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## SCRUTINY BOARD (SUSTAINABLE ECONOMY AND CULTURE)

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Meeting to be held in Civic Hall, Leeds, LS1 1UR on  
Tuesday, 21st January, 2014 at 10.00 am

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

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### MEMBERSHIP

#### Councillors

- M Rafique (Chair) - Chapel Allerton;  
D Cohen - Alwoodley;  
M Lyons - Temple Newsam;  
P Wadsworth - Guiseley and Rawdon;  
R Harington - Gipton and Harehills;  
M Ingham - Burmantofts and Richmond Hill;  
J McKenna - Armley;  
J Chapman - Weetwood;  
A Castle - Harewood;  
D Coupar - Cross Gates and Whinmoor;  
A Khan - Burmantofts and Richmond Hill;  
J Marjoram - Calverley and Farsley;

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

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# A G E N D A

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

Item No	Ward/Equal Opportunities	Item Not Open		Page No
3			<p><b>LATE ITEMS</b></p> <p>To identify items which have been admitted to the agenda by the Chair for consideration.</p> <p>(The special circumstances shall be specified in the minutes.)</p>	
4			<p><b>DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS</b></p> <p>To disclose or draw attention to any disclosable pecuniary interests for the purposes of Section 31 of the Localism Act 2011 and paragraphs 13-16 of the Members' Code of Conduct.</p>	
5			<p><b>APOLOGIES FOR ABSENCE AND NOTIFICATION OF SUBSTITUTES</b></p> <p>To receive any apologies for absence and notification of substitutes.</p>	
6			<p><b>MINUTES - 17 DECEMBER 2013</b></p> <p>To confirm as a correct record the minutes of the meeting held on 17 December 2013.</p>	1 - 4
7			<p><b>SCRUTINY INQUIRY - APPRENTICESHIPS</b></p> <p>To consider evidence as the second session of the Scrutiny Board's inquiry on apprenticeships.</p>	5 - 52
8			<p><b>LOCAL FLOOD RISK MANAGEMENT STRATEGY</b></p> <p>To consider and comment on the draft local flood risk management strategy.</p>	53 - 102
9			<p><b>SCRUTINY OF STRATEGIC PARTNERSHIPS - FORMAL RESPONSE</b></p> <p>To consider a formal response to the recommendations arising from scrutiny of the Sustainable Economy and Culture Strategic Partnership Board.</p>	103 - 108

Item No	Ward/Equal Opportunities	Item Not Open		Page No
10			<p><b>WORK SCHEDULE</b></p> <p>To consider the Board's work schedule for the remainder of the municipal year.</p>	109 - 132
11			<p><b>DATE AND TIME OF NEXT MEETING</b></p> <p>Joint meeting with Scrutiny Board (Housing and Regeneration)  Tuesday 4 February 2014 at 10.00am (pre-meeting for all Board Members at 9.30am)</p> <p>Scrutiny Board (Sustainable Economy and Culture)  Tuesday 18 February 2014 at 10.00am (pre-meeting for all Board Members at 9.30am).</p>	

# Agenda Item 6

## SCRUTINY BOARD (SUSTAINABLE ECONOMY AND CULTURE)

TUESDAY, 17TH DECEMBER, 2013

**PRESENT:** Councillor M Rafique in the Chair

Councillors D Cohen, M Lyons,  
P Wadsworth, R Harington, M Ingham,  
J McKenna, J Chapman, A Castle,  
D Coupar and A Khan

**59 Late Items**

There were no late items.

**60 Declaration of Disclosable Pecuniary Interests**

There were no disclosable pecuniary interests declared at the meeting.

**61 Apologies for Absence and Notification of Substitutes**

Apologies for absence were received from Councillor J Marjoram.

**62 Minutes - 19 November 2013**

In relation to minute 57 – Work Schedule – Members noted that confirmation had been received from City Development that no existing residents' parking permit schemes would be altered or rescinded without community consultation and the necessary legal processes.

**RESOLVED** – That the minutes of the meeting held on 19 November 2013 be confirmed as a correct record.

**63 Leeds Manufacturing Sector**

The Board discussed a briefing on the Manufacturing Sector in Leeds. In attendance to address the Board and answer Members' queries were:

- Councillor Richard Lewis, Executive Member for Development and the Economy
- Tom Bridges, Chief Economic Development Officer
- Phil Cole, Head of Business Support

The following issues were highlighted by Tom Bridges and Councillor Lewis in introducing the report:

- The importance of the sector to Leeds employment
- The need to raise the profile of the Leeds manufacturing sector and its offer, in order to attract more investment
- The strength of the research, development and innovation aspects of advanced manufacturing in Leeds
- The need to invest in a highly skilled workforce
- The need to develop export markets further
- A need for suitable premises, especially for SMEs

- The need to work with other sectors and partners to add value, especially the universities
- The role of the government funded Manufacturing Advisory Service (MAS) and the network being developed in Leeds through partnership between MAS, the council and the Chamber of Commerce
- Grants available through the Leeds City Region
- Examples of business support provided by the Council and the more proactive relationship being fostered with the manufacturing sector, including the support provided to Airedale Air Conditioning following the fire at their premises

The following issues were raised in discussion:

- The fact that the diversity of the manufacturing base in Leeds can be seen as both a weakness - in terms of profile, lack of 'signature' names and ability to attract government funding - but also as a real strength in terms of resilience and flexibility
- The challenges arising from an ageing workforce and the opportunity to support young people into work through apprenticeships, especially if we take the initiative to identify future skills gaps and design apprenticeships to meet these needs
- Early engagement with schools, including visits to businesses so that young people understand the opportunities available
- The role of the council in supporting the expansion of the sector by a positive approach to new inquiries, involving other parts of the authority, especially in the planning arena
- The potential for the council to develop new premises for SMEs as part of the Enterprise Zone
- The need for a balanced approach to premises needs of businesses as against housing in the city's approach to the use of brownfield land
- The need to exploit existing international links, such as through the twin towns, and to develop new links
- Everyone's role in shouting louder about the importance of manufacturing in Leeds
- That the Board may consider undertaking further work in relation to manufacturing in Leeds in the next municipal year and would welcome further discussion about the potential scope for such work

**RESOLVED** – That the report be welcomed

(Councillor A Khan joined the meeting at 11.10am and left at 11.45, and Councillor M Lyons left the meeting at 11.30am during consideration of this item.)

#### **64 Performance Management Framework**

The Board considered a report seeking Members' views on a proposed framework for future performance reporting.

In attendance to address the Board and answer Members' queries were:

- Councillor Richard Lewis, Executive Member for Development and the Economy
- Paul Maney, Head of Strategic Planning, Policy and Performance
- Fiona McAnespie, Deputy Head of Policy, Performance & Improvement

Members supported the proposals, but expressed some concern regarding the target to 'aspire to achieve zero youth unemployment in Leeds'. Whilst very supportive of the sentiment, the Board felt that this was liable to always be rated red, and suggested that more thought should be given as to how to measure and report progress towards this target.

#### **RESOLVED**

- a) That a report is submitted to this Board each quarter which identifies areas where there is concern with progress against priorities, and also highlights any particularly noteworthy achievements; and
- b) That the report will be based on:
  - o The Sustainable Economy and Culture Partnership Board quarterly progress update;
  - o The relevant section of the Corporate Leadership Team 'yes/no' document; and
  - o The City Development Directorate quarterly performance report.

(Councillor J McKenna left the meeting at 12.10 at the conclusion of this item)

#### **65 Work Schedule**

The Board received a report of the Head of Scrutiny and Member Development which set out the latest version of the Board's work schedule.

Members were informed that, following the request for scrutiny presented by Mr Hall in October, confirmation had been received from City Development that the planning guide for pre-application engagement by developers had now been adopted as urged by the Board.

Members noted that the working group meeting with young people planned as part of the Board's inquiry on apprenticeships had now been arranged for Thursday 16 January 2014 at 5pm.

The Board also noted that arrangements had now been made for joint scrutiny with the Housing and Regeneration Board of the proposed Leeds input to the Strategic Economic Plan. A joint meeting of the two Boards would be held on Tuesday 4 February 2014.

**RESOLVED** – That the work schedule be agreed.

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

Tuesday 21 January 2014 at 10.00am (a pre-meeting will start at 9.30am for Board members.)

(The meeting finished at 12.15pm)

Draft minutes to be approved at the meeting  
to be held on Tuesday, 21st January, 2014





## Report of Head of Scrutiny and Member Development

### Report to Scrutiny Board (Sustainable Economy and Culture)

**Date: 21 January 2014**

### **Subject: Scrutiny Inquiry – Apprenticeships**

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

### **Summary of main issues**

1. The Board decided in June that it wished to carry out an inquiry on jobs and skills this year. A working group meeting was held on 9 September to meet with representatives from City Development to scope the inquiry. Members of the working group identified apprenticeships as the focus for the inquiry, resulting in the attached terms of reference for the inquiry being agreed by the Board (Appendix 1).
2. The first formal session of the inquiry took place in November, with the second session scheduled for this meeting. A joint report from the Directors of City Development and Children's Services is attached providing evidence for this session of the inquiry (Appendix 2). This will be complemented by a presentation at the Board's meeting. Executive Members and officers from City Development and Children's Services will be at the meeting to respond to members' questions and comments. In addition representatives from igen and schools have been invited to take part at this session.
3. A working group meeting to enable Members to meet with young people and hear from them first hand about their experiences has been arranged for 16 January.
4. It is proposed to add a further inquiry session at an additional meeting of the Board, to enable Members to hear from the remaining partners identified in the terms of reference, including the National Apprenticeship Service, the Apprenticeship Training Agency and representatives of learning providers and employers. This replaces the evidence from these partners originally intended to form part of the session at the January Board meeting. It is hoped that this approach will give the Board more time to engage with the range of partners involved in conducting this inquiry.

## **Recommendation**

5. The board is requested to consider the issues raised by this session of the inquiry.

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

None used

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

## **SCRUTINY BOARD (SUSTAINABLE ECONOMY AND CULTURE)**

### **INQUIRY INTO APPRENTICESHIPS**

#### **TERMS OF REFERENCE**

##### **1.0 Introduction**

- 1.1 At its meeting in June 2013, the Board identified jobs and skills as a priority area of work for the coming year. It was agreed that a working group would meet with officers from City Development to consider a focus for the inquiry.
- 1.2 The working group met on 9 September 2013 and proposed that the inquiry should focus on apprenticeships. This decision was made in the context of an explicit intention to carry out further subsequent inquiry work on other aspects of the employment and skills agenda in the future.
- 1.3 The following issues were identified as shaping the inquiry:
- High and sustained levels of unemployment among young people, particularly in the more deprived areas of the city
  - There are a number of apprenticeship vacancies across the city which are not attracting applicants
  - The availability of useful local data about apprenticeships
  - The recent changes in the information, advice and guidance service available to young people
  - The important role of parents and carers in influencing young people's choices about future employment, education and training
  - A general lack of awareness and understanding of the range and variety of apprenticeships available, the benefits and how to access these
  - Potential barriers to accessing apprenticeships, including qualification requirements, and how these can be overcome
  - Levels of pay
  - The council's role in supporting and promoting apprenticeships both city-wide and at a local level
  - The council's own role as a major employer in the city
- 1.4 There is a clear link to the findings of the inquiry report published in April 2013 by the Children and Families Scrutiny Board following its inquiry into increasing the number of young people in employment, education or training. The inquiry also builds on previous work carried out by the Sustainable Economy and Culture Scrutiny Board focused on the council's use of its planning and procurement powers to promote employment and skills opportunities. The recommendations from both of these inquiries are still being actively monitored by the respective Scrutiny Boards. Any relevant information emerging from that monitoring process will be incorporated into the evidence for this

inquiry. The Chair of the Children and Families Scrutiny Board is also a member of the Sustainable Economy and Culture Board and will keep the Children and Families Board updated on this inquiry.

## **2.0 Scope of the inquiry**

2.1 The purpose of the Inquiry is to make an assessment of and, where appropriate, make recommendations on the following areas:

- The role of apprenticeships in getting Leeds residents into sustained employment
- How best to make information about apprenticeships accessible to young people, parents, employers, schools and other relevant partners
- The availability of pre-apprenticeship provision, traineeships and support for those not meeting the initial requirements for functional skills
- Whether there is anything more the council could be doing as a major employer to support apprenticeships.

## **3.0 Desired Outcomes and Measures of Success**

3.1 The decision to undertake this Inquiry has been based on the city priority to drive the sustainable growth of the Leeds economy to support business growth and meet the skills needs of businesses in key growth sectors. In conducting the Inquiry the Board wishes to promote access to employment and skills development through apprenticeships to support business growth and as one route to tackling youth unemployment levels in the city.

3.2 It is also important to consider how the Scrutiny Board will deem if its inquiry has been successful in making a difference to local people. Some measures of success may be obvious at the initial stages of an inquiry and can be included in these terms of reference. Other measures of success may become apparent as the inquiry progresses and discussions take place.

3.3 Some potential initial measures of success are:

- Increased number of apprenticeship starts in the city (by age and gender)
- An increase in the percentage of successful applications for apprenticeship by Leeds residents
- A reduction in the percentage of unfilled apprenticeship vacancies
- An increase in the number of Leeds residents supported to be ready to take up an apprenticeship

#### **4.0 Comments of the relevant Director and Executive Member**

- 4.1 In line with Scrutiny Board Procedure Rule 12.1 where a Scrutiny Board undertakes an Inquiry the Scrutiny Board shall consult with any relevant Director and Executive Member on the terms of reference.

#### **5.0 Timetable for the inquiry**

- 5.1 The Inquiry will take place over two formal Scrutiny Board sessions, supplemented by a working group meeting to engage with young people, with a view to issuing a final report in the spring of 2014.
- 5.2 The length of the Inquiry is subject to change.

#### **6.0 Submission of evidence**

##### **6.1 Session one – 19 November 2013**

The evidence for this session is aimed at providing an overview of apprenticeships for the Board. It will include input from Executive Members and Leeds City Council officers, covering the following information:

- Background information about what an apprenticeship is and the range of opportunities available
- The benefits of apprenticeships as a career pathway compared to other options for young people
- Data on the apprenticeship opportunities available in Leeds
- Information on how apprenticeship opportunities are promoted to young people nationally, city-wide and at a locality level
- Information on pre-apprenticeship provision, traineeships and support for those not meeting the initial requirements for functional skills
- General information on the work of Employment and Skills with education and business partners in brokering apprenticeship opportunities in Leeds
- Information on the council's commitment as an employer to apprenticeships

##### **6.2 Session two – 21 January 2014**

The evidence for this session will enable the Board to broaden the debate through discussion with partners. It will include input from Executive Members, Leeds City Council officers and other key stakeholders, covering the following information:

- The role of schools and colleges in providing impartial information, advice and guidance, including information about apprenticeships
- The role of the Connexions service in supporting young people to access apprenticeships

- The role of the National Apprenticeship Service and the role of the Apprenticeship Training Agency and the Apprenticeship Hub in Leeds
- The role of employers in providing apprenticeships and promoting apprenticeship opportunities to young people
- The training aspect of apprenticeships

6.3 A working group session will be arranged to hear young people's views directly.

## **7.0 Witnesses**

7.1 The following witnesses have been identified as possible contributors to the Inquiry:

- Executive Member for Jobs and Skills
- Executive Member for Children's Services
- City Development
- Children's Services
- Schools
- igen
- National Apprenticeship Service
- Apprenticeship Training Agency
- Employers
- Training providers including FE colleges
- Young people

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

8.1 The Equality Improvement Priorities 2011 to 2015 have been developed to ensure our legal duties are met under the Equality Act 2010. The priorities will help the council to achieve its ambition to be the best City in the UK and ensure that as a city work takes place to reduce disadvantage, discrimination and inequalities of opportunity.

8.2 Equality and diversity will be a consideration throughout the Scrutiny Inquiry and due regard will be given to equality through the use of evidence, written and verbal, outcomes from consultation and engagement activities.

8.3 The Scrutiny Board may engage and involve interested groups and individuals (both internal and external to the council) to inform recommendations.

8.4 Where an impact has been identified this will be reflected in the final inquiry report, post inquiry. Where a Scrutiny Board recommendation is agreed the individual, organisation or group responsible for implementation or delivery should give due regard to equality and diversity, conducting impact assessments where it is deemed appropriate.

## **9.0 Post inquiry report monitoring arrangements**

- 9.1 Following the completion of the Scrutiny inquiry and the publication of the final inquiry report and recommendations, the implementation of the agreed recommendations will be monitored.
- 9.2 The monitoring will be undertaken by the Board. This will be done at regular intervals appropriate to the content of the recommendation.

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**Report of the Directors of City Development and Children's Services**

**Report to Scrutiny Board (Sustainable Economy and Culture)**

**Date: 21 January 2014**

**Subject: Scrutiny Inquiry – Apprenticeships**

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

**Summary of main issues**

1. This report provides evidence for the second session of the Scrutiny Board inquiry into apprenticeships. The report summarises the range and type of pre-apprenticeship support and training for those young people that do not meet the initial functional skills requirements of an apprenticeship.
2. The report also sets out the current position on participation in apprenticeships by 16-18 year olds and the outcomes of the recent desk based research on apprenticeship applications to support a better understanding of the factors that influence the application activity of young people.
3. The report also provides information on the role of schools and colleges in providing impartial information, advice and guidance, including information about apprenticeships and the role of the Connexions service in supporting young people to access apprenticeships.
4. In addition to the activities detailed in the provision session, this report highlights the provision made by the Council to support young people with information and schools and academies to fulfil their responsibilities to provide high quality impartial advice and guidance. The report also points to additional activity that could be undertaken to further support young people to identify and access provision that will help them to secure an apprenticeship.

**Recommendation**

5. The Scrutiny Board is asked to consider the issues raised by this session of the inquiry.

## **1.0 Purpose of this report**

1.1 The purpose of this report to provide information for the consideration of Scrutiny Board on pre-apprenticeship provision, traineeships and support for those not meeting the initial functional skills requirements of an apprenticeship. The report also provides information on the role of schools and colleges in providing impartial information, advice and guidance, including information about apprenticeships and the role of the Connexions service in supporting young people to access apprenticeships.

## **2.0 Pre-apprenticeship provision**

2.1 There is a wide range of provision termed 'pre-apprenticeship training', a term increasingly used to attract learners to the aim of the provision to support them through a progression route into an apprenticeship. The provision supports young people to acquire the necessary skills to compete for and secure an apprenticeship. The required skills can be categorised as personal, functional and employability skills. Provision usually includes elements of or a combination of the following:-

- personal and social development activity –building confidence, self-esteem and improving communication skills,
- support to achieve functional skills – Level 2 English and Mathematics, and
- general and or sector specific employability skills – such as job search and interview skills, time-keeping and team working, leadership, problem solving and independent inquiry which are usually gained through work experience or contact with the world of work through workplace visits, shadowing or mentoring by employers.

2.2 There are a significant number of providers that provide some or all the above skills training ranging from commercial and third sector training providers, colleges, sector skills councils and employers at both a local and national level. It is not practical to provide an up-to-date and comprehensive list of all available provision; however, summary information on the types of provision available locally is listed at Appendix 1 for information.

2.3 Programmes tend to have either a focus on NEET prevention and reduction or apprenticeship progression but providers may need to combine funding from different sources to do both. The approach that ranges from engagement to apprenticeship preparation is often the most effective as it provides multiple entry points arranged as a ladder of progression opportunities that match the abilities and aspirations of participants. Recruitment and delivery will vary by type of provision with NEET focused provision more likely to offer open access recruitment, pastoral care, longer programmes to meet a broad range of learner needs in alternative learning environments. Apprenticeship feeder programmes are more likely to be selectively recruited to and be delivered as a short term programme of outcomes led support focused on securing an apprenticeship.

2.4 The National Apprenticeship Service (NAS) has end to end responsibility for the delivery of Apprenticeships including a web-based vacancy matching system and the co-ordination of funding, standards and accountability for the delivery of national targets. There is no recognised national standard or single

body which oversees pre-apprenticeship provision. Training is funded from a variety of sources including Government Departments and agencies, sector skills councils and employers. Where training is funded from the public purse, the commissioner or main deliverer will be subject to inspection by OFSTED.

- 2.5 The wide range of provision available that can be confusing to young people and without the benefit of high-quality impartial information advice and guidance it can result in young people making ill-informed choices. While the wide range of generic and sector specific provision aims to meet a wide range of skill needs, learning styles and aspirations it can mean that that the progression pathway into the desired apprenticeship role is not always readily apparent.
- 2.6 Where the pre-apprenticeship programme is delivered by an apprenticeship provider then the provider will be well placed to support the learner to progress to an apprenticeship through its existing network of employers. Other providers may need additional support and or need to work with apprenticeship providers to support individuals in securing an apprenticeship.

### **3.0 Apprenticeship Participation and Applications**

- 3.1 At the previous Scrutiny Board meeting there was concern expressed around the decline in the number of 16-18 year olds starting apprenticeships and also around some vacancies receiving very low levels of applications. Since then a detailed analysis of the data has been undertaken to provide a fuller picture of the situation.
- 3.2 Since the last Scrutiny Board meeting we have received updated data from the National Apprenticeship Service that shows a slightly improved position with regard to starts, see Appendix 2. Rather than simply focusing on starts, an alternative way to gauge our success around apprenticeships is to consider participation. When 16-18 apprenticeships are viewed in terms of participation they show a decrease of 6.28% over the past two years compared to a 25.33% decrease in terms of starts. It should also be noted that the participation figures for 18 year olds actually show an increase of 1.74% over the same period.
- 3.5 An analysis of the apprenticeship application data has been undertaken to identify key factors and ascertain the influence they have on the number of applications for vacancies. This detailed analysis is included as Appendix 3.
- 3.6 The average number of applications per vacancies is currently around 16 for intermediate level opportunities and 18 for advanced level opportunities. However, there were around 8% of vacancies that did not receive any applications.
- 3.7 Surprisingly, the wage offered does not appear to influence the application rate. Beyond a greater average number of applications for vacancies located in the city centre, location also does not appear to significantly influence the number of applications. The apprenticeship framework does however appear to be a key factor influencing the number of applications with certain frameworks such as accounting, retail, warehousing and legal services proving popular. The employer does appear to influencing the number of applications with large or well-known employers generally receiving higher numbers of applications. A major influencing factor that is not easily demonstrated statistically is the wording of the advert itself,

with those adverts that clearly give the impression that the person will be a valued employee and have long term career prospects generally receiving higher numbers of applications. We are exploring ways to support employers to improve their job adverts to ensure they are attractive to young people in particular.

#### **4.0 Careers Education, Information, Advice and Guidance**

- 4.1 As a Council we see access to high quality impartial careers education and information advice and guidance (CEIAG) on learning and employment opportunities as vital to ensuring that young people not only progress to a positive destination post 16, but also continue to remain engaged in learning and employment beyond the age of 18.
- 4.2 The responsibility for providing universal Careers Education, Information Advice and Guidance no lies with the schools. However, to support this we have continued to invest in Leeds Pathways ([www.leedspathways.org.uk](http://www.leedspathways.org.uk)) our on-line information and advice service for young people, parents/carers and professionals. We have undertaken extensive development and improvement of the Work and Apprenticeship section and the Local Jobs and Careers resource. These now provide an extensive range of valuable information that supports young people to understand apprenticeships and make informed career choices. We have produced an Apprenticeship Resource Pack available through the Parent, Teacher and Professional area of the site and have offered schools and colleges support and training to ensure that they are all aware of and confident in using the full set of online resources relating to apprenticeships and the world of work.
- 4.3 To assist schools we have developed a quality assured list of approved providers of CEIAG services. Many schools are now purchasing additional support from providers on this list. We have also put in place a Careers Network that provides training and development for staff from schools and colleges. It also provides a useful forum for them to share their own good practice.
- 4.4 We have also been working with young people to ensure they have a real voice around the type of CEIAG they receive. The Leeds Youth Council have designed a CEIAG calendar which outlines the specific types of information, advice and guidance they want to receive and when they would like to receive it. The young people presented this to the schools and colleges at the Careers Network meeting in the Autumn.
- 4.5 We are keen to ensure that schools provide high quality impartial information advice and guidance around all the post 16 pathways that are available to young people including apprenticeships. To help ensure this is the case we have developed and launched a detailed self-assessment tool to support schools to develop their Careers Education Information Advice and Guidance offer and ensure they are meeting their statutory duties.
- 4.6 We are currently working on the development of a specific package of support for young people who are looked after or care leavers. We want to ensure they get the best possible level of support and assistance to secure an apprenticeship if that is their preferred career choice.

## **5.0 The role of Connexions**

- 5.1 Unlike many councils, we have committed to making a major financial investment to ensure that the most disadvantaged young people who are NEET continue to receive the kind of information, advice, guidance and support that is vital for them to make properly informed choices around post 16 opportunities including apprenticeships. From 1 April 2013 this service has been provided by igen and their partners. All the Connexions personal advisers have received detailed training around apprenticeships to ensure they are full equipped to provide high quality advice and support to young people wanting to access apprenticeships.

## **6.0 Corporate Consideration**

### **6.1 Consultation and Engagement**

- 6.1.1 The Council plays a leading role in co-ordinating the activity and encouraging collaborative working across a number of training providers to better meet both learner needs and the skills needs of businesses in the city through the Leeds Apprenticeship Steering Group. The Group's priorities and action plan developed with stakeholder input reflects the priorities and objectives of the Best Council Plan 2013-17 to support people to improve skills and move into jobs.
- 6.1.2 The priorities for action in the above plans were identified through consultation with elected members and officers in the Council, NAS, colleges and learning providers, employers and young people accessing apprenticeship services. The planned activities will continue to be monitored, reviewed and amended in light of service user and elected member feedback. Planned activities will be communicated to young people, their parents and carers, schools, employers and elected members through a variety of means including the web, social media, written and face to face briefings.

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

- 6.2.1 Equality Impact Assessment screening was undertaken to support the development and implementation of the programmes of activity commissioned by the Council and the Leeds Apprenticeship Steering Group. The current and planned activities will support the provision of progression routes for young people that are currently NEET and will also be targeted to young people currently in receipt of Jobseekers Allowance benefit. Data relating to service users will be captured and monitored and activity plans reviewed to ensure the needs of equality groups are met to access these services.

### **6.3 Council Policies and City Priorities**

- 6.3.1 The activities outlined in the report support the achievement of key objectives set out in the Best Council Plan 2013-17, namely to 'promote sustainable and inclusive economic growth by improving the economic wellbeing of local people and businesses' with a specific focus on meeting the skills needs of local businesses to support recovery and growth and by helping young people to acquire skills and move into employment with training.
- 6.3.2 These activities also contribute to the achievement of the Children and Young People NEET obsession and the Children and Young People Plan priority to

'Increase numbers in employment, education or training'.

#### **6.4 Resources and Value for Money**

6.4.1 There are no specific decisions arising from this report. Expenditure on existing programmes delivered by the Council referenced in this report were taken in accordance with the Council's financial and decision-making policies and procedures.

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

6.5.1 There are no legal implications arising from this report.

#### **6.6 Risk Management**

6.6.1 Existing Council programmes of delivery are supported by risk management plans which are reviewed on a regular basis.

#### **7.0 Conclusions**

7.1 The Council along with partners has invested additional resources in infrastructure and services to support an increase in the number of apprenticeships offered by employers in the city and to provide support to young people to access these opportunities through a recently established clearing system and brokerage service through the Apprenticeship Hub and Apprenticeship Training Agency. The Council continues to provide targeted support to young people identified as NEET through the Connexions service and support and resources to schools and academies to self-assess and further develop their Careers Education Information Advice and Guidance offer to young people.

7.2 However, it is clear that a number of young people fail to meet the key functional skills requirements to secure and undertake an apprenticeship. While information collated on the pre-apprenticeship provision indicates that there is sufficient provision available, it clear that further work is required to ensure that there is an increased awareness of this provision among young people, their parents and carers, schools and academies.

7.3 In raising awareness of the provision, further work is required to structure information in a way that supports individuals to recognise and understand the alternative pathways to current apprenticeship vacancies and career pathways in key sectors in the local economy. The opportunity exists to take forward this work through the Apprenticeship Hub to further enhance the Pathways website and link this to the emerging debate on young people led CEIAG entitlement within Children's services.

7.4 Activity to raise awareness of the provision also needs be aligned to activity to promote and support collaboration between pre- apprenticeship and apprenticeship providers to create progression pathways that support young people into an apprenticeship. The Apprenticeship Hub and the Leeds Apprenticeship Steering Group includes a number of these providers and is therefore well placed to take this work forward.

## **8.0 Recommendations**

8.1 The Scrutiny Board is asked to consider the issues raised by this session of the inquiry.

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

9.1 There are no background documents.

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

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## Pre-apprenticeship Provision – summary information

Pre Apprenticeship Support Activity	Sector subject area	Duration	Eligibility	Providers	Financial support
<p><b>Traineeships</b> Recently introduced BIS funded provision commencing in 2014. An education and training programme with work experience that includes work preparation training, English and Maths for those who need it, and a work experience placement of 6 weeks to 5 months. Flexible additional content to meet the needs of the business and the local labour market can be added. On programme completion participants will be guaranteed a job interview if a vacancy is available or an exit interview and a reference.</p>	<p>Currently being offered in Leeds in Hairdressing, Childcare, Youth Work, Vehicle Maintenance and Repair, Customer Service &amp; Business Administration</p>	<p>From 6 weeks to 5 months or earlier if an apprenticeship opportunity is gained</p>	<p>16 to 24 year olds (people with learning difficulties up to the age of 25) that are unemployed or that work less than 16 hours per week and have little work experience. Applications are made through the National Apprenticeship Service on-line vacancies system.</p>	<p>A range of training providers graded 'good' by OFSTED: Philips Hair Salons, Construction Industry Training Board, Rathbone UK, Calderdale College, System Training, Key Training Group, Progressions UK, YH Group, Groundwork Leeds .</p>	<p>Employers are encouraged to support expenses such as travel and meals. Individuals can access financial support from the training provider, through the 16-19 Bursary Fund or the 19+ Discretionary Learner Support Fund depending on their individual circumstances.</p>
<p><b>Sector work based academies</b> A DWP pre- employment training programme consisting of a work experience placement with an employer and a guaranteed job interview which can be used as a stepping stone to an apprenticeship.</p>	<p>Programme in place with Leeds Teaching Hospitals Trust for clinical support roles.</p>	<p>Attendance hours are varied depending on placements . Maximum six weeks duration.</p>	<p>Available to benefit claimants aged 18 plus that are close to the labour market from day one of their claim up to a referral to the Work Programme</p>	<p>DWP/Jobcentre Plus in conjunction with employers.</p>	<p>Participants receive travel expenses and can continue to claim benefit and are exempt from signing for the duration of the scheme.</p>

Pre Apprenticeship Support Activity	Sector subject area	Duration	Eligibility	Providers	Financial support
<p><b>Sector based pre-apprenticeship programmes</b> Some apprenticeship training providers and sector skills councils and groups of employers working collaboratively within a sector to offer training programmes that enable young people to understand more about the sector and prepare individuals to take on an apprenticeship. For example, the National Skills Academy for Retail offer a 30 hour training programme of 10 modules mapped to the Level 1 award in retail knowledge. Funding from the BIS Employer Ownership of Skills programme allows employers and their supply chains to fund programme to meet their skills needs and will often include work experience placements and training leading to apprenticeships .</p>	<p>Retail Hospitality</p> <p>Yorkshire and Humber energy, process and renewable employers</p> <p>Food manufacturing</p> <p>Logistics</p>	<p>Usually short courses of up to 30 hours and work experience varies across sectors.</p>	<p>Varies depending on the skill needs of the sector – usually targeted to 16-24 years.</p>	<p>Various</p>	<p>Varies from scheme to scheme</p>
<p><b>Work@Leeds</b> A training and work experience placement. A 2 week employability skills accredited training programme delivered by the Council and Leeds City College followed by a 6 week work experience placement in the Council. Participants are supported by a robust personal and placement review process to explore and secure progression opportunities such as Apprenticeships and long term employment. Programme due to end in May 2014.</p>	<p>Mainly business administration roles. Potential catering, cleaning services, facilities management roles being explored.</p>	<p>25-30 hours per week for a maximum of 8 weeks.</p>	<p>Jobseeker Allowance claimants aged 18 - 24 years.</p>	<p>Delivered by Leeds City Council supported by Leeds City College and funded by DWP.</p>	<p>Participants receive travel expenses and can continue to claim benefit and are exempt from signing for the duration of the scheme.</p>

Pre Apprenticeship Support Activity	Sector subject area	Duration	Eligibility	Providers	Financial support
<p><b><u>INTERNSHIPS</u></b> Offered by employers. The intern is expected to contribute to the work of the organisation and will be provided with a defined role and job title. If the intern successfully fulfils 'worker status' through activities undertaken the intention is that they will be offered a paid position with the employer.</p>	Depends on the nature of the business and its workforce profile	Short term usually between 2 weeks and 6 months.	Determined by the employer		National minimum wage applies. Exceptions include:- where the placement consists entirely of shadowing and where FE/HE students undertake an internship as part of their course (no more than 12 months in duration). Employers may be eligible for funding of up to £2,500 of the total wage costs for each new internship lasting a minimum of 26 weeks and 30 hours per week if the intern is 18-24 years old and paid at least national minimum wage.
<p><b>Skills support for the unemployed</b> Aimed at providing those individuals that are almost work ready with accredited qualifications. The programme aims to get them back into employment within 13 weeks with employability training, e.g. CV, interview, job search skills</p>	Level 1 and 2 Awards in Accountancy, Business Administration , Employability and personal development, Team Leading	2 days per week over 4-6 weeks Classroom and distance learning.	16 yrs plus unemployed between 0-12 months claiming Jobseekers Allowance or Employment Support Allowance.	Babbington Business College	

Pre Apprenticeship Support Activity	Sector subject area	Duration	Eligibility	Providers	Financial support
<p><b>Study Programmes</b> Foundation Learning courses - vocational qualifications and training including English, Maths and ICT qualifications.</p>	<p>A wide range offered reflecting the offer of the delivery partners</p>	<p>12-40 hours over the 20-24 weeks</p>	<p>16-24 year olds looking to gain qualifications and new skills</p>	<p>Leeds City College and Igen and their sub-contractors</p>	<p>A £40 bursary to learners 4 priority groups – including income support claimants, in care or a care leaver, in receipt of ESA benefit, in receipt of DLA benefit. Others may be eligible subject to means testing. All learners also receive travel costs to attend training</p>
<p><b>The Real Programme</b> Vocational training that supports learners to take the first step into training to gain confidence, life skills and work experience. Following the programme learners are supported to progress onto the Leeds Learning Links programme.</p>	<p>Includes: Hair &amp; beauty, gym work, mechanics etc.</p>	<p>Hours are linked to learner needs Between 8-12 weeks</p>	<p>16-19 year olds Unemployed, no or low qualifications, basic skills, requiring significant advice and guidance support</p>	<p>Igen</p>	<p>Learners receive a free bus pass</p>
<p><b>The Princes Trust 'Get Into' and 'Get Started'</b> 'Get Into' offers young people work experience opportunities. 'Get Started' provides taster style sessions in study areas a young person may be interested in.</p>	<p>The type of course depends on work experience opportunities available.</p>	<p>Less than 16 hours</p>	<p>16 years plus.</p>	<p>Princes Trust</p>	<p>Travel allowance only. Grants available to NEET young people or those working less than 16 hours a week to pay for courses or access employment.</p>

Pre Apprenticeship Support Activity	Sector subject area	Duration	Eligibility	Providers	Financial support
<p><b>Jobshops</b> Information, Advice and Guidance including Jobsearch, CV , interview skills , setting up and managing E- mail and Universal Jobmatch accounts. Service users are also signposted to other programmes to support them with employability skills ,basic literacy, numeracy and ESOL.</p>	<p>Focused on entry level job roles across all sectors of the labour market</p>	<p>Depends on the client's needs</p>	<p>No eligibility requirements</p>	<p>Leeds City Council</p>	<p>None</p>
<p><b>14+ Apprenticeship Academy</b> For those wishing to progress to a post 16 apprenticeship. Learning takes place through a range of practical and classroom activities with learners supported by tutors and business coaches in a range of working environments to achieve their work based learning skills and qualifications. Learners gain a minimum of 30 days workplace experience from a range of employers linked to each vocational course. Learners have access to a mentor and a Business Coach. Learner outcomes are a nationally recognised industry specific vocational qualification Level 2 (part of the apprenticeship framework), GCSEs in English, Mathematics, Science and IT/Computing or Business. Core curriculum subjects including: Personal, Social and Health Education and Physical Education.</p>	<p>Vocational subjects include: Animal Care Childcare Electrical Engineering Engineering Digital Media Hairdressing Health &amp; Social Care Hospitality Motor Industry Retail Sport and Fitness Technical &amp; Performance Theatre</p>	<p>Year 10 attendance - 5 days per week in college. Year 11 attendance will be 4 days per week in College and 1 day per week in a vocational work placement setting.</p>	<p>By application</p>	<p>Leeds City College</p>	<p>Learners are already accessing free school meals are supported to the same level. Transport will be made available to and from the academy.</p>

Pre Apprenticeship Support Activity	Sector subject area	Duration	Eligibility	Providers	Financial support
<p><b><u>YOUTH CONTRACT</u></b>            Personal and social development, functional and employability skills to support 16-17 year NEET young people to make and sustain a successful progression into employment, education or training, reducing the potential for this cohort to experience longer term unemployment. The programme runs until March 2015/16.</p>	<p>Varied and numerous as this depends on the offering of each delivery partner</p>	<p>Up to 6 months. Hours are dependent upon the individual needs of the learner</p>	<p>16 and 17 year olds identified as NEET with complex needs and significant barriers to employment</p>	<p>Commissioned by the Council with Igen as the lead delivery partner supported by EBP</p>	<p>Young people can access a support fund that will help them to progress typically this could include the purchase of interview clothes, transport cost etc.</p>
<p><b>The Education Business Partnership (EBP)</b> forms part of the Council's Employment and Skills service. EBP addresses skills gaps of young people by working in partnership with employers to develop creative approaches to the curriculum to ensure young people are 'work ready'. Activities include working with senior leaders in schools to identify and deliver tailored employability programmes based on school priorities and matched to key curriculum areas. Programmes are delivered with employers to help young people understand what employers look for in new employees in terms of skills and attitudes and work ethic. Schools have access to curriculum support to enable them to offer progression in employability skills from Key Stage 3 to Key Stage 5</p>	<p>Dependent upon the needs of the school and the participating businesses</p>	<p>Varied depending on the package of support</p>	<p>Key stage 3 to 5</p>	<p>EBP, Leeds City Council</p>	

Pre Apprenticeship Support Activity	Sector subject area	Duration	Eligibility	Providers	Financial support
<p><b>Ahead Partnerships</b> Make the Grade improves the motivation and aspirations of young people, whilst enhancing their employability skills and increasing their awareness of the world of work. It helps employers - large and small - to address skills gaps through practical activity that develops young people to better prepare them for employment</p>	Dependent upon the needs of the school and the participating businesses	Varied depending on the package of support	All ages		
<p><b>Academies UK</b> A Career Academy is a programme that prepares students for the world of work. The model focuses on linking students to the real world of work, through guru lectures, mentoring, workplace visits and internships.  Career Academies UK provides this structured programme and support to the schools and colleges around the UK who operate Career Academies</p>	Dependent upon the needs of the school and the participating businesses	Varied depending on the package of support	16-19 years level 3 students		

Pre Apprenticeship Support Activity	Sector subject area	Duration	Eligibility	Providers	Financial support
<p><b>Business in the community</b> A membership organisation for businesses, providing a framework for them to support young people facing social disadvantage by forming long-term partnerships with the schools. It offers businesses a range of services and training programmes that impact the workplace and the community.</p> <p>KPMG worked with Year 8 students in West Leeds Academy to increase interest and awareness of different careers, increase the profile of local employers, increase student employability skills and provide an insight into career paths and how to make good choices</p>	Dependent upon the needs of the school and the participating businesses	Varied depending on the package of support			



**Appendix 1**

**Apprenticeship starts and participation data December 2013.**

	Age	2010/11	2011/12	2012/13	2 Year % Change 10/11 - 12/13
<b>Starts</b>	16 year olds	422	497	351	-16.82%
	17 year olds	778	780	473	-39.20%
	18 year olds	837	937	697	-16.73%
<b>Participation</b>	16 year olds	739	774	590	-20.16%
	17 year olds	1043	1155	988	-5.27%
	18 year olds	1149	1218	1169	1.74%
<b>Total</b>	<b>16-18 Starts</b>	<b>2037</b>	<b>2214</b>	<b>1521</b>	<b>-25.33%</b>
	<b>16-18 Participation</b>	<b>2931</b>	<b>3147</b>	<b>2747</b>	<b>-6.28%</b>
	<b>19-24 Starts</b>	<b>2061</b>	<b>2140</b>	<b>2202</b>	<b>6.84%</b>
	<b>19-24 Participation</b>	<b>3602</b>	<b>3902</b>	<b>4040</b>	<b>12.16%</b>
	<b>25+ Starts</b>	<b>2933</b>	<b>2956</b>	<b>3109</b>	<b>6.00%</b>
	<b>25+ Participation</b>	<b>3551</b>	<b>5233</b>	<b>5419</b>	<b>52.60%</b>
	<b>All Ages Starts</b>	<b>7031</b>	<b>7310</b>	<b>6832</b>	<b>-2.83%</b>
	<b>All Ages Participation</b>	<b>10084</b>	<b>12282</b>	<b>12206</b>	<b>21.04%</b>

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## Appendix 2

### Apprenticeship applications in Leeds

#### Research report, December 2013

### Recommendations

1. Ask the NAS for actual application data for the national vacancies so that it can be analysed and compared to the local data.
2. Analyse the marketing of individual advertisements on the National Apprenticeship Vacancy Matching Service to identify any quality issues that may be affecting the number of applications received.
3. Consult with young people themselves to garner reasons why or why they did / did not apply for particular vacancies. Include how the vacancies were marketed on the NAVMS and in other ways, where the young people saw the vacancies, etc. Link with the Youth Contract evaluation as part of this. NB A consultation is intended to take place on 16/01/2014
4. Analyse application data with regard to the size of the employer i.e. to find out if there is any difference in applications to small, medium or large employers. (The data about size of employers can be obtained from Employment Leeds)

### Overall conclusions

There were some factors that did appear to influence the number of applications to a greater or lesser extent and some that appeared to have no significant influence:

Influencing factors	Non-influencing factors
<ul style="list-style-type: none"> <li>§ Type/level</li> <li>§ Framework</li> <li>§ Employer</li> <li>§ Learning Provider</li> </ul>	<ul style="list-style-type: none"> <li>§ Weekly wage</li> <li>§ Geographical location</li> <li>§ No. of vacancies per advert</li> <li>§ Closing date</li> </ul>

## Executive summary

### Background and data

- I. **Apprenticeship starts in Leeds** - The total number of Apprenticeship starts in 2012-13 for 16-18 year olds resident in Leeds decreased by 34.9% compared to the previous year i.e. this age group has had a much greater reduction in the number of starts than the other age groups.
- II. This report provides a starting point for analysing why this has been the case and provides recommendations for further analysis. It includes graphs to show the demographics of the Apprenticeship vacancies and to correlate this to applications.
- III. **Data set** – The data used was from the Apprenticeship Live Vacancies Report for Leeds received from the Data Service of the National Apprenticeship Service (NAS).

The data was filtered to provide the most valid data set for analysis. The data set used consisted of:

- a. Apprenticeship applications from 16-18 year olds (includes some 19 year olds)
  - b. Apprenticeship vacancies within the Leeds local authority area
  - c. Vacancies advertised in November 2013 with closing dates in November 2013
  - d. All apprenticeship types/levels i.e. Intermediate, Advanced and Higher
- IV. The data set did not include:
    - a. Applications made outside of the National Apprenticeship Vacancy Matching Service i.e. direct to learning providers and employers through their own recruitment and selection procedures
    - b. Those vacancies advertised in November with closing dates in December 2013 and later
    - c. National vacancies – Defined as those vacancies offered by national employers where the employer is the same organisation as the learning provider and where there are 500 employees or more. This data is reported separately by the NAS and in a different format to the local data.

### Analysis

- I. **Criteria** – The criteria analysed was all the fields of data included in the NAS Live Vacancies Report i.e. the number of vacancies, number of applications, learning provider, employer, Framework, type/Level of Apprenticeship, closing date for applications, weekly wage and geographical location of vacancy.
- II. **Numbers of applications and vacancies** – In the data set analysed, there were a total of **3687 applications** for **233 vacancies**.

The numbers of applications were not evenly spread across all vacancies and there was wide variation from zero to 201.

- III. **No. of vacancies per advert** – The number of vacancies contained within any one advertisement ranged from one to six. The majority of advertisements contained one vacancy. The number of vacancies per advert did not appear to impact upon the number of applications
- IV. **Closing date** – The vacancies analysed were advertised in November 2013 and had closing dates in November 2013. A relatively high proportion (between 8-10%) of vacancies received zero applications by the closing date. The closing date did not therefore appear to influence the number of applications. NB The data from the National Apprenticeship Service (NAS) was received just prior to the end of November and so the percentage range allows for the fact that some of these vacancies may have received applications by the end of November but that was not known at the time of analysis.
- V. **Weekly wage** - The Apprenticeship National Minimum Wage (NMW) during 2013 for Apprentices under 19 or those in the first year of their apprenticeship was £2.68 per hour. Apprentice must be a minimum of 30 hours per week employed status which gives a minimum weekly wage of £80.40. Anyone not covered by the age categories above will be entitled to the NMW appropriate to their age. For 18-20 year olds, this was £5.03 per hour. For a 30 hour week, this works out at a weekly wage of £150.90.  
  
It would therefore appear that the wage Level has minimal or no impact on the number of applications. It is certainly the case that the highest wages do not attract the highest number of applications nor that the lowest wages attract the lowest number of applications. The bulk of applications were for vacancies that exceeded the Apprenticeship NMW and that were closer to the NMW for 16-18 year olds but this is largely accounted for by the fact that the majority of the vacancies were offered at these wage levels.
- VI. **Type/Level of Apprenticeship** – All levels of Apprenticeship were oversubscribed. The majority of Apprenticeships offered for the 16-18 age groups were at Intermediate Level, although Advanced Level Apprenticeships had the highest response rate (ratio of applications to vacancies). Higher Level Apprenticeships do not appear to be relevant to the 16-18 age group. The type/level of Apprenticeship offered does therefore appear to have an impact on the number of applications received.
- VII. **Frameworks** – The type of Framework offered did appear to influence the number of applications. In terms of overall numbers of applications, the most popular Frameworks were *490 Business and Administration Framework (CFA)* and *454 Accounting (FSP)*. When the response rate is taken into account i.e. the ratio of applications to vacancies, the Accounting Framework was by far the most popular with Framework 536 Employment Related Services being the next most popular. There were various Frameworks with a low response rate and two Frameworks that received zero applications.
- VIII. **Geographical location** – It would appear that geographical location does not particularly influence the number of applications, evidenced by the fact that all

Clusters had some vacancies and some applications and that half of all Clusters also had some individual vacancies that received zero applications.

The Clusters with the highest numbers of vacancies and applications were not necessarily those with the highest response rates (ratio of applications to vacancies).

- IX. **Employers** – The employer did appear to have an influence on the number of applications. A small number of employers offering a small number of vacancies received a relatively large number of applications. In contrast, there were a relatively large number of employers who received zero applications.

The data from the NAS does not give us information about the size of the employer and this may be worth investigating to see if it has a bearing on the numbers of applications.

- X. **Learning Provider** – The Learning Provider does appear to have a significant impact on the number of applications received and on the response rate (the ratio of applications to vacancies). Babington Business College had a particularly positive impact. This is likely to be related to the types of Apprenticeship Framework that the College offers, including Business and Administration, Accounting and Employment Related Services.

## Background

1. The key stakeholder groups for this research are the Scrutiny Board (Sustainable Economy and Culture), Leeds City Council, the Leeds Apprenticeship Steering Group, the Leeds Apprenticeship Hub and the Leeds Apprenticeship Training Agency (ATA)
2. The number of 16-18 year olds in Leeds starting Apprenticeships has markedly reduced between 2012-13 and 2013-14. There has been a total reduction of 8.7% in starts in Leeds in 2012-13 compared to the previous year. This figure is for all age ranges: 16-18 years, 19-24 years and 25 years and over.
3. The total number of Apprenticeship starts in 2012-13 for 16-18 year olds only has decreased by 34.9% compared to the previous year i.e. this age group has had a much greater reduction in the number of starts than the other age groups.
4. The Apprenticeship academic year runs from 1<sup>st</sup> August to 31<sup>st</sup> July.
5. The figures are for Leeds residents.
6. The total drop in Apprenticeship starts and particularly the drop amongst 16-18 year olds is a concern in terms of the Raising of the Participation Age and ensuring that all young people have an offer of further learning or training under the September Guarantee.

## Purpose

Undertake analysis of the applications to Apprenticeship vacancies for 16-18 year olds across the Leeds local authority area to identify the factors that positively or negatively influence the number of applications. This will help to inform the strategy to increase the number and quality of 16-18 Apprenticeship applications and starts within Leeds.

This research will contribute towards the ultimate outcome of increasing the number of successful applications and Apprenticeship starts within Leeds during the 2014-15 Apprenticeship year (Aug-July).

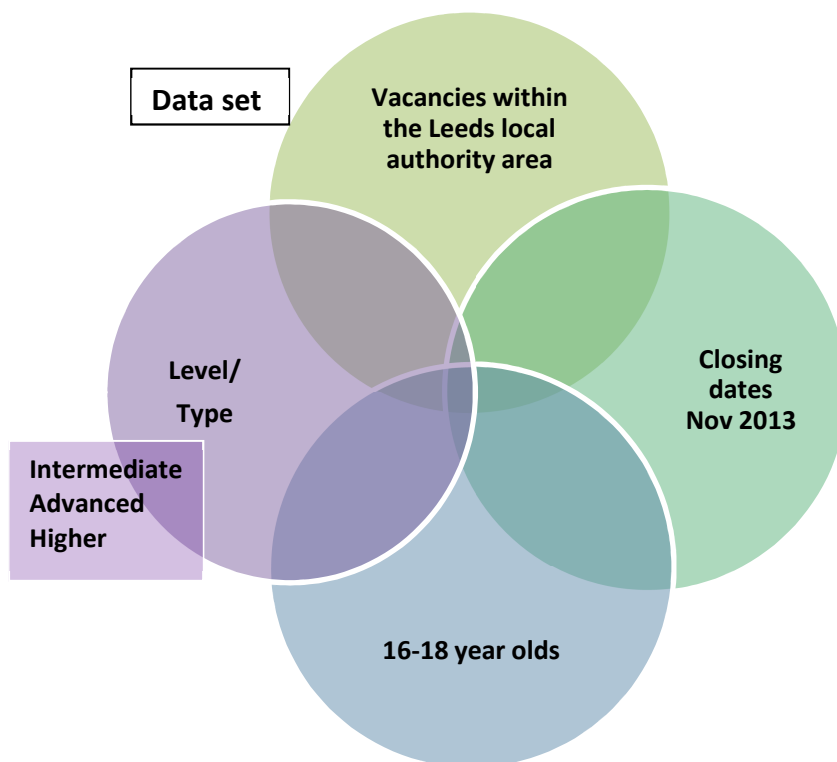
## Methodology incl. data set

The research was a desk-top exercise based on the Live Vacancies Reports for **November 2013** for Leeds from the NAS Data Service. Four weeks' worth of data was aggregated to provide the overall picture. The four sets of data were dated 4<sup>th</sup>, 11<sup>th</sup>, 18<sup>th</sup> and 25<sup>th</sup> November.

The data covered applications from young people aged 16-18 (included some 19 year olds). The Leeds local authority area data has been filtered from this. The vacancies analysed were therefore based in the Leeds local authority area but the applications could have been made from young people (aged 16-18) anywhere in the country i.e. not necessarily from young people resident in Leeds.

The data covered vacancies advertised in November with deadlines ranging from November itself plus some in December 2013 and some in January/February 2014. Those with closing dates furthest away had the greatest number of zero applications at the point of analysis. In order not to skew the data regarding the numbers of zero applications, the data was filtered to show only those vacancies that were advertised in November 2013 that also had closing dates in November.

All types/Levels have been included i.e. apprenticeships at Intermediate, Advanced and Higher Levels.



We are aware that some apprenticeship applications are made outside of the National Apprenticeship Vacancy Matching Service (NAVMS) as some learning providers and some employers may use their own direct application and recruitment processes for some or all of their vacancies. The data reports received from the NAS Data Service do not, therefore, necessarily capture all applications for apprenticeship vacancies within the Leeds local authority area. The data within the reports should, however, capture the bulk of applications to Leeds vacancies.

There were national vacancies offered during this period i.e. where the employer and the learning provider were the same organisation. The other criterion for a 'national' vacancy is that the organisation has more than 500 employees.

There were 3 national employer/providers: MacDonal'd's Restaurants, British Gas and Carillion Construction. In total they offered 1,264 vacancies, all at Intermediate Level. These have not been included in the analysis as there was no indication of how many applications had been received to date. The number of vacancies and the number of vacancies available are the same figures which would indicate that no applications have been received or possibly that they haven't been recorded at this stage. Also, the closing dates for these vacancies were in December 2013 with one at the end of August 2014 and the local data analysed covered only those vacancies with closing dates in November 2013.

It would be useful to analyse the national vacancies separately and then compare to the local data.

Following the desk top research contained within this report, it will be useful to do some further research directly with young people.



## Analysis

Each of the criteria in the Apprenticeship Live Vacancy Reports from the NAS Data Service has been analysed to identify any patterns within the specified data set. The criteria were:

- § the number of vacancies
- § number of applications
- § learning provider
- § employer
- § Framework
- § type/Level of Apprenticeship
- § closing date for applications
- § weekly wage
- § geographical location of vacancy

### Number of applications per vacancy

The total number of vacancies advertised in November 2013 with November closing dates was **233** with a total of **3687 applications** received.

This represents an average of almost 16 applications per vacancy.

The highest number of applications per single vacancy was 201. There were 8 vacancies that attracted over 100 applications each with a total of 883 applications between them. This meant that 3.4% of the total number of vacancies attracted 24% of the total number of applications.

In contrast, 24 vacancies (10%) received zero applications.

#### **Conclusion**

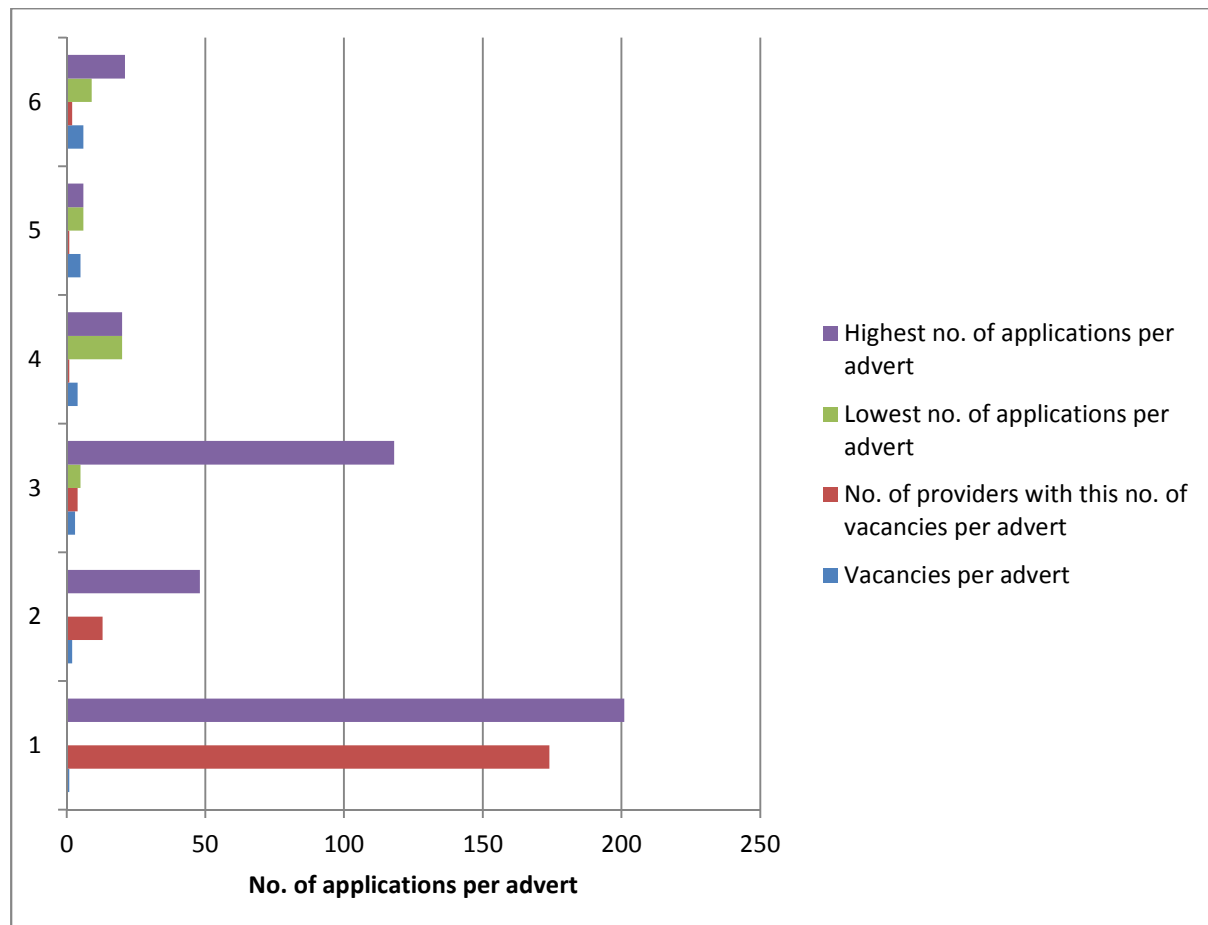
The number of applications per vacancy was not evenly spread and there was wide variation from zero to 201.

### Number of vacancies per advert

The vast majority of learning providers (174) advertised single vacancies i.e. one vacancy per advert. The maximum number of vacancies in any one advert was 6. The table and chart below show that one of the adverts that was for a single vacancy attracted the highest

number of applications per advert (201), although some of the single vacancies attracted zero applications. At the other end of the scale, the individual adverts with 6 vacancies per advert attracted between 9 and 21 applications.

Vacancies per advert	No. of providers with this no. of vacancies per advert	Range of no. of applications per advert	
		Lowest no. of applications per advert	Highest no. of applications per advert
6	2	9	21
5	1	6	6
4	1	20	20
3	4	5	118
2	13	zero	48
1	174	zero	201



### Conclusion

The number of vacancies per advert did not appear to impact upon the number of applications.

## Closing date

The November 2013 data included advertisements for vacancies with closing dates in November and December 2013 and a few in early 2014. Overall, the percentage of vacancies with zero applications increased as the closing date was further away, which was to be expected. See table below.

Closing date	No. of adverts	No. of vacancies	No. of applications	No. of vacancies with zero applications	% of vacancies with zero applications
Closing dates in November 2013	195	233	3687	24	10%
Closing dates in December 2013	105	164	1106	53	32%
Closing dates in Jan/Feb 2014	6	6	8	5	83%
<b>Total for all closing dates</b>	<b>306</b>	<b>403</b>	<b>4801</b>	<b>82</b>	<b>20%</b>

To provide the most valid data set, only those vacancies with closing dates in November 2013 were analysed to provide the rest of the data in this report.

For those vacancies that had closing dates at the end of November 2013, there were 10% of the vacancies that had not received any applications at the time of analysis. The last data bulletin used in this analysis was received from the National Apprenticeship Service on 25th November 2013, which was prior to November closing dates representing 5 vacancies. The figures above may not therefore show the final status for November applications.

Even if it was assumed that the 5 vacancies received some last minute applications, there would still have been just over 8% of vacancies with zero applications for vacancies with closing dates in November.

### Conclusion

A relatively high proportion of vacancies (between 8 and 10% of vacancies) received zero applications by the closing date. The closing date did not therefore appear to influence the number of applications. NB The data from the National Apprenticeship Service (NAS) was received just prior to the end of November and so the percentage range allows for the fact that some of these vacancies may have received applications by the end of November but that was not known at the time of analysis.

## Weekly wage

As taken from the [www.gov.uk](http://www.gov.uk) website, the Apprenticeship National Minimum Wage (NMW) during 2013 for Apprentices under 19 or those in the first year of their apprenticeship was £2.68 per hour. The Apprenticeship NMW applies to time working and time spent training as this is also part of the Apprenticeship. An Apprenticeship must be a minimum of 30 hours per week employed status.

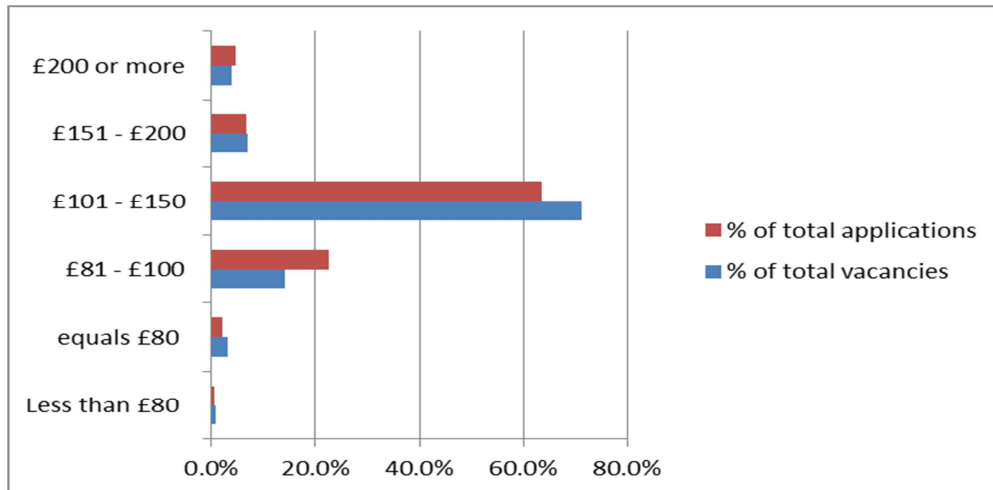
Anyone not covered by the age categories above will be entitled to the NMW appropriate to their age. For 18-20 year olds, this was £5.03 per hour.

Using the minimum 30 hour week required for Apprentices, the minimum weekly earnings for an Apprentice aged 16-18 compared to an employed young person of the same age on National Minimum Wage show that the Apprentice would earn £70.50 per week less:

	Hourly rate	No. of hours	Weekly wage
National Minimum Wage (NMW)	£5.03	x 30 hours per week	£150.90
NMW ages 16-18	£2.68	x 30 hours per week	£80.40
			<b>£70.50 difference</b>

The table and chart below show that the highest proportion of vacancies and applications were for vacancies paying between £101-150 i.e. above the Apprenticeship NMW and closer to the NMW for 16-18 year olds.

Weekly wage range	No. of vacancies offered	% of total vacancies	No. of applications	% of total applications
Less than £80	2	0.9%	18	0.5%
equals £80	7	3.0%	78	2.1%
£81 - £100	33	14.2%	835	22.6%
£101 - £150	166	71.2%	2341	63.5%
£151 - £200	16	6.9%	246	6.7%
£200 or more	9	3.9%	169	4.6%
<b>TOTALS</b>	<b>233</b>		<b>3687</b>	



There were 7 vacancies (with a total of 76 applications) that were offering the Apprenticeship NMW (See note below). This accounted for only 3% of all vacancies and 2.1% of all applications. At the highest salary levels (£200 or more per week), there were 9 vacancies that attracted a total of 169 applications, which accounted for nearly 4% of all vacancies and 4.6% of all applications.

The highest weekly wage was £269, which was over 3 times the Apprenticeship NMW.

For the vacancies that received the top 10 highest total applications per advert (representing a total of 12 vacancies), the weekly wage offered for those vacancies ranged from £100 to £140, which was above the Apprenticeship NMW.

For those vacancies that received zero applications, the weekly wage offered ranged from £94 to £234 i.e. a vacancy with one of the highest weekly wage across all vacancies, received no applications at all.

Worryingly, there were two vacancies (both offered by the same provider, Rathbone) that were below the Apprenticeship National Minimum Wage (NMW) of £80 per week. At £74 per week, this was £6 below the Apprenticeship NMW.

### Conclusion

It would therefore appear that the wage Level has minimal or no impact on the number of applications. It is certainly the case that the highest wages do not attract the highest number of applications nor that the lowest wages attract the lowest number of applications. The bulk of applications were for vacancies that exceeded the Apprenticeship NMW and that were closer to the NMW for 16-18 year olds but this is largely accounted for by the fact that the majority of the vacancies were offered at these wage levels.

## Type/Level of Apprenticeship

There are 3 types/Levels of Apprenticeships:

1. Intermediate Apprenticeships are at Level 2 (equivalent to grade \*A-C at GCSE)
2. Advanced Apprenticeships are at Level 3 (equivalent to AS/A-Levels)
3. Higher Apprenticeships are at Level 4 and above (equivalent of a first Level degree)

Each of these types/Levels was represented in the November 2013 application data.

The highest number of vacancies and the highest number of applications were offered for Intermediate Apprenticeships, which was to be expected from 16-18 year olds: 200 vacancies and 3120 applications, which accounted for 86% and 85% of the respective totals at all levels.

There were 32 Advanced Level vacancies receiving a total of 583 applications and only 1 vacancy offered at Higher Level, which received 2 applications.

All Levels of Apprenticeships were over-subscribed. The competition for vacancies at Intermediate and Higher Levels was almost the same. Intermediate Apprenticeship applications were nearly 16 times the number of vacancies and Advanced Apprenticeship applications were 18 times the number of vacancies.

### Conclusion

All levels of Apprenticeship were oversubscribed. The majority of Apprenticeships offered for the 16-18 age group were at Intermediate Level, although Advanced Level Apprenticeships had the highest response rate (ratio of applications to vacancies). Higher Level Apprenticeships do not appear to be relevant to the 16-18 age group. The type/level of Apprenticeship offered does therefore appear to have an impact on the number of applications received.

## Framework

*NB In this section, numbers preceding Framework titles are the national reference numbers for the Frameworks and are not to be confused with the numbers given as part of this local statistical analysis.*

There were 35 different Frameworks offered.

The table below shows the top 10 Frameworks in terms of the numbers of applications received. The table shows that the top 10 Frameworks accounted for 77% of the total number of vacancies and 86% of the total number of applications across all Frameworks.

The 490 *Business and Administration Framework (CFA)* was by far the most popular, with twice as many applications as the next most popular, 454 *Accounting (FSP)*. *Business and Administration* received a total of 1344 applications for 88 vacancies, giving a ratio of 15 applications to each vacancy.

Top 10 Frameworks by numbers of applications	Total applications	Total vacancies	Ratio (of applications to vacancies)
490 Business and Administration (CFA)	1344	88	15
454 Accounting (FSP)	694	5	139
443 Retail (Skillsmart)	239	8	30
488 Customer Service (CFA)	223	26	9
485 Sales and Telesales	165	25	7
414 Warehousing and Storage (Skills for Logistics)	136	5	27
419 IT Application Specialist	111	8	14
508 Hairdressing (Skills Active/ Habia)	110	11	10
536 Employment Related Services	79	1	79
565 Legal Services	72	2	36
<b>Total</b>	<b>3173</b>	<b>179</b>	
<b>As % of overall totals</b> <b>(3687 total applications = 100%;</b> <b>233 total vacancies = 100%)</b>	<b>86%</b>	<b>77%</b>	

The response rate is perhaps a better indicator of the popularity of a vacancy than the pure application numbers. In terms of response rate, the *Accounting Framework* was by far the most popular, receiving 139 applications for each of the 5 vacancies, with *Framework 536 Employment Related Services* the next most popular with 79 applications for one vacancy.

Top 10 Frameworks by Ratio of applications to vacancies (Response Rate)	Total applications	Total vacancies	Ratio (of applications to vacancies)
454 Accounting (FSP)	694	5	139
536 Employment Related Services	79	1	79
565 Legal Services	72	2	36
494 Technical Theatre	35	1	35
418 IT, Software, Web & Telecoms Professionals	69	2	35
540 Engineering Manufacture (Craft and Technician)	32	1	32
443 Retail (Skillsmart)	239	8	30
414 Warehousing and Storage (Skills for Logistics)	136	5	27
500 Property Services (Asset Skills)	51	2	26
402 Hospitality and Catering (People 1st)	34	2	17
<b>Total</b>	<b>1441</b>	<b>29</b>	
<b>As % of overall totals</b> <b>(3687 total applications = 100%; 233 total vacancies = 100%)</b>	<b>39%</b>	<b>12%</b>	

The Frameworks that appeared in both the top 10 application list and also the top 10 response rate list were:

Frameworks that appeared in both top 10 lists  
(in order of Framework number)

- 414 Warehousing and Storage (Skills for Logistics)
- 443 Retail (Skillsmart)
- 454 Accounting (FSP)
- 536 Employment Related Services
- 565 Legal Services

Interestingly, *Business and Administration* did not appear in both lists: the Framework had a high total number of applications but there were a lot of vacancies and so there was a relatively low ratio of applications to vacancies. *Accounting* did appear in both lists.

The Frameworks that received the lowest numbers of applications in terms of response rate were:

Frameworks with lowest ratio of applications to vacancies (Response Rate)	Total applications	Total vacancies	Ratio (of applications to vacancies)
408 Travel Services (People 1st)	5	1	5
436 Vehicle Maintenance and Repair	5	2	3
486 Marketing	5	2	3
582 Catering and Professional Chefs	14	7	2
542 Print and Printed Packaging (Pro Skills)	1	1	1
522 Construction Building	0	2	0
512 Plumbing and Heating	0	1	0

There were 2 Frameworks that received zero applications. They represented a total of 3 vacancies between them, which was 1% of the total number of 233 vacancies. It was surprising that these Frameworks received zero applications as Framework 519 *Construction Specialist* received 24 applications for 3 vacancies.

### Conclusion

The type of Framework offered did appear to influence the number of applications. In terms of overall numbers of applications, the most popular Frameworks were 490 *Business and Administration Framework (CFA)* and 454 *Accounting (FSP)*. When the response rate is taken into account i.e. the ratio of applications to vacancies, the Accounting Framework was by far the most popular with Framework 536 *Employment Related Services* being the next



most popular. There were various Frameworks with a low response rate and two Frameworks that received zero applications.

## Geographical location

The data shows that the majority of vacancies and applications were available in the Leeds local authority area. This includes Leeds, Bradford, Castleford, Dewsbury, Otley, Pudsey, Wakefield and Wetherby. NB The Leeds data is for learners who have applied for Apprenticeship vacancies within the Leeds local authority area. The applicants may come from within the Leeds area or outside. Some Leeds resident learners may have applied for vacancies out of area. Apart from the main Leeds district itself, vacancies in Pudsey received substantially more applications than the other out of area vacancies. This could be because it is the closest area to Leeds itself. Vacancies in two areas, Castleford and Wakefield, did not attract any applications at all and Otley attracted only one application. The assumption drawn is that these areas are geographically too distant from where the bulk of potential applicants live and/or that the travel to work journey would be prohibitive in terms of time and/or cost.

The data was also analysed in more detail based on the postcode of the employer and grouped into the Leeds local authority Cluster areas. See **Appendix 1** for a map showing the geographical location of the Clusters.

There are 25 Clusters as shown in the table below:

Cluster	Sum of Number of Vacancies	Sum of Number of Applications per Advert	Response Rate (Ratio of applications to vacancies)
ACES – Armley Cluster Extended Services	4	69	17
Aireborough	12	60	5
Alwoodley	4	26	7
Ardsley & Tingley	2	8	4
Beeston, Cottingley and Middleton	3	15	5
Bramley	10	88	9
CHESS – Chapeltown and Harehills Extended Support Services	4	64	16
EPOS – Elmete Partnership of Schools and Services	6	34	6
ESNW – Extended Services North West	4	152	38
Farnley	3	0	0
Garforth	11	99	9
Horsforth	15	556	37
Inner East	6	97	16
Inner NW Hub	18	215	12
JESS – Beeston Hill & Holbeck; Belle Isle & Hunslet	67	1510	23
Morley	19	240	13
NE-XT – Roundhay & Moortown	3	25	8
NEtWORKS -	3	30	10
OPEN XS – Little London, Burley & Hyde Park	16	194	12
Otley/Pool/Bramhope	5	1	0
Pudsey	10	113	11
Rothwell	1	9	9
Seacroft Manston	2	62	31
Templenewsam Halton	5	20	4
<b>Grand Total</b>	<b>233</b>	<b>3687</b>	<b>16</b>

In terms of numbers of vacancies, all Clusters had some Apprenticeship vacancies. The number of vacancies ranged from the lowest 1 vacancy in Rothwell to the highest 67 in the JESS Cluster. The majority of the Clusters had a relatively small number of vacancies: Over two thirds of the Clusters had 10 vacancies or less.

The five Clusters with the highest numbers of vacancies were: JESS (67), Morley (19), Inner NW Hub (18), OPEN-XS (16), and Horsforth (15). Of these, three of the Clusters form a corridor from north to south through the city centre: JESS, OPEN XS and the Inner NW Hub.

All Clusters received some applications. The number of applications ranged from the lowest of zero in Farnley and only 1 application in the Otley/Pool/Bramhope Cluster to the highest (1510) in the JESS Cluster. The five Clusters with the highest numbers of applications were JESS (1510), Horsforth (556), Morley (240), Inner NW Hub (215) and OPEN-XS (194). There is a correlation in that the Clusters with the highest numbers of vacancies usually attracted the highest numbers of applications, although this did not apply in every case.

Although all Clusters had some vacancies and received some applications, half of the Clusters (12 out of 25) had some individual vacancies that received zero applications. These were geographically spread around the city.

In terms of measuring the popularity of vacancies, the ratio of how many applications were submitted for a single vacancy did not correlate with the Clusters with the top five vacancies nor with those having the top five applications. Extended Services North West (ESNW), for example, had only 4 vacancies but 152 applications, giving the highest response rate of all the Clusters at 38 applications per vacancy.

The top five Clusters with the highest response rates were: ESNW (38 applications per vacancy), Horsforth (37), Seacroft Manston (31), JESS (23) and ACES (17).

A comparison of the lists shows that there were two Clusters that appeared in all top five lists: JESS and Horsforth. Three Clusters - Morley, Inner NW and OPEN-XS – appeared in both the top vacancies list and the top applications list but did not appear in the top response rate list.

There did not appear to be any pattern of other factors influencing applications within different geographical areas/Clusters: the vacancies with zero applications appeared across the majority of Clusters and across a wide range of Apprenticeship Frameworks and salary levels.

## **Conclusion**

It would appear that geographical location does not particularly influence the number of applications, evidenced by the fact that all Clusters had some vacancies and some applications and that half of all Clusters also had some individual vacancies that received zero applications.

The Clusters with the highest numbers of vacancies and applications were not necessarily those with the highest response rates (ratio of applications to vacancies).

## Employers

There were a total of 159 employers offering Apprenticeships.

There were 21 (13%) employers who received zero applications. These 21 employers together were offering a total of 24 vacancies, which accounts for 10% of the total number of vacancies (233).

In contrast, there were 6 (almost 4%) of employers that received over 100 applications each. These 6 employers together accounted for 8 (3%) of the total vacancies (233) and 883 (almost 24%) of the total number of applications (3687).

### Conclusion

The employer did appear to have an influence on the number of applications. A small number of employers offering a small number of vacancies received a relatively large number of applications. In contrast, there were a relatively large number of employers who received zero applications.

The data from the NAS does not give us information about the size of the employer and this may be worth investigating to see if it has a bearing on the numbers of applications.

## Learning Providers

*NB The postcodes in this section are for the head office of the Learning Provider and do not represent where the actual Apprenticeship vacancies are located.*

There were 60 Learning Providers offering 233 Apprenticeship vacancies.

The range of vacancies offered per Learning Provider varied from 1 to 27. The majority of providers offered only one vacancy. There were 56 Learning Providers offering less than 10 vacancies each with a total of 142 vacancies. This meant that 93% of the providers offered 61% of the vacancies. This left 7% of Learning Providers (4 Providers) offering 91% of the vacancies (91 vacancies). The top 4 were:

Learning Providers offering highest number of vacancies	Sum of Number of Vacancies
Key Training Limited (Leeds, LS1 5QX)	27
Business Impact Uk Limited (Gateshead, NE11 0EF)	25
Leeds City College (Leeds, LS3 1AA)	24
Babington Business College (Dewsbury, WF13 1LF)	15
<b>Total</b>	<b>91</b>

The number of applications received by individual Learning Providers ranged from zero to 1,233.

There were 9 Learning Providers that received zero applications and these accounted for 22 vacancies i.e. 41% of the Providers received zero applications and these accounted for over 9% of the vacancies. The zero application Providers were:

**Learning Providers with zero applications**

City Training Services (Bradford, BD1 5BY)  
 Kaplan (Leeds, LS1 5ES)  
 CITB (t/u Construction Skills) (King's Lynn, PE31 6RH)  
 Remit Ltd (Nottingham, NG8 6PY)  
 FIRST4SKILLS LIMITED (Barnsley, S75 1JN)  
 Home Group Ltd (Newcastle upon Tyne, NE12 8ET)  
 National Apprenticeship Service (Coventry, CV1 2WT)  
 NHS Yorkshire & Humber (Leeds, LS1 4PL)  
 West Nottingham College (Mansfield, NG18 5BH)

There were 7 Learning Providers that received more than 100 applications per advert. These providers received a total of 2,618 applications, which was 71% of the overall total number of applications received across all Learning Providers. These Providers were:

<b>Learning Providers with &gt; 100 applications</b>	<b>Sum of Number of Applications per Advert</b>
Babington Business College (Dewsbury, WF13 1LF)	1233
Key Training Limited (Leeds, LS1 5QX)	588
Leeds City College (Leeds, LS3 1AA)	223
Business Impact Uk Limited (Gateshead, NE11 0EF)	204
Learning Innovations Training Team Limited (Leeds, LS7 3QB)	130
ESG (Leeds, LS2 8PA)	129
QA Limited (Slough, SL1 1SG)	111
<b>Total</b>	<b>2618</b>

With a total of 3,687 applications and 233 vacancies, the average response rate was almost 16 applications per vacancy per provider. The table below shows that there were 11 providers that received a response rate of 20 or more i.e. at least 20 applications per vacancy.

<b>Learning Providers with highest response rates (Ratio of applications to vacancies)</b>	<b>Response Rate</b>
Babington Business College (Dewsbury, WF13 1LF)	82
Superdrug Stores Plc (Pontefract, WF9 2XR)	55
System Training (Leeds, LS10 1DJ)	54
Baltic Training Services Limited (Newton Aycliffe, DL5 6XP)	41
Smart Training & Recruitment (Newport, PO30 1AJ)	41
Lime People (West Yorkshire) Limited (Shipley, BD18 4JH)	41
Learning Innovations Training Team Limited (Leeds, LS7 3QB)	33
Damar Training (Stockport, SK1 1HE)	27
Key Training Limited (Leeds, LS1 5QX)	22
ESG (Leeds, LS2 8PA)	22
LIGA (UK) LTD (Witney, OX28 4BH)	20

There were 3 Learning Providers that appeared top in all categories, as shown in the table below. Together, these 3 Providers offered 48 vacancies and received 1950 applications i.e. 5% of the Providers offered 21% of the vacancies and received 53% of the applications.

Of these top Learning Providers, Babington Business College did not have the highest number of vacancies but far exceeded the other providers in terms of the number of applications and therefore the response rate. This could be linked to the type of Frameworks that Babington offered, which included Business and Administration, Accounting and Employment Related Services – See section on most popular Frameworks.

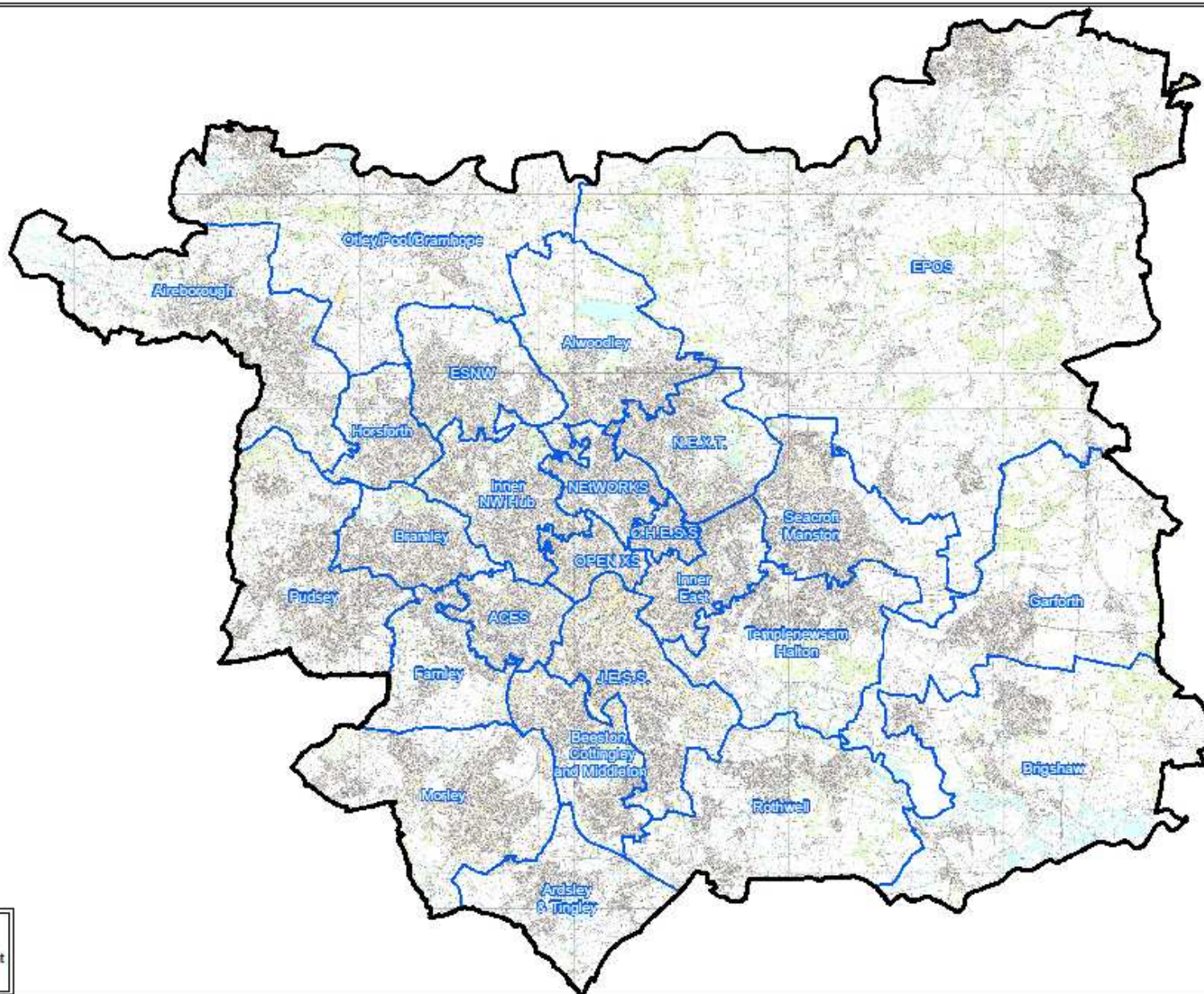
<b>Learning Providers Top in all categories</b>	<b>Sum of Number of Vacancies</b>	<b>Sum of Number of Applications per Advert</b>	<b>Response Rate (Ratio of applications to vacancies)</b>
Babington Business College	15	1233	82
Key Training Limited	27	588	22
ESG	6	129	22
<b>Total</b>	<b>48</b>	<b>1950</b>	

### **Conclusion**

The Learning Provider does appear to have a significant impact on the number of applications received and on the response rate (the ratio of applications to vacancies). Babington Business College had a particularly positive impact. This is likely to be related to the types of Apprenticeship Framework that the College offers, including Business and Administration, Accounting and Employment Related Services.

## Related documents and links

- i. *Apprenticeship Unsuccessful Data Summary Report* 14<sup>th</sup> September 2012, Skills for Learning and Life, Leeds City Council and the Report of the Chief Officer Employment
- ii. *Skills Report to Scrutiny Board (Sustainable Economy and Culture): Inquiry into Apprenticeships*, 19<sup>th</sup> November 2013
- iii. National Apprenticeship Service (NAS): [www.Apprenticeships.org.uk](http://www.Apprenticeships.org.uk)
- iv. National Apprenticeship Vacancy Matching Service:  
<https://Apprenticeshipvacancymatchingservice.lsc.gov.uk/navms/Forms/Candidate/VisitorLanding.aspx>



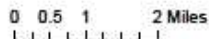
**Legend**

- City Mask White Out
- Clusters

**Comments**  
 Clusters as of April 2013



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**Report of Flood Risk Manager**

**Report to Scrutiny Board – Sustainable Economy and Culture**

**Date: 21<sup>st</sup> January 2014**

**Subject: Local Flood Risk Management Strategy**

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**

Under the Flood & Water Management Act 2010, Lead Local Flood Risk Management Authorities are required to prepare and adopt a Local Flood Risk Management Strategy.

Leeds City Council is the Lead Local Flood Risk Management Authority for the District and has therefore drafted a Strategy.

This Strategy has been recently consulted on and the Draft has been reviewed to ensure it takes account of issues raised.

**Recommendations**

That the Board reviews the latest draft of the Strategy and makes comments.

## **1 Purpose of this report**

- 1.1 Allow for scrutiny of the Council's Flood Risk Management Strategy.
- 1.2 Once the Scrutiny Board have reviewed it and made comments, the Strategy will be presented to the Executive Board for Adoption.

## **2 Background information**

- 2.1 Following major floods during 2007, Government set up the Pitt Review to look into the way flood risk management agencies dealt with such a major event. This review came up with 93 recommendations, which Government accepted.
- 2.2 A number of these recommendations needed legislation to give the agencies the powers or duties necessary and hence the introduction of the Flood & Water Management Act 2010 (F&WMA). One of these duties was for all Lead Local Flood Risk Management Authorities (Leeds City Council for this area) to prepare a Local Flood Risk Management Strategy (LFRMS).
- 2.3 A draft of this Strategy was presented to the Board on 18<sup>th</sup> October 2012, this has been further developed and consultation has taken place with interested organisations and the public.

## **3 Main issues**

### **3.1 *Leeds Local Flood Risk Management Strategy***

The Strategy is intended to outline the approach the Council and other agencies will approach flood risk management. The Strategy contains:

- a. The Objectives for managing flood risk.
- b. The measures proposed to achieve those objectives.
- c. Timeframe for any measures.
- d. Costs and benefits of the measures and how they are to be funded.

The specific measures are contained with Appendix C and this is to be updated regularly, to ensure it is kept up to date.

### **3.2 *Public Consultation***

The geographical spread and survey results from the public consultation are given in Appendix 1. In addition to completing the questionnaire the respondents were also invited to comment on the Draft Strategy; these are listed in Appendix 2.

The main issues highlighted by the consultation were that the Strategy did not show sufficient detail of the flood alleviation schemes proposed and the funding sources.

It is accepted that further details are required on these issues and Appendix C will be regularly updated to provide this, as it becomes available.

## **4 Corporate Considerations**

### **4.1 Consultation and Engagement**

- 4.1.1 The consultation was carried out across a wide variety of interested bodies, the public and Ward Members. Details on who were consulted are provided in Appendix 1.

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

- 4.2.1 An EDCI screening (Appendix 3) has been completed and indicated that an Equality Impact Assessment is not required for what is being proposed.

It should be noted that by carrying out flood alleviation works the Council will be ensuring the safety of the local community and particularly those residents that have children and members of the families have a disability, where these benefits will be greater – as currently these individuals may struggle to get to safety if flooding occurred.

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

- 4.3.1 The approach to flood risk management is in keeping with Council Policies and City Priorities - to reduce the risk of flooding to various communities, industrial premises and the environment.

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

- 4.4.1 The implementation of the LFRMs will potentially have an impact in the Council's budgets but the Strategy will ensure that any expenditure is prioritised. Furthermore it will allow stronger cases to be built for future Grant applications.

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

- 4.5.1 The F&WM Act places a requirement on Leeds to prepare and manage the LFRMs.

### **4.6 Risk Management**

- 4.6.1 The LFRMs will allow the Council to prioritise its work on Flood Risk and lead to reduced overall risk of flooding.

## **5 Conclusions**

- 5.1 That this latest version of the Draft Strategy takes account of the consultation comments made and should be recommended for adoption by the Council.

## **6 Recommendations**

- 6.1 That the Board reviews the latest draft of the Strategy and makes comments, before it is submitted to Executive Board for adoption.

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

7.1 Draft Leeds Local Flood Risk Management Strategy (Dec 2013)

7.2 Appendix C to the LFRMS

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<sup>1</sup> The background documents listed in this section are available for inspection on request for a period of four years following the date of the relevant meeting. Accordingly this list does not include documents containing exempt or confidential information, or any published works. Requests to inspect any background documents should be submitted to the report author.

Leeds City Council

## Local Flood Risk Management Strategy

**Draft - V1.8**  
December 2013



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DRAFT

## Revision Schedule

### Local Flood Risk Management Strategy - 2013

Rev	Date	Details	Prepared by	Reviewed by	Approved by
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## 1. Executive Summary

As Lead Local Flood Authority, Leeds City Council is required under Section 9 of the Flood and Water Management Act, which came into effect on the 12<sup>th</sup> April 2010, to develop, maintain, apply and monitor a strategy for local flood risk management – a “Local Flood Risk Management Strategy”.

The scope of this Local Flood Risk Management Strategy covers all sources of flooding including Main River flooding, although this is primarily the Environment Agency’s responsibility, but it focuses more specifically on ‘local flooding’ that originates from ordinary watercourses, surface water, sewers (rainfall only) and groundwater.

The purpose of this strategy is to guide the flood risk management activities undertaken by Risk Management Authorities operating in the metropolitan district of Leeds; namely, Leeds City Council, the Environment Agency, Yorkshire Water Services, Ainsty Internal Drainage Board and the Highways Agency.

This strategy has been developed with regard to current legislation and guidance. The strategy builds on the significant work that has already been undertaken to assess the risk of flooding in Leeds district, most recently the Preliminary Flood Risk Assessment in September 2011, by providing the following: -

- An outline of the roles and responsibilities of Risk Management Authorities in relation to flooding in the area;
- The local objectives for managing flood risk in Leeds that all Risk Management Authorities and stakeholders should have regard to;
- A ‘List of Measures’ (included in Appendix C) which identifies short, medium and longer term measures to improve flood risk management in Leeds, together with the benefits and timescales for implementation. The ‘List of Measures’ is a ‘living document’ which will be monitored and updated on a regular basis, at least annually, when measures are completed or new ones added.

It is proposed that this strategy will be reviewed once every 6 years. This will link the LFRMS review with the cycles for reviewing the Preliminary Flood Risk Assessment as outlined in the Flood Risk Regulations Part 2, Regulation 17.4. The first review is scheduled to be completed by April 2018.

## **2. Legislative Context**

### **2.1. Introduction**

This Strategy has been developed with regard to all current legislation and guidance relating to flood risk management in the Leeds district. The key legislation and guidance influencing this strategy are outlined in the following sub-chapters.

A complete list of all legislation, guidance, reports, strategies and studies relating to flood risk management in the Leeds District, which have been referred to in the development of this strategy are listed in Chapter 9.

### **2.2. Flood Risk Regulations & Flood and Water Management Act**

The European Union Flood Directive (2007/60/EC) is consolidated into British law in the Flood Risk Regulations (FRR) 2009, which came into force on 10th December 2009. Under these regulations Leeds City Council (as a unitary authority) is designated a 'Lead Local Flood Authority' (LLFA) for the area.

As a LLFA, the Council is required under Section 9 of the Flood and Water Management Act (FWMA), which came into effect on the 12<sup>th</sup> April 2010, to develop, maintain, apply and monitor a strategy for local flood risk management – a “Local Flood Risk Management Strategy” (LFRMS).

Section 9 of the FWMA states that the LFRMS must specify the following: -

- (a) The risk management authorities in the Leeds LLFA area,
- (b) The flood and coastal erosion risk management functions that may be exercised by those authorities in relation to the area,
- (c) The objectives for managing local flood risk (including any objectives included in the authority's flood risk management plan prepared in accordance with the Flood Risk Regulations 2009),
- (d) The measures proposed to achieve those objectives,
- (e) How and when the measures are expected to be implemented,
- (f) The costs and benefits of those measures, and how they are to be paid for,
- (g) The assessment of local flood risk for the purpose of the strategy,
- (h) How and when the strategy is to be reviewed, and
- (i) How the strategy contributes to the achievement of wider environmental objectives.

### 2.3. National Flood and Coastal Erosion Risk Management Strategy

The Environment Agency (EA) and the Department for Environment Food and Rural Affairs (Defra) jointly developed and published their National Flood and Coastal Erosion Risk Management (FCERM) Strategy for England on the 19<sup>th</sup> July 2011 pursuant to section 7 of the FWMA. The National FCERM Strategy sets out six high-level principles ('The Guiding Principles') to guide LLFAs in their risk management activities. These are: -

1. Community focus and partnership working
2. A catchment and coastal "cell" based approach
3. Sustainability
4. Proportionate, risk-based approaches
5. Multiple benefits
6. Beneficiaries should be encouraged to invest in risk management

The LFRMS must be consistent with this National FCERM Strategy and these six high-level principles. Therefore, the objectives for managing local flood risk in Chapter 6 of this LFRMS and the specific measures in the 'List of Measures' in Appendix C have been aligned with these high-level guiding principles to ensure consistency with National FCERM Strategy and its related strategies and plans as shown by the diagram in Figure 2.1.

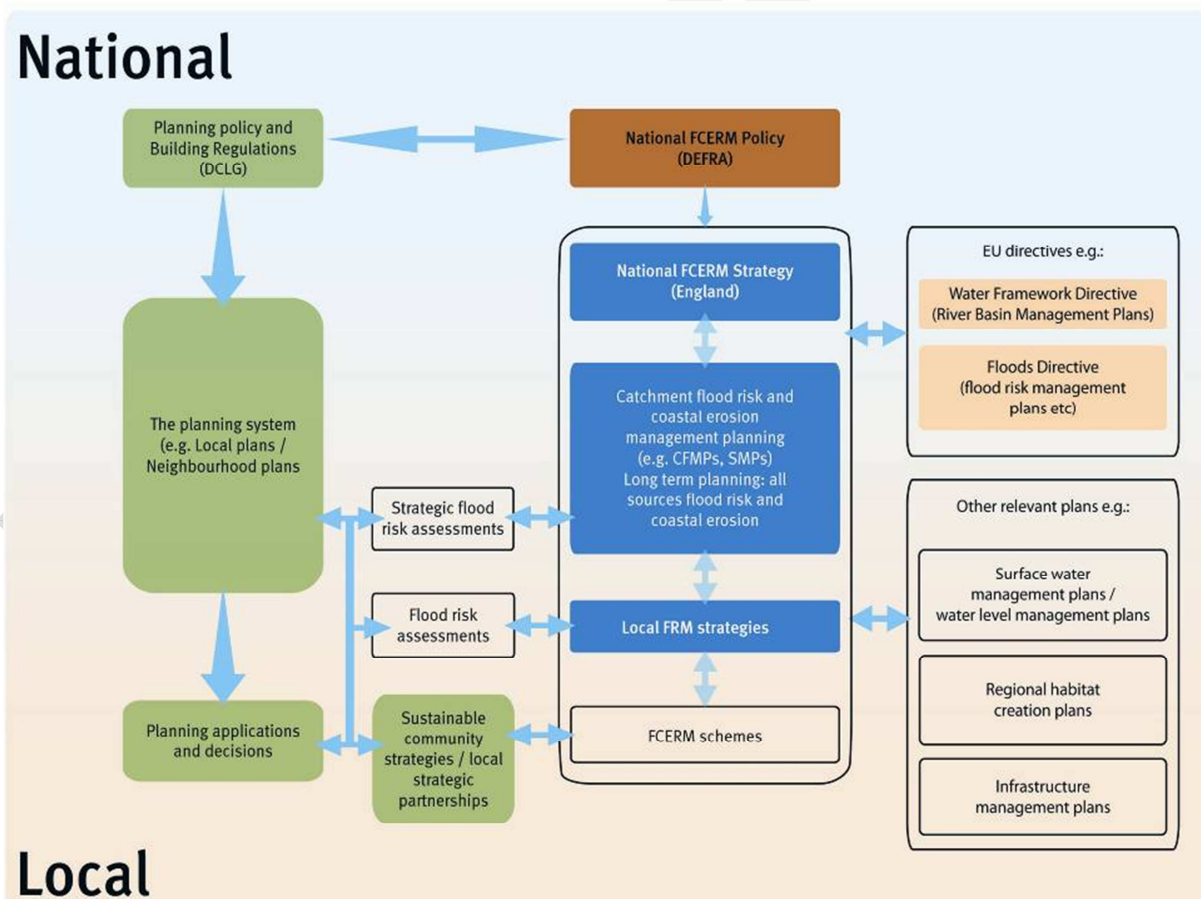


Figure 2.1 – FCERM Strategies and plans and their relationship with other planning initiatives (extracted from National FCERM Strategy, EA/ Defra, page 20)

## 2.4. Water Framework Directive

This strategy has been prepared under the Water Framework Directive (WFD). The WFD requires all countries throughout the European Union to manage the water environment to consistent standards.<sup>1</sup> Each country has to:

- Prevent deterioration in the status of aquatic ecosystems, protect them and improve the ecological condition of waters;
- Aim to achieve at least good status for all water bodies by 2015. Where this is not possible and subject to the criteria set out in the Directive, aim to achieve good status by 2021 or 2027;
- Meet the requirements of Water Framework Directive Protected Areas;
- Promote sustainable use of water as a natural resource;
- Conserve habitats and species that depend directly on water;
- Progressively reduce or phase out the release of individual pollutants or groups of pollutants that present a significant threat to the aquatic environment;
- Progressively reduce the pollution of groundwater and prevent or limit the entry of pollutants;
- Contribute to mitigating the effects of floods and droughts.

## 2.5. Environmental Assessment of Plans and Programmes Regulations

A Strategic Environmental Assessment (SEA) has been undertaken in parallel to the production of this strategy in accordance with The Environmental Assessment of Plans and Programmes Regulations 2004. The Leeds Sustainability Appraisal Framework has been used to appraise the LFRMS, with particular focus on the 'Objectives for managing flood risk' in Chapter 6 of this strategy and the associated 'List of Measures in Appendix C'. This framework promotes sustainable development: development that "meets the needs of the present without compromising the ability of future generations to meet their own needs" (Brundtland Commission, 1987).

The SEA process established eight monitoring indicators to assess the implementation of the LFRMS; these are presented in Chapter 8. The SEA Report is included in Appendix E.

## 2.6. National Planning Policy Framework

To ensure consistency with national planning guidance the LFRMS has been produced with reference to the National Planning Policy Framework (NPPF) which replaced Planning Policy Statement 25: Development and Flood Risk (PPS25) in March 2012.

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<sup>1</sup> Leeds LLFA has successfully bid for catchment restoration funding with the Aire Rivers Trust.

## 2.7. Local Development Framework

To ensure consistency with local planning guidance the LFRMS has been produced with reference to the Leeds Local Development Framework (LDF). The key LDF Development Plan Documents (DPD) reviewed were the Core Strategy DPD and Natural Resources and Waste DPD. Leeds City Councils Policy EN5 on managing flood risk is presented below and embodied in the six 'Objectives for managing local flood risk' listed in this strategy in Chapter 6.

### **POLICY EN5: MANAGING FLOOD RISK**

The Council will manage and mitigate flood risk by: -

- (i) Avoiding development in flood risk areas by applying the sequential approach and where this is not possible, by mitigating measures, in line with the NPPF, both in the allocation of sites for development and in the determination of planning applications.
- (ii) Protecting areas of functional floodplain as shown on the Leeds SFRA from development (except for water compatible uses and essential infrastructure).
- (iii) Requiring flood risk to be considered for all development commensurate with the scale and impact of the proposed development and mitigated where appropriate.
- (iv) Reducing the speed and volume of surface water run-off as part of new build developments.
- (v) Making space for flood water in high flood risk areas.
- (vi) Reducing the residual risks within Areas of Rapid Inundation.
- (vii) Encouraging the removal of existing culverting where practicable and appropriate.
- (viii) The development of the Leeds Flood Alleviation Scheme.

## 2.8. Equality Impact Assessment

A screening exercise has been carried out into the impact of this strategy on Equality, Diversity, Cohesion and Integration. The finding of this was that a full Assessment was not required at this time – however further assessment will be carried out as each measure is considered.

It should be noted that by carrying out these works the Council will be ensuring the safety of the local community and particularly those residents that have children and members of the families have a disability, where these benefits will be greater – as currently these individuals may struggle to get to safety if flooding occurred.

## Introduction

### 2.9. Physical Characteristics

The Administrative Area of Leeds covers an area of approximately 560 square kilometres. This includes approximately 360 square kilometres of countryside designated as Green Belt. The district encompasses the major city of Leeds as well as number of smaller settlements including: Wetherby, Otley, Guiseley, Yeadon, Horsforth, Garforth, Rothwell, Pudsey and Morley. The population of Leeds is approximately 750,000 - in around 320,000 households (figures from 2011 Census).

The general topography of the district is undulating and varies in level from 10m Above Ordnance Datum (AOD) at Fairburn on the River Aire and Thorp Arch on the River Wharfe to more than 340m AOD at Hawksworth Moor. The rocks underlying the district date from the Upper Carboniferous period: with sandstones and grits of the older Millstone Grit Series in the north of the district and alternating shales, mudstones, coal seams and sandstones of the Lower Coal Measures in the south of the district. The overlying soils in the district mainly comprise clays and loams and are relatively impermeable. However, sands and gravels are predominant adjacent to the River Aire.

### 2.10. Drainage Features

The majority of the district is drained naturally via a series of watercourses, some of which are culverted in urban areas; these typically run in steep sided valleys towards the major/strategic watercourses (Main Rivers) which generally travel in an easterly direction eventually discharging in to the River Ouse and Humber. The major watercourses in the district are: -

- The River Aire which traverses the district from the north-west to south-east and drains approximately two thirds of the district;
- The River Wharfe which drains an area to the north and east of the district. This drains to the River Ouse – with small areas draining to the River Nidd and direct to the River Ouse;
- The River Calder which forms part of the southern boundary of the district and flows from the west to east to join the River Aire at Castleford;

In urban areas the drainage of the district is facilitated by a sewer system. Leeds was initially served by 'Combined Sewers' (carrying both foul and surface water), however, it has been the policy since the 1950's to ensure that new developments and redevelopments incorporate separate foul and surface water systems. As a consequence, a significant part of the city now has separate or partially-separate sewers, with the surface water sewers connected in many cases directly to watercourses.

The majority of the combined sewers in the district drain to the Knostrop Waste Water Treatment Works which is located to the south-east of Leeds and adjacent to the River Aire.



## 2.11. Local Flood Risk

The scope of this LFRMS covers all sources of flooding but it focuses specifically on 'local flooding'. Flooding which originates from Main Rivers such as the River Aire, is not categorised as 'local flooding' and risk management responsibility for these watercourses sits principally with the EA. However, all flooding in Leeds is of concern to the residents and businesses and to Leeds City Council. Therefore, this strategy promotes a collaborative approach to flood risk management in Leeds, between all RMAs, and incorporates specific measures to alleviate Main River flooding such as the River Aire Flood Alleviation Scheme.

For further information on how flood risk from Main Rivers is managed by the EA refer to the Leeds Strategic Flood Risk Assessment (SFRA), the Aire and Ouse Catchment Flood Management Plans (CFMP), the Humber River Basin Management Plan (RBMP) and the EA's National FCERM Strategy.

The 5 main sources of flooding in Leeds are outlined below: -

- **Main Rivers** - This type of flooding typically occurs when a watercourse cannot cope with the water draining into it from surrounding land. Main Rivers are usually larger streams and rivers, but also include smaller watercourses of strategic drainage importance – not categorised as 'local flooding'.
- **Ordinary watercourses** – this includes lakes, ponds or other areas of water which flow into an ordinary watercourse (non Main River). This type of flooding typically occurs when a watercourse cannot cope with the water draining into it from surrounding land.
- **Surface water** – this type of flooding occurs when rainwater does not drain away through the normal drainage system or soak into the ground, but lies on or flows over the ground surface instead.
- **Sewers** – this strategy only covers sewer flooding where it is wholly or partially caused by rainwater. This type of flooding occurs when sewers are overwhelmed by heavy rainfall or they become blocked. The chance of flooding depends on the capacity of the local sewer system and amount of rain that falls.
- **Groundwater** – this type of flooding occurs when levels of water in the ground rise above the surface. It is most likely to happen in areas where the ground contains aquifers. These are permeable rocks that water can soak into or pass through easily.

## 2.12. Flooding Issues in Leeds

Leeds district is susceptible to flooding from a variety of sources and every year Leeds experiences flooding incidents that affect residential and business properties and city wide infrastructure. These result from severe weather and from issues with the design and maintenance of the built environment. The risks to the city of a significant flooding event, other than the physical damage are disruption, financial and reputational.

The city centre remains at significant risk from fluvial flooding from the River Aire and the Council are working in collaboration with the EA to design and promote a flood alleviation scheme for 19km of the river from Kirkstall, through the city centre to Woodlesford.

The most notable flooding incidents in Leeds have been: -

- River Aire: major floods in 1775, 1866 and 1946 and minor ones in 2000, 2002 and 2007;
- River Wharfe: Otley 1935, 1965, 1975, 1982 (near miss 2000);
- River Calder: Methley 1960 (homes up to 13 feet underwater);
- Wyke Beck: 2004, 2005 and 2007 (70 houses flooded);
- Wortley Beck: 1946, 2002, 2005 and 2007;
- Highways Drainage: Armley Gyratory (regularly);
- 14/15 June 2007: 100mm rainfall in 48 hours caused flooding in City, Wortley, Beeston, Pudsey, Swillington, Methley and Guiseley;
- 19-20 June 2007: intense rainfall caused flooding in City, Halton, Pudsey and Methley;
- 25 June 2007: over 100mm of rainfall in 24 hours flooded 250+ properties city-wide (Halton, Collingham, Wortley, Rothwell, Mabgate, Meanwood, Kippax etc). River Aire at highest levels for years, causing flooding to East Street, The Calls and Dock Street.
- 10 June 2012: heavy rainfall caused flooding to south-east Leeds (Austhorpe, Garforth, Swillington and Woodlesford), Swillington being worst affected;
- 21 & 23 June 2012: heavy rainfall caused flooding in Allerton Bywater, Seacroft & Gipton, Bardsey, Collingham, Garforth, Wetherby and Woodlesford, Allerton Bywater being worst affected.

It is imperative that plans and measures are put in place to mitigate against flood risk particularly in light of the predicted effects of climate change in the region.

Significant work has already been undertaken in Leeds by RMAs to assess the risk of flooding in the district. Most recently a Preliminary Flood Risk Assessment (PFRA) was produced, which was approved following scrutiny in September 2011. The PFRA began the process of identifying the areas at risk from 'local flooding' by collating information on historic floods, localised flooding incidents, areas of potential (future) flood risk and by also identifying measures for reducing flood risk. This was supplemented by culvert, watercourse and asset condition assessments and the EA's Flood Map for Surface Water (FMfSW).

As a result of the FWMA work is also in progress to improve cooperation between RMAs, promote sustainable development and adapt to climate change, raise awareness, respond and recover from flood events and engage with local communities.

A complete list of the reports, strategies and studies relating to flooding in the Leeds District and the guidance referred to in the production of this strategy are listed in Chapter 9.

### **3. Risk Management Authorities**

#### **3.1. Introduction**

Flood risk in the district is managed by the Risk Management Authorities (RMAs) as defined in the FWMA. In the Leeds District these are: -

- The Lead Local Flood Authority – Leeds City Council;
- The Environment Agency (EA);
- The Water and Sewerage Company (WaSC) – Yorkshire Water Services (YWS);
- The Internal Drainage Board (IDB) – Ainsty IDB;
- The Highway Authority – Leeds City Council as Unitary Authority,
- And the Highways Agency, who have responsibility for motorways and major trunk roads.

As RMAs each of the above authorities has specific responsibilities in relation to FCERM and must also coordinate their activities with each other. The key responsibilities of each of the above authorities are outlined in the following sub-chapters; some of these responsibilities are still to be enacted.

#### **3.2. Leeds City Council**

Leeds City Council's principal responsibilities as LLFA under the FWMA and FRR are summarised below. These supplement any existing duties under the Land Drainage Act 1991: -

- Local Flood Risk Management Strategy (LFRMS) – Develop, maintain, apply and monitor a strategy for managing local flood risk in the Leeds Metropolitan District.
- Preliminary Flood Risk Assessment (PFRA) - Prepare a PFRA report in relation to flooding in the Leeds metropolitan District. Review the report at intervals of 6 years with the first review completed before the 22<sup>nd</sup> June 2017.
- Co-operation & Arrangements – Co-operate with other Risk Management Authorities in exercising their flood risk management functions under both the FWMA and the FRR.
- Power to Request Information – Request a person to provide information in connection with the authority's risk management functions.
- Duty to Maintain a Register – Establish and maintain a register of structures and features, including ownership which are believed to have a significant effect on a local flood risk.
- General Powers: Flood Risk Management Works – Undertake works to manage flood risk from surface runoff, groundwater and ordinary watercourses (but all works must be consistent with the Local Flood Risk Management Strategy).

- Investigations – Investigate flooding incidents in the District, to the extent that it is considered necessary or appropriate, in cooperation with other RMAs.
- Sustainable Development – contribute towards sustainable development through flood risk management activities.
- Incidental Flooding – Plan erect, maintain, alter or remove buildings or other structures (including those used for flood defence purposes) in a way that will or may cause flooding, an increase in the amount of water below ground, or coastal erosion.
- Designation of Features – Powers to designate a structure or a natural or man-made feature of the environment that is considered to have an effect on flood risk; in order to prevent the alteration or removal of the structure or feature without consent.
- Sustainable Drainage – The Regulations for this are expected to commence in April 2014 and will establish a Sustainable Drainage System (SuDS) Approval Body (SAB) to approve drainage systems in developments seeking planning permission, together with a duty to adopt and maintain approved SuDS, which serves more than one property.

### **3.3. The Environment Agency**

The EA is an executive, non-departmental public body responsible to the Secretary of State for Environment, food and rural affairs. Its principal aims are to protect and improve the environment, and to promote sustainable development. The EA take lead responsibility for risk-based management of flooding from Main Rivers and the sea and regulation of the safety of reservoirs with a storage capacity greater than 25,000m<sup>3</sup> (expected to be reduced to 10,000m<sup>3</sup> once the relevant parts of the FWMA have been commenced).

New roles and responsibilities contained within the FWMA include: -

- Strategic overview for all forms of flooding;
- Development of a National Strategy for FCERM to cover all forms of flooding;
- The conversion of Regional Flood Defence Committees into Regional Flood and Coastal Committees with a new remit to include coastal erosion issues;
- Powers to request information from any person in connection with the Environment Agency's flood and coastal erosion risk management functions;
- Power to designate structures and features that affect flooding or coastal erosion;
- Powers to cause flooding and erosion for nature conservation and cultural heritage reasons, and people's enjoyment of these;

- A duty to have regard to FCERM in carrying out other work that may affect FCERM;
- A duty to have regard to LFRMS;
- A duty to report to Ministers about FCERM including application of the national strategies for England and Wales;
- Statutory consultee to the SuDS approving body on sustainable drainage that impacts water quality or strategic flood risk;

### **3.4. Yorkshire Water Services**

YWS are the sole WaSC operating in the Leeds district. As a provider of water infrastructure services YWS have existing responsibilities in relation to FCERM in the Leeds district, which have been supplemented by the FWMA. YWS's assessment of their responsibilities are summarised below: -

- Where appropriate assist the LLFA's in meeting their duties in line with the National FCERM Strategy and guidance;
- Where appropriate assist the LLFA's in meeting their duties in line with local strategies in its area;
- Where appropriate share information and data with RMAs, relevant to their flood risk management functions;
- A duty to effectually drain their area, in accordance with Section 94 of the Water Industry Act 1991;
- A duty to register all reservoirs with a capacity greater than 10,000m<sup>3</sup> with the Environment Agency;
- An agreement with Ofwat to maintain a register of properties at risk from hydraulic overloading in the public sewerage system (DG5 register);
- The appropriate management of surface water in combined systems;
- Encouraging the use of SuDS;
- Creating a detailed understanding of flood risk from the public sewer system;
- Explore and implement multi benefit/agency schemes.

YWS's priorities in the West Yorkshire region are: -

- Appropriate management of surface water from the combined sewer system;
- Encourage the use of Sustainable Urban Drainage Systems (SuDS);
- Where appropriate sharing of information and data with RMAs;
- Create a detailed understanding of flood risk from the public sewer system;
- Explore and implement multi agency/multi benefit schemes to resolve issues within the companies appointed business.

### **3.5. Ainsty Internal Drainage Board**

Ainsty IDB are the sole IDB operating in the Leeds district and cover only a very small percentage of Leeds district (in the Wetherby area) and as such its role is limited. Under the FWMA Ainsty IDB have new duties and responsibilities supplementing their existing powers. Key responsibilities include: -

- Power to designate structures and features that affect flooding or coastal erosion;
- Powers to cause flooding and erosion for nature conservation and cultural heritage reasons, and people's enjoyment of these;
- A duty to exercise their functions in a manner consistent with local and national strategies;
- A duty to be subject to scrutiny from lead local flood authorities and democratic processes;
- The ability to work in consortia with other IDBs;
- A statutory consultee to the SuDS approving body on sustainable drainage that impacts land drainage;
- Power to do works on ordinary watercourses flooding within their boundary and, with the Environment Agency's consent, the sea.

### **3.6. The Highways Agency**

As a highway authority the Highways Agency manage a number of major trunk roads and motorways in the Leeds district including the M621, M62, M1 & A1. Their sole responsibility in relation to flood risk management is to: -

- Provide and manage highway drainage and roadside ditches under the Highways Act 1980.
- A duty to exercise their functions in a manner consistent with local and national strategies;

### **3.7. Other Risk Management Authorities**

Other authorities and stakeholders, with no designated role under the FWMA, also have a key responsibility for flood risk management in their own areas of discipline. These include: -

- Network Rail
- Canal and River Trust
- Met Office
- Natural England
- English Heritage
- Association of British Insurers
- Local flood partnerships, forums and community groups

It is expected that these authorities will undertake their activities in a manner which is consistent with this strategy.

## 4. Local Flood Risk Management

### 4.1. Introduction

The management of flooding in Leeds is the responsibility of the principal RMAs listed in Chapter 4 of this strategy; a list of the key local flood risk management contacts at each of the RMAs are included in Appendix D of this strategy. Management of flooding is a collaborative effort between RMAs, including the Council's Peacetime Emergency Planning Unit (PEPU), but the key activities and responsibilities involved can be split down into 3-stages: before, during and after a flood as shown in Figure 5.1. These 3-stages incorporate the '3 P's' (Prevention, Protection and Preparedness) as defined by the EA in their flood resilience guidance.

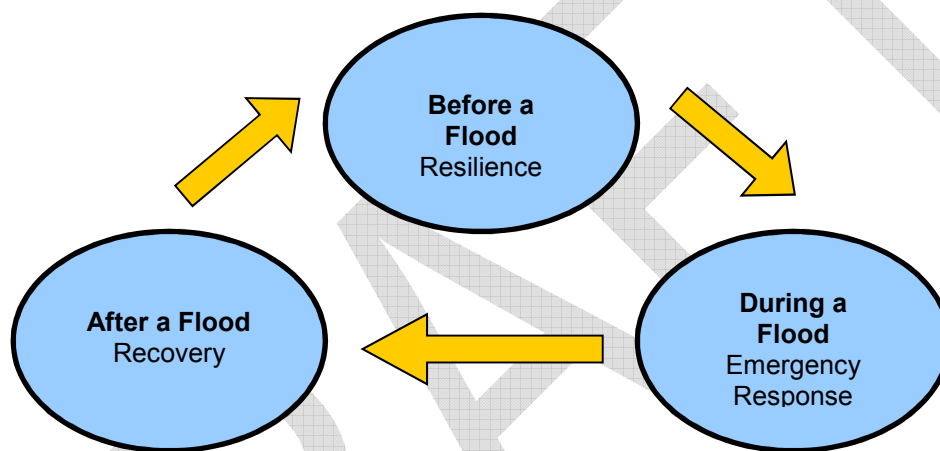


Figure 5.1 – Before, during and after flood management activities

**Before a Flood – Resilience:** This phase involves activities to reduce but not necessarily eliminate the likelihood of flooding. This could include for example: capital schemes, asset maintenance, flood warning, preparedness, planning and strategising.

**During a Flood – Emergency Response:** This phase involves activities and responsibilities during a flooding emergency. This could include for example: mobilising emergency services, rapid response, evacuation and sand bagging.

**After a Flood – Recovery Phase:** This phase involves activities and responsibilities to get Leeds back on its feet following an emergency. This could include for example: reconstruction of physical infrastructure and restoration of social, economic, physical and emotional well-being.



## 4.2. Priority Areas and Funding

There is a limited amount of funding available to progress the 'List of Measures' in Appendix C. The available funding comes from a number of different sources, the largest proportion coming from central government. A summary of all the funding sources available is summarised in Table 1.

Source of Funding	Description	Indicative budget 2012/13	Administered By	Appropriate For
<b>Flood Defence Grant-in-Aid (FDGiA)</b>	Central government funding for flood (and coastal) defence projects – recently revised to encourage a partnership approach to maximise match-funding, work towards achieving specified outcomes with a requirement to evidence a reduction in flood risk to properties	£30million (Yorkshire)	Environment Agency	Medium to large capital FRM projects
<b>Local Levy</b>	Annual contributions from Councils to a regional “pot”, smaller than the FDGiA budget but offers more flexibility on the type and size of project it can fund.	£2million (Yorkshire)	Environment Agency	Smaller FRM projects or as a contribution to FDGiA projects
<b>Private Contributions</b>	Voluntary, but funding from beneficiaries of projects could make contributions from national funding viable. Contributions could be financial or “in kind” eg land, volunteer labour	Unknown	Leeds City Council	All projects
<b>Water Company Investment</b>	Investment heavily regulated by Ofwat but opportunities for contributions to area-wide projects which help to address sewer under-capacity problems	Unknown	Yorkshire Water Services	Projects which help to remove surface water from combined sewers
<b>Section 106 contributions (Town &amp; Country Planning Act)</b>	Contributions from developers, linked to specific development sites where off-site improvements to drainage infrastructure are required to make the developers proposals acceptable	Unknown	Leeds City Council	Larger development sites
<b>Community Infrastructure Levy (CIL)</b>	A local levy applied by the Planning Authority on developers to contribute to a general infrastructure fund. Leeds City Council has not yet implemented a CIL scheme. A bid for CIL would have to be made for flood management/drainage improvements against other competing council priorities.	Unknown	Leeds City Council	All measures outlined in the Strategy
<b>Developer Schemes</b>	Where a developer, as part of their proposals, construct works for flood alleviation. These can be separate schemes, part of a larger scheme or contributions in kind i.e. land.	Unknown	Leeds City Council	Development
<b>SuDS Approval Body (SAB) Income</b>	Application and inspection fees from developers in support of the approval and inspection of new development related SuDS.	14/15 (£100k) 15/16 (£600k)	Leeds City Council	Development drainage approval and FRM issues

Source of Funding	Description	Indicative budget 2012/13	Administered By	Appropriate For
<b>Council Tax</b>	A “ring-fenced” provision within the annual council tax for the specific purpose of addressing FRM.	Unknown	Leeds City Council	Key measures in the Strategy
<b>Business Rates Supplements</b>	Agreement from local businesses to raise rates for specified purposes.	Unknown	Leeds City Council	Measures which address flood risk to businesses
<b>Council Capital Funding</b>	The Councils infrastructure programme prioritising capital improvement projects. The programme has included funding for drainage capacity improvements for a number of years which is targeted at the highway drainage systems	£250k	Leeds City Council	Measures which are small to medium capital projects
<b>Council Revenue Funding</b>	The Council has a number of revenue streams to support technical and admin processes and to maintain council infrastructure. Existing revenue budgets include; Highway Drainage Maintenance, Highway Gully Maintenance, Watercourse Maintenance and funding for the Flood Management Team discharging the LLFA duty for the Council.	Drainage Maintenance (£300k) Gully Maintenance (£450k) Watercourse Maintenance (£200k) Flood Risk Management Team (£300k)	Leeds City Council	Measures requiring officer time and/or maintenance activity

**Table 1 – Sources of funding for flood risk management**

In order to allocate funding effectively a priority ranking (high, medium, low) has been assigned to all of the measures in the ‘List of Measures’ (Appendix C) depending on the timescale within which the measure is expected to be implemented. Measures ranked as high priority will be progressed in the current LFRMS review cycle, by 2018. Measures ranked as medium priority will be progressed in the next LFRMS review cycle, by 2024. Measures ranked as low priority will be progressed in the LFRMS review cycle after that; by 2030. Where the measure is ongoing and not subject to a completion date the priority ranking has been left blank.

The measures with the highest priority are where the Council and its partner organisations available resources will be prioritised to better investigate, manage and reduce flood risk. The choice of priority ranking is based on local knowledge of flood risk in Leeds held by the Council and its partner organisations. The measures identified in the ‘List of Measures’ as high priority are: -

- Leeds City Centre – River Aire flood alleviation scheme;
- Morley - Cotton Mill Beck culvert renewal scheme;
- Otley - Culvert headwall repair scheme;
- Mickletown - Victoria Place flood alleviation scheme.

### 4.3. Climate Change Adaptation

A key factor impacting on the ability of RMAs to manage local flood risk is climate change. There is clear scientific evidence that global climate change is happening now. The effects of climate change can be seen in the UK and around the world. UK temperatures and sea levels, including those of British coastal waters, have risen over the past three decades. There has also been a documented global increase in the frequency of extreme weather events such as floods, droughts and tropical storms. It is predicted that these extreme weather events will become more severe during coming decades.

In light of this, it is imperative that the affects of more extreme flooding in the Leeds district are mitigated against and that plans and schemes are developed to better manage and adapt to any increased risk of local flooding. This affects the functions of all RMAs and all council departments. The EA have provided guidance for all FCERM authorities on adapting to climate change entitled “*Adapting to Climate Change: Advice for Flood and Coastal Erosion Risk Management Authorities*”.

The latest UK climate projections (UKCP09) from the UK Climate Impacts Programme (UKCIP) have also been provided by the EA for use by LLFAs in developing the LFRMS. An output from the data provided for the Humber River Basin District is shown in Figure 5.2. The complete UKCP09 climate projection data for the Leeds district is presented in Appendix A. All RMAs and stakeholders should have regard to this climate change data in undertaking their flood risk management activities.

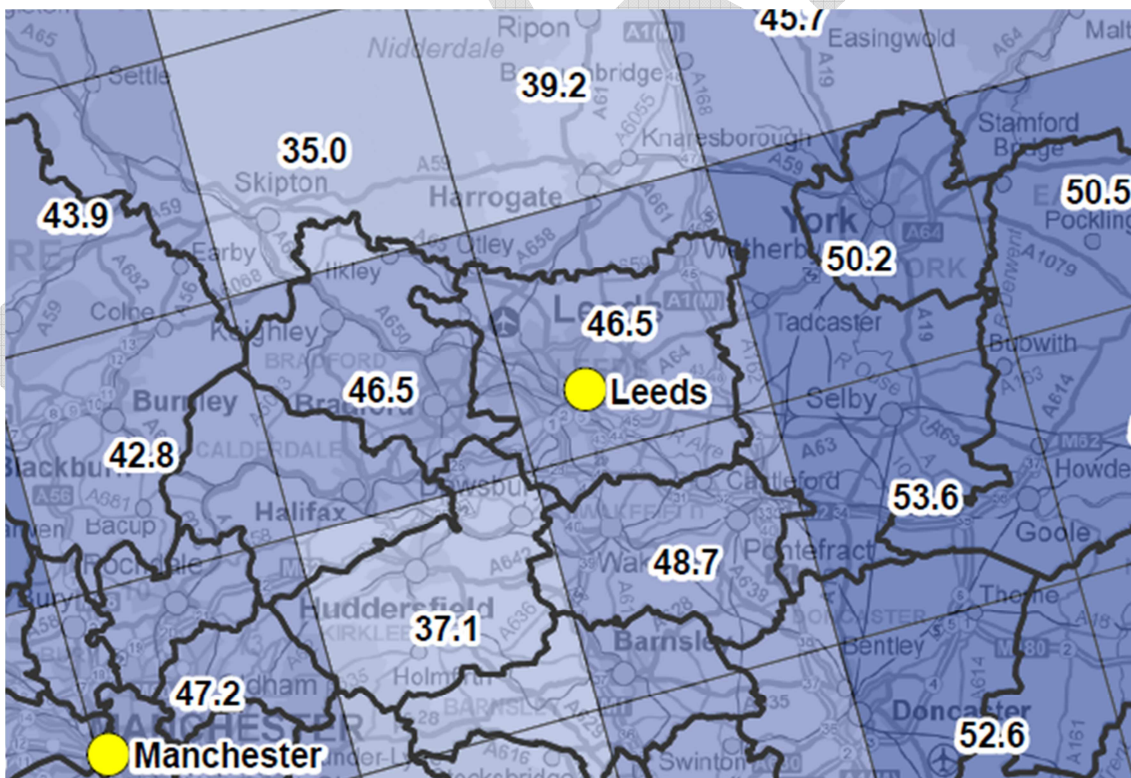


Figure 5.2 – UKCP09 Upper end estimate for % change in winter precipitation beyond 2055

#### 4.4. Sustainable Development

Sustainable development as defined by the United Nations (Brundtland Commission, 1987) is “development that meets the needs of the present without compromising the ability of future generations to meet their own needs”. The promotion of sustainable development is a key part of climate change adaptation and will help mitigate against any increase in flood risk arising as a result of climate change.

A number of principal ways in which local flood risk management can contribute to sustainable development are identified below: -

- Working with natural processes to reduce flood risk e.g. by restoring the natural capacities of soil and vegetation to intercept rainfall;
- Promoting greater use of SuDS;
- Developing flood resilient infrastructure and buildings which perform satisfactorily without suffering permanent loss of functionality during extreme flood events;
- Developing flood defences that are adaptable and flexible and take account of the projected longer term impacts of climate change;
- Sustainable procurement of energy supplies and materials to reduce the impact on the wider environment;
- Carbon counting and offsetting with the aim of decreasing greenhouse gas emissions;
- Improving engagement with local communities to ensure that people affected by flooding are empowered to take appropriate actions to reduce flood risk;
- Improving health and wellbeing of communities through environmental improvement and a reduction in flood risk;
- Developing the knowledge, skills and awareness to improve our understanding of flood risk and the effects of climate change;
- Supporting flood response and recovery through better management of the risk of flooding to people, property, the economy and the environment;
- Benchmarking good environmental performance using environmental performance tools such as the Building Research Establishment Environmental Assessment Method (BREEAM) and the Civil Engineering Environmental Quality Assessment and Awards Scheme (CEEQUAL).

The methods and approaches identified above have been embodied in the local flood risk management objectives listed in Chapter 6 of this strategy and are drawn out more specifically via the measures included in the ‘List of Measures’ in Appendix C.

## 4.5. Engagement with Partners

Another key aspect of this strategy for local flood risk management is to ensure that there is effective communication between all stakeholders particularly between the LLFA and other RMAs in responding to flood events; and also with the public to raise awareness and involve local communities in decision making. As such, a stakeholder communication and engagement plan has been developed, which has been followed in the production of this strategy and is included in Appendix B.

The main themes in stakeholder communication and engagement plan are outlined below: -

1. **Make Initial Contact** – Identify and contact the individuals, organisations, communities affected;
2. **Introduce LFRMS** – Introduce strategy, objectives for managing local flood risk and approach to flood risk management;
3. **Communicate** – Establish core team and devise approach to effective ongoing communication;
4. **Develop LFRMS** – Provide ongoing opportunity for input from stakeholders into the development of LFRMS. Two way communication required;
5. **Review** – Review draft LFRMS (particularly objectives for managing local flood risk and ‘List of Measures’) with all interested/affected parties;
6. **Scrutiny** – Review of LFRMS by Scrutiny Committee;
7. **Publish** – Publish LFRMS and a summary with guidance on the availability of further information;
8. **Future** – Plan and agree future activities and schedule next review of ‘List of Measures’.

In producing the LFRMS the council have consulted internally, with other RMAs that may be affected by the strategy, the public and also other LLFA’s to ensure that the LFRMS is consistent with the catchment “cell” approach set out in the National FCERM Strategy.

## 5. Objectives for managing local flood risk

In order to effectively manage flood risk six high-level objectives have been created to provide a strategic context and steer the flood risk management activities undertaken by all RMAs. These objectives embody the six high-level guiding principles in the EA's National FCERM Strategy listed in Chapter 2. All RMAs should have regard to these objectives when undertaking their flood risk management activities. Short, medium and longer term measures and aspirations for local flood risk management, based on these objectives, are outlined in the 'List of Measures' in Chapter 7 and presented in Appendix C of this strategy.

1. Improve co-operation between LLFA and other RMAs, in terms of procedure, to meet the requirements of new legislation and achieve holistic (catchment wide) solutions to identified risks and problems – emergency planning;
2. Promote sustainable flood risk management through: WFD compliance, climate change adaptation (UKCIP), land management, habitat protection and creation;
3. Develop a consistent, affordable and sustainable approach to planning and investment in flood risk management: land allocation, SuDS, SABS;
4. Increase internal skills and ultimately capacity for flood risk management;
5. Increase community awareness of flood risk and the work of the LLFA in managing this risk; engage with local communities and involve them in decision making – localism agenda;
6. Improve understanding of local flood risk and seek to decrease local flood risk through implementation of affordable, high quality measures to alleviate flooding where practicable.

## 6. List of Measures

A List of Measures has been developed for the LFRMS which is based upon the six objectives for managing local flood risk listed in Chapter 5. The List of Measures sets out a broad range of schemes, actions, initiatives, plans and strategies for managing local flood risk in the Leeds district. Some of the measures are localised and relate to a very specific part of the district, whereas other measures are higher level district wide proposals. Where appropriate each measure has been assigned a priority ranking (high, medium, low) based on the expected timescale to implement the measure, the associated costs and benefits of the measure have also been assigned where available.

The Action Plans for the Leeds Policy Units contained in the River Aire and Ouse CFMP's have been reviewed and the relevant actions incorporated within the LFRMS 'List of Measures'.

The 'List of Measures' is designed to be a 'living document' which will be monitored and updated on a regular basis when measures are completed or new ones added and is found in Appendix C of this strategy. The 'List of Measures' form the basis of the Council's Medium Term Plan (MTP).

The List of Measures has been split into the four categories outlined below: -

- **Flood awareness, response and recovery** - this includes initiatives to improve engagement with internal and external partners, raise awareness of the LFRMS, involve local communities in decision making, improve cooperation between RMAs and plans for emergency response and recovery.
- **Spatial planning and development control** – this includes proposals for the creation of a SuDS Approval Body (SAB), promoting sustainability and climate change adaptation.
- **Studies, schemes, assessments and plans** – this includes investigating flooding incidents, assessing flood risk and developing and promoting schemes to alleviate flood risk.
- **Asset management and maintenance** – this includes developing a register for recording flood risk assets, planning routine inspection and maintenance of assets and undertaking asset maintenance works.

## 7. Reviewing and Monitoring the Strategy

It is proposed that this strategy will be reviewed once every 6 years. This will link the LFRMS review with the cycles for reviewing the PFRA as outlined in the FRR. The first review is scheduled to be completed by April 2018. The 'List of Measures' in Appendix C is a living document and will be reviewed and updated on a more regular basis.

In order to monitor the implementation of the LFRMS and its success in managing flood risk in Leeds eight key monitoring indicators will be used; these were identified as part of the SEA process. The monitoring indicators are listed below; additional monitoring indicators will be added as appropriate: Reviews of the eight monitoring indicators will be undertaken concurrently with reviews of the 'List of Measures'.

1. The number of measures in the 'List of Measures' which have been completed?
2. Are there active measures in the 'List of Measures' which cover each of the six 'Objectives for managing flood risk'?
3. Improving engagement on flood risk - How many public engagement events have taken place? School events, flood fairs, flood action group meetings.
4. The number of new developments where SuDS have been installed? Include SuDS, green corridors, rainwater harvesting, green roofs, land management (tree planting).
5. Are property level flood protection (PLP) schemes reducing flood risk – Number of properties where PLP schemes have been installed and operated successfully in a flood event?
6. Number of Leeds City Council staff engaged in flood risk management activities?
7. Reliability of public transport – Number of Metro bus and train routes disrupted by flooding/drainage problems?
8. Is the LFRMS consistent with the plans and actions of partner organisations? Review and incorporate relevant actions from the Aire and Ouse CFMP's in the 'List of Measures'?



## 8. Relevant Guidance and Information

Framework to assist the development of the Local Strategy for Flood Risk Management, 'A Living Document', 2<sup>nd</sup> Edition, LGA, November 2011.

National Flood and Coastal Erosion Risk Management Strategy for England, EA and Defra, July 2011.

Flood and Water Management Act (FWMA), HMSO, 2010.

Flood Risk Regulations (FRR), HMSO, 2009.

Water Framework Directive (WFD), European Parliament, 2010.

Preliminary Flood Risk Assessment (PFRA), Leeds City Council, September 2011.

Strategic Flood Risk Assessments (SFRA), Leeds City Council, October 2007.

Environmental Assessment of Plans and Programmes Regulations, HMSO, 2004.

Building Trust with Others – a guide for staff, Environment Agency.

National Planning Policy Framework (NPPF), DCLG, March 2012

Planning Policy Statement 25: Development and Flood Risk (PPS25), DCLG, March 2010.

Aire Catchment Flood Management Plan (CFMP), Environment Agency, July 2010.

Ouse Catchment Flood Management Plan (CFMP), Environment Agency, July 2010.

Humber River Basin District, River Basin Management Plan (RBMP), December 2009.

Draft Lower Aire Flood Risk Management Strategy, Environment Agency, January 2012.

Adapting to Climate Change: Advice for Flood and Coastal Erosion Risk Management Authorities, Environment Agency, August 2011.

Guidance for risk management authorities on sustainable development in relation to their flood and coastal erosion risk management functions, Defra, October 2011.

Leeds Local Development Framework, Core Strategy, Development Plan Document, Publication Draft, February 2012.

Leeds Local Development Framework, Natural Resources and Waste, Development Plan Document, Publication Draft, January 2010.

## 9. Glossary

Groundwater flooding	This occurs when levels of water in the ground rise above the surface. It is most likely to happen in areas where the ground contains aquifers. These are permeable rocks that water can soak into or pass through easily.
Local flood risk	Refers to flood risk from surface runoff, groundwater, sewer flooding (attributable to rainwater) and ordinary watercourses - this includes lakes, ponds or other areas of water which flow into an ordinary watercourse.
Main River	These are usually larger streams and rivers, but also include smaller watercourses of strategic drainage importance. The EA have primary responsibility for managing flood risk from these watercourses.
Ordinary watercourse flooding	This occurs when a watercourse cannot cope with the water draining into it from surrounding land. This includes lakes, ponds or other areas of water which flow into an ordinary watercourse.
Sewer flooding	This occurs when sewers are overwhelmed by heavy rainfall or when they become blocked. The chance of flooding depends on the capacity of the local sewer system and amount of rain that falls.
Surface water flooding	This occurs when rainwater does not drain away through the normal drainage system or soak into the ground, but lies on or flows over the ground surface instead.

## 10. Acronyms

AOD	Above Ordnance Datum
BREEAM	Building Research Establishment Environmental Assessment Method
CEEQUAL	Civil Engineering Environmental Quality Assessment and Awards Scheme
CFMP	Catchment Flood Management Plan
DCLG	Department for Communities and Local Government
Defra	Department for Environment, Food and Rural Affairs
DG5	Director General 5 Register
DPD	Development Plan Document
EA	Environment Agency
FCERM	Flood and Coastal Erosion Risk Management
FDGiA	Flood Defence Grant in Aid
FMfSW	Flood Map for Surface Water
FRMP	Flood Risk Management Plan
FRR	Flood Risk Regulations (2009)
FWMA	Flood and Water Management Act (2010)
HMSO	Her Majesty's Stationery Office
IDB	Internal Drainage Board
LDF	Local Development Framework
LFMRS	Local Flood Risk Management Strategy
LGA	Local Government Association
LLFA	Lead Local Flood Authority
MTP	Medium Term Plan
Ofwat	Office of Water Regulation
PEPU	Peacetime Emergency Planning Unit
PFRA	Preliminary Flood Risk Assessment
PLP	Property Level Flood Protection
RBMP	River Basin Management Plan
RMA	Risk Management Authority
SAB	SuDS Approval Body
SEA	Strategic Environmental Assessment
SFRA	Strategic Flood Risk Assessment
SuDS	Sustainable Drainage Systems
UK	United Kingdom
UKCIP	UK Climate Impacts Programme
UKCP09	UK Climate Projections (latest)
WaSC	Water and Sewerage Company
WFD	Water Framework Directive
YWS	Yorkshire Water Services

## **11. Appendices**

**APPENDIX A – UKCP09 Climate Projections for Leeds**

**APPENDIX B – Communication Plan**

**APPENDIX C – List of Measures**

**APPENDIX D – Key Local Flood Risk Management Contacts**

**APPENDIX E – Strategic Environmental Assessment Report**

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APPENDIX C - Leeds Local Flood Risk Management Strategy - List of Measures

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ID	Priority	Scheduled Completion Date	Measure	PF % Score	Location (if applicable)	Category	Relevant Objective from LFRMS	Progress/Comments (reference other sources of information)	Benefits/ Outcome	Costs/ Resource Implications	Lead Organisation	Support Organisation	Measure Owner	Last Updated
<b>SCHEMES &amp; FEASIBILITY STUDIES</b>														
S1	Design Stage	2014	Lowther Road, Garforth - Culvert Improvements	121.3%	Garforth	3. Studies, schemes, assessments and plans	6. Improve understanding of local flood risk and seek to decrease local flood risk through implementation of affordable, high quality measures to alleviate flooding where practicable.	Restricted culvert, bypass culvert proposed - Scheme has been scoped and detailed design completed. Will go out to tender shortly.	Improve flood resistance and resilience of properties	Staff time and capital resource	Leeds City Council	Environment Agency	LCC Flood Risk Management	20/08/13
S2	Design Stage	2014	Ramsden Street, Kippax, Flood Alleviation Scheme - (Local Levy)	100.0%	Kippax	3. Studies, schemes, assessments and plans	6. Improve understanding of local flood risk and seek to decrease local flood risk through implementation of affordable, high quality measures to alleviate flooding where practicable.	Scheme has been scoped and detailed design of setback flood wall and embankment is progressing.	Reduce risk of flooding	Staff time and capital resource	Leeds City Council	Environment Agency	LCC Flood Risk Management	20/08/13
S3	Design Stage	2016	Leeds City Flood Alleviation Scheme, River Aire	100.0%	River Aire - Newlay to Woodlesford	3. Studies, schemes, assessments and plans	6. Improve understanding of local flood risk and seek to decrease local flood risk through implementation of affordable, high quality measures to alleviate flooding where practicable.	The approved Upper Aire Strategy considered many options for the protection of Leeds City, the economic centre of the region. The Leeds FAS developed a comprehensive scheme for the River Aire and Hol Beck in Leeds to PAR stage, which was approved by the EA Board in late 2010. However, due to the value of the scheme this was considered to be unaffordable. The Secretary of State provided an assurance that more resource could be made available to explore possible alternatives, including lesser solutions and alternative sources of funding. Work is underway on exploring alternatives so that Leeds CC and their elected members can decide which option to proceed with, and how the additional funding might be found.	Reduce flood risk from River Aire	Staff time and capital resource	Leeds City Council	Environment Agency	LCC Highways Design	20/08/13
S4	HIGH (1)	2014	Wellhouse Drive Flood Alleviation Scheme	114.0%	Gledhow	3. Studies, schemes, assessments and plans	6. Improve understanding of local flood risk and seek to decrease local flood risk through implementation of affordable, high quality measures to alleviate flooding where practicable.	Constrained Channel, Channel Improvements.	Reduce risk of flooding	Staff time and capital resource	Leeds City Council	Environment Agency	LCC Flood Risk Management	20/08/13
S5	HIGH (2)	2014	Barnsdale Road Property Level Protection Scheme	114.0%	Allerton Bywater	3. Studies, schemes, assessments and plans	6. Improve understanding of local flood risk and seek to decrease local flood risk through implementation of affordable, high quality measures to alleviate flooding where practicable.	Surface water flooding to properties. Install property level protection measures - flood barriers and doors to reduce flood risk to residential properties on Barnsdale Road.	Reduce risk of flooding	Staff time and capital resource	Leeds City Council	Environment Agency	LCC Flood Risk Management	20/08/13
S6	HIGH (3)	2015	Victoria Place Flood Alleviation Scheme	138.0%	Mickletown	3. Studies, schemes, assessments and plans	6. Improve understanding of local flood risk and seek to decrease local flood risk through implementation of affordable, high quality measures to alleviate flooding where practicable.	Flooding to residential land. Construct flood embankment and install pumping station to remove accumulated surface water.	Reduce risk of flooding	Staff time and capital resource	Leeds City Council	Environment Agency	LCC Flood Risk Management	20/08/13
S7	HIGH (4)	2015	Culvert Headwall Repair Scheme - (Local Levy)	113.5%	Otley	3. Studies, schemes, assessments and plans	6. Improve understanding of local flood risk and seek to decrease local flood risk through implementation of affordable, high quality measures to alleviate flooding where practicable.	Urgent works to repair collapsing culvert. Clear debris from channel and rebuild headwall. LCC have already undertaken emergency works.	Reduce risk of flooding	Staff time and capital resource	Leeds City Council	Environment Agency	LCC Flood Risk Management	20/08/13
S8	HIGH (5)	2015	Cotton Mill Beck Culvert Replacement, Valley Road	139.0%	Morley	3. Studies, schemes, assessments and plans	6. Improve understanding of local flood risk and seek to decrease local flood risk through implementation of affordable, high quality measures to alleviate flooding where practicable.	Culverted watercourse surcharges causing flooding to Morley Rail Station and the Transpennine railway - scheme being scoped.	Reduce risk of flooding	Staff time and capital resource	Leeds City Council	Environment Agency	LCC Flood Risk Management	20/08/13
S9	HIGH (6)	2016	Mickletown set back flood defences	107.0%	Mickletown	3. Studies, schemes, assessments and plans	6. Improve understanding of local flood risk and seek to decrease local flood risk through implementation of affordable, high quality measures to alleviate flooding where practicable.	Lower Aire Strategy, Managed Retreat.	Reduce risk of flooding	Staff time and capital resource	Leeds City Council	Environment Agency	LCC Flood Risk Management	20/08/13
S10	MEDIUM	2015	Thomer Beck Flood Alleviation Scheme	101.0%	Thomer	3. Studies, schemes, assessments and plans	6. Improve understanding of local flood risk and seek to decrease local flood risk through implementation of affordable, high quality measures to alleviate flooding where practicable.	Restricted capacity of existing culverts causing overland flooding. Improve Culvert capacity.	Reduce risk of flooding	Staff time and capital resource	Leeds City Council	Environment Agency	LCC Flood Risk Management	20/08/13
S11	MEDIUM	2016	Victoria Road Surface Water Flood Alleviation Scheme	100.0%	Guisley	3. Studies, schemes, assessments and plans	6. Improve understanding of local flood risk and seek to decrease local flood risk through implementation of affordable, high quality measures to alleviate flooding where practicable.	Surface water flooding to properties. Install attenuation and pumping station to remove flood water to adjacent culverted watercourse.	Reduce risk of flooding	Staff time and capital resource	Leeds City Council	Environment Agency	LCC Flood Risk Management	20/08/13
S12	MEDIUM	2017	Potternewton Surface Water Flood Alleviation Scheme	152.8%	Potternewton	3. Studies, schemes, assessments and plans	6. Improve understanding of local flood risk and seek to decrease local flood risk through implementation of affordable, high quality measures to alleviate flooding where practicable.	Surface water flooding. Install attenuation and pumping station to remove flood water to adjacent culverted watercourse.	Reduce risk of flooding	Staff time and capital resource	Leeds City Council	Environment Agency	LCC Flood Risk Management	20/08/13
S13	LOW	2016	Wakefield Road Flood Alleviation Scheme	72.0%	Garforth	3. Studies, schemes, assessments and plans	6. Improve understanding of local flood risk and seek to decrease local flood risk through implementation of affordable, high quality measures to alleviate flooding where practicable.	Restricted culvert and surface water flow. Install new culvert and widen highway ditch.	Reduce risk of flooding	Staff time and capital resource	Leeds City Council	Environment Agency	LCC Flood Risk Management	20/08/13
S14	LOW	2018	Carry out flood warning feasibility studies for Wortley Beck and Meanwood Beck and implement findings.	TBC	Wortley Beck and Meanwood Beck	1. Flood awareness, response and recovery	6. Improve understanding of local flood risk and seek to decrease local flood risk through implementation of affordable, high quality measures to alleviate flooding where practicable.	This measure is listed in the Aire CFMP for the Leeds Policy Unit - to be progressed by 2015.	Establish the potential for advanced warning of flooding. Develop more accurate flood warnings for tributaries of the River Aire which will result in reduction of economic damages and improve community safety.	EA staff time and capital resource	Environment Agency	Leeds City Council	Environment Agency	20/08/13
S15	LOW	2019	Wyke Beck Flood Alleviation Scheme	TBC	Halton Moor	3. Studies, schemes, assessments and plans	6. Improve understanding of local flood risk and seek to decrease local flood risk through implementation of affordable, high quality measures to alleviate flooding where practicable.	Flooding to residential area from Wyke Beck. Work in partnership with the EA to complete a fluvial flood alleviation scheme to improve the standard of flood protection along Wyke Beck. This measure is listed in the Aire CFMP for the Leeds Policy Unit - to be progressed by 2015.	The risk of flooding will be managed	Staff time and capital resource	Environment Agency	Leeds City Council	Environment Agency	20/08/13
S16	LOW	2019	Farmley Wood Beck Flood Alleviation Scheme	TBC	Cottingley	3. Studies, schemes, assessments and plans	6. Improve understanding of local flood risk and seek to decrease local flood risk through implementation of affordable, high quality measures to alleviate flooding where practicable.	Flood risk to residential areas, long term issue - scheme being scoped	Reduce flood risk from Farmley Wood Beck	Staff time and capital resource	Environment Agency	Leeds City Council	Environment Agency	20/08/13
S17	LOW	2019	Wortley Beck Flood Alleviation Scheme	TBC	Wortley Beck	3. Studies, schemes, assessments and plans	6. Improve understanding of local flood risk and seek to decrease local flood risk through implementation of affordable, high quality measures to alleviate flooding where practicable.	Flooding to residential area and outer ring road. Work in partnership with the EA to develop a detailed flood alleviation scheme that integrates with all sources of flooding. This measure is listed in the Aire CFMP for the Leeds Policy Unit - to be progressed by 2015.	The risk of flooding will be reduced from all sources and take into account the implications of climate change.	Staff time and capital resource	Environment Agency	Leeds City Council	Environment Agency	20/08/13
S18	LOW	2020	Sheepscair: evaluate the condition of formal and informal flood defences along the Sheepscair Beck which were recently breached to identify potential remedial works required.	TBC	Sheepscair	4. Asset management and maintenance	6. Improve understanding of local flood risk and seek to decrease local flood risk through implementation of affordable, high quality measures to alleviate flooding where practicable.	Evaluate flood defence improvement works required.	Helps ensure that problems or new works are identified to prevent recurrence of flooding.	Staff time and capital resource	Leeds City Council	Environment Agency	LCC Flood Risk Management	20/08/13
S19	LOW	2020	Develop and implement feasibility studies for fluvial flood alleviation schemes to improve the standard of protection along Meanwood Beck, Bagley Beck and Farmley Wood Beck - integrating with all sources of flooding.	TBC	Meanwood Beck, Bagley Beck & Farmley Wood Beck	3. Studies, schemes, assessments and plans	6. Improve understanding of local flood risk and seek to decrease local flood risk through implementation of affordable, high quality measures to alleviate flooding where practicable.	This measure is listed in the Aire CFMP for the Leeds Policy Unit - to be progressed by 2030.	Helps ensure that areas with proven flood risk are provided with an appropriate flood defence scheme at the earliest possible opportunity and that the Council supports the EA in developing any flood alleviation scheme in the longer-term.	Staff time and capital resource	Environment Agency	Leeds City Council & Yorkshire Water Services	Environment Agency	20/08/13
S20	LOW	2020	Investigate the interaction between the Leeds and Liverpool Canal and the River Aire.	TBC	River Aire and Liverpool Canal	3. Studies, schemes, assessments and plans	6. Improve understanding of local flood risk and seek to decrease local flood risk through implementation of affordable, high quality measures to alleviate flooding where practicable.	This study should identify the potential for managing this interaction to ensure that flood risk is managed effectively. This measure is listed in the Aire CFMP for the Leeds Policy Unit - to be progressed by 2030.	Investigate this relationship to improve knowledge of the risk of flooding posed by the Leeds & Liverpool canal	EA staff time and capital resource	Environment Agency	Canal & River Trust	Environment Agency	20/08/13
S21	?	?	LCC Significant Maintenance	TBC	TBC	4. Asset management and maintenance	6. Improve understanding of local flood risk and seek to decrease local flood risk through implementation of affordable, high quality measures to alleviate flooding where practicable.	TBC	TBC	Staff time and capital resource	Leeds City Council	Yorkshire Water Services & Environment Agency	LCC Flood Risk Management	20/08/13
<b>COMPLETED SCHEMES AND FEASIBILITY STUDIES - SINCE 2011</b>														
S22	Completed	2011	Flood Alleviation Scheme - Leeds Road (Allerton Bywater) pumping station (local levy)		Allerton Bywater	3. Studies, schemes, assessments and plans	6. Improve understanding of local flood risk and seek to decrease local flood risk through implementation of affordable, high quality measures to alleviate flooding where practicable.	Scheme Completed	Reduce risk of flooding	Staff time and capital resource	Leeds City Council	Environment Agency	LCC Flood Risk Management	04/07/12
S23	Completed	2011	Newton Road property protection and resilience scheme		Newton Road, Potternewton	3. Studies, schemes, assessments and plans	6. Improve understanding of local flood risk and seek to decrease local flood risk through implementation of affordable, high quality measures to alleviate flooding where practicable.	Scheme Installed	Improve flood resistance and resilience of properties	Staff time and capital resource	Leeds City Council	Environment Agency	LCC Flood Risk Management	04/07/12
S24	Completed	2011	Lower Wortley - property protection and resilience scheme		Lower Wortley	3. Studies, schemes, assessments and plans	6. Improve understanding of local flood risk and seek to decrease local flood risk through implementation of affordable, high quality measures to alleviate flooding where practicable.	Scheme Installed	Improve flood resistance and resilience of properties	Staff time and capital resource	Leeds City Council	Environment Agency	LCC Flood Risk Management	04/07/12
S25	Completed	2011	Church Lane, Bardsey - property protection and resilience scheme		Bardsey	3. Studies, schemes, assessments and plans	6. Improve understanding of local flood risk and seek to decrease local flood risk through implementation of affordable, high quality measures to alleviate flooding where practicable.	Scheme Installed	Improve flood resistance and resilience of properties	Staff time and capital resource	Leeds City Council	Environment Agency	LCC Flood Risk Management	04/07/12
S26	Completed	2011	Dean Park Drive, Drighlington - property protection and resilience scheme		Drighlington	3. Studies, schemes, assessments and plans	6. Improve understanding of local flood risk and seek to decrease local flood risk through implementation of affordable, high quality measures to alleviate flooding where practicable.	Scheme Installed	Improve flood resistance and resilience of properties	Staff time and capital resource	Leeds City Council	Environment Agency	LCC Flood Risk Management	04/07/12
S27	Completed	2012	Barley Hill Recreation Ground - (Local Levy)	N/A	West Garforth	3. Studies, schemes, assessments and plans	6. Improve understanding of local flood risk and seek to decrease local flood risk through implementation of affordable, high quality measures to alleviate flooding where practicable.	Construction Stage	Reduce risk of flooding	Staff time and capital resource	Leeds City Council	Environment Agency	LCC Parks and Countryside	05/07/13
S28	Completed	2013	Oakdene, Watercourse Improvements	21%	Swillington	3. Studies, schemes, assessments and plans	6. Improve understanding of local flood risk and seek to decrease local flood risk through implementation of affordable, high quality measures to alleviate flooding where practicable.	Surface water runoff causing flooding. Improve culverts and widen ditches to reduce risk of flooding.	Reduce risk of flooding	Staff time and capital resource	Leeds City Council	Environment Agency	LCC Flood Risk Management	05/07/13

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APPENDIX C - Leeds Local Flood Risk Management Strategy - List of Measures

ID	Priority	Scheduled Review/Completion Date	Measure	Location (if applicable)	Category	Relevant Objective from LFRMS	Progress/Comments (reference other sources of information)	Benefits/ Outcome	Costs/ Resource Implications	Lead Organisation	Support Organisation	Measure Owner	Last Updated
<b>POLICIES</b>													
P1	HIGH	November 2013	Publish Local Flood Risk Management Strategy	-	2. Spatial planning and development control	3. Develop a consistent, affordable and sustainable approach to planning and investment in flood risk management: land allocation, SuDS, SABs;	Draft strategy currently being developed in parallel with an SEA.	Will raise awareness of the LFRMS and FRM issues in the city	Staff resource	Leeds City Council	Environment Agency	LCC Flood Risk Management	20/08/13
P2	HIGH	November 2013	Publish LFRMS List of Measures	-	2. Spatial planning and development control	3. Develop a consistent, affordable and sustainable approach to planning and investment in flood risk management: land allocation, SuDS, SABs;	List of measures currently being developed.	Will assess progress with List of Measures and ensure continuous improvement	Staff resource	Leeds City Council	Internal LCC departments and external stakeholders	LCC Flood Risk Management	20/08/13
P3	HIGH	2015	Develop register of structures and features which are likely to have a significant effect on flood risk.	City wide	4. Asset management and maintenance	6. Improve understanding of local flood risk and seek to decrease local flood risk through implementation of affordable, high quality measures to alleviate flooding where practicable.	This is a requirement under Section 21 of the Flood and Water Management Act (2010), LCC are progressing this and have purchased new software "FloodVu" which will assist with the recording of asset information. This software links directly with the LCC's	Improve knowledge of existing infrastructure and conditions and promote a sustainable approach to asset management and maintenance.	Staff resource	Leeds City Council	Environment Agency & Yorkshire Water Services	LCC Flood Risk Management	20/08/13
P4	HIGH	2015	Identify locations where culverts can be removed or improved through redevelopment	City wide	2. Spatial planning and development control	3. Develop a consistent, affordable and sustainable approach to planning and investment in flood risk management: land allocation, SuDS, SABs;	This measure is listed in the Air CFMP for the Leeds Policy Unit - to be progressed by 2015.	Improve knowledge of existing infrastructure and conditions and promote a sustainable approach to asset management and maintenance. Redevelopment plans will include consideration of the removal of problem culverts	Staff resource	Environment Agency	Leeds City Council	Environment Agency	20/08/13
P5	HIGH	On-going	Watercourse and beck condition surveys	City wide	4. Asset management and maintenance	6. Improve understanding of local flood risk and seek to decrease local flood risk through implementation of affordable, high quality measures to alleviate flooding where practicable.	TBC	Improve knowledge of existing infrastructure and conditions and promote a sustainable approach to asset management and maintenance.	Staff resource	Leeds City Council	Environment Agency	LCC Flood Risk Management	20/08/13
P6	HIGH	On-going	Improve communications, engagement and coordination of activities with internal and external partners (including RMA's): Leeds City Council Flood Risk Management Group; Technical Standards and Guidance; Planning and Flood Risk; Yorkshire and Humber Learning Alliance, Metro (transport network).	-	1. Flood awareness, response and recovery	1. Improve co-operation between LLFA and other RMA's, in terms of procedure, to meet the requirements of new legislation and achieve holistic (catchment wide) solutions to identified risks and problems - emergency planning;	Engagement and consultation is under way as part of LFRMS. Regular meetings required to share knowledge, review policy, strategy documents, list of measures...etc.	Formalise and improve cooperation between RMA's on FRM	Staff resource	Leeds City Council	Internal LCC departments and external stakeholders	LCC Flood Risk Management	20/08/13
P7	MEDIUM	On-going	Pump operation - carbon reduction	City wide	4. Asset management and maintenance	2. Promote sustainable flood risk management through: WFD compliance, climate change adaptation (UKCIP), land management, habitat protection and creation;	TBC	Reduce carbon emissions and improve energy efficiency	Staff resource	Leeds City Council	Environment Agency	LCC Flood Risk Management	20/08/13
P8	MEDIUM	TBC	Implement SuDS Approval Body (SAB) function	City wide	2. Spatial planning and development control	3. Develop a consistent, affordable and sustainable approach to planning and investment in flood risk management: land allocation, SuDS, SABs;	This is a requirement under Section 27 of the Flood and Water Management Act (2010). Waiting for National SuDS Standards to be published before commencing this. In meantime planning policy as set out in National Planning Policy Framework (NPPF) is followed	Development control - ensure new drainage systems incorporate SuDS measures to reduce runoff rates and therefore flood risk.	Staff resource	Leeds City Council	Environment Agency	LCC Forward Planning & Implementation, Sustainable Development Unit, Flood Risk Management	20/08/13
P9	MEDIUM	6 Monthly	Provide regular feedback to senior officers and elected members on FRM progress: working groups, strategies, list of measures...etc - Director of City Development (quarterly) - City Development (annually) - Other key officers as needs arise - City Development Scrutiny Board (annually) - All Area Committees (two-yearly)	-	1. Flood awareness, response and recovery	3. Develop a consistent, affordable and sustainable approach to planning and investment in flood risk management: land allocation, SuDS, SABs;	TBC	Ensures that there is ownership and awareness of on-going FRM work at appropriate levels of accountability.	Staff resource	Leeds City Council	Internal LCC departments and external stakeholders	LCC Flood Risk Management	20/08/13
P10	MEDIUM	Annually	Review and update Emergency Handbook, Generic Flooding Plan, Community Flood Action Plans, West Yorkshire Major Flood Incident Plan, Reservoir Emergency Plan	-	1. Flood awareness, response and recovery	1. Improve co-operation between LLFA and other RMA's, in terms of procedure, to meet the requirements of new legislation and achieve holistic (catchment wide) solutions to identified risks and problems - emergency planning;	Plans need to be updated with latest contact details, departments and processes. SG/IH have discussed with Paul Seddon in Peacetime Emergency Planning Unit and he is progressing this. This measure is listed in the Air CFMP for the Leeds Policy Unit.	Ensures plans for coordination of FRM activities in the event of a flood are up to date and consequences and disruption of flooding are minimised	Staff resource	Leeds City Council	Environment Agency & West Yorkshire Authorities	Peacetime Emergency Planning Unit	20/08/13
P11	MEDIUM	On-going	Engagement and communication with public on FRM issues - Targeted 'flood fairs' held in at-risk locations highlighting flood protection products; - Wider public information campaigns for at-risk households drawing attention to useful resources; - Engage with local flood action groups (EA and PEPUP).	-	1. Flood awareness, response and recovery	5. Increase community awareness of flood risk and the work of the LLFA in managing this risk; engage with local communities and involve them in decision making - localism agenda;	Engagement and consultation has begun as part of LFRMS - Graham Lindsey and Paul Seddon are points of contact for flood action groups	Involve communities in decisions - localism agenda	Staff resource	Leeds City Council	Internal LCC departments and external stakeholders	LCC Flood Risk Management & Peacetime Emergency Planning Unit	20/08/13
P12	MEDIUM	On-going	Leeds City Council to increase their flood risk management capacity, knowledge and skills (as Lead Local Flood Authority) in order to deliver their new responsibilities as conferred under the Flood and Water Management Act 2010.	-	1. Flood awareness, response and recovery	4. Increase internal skills and ultimately capacity for flood risk management;	In accordance with Defra guidance on capacity building, Improve understanding of flood risk in the city and expertise to better manage consequences.	Increases local authority capacity and skills in flood risk management	Staff resource	Leeds City Council	Environment Agency	LCC Flood Risk Management	20/08/13
P13	MEDIUM	On-going	Significantly increase the percentage take-up of properties registered for flood warnings in flood warning areas across city. City wide campaign as current take-up is low.	City wide	1. Flood awareness, response and recovery	5. Increase community awareness of flood risk and the work of the LLFA in managing this risk; engage with local communities and involve them in decision making - localism agenda;	This measure is listed in the Air CFMP for the Leeds Policy Unit - to be progressed by 2030.	The consequences of flooding will be reduced through the increased potential for effective action to take place following receipt of a flood warning	Staff resource	Environment Agency	Leeds City Council	Environment Agency	20/08/13
P14	LOW	2018	Review Local Flood Risk Management Strategy (LFRMS)	-	2. Spatial planning and development control	3. Develop a consistent, affordable and sustainable approach to planning and investment in flood risk management: land allocation, SuDS, SABs;	The LFRMS will be reviewed once every 6 years. This will link the LFRMS review with the cycles for reviewing the PFRA as outlined in the FRR. The first review is scheduled to be completed by October 2018.	Ensures LFRMS is updated with relevant information to reflect any changes in FRM	Staff resource	Leeds City Council	Internal LCC departments and external stakeholders	LCC Flood Risk Management	20/08/13
P15	LOW	Annually	Review LFRMS List of Measures	-	2. Spatial planning and development control	3. Develop a consistent, affordable and sustainable approach to planning and investment in flood risk management: land allocation, SuDS, SABs;	Review scheduled to take place at least annually to assess progress with current measures and add or remove measures as appropriate. First review scheduled for 1 year after the strategy is published.	Will assess progress with List of Measures and ensure continuous improvement	Staff resource	Leeds City Council	Internal LCC departments and external stakeholders	LCC Flood Risk Management	20/08/13
P16	LOW	6 Monthly	Review Council Policy on FRM - e.g. 'Maintaining Water Resources and Responding to Flood Incidents' approved by Exec Board on 17 May 2006 to ensure that it conforms to the requirements of the FWMA that Local authorities should lead on the management of local flood risk, with the support of the relevant organisations.	-	2. Spatial planning and development control	1. Improve co-operation between LLFA and other RMA's, in terms of procedure, to meet the requirements of new legislation and achieve holistic (catchment wide) solutions to identified risks and problems - emergency planning;	The Policy should be reviewed in light of the publication of the FWMA.	Ensures clarity around Council's legal roles and responsibilities and that work programmes have a sound foundation.	Staff resource	Leeds City Council	Internal LCC departments and external stakeholders	LCC Flood Risk Management	20/08/13
P17	LOW	Annually	Maintain internet and intranet web pages to provide comprehensive information to all stakeholders on: - The sources of flooding and who is responsible for what; - How to prepare for flooding emergencies; - What to do when flooding occurs and who to report this to; - How flood risk is treated within the planning process.	-	1. Flood awareness, response and recovery	5. Increase community awareness of flood risk and the work of the LLFA in managing this risk; engage with local communities and involve them in decision making - localism agenda;	Internet and intranet pages in place and launched. Further feedback required from services on on-going basis.	Ensures that there is a single consistent source of information on flood risk management.	Staff resource	Leeds City Council	Internal LCC departments and external stakeholders	LCC Flood Risk Management	20/08/13
P18	LOW	On-going	Promote the use of sustainable design principles in all future developments to ensure that the risk of flooding and climate change are fully taken into account e.g. - Promoting use of SuDS - Incorporating policies and recommendations within Leeds LDF - Developer contributions in Core Strategy - Biodiversity and local amenity - Climate Change Adaptation	City wide	2. Spatial planning and development control	2. Promote sustainable flood risk management through: WFD compliance, climate change adaptation (UKCIP), land management, habitat protection and creation;	This measure is listed in the Air CFMP for the Leeds Policy Unit - to be progressed by 2015.	By embedding the requirements for SuDS and urban design principles within local policy we will be able to improve the management of the water environment in all new developments.	Staff resource	Leeds City Council	Environment Agency & Yorkshire Water Services	LCC Forward Planning and Implementation & Sustainable Development Unit	20/08/13
P19	LOW	Six Yearly	Review and update as appropriate the Strategic Flood Risk Assessment (SFRA) produced by Jacobs in October 2007.	-	2. Spatial planning and development control	3. Develop a consistent, affordable and sustainable approach to planning and investment in flood risk management: land allocation, SuDS, SABs;	04/04/12 - SG had meeting with DF to discuss this. DF indicated that the EA have published data updates online - document as a whole is broadly up to date.	Helps ensure there is a more complete understanding of flood risk at a high-level which takes account of YWS's network and other lessons learned or gaps.	Staff resource	Environment Agency	Leeds City Council	LCC Flood Risk Management & Forward Planning and Implementation	20/08/13
<b>COMPLETED POLICIES SINCE 2011</b>													
P20	Completed	October 2012	Undertake Strategic Environmental Assessment (SEA) for LFRMS	-	2. Spatial planning and development control	2. Promote sustainable flood risk management through: WFD compliance, climate change adaptation (UKCIP), land management, habitat protection and creation;	This is part of process of producing LFRMS. SEA Workshop planned for July 2012 to appraise the objectives and measures in the LFRMS - see page 19	Will ensure LFRMS is sustainable and workable and also secure buy in from stakeholders	Staff resource	Leeds City Council	Environment Agency	LCC Sustainable Development Unit & Flood Risk Management	20/08/13

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## Appendix 1

## Public Consultation Responses

The following organisations and individuals were consulted: -

- Public – via Citizens Panel, Libraries, One Stop Shops, website, twitter, newspapers and interest groups, these include flood groups and wardens.
- All Ward Members – via individual e-mails.
- Parish & Town Councils – via individual notices.
- Police, Fire & Rescue – via individual notices.
- Business Community – via Chamber of Commerce.
- Adjacent Local Authorities – via e-mail and meetings
- Environment Agency, Yorkshire Water, Highways Agency & Internal Drainage Board – via direct notices.
- Internal Council Departments and staff – via e-mail and InSite

### Location

#### 1. Post Codes

LS2	4
LS3	1
LS5	2
LS6	4
LS7	6
LS8	4
LS9	2
LS12	1
LS13	3
LS15	2
LS17	2
LS18	1
LS21	2
LS22	1
LS25	18
LS26	4
LS28	2
BD	3
HG	2
WF	2
HD	1
Blank	11

78

Blank other than  
Post Code

30

<b>Does the Strategy make clear:</b>	
2. Who are the flood risk management authorities in Leeds?	
Yes	46
No	2
No response	30
3. What the flood risk management authorities' responsibilities are?	
Yes	40
No	8
No response	30
4 – The size and locations of flood risk in Leeds?	
Yes	31
No	14
No response	30
5 – The objectives which will guide and direct investment in flood risk management in Leeds?	
Yes	38
No	7
No response	33
6 – The measures the Council will undertake over the next few years to manage local flood risk?	
Yes	36
No	8
No response	34
7 – How the Council will fund these measures?	
Yes	24
No	20
No response	34
<b>The Council has limited funding and can't afford to carry out every measure outlined in the Strategy at the same time. Measures have to be prioritised.</b>	
8 – Do you consider the current prioritisation of measures in the 'List of Measures' appropriate for the size and location of flood risk in Leeds?	
Yes	24
No	20
No response	34
9 – Are there any other measures that you would like the Council to prioritise?	
Yes	24
No	13
No response	40

## Appendix 2

## Responses to Public Consultation

Comments From Questionnaire	Response
<p>Ecological measures which support tree planting to absorb run off. Increased restrictions on paving land which increases speed of run off, instead encouraging land covering which would reduce speed of run off.</p>	<p><i>This is in accordance with the Council Aims &amp; Policies of more green solutions to flood risk</i></p>
<p>The measures appear to be reactionary rather than pre-emptive.</p>	<p><i>There is a tendency to react to incidents of flooding, and there is a need for a more pro-active approach but this is dependent upon the resources being made available</i></p>
<p>Ecosystems and Ecosystem services.</p>	<p><i>A greener and more eco-friendly approach to flood risk is a key part of the Council's Aims &amp; Policies</i></p>
<p>Scheme S13, for Wakefield Rd in Garforth needs to be given greater priority as the problems with the current drainage system are posing a significant flooding risk to a significant number of residential properties in the area. We currently have an active flood warden system and a hotline to the environment agency but we are constantly living in fear of any heavy rainfall.</p>	<p><i>There are many areas around the District that need flood alleviation schemes, the basis of prioritisation can and will be examined. These will be outlined within the Measures Appendix and updated on a regular basis</i></p>
<p>You don't seem to actually be doing anything to directly reduce the impact of flooding on Leeds residents and businesses. It's all about collecting data and setting up groups; flooding isn't new: when are we actually going to take some action that will make a difference to someone?</p>	<p><i>The Council has carried a number of flood alleviation projects in the last few years but is important that data is collected to ensure we prioritise the highest risk areas and carryout the correct schemes. There are several schemes the Council is promoting at present - incl Leeds FAS</i></p>
<p>Working with developers to include features in new developments such as green roofs, porous outdoor surfaces and water butts to slow rainwater run-off in densely developed areas such as city centre</p>	<p><i>This is a key part of the approach to flood risk and the Council is looking at such solutions on development as a matter of course.</i></p>
<p>The "Wakefield Road" drainage problems in Garforth, addressed by Scheme S13 in the plan, are of particular concern to many local residents, and indeed the effect of the problems on one of the affected properties is clearly demonstrated in the top left hand picture on the front of Leed's draft flood risk brochure. As the document states that internal flooding is top of the priority list, then surely scheme S13 should be higher than "low priority".</p>	<p><i>There are many areas around the District that need flood alleviation schemes, the basis of prioritisation can and will be examined.</i></p>
<p>Stop new housing developments joining already inadequate/over-subscribed sewerage and drainage</p>	<p><i>The Council looks at the drainage of all new developments very closely, with surface water flows limited so that improvements are achieved to the level of flood risk. In some cases it is only by allowing development that improvements can be achieved - many issues will never see any improvement otherwise.</i></p>
<p>Not relating to Flood defence. But public transport infrastructure is poor, no tram or underground in such a big city. The congestion is not going to be solved by having trolley buses it needs new dedicated routes.</p>	<p><i>These issues are not being considered as part of this Strategy but comments will be passed to the Transportation Strategy Team</i></p>

## Appendix 2

## Responses to Public Consultation

<p>Reduction of combined sewers over time. Maintenance of sewerage infrastructure on a regular basis. Removal of obvious blockage hazards such as larger diameter pipes feeding into smaller ones. Looking into insurance possibilities. Raising awareness of the increased possibilities of flooding. Funding is always the big conundrum. A gradual progression towards an attainable end point must be the ultimate goal and a reasonable sum should be allocated from the rates annually along with bids for appropriate monies as they become available. Unexpected events should always receive priority and regular hotspots should be protected at the earliest opportunity followed by projects that benefit the greatest numbers of people. Communities should be encouraged to 'help themselves' rather than always sitting back and expecting the council to do 'everything'. New build monies should be used proportionately to provide for upgraded drainage, flood defences if deemed necessary and the installation of sustainable urban drainage systems.</p>	<p><i>All these comments are correct and it is important that the Council continues to address these issues - looking at whether further funding can be allocated to address the major problems communities face.</i></p>
<p>1) Combined sewage; 2) Keeping sewage systems up to date e.g. large pipes into small and vice versa; 3) Not overloading water and drainage and sewage systems with new builds etc. Must be capable of accepting added capacity.</p>	<p><i>The systems are being stretched at present and it is important that action is taken by the various agencies involved, especially with the predicted impact of Climate Change</i></p>
<p>That there should not be any new developments, be it residential, industrial, retail...etc, that border sites that are already prone to flooding.</p>	<p><i>The Council looks at the drainage of all new developments very closely, with surface water flows limited so that improvements are achieved to the level of flood risk. In some cases it is only by allowing development that improvements can be achieved - many issues will never see any improvement otherwise.</i></p>
<p>Encouraging people to be vigilant and take action to improve drainage and prevent blockages eg. Remove litter/leaves from gutters/gullies/drains in their locality; Ensuring council listens to local concerns about planning applications and local concerns for flood alleviation.</p>	<p><i>The only way communities can make a real impact with flood risk, is for all of the residents, businesses and the council to work together. It is only by such joint action that we will see the improvements everyone wishes to see.</i></p>
<p>The flood risk management is acceptable as far as it goes, but the strategy should include the necessity to prevent further development in areas already vulnerable to surface water flooding (3 developments in Garforth with a further application pending - this on top of a number having been completed in the past few years). Unless the Council and ultimately the S of S prevent developments the number of areas experiencing flooding will increase as rainfall increases and drainage is unable to cope.</p>	<p><i>The consideration of development is carried out against a rigid set of rules and policies. It is only possible to refuse development where it does not meet these rules and policies - however it is important that where development is allowed it is controlled to ensure flood risk is considered.</i></p>
<p>The measures are extremely vague and to use the same wording (i.e. cut and paste) does not help to promote any sense of understanding or reassurance that flood areas will be managed appropriately.</p>	<p><i>The document is intended to set down a strategy for all flood agencies to operate.</i></p>

## Appendix 2

## Responses to Public Consultation

<p>Use the former open cast site St Aidens to take flood water to reduce flooding lower downstream at Allerton Bywater. As we were led to believe and promised.</p>	<p><i>The St Aidan's washland area will make a huge difference to the flood risk of the surrounding communities for years to come. However it is unfortunate that it cannot stop all flooding.</i></p>
<p>2.7 Local Development Framework: Policy EN5 managing flood risk. All eight proposals have obviously not been taken into account when Leeds Council granted permission for the building of residential buildings on Green Belt land on Wakefield Road, Garforth: an area Leeds Council have spent a lot of money on already and consider this a low risk area, however, should it not now be raised to high risk due to the large number of homes being built here, and no gypsy sites either please.</p>	<p><i>The development taking place in Garforth has been considered in line with the Planning Policies. The impact on surrounding areas is in all cases considered.</i></p>
<p>Personally I would like to see Wakefield Road Garforth upgraded to high as against low. This area is greatly underestimated at the number of households affected and also this affects the approach roads into Garforth via the Garforth Bridge area from Wakefield Leeds and the feeder roads to motorways this needs urgently in my opinion considering the schemes already being addressed for development in this area.</p>	<p><i>The specific issues about the priority of individual schemes will be assessed on an on-going basis</i></p>

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

A **screening** process can help judge relevance and provides a record of both the **process** and **decision**. Screening should be a short, sharp exercise that determines relevance for all new and revised strategies, policies, services and functions.

Completed at the earliest opportunity it will help to determine:

- the relevance of proposals and decisions to equality, diversity, cohesion and integration.
- whether or not equality, diversity, cohesion and integration is being/has already been considered, and
- whether or not it is necessary to carry out an impact assessment.

<b>Directorate: City Development</b>	<b>Service area: Flood Risk Management</b>
<b>Lead person: Peter Davis</b>	<b>Contact number: 0113 39 51525</b>

<b>1. Title: Local Flood Risk Management Strategy</b>		
Is this a:		
<input checked="" type="checkbox"/> <b>Strategy / Policy</b>	<input type="checkbox"/> <b>Service / Function</b>	<input type="checkbox"/> <b>Other</b>
<b>If other, please specify</b>		

<b>2. Please provide a brief description of what you are screening</b>
As part of the Flood & Water Management Act 2010 the Council as Lead Local Flood Authority has to prepare a Local Flood Risk Management Strategy.
This strategy has taken account of a Public consultation exercise.
This Screening document accompanies a report which requests authority for the Strategy to be taken to Scrutiny Board and CLT for Adoption.

### 3. Relevance to equality, diversity, cohesion and integration

All the council's strategies/policies, services/functions affect service users, employees or the wider community – city wide or more local. These will also have a greater/lesser relevance to equality, diversity, cohesion and integration.

The following questions will help you to identify how relevant your proposals are.

When considering these questions think about age, carers, disability, gender reassignment, race, religion or belief, sex, sexual orientation and any other relevant characteristics (for example socio-economic status, social class, income, unemployment, residential location or family background and education or skills levels).

Questions	Yes	No
Is there an existing or likely differential impact for the different equality characteristics?	x	
Have there been or likely to be any public concerns about the policy or proposal?	x	
Could the proposal affect how our services, commissioning or procurement activities are organised, provided, located and by whom?		x
Could the proposal affect our workforce or employment practices?		x
Does the proposal involve or will it have an impact on <ul style="list-style-type: none"> <li>• Eliminating unlawful discrimination, victimisation and harassment</li> <li>• Advancing equality of opportunity</li> <li>• Fostering good relations</li> </ul>		x

If you have answered **no** to the questions above please complete **sections 6 and 7**

If you have answered **yes** to any of the above and;

- Believe you have already considered the impact on equality, diversity, cohesion and integration within your proposal please go to **section 4**.
- Are not already considering the impact on equality, diversity, cohesion and integration within your proposal please go to **section 5**.



#### 4. Considering the impact on equality, diversity, cohesion and integration

If you can demonstrate you have considered how your proposals impact on equality, diversity, cohesion and integration you have carried out an impact assessment.

Please provide specific details for all three areas below (use the prompts for guidance).

- **How have you considered equality, diversity, cohesion and integration?** (think about the scope of the proposal, who is likely to be affected, equality related information, gaps in information and plans to address, consultation and engagement activities (taken place or planned) with those likely to be affected)

The Strategy has been developed in partnership with the Environment Agency and following a Public Consultation. It has been developed to enable the Council to provide a framework for the flood risk management work.

- **Key findings** (think about any potential positive and negative impact on different equality characteristics, potential to promote strong and positive relationships between groups, potential to bring groups/communities into increased contact with each other, perception that the proposal could benefit one group at the expense of another)

The Strategy will ensure the Council carries out flood risk activities in a manner that give communities the benefit of being at a lower level of risk of flooding - it should be noted that this will have a particular benefit for those residents that have children and where members of the families have a disability, as currently these individuals may struggle to get to safety if flooding occurred.

- **Actions** (think about how you will promote positive impact and remove/ reduce negative impact)

Dialogue will take place with all communities that face a flood risk and schemes will be drawn up with the input of them.

**5. If you are **not** already considering the impact on equality, diversity, cohesion and integration you **will need to carry out an impact assessment.****

Date to scope and plan your impact assessment:	N/A
--	-----

Date to complete your impact assessment	N/A
---	-----

Lead person for your impact assessment (Include name and job title)	N/A
--	-----

**6. Governance, ownership and approval**

Please state here who has approved the actions and outcomes of the screening

Name	Job title	Date
Roy Coello	Head of Service	2/12/13

**7. Publishing**

This screening document will act as evidence that due regard to equality and diversity has been given. If you are not carrying out an independent impact assessment the screening document will need to be published.

If this screening relates to a **Key Delegated Decision, Executive Board, full Council** or a **Significant Operational Decision** a copy should be emailed to Corporate Governance and will be published along with the relevant report.

A copy of **all other** screening's should be sent to [equalityteam@leeds.gov.uk](mailto:equalityteam@leeds.gov.uk). For record keeping purposes it will be kept on file (but not published).

Please send a copy to the Equality Team for publishing

<b>Date screening completed</b>	2/12/13
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<b>If relates to a Key Decision - date sent to Corporate Governance</b>	N/A
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<b>Any other decision - date sent to Equality Team (equalityteam@leeds.gov.uk)</b>	6/12/13
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## Report of Head of Scrutiny and Member Development

### Report to Scrutiny Board (Sustainable Economy and Culture)

**Date: 21 January 2014**

### **Subject: Scrutiny of Strategic Partnerships – Formal Response**

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. Each Scrutiny Board receives regular reports on any recommendations from previous inquiries which have not been completed.
2. This allows the board to monitor progress and identify completed recommendations; those progressing to plan; and those where there is either an obstacle or progress is not adequate. The board will then be able to take further action as appropriate.
3. A standard set of criteria has been produced, to enable the board to assess progress. These are presented in the form of a flow chart at Appendix 1. The questions should help to decide whether a recommendation has been completed, and if not whether further action is required.
4. Attached as Appendix 2 is a formal response to the two recommendations from the board's report on the Sustainable Economy and Culture Strategic Partnership Board, published in June 2013.
5. For each recommendation, a response is provided in the table accompanying the report. To assist board members, the Principal Scrutiny Adviser has proposed a draft status for each recommendation. The board is asked to confirm whether these assessments are appropriate, and to change them where they are not.
6. In deciding whether to undertake any further work, members will need to consider the balance of the board's work programme.

## **Next Steps**

7. The Board is scheduled to carry out annual “critical friend” challenge of the partnership at its meeting in March. This will provide a further opportunity to review progress against any outstanding recommendations.

## **Recommendations**

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

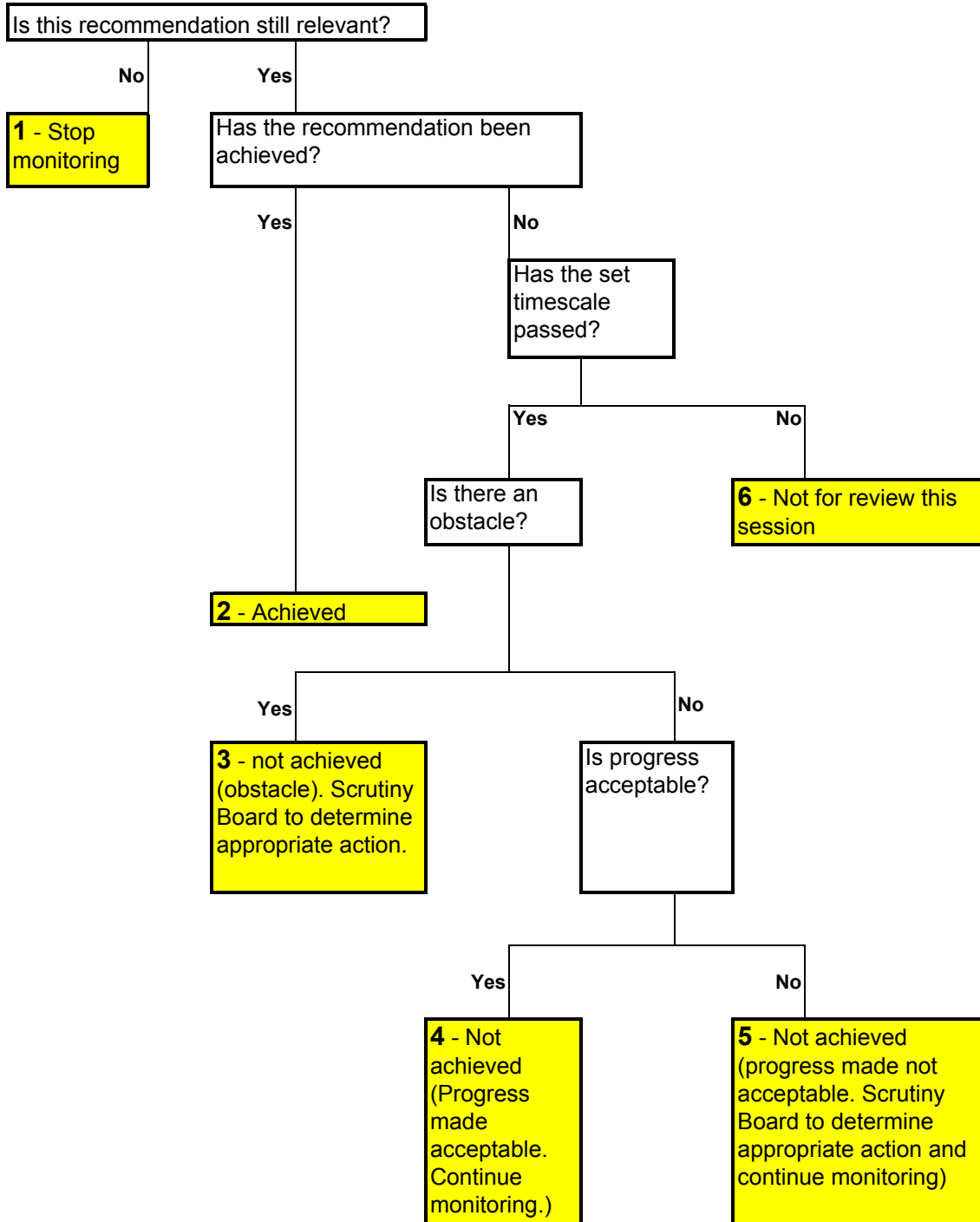
## **Background documents<sup>1</sup>**

None used

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

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



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## Scrutiny of the Sustainable Economy and Culture Strategic Partnership Board

Report published June 2013

Formal response

	Recommendation	Stage	Complete
1	<b>The Sustainable Economy and Culture Partnership gives consideration to the diversity and representativeness of its membership in relation to the population of Leeds when vacancies arise in its membership.</b>		
	<p><b><u>January 2014 formal response</u></b></p> <p>An initial review of the Sustainable Economy and Culture Partnership's membership was completed towards the end of 2013. Essentially this considered attendance at meetings and engagement with the Board's priorities specifically in relation to taking responsibility for championing and promoting the work of the Board through the ambassadorial role members have agreed to promote.</p> <p>As a result of this review it is confirmed that a new member can be invited to join the Board and together with the retirement of another member in January, the Chair has agreed to approach two new members. The inclusion of these people would positively affect the diversity of representation on the Board.</p> <p>It is also confirmed that as the actions to support the Board's priorities are further developed, there will be more opportunities to strengthen membership and the Partnership are committed to a further review of membership this year.</p>	<b>2 (Achieved)</b>	

## Scrutiny of Strategic Partnership Board

Report published June 2013

Formal response

	Recommendation	Stage	Complete
2	<p><b>The Strategic Partnership Board develops a clear plan for progressing the low carbon city priority area of work</b></p>		
	<p><b><u>January 2014 formal response</u></b></p> <p>At its meeting on 25 November 2013, the SECB held a very useful debate regarding Leeds' progress towards becoming a low carbon city.</p> <p>The meeting was well attended and brief presentations were made by Dr Tom Knowland Head of Sustainable Development and Neil Evans Director of Environments and Housing, Leeds City Council; by Dr Louise Ellis, Head of Sustainability, University of Leeds; and by Paul Connell, MD, Halcyon Innovation &amp; Partner Actuated Futures, Leeds Energy Forum.</p> <p>SECB agreed that a small group would meet to debate potential actions to take us further towards a low carbon city; this meeting will be hosted by the University of Leeds. Key areas of focus will be:-</p> <ul style="list-style-type: none"> <li>• The role of the Board in assisting in the provision of city wide low carbon energy infrastructure projects (such as District Heating etc) so as to reduce the carbon footprint of the city's energy consumption.</li> <li>• The role of the Board in helping to improve energy efficiency (such as promoting the roll out of domestic and commercial Green Deal and Energy Company Obligation related programmes) and how these assist in addressing fuel poverty. These programmes assist in reducing the consumption of energy in the city as a whole.</li> <li>• The role of the Board in assisting with the development of a city wide approach to behaviour change to support and reinforce the effectiveness of physical interventions in the city's energy systems and infrastructure.</li> </ul>	<p><b>4</b></p> <p><b>Not achieved (Progress made acceptable. Continue monitoring.)</b></p>	



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

**Report to Scrutiny Board (Sustainable Economy and Culture)**

**Date: 21 January 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

**Summary of main issues**

1. The Board's draft work schedule is attached as appendix 1. The work schedule reflects discussions at the Board's meeting in December. It will be subject to change throughout the municipal year.
2. Also attached as appendix 2 are the Executive Board minutes of 18 December 2013.

**Recommendations**

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

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

None used

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

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## Scrutiny Board (Sustainable Economy and Culture) Work Schedule for 2013/2014 Municipal Year

Area of review	Schedule of meetings/visits during 2013/14		
	June	July	August
<b>Jobs and skills Inquiry</b>			
<b>Leeds Let's Get Active Scheme Inquiry</b>	To agree terms of reference SB 18/6/13	Session One SB 16/7/13	
<b>Tour de France</b>			
<b>Call In</b>			West Park Centre SB 6/8/13
<b>Requests for scrutiny</b>	Party in the Park	Residents' Parking Permit Schemes SB 16/7/13	
<b>Pre-decision Scrutiny</b>		Draft Sports Strategy SB 16/7/13	
<b>Recommendation Tracking</b>		Maximising Powers to Promote Influence and create Local Employment and Skills Opportunities SB 16/7/13	
<b>Budget &amp; Policy Framework Plans</b>			
<b>Performance Monitoring</b>	Quarter 4 performance report SB 18/6/13		
<b>Contributions to the work of other Scrutiny Boards</b>		Youth Offer (led by Children & Families) WG 9/7/13	

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## Scrutiny Board (Sustainable Economy and Culture) Work Schedule for 2013/2014 Municipal Year

Area of review	Schedule of meetings/visits during 2013/14		
	September	October	November
<b>Apprenticeships Inquiry</b>	Scope inquiry WG 9/9/13	Agree terms of Reference SB 8/10/13	Session One SB 19/11/13
<b>Cultural organisations' engagement with communities Inquiry</b>			Agree terms of Reference SB 19/11/13
<b>Tour de France</b>		SB 8/10/13	
<b>West Park Centre</b>	SB 17/9/13		
<b>Requests for scrutiny</b>		Developers and planning process SB 8/10/13	
<b>Pre-decision Scrutiny</b>	Community Infrastructure Levy draft charging schedule SB 17/9/13	Residents' Parking Permit Schemes SB 8/10/13	
<b>Budget &amp; Policy Framework Plans</b>			
<b>Recommendation Tracking</b>		Young People's engagement in culture SB 8/10/13	
<b>Performance Monitoring</b>			
<b>Contributions to the work of other Scrutiny Boards</b>	Youth offer WG 24/9/13		

## Scrutiny Board (Sustainable Economy and Culture) Work Schedule for 2013/2014 Municipal Year

Area of review	Schedule of meetings/visits during 2013/14		
	December	January	February
<b>Apprenticeships Inquiry</b>		Meeting with young people WG 16/1/14  Session Two SB 21/1/14	
<b>Cultural organisations' engagement with communities Inquiry</b>			Session One SB 18/2/14
<b>Tour de France</b>			Progress report on preparations SB 18/2/14
<b>Manufacturing Sector</b>	Briefing SB 17/12/13		
<b>Requests for scrutiny</b>			
<b>Pre-decision Scrutiny</b>			Strategic Economic Plan SB 4/2/14 (Joint with Housing & Regeneration)
<b>Budget &amp; Policy Framework Plans</b>	Executive Board's initial budget proposals WG 17/12/13	Local Flood Risk Management Strategy SB 21/1/14	
<b>Recommendation Tracking</b>		Scrutiny of Strategic Partnership Board SB 21/1/14	Maximising Powers to Promote Influence and create Local Employment and Skills Opportunities SB 18/2/14
<b>Performance Monitoring</b>	Revised performance framework SB 17/12/13		
<b>Contributions to the work of other Scrutiny Boards</b>	Youth offer WG 10/12/13		

Key: SB – Scrutiny Board (Sustainable Economy and Culture) Meeting

WG – Working Group Meeting

## Scrutiny Board (Sustainable Economy and Culture) Work Schedule for 2013/2014 Municipal Year

Area of review	Schedule of meetings/visits during 2013/14	
	March	April
<b>Apprenticeships Inquiry</b>	Session Three SB Date TBC	
<b>Cultural organisations' engagement with communities Inquiry</b>		Session 2 SB 15/4/14
<b>Leeds Let's Get Active Scheme</b>	Session Two SB 18/3/14	
<b>Annual review of Partnership</b>	To undertake "critical friend" challenge SB 18/3/14	
<b>Requests for scrutiny</b>		
<b>Pre-decision Scrutiny</b>		
<b>Budget &amp; Policy Framework Plans</b>		
<b>Recommendation Tracking</b>	Young People's engagement in culture SB 18/3/14	
<b>Performance Monitoring</b>		
<b>Contributions to the work of other Scrutiny Boards</b>	Youth Offer WG Date TBC	

### Unscheduled items

Sustainability of events Working Group

Site Allocations Plan – estimated June 2014

Aire Valley Action Plan – estimated June 2014

Community Infrastructure Levy – apportionment of spending and spending priorities – estimated summer 2014 (to include representative from Housing & Regeneration SB)

## EXECUTIVE BOARD

WEDNESDAY, 18TH DECEMBER, 2013

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

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

Apologies Councillor L Mulherin

### 129 Exempt Information - Possible Exclusion of the Press and Public

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

a) Appendix A to the report entitled “Victoria Gate” referred to at Minute 143 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), which if disclosed to the public would, or would be likely to, prejudice the commercial interests of that person or of the Council. The appendix sets out the considerations of Counsel and LCC Legal Services in respect of propose changes to the Development Agreement; and it is therefore deemed in the public interest not to disclose this information at this time for reasons of commercial confidentiality and proper contract procedures

b) Appendix A to the report entitled “Kirkgate Market Update and Deputation” referred to in Minute 145 is exempt under Access to Information Rule 10.4 (3) of Schedule 12A(3) of the Local Government Act 1972 as it contains information relating to the financial or business affairs of any particular person (including the authority holding that information). The appendix includes information provided to enable the Council to consider the commercial viability and funding options for the development of the George Street shops, and it is considered that the public interest in maintaining the exemption in relation to this exempt appendix outweighs the public interest in disclosing the information by reason of the fact that it contains information and financial details which, if disclosed would adversely affect the business of the Council and may also adversely affect the business affairs of the other parties concerned.

### 130 Late Items

Draft minutes to be approved at the meeting  
to be held on Wednesday, 22nd January, 2014

No formal late items of business were added to the agenda

**131 Declaration of Disclosable Pecuniary Interests**

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

In relation to the item entitled, 'Consultation Outcomes on Local Council Tax Support Schemes', Councillor A Carter drew the Board's attention to the fact that a close relative was in receipt of the benefits referred to in the report (minute 140 refers)

In relation to Part A of agenda item 25 "Consultation outcomes on School Places Expansion for 2015", Councillor A Carter drew the Board's attention to his position as a Governor of Calverley Church of England Primary School referred to in the report (Minute No. 153 refers).

**132 Minutes**

**RESOLVED** – That the minutes of the previous meeting held 6<sup>th</sup> November 2013 be agreed as a correct record

**133 Matters Arising**

Minute 119 Armed Forces Update – The Board noted the intention for a Member Management Committee to be held at the earliest opportunity to deal with appointments to the member advisory group for the development of future Armed Forces Day events

Minute 124 Bridgewater Place – the Director of City Development provided an update in respect of progress being made by the owners of Bridgewater Place to develop a comprehensive wind mitigation scheme and the likely timetable for submission of the relevant planning applications. The Board also received information on the closure of roads to vehicles adjacent to Bridgewater Place implemented recently due to high winds and an accident involving a pedestrian

**ENVIRONMENT**

**134 Impact of the Eco Changes on Wrap Up Leeds**

The Director of Environment and Housing submitted a report providing an update on the Government's proposed amendments to Energy Company Obligation (ECO) and outlining the consequences for the Council's planned and future domestic energy efficiency programmes.

The report detailed the background to the Council's commitment to lead a Leeds City Region wide procurement worth at least £60m to secure a long term Green Deal and ECO partner from mid-2014 and outlined the major changes to the way ECO will operate announced in the Chancellor's Autumn Statement 2013.

In presenting the report, the Executive Member for the Environment highlighted the anticipated period of low activity in the solid wall insulation sector as utilities developed their new ECO strategies; however reiterated the



Council's commitment to making Wrap Up Leeds ECO and the longer term Leeds City Region programmes a success in order to help cut bills, reduce carbon emissions and make sure people can afford to keep warm.

A Member comment in respect of the impact of scaling back solid wall proposals on Leeds' unique housing stock was noted, along with the offer of cross party support for the proposal to lobby the DECC in this respect. The Chairs suggestion that a letter be sent to the DECC to emphasise the Board's concerns over the ECO changes was broadly supported.

**RESOLVED -**

- a) That the increased bid to DECC's Green Deal Communities fund be authorised
- b) That approval be given to work with Core Cities colleagues to lobby DECC for a greater future role in delivery of domestic energy efficiency programmes.
- c) That a letter be sent on behalf of the leaders of all political parties represented on the Board to the DECC expressing concern over the impact of the change of the ECO arrangements on the delivery of solid wall insulation, particularly in view of the unique housing stock in Leeds

**LEISURE AND SKILLS**

**135 Tour de France 2014 - Progress Report**

Further to minute 32 of the Executive Board meeting held 17<sup>th</sup> July 2013, the Director of City Development submitted a further report providing an update on progress made in planning for Stages 1-3 of the Tour de France 2014, as well as event planning specifically for the Grand Depart. Additionally the report provided information on the establishment of the "TdFHUB2014Ltd" company, to oversee the delivery of the first three stages of the 2014 Tour de France in partnership with local authorities on the route to deliver a safe spectator experience and to manage the Government funding for the event.

In presenting the report, the Executive Member for Leisure and Skills highlighted the challenges ahead in terms of delivering the event and the importance of ensuring effective communication to residents and businesses along the route

**RESOLVED**

- a) To endorse the proposals enclosed in this report, and to request a further report in April 2014, which will again provide an update on progress and readiness for delivering the event in July 2014
- b) To champion this event in Elected Members' respective areas, encouraging schools, businesses and communities to maximise the opportunities given by the Tour.

**ADULT SOCIAL CARE**

**136 Request for Authority to spend additional funds relating to the Replacement of Rothwell Fulfilling Lives Building**

Further to minute 143 of the meeting held 12<sup>th</sup> December 2012, the Director of Adult Social Services submitted a report providing an update on the progress

Draft minutes to be approved at the meeting to be held on Wednesday, 22nd January, 2014

made in building a new, state of the art facility for people with profound learning disabilities and seeking the necessary Authority to Spend up to the revised total of £2,421,000 for completion of the works. The revised funding was required to cover the increased costs relating to the rebuilding of the Rothwell Fulfilling Lives Centre (west building) on Holmsley Lane in Woodlesford. Additionally, the report set out a request to approve the transfer of £396,000 from within the existing Capital Programme on scheme 16771 ASC Community Capacity Grant into the learning disability capital programme to cover these increased costs.

In presenting the report, the Executive Member for Adult Social Care reiterated that the scheme had been devised following extensive consultation with service users. Comments made in respect of the additional funding now sought and the reasons for the request were noted

### **RESOLVED**

- a) To note that this project will provide some of Leeds's most vulnerable and profoundly disabled citizens with a state of the art facility where they can enjoy daytime opportunities in a safe and stimulating environment.
- b) To note the on-going support and enthusiasm for the project from customers, their families and carers, together with their eagerness to see it brought to fruition.
- c) To note the intention to encourage and enable wider community use of the building and its facilities (as detailed in paragraph 8 of the submitted report)
- d) To note the increase in costs associated with the scheme to replace the now demolished Rothwell Fulfilling Lives (west) building with a new build facility on the same site and the steps taken subsequently to reduce this increase (as detailed in paragraph 6 of the submitted report).
- e) To approve the transfer of £396,000 from within the uncommitted element of the existing Capital Programme on scheme 16771 ASC Community Capacity Grant into the learning disability capital programme to cover these increased costs (as detailed in paragraph 7 of the submitted report).
- f) To approve a further Authority to Spend for this scheme up to a total of £2,421,000 which is an increase of £396,000 on the amount approved in December 2012.
- g) To note that:
  - Subject to the necessary approvals, the aim is to award the contract in January 2014. Once the contract is awarded, work should begin on site within a few weeks of that date. The new centre will open in the autumn of 2014.
  - The Head of Service for Learning Disability will oversee the final delivery of this project.

### **LEADER'S PORTFOLIO**

#### **137 Initial Budget Proposals for 2014/2015**

Draft minutes to be approved at the meeting  
to be held on Wednesday, 22nd January, 2014

The Deputy Chief Executive submitted a report setting out the Initial Budget Proposals for 2014/15 in accordance with the Council's constitution which requires the Executive to publish initial budget proposals two months prior to adoption by full Council - scheduled for the 26th February 2014. The Budget proposals were provided within the context of the Medium Term Financial Strategy for the period 2014/15-2015/16; and anticipated further significant reductions in the level of funding available to the authority.

The Deputy Chief Executive reported receipt of the provisional Local Government Finance Settlement 2014/15 just prior to the meeting and indicated that a briefing would be provided to Members as soon as possible.

Discussions emphasised the following as being key considerations for the future:

- consideration of the base line departmental budgets for 2015/16
- a robust assessment of; and consultation on; the services the authority could reasonably be expected to continue to deliver
- the need to recognise that a flexible approach to operate/deliver services in partnership with other Bodies/Authorities was required

The report highlighted that, subject to the approval of the Executive Board, the initial Budget proposals would be submitted to Scrutiny for their consideration and review, with the outcome of their deliberations to be reported to the meeting of Executive Board on the 14<sup>th</sup> February 2014. The proposals would also be made available to other stakeholders as part of a wider and continuing process of consultation.

**RESOLVED –**

- a) That the contents of the report be agreed as the initial budget proposals
- b) That the initial budget proposals be submitted to Scrutiny and be used as a basis for wider consultation with stakeholders.

(Under the provisions of Council Procedure Rule 16.5, Councillors A Carter and Golton required it to be recorded that they both abstained from voting on the decisions taken above)

(The matters referred to within this minute were not eligible for Call In, as decisions regarding the Council's budget were ultimately reserved to Council)

**138 Financial Health Monitoring 2013/14 - Month 7**

The Deputy Chief Executive submitted a report sets out for the Board the Council's projected financial health position for 2013/14 after seven months of the financial year

**RESOLVED** - To note the projected financial position of the authority after seven months of the financial year 2013/14.

**139 Citizens@Leeds: Developing A New Approach to Poverty and Deprivation**

Draft minutes to be approved at the meeting to be held on Wednesday, 22nd January, 2014

Further to minute 118 of the meeting held 6<sup>th</sup> November 2013, the Assistant Chief Executive (Citizens and Communities) submitted a report outlining the action being taken to tackle poverty and deprivation across the city and seeking approval to implement a range of new initiatives. The report specifically sought endorsement of the “helping people into work” proposition and agreement to a range of specific actions and initiatives proposed as part of the Citizens@Leeds developments, building on the good work of the Council’s Employment and Skills service and the work of partners.

The Board considered the use of indicators to measure the success of the initiatives outlined in the report, identifying the following issues as appropriate:

- The take-up of apprenticeships;
- Tackling fuel poverty
- Reducing dependency on high cost money lenders and food banks.

Additionally, the Board commented on the positive impact of local authority involvement on such issues, noting Leeds’ success in increasing the numbers of young people accessing employment following the devolution of the youth contract to local authorities

**RESOLVED -**

- a) That the “helping people into work” proposition as detailed at appendix 1 of the submitted report be endorsed,
- b) That the areas of focus summarised in paragraph 3.5.5, and actions and initiatives detailed in paragraph 3.5.6 of the submitted report be agreed in order to support the implementation of the helping people into work proposition,
- c) That the Assistant Chief Executive (Citizens and Communities), working with other Directors and partners, be authorised to take forward the agreed actions.

**140 Consultation Outcomes on Local Council Tax Support Scheme for 2014/2015**

The Assistant Chief Executive (Citizens and Communities) submitted a report providing information to enable the Executive Board to recommend a local Council Tax Support scheme for adoption by Full Council by 31<sup>st</sup> January 2014. The report set out Scheme options that reflected both the consultation feedback and the budget position facing the Council.

Additionally, the report highlighted that the requirement to adopt a local scheme by 31<sup>st</sup> January 2014 was contained within the Local Government Finance Act 2012 and failure to adopt a revised scheme by 31<sup>st</sup> January 2014 would see the 2013/14 scheme adopted by default.

In presenting the report, the Chair highlighted that Leeds was one of only a few Local Authorities who had invested more resources into the scheme than the amount provided by Government in the settlement.

**RESOLVED -**

- a) That the information contained within the submitted report be noted and that the Board recommends for adoption by Full Council a local Council Tax Support scheme that:

- i. Continues the scheme of protection for vulnerable groups as set out in para 3.7 a) and b) of the submitted report;
- ii. Continues the current local scheme of disregarding in full Armed Forces Compensation Payments;
- iii. Maintains spend at 13/14 budgeted levels; and
- iv. That, in order to do this, puts in place a scheme for the remaining working age customers that would see a Council Tax Support scheme with a reduction of up to 26% in support that reflects the possibility of a Council Tax increase in 2014/15.

b) That, if Full Council in January 2014 decides to adopt a revised scheme, the decision will be implemented by the Chief Officer (Welfare and Benefits) and will take effect from 1<sup>st</sup> April 2014. The implementation will commence in the first week of March 2014 as part of the annual billing process.

#### **141 Late Night Levy**

Further to minute 70 of the Executive Board meeting held 4<sup>th</sup> September 2013, where the Board considered the design of a potential levy; the recommendation from Licensing Committee to consult with those affected and requested further work be undertaken in conjunction with the relevant Scrutiny Board, the Assistant Chief Executive (Citizens and Communities) presented a report from Scrutiny Board (Resources and Council Services) on the Late Night Levy. The report set out the recommendations from Scrutiny Board for consideration, with a full copy of the Scrutiny Report included at Appendix A.

The Chair of Scrutiny Board (Resources and Council Services) made a short presentation to the Board and highlighted the Scrutiny Boards' concerns over the impact that such a levy could have on licensed premises located outside the city centre. Members welcomed the findings of the Scrutiny Board.

**RESOLVED** – That, having considered the report from Scrutiny Board (Resources and Council Services);

- a) The conclusions and recommendations made by Scrutiny Board be supported;
- b) Agree that should a city centre business improvement district not be progressed, or if existing voluntary initiatives are not further developed and enhanced, the issue of a Late Night Levy could be re-considered at some time in the future;
- c) That the matter be referred back to Licensing Committee to reconsider their former decision to consult upon the late night levy.
- d) To note that the officer responsible for implementing these decisions is the Head of Licensing and Registration and that a report can be prepared for the Licensing Committee meeting in January 2014

### **HEALTH AND WELLBEING**

#### **142 Director of Public Health Annual Report 2013**

The Director of Public Health submitted a report presenting a summary of the background, content and key issues from the Director of Public Health's Annual Report 2013. A copy of the full Annual Report was included within the

agenda. Under the Health & Social Care Act 2012, the Director of Public Health has a duty to produce an Annual Report on the health of the population.

In presenting the report, the Director of Public Health highlighted that protecting the health of the population continued to be an important component of public health and therefore had become a new responsibility for councillors; using the 1877 Annual Report as a comparison this year's report focused on infectious disease, air quality, infant mortality and the role of school nursing in protecting children's health – covering progress and future challenges.

The Board commended the work undertaken across several service areas in preparation of the Annual Report and requested that the report also be referred to the Children's Trust Board for consideration

**RESOLVED -**

- a) That the contents of the report be noted
- b) That the recommendations, including the proposal to create a Health Protection Board under the Leeds Health & Well Being Board, be supported
- c) To recommend that the report is received by the Scrutiny Board (Health and Well-being and Adult Social Care) and also by the Leeds Children's Trust Board for consideration.

**DEVELOPMENT AND THE ECONOMY**

**143 Victoria Gate: Progress and Next Steps**

The Director of City Development submitted a report providing an update on the positive progress that is being made in bringing the Victoria Gate development forward, noting the scheme had the potential, along with the Trinity development; to bring Leeds up to 3rd in the retail rankings.

The report highlighted that, in moving forward with the scheme and to enable its delivery, there was a requirement to revise the terms of the existing Development Agreement and the Compulsory Purchase Order Indemnity Agreement (CPOIA). Hammerson – the developer – had requested that specific terms (as set out in the exempt appendix A) were revised to facilitate the delivery of the project.

The Board welcomed the progress being made and following consideration of Appendix A to the submitted report, designated as exempt under the provisions of Access to Information Procedure Rule 10.4(3), which was considered in private at the conclusion of the meeting, it was

**RESOLVED**

- a) That the current position of the project be noted
- b) That the changes to the existing Legal Documentation, as set out in the exempt Appendix A, be approved
- c) That the Director of City Development and the City Solicitor be authorised to aim to conclude all the documents required to amend the

existing Development Agreement and the CPO Indemnity Agreement, by the 31<sup>st</sup> December 2013, in accordance with the submitted report, and in consultation with the Executive Member for Development and the Economy to agree any further alterations that might be required in accordance with the appropriate schemes of delegation.

d) To approve that this decision be exempt from call in

(The matters referred to within this minute were designated as being exempt from Call In due to the fact that the decisions arising from this report were deemed as urgent and any delay in completing the legal agreement as soon as practically possible would have an adverse impact on the critical paths of approval for delivery of the scheme. The reasons for the urgency of these decisions were detailed within paragraph 4.5.1 of the submitted report)

#### **144 Proposed Extension to the Hours of Pedestrianisation of the Leeds City Centre Retail Core**

The Director of City Development submitted a report seeking approval to the proposal to extend the hours of pedestrianisation within the City Centre retail core to 10:30am – 7pm (rather than 8pm); seven days a week. The report also sought approval to the proposal to call a public inquiry as a step towards implementing these proposals.

Executive Board had previously supported the principle of extending the pedestrianised hours in the city centre from a current time of 10.30am – 4.30pm, to a new time of 10.30am – 8pm (minute 175 of the Executive Board meeting held 15<sup>th</sup> February 2013 refers) and requested that the formal consultation (or ‘advertising’) was carried out.

In presenting the report, the Executive Member for Development and the Economy highlighted the formal consultation undertaken with more than 300 businesses which had resulted in 14 objections. The report provided a précis of those objections and the discussions which had since taken place with all objectors.

In response to a Member query regarding the impact of the proposals on small and medium businesses and the need to maintain servicing arrangements to ensure the diverse retail offer in the city centre, officers confirmed that goods/servicing access had been identified and reassured the Board that the proposals would not prevent loading access. Additionally, officers responded to comments made in respect of recent local media coverage of the proposals.

**RESOLVED** – That approval be given to:

- a) Extend the hours of pedestrianisation in the city centre to 10.30am – 7pm, seven days a week;
- b) Proceed to a public inquiry in order to implement these proposals in the event of the Council not being able to secure the withdrawal of the remaining objections.
- c) Note:
  - the stages required to implement the decision as outlined in paragraphs 3.2 – 3.3 of the submitted report

- proposed timescales for implementation as outlined in 3.3 of the submitted report
- that the Chief Officer, Highways & Transportation will be responsible for implementation

(Under the provisions of Council Procedure Rule 16.5, Councillor A Carter required it to be recorded that he voted against the decision taken above)

**145 Proposed Refurbishment of Kirkgate Market, Progress Update and Response to the Deputation to Council from Friends of Leeds Kirkgate Market**

Further to minute 194 of the Executive Board meeting held 13<sup>th</sup> March 2013, the Director of City Development submitted a report providing an on the progress made in developing the scheme proposals for the proposed refurbishment and improvement of Kirkgate Market. The report also presented the response to the deputation made to Council on 13th November 2013 by the Friends of Kirkgate Market and also sought endorsement of the procurement process to be pursued to secure a private sector developer partner for the proposed redevelopment of the George Street frontage.

In presenting the report, the Executive Member for Development and the Economy highlighted the challenges presented through the refurbishment proposals and commented on the input made so far by the Friends of Leeds Kirkgate Market. Additionally, the Board reported on comments made by individual market traders and supported the invitation for the Friends of Leeds Kirkgate Market to enter into appropriate discussions on the future of the Market.

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

**RESOLVED**

- a) That the content of the report be noted
- b) That the proposed approach to secure the redevelopment of the George Street frontage as set out in Option 1 detailed in the exempt Appendix 1 of the report be endorsed. If in the opinion of the Director of City Development and, with the concurrence of the Executive Member for Development and the Economy, the preferred development approach ceases to be economically viable or no longer offers best value for money to the Council then to pursue Option 4 as detailed in exempt Appendix 1 of the report;
- c) That the response to the deputation submitted to the City Council from the Friends of Leeds Kirkgate Market be noted;
- d) That the actions required to implement the decision and the proposed timescales to continue to progress the project as detailed in paragraphs 3.6 and 3.17 of the report be noted; and to note that the Market Manager and the Head of Property Services will be responsible for the implementation of the decisions.



## 146 **Proposals for a Management Board and Future Lease Arrangements for Kirkgate Market**

The Director of City Development submitted a report setting out the possible options for setting up a Management Board for Kirkgate Market - which is wholly owned by the Council. Additionally, the report included a recommendation to Executive Board on the most appropriate format from the options available, taking the following key matters into account:

- Available options for the Management Board allowable by the Council's Constitution
- Composition of members
- Nomination to the Board
- Future changes
- Role of the Board
- Timescale for implementation.

The report also set out the recommended range of tenancy agreements to be used at Kirkgate Indoor market going forward, for new businesses coming into the market, and for agreements with tenants relocated as a consequence of the proposed refurbishment. Finally, the report provided assurance that the new formats will not affect tenants with existing leases that are not terminated on grounds of redevelopment

In response to concerns raised by some Members over the make-up and membership of the proposed Management Board, the Executive Member for Development and the Economy, outlined the potential to devolve some decision making responsibilities to the Management Board once the Board was properly established

**RESOLVED** - To note the contents of this report and:

- a) In respect of the Management Board:
  - i. To approve the establishment of an Advisory Board as set out in Section **3.1 (Option 3)** of the submitted report;
  - ii. To note the stages required to implement the decision as outlined in Section **3.2** of the submitted report;
  - iii. To note the proposed timescales for implementation as outlined in Section **5.1** of the submitted report;
  - iv. To note the responsibility for implementation will be delegated to the Director of City Development in consultation with the Executive Member for Development and Economy.
- b) In respect of the new lease agreements:
  - i. To approve the introduction of a range of standard leases and tenancy agreements as set out in Section 6.4 of the submitted report, to be offered to existing stall holders affected by the proposed works to the refurbished Kirkgate Market and to new traders wanting a stall in Kirkgate Market.
  - ii. To note the proposed timescale to implement the decision and that the Markets Manager and the City Solicitor will be responsible for implementation of the decision.

## 147 **Cycle City Ambition Grant - Highway to Health**

The Directors of Public Health and City Development submitted a joint report providing an update on the progress in developing the Cycle City Ambition Grant – Highway to Health, and also outlining how the programme will be delivered via seven work streams with Leeds City Council leading on three.

In presenting the report the Director of City Development discussed a concern raised regarding the joint use of towpaths by both cyclists and pedestrians and the need to ensure the safety of all users of the route. Officers confirmed that the design and construction of the towpath would be undertaken by the Canals and Rivers Trust to their own specification, and that the towpath would be widened at some points. Additionally, in response to concerns regarding the proximity of the route to small and medium businesses, officer reported that efforts would be made to minimise the loss of on street parking to facilitate the route.

#### **RESOLVED –**

- a) That the contents of the report be noted
- b) That the success of the Cycle City Ambition Grant bid - ‘Highway to Health’, and the £18.1m grant from the Department for Transport as part of the overall programme of £29.2m, be noted;
- c) That the programme delivery arrangements be supported, through 7 separate work-streams, in partnership with the West Yorkshire Integrated Transport Authority and the City of Bradford Metropolitan District Council with three of these work-streams being led by Leeds City Council;
- d) That a further report be presented to Executive Board, to detail the contracting arrangements, provide detailed estimates and seek authority to spend
- e) And to note:
  - the proposed timescales for implementing the project as outlined in section 3.3 of the submitted report
  - the stages required to implement the decision as outlined in sections 3.4 to 3.6 of the submitted report
  - that the Head of Transport Policy will be responsible for implementation

#### **148 Broadband Update and approval of the Super Connected Cities Programme**

The Deputy Chief Executive and Director of City Development submitted a joint report providing an update on the progress and issues arising with broadband investment projects and seeking approval to proceed with the Super Connected Cities (SCC) project on the basis of the main part of the project being a business voucher scheme, not an infrastructure scheme. Additionally, approval was sought for the proposed governance and risk management approach. Finally, the report sought agreement to proceed with recommendations to adopt a coherent approach to broadband investment.

The report highlighted the initiatives the Council had been working on to bring access to fast reliable broadband as an essential prerequisite for future economic growth. This work resulted in two partnership projects. Firstly with

the West Yorkshire Local Broadband Plan (WYLBP) - a joint project with West Yorkshire Local Authorities and Central Government (as detailed in Appendix A of the report) to deliver superfast broadband across West Yorkshire..

Secondly, a joint programme with Bradford which planned originally to deliver ultrafast open access broadband infrastructure across the Leeds Bradford corridor. Due to considerable state aid issues the main element of this project is now a voucher scheme to SME businesses

#### **RESOLVED -**

- a) That approval be given to the delivery of the Super Connected City programme by Leeds City Council on behalf of the partnership subject to the signing of a partnership agreement between Leeds and Bradford councils which sets out the responsibilities of both parties.
- b) That expenditure of £12.87m for the delivery of the Super Connected Cities programme in Leeds and Bradford, allocated as £6.5105m for Leeds and £6.3595m for Bradford, 100% funded through BDUK, be noted
- c) That approval be given to the injection of; and authority be given to spend; £6.5105m of external funding into the capital programme (scheme reference 16662SCCCOM); subject to confirmation of funding from BDUK and a partnership agreement with Bradford Council. The remaining funds will be held for Bradford metropolitan district related expenditure.
- d) That authority be delegated to the Director of City Development, in consultation with the Executive Member for Development and the Economy, to take all actions required to deliver the Super Connected City programme. This includes;
  - approving individual schemes within the programme,
  - entering into a funding agreement on behalf of Leeds and Bradford councils with BDUK and any variations thereto,
  - entering into a partnership agreement with Bradford council which sets out the responsibilities of both parties
  - approving all other documentation required including grant, development and other agreements with third parties
  - establishing a fixed term temporary staffing structure to support the delivery of the programme.
- e) That the development of a coherent approach to addressing broadband issues across Leeds and West Yorkshire, to encompass communications with the public and businesses, be endorsed. This should include efforts to stimulate demand for broadband related services and to work with other council priorities as appropriate.
- f) To continue to lobby Government and infrastructure providers to deliver improved broadband infrastructure across the metropolitan district. The priority for the Council is to improve connectivity in the city centre and SCC Priority Zone.
- g) And to note:
  - The stages required to implement the decision as outlined in Appendix D of the submitted report;
  - Proposed timescales for implementation as outlined in Appendix D;

Draft minutes to be approved at the meeting  
to be held on Wednesday, 22nd January, 2014

- That the Head of Business Support will be responsible for implementation.

## **NEIGHBOURHOODS, PLANNING AND SUPPORT SERVICES**

### **149 Housing Related Support Programme - Annual Report**

The Director of Environment and Neighbourhoods submitted a report providing an overview of the 2012/13 Housing Related Support programme and highlighting key service changes, achievements and opportunities and challenges moving forward.

The report outlined the positive impact the Leeds Housing Related Support (HRS) Programme, (previously known as the Supporting People (SP) programme) had across Leeds since 2003. The primary aim of the programme was to support vulnerable people, including those who are homeless, to achieve and sustain independent living. The programme also contributed to the delivery of wider outcomes for the Council and its partners including those related to community safety, health and well-being, poverty and debt, social inclusion and employment and training. This not only maximised the sustainability of positive outcomes for clients, but also delivered significant added value for other public sector services such as housing, health, police, probation and employment and skills.

In presenting the report, the Executive Member for Neighbourhoods, Planning and Support Services, highlighted the significant changes for the Programme during 2012/13 in terms of service reviews and re-modelling in response to central government budgetary reductions. The Board welcomed the information provided in respect of the on-going service improvements focussing on the clients, including developing more integrated services, flexibility and responsiveness within the programme, strengthening partnership working and integrated pathways for clients.

**RESOLVED** – That the contents of the report be noted and that in future, an Annual Report on the Housing Related Support programme be submitted to Executive Board.

### **150 Planning Policy for Affordable Housing**

The Director of City Development submitted a report on the outcome of the Core Strategy Examination in relation to Leeds' affordable housing policy and sought approval to a proposed modification to the Core Strategy in order to incorporate the affordable housing targets and thresholds in response to comments received from the Inspector.

The report outlined how the Council's submission Core Strategy, as part of the Local Development Framework, had been the subject of Independent Examination, with the main block of Hearing sessions being held in October 2013. Core Strategy Policy H5 set out the approach to affordable housing, which currently advocated the use of a Supplementary Planning Document (SPD) to set thresholds and targets for the delivery of affordable housing. The Council had argued at Examination that this approach was consistent with the

regulations that govern the use of SPD and would enable the Council to respond to changes in market conditions in a timely way.

The Inspectors response to this approach was included as Appendix 2 of the report and concluded that the use of an SPD for setting affordable housing thresholds and targets was inappropriate. The Inspector had recommended that thresholds and targets for affordable housing be incorporated within the Core Strategy.

In presenting the report, the Executive Member for Neighbourhoods, Planning and Support Services indicated that one further revision may be required in respect of the Scholes affordable housing boundary, in consultation with local ward Councillors

**RESOLVED** – That, subject to a further review (and amendment if necessary) of the Scholes affordable housing boundary,

- a) That the overall approach to the revised affordable housing targets and thresholds in Core Strategy Policy H5 as set out in Paragraph. 3.2 and as amended in Appendix 3 of the submitted report be approved, and that the Chief Planning Officer be authorised to take such steps as are necessary to pursue this modification to the submitted Core Strategy as part of the formal examination;
- b) To note:
  - the stages required to implement the decision as outlined in paragraph 3.6 of the submitted report
  - proposed timescales for implementation as outlined in paragraph 3.6
  - that the Head of Forward Planning and Implementation will be responsible for implementation following formal adoption of the plan.

(The matters referred to within this minute were designated as being exempt from Call In due to the fact that it was necessary for the decision to be exempt in order to allow publication of the modifications as part of the Core Strategy timetable. The reasons for the urgency of the decisions were detailed within paragraph 4.5.1 to 4.6 of the submitted report)

#### **151 Citizens@Leeds: Responsive to the Needs of Local Communities**

Further to minute 139 of the meeting held 12<sup>TH</sup> December 2012, the Assistant Chief Executive Citizens and Communities presented a outlining the findings of the Area Working review. The report sought endorsement of the Citizens@Leeds proposition of being responsive to local communities and included specific proposals for a new approach to local democratic engagement and decision making to be adopted, subject to consultation and discussion, before new arrangements were implemented for the 2014/15 municipal year.

Appendix 1 detailed the proposition around the need to be responsive to local communities, building on recent work to improve Leeds' locality working arrangements. The proposition included proposals to develop a new approach to build on the work of Area Committees, to improve local democratic leadership of local areas, as well as provide a more meaningful way of involving local people in decisions that affect their local neighbourhoods

Draft minutes to be approved at the meeting  
to be held on Wednesday, 22nd January, 2014

In presenting the report, the Executive Member for Neighbourhoods, Planning and Support Services, referred to the work done by the Area Chairs forum to consider how the Council could be more responsive to local communities and identified the intention to create a new locality working approach; built on the development of Community Committees to replace the current Area Committee structure and the introduction of a new community engagement model to support the Community Committees in their decision making responsibilities.

Members' comments on the skills required for implementation of the new structure were noted.

Additionally, the Board noted the particular success of the delivery of LCC Environmental Services following the devolvement of this service to the Area Committees and suggested that this be seen as a template for future locality working.

#### **RESOLVED –**

- a) That the “responsive to the needs of local communities” proposition as detailed at Appendix 1 of the submitted report be endorsed;
- b) That the principles identified at paragraphs 3.10 and 3.11 of the report be agreed and the Assistant Chief Executive (Citizens and Communities) be authorised to consult on the community committee and community engagement proposals, prior to final arrangements being brought back to Executive Board in May 2014 for approval

#### **CHILDREN'S SERVICES**

##### **152 Improving Outcomes for Children with Behaviour, Emotional and Social Difficulties (BESD): Outcome of Statutory Notice on Proposals for the Expansion of Behaviour, Emotional and Social Difficulties (BESD) Provision from January 2014**

Further to minute 85 of the meeting held 4th September 2013, the Director of Children's Services submitted a further report on proposals brought forward to meet the local authority's duty to ensure sufficiency of school places for children with a statement of special educational needs which names behaviour, emotional and social difficulties (BESD) as the principle need. The report detailed the outcome of statutory notices in relation to the expansion of BESD provision for primary and secondary age pupils across the city for January 2014, and sought a final decision on the proposals.

In presenting the report the Executive Member for Children's Services highlighted the work undertaken to provide the best opportunities for this particular cohort of young people

#### **RESOLVED**

- a) That approval be given to the linked proposals to:
  - raise the age range of Elmete Wood – BESD SILC (Behaviour, Emotional, Social Difficulties Specialist Learning Centre), Elmete Lane, Leeds, West Yorkshire, LS8 2LJ from 5 to 11 to 11 to 16 and to expand the capacity of the

provision from 150 to 200 places with the expansion of the school's remit to allow it to offer learning to children without a statement, in the manner of a PRU, with effect from January 2014. The school will operate from additional sites at:

Stonegate Road Centre, Stonegate Road, Stonegate Road, Leeds, LS6 4QJ

The Burley Park Centre, Cardigan Lane, Leeds, LS4 2LE

The Hunslet Gate Centre, Sussex Gardens, Leeds, LS10 2LA, and

The Tinshill Centre, Woodnook Drive, Tinshill, LS16 6NE, and

- expand the capacity of the West Oaks SEN Specialist School and College – Oakwood Lane site BESD (Behaviour, Emotional, Social Difficulties) provision, Oakwood Lane, Leeds, West Yorkshire, LS8 3L from a capacity of 30 pupils aged 4 to 11 to 40 pupils aged 4 to 11 with the expansion of the school's remit to allow it to offer learning to children without a statement, in the manner of a PRU, with effect from January 2014. No new or additional site is required for these changes. The school will make use of its existing premises.

b) To note the implementation date is 1<sup>st</sup> January 2014 and that the responsible officer is the Head of the Virtual College.

(The matters referred to within this minute were designated as being exempt from Call In due to the critical nature of the date by which a decision must be confirmed following the end of the statutory notice period. The reasons for the urgency of the decisions were detailed within paragraphs 4.5.2 and 4.5.3 of the submitted report)

### **153 Consultation outcomes on school place expansions for 2015**

The Director of Children's Services submitted a report setting out proposals brought forward to meet the local authority's duty to ensure sufficiency of school places. The report was divided into four parts and dealt with the following matters:

Part A – sought permission to publish a statutory notice in relation to the expansion of Calverley C of E Primary School.

Part B – sought permission to publish a statutory notice in relation to a proposal to open a specialist provision at Moor Allerton Hall Primary School for pupils who are deaf and hearing impaired from September 2014.

Part C – sought permission to publish a statutory notice to expand Broomfield South SILC and West Oaks SEN Specialist School and College.

Part D - described the outcome of a Statutory Notice in relation to expanding primary provision in Pudsey and sought a final decision on that proposal.

### **RESOLVED**

a) That in respect of **Part A**

- 1) To approve the publication of a statutory notice to expand Calverley C of E Primary School from a capacity of 315 pupils to 420 pupils with an increase in the admission number from 45 to 60 with effect from September 2015.

- 2) To note the officer responsible for implementation is the Capacity, Planning and Sufficiency Lead.
- 3) To note that a further report detailing the outcome of consultation in Farsley will be taken to January's Executive Board.

b) That in respect of **Part B**

- 1) To approve the publication of a statutory notice to open a specialist provision at Moor Allerton Hall Primary School for pupils who are deaf and hearing impaired from September 2014.
- 2) To note the officer responsible for implementation is the Sensory Service Lead.

c) That in respect of **Part C**

- 1) To approve the publication of a statutory notice to expand the Broomfield South SILC from a capacity of 200 to 250 pupils with effect from September 2015 using a site adjacent to the school, Broom Court (Broom Place, Leeds, LS10 3JP).
- 2) To approve the publication of a statutory notice to expand the West Oaks SEN Specialist School and College from a capacity of 200 to 350 pupils with effect from September 2015 by the creation of an additional site for 150 children and young people aged 2 to 16 on the former Blenheim Centre (Crowther Place, Leeds, West Yorkshire).
- 3) To note the officer responsible for implementation is the Best Practice Development Officer.

That in respect of **Part D**

- 1) To approve the expansion of Pudsey Primrose Hill Primary School from a capacity of 315 pupils to 420 pupils with an increase in the admission number from 45 to 60 with effect from September 2015.
- 2) To note the officer responsible for implementation is the Capacity, Planning and Sufficiency Lead.

**DATE OF PUBLICATION:** 20<sup>th</sup> DECEMBER 2013

**LAST DATE FOR CALL IN**

**OF ELIGIBLE DECISIONS:** MONDAY 6<sup>TH</sup> JANUARY 2014 at 5.00 pm

(Scrutiny Support will notify Directors of any items called in by 12.00noon on Tuesday 7<sup>th</sup> January 2014)