeds City Council and other partners will be invited to attend the board at the discretion of the Chair. Their role will include advising the group, preparing agendas, minutes, reports and briefings for the Board, and following up actions arising from discussions and decisions made by the board.

Openness

Meetings are not open to the public, but papers, agendas and minutes will be published on the Leeds City Council website promptly, and through any other relevant partner website. A forward plan of meetings will be published on the Leeds City Council website.

These Terms of Reference were agreed:

Date:

Signed:

Chair, Communities Board

Communities Strategic Partnership Board Our Plan for 2014 – 2017

Our Ambition

Our Vision for Leeds is to be fair, open and welcoming. We want to be a place where everyone has an equal chance to live their life successfully and realise their potential. We will embrace new ideas, involve local people and welcome visitors and those who come here to live, work and learn.

Our Approach

Our citizens and communities are the bedrock of our city and are key to achieving our vision to be the best city. We know that there are large numbers of people experiencing challenging circumstances due to the current economic and social climate. We estimate that there are 150,000 people, a fifth of the Leeds population, that live in areas assessed as being in the 10% most deprived in the country. Whilst large concentrations of our deprived communities are located in the inner-city area, we know that there are pockets of deprivation across many parts of the city and that many other people are struggling. We want to support people across the city who are experiencing difficulty, providing them with essential support and advice, and enabling them to do more for themselves. In order to do this it is essential all partners across all sectors work together to tackle poverty and deprivation. In doing so we want, individuals and communities (both geographical and communities of interest) to be more resilient and sustainable. This way more individuals and communities will be better able to mediate their own solutions, know where to go to for help and support, and will be capable of better responding to the unexpected when it occurs. Individuals and communities will be in a better position to help shape their own locality by influencing local priorities and locality based decision-making.

The Outcomes We Are Looking For By 2017:

Helping People Out of Financial Hardship

We have clear pathways to help people out of financial hardship; we experience fewer people getting into financial difficulty; the Leeds credit union is renowned and widely used for affordable finance and credit services; and we have achieved a significant reduction in the use of high cost lending.

Helping People into Work

More of our citizens are successful in securing local employment, particularly those currently furthest away from the labour market; we continue to see a year-on-year reduction in the number of young people not in education, employment or training (NEET); and key employers in the city have adopted the living wage.

Being Responsive to the Needs of Local Communities

Local people are actively engaged in local prioritisation and decision making; local elected members have a stronger role democratically with greater responsibility for local services and local budgets; local members and local partners work well together for the benefit of their communities; we have made positive progress in addressing important issues like migration and prostitution.

Providing Accessible and Integrated Services

Citizens experience truly joined-up and integrated services that are accessible to them; a greater proportion of services and enquiries are dealt with at the first point of contact; most services are available digitally and we have made significant strides in achieving city wide digital inclusion.

The Objectives We Have Set For Year 1 (2014/15):

We have a clear plan of action and implemented a range of measures around the Citizens@Leeds initiative

The Poverty Truth challenge has influenced our thinking and approach and is impacting positively on poverty

Work with the JRF and other partners is helping to develop sustainable solutions to tackle poverty

The credit union is more accessible and having a positive impact on reducing dependency on high cost lenders

We have developed clear pathways to support people in financial hardship and prioritised key groups

We have proactively targeted employment and skills opportunities at those furthest away from the labour market

Partners have been fully engaged and are actively working together to address poverty

Community Committees are making a difference to local engagement and local decision making

We have implemented three community hubs and developed plans for a city-wide roll-out

More services are available digitally and we have a clear plan to address digital inclusion

We understand the needs of different communities and are addressing issues such as migration and prostitution



Report author: Debra Scott

Tel: x75951

Report of Director of Environment and Housing

Report to Safer Stronger Communities Scrutiny Board

Date: 10 March 2014

Subject: 2013/14 Quarter 3 Performance Report

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. In the light of the changes to corporate performance reporting and the outcomes of work done by a working group of the Board, the Safer Stronger Scrutiny Board has recently agreed revised arrangements for reporting performance across its remit. This includes receiving on a quarterly basis a report which highlights good performance as well as performance in service areas where trends are changing and/or performance is showing signs of deterioration. It also allows the Director an opportunity to identify any emerging areas of concern or risks. This report sets out the position at Quarter 3 in relation to the performance areas that fall within the Director of Environment and Housing's responsibilities.
2. The Board has also agreed to receive on an alternate quarterly basis separate reports covering the Safer and Stronger aspects of the Board's remit. This will include reports from both the Directors of Environment and Housing Citizens and Communities. A more in-depth report on the 'Safer' element has been provided separately by the Director of Environment and Housing and is included elsewhere on the agenda.

Recommendations

3. Members are invited to consider the Director of Environment and Housing's Quarter 3 highlight report which is provided as an appendix to this covering report.

1 Purpose of this report

- 1.1 The purpose of the report is to provide the Board with a Quarter 3 highlight report from the Director of Environment and Housing, showing areas of good performance as well as performance issues linked to changes in trends or where performance has dipped. It also provides an opportunity for the Director to identify any other emerging areas of concern or risks.

2 Background information

- 2.1 This is a new way of reporting performance that has recently been agreed by the Board and reflects the outcomes of discussions between officers and members of a working group of the Board. It also takes account of the changing corporate reporting arrangements. In addition to receiving a quarterly highlight report, Members have asked for separate more detailed alternate quarterly reports covering the Safer and Stronger aspects of the Board's remit from the Directors of Environment and Housing and Citizens and Communities. This report presents performance highlights at Quarter 3. A more detailed report covering the 'Safer' aspects of the Board's remit is included elsewhere on the agenda.

3 Main issues

- 3.1 The highlight report is given as an appendix to this report.
- 3.2 Areas of performance to highlight include:
- Domestic Burglary which continues to show year on year improvement as well as an improvement in core city rankings, but trends are continuing to be tracked on a monthly basis to identify any areas for concern at a district and local level
 - Anti-social behaviour which is continuing to achieve high levels of customer satisfaction and is showing continual improvement.
 - Domestic Violence which is showing signs of improvement in terms of repeat victimisation rates. To support the domestic violence strategy, the service has started to monitor repeat suspect rates and will use information to influence delivery. Repeat suspects rates dropped in Q3. Further measures will be introduced as the strategy is developed.
 - Drugs and Alcohol programmes which are continuing to deliver improved levels of successful completions. A service specification for a new remodelled service has been developed which brings a number of disparate contractual arrangements together, and this is currently out to tender. It is anticipated that contracts will be awarded in November/December 2014 with new contracts starting in June 2015 (an extended six month mobilisation period has been allowed to ensure a smooth transition to the new service and steps will be taken to monitor performance closely during this time in order to manage any transitional performance issues).

- Missed bins performance which has fluctuated over Quarter 3 across all bin types, some of which can be attributed to the bedding in process following the introduction of AWC phase 2. However, in real terms the figures show that the number of misses is small in relation to the total service delivered and it is felt that the current measure does not give an adequate picture of service performance. Work is therefore being done to develop a more helpful measure/measures to demonstrate the reliability of the service. This is being linked to the forthcoming introduction of the Integrated Waste Management System later this year. The outcomes of this work will be shared with the Board in due course.
- Recycling which, although showing an improving trend, is currently slightly off track in relation to meeting the year-end target of 46.4%. Work has already been initiated to improve the position and the impact will be monitored over the next quarter.
- Tonnage to landfill which is also showing significant year on year improvement and is generally on track to meet the 142,000t minimum target.

3.3 It was also felt to be worth highlighting to Members the fact that the risks associated with the roll out of Phase 2 have been managed well and that this change, involving 113,000 households, has been implemented successfully.

4 Corporate Considerations

4.1 Consultation and Engagement

4.1.1 This is a performance report for the Board's information and as such there is no need for wider consultation. If the Board determines that any performance area requires further investigation, then it may be decided that the views of interested parties should be sought or that existing information reflecting the views of customers and others stakeholders should be provided to the Board.

4.2 Equality and Diversity / Cohesion and Integration

4.2.1 This is not a decision-making report and as such there is no need for an EIA screening document to be completed.

4.2.2 The business of the Safer Stronger Scrutiny Board is to consider the extent to which the corresponding Partnership Board is delivering City Priorities and also to review and challenge the Council's own performance in relation to the Safer/Stronger agenda. As part of this role, the Scrutiny Board will consider the extent to which the partnership board and the Environment and Housing directorate are addressing cross-cutting issues, including equality and diversity and cohesion and integration. This will be taken into account when determining the performance information the Scrutiny Board may require. Specifically, the Board's remit also includes scrutiny of cohesion and integration matters under the Stronger Communities element of its work

4.3 Council policies and City Priorities

- 4.3.1 The performance information received by the Board allows it to assess and challenge performance in relation to the delivery of specific city priorities and priorities within the Best Council Business Plan.

4.4 Resources and value for money

- 4.4.1 The Board has specifically asked that the performance information provided is based on information that is already available, and has determined that it will only require more detailed reports where it wants to examine performance areas in more depth, thereby ensuring that reporting arrangements remain efficient and effective.

4.5 Legal Implications, Access to Information and Call In

- 4.5.1 The report is provided within the context of the formal role of Scrutiny Boards within the Council's constitution. There is no decision being made and there is therefore no call-in requirement.

4.6 Risk Management

- 4.6.1 The provision of performance information to the Board is designed to enable the Board to fulfil its role effectively and as such will minimise the risks of non-delivery of City Priorities and Best Council Business Plan Priorities. Care is being taken to make use of existing data rather than create an additional reporting burden.

5 Conclusions

- 5.1 Performance in Quarter 3 across the areas of responsibility of the Director of Environment and Housing continues to be generally good, with improving performance trends across the majority of services. Recycling rates are improving year on year but there is a risk that performance may not reach the performance targets set for 2013/14 (actions are being delivered now which should help to minimise this risk).

6 Recommendations

- 6.1 Members are invited to consider the Director of Environment and Housing's Quarter 3 highlight report which is provided as an appendix to this covering report.

7 Background documents¹

- 7.1 None

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

DIRECTOR OF ENVIRONMENT AND HOUSING: QUARTER 3 HIGHLIGHT REPORT

SECTION A: SAFER COMMUNITIES

Performance area	Performance Reports/Data (available to Members on request – n.b. some of this may include confidential protected data)	Summary comments drawing out performance issues for noting/discussion
Crime - Burglary	Partnership quarterly report card and burglary ward performance overview	<p>Leeds is on track to improve on last year's domestic burglary outturn and achieve its lowest figure ever recorded. In the 12 months to the end of December 2013 there were 4,813 recorded offences, down 14.5% (816 fewer offences) when compared to the previous year. In Q3 (Oct-Dec) there were 1,218 recorded offences, down 17.8% when compared with the same period last year.</p> <p>Leeds ranked 5th (out of 8) for highest burglary rates as of November 2013 when compared with other core cities, significantly improving from its position at 2nd in 2012.</p> <p>The following are examples of the work being done to deliver this excellent performance:</p> <p>The autumn/winter burglary reduction campaign - It only takes a minute - Light Up, Lock Up, Be Secure - was launched in September 2013 and ran till the end of January 2014. Social media were utilised to get the message out alongside traditional methods. Activity supported the Darker Nights action plan and improvement plans in localities. One example includes fire safety advisory and crime prevention visits by specials and volunteers, increasing awareness and confidence in neighbourhoods.</p> <p>The Local Neighbourhood Approach operational in the Nowell's area since April 2013, where all properties are being inspected to follow up on compliance with legal standards, has seen significant improvements in the locality. A second area has now been identified in Armley, closer working has already started with an environmental visual audit being completed – programme to be formally launched in February.</p> <p>In the run up to Christmas an operation in the City Centre resulted in five arrests for handling stolen goods and the searching of three premises under the power of a Theft Act Warrant. In one shop, over 70 iPhones were seized of which 25 had been reported stolen. Further development of plans will be introduced to understand and address the stolen goods market in Leeds.</p>

Anti-Social Behaviour	Partnership quarterly report card and monthly service level data	<p>The overall trend of public perceptions that levels of disorder and ASB has increased in the last 12 months' has improved with some variation in quarters and between localities. At the end of October 2013 the current level is 11%, down from 16.94% in 2008-09.</p> <p>To the end of December 2013, West Yorkshire Police in Leeds received 18,079 ASB calls. 5321 of these were between Oct-Dec 2013. These calls are responded to through neighbourhood and response teams. More complex or persistent calls are referred to LASBT. At the end of Q3 2013-14, WYP Link Officers had 230 active ASB cases, and LASBT Officers had 686 active ASB cases.</p> <p>The LASBT customer satisfaction survey - with a 53% response rate (449 surveys returned from a sample of 852 complainants to date) – highlights increasing levels of customer (complainant) satisfaction with case outcomes (94.4%) and overall provision (98.4%). Feedback suggests that customers are more satisfied where they feel well informed about the processes involved, regularly updated and able to develop a positive working relationship with the investigating officer.</p> <table border="1" data-bbox="707 635 1610 839"> <thead> <tr> <th>Customer satisfaction</th> <th>09/10</th> <th>10/11</th> <th>11/12</th> <th>12/13</th> <th>2013/14 (YTD)</th> </tr> </thead> <tbody> <tr> <td>Case outcome</td> <td>66.1%</td> <td>60.3%</td> <td>79.9%</td> <td>89.4%</td> <td>94.4%</td> </tr> <tr> <td>Overall service</td> <td>73.7%</td> <td>70.4%</td> <td>83.0%</td> <td>93.7%</td> <td>98.4 %</td> </tr> </tbody> </table>	Customer satisfaction	09/10	10/11	11/12	12/13	2013/14 (YTD)	Case outcome	66.1%	60.3%	79.9%	89.4%	94.4%	Overall service	73.7%	70.4%	83.0%	93.7%	98.4 %
Customer satisfaction	09/10	10/11	11/12	12/13	2013/14 (YTD)															
Case outcome	66.1%	60.3%	79.9%	89.4%	94.4%															
Overall service	73.7%	70.4%	83.0%	93.7%	98.4 %															
Domestic Violence	Partnership quarterly report card and some police data	<p>There has been an overall drop in the prevalence of repeat victimisation. At December 2013, the twelve month rolling repeat victimisation rate was 33.5% (13,468 incidents and 4509 repeat victims), down from 36.1% (13,348 recorded incidents and 4,816 repeats) in the twelve months up to March 2013.</p> <p>At Q3 2013-14 the repeat victimisation rate stands at 32.6% (10,410 recorded incidents and 3,393 repeats), a slight increase from Q2 at 31.8% (6,878 recorded incidents and 2,188 repeats).</p> <p>To support strategic priorities repeat suspect rates will be monitored. At December 2013, the twelve month rolling repeat suspect rate was 16.6% (13,468 incidents and 2322 repeat suspects). In Q3 2013-14 there were 32 fewer repeat suspects than in the previous quarter, representing a drop in prevalence.</p> <p>The Domestic Violence Strategy and Action Plan 2014-15 is drafted and ready for signing off by the DV Strategy Group and SLE. A Victim Satisfaction Survey is being undertaken by West Yorkshire Police to ascertain levels of satisfaction among 500 victims. The Caring Dads Programme has been established – a 17 week programme for DV perpetrators who are in a fathering role - 14 agency representatives have undertaken 4 days training and 4 pilots will begin in Q4. Procurement and other processes for undertaking Domestic Homicide Reviews are being further developed in order to</p>																		

		progress work on the five DHRs currently underway. Validation of the two contracted domestic violence services has been completed. Evaluation of training to Social Workers indicates improved responses to DV perpetrators and families.
Drugs and Alcohol	Partnership report Nov 13	As of Q3 2013-14 commissioned services delivered 335 successful completions and are on track to meet the target of 447 successful completions by the end of the year. This is a huge improvement on what providers were delivering in 2011-12 (221 successful completions) and 2012-13 (232 successful completions). Representation rates are also low at 24.

SECTION B: STRONGER COMMUNITIES

Performance area	Performance Reports/Data (available to Members on request – n.b. some of this may include confidential protected data)	Summary comments drawing out performance issues for noting/discussion
Missed bins per 100,000	Monthly trend report	<p>Performance fluctuated over Q3 with increases in missed bins across all bin types in the first two periods (period 8 - w/c 14.10.13, period 9 - w/c 11.11.13) and a reduction in the last period (period 10 - w/c 09.12.13). However the numbers of missed bins are relatively low when put into context, only 2,826 reported misses from a service that serves 300,000 households on a varied weekly and fortnightly cycle.</p> <p>Numbers of missed bins increased in period 9, especially for recyclable bins – in the same period AWC Phase 2 was rolled out. This presents a similar pattern to the one experienced after Phase 1 of AWC. In lunar month 10 it appears the changes are bedding in, communications are being received resulting in a reduction in missed bin complaints. We could expect this figure to continue to reduce over the next quarter. Figures for missed garden waste bins have drastically reduced, which is to be expected as it links to the lower amounts of garden waste this time of the year.</p>
Recycling	Monthly trend report	<p>Although year to date figures are 3.4% higher than the same position in 2012-13, recycling rates are 2.3% below target. It is currently projected we will reach recycling rates of 44.1% by the end of the year which is slightly below the target of 46.4%.</p> <p>There are a number of factors impacting performance; the Household Waste Sort Sites not achieving their 70% recycling target - projecting to reach 63% by the end of the year, a delay in the implementation of the van ban by four months and a reduction in the level of garden waste this year. However new arrangements are now in place at the HWSS, the van ban has been successfully implemented designed to prevent sites from being used to dispose commercial waste, and the implementation of a programme of staff development and support to enable staff to more proactively engage with the public.</p>

			Aug	Sep	Oct
		Monthly Target	49.0%	49.6%	47.8%
		Monthly Achieved	47.5%	45.6%	44.1%
		YTD Target	49.2%	49.3%	49.1%
		YTD Achieved	47.5%	47.2%	46.8%

Tonnage to Landfill (domestic waste only)	Monthly trend report	Latest data for August-October shows excellent progress towards achieving the domestic waste landfill target of 142,000 tonnes. Year to date figures as of October show we are sending 642 tonnes less to landfill than projected and 14,671 less than the same position last year.			
			Aug	Sep	Oct
		Monthly Target	12,343	11,510	11,843
		Monthly Achieved	11,463	11,354	11,312
		YTD Target	61,391	72,901	84,744
		YTD	61,430	72,784	84,102

SECTION C: POTENTIAL EMERGING RISKS/ISSUES

Risk/Issue	Reports/Data (available to Members on request – n.b. some of this may include confidential protected data)	Summary comments
Risks associated with Implementation of Alternate Weekly Collection	(no report available – based on officer's verbal update)	Phase 2 of AWC, which is being delivered to over 113,000 households, commenced on 18th November and the first four weeks of collection have been very positive. All the routes have completed on their scheduled collection days with only some minor exceptions.

NB. Exclusions from performance monitoring this quarter:

- Other key crime types (these are addressed within the more detailed report covering 'Safer' aspects)
- Fire data (currently being obtained from Fire Service)
- Cleanliness (reports half-yearly in line with availability of outcomes of Winter/Summer cleanliness surveys - next report due in New Year and will be used to assess performance in Quarter 4)
- Grounds maintenance: grass cutting and shrub maintenance (performance reports will be made available to each Area Committee in Feb/March 2014 and will be used to assess performance in Quarter 4)
- Ash Tree Dieback risk – this has been suspended during the winter as the disease lies dormant – monitoring will re-start in the Spring

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Report of Head of Scrutiny and Member Development

Report to Safer and Stronger Communities Scrutiny Board

Date: 10th March 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 14th February 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 papers¹

4. None used

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

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

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

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

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

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

Area of review	Schedule of meetings/visits during 2013/14		
	December	January	February
Tackling Domestic Violence and Abuse	<p>Session 3 of the review – visit to Women’s Health Matters – 04/12/13</p> <p>Session 4 of the review WG 10/12/13 @ 10.30 am</p>	<p>Session 4 (part 2) of the review WG 21/01/14 @ 12 pm</p>	<p>Session 5 of the review WG 05/02/14 @ 1.30 pm</p> <p>Session 6 of the review WG 24/02/14 @ 10 am</p> <p>Visit to S.T.O.P – 28/02/14</p>
Bulky Waste Collection Service	<p>Bulky Waste Collection Service Policy SB 09/12/13 @ 10 am</p>	<p>Bulky Waste Collection Service Policy - continued SB 13/01/14 @ 10 am</p>	
Determining appropriate waste collection options for non-AWC areas		<p>Initial update and scoping meeting WG 14/01/14 @ 11 am</p>	<p>Session 2 of the review WG 04/02/14 @ 10.15 am</p>
Briefings			<p>New approach to area working arrangements – consultation SB 10/02/14 @ 10 am</p>
Crime and Disorder Committee work.	<p>Tackling Extremism SB 09/12/13 @ 10 am</p> <p>The role, number and allocation of PCSOs in Leeds WG – 19/12/13 @ 4 pm</p>	<p>Tackling Illegal Money Lending – improving communications WG - 16/01/14 @ 11.30 am</p> <p>The role, number and allocation of PCSOs in Leeds WG – 22/01/14 @ 9.30 am</p>	<p>Tackling Illegal Money Lending – improving communications (working group summary note) SB – 10/02/14 @ 10 am</p> <p>The role, number and allocation of PCSOs in Leeds SB – 10/22/14 @ 10 am</p>
Budget & Policy Framework Plans	<p>Review of the 2014/15 Initial Budget Proposals WG – 11/12/13 @ 3 pm</p>	<p>Review of the 2014/15 Initial Budget Proposals SB 13/01/14 @ 10 am</p>	
Recommendation Tracking		<p>Recycling Review SB 13/01/14 @ 10 am</p>	<p>Parish and Town Council review SB 10/02/14 @ 10 am</p>
Performance Monitoring			

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

Area of review	Schedule of meetings/visits during 2013/14		
	March	April	May
Tackling Domestic Violence and Abuse	Session 7 of the review 03/03/14 @ 9.30 am	Agreeing final report SB 14/4/14 @ 10 am	
Assessment of the Strategic Partnerships	To receive an update report in relation to the relevant Partnership Boards SB 10/03/14 @ 10 am		
Determining appropriate waste collection options for non-AWC areas	Session 3 of the review – to be arranged		
Briefings			
Crime and Disorder Committee work.	Tackling Illegal Money Lending – improving communications SB – 10/03/14 @ 10 am Overview of the Crime and Disorder Joint Strategic Assessment SB – 20/03/14		
Budget & Policy Framework Plans			
Recommendation Tracking			
Performance Monitoring	Performance Management Report 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

FRIDAY, 14TH FEBRUARY, 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

170 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, 'Holbeck Urban Village Disposal of the Engine House' referred to at Minute No. 180 is designated as exempt in accordance with paragraph 10.4(3) of Schedule 12A(3) of the Local Government Act 1972 on the grounds that it contains information relating to the financial or business affairs of any particular person (including the authority holding that information). It is considered that the public interest in maintaining the content of the appendix as exempt outweighs the public interest in disclosing the information. Appendix 1 is exempt, as disclosing the amount of grant available may affect the Council's ability to secure the best financial outcome through the competition.

171 Late Items

With the agreement of the Chair, a late item of business was admitted to the agenda entitled, 'Leeds Core Strategy: Inspector's Main Modifications'. This report had been submitted as a late item of business, as the report could not be included within the agenda due to the timescales by which the modifications from the inspector were received. However, it was deemed appropriate that Board Members were provided with an update on the Core Strategy, in particular the recent correspondence received from the Core Strategy Inspector, at the earliest opportunity, prior to a further report being submitted to the 5th March 2014 Board meeting which would consider the implications of the Main Modifications in more detail. (Minute No. 181 refers).

In addition, an updated version of Appendix 1 (Data Annex document) to agenda item 18, entitled, 'Annual Standards Report: Early Years Foundation Stage, Primary and Secondary Schools Provision' had been circulated to Board Members for their consideration. (Minute No. 186 refers).

Draft minutes to be approved at the meeting
to be held on Wednesday, 5th March, 2014

172 Declaration of Disclosable Pecuniary Interests

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

In relation to the agenda item entitled, 'Design and Cost Report for Robin Hood Primary School: Basic Need Expansion Works', Councillor Mulherin drew the Board's attention to her position as the Chair of Governors at Robin Hood Primary School (Minute No. 183 refers).

Also, in relation to the agenda item entitled, 'Outcome of Consultation on Proposals to Increase Primary Provision in Farsley' Councillor A Carter drew the Board's attention to his position on the Board of Governors at Calverley Church of England Primary School (Minute No. 184 refers).

173 Minutes

RESOLVED – That the minutes of the previous meeting held on 22nd January 2014 be approved as a correct record.

LEADER OF COUNCIL'S PORTFOLIO

174 Financial Health Monitoring 2013/2014 - Month 9

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

The Chair thanked all officers concerned for their continued efforts which had led to the current financial position, after 9 months of the financial year.

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

175 Revenue Budget Proposals and Capital Programme

(A) Leeds City Council Revenue Budget and Council Tax 2014/2015

Further to Minute No. 137, 18th December 2013, the Deputy Chief Executive submitted a report regarding the proposals for the City Council's Revenue Budget for 2014/2015 together with the Leeds element of the Council Tax to be levied in 2014/2015.

The Board noted the proposal to increase Leeds' element of the Council Tax for 2014/15 by 1.99%, and discussed the range of significant factors which had been taken into consideration when forming this proposal.

The Board paid tribute to all officers concerned for the work which they had undertaken and the support that they had provided to Members throughout the budget setting process to date.

RESOLVED –

- (a) That Council be recommended to approve the Revenue Budget for 2014/2015 totalling £565.777m, as detailed and explained within the

submitted report and accompanying papers, with a 1.99% increase in the Leeds' element of the Council Tax for 2014/2015.

- (b) That Council be recommended to approve grants totalling £109,000, to be allocated to Parishes, as detailed within paragraph 6.15.4 of the submitted report.
- (c) That Council be recommended to approve an amendment to the Council Tax scheme as detailed within paragraph 3.14 of the submitted report, which is to be adopted as the empty property scheme.
- (d) That in respect of the Housing Revenue Account, Council be recommended to: -
 - (i) approve the budget with an average rent increase figure of 5.9%;
 - (ii) increase the charge for garage rents to £7.18 per week (based upon 52 rent weeks);
 - (iii) increase service charges in line with rents (5.9%).
- (e) That Council be recommended to approve that the delegated limits for Revenue virements are amended to allow Executive Board to approve virements up to a maximum of £5,000,000.
- (f) That it be agreed that the line of eligibility for adult community care services remains unchanged for 2014/2015.
- (g) That approval be given to the awarding of Retail Relief to all businesses which meet the criteria as set out within Appendix 1 to the submitted report, subject to the provisions of State Aid.

(B) Capital Programme Update 2014-2017

The Deputy Chief Executive submitted a report setting out the proposed Capital Programme for the period 2014-2017, which included details of forecast resources for that period. In addition, the report also provided a review of 2013/2014 scheme spend.

RESOLVED –

- (a) That the following be recommended to Council:-
 - (i) That the capital programme, as presented in Appendix H to the submitted report, be approved;
 - (ii) That the proposed Minimum Revenue Provision (MRP) policies for 2014/2015 as set out within paragraph 3.6 and explained in Appendix F of the submitted report, be approved.
- (b) That approval be given to the list of land and property sites as shown within Appendix C to the submitted report, being disposed of in order to generate capital receipts for use in accordance with the MRP policy.
- (c) That approval be given to the receipts received as part of Compulsory Purchase Orders (CPOs) required to deliver the Victoria Gate programme being ringfenced to repay the CPOs, and that it be noted

Draft minutes to be approved at the meeting
to be held on Wednesday, 5th March, 2014

that the approvals to inject and give 'Authority to Spend' on these CPOs are to be treated as category C, and as such are delegated to the Director of City Development.

(C) Treasury Management Strategy 2014/2015

The Deputy Chief Executive submitted a report setting out the Treasury Management Strategy for 2014/2015, together with the revised affordable borrowing limits under the prudential framework. In addition, the report also provided a review of strategy and operations in 2013/2014.

RESOLVED –

- (a) That approval be given to the initial treasury strategy for 2014/2015, as set out within Section 3.3 of the submitted report, and that the review of the 2013/2014 strategy and operations, as set out within Sections 3.1 and 3.2 of the submitted report, be noted.
- (b) That Council be recommended to set the borrowing limits for 2013/14, 2014/15, 2015/16 and 2016/17 as detailed within Section 3.4 of the submitted report.
- (c) That Council be recommended to set the treasury management indicators for 2013/14, 2014/15, 2015/16 and 2016/17 as detailed within Section 3.5 of the submitted report.
- (d) That Council be recommended to set the investment limits for 2013/14, 2014/15, 2015/16 and 2016/17 as detailed within Section 3.6 of the submitted report.

(The matters referred to in Minute Nos. 175 (A)(a)-175(A)(e), 175(B)(a)(i)-175(B)(a)(ii) and 175(C)(b)-175(C)(d) being matters reserved to Council, were not eligible for Call In)

(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 referred to within Minute No. 175(A) and (B), whilst Councillor Golton required it to be recorded that he abstained from voting on the decisions referred to within Minute No. 175(A))

ADULT SOCIAL CARE

176 Creation of a Social Enterprise to deliver the Learning Disability Community Support Service

The Director of Adult Social Services submitted a report setting out proposals for the potential development of a social enterprise in the form of a staff-led public service mutual to deliver the Learning Disability Community Support Service. The report sought approval to undertake formal consultation with staff and engagement with a range of stakeholders on the submitted proposals.

The Board thanked all officers who had been involved in the development of this initiative to date and provided unanimous support for the proposals.

RESOLVED –

- (a) That the progress made to date in relation to the development of a social enterprise for the Learning Disability Community Support Service, including the production of an Integrated Business Plan; an executive summary of which is attached to the submitted report at Appendix 1, be noted.
- (b) That approval be given to enable formal consultation to be undertaken with staff regarding the proposal to establish a social enterprise and, subject to a positive staff response, approval be given to establish transitional arrangements, as detailed at resolutions (c), (d) and (e) below.
- (c) That full engagement with a wide group of stakeholders including Elected Members, customers and family carers be authorised.
- (d) That the setting up of a Shadow Board to oversee the development of the social enterprise be authorised, which will include membership from the Council.
- (e) That the preparation of a detailed service specification and the negotiation of a contract for services for a period of 5 years, which achieves the balance of benefits and risks for both the Council and the social enterprise, as identified within the submitted report, be authorised.
- (f) That it be noted that (subject to a positive staff response through the consultation process) a further report will be brought to Executive Board, during the transitional arrangements, which will request approval to launch the social enterprise.
- (g) That the next steps be approved as follows:-
 - March – May 2014: Formal consultation on the proposal
 - June 2014: Establishment of shadow arrangements
 - December 2014: Report to Executive Board requesting approval to launch the social enterprise
 - Early 2015: Launch of social enterprise
- (h) That it be noted that the Head of Service for the Learning Disability Community Support Service is the lead officer for this project.

DEVELOPMENT AND THE ECONOMY

177 Response to Deputation - "20's Plenty for Us" Campaign

The Director of City Development and the Director of Public Health submitted a joint report setting out the Council's response to the deputation presented to

the Council meeting of the 13th November 2013 by the “20’s Plenty for Us” campaign group.

Members welcomed the approach being taken by the Council in respect of this issue and specifically supported the matter being referred to Scrutiny Board (Sustainable Economy and Culture) for further consideration. In addition, the Board welcomed the range of benefits being realised as a result of the initiative, with specific reference being made to the promotion of more active and healthy local modes of travel.

RESOLVED –

- (a) That the contents of the submitted report, together with the success of the current programmes in the context of the overall road safety record for Leeds, be noted.
- (b) That the continuation of the targeted approach to the progressive roll out of 20 mph speed limits in the city be endorsed, with a view to extending the opportunity to all residential areas as resources permit.
- (c) That approval be given to work being undertaken with partners both from within and outside of the Council (such as the ‘20’s Plenty for Us’ group and Public Health services) on the promotion of the 20mph speed limits, with a view to maximising all related benefits by securing the greatest possible public support and compliance. In addition, approval also be given to explore new avenues in order to obtain funding for the introduction of schemes, publicity and marketing.
- (d) That the ‘20’s Plenty for Us’ campaign group’s work in raising the profile of this issue be acknowledged, together with the group’s request that this matter be scrutinised, and as such, this issue be referred to the Scrutiny Board (Sustainable Economy and Culture) for consideration.
- (e) That it be noted that the Head of Transport Planning will be responsible for the implementation of such matters.

178 Bridgewater Place

Further to Minute No. 124 (6th November 2013), the Director of City Development submitted a report which sought approval to accept the revised Leeds City Council protocol on actions to be taken when high winds were forecast in relation to Bridgewater Place in light of the Assistant Coroner’s recommendation to the Council. In addition, the report also sought approval to the basis of a response to the Assistant Coroner.

Members noted the details within the submitted report in respect of the expert advice which had been received in 2001 and 2008 respectively regarding the development’s impact upon existing wind conditions.

Responding to a Member's enquiry, officers informed the Board that the responsibility for maintenance of the remedial works proposed was yet to be determined.

In conclusion, on behalf of the Council, the Board offered its deepest condolences to the family of the late Dr Slaney, and it was emphasised that the Council was working extremely hard to ensure that the Assistant Coroner's recommendations to the Local Authority were being adhered to. In addition, it was noted that the Council had been encouraged by the approach which was being taken by the building's owners with regard to the actions required to ameliorate the wind effect caused by Bridgewater Place.

RESOLVED –

- (a) That the Assistant Coroner's recommendation from the Inquest which concluded on 3rd December 2013 be noted; and that the decision as to what action should be taken in response to the concern that a future death may occur remains solely that of the Council, also be noted.
- (b) That it be noted that the Council is subject to both statutory and practical constraints in the exercise of its highway management functions and in actions that it can in fact take to improve conditions for pedestrians accessing this area.
- (c) That the proposed revisions to Leeds City Council's High Winds Protocol in relation to Bridgewater Place, as detailed within section 3.15 of the submitted report, be approved.
- (d) That Appendix A to the submitted report be approved as the basis of a response to the Assistant Coroner to be returned by 7th March 2014.
- (e) That the Director of City Development and the Chief Officer (Highways and Transportation) be delegated the necessary authority to amend the High Winds Protocol in consultation with the Executive Member for Development and the Economy should circumstances and experiences on site deem it necessary, and to also expedite the work to provide pedestrian shelters and the appropriate Traffic Regulation Order(s) in order to facilitate the recommendations as contained within the submitted report and within existing financial approvals.
- (f) That the following be noted:-
 - (i) that the revised protocol will be implemented when approval is granted by the Executive Board;
 - (ii) that this decision will take immediate effect;
 - (iii) that the Chief Officer (Highways and Transportation) will be responsible for implementing the protocol in consultation with the Peace and Emergency Planning Unit (PEPU) and the Police;
 - (iv) that the installation of the pedestrian shelter will be expedited subject to any mandatory planning, highways and procurement issues with delivery expected March/April 2014.

179 Progress in Delivering Housing on Council Brownfield Land

Further to Minute No. 153, 9th January 2013, the Director of City Development and the Director of Environment and Housing submitted a joint report providing an update on the Council's activities to deliver new housing on previously developed land in its ownership, as a contribution towards the delivery of the Best City ambition for Leeds. In addition, the report included a progress update on the first year of the Brownfield Land Programme and set out proposals for how the next phases of this work could be taken forward. Finally, the report presented the opportunity for the city to access significant funding to support affordable housing delivery.

Responding to Members' comments and concerns, the Council's commitment to the release and prioritisation of brownfield sites over greenfield sites was emphasised. Furthermore, the Board received an update on the actions being taken to encourage the development of those brownfield sites within the Council's ownership which were located throughout the city, so that the nature of such developments met the specific need of the local community. Members noted that such actions included proactive discussions with developers, whilst the Board considered what further actions could be taken to ensure that the development of those brownfield sites was successfully achieved.

RESOLVED –

- (a) That the progress made to date in bringing the Council's brownfield land forward for development through the Housing Investment Land Strategy be noted, together with the progress made on the first phase of due diligence and disposals process under the Brownfield Land Programme, as set out within paragraphs 3.8 – 3.19 of the submitted report.
- (b) That the proposed packaging and phasing of disposals under the Brownfield Land Programme over the remainder of 2013/14 and 2014/15, to be taken forward by the Chief Asset Management & Regeneration Officer, as set out in paragraphs 3.21 – 3.26 of the submitted report, be supported.
- (c) That approval be given for the Chief Asset Management and Regeneration Officer, on behalf of the Director of Environment and Housing, to further develop the Council Housing Growth Programme in order to include a proposal for a package of investment through that would enable the development of exemplar energy efficient housing, alongside the potential for differential rent levels, as set out within paragraphs 3.27 – 3.29 of the submitted report, and that a further report on this subject be submitted to a future meeting of Executive Board.
- (d) That the Chief Asset Management and Regeneration Officer be requested to report back to the March 2014 meeting of Executive Board with details of sites proposed for allocation to the 2015-18 Affordable Housing Programme for the purposes of maximising grant

and investment to the city, as set out within paragraphs 3.30 – 3.36 of the submitted report.

- (e) That support be given to the proposal that the Chief Asset Management & Regeneration Officer uses the Homes & Communities Agency's Development Partner Panel to procure a small number of developer interests to work with the Council from 2014/15 in delivering the Brownfield Land Programme, as set out within paragraphs 3.38 – 3.44 of the submitted report.

180 Holbeck Urban Village: Disposal of the Engine House

The Director of City Development submitted a report which sought approval to the disposal, and the method of disposal, of the Engine House in order to kick-start regeneration efforts in Holbeck Urban Village (HUV).

Members welcomed the proposals detailed within the submitted report, and highlighted that some residential accommodation on the site would also be welcomed.

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

RESOLVED –

- (a) That the Director of City Development progresses the disposal of the Engine House site for the selection of a preferred bidder through a procurement exercise, working in partnership with the HCA, as per the principles set out within paragraph 3.15 of the submitted report and in line with the indicative timescales outlined within paragraph 3.17.
- (b) That it be noted that the Engine House is held for planning purposes under the Town and Country Planning Act 1990, and that the legal implications, as set out in section 4.5 of the submitted report also be noted.
- (c) That delegated authority be provided to the Director of City Development, with the concurrence of the Deputy Chief Executive and Executive Member for Development and the Economy, in order to enter into a development agreement and grant agreement with the preferred bidder, for up to the maximum sum as stated within exempt Appendix 1 to the submitted report.
- (d) That it be noted that the Chief Asset Management and Regeneration Officer will be responsible for the implementation of the actions detailed above.

NEIGHBOURHOODS, PLANNING AND SUPPORT SERVICES

181 Leeds Core Strategy: Inspector's Main Modifications

The Director of City Development submitted a report providing an update on the progress made in respect of the Core Strategy, with particular reference to recent correspondence received from the Core Strategy Inspector. In addition, the report considered the proposed the next steps, in light of the correspondence received.

Members welcomed the endorsements which had been received from the Inspector on a range of issues. However, the Board was informed that the Inspector required one change in respect of the Council's proposal regarding a 'stepping up' of the housing requirement, and it was noted that further details on this matter were scheduled to be submitted to the Board in March.

The Board highlighted the importance for Leeds to establish a Core Strategy and discussed the ambitious nature of the 70,000 net dwelling target. In addition, the Board considered the role of the Council with regard to its relationships with the developer community.

With regard to the issue of the 5 year housing land supply, Members noted the challenges and complexities associated with this process, however the importance of a robust 5 year housing land supply was highlighted. Members also noted that experience on such matters would continue to be shared between other Local Authorities in respect of the housing supply process and it was highlighted that Leeds needed to work with Core Cities on such matters.

In conclusion, the Board paid tribute to those officers within City Development for the significant work which had been undertaken to date in progressing the Leeds Core Strategy to its current position.

RESOLVED – That the contents of the submitted report be noted, together with the intention that a further report will be submitted to the 5th March 2014 meeting of the Board.

CHILDREN'S SERVICES

182 Updated Statement of Purpose for the Private Fostering Service of Leeds City Council

The Director of Children's Services submitted a report presenting the updated Statement of Purpose for the Private Fostering Service of Leeds City Council for the purposes of approval.

RESOLVED – That the Statement of Purpose for the Private Fostering service for Leeds City Council be approved.

183 Design and Cost Report for Robin Hood Primary School - Basic Need Expansion Works

The Director of Children's Services submitted a report providing information on the proposed Basic Need expansion at Robin Hood Primary School in order to enable the admission limit to increase from 45 to 60 pupils. In addition, the report sought authority to incur capital expenditure of £1,109,841 to undertake the aforementioned works.

Members welcomed the proposals detailed within the report, with specific reference being made to the high accessibility levels which featured within the design.

RESOLVED –

- (a) That expenditure of £1,109,841 be authorised from capital scheme number 16585/ROB/000 and that approval be given in respect of 'authority to tender', in order to enable the construction of additional accommodation at Robin Hood Primary School.
- (b) That the programme dates, as identified in section 4.1.2 of the submitted report in relation to the implementation of this decision, be noted.
- (c) That it be noted that the officer responsible for the implementation of such matters is the Director of Children's Services.

184 Outcome of consultation on proposals to increase primary provision in Farsley

Further to Minute No. 54, 17th July 2013, the Director of Children's Services submitted a report providing details of a linked proposal brought forward to meet the local authority's duty to ensure sufficiency of school places. Specifically, the report sought permission to publish a statutory notice in relation to the expansion of Farsley Westroyd Infant School and Farsley Springbank Junior School.

A Member raised some specific concerns in respect of the proposals, highlighting the view that such matters needed to be addressed at the earliest opportunity.

RESOLVED –

- (a) That approval be given to the publication of a statutory notice to:
 - expand Farsley Westroyd Infant School from a capacity of 180 pupils to 210 pupils and raise the upper age limit from 7 to 11 with effect from September 2015; and
 - expand Farsley Springbank Junior School from a capacity of 240 pupils to 420 pupils and change the lower age limit from 7 to 4 with effect from September 2015.
- (b) That it be noted that the officer responsible for implementation of such matters is the Capacity, Planning and Sufficiency Lead.

(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 referred to within this minute)

185 Design and Cost Report for Lane End Primary School Basic Need Project

The Director of Children's Services submitted a report providing information regarding the Basic Need scheme to construct the new Lane End Primary School. Specifically, the report sought authority to incur capital expenditure of £7,205,100 in order to undertake the works required to provide accommodation to support a new 2FE primary school with 26 place nursery and associated external facilities.

RESOLVED –

- (a) That expenditure of £7,205,100 be authorised from capital scheme number 16585/SLE/000 in order to enable the construction of the new Lane End Primary School.
- (b) That the programme dates identified within section 4.0 of the submitted report in relation to the implementation of the related decisions, be noted. It also be noted that the final delivery date for total completion of the scheme is September 2015.
- (c) That it be noted that the Director of Children's Services is responsible for implementation of such matters.

186 Annual Standards Report: Early Years Foundation Stage, Primary and Secondary Schools provision

The Director of Children's Services submitted a report summarising the achievement of learners at all Key Stages in 2013 and highlighting the good progress made in early years foundation stage and primary and secondary education in Leeds. In addition, the report also outlined the action taken by the Council to fulfill its responsibilities to support, monitor, challenge and intervene as necessary.

An updated version of Appendix 1 (Data Annex document) to the submitted report had been circulated to Board Members for their consideration.

As part of the introduction to the report, the Executive Member for Children's Services paid tribute to all of the young people and staff throughout Leeds who had contributed towards the excellent results which had been achieved in 2013.

In considering the 'Narrowing the Gap' initiative, and noting the major challenge which needed to be addressed in respect of the attainment gap between the lowest achievers and the average at the Early Years Foundation Stage, the Executive Member for Children's Services undertook that a report considering such issues and the actions being taken to address them would be submitted to a future meeting of the Board. Responding to a Member's enquiry, the Board was provided with clarification regarding Leeds'

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comparative performance in respect of attainment levels at Early Years Foundation Stage.

Members noted and welcomed the considerable success which had been achieved in improving the outcomes of children who were 'Looked After'. In addition, Members were advised of the actions which were being taken to ensure that schools were utilising the 'Pupil Premium' to the maximum effect.

The Board received details of the actions being taken within the field of Public Health to help provide young people with the best possible environment for learning. Furthermore, Members received an update on the business community's appetite to become further involved in initiatives to assist with young people's learning and skills development, and noted that work with the business community would continue on such matters.

RESOLVED –

- (a) That the Board endorse and support the following:-
- The progress that has been made at all key stages and the areas that need further improvement;
 - The future provision of support, challenge and intervention in Leeds to ensure that progress continues to be made;
 - The further development and changes of the Leeds Education Challenge programme in progressing the matter of securing improvement;
 - That the recommendations from the Scrutiny Board (Children and Families) review in respect of English and mathematics are implemented.
- (b) That a report regarding the challenge which existed in respect of the attainment gap between the lowest achievers and the average at the Early Years Foundation Stage, the actions which were currently being taken and further actions which could be taken to address such issues, be submitted to a future meeting of the Board.

187 Response to Changes in School Organisation Legislation

The Director of Children's Services submitted a report providing details of some changes made to legislation affecting School Organisation proposals which came into effect on 28th January 2014. In addition, the report sought permission to amend local practices relating to such changes.

Members considered both the positive and negative implications arising from the recent legislative changes.

RESOLVED – That the following changes be approved in respect of local practices:-

- Permission will no longer be sought for consultation on school organisation changes, where no statutory consultation is required, but permission will continue to be requested before publication of a statutory notice.

- Permission will be sought of Executive Board to approve any expansion of a school brought forward by a governing body that requires the local authority to provide capital funding.

LEISURE AND SKILLS

188 Rugby World Cup 2015

The Director of City Development submitted a report providing an update on the city's host status for the 2015 Rugby World Cup, and which sought approval to develop delivery plans which aimed to maximise the benefits for the city.

In presenting the report, the Executive Member for Leisure and Skills emphasised the exciting opportunities which being a host city for the Rugby World Cup 2015 presented for Leeds.

RESOLVED –

- (a) That it be noted that Leeds has been successful in becoming a host city for the Rugby World Cup 2015. The potential benefits that hosting the tournament will bring to the city, together with the requirements of the Council as a host local authority, also be noted.
- (b) That approval be given for the Chief Culture and Sport Officer to develop delivery plans for the city's hosting of the Rugby World Cup 2015 and approval also be given for the Chief Culture and Sport Officer to submit associated proposals, with the concurrence of the Executive Member for Leisure and Skills, to England Rugby 2015 by January 2015.

189 18-24 Young Talent: Head Start Programme in Leeds

The Director of City Development submitted a report which sought authority to spend up to £1,224,885 of external funding to deliver the 18-24 Young Talent: Head Start programme in Leeds.

The Board noted and welcomed the involvement of local businesses in the initiative. Responding to a Member's enquiry, officers undertook to provide the Member in question with further detail on the geographical spread of the companies involved in the initiative, the respective size of the companies and the fields in which they operated.

RESOLVED –

- (a) That approval be given to the expenditure of up to £1,224,885, which has been allocated to Leeds, on the activities as set out within the submitted report.
- (b) That the following be noted:-
 - the stages required to implement the decision, as outlined within paragraph 3 and Appendix 1 of the submitted report;
 - the proposed timescales for implementation, as outlined within paragraph 10.1 of the submitted report; and

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- that the Head of Projects and Programmes will be responsible for the implementation of such matters.

DATE OF PUBLICATION: TUESDAY, 18TH FEBRUARY 2014

**LAST DATE FOR CALL IN
OF ELIGIBLE DECISIONS:** TUESDAY, 25TH FEBRUARY 2014 AT 5.00
P.M.

(Scrutiny Support will notify Directors of any items called in by 12.00noon on
Wednesday, 26th February 2014)

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Report of Director of Environment and Housing

Report to Safer Stronger Communities Scrutiny Board

Date: 10th March 2014

Subject: Overview of the Crime and Disorder Joint Strategic Assessment

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: 10.4 (7) Appendix number: Appendix 1	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

Summary of main issues

1. This report provides the Board with an overview of the annual Crime and Disorder Joint Strategic Assessment; a summary of Safer Leeds strategic priorities for 2014/15 and an indication of key challenges.
2. Despite reductions in overall recorded crime and improvements in local perceptions reported, there remain key offending, safeguarding and ASB issues that have a significant impact on the safety and wellbeing of residents of Leeds.
3. A number of key factors contribute to demands for service relating to crime and community safety, understanding these can assist in directing limited resources, identifying appropriate responses and engaging suitable partners.

Recommendations

4. Members are asked to:
 - (a) Note the content of the JSA and covering report
 - (b) Consider the areas for improvement, advising SLE of any recommendations that could be included in the refreshed Safer Leeds Plan and
 - (c) On production of the Plan consider which areas of business require further scrutiny.

Purpose of this report

- 1.1 This report provides the Safer and Stronger Communities Scrutiny Board with:
- An overview of the annual Crime and Disorder Joint Strategic Assessment
 - A summary of Safer Leeds strategic priorities for 2014/15 and
 - An indication of the key challenges

2 Background information

- 2.1 The Safer Leeds Executive (SLE), the city's statutory Community Safety Partnership, undertakes a Joint Strategic Assessment (JSA) annually. This 'restricted' document seeks to:
- Outline and improve understanding of the medium to long-term issues affecting community safety in Leeds
 - Identify existing or emerging risks, threats and harms and
 - Inform partnership prioritisation and decision making for the forthcoming year
- 2.2 The JSA was presented and approved at the SLE in late January 2014 (attached in appendix 1 for information) and is used as an evidenced based document to inform and advise the following:
- Safer Leeds:
- Planning and resource allocation
 - City and locality action plans
 - Partnership needs assessments
- West Yorkshire Police:
- Strategic assessments and control strategy
 - Safer Neighbourhood plans
 - Resource decisions
- Office of the Police and Crime Commissioner:
- West Yorkshire needs assessment
 - Police and Crime Plan refresh

3 Summary of Performance

- 3.1 The JSA highlights a number of performance risks concerning a range of crime types. This summary provides an update from the position in the JSA document.
- 3.2 Data from iQuanta (Home Office crime comparison figures) shows that in Leeds, Recorded Crime fell by 4% in the year to December 2013 when compared with the previous year. Reductions in Burglary Dwelling, Criminal Damage and Other Thefts (including Frauds) account for the greater numeric volume of this drop.
- 3.3 Burglary Dwelling fell by 14% in the year to December 2013. The rate of offences per 1000 households is now below the Core City average and for the 12 months to December Leeds ranks better than four of the eight authorities in the group, thus improving by two places since the last assessment.

- 3.4 Burglary Other than in a Dwelling was 1% higher in the year to December 2013 than in 2012. Leeds performs worst in the Core City group and despite a longer term reduction in offences there has been no improvement relative to the Core City group average.
- 3.5 Vehicle Crime fell by 2% in the year to December 2013, continuing the trend reported in previous assessments. Leeds has a rate of offences per 1000 population that is higher than the Core City group average. Differentiating between Theft of and Theft from Motor Vehicle shows a 3% fall in Theft of Motor Vehicle offences and a 2% increase in Theft from Motor Vehicle. This difference in performance is reflected when looking at the Core Cities group where Leeds has the third lowest rate for Theft of Motor Vehicle and the second highest rate for Theft from Motor Vehicle.
- 3.6 Shoplifting increased by 10% in the year to December 2013, continuing a trend noted in previous assessments. Leeds has a rate of offences per 1000 population lower than the Core City group average and ranks fourth lowest in the group.
- 3.7 Theft from Person increased by 2% in the year to December 2013, this is a continuing long-term trend. Leeds ranks in the middle of the Core Cities group and has a rate of offences that is just higher than the average.
- 3.8 Robbery fell by 2% in the year to December 2013, with evidence of some levelling out of the long-term reduction trend. Although ranking fourth in the Core Cities group, Leeds has a rate of offences per 1000 population that is significantly lower than the group average. Separating Business and Personal offences, shows Business Robberies were 31% higher in the year to October 2013, largely because of a pronounced peak in between December 2012 to March 2013, since when numbers have dropped to previous levels. Personal Robberies were 6% lower in the year to December 2013 than in 2012, despite an isolated peak in offences in September 2013.
- 3.9 Violence against the Person fell by 3% in the year to December and after a long period of decline, annual offence totals now appear to be stabilising. Leeds ranks second best in the Core Cities group and has a rate of offences per 1000 population that is significantly lower than the group average.
- 3.10 Sexual Offences increased by 21% in the year to December 2013. Leeds is placed in the middle of the Core Cities group with a rate of offences close to the group average. The large increase in offences includes a significant peak in reporting of historic cases following widespread media attention, as observed throughout England and Wales. However not all the increase can be attributed to reporting of historic offences as there is a marked increase in reporting of recent (under a month old) offences.
- 3.11 Despite reductions in overall recorded crime and improvements in local perceptions reported, there remain key offending, safeguarding and ASB issues that have a significant impact on the safety and wellbeing of residents of Leeds.

4 Service Demand

- 4.1 In the last 12 months there were over 200,000 recorded calls for service to the police, 75% relating to community safety issues (public safety/ welfare, crime, and ASB/ nuisance).

Public safety/ welfare are calls where personal safety or welfare was the primary concern or where the caller witnessed potentially criminal behaviour. The qualifiers most commonly associated with personal safety or welfare are “mental health” and “alcohol related”. Where the caller has witnessed suspicious behaviour, youth related, drugs involved and alcohol related are common qualifiers. This category also includes domestic abuse with insufficient evidence to record a full criminal offence.

Crime related calls for service reflect incidents that have an initial indication of criminal activity, the most common being: thefts, burglaries, violence against person (including domestic abuse) and damage to property.

Nuisance related calls involve incidents that range from local concerns, noise, deliberate or even hate related anti-social behaviour. Common incident qualifiers in this category are youth related incidents, accounting for over a quarter of records; alcohol related incidents; and at lower frequency, mental health, racial prejudice, or drugs involved.

- 4.2 A number of key factors contribute to demands for service relating to crime and community safety, understanding these can assist in directing limited resources, identifying appropriate responses and engaging suitable partners.

5 Identification of Reoccurring Themes

- 5.1 There are a number of reoccurring themes, risks, threats and harms that were identified in the JSA, these are summarised below.

Dangerous or prolific offenders linked to various crimes and safeguarding issues

Opportunistic stealing and disposal of stolen goods

Individuals, families and communities deliberately targeted through harassment, ASB and crime

Neighbourhoods having concomitant low level nuisance, ASB and crime issues

Young people becoming involved in criminal behaviour; new and emerging offenders

Intolerance and aggression leading to abuse or violence

Alcohol, drugs or mental health issues resulting in increased susceptibility as both victim and/ or perpetrator.

Complex needs requiring partnership problem solving, intervention and case management

Pressures on organisations to deliver appropriate services

Differences in knowledge and understanding

5.2 Dealing with such issues will not only address concerns around crime and disorder, but also improve levels of satisfaction and confidence.

6 Key Priorities

6.1 SLE agreed the following as priorities for partnership attention, as listed in the table below:

Threats to Property & Ownership	Threats to Individuals & Communities	Social Risks & Harms
<ul style="list-style-type: none"> ∇ Burglary ∇ Vehicle Related Crime ∇ Robbery & Personal Theft ∇ Commercial Crime (inc. shop lifting and fraud) ∇ Disposal of Stolen Goods 	<ul style="list-style-type: none"> ∇ Anti-Social Behaviour ∇ Youth/ Neighbour Nuisance ∇ Hate Crime & Tensions ∇ Domestic Violence & Abuse ∇ Sexual Exploitation ∇ Cyber Crime 	<ul style="list-style-type: none"> ∇ Alcohol Related Violence & Nuisance ∇ Drug Production & Supply (especially cannabis) ∇ Mental Health Issues ∇ Organised Criminal Groups ∇ Offending Behaviour

6.2 As part of these priorities a number of areas for improvement have been highlighted for consideration as part of the renewed plan.

7 Areas for Improvement

7.1 Creating safer and stronger localities:

Shared understanding of issues within localities and communities, including quantitative and qualitative analysis of cohesion, tolerance, respect, safety and security.

Tailored Safer Neighbourhood Area delivery plans to create consistent measures of success between different areas/ issues.

Processes for review of delivery through partnership mechanisms and publication/ dissemination of outcomes and performance.

Routes for an 'active community voice', where people can get involved and respond directly or indirectly to disorder or concerns in their neighbourhoods.

Clear justification for resource allocation to areas of most concern or risk with identified measures of success formulated at the start of any projects.

7.2 Supporting victims of crime and anti-social behaviour by treating people with respect and sensitivity:

Identifying the most vulnerable people and groups, including intelligence mapping of changing and emerging communities to inform partnership tasking.

Offering appropriate support to victims through services working with voluntary groups to improve efficiencies and relevant support agencies included in tactical responses.

Preventing future victimisation by raising awareness towards specific issues through planned communication and media projects that are justified and value for money.

Pro-active and planned work with community, resident and faith groups to promote personal and community safety.

Promoting positive role models and inclusive neighbourhood groups so that communities and victims feel empowered to take suitable actions against inappropriate behaviours.

7.3 Addressing public safety by managing known offenders and those at risk of offending:

Assessing and challenging the evolution and changes within offending behaviour and MO's.

Devising solutions to address both organised and opportunistic offending.

Tackling youth nuisance and crime through early identification and interventions.

Ensuring that a suitable mixture of support, deterrent and enforcement activity is used to motivate offenders to change their behaviours.

Promoting partnership activity focused on reducing family dysfunction and community breakdown.

Identifying and preventing causes of aggressive and intolerant behaviours, low levels of victim empathy, and use of violence and abuse by offenders.

Addressing complex needs, including where offenders have mental health, drug and/ or alcohol related issues.

7.4 The JSA supports the continuation of the current Partnership Commitments as outlined below, with the flexibility to focus further on areas for improvement:

Continue to reduce acquisitive crime and its impact across Leeds, especially domestic burglary

Effectively tackle and reduce anti-social behaviour in our communities

Improving safeguarding and reducing vulnerability for individuals, families and communities, with a specific focus on:

- Reducing domestic abuse
- Understanding and responding to child sexual exploitation

Reduce re-offending

Reduce the use of cannabis and legal highs

8 Partnership Challenge & Change

8.1 The challenge is to address underlying factors of crime and disorder through practical sustainable partnership working. This requires intelligence led co-ordination at strategic and operational levels, learning from experience (locally, nationally and internationally), and tailoring responses in an informed, appropriate and assessed manner.

- 8.2 Improvements require strategic commitment from partners, shared and open information exchange, and co-ordinated processes. The partnership agreed that when developing, reviewing or refreshing strategic and operational delivery plans it will seek to tackle the reoccurring themes collectively, in the short, medium and long term.
- 8.3 Following West Yorkshire Police organisational change, Leeds is now one policing division, led by one Chief Superintendent, a smaller senior management team and eleven Safer Neighbourhoods Teams. These new Safer Neighbourhood Areas are aligned to the Council's ten Area Committees, and the later will continue to be the main channel through which the council delegates its local decision making process. This provides opportunities for an integrated partnership workforce at a local level to deliver priorities and concerns of local people.

9 Key Concerns ~ Future Funding Implications

- 9.1 The West Yorkshire Police & Crime Commissioner (PCC) has agreed to extend the current Community Safety Fund arrangements to 30th September 2014. In his Police and Crime Plan 2013 he states he intends to commission the delivery of community safety, reducing re-offending and victim services directly through the PCC's commissioning framework. This will potentially impact on integrated service delivery across Leeds.
- 9.2 From 2014 most emotional and practical support services for witnesses and victims will be commissioned locally by Police and Crime commissioners. These support services will seek to address issues relating to: mental and physical health; housing; family, friends, and children; education, skills, and employment; drugs and alcohol; finance and benefits; outlook and attitudes; and social interaction
- 9.3 The PCCs 5 year Police and Crime Plan will be refreshed annually and must take regard of the priorities of each district Community Safety Partnership. In order to qualify for future funding, Safer Leeds Executive will need to ensure their local priorities are reflected in the Police and Crime Plan. To retain the support of the PCC, it is imperative that the city articulates its community safety priorities clearly, demonstrating the effectiveness of its activity and service delivery.

10 Next Phase

- 10.1 The Safer Leeds Executive is now considering how to address these priorities and areas for improvement, ensuring cross-cutting themes have the right connections to other city priority plans.
- 10.2 SLE as part of its statutory requirements will prepare and implement a refreshed local Crime and Disorder Reduction Strategy, referred to locally as the 'Safer Leeds Plan'. This plan also forms part of the council's budget and policy framework.
- 10.3 As in previous years, the Safer Leeds Plan will be owned by the SLE, referred to the Safer and Stronger Communities Scrutiny Board and submitted to full Council for approval, subject to consideration and support by the Executive Board.

11 Corporate Considerations

11.1 Consultation and Engagement

11.1.2 This is a performance and intelligence report for the Board's information and as such there is no need for wider consultation. If the Board determines that any area requires further investigation, then it may be decided that the views of interested parties should be sought or that existing information reflecting the views of customers and others stakeholders should be provided to the Board.

11.2 Equality and Diversity / Cohesion and Integration

11.2.1 This is not a decision-making report and as such there is no need for an EIA screening document to be completed.

11.2.2 The business of the Safer and Stronger Communities Scrutiny Board is to consider the extent to which Safer Leeds Executive is delivering City Priorities and also to review and challenge the Council's own performance in relation to the Safer/Stronger agenda. As part of this role, the Scrutiny Board will consider the extent to which the partnership board and the Environment and Housing directorate are addressing cross-cutting issues, including equality and diversity and cohesion and integration. This will be taken into account when determining the performance information the Scrutiny Board may require.

11.3 Council Policies and City Priorities

11.3.1 The information received by the Board allows it to assess and challenge performance in relation to the delivery of specific city priorities and priorities within the Best Council Business Plan.

11.4 Resources and Value for Money

11.4.1 The Board has specifically asked that reports are based on information that is already available, and has determined that it will only require more detailed reports where it wants to examine performance areas in more depth, thereby ensuring that reporting arrangements remain efficient and effective.

11.5 Legal Implications, Access to Information and Call In

11.5.1 The report is provided within the context of the formal role of Scrutiny Boards within the Council's constitution. There is no decision being made and there is therefore no call-in requirement.

11.6 Risk Management

11.6.1 The provision of the information to the Board is designed to enable the Board to fulfil its role effectively and as such will minimise the risks of non-delivery of City Priorities and Best Council Business Plan Priorities. Care is being taken to make use of existing data rather than create an additional reporting burden.

12 Recommendations

12.1 Members are asked to:

- (a) Note the content of the JSA and covering report
- (b) Consider the areas for improvement, advising SLE of any recommendations that could be included in the refreshed Safer Leeds Plan and
- (c) On production of the Plan consider which areas of business require further scrutiny.

13 Background documents¹

13.1 None

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

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