



A meeting of the Council will be held in the Civic Hall, Leeds on Wednesday, 11th September, 2013 at 1.30 pm

Members of the Council are invited to attend and transact the following business:

1 Minutes 1 - 12

To confirm the minutes of the Council Meeting held on 1st July 2013.

2 Declarations of Interest

To receive any declarations of interest from Members

3 Communications

To receive such communications as the Lord Mayor, the Leader, Members of the Executive Board or the Chief Executive consider appropriate

4 Deputations

To receive deputations in accordance with Council Procedure Rule 10

5 Report on Appointments 13 - 14

To consider the report of the City Solicitor on appointments.

G HARPER

6 Report on Leeds Award 15 - 20

To consider a report of the City Solicitor on a nomination for receipt of the Leeds Award.

K WAKEFIELD

7 Report on Council Meeting Dates 2013/2014 21 - 24

To consider the report of the City Solicitor on the date of Council Meetings 2013/2014.

G HARPER

- 8 **Area Committee Annual Report** 25 - 28

To consider a report of the Assistant Chief Executive (Citizens and Communities) presenting to Council the Area Committees' Annual Report for 2012/13 and to outline ongoing work to further improve the workings, profile and community engagement role of Area Committees and local councillors.

P GRUEN

- 9 **Questions**

To deal with questions in accordance with Council Procedure Rule 11

- 10 **Minutes**

To receive the following minutes in accordance with Council Procedure Rule 2.2(i):-

Executive Board	29 - 52
Scrutiny Board (Resources and Council Services)	53 - 60
Scrutiny Board (Children and Families)	61 - 80
Scrutiny Board (Sustainable Economy and Culture)	81 - 96
Scrutiny Board (Safer and Stronger Communities)	97 - 102
Scrutiny Board (Housing and Regeneration)	103 - 110
Scrutiny Board (Health and Well-being and Adult Social Care)	111 - 118
North and East Plans Panel	119 - 132
South and West Plans Panel	133 - 162
City Plans Panel	163 - 200
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General Purposes Committee	263 - 264
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South (Inner) Area Committee	335 - 342
South (Outer) Area Committee	343 - 352
West (Inner) Area Committee	353 - 360
West (Outer) Area Committee	361 - 370
Joint Committees	371 - 398

11 **Back Bench Community Concerns**

To receive Community Concerns in respect of:-

- 1) Councillor Buckley - Proposal for a Village Green in Alwoodley Ward.
- 2) Councillor Campbell – To raise concerns about commercial waste collection procedures in Otley.
- 3) Councillor Hardy – Concerns about parking outside schools in Farnley and Wortley
- 4) Councillor Illingworth – The loss of safe community-based drinking establishments in Kirkstall.

12 **White Paper Motion (in the name of Councillor Lamb) - Faith School Transport**

This Council notes the disappointing Home to School Transport policy approved by the Executive Board in July 2013. Council is particularly concerned that this policy could give rise to the serious accusation that it is unfairly penalising parents and young people who wish to choose a faith based education.

This Council recognises the need to make savings to the Council's budgets to ensure the continuation of essential services to the residents of Leeds.

However, the scale of annual Leeds City Council expenditure on transport is such that the decision to focus savings on Home to School transport shows a lack of imagination and a failure to come up with flexible solutions that will save money while maintaining highly valued frontline services.

This Council instructs the Deputy Chief Executive to implement a full review of transport spending across the Council, to be informed by the Scrutiny Inquiry into Home to School Transport, and implemented before any changes to transport policy are introduced by the Children's Services Department.

A LAMB

13 White Paper Motion (in the name of Councillor J Bentley) - Non-Eviction Policy

This council recognises the need to help overcrowded families in council housing but believes the current government policy of reducing benefit for under-occupying tenants is ineffective, unfair and penalises the most vulnerable.

Council notes the efforts of other councils to offer greater certainty to affected tenants by guaranteeing they won't be evicted for arrears accrued as a result of under-occupying their home.

Council resolves to adopt a non-eviction policy for tenants in Leeds who have had their benefits cuts due to under-occupation, provided they have

- applied for rehousing
- applied for a discretionary housing payment
- maintained their tenancy effectively in terms of overall property condition and standards of behaviour
- not refused reasonable offers to downsize

Council requests officers to produce a report to Executive Board detailing how such a policy will be implemented in Leeds and to investigate the possibility of setting up a hardship fund to support tenants adversely affected by welfare reforms.

J BENTLEY

14 White Paper Motion (in the name of Councillor Wakefield) - Short Term Lenders

This Council expresses deep concern about both the proliferation of high cost, short-term lenders on our high streets and the increasing number of people becoming trapped in a cycle of long-term debt due to extortionate interest rates charged by these companies.

Members reiterate their commitment to work to tackle this problem in Leeds and welcome the recent move to block access to the websites of payday and high interest lenders via the Council network.

However, with an estimated 1 million families a month taking out payday loans, including many families in Leeds, Council instructs the Chief Executive to write to the Minister for Employment Relations and Consumer Affairs to lobby Government to:

- § Look again at introducing a cap on interest rates charged by high cost, short-term lenders.
- § Introduce restrictions around the practice of 'rolling over' loans given the OFT's recent findings regarding the proportion of revenue generated through charges associated with this practice.
- § Re-designate such lenders within the Town and Country Planning Act so as to require planning permission to be granted before certain establishments can be converted into pay day or high interest loan shops.

Council further requests that Leeds City Council officers produce a report for consideration by the Executive Board which explores the possibility of working with city partners to restrict the advertising of high interest or payday lenders in public spaces – for example, on billboards and in bus stops.

This Council commits to extending its current activity in order to increase awareness of the potential impact of borrowing through high cost lenders. Council also reiterates its commitment to work with partner organisations to increase the accessibility and visibility of alternative mainstream financial institutions such as the Credit Union.

K WAKEFIELD

Tom Riordan
Chief Executive

Civic Hall
Leeds
LS1 1UR

Please note: this meeting may be filmed for live or subsequent broadcast via the City Council's website on the internet - at the start of the meeting the Lord Mayor will confirm if all or part of the meeting is to be filmed. The images and sound recording may be used for training purposes by the Council. Generally the public gallery is not filmed. However, by entering the Council Chamber and using the public seating area you are consenting to being filmed and to the possible use of those images and sound recordings for webcasting and/or training purposes. If you have any queries regarding this, please contact the City Solicitor.

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Proceedings of the Meeting of the Leeds City Council held at the
Civic Hall, Leeds on Monday 1st July 2013,

PRESENT: The Lord Mayor Councillor Thomas Murray in the Chair

WARD

ADEL & WHARFEDALE

Barry John Anderson
Clive Fox

ALWOODLEY

Neil Alan Buckley
Dan Cohen
Peter Mervyn Harrand

ARDSLEY & ROBIN HOOD

Karen Renshaw
Jack Dunn
Lisa Mulherin

ARMLEY

Alison Natalie Kay Lowe
James McKenna
Janet Harper

BEESTON & HOLBECK

Angela Gabriel
Adam Ogilvie
David Congreve

BRAMLEY & STANNINGLEY

Caroline Gruen
Ted Hanley
Neil Taggart

BURMANTOFTS & RICHMOND HILL

Maureen Ingham
Asghar Khan
Ron Grahame

WARD

CALVERLEY & FARSLEY

Andrew Carter

CHAPEL ALLERTON

Eileen Taylor
Mohammed Rafique
Jane Dowson

CITY & HUNSLET

Elizabeth Nash
Patrick Davey
Mohammed Iqbal

CROSS GATES & WHINMOOR

Debra Coupar
Pauleen Grahame
Peter John Gruen

FARNLEY & WORTLEY

David Blackburn
Ann Blackburn
John Hamilton Hardy

GARFORTH & SWILLINGTON

Andrea McKenna
Mark Dobson

GIPTON & HAREHILLS

Roger Harington
Arif Hussain
Kamila Maqsood

GUISELEY & RAWDON

Graham Latty
Paul John Spencer Wadsworth
Pat Latty

HAREWOOD

Ann Castle
Rachael Procter
Matthew James Robinson

HEADINGLEY

Janette Walker
Neil Walshaw
Martin Hamilton

HORSFORTH

Christopher Townsley

Brian Cleasby

HYDE PARK & WOODHOUSE

Christine Denise Towler
Gerry Harper
Javaid Akhtar

KILLINGBECK & SEACROFT

Graham Hyde
Veronica Morgan
Brian Michael Selby

KIPPAX & METHLEY

Mary Elizabeth Harland
James Lewis
Keith Ivor Wakefield

KIRKSTALL

Lucinda Joy Yeadon
John Anthony Illingworth
Bernard Peter Atha

MIDDLETON PARK

Paul Anthony Truswell
Judith Blake
Kim Groves

MOORTOWN

Alex Sobel
Rebecca Charlwood
Sharon Hamilton

MORLEY NORTH

Robert Finnigan
Robert William Gettings
Thomas Leadley

MORLEY SOUTH

Judith Elliott
Neil Dawson
Shirley Varley

OTLEY & YEADON

Sandy Edward Charles Lay
Colin Campbell
Ryk Downes

PUDSEY

Josephine Patricia Jarosz
Richard Alwyn Lewis
Mick Coulson

ROTHWELL

David Nagle
Karen Bruce
Barry Stewart Golton

ROUNDHAY

Bill Urry
Christine Macniven
Ghulam Hussain

TEMPLE NEWSAM

Judith Cummins
Katherine Mitchell
Michael Lyons

WEETWOOD

Jonathan Bentley
Susan Bentley
Judith Mara Chapman

WETHERBY

Gerald Wilkinson
Alan James Lamb
John Michael Procter

1 Announcements

- a) The Lord Mayor reported the recent death of Honorary Alderman Peggy White CBE, and Council stood in silent tribute.
- b) The Lord Mayor congratulated the following who were honoured in the Queen's Birthday Honours List:-

- Professor Nicola Cullum - Dames Commander OBE
- Linda Pollard – CBE
- Geoffrey Lister – CBE
- Tina Brown – MBE
- Peter Latham – MBE
- Mrs Quirk – MBE
- Rosalind Adrianna – MBE
- Sarah Williams – MBE
- Pauline Gavin – OBE

- c) The Lord Mayor informed Council that he had recently received a letter of thanks from the Rifles who had recently marched through the City.

2 Minutes

It was moved by Councillor G Harper, seconded by Councillor G Latty and

RESOLVED – That the minutes of the meeting held on 20th May 2013 be approved.

3 Declarations of Interest

There were no declarations of interest.

4 Communications

There were no communications.

5 Deputations

Four deputations were admitted to the meeting and addressed Council, as follows:-

- 1) Hands Off Our Homes regarding spare bedrooms in Council homes.
- 2) Save Primrose Hill Care Home Campaign regarding Primrose Hill Care Home.
- 3) Morley Against Reckless Construction (MARC) regarding the proposed building of 8,000+ homes in the Morley area.
- 4) Families of residents of Manorfield House Residential Home in Horsforth regarding possible closure.

RESOLVED – That the subject matter in respect of the deputations be referred to the Executive Board for consideration.

6 Report on Appointments

It was moved by Councillor G Harper, seconded by Councillor Nash and

RESOLVED – That the report of the City Solicitor on appointments be noted.

7 Report on Scrutiny Annual Report

It was moved by Councillor P Gruen, seconded by Councillor G Harper and

RESOLVED – That the report of the City Solicitor, presenting the Scrutiny Board’s Annual Report to Council, prepared in accordance with Article 6 of the Constitution, be received and noted.

8 Recommendations of the Executive Board - Submission of the Transport and Works Act Order Application for the New Generation Transport (NGT) Scheme

It was moved by Councillor Wakefield, seconded by Councillor G Harper and

RESOLVED -

- a) That the joint promotion with the West Yorkshire Passenger Transport Executive of an order made under the Transport and Works Act 1992 for the purposes of and in connection with the construction and operation of a trolley vehicle system in the city of Leeds comprising a northern route running from the city centre through Headingley to a park and ride site at Bodington and on to Holt Park, and a southern route running from the city centre to a park and ride site at Stourton; and to make provision in the city for the stopping up or diversion of existing rights of way, traffic regulation, street works, the construction of stops along the route, park and ride facilities, other associated and consequential works, the compulsory purchase of land and rights in land, the use of land permanently, the temporary possession of land and other works and provisions necessary for the purposes of, or for purposes ancillary to, the construction or operation of the trolley vehicle system be authorised;
- b) That subject to the above, the necessary authority be delegated to the Director of City Development in order to allow him to take all such steps as may be necessary or expedient to carry the above Resolution into effect, including all those steps required for the Council to apply for and thereafter to promote its application for the Order; and
- c) To authorise the corporate seal of the Council being affixed to any documents required to be sealed in connection with the application for and subsequent promotion of the Order.

On the requisition of Councillors G Harper and Nash, the voting on the motion was recorded as follows:-

YES

Akhtar, Atha, Blake, Bruce, Campbell, A Carter, Castle, Charlwood, Congreve, Coulson, Coupar, Cummins, Davey, Dawson, Dobson, Downes, Dowson, Dunn, Gabriel, Golton, P Grahame, R Grahame, Groves, C Gruen, P Gruen, S Hamilton, Hanley, Hardy, Harington, Harland, G Harper, J Harper, Harrand, A Hussain, G Hussain, G Hyde, Illingworth, Ingham, Iqbal, Jarosz, Khan, G Latty, Lay, J Lewis, R Lewis, Lowe, Lyons, Macniven, Maqsood, A McKenna, J McKenna, Mitchell, Morgan, Mulherin, Nagle, Nash, Ogilvie, J Procter, Rafique, Renshaw, Selby, Sobel, Taggart, E Taylor, Towler, Truswell, Urry, Wakefield.

NO

Anderson, J Bentley, S Bentley, A Blackburn, D Blackburn, Buckley, Chapman, Cleasby, Elliott, Finnigan, Gettings, Fox, Lamb, Leadley, Robinson, Townsley, Varley, Wadsworth, Wilkinson.

19

ABSTAIN

Cohen, M Hamilton, P Latty, Walker, Walshaw

5

9 Recommendations of the Executive Board - Best Council Plan 2013-2017

It was moved by Councillor Wakefield, seconded by Councillor G Harper and

RESOLVED -

- a) That the Best Council Plan 2013-17 be approved;
- b) That Executive Board be authorised to make “in-year” amendments to this plans as may be required; and
- c) That the revisions to the Equality Improvement Priorities be approved.

10 Recommendations of Executive Board - Safer Leeds Strategy 2013-2014

It was moved by Councillor P Gruen , seconded by Councillor G Harper and

RESOLVED – That the Safer Leeds Strategy, be approved as the city’s Crime and Disorder Strategy for 2013-14.

11 Recommendations of Executive Board - West Yorkshire Combined Authority

It was moved by Councillor Wakefield, seconded by Councillor G Harper and

RESOLVED -

i)That the findings of the Review of governance arrangements relating to transport, economic development and regeneration, pursuant to Section 108 of the Local Democracy Economic Development and Construction Act 2009 and Section 82 of the Local Transport Act 2008 (as set out at Appendix A and appended to this report), together with the results of the consultation exercise conducted (at Section 4.1 of this report) be noted.

ii)To agree for the reasons set out in the Review document that the establishment of a Combined Authority for the area of West Yorkshire would be likely to improve:

- the exercise of statutory functions relating to economic development, regeneration and transport in the area;
- the effectiveness and efficiency of transport in the area; and
- the economic conditions in the area.

iii)That the Final Scheme (in the form set out at Appendix B and appended to this report) including the proposal that the West Yorkshire ITA is dissolved be endorsed, and that the West Yorkshire PTE is also dissolved and that all their

individual functions, property, rights, liabilities and staff are transferred to the Combined Authority.

iv) To agree to publish the Scheme pursuant to section 109(2) of the Local Democracy, Economic Development and Construction Act 2009.

v) To consent to the inclusion of Leeds City Council in the area of the Combined Authority.

vi) To agree that the City of York Council and the Leeds City Region Local Enterprise Partnership should be invited to join the Combined Authority for the area of West Yorkshire as non-constituent members.

vii) To authorise the Chief Executive, in consultation with the Leader and with the other West Yorkshire Authorities to undertake such steps as are necessary to facilitate the submission of the Scheme and the preparation of the draft Order.

12 Report on Amendments to the Council's Executive Arrangements

It was moved by Councillor Wakefield, seconded by Councillor G Harper and

RESOLVED – That the new executive arrangements as set out in the report of the City Solicitor and shown in the following appendices attached to the report be noted:-

- Executive Members Portfolios (Appendix A);
- Executive members Overview of Roles and Responsibilities (Appendix B);
- Support to Executive Members (Appendix C);
- Officer Delegation Scheme (Executive Functions) General Delegations (Appendix D);
- Officer Delegation Scheme (Executive Functions) Assistant Chief Executive (Customers and Communities) (Appendix E); and
- Officer Delegation Scheme (Executive Functions) Director of Environment and Neighbourhoods (Appendix F).

13 Recommendations of the Independent Remuneration Panel - Members' Allowances

It was moved by Councillor Wakefield, seconded by Councillor P Gruen and

RESOLVED –

a) That the recommendations of the Independent Remuneration Panel as detailed in the report of the City Solicitor be approved.

b) That the City Solicitor be authorised to make any consequential changes to the Members' Allowances Scheme.

14 Suspension of Council Procedure Rules

It was moved by Councillor G Harper, seconded by Councillor Nash, that leave of Council be given to suspend Council Procedure Rule 11.2 (Notice of questions) to allow the questions to be taken in an order different to that notified.

RESOLVED – That leave of Council be given to reorder the questions, as follows:-

Q14 in the name of Councillor Harland be asked as Q17

Q17 in the name of Councillor S Hamilton be asked as Q14

15 Questions

Q1 Councillor P Latty to the Executive Member for Children's Services

Does the Executive Member for Children's Services agree with me that parental choice should be a key principle when deciding which school a child attends?

The Executive Member for Children's Services replied to the question and the subsequent supplementary.

Q2 Councillor J Bentley to the Executive Member for Development and the Economy

What were the specific reasons for the report on the West Park Centre being withdrawn from the June Executive Board agenda without notice?

The Executive Member for Development and the Economy replied to the question and the subsequent supplementary.

Q3 Councillor K Groves to the Executive Member for Children's Services

Would the Executive Member for Children's Services join me in welcoming the Government's u-turn on childcare ratios?

The Executive Member for Children's Services replied to the question

Q4 Councillor Finnigan to the Executive Member for Development and the Economy

Can the Executive Member for Development confirm if he is aware of the withdrawal of Kirklees Councils LDF core strategy?

The Executive Member for Neighbourhoods, Planning and Support Services replied in accordance with Council Procedure Rule 11.3(b) to the question and the subsequent supplementary.

Q5 Councillor E Taylor to the Executive Member for Development and the Economy

Would the Executive Member for Development and Economy outline what he feels the potential regeneration impact of the development at Kirkstall Forge could be for Leeds?

The Executive Member for Development and the Economy replied to the question

Q6 Councillor Castle to the Executive Member for Development and the Economy

Does the Executive Member for Development and Economy believe that health and safety concerns should be paramount when visits to Council buildings are given the go ahead?

The Executive Member for Development and the Economy replied to the question and the subsequent supplementary.

Q7 Councillor Golton to the Leader of Council

Is the Leader of Council satisfied with the level of sickness absence across the council during 2012/13?

The Leader of Council replied to the question and the subsequent supplementary.

Q8 Councillor Akhtar to the Executive Member for Neighbourhoods, Planning and Support Services

Can the Executive Board Member for Neighbourhoods, Planning and Support Services update members on the housing scheme in Little London, Beeston Hill and Holbeck?

The Executive Member for Neighbourhoods, Planning and Support Services replied to the question and the subsequent supplementary.

Q9 Councillor Finnigan to the Executive Member for Development and the Economy

Can the Executive Board Member for Development confirm the present number of housing units granted planning permission but no yet built across the Leeds City Council planning area?

The Executive Member for Neighbourhoods, Planning and Support Services replied in accordance with Council Procedure Rule 11.3(b) to the question and the subsequent supplementary.

Q10 Councillor J Dunn to the Executive Member for the Environment

Can the Executive Board Member for the Environment please update members on the roll out of alternate weekly collections in the city?

The Executive Member for the Environment replied to the question

Q11 Councillor Fox to the Leader of Council

Can the Leader of Council indicate the total number of postal voters eliminated since the 2012 review of postal votes in force and also provide figures for the reductions specifically in the Gipton & Harehills, Killingbeck & Seacroft and Roundhay over the same period ?

The Leader of Council replied to the question and the subsequent supplementary.

Q12 Councillor Cleasby to the Leader of Council

In view of his administration's insistence on paying the £460,000 salaries of full time union stewards, would the Leader of Council:

a) Give details of savings made solely by management initiatives in the last two years?

b) Give details of savings made solely by union steward initiatives in the last two years?

The Leader of Council replied to the question and the subsequent supplementary.

Q13 Councillor Towler to the Executive Member for Adult Social Care

Can the Executive Member for Adult Social Care please update Members as to what the Council did to mark Learning Disability Week?

The Executive Member for Adult Social Care replied to the question.

Q14 Councillor S Hamilton to the Executive Member for Health & Wellbeing

Would the Executive Member for Health & Wellbeing reiterate the vital role that carers play in our city and inform council what measures are in place to support them?

The Executive Member for Adult Social Care replied to the question and the subsequent supplementary.

At the conclusion of question time, the following questions remained unanswered and it was noted that, under the provisions of Council Procedure Rule 11.6, written answers would be sent to each Member of Council:-

Q15 Councillor Wadsworth to the Executive Member (Environmental Services)

Q16 Councillor Golton to the Executive Member (Environmental Services)

Q17 Councillor Harland to the Executive Member (Leisure & Skills)

Q18 Councillor Castle to the Executive Member (Adult Social Care)

Q19 Councillor S Bentley to the Executive Member (Children's Services)

Q20 Councillor Robinson to the Leader of Council

Q21 Councillor Robinson to the Executive Member (Children's Services)

16 Suspension of Council Procedure Rules

It was moved by Councillor G Harper, seconded by Councillor Nash, that leave of Council be given to suspend Council Procedure Rule 3.3 to allow the consideration of Executive Board Minutes only to continue until 5.00pm at which point the Leader of Council will sum up for a period of up to 10 minutes.

RESOLVED – That leave of Council be given to suspend Council Procedure Rule 3.3 to allow the consideration of Executive Board Minutes only to continue until 5.00pm at which point the Leader of Council will sum up for a period of up to 10 minutes.

17 Minutes

It was moved by Councillor Wakefield, seconded by Councillor G Harper and

RESOLVED – That the minutes be received in accordance with Council Procedure Rule 2.2(i).

Council Procedure Rule 4, providing for the winding up of business, was applied prior to all notified comments on the minutes having been debated.

18 Back Bench Community Concerns

Council heard the following Community Concerns;

- 1) Councillor Finnigan – The over development of Morley.
- 2) Councillor Hardy – The impact of low level anti-social behaviour on residents in Farnley and Wortley.
- 3) Councillor Walker – The misuse of Temporary Event Notices in Inner North West.
- 4) Councillor M Hamilton – The introduction of charges for residents parking permits in Headingley ward.
- 5) Councillor A Blackburn – Future maintenance of bowling greens.
- 6) Councillor Lamb - Concerns about the proposals to cease funding for home to school transport for pupils attending faith schools.

19 White Paper Motion (in the name of Councillor A Carter) - Supermarket Levy

It was moved by Councillor A Carter, seconded by Councillor G Latty and

RESOLVED - That this Council notes the campaign by the Local Works group to establish a Supermarket Levy on stores with a rateable value in excess of £500,000 in Leeds and in areas throughout the country. Such a levy could generate up to £7.2m per annum for the Council which could then be used to fund growth initiatives and support local town and district shopping centres that have suffered during the economic downturn.

This Council further notes the implementation of similar proposals in Northern Ireland and while not necessarily subscribing to that exact scheme believes that similar proposals could bring benefits to people in Leeds.

Council is aware of the need to garner support from local people and would also wish to discuss any proposals in detail with large retailers before any policy is implemented.

This Council believes that this issue should be explored in Leeds and therefore calls on officers within City Development to bring forward a report to Executive Board exploring the options open to the Council in more detail.'

20 White Paper Motion (in the name of Councillor P Truswell) - NHS

It was moved by Councillor Truswell, seconded by Councillor Harland that this Council is alarmed by the impact of Government policies on residents in Leeds, which have led to the fragmentation of the NHS, longer waiting times for in-patient and Accident & Emergency care, escalating financial pressures, the squandering of resources on a massive top-down reorganisation that requires greater privatisation of services, and a serious decline in staff morale and patient confidence in the NHS.

Council affirms its commitment to the NHS's founding principles of a universal service free at the point of need, and believes that though it is approaching its 65th birthday our NHS is not yet ready to retire.

An amendment was moved by Councillor G Latty, seconded by Councillor Lay, to delete first paragraph and insert the following:

"This Council notes the efforts of the Coalition Government to reform the NHS, by putting patients at the heart of the system, giving GPs and local health practitioners the freedom to take direct charge of the services they offer and improving health service accountability and transparency.

"Council acknowledges that the reforms are extensive, will take time to fully implement, and that services will need to be closely monitored to ensure standards are maintained during the transition period. But this Council regards these reforms as a fundamentally necessary process to make the kind of improvements that a modern NHS needs, after a decade of mismanagement by the previous Government leading to recent crises such as the Mid Staffordshire scandal and covering up of service failures by the CQC.

"Furthermore, Council notes that the involvement of the private sector within the NHS was greatly expanded by the previous Labour government and that under the Opposition's national spending plans there would be 43,000 fewer nurses and 11,000 fewer doctors – and that this would likely have a far worse effect on staff morale and patient confidence than any of the reforms proposed by the current government."

The amended motion would read:

"This Council notes the efforts of the Coalition Government to reform the NHS, by putting patients at the heart of the system, giving GPs and local health practitioners the freedom to take direct charge of the services they offer and improving health service accountability and transparency.

"Council acknowledges that the reforms are extensive, will take time to fully implement, and that services will need to be closely monitored to ensure standards are maintained during the transition period. But this Council regards these reforms as a fundamentally necessary process to make the kind of improvements that a modern NHS needs, after a decade of mismanagement by the previous Government leading

to recent crises such as the Mid Staffordshire scandal and covering up of service failures by the CQC.

“Furthermore, Council notes that the involvement of the private sector within the NHS was greatly expanded by the previous Labour government and that under the Opposition’s national spending plans there would be 43,000 fewer nurses and 11,000 fewer doctors – and that this would likely have a far worse effect on staff morale and patient confidence than any of the reforms proposed by the current government.

“Council affirms its commitment to the NHS’s founding principles of a universal service free at the point of need, and believes that though it is approaching its 65th birthday our NHS is not yet ready to retire.”

The amendment was declared lost and, upon the motion being put to the vote, it was

RESOLVED - That this Council is alarmed by the impact of Government policies on residents in Leeds, which have led to the fragmentation of the NHS, longer waiting times for in-patient and Accident & Emergency care, escalating financial pressures, the squandering of resources on a massive top-down reorganisation that requires greater privatisation of services, and a serious decline in staff morale and patient confidence in the NHS.

Council affirms its commitment to the NHS’s founding principles of a universal service free at the point of need, and believes that though it is approaching its 65th birthday our NHS is not yet ready to retire.

- 21 White Paper Motion (in the name of Councillor T Leadley) - Housing Delivery**
Under the provisions of Council Procedure Rule 14.10, and with the consent of the seconder, leave of Council was given to withdraw the motion in the name of Councillor Leadley and the amendment in the name of Councillor P Gruen.

Council rose at 7.25pm



Report author: Kevin Tomkinson
Tel: 74357

Report of City Solicitor

Report to Council

Date: 11 September 2013

Subject: Appointments

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 Appointments to Boards and Panels and to Joint Authorities are reserved to Council.
- 2 The Chief Whip has requested a membership change as detailed in paragraph 4 of the report on Scrutiny Board (Sustainable Economy and Culture).

Recommendations

- 1 That Council approve the appointment referred to in paragraph 4 of the report.

2 Purpose of this report

2.1 To make appointments to various Committees, Boards and Panels.

3 Background information

3.1 Appointments to Boards and Panels and to Joint Authorities are reserved to Council.

4 Main issues

4.1 That Councillor Marjoram be appointed to the Scrutiny Board (Sustainable Economy and Culture).

5 Corporate Considerations

5.1 Consultation and Engagement

5.1.1 The Chief Whip has been consulted in respect of the appointment.

5.2 Equality and Diversity / Cohesion and Integration

5.2.1 There are no specific implications regarding equality, diversity, cohesion and integration arising from this report.

5.3 Council policies and City Priorities

5.3.1 There are no specific implications.

5.4 Resources and value for money

5.4.1 There are no specific implications regarding resources and value for money arising from this report.

5.5 Legal Implications, Access to Information and Call In

5.5.1 This report is not subject to Call In, as it is a Council Function.

5.6 Risk Management

5.6.1 No specific implications

6 Recommendations

6.1 That the appointment referred to in paragraph 4 of this report be approved.

7 Background documents¹

7.1 None

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



Report author: Ian Cornick

Tel: (Int) 43206

Report of City Solicitor

Report to Council

Date: 11th September 2013

Subject: The Leeds Award

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

Summary of main issues

1. This report outlines the proposal of the Leeds Award Panel to recommend the nomination of Victor Watson to receive the Leeds Award.

Recommendations

1. That Council approve the recommendations of the Leeds Award Panel.

1 Purpose of this report

- 1.1 For Council to consider the outcome of the Leeds Award Panel who agreed, on 1st July 2013, to make the recommendation that the following nomination receive the Leeds Award:
- 1.2 Victor Watson – details of nomination attached

2 Background information

- 2.1 On 17th October 2007, the Executive Board agreed to the creation of the 'Leeds Award'.
- 2.2 The Leeds Award is a prestigious honour that recognises that there are many people, groups, organisations and teams that bring great credit to the City through their exceptional hard work and dedication. It is viewed as a lasting tribute to those contributions that make a real difference to the City.
- 2.3 Following the initial processes, Group Leaders appointed representatives to act on their behalf at all future Leeds Award Panel meetings.

3 Corporate Considerations

3.1 Consultation and Engagement

- 3.1.1 Elected Members

3.2 Equality and Diversity / Cohesion and Integration

- 3.2.1 No Impact

3.3 Council policies and City Priorities

- 3.3.1 No Impact

3.4 Resources and value for money

- 3.4.1 All costs would be contained within existing budgets

3.5 Legal Implications, Access to Information and Call In

- 3.5.1 No implications

3.6 Risk Management

- 3.6.1 There are no risk issues

4 Conclusions

4.1 The Leeds Award Panel recommends that Victor Watson receive the Leeds Award.

5 Recommendations

5.1 That Council approve the recommendations of the Leeds Award Panel above.

6 Background documents¹

6.1 None

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

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Victor Watson CBE DL

Personal details

This a merely a brief summary of the achievements of a man who has dedicated himself to the City of Leeds – it is time that the City marked his incomparable contribution.

Born on 26 September 1928, the son of Norman Victor and Ruby Ernestine Watson, Victor Hugo Watson was educated at Moorlands School, Leeds Bootham School, York and Clare College, Cambridge. In 1952 he married Sheila May Bryan, by whom he has two daughters and five grandchildren. He served in the Royal Engineers after World War II reaching the rank of 2nd Lieutenant.

In 1951, he joined John Waddington Ltd and was its Chairman from 1977 until his retirement in 1993. John Waddington is the company which made the board game Monopoly which Victor played a major role in helping to develop.

Directorships/Presidencies

- He is President of Print Yorkshire, an organisation founded by Yorkshire Forward in 2003 and now supported by the BPIF
- He is past president of the Royal Warrant Holders Association, the Institute of Packaging, the British Printing Industrial Federation
- He was President of the Leeds Chamber of Commerce before becoming Chairman
- He was actively involved in the Leeds Training and Enterprise Council from its inception and also was Chairman of Leeds Business Link and of the Leeds Chamber of Commerce
- He was a Director of Yorkshire Television plc, John Foster plc and Stylo plc.
- He was a Director of the Leeds and Holbeck Building Society from 1986 to 1999 and served as its President between 1989 and 1991. He was a director of Topps Tiles plc
- He was a consultant with Thorpe Park Developments Ltd.
- He was on the Court and Council of the University of Leeds
- He was Chairman of Governors of Gateways School for 25 years and he is still a Governor there.
- For many years he was Chairman and the President of West Riding Opera (still going strong – the Carriage Works)

Awards

- He was awarded an Honorary Degree, Doctor of Laws, by the University of Leeds in July 1994 and an Honorary Degree, Doctor of the University by Leeds Metropolitan University in 2001.
- He became a Deputy Lieutenant of West Yorkshire in 1991
- He was awarded the CBE in the Queen's Birthday Honours List in June 1987
- He was High Sheriff during the year 1989 – 90
- Former winner of Achievement Awards, Yorkshire Business Awards. December 2005 he was given a Lifetime Achievement Award at the Yorkshire Business Awards

Charitable and Other

- He is on the executive committee of the Leeds International Pianoforte Competition and is a Vice President of Leeds Symphony Orchestra
- He has been a trustee of Martin House Hospice since July 1999 and was President of the Northern Division of Mencap. He is Chairman of Bootham School Trust and a governor of Gateways School.
- He is a golfer (at Moortown and Alwoodley), sailor, walker, music lover and collector of antique maps.
- There is no doubt that Victor has committed a great deal of his personal and professional life to both business and other interests in Leeds. When with John Waddington he helped fight off two hostile takeover bids from newspaper tycoon Robert Maxwell. He has held a plethora of positions in business, voluntary and charity organisations.

Not many people know that he wrote, produced and participated in the Linton Village Hall pantomime for some years in such offerings as Alice in Blunderland, Aladdin Boots, Robin Hood and his Merry Man!

He is recognized as one of the best after-dinner speakers in Yorkshire. He says he is the proponent of Watson's Law "One man's subsidy is another man's tax" and he had it printed on a scroll in 4 languages and sent it to all the EU Commissioners. He got a reply from three of them, all agreeing!

When receiving an award for the Yorkshire Post Lifetime Achievements he said, "there is always hope, there is always a future. The secret of happiness is someone to love, something to do, something to look forward to and good friends to be with at all times".

In July 2007 he was also awarded the first ever BPIF President's Award for Life Time Contribution to the Printing Industry. His autobiography, "The Waddingtons Story" published in 2008 is a right riveting read that sets out the extraordinary story of his life and his pioneering in technology and commerce.

http://www.amazon.co.uk/Waddingtons-Story-Monopoly-Maxwell-Millennium/dp/1906600368#reader_1906600368

Victor's contribution to the City of Leeds, its institutions, its industry and its charities is beyond comparison. This short collection of headlines is woefully short of the full story with initiatives like the bringing of the Royal Armouries to Leeds being facilitated through his leadership. The respect with which he is held as the father of the printing industry, long time guide to the Chamber of Commerce and a genuine pillar of society.

Victor Watson is an exceptional man whose contribution needs to be properly marked – his rightful place is on the roll of honour in the Banqueting Hall at Leeds Civic Hall among his peers and historic equals – Honorary Freeman of the City of Leeds.

Report of City Solicitor

Report to Council

Date: 11th September 2013

Subject: Council Meeting Dates 2013/14

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 At the Annual Council meeting in May a schedule of meetings was agreed for the 2013/14 municipal year. However at that time it was not possible to set a date for the annual meeting of Council for 2014. This was due to uncertainty over the date of the local elections caused by elections to the European Parliament and the likelihood that the local elections would need to be moved to correspond with the European elections on the 22nd May 2014.
- 2 Parliament has now confirmed that the local elections will take place on the same day as the European elections. Now that this has been confirmed it is timely for Council to approve a date for the Annual Council Meeting in 2014.
- 3 In addition, in approving the schedule of Council meetings for 2013/14, Council agreed that a 'State of the City' themed Council meeting take place on 27th November 2013.
- 4 Following a review of the suitability of the Council meeting format for State of the City styled debates, it is proposed that this meeting be removed from the schedule of formal Council meetings. Instead it is proposed that a transport themed seminar be arranged for the same date.

Recommendations

That Council approve;

- the date of the Annual Meeting 2014 as Monday 9th June 2014
- the removal of the State of the City Meeting, diarised for Wednesday 27th November 2013, from the schedule of formal council meetings.

1 Purpose of this report

- 1.1 The purpose of this report is to agree;
- the date of the Annual Council Meeting 2014 as the 9th June 2014;
 - the removal of the State of the City Meeting from the schedule of formal council meetings.

2 Background Information

- 2.1 At the Annual Council meeting in May a schedule of meetings was agreed for the 2013/14 municipal year. However at that time it was not possible to set a date for the annual meeting of Council for 2014. This was due to uncertainty over the date of the local elections caused by elections to the European Parliament and the likelihood that the local elections would need to be moved to correspond with the European elections on the 22nd May 2014.
- 2.2 In addition, in approving the schedule of Council meetings for 2013/14, Council agreed that a 'State of the City' themed Council meeting take place on 27th November 2013.
- 2.3 Council Procedure Rules state that the Council may amend the programme of ordinary meetings agreed at the Annual Council Meeting.

3 Main Issues

- 3.1 Parliament has now confirmed that the local elections will take place on the same day as the European elections. Now that this has been confirmed it is timely for Council to approve a date for the Annual Council Meeting in 2014. The date of the Annual Meeting is required to be set within a certain parameters after the date of the local elections.
- 3.2 Having applied the same timeframes between recent local elections and the date that Annual Council meetings have taken place, and for consistency, it is proposed that the Annual Council meeting takes place on the 9th June 2014.
- 3.3 Following a review of the suitability of the Council meeting format for State of the City styled debates, it is proposed that the previously agreed format be replaced by a seminar format dedicated to considering significant issues facing the city. The consequence of this is that the previously agreed 'State of the City' Council meeting, scheduled for the 27th November 2013 will need to be removed from the schedule of formal Council meetings.
- 3.4 It is proposed that this year the themed seminar focusses on transport and that the seminar takes place on the 27th November 2013.

4 Corporate Considerations

4.1 Consultation and Engagement

4.1.1 The Leader of Council and Lord Mayor have been consulted in respect of the proposed date of the Annual Meeting and the proposed seminar format (to replace the formal State of the City styled Council meeting).

4.2 Equality and Diversity / Cohesion and Integration

4.2.1 There are no specific implications regarding equality, diversity, cohesion and integration arising from this report.

4.3 Council policies and City Priorities

4.3.1 There are no specific implications.

4.4 Resources and value for money

4.4.1 There are no specific implications regarding resources and value for money arising from this report.

4.5 Legal Implications, Access to Information and Call In

4.5.1 This report is not subject to Call In, as it is a Council Function.

4.6 Risk Management

4.6.1 No specific implications

5 Recommendations

5.1 It is recommended that Council approve;

- the date of the Annual Meeting 2014 as Monday 9th June 2014
- the removal of the State of the City Meeting, diarised for Wednesday 27th November 2013, from the schedule of formal council meetings.

6 Background documents¹

6.1 None

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

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Report of: Assistant Chief Executive (Citizens and Communities)

Report to: Council

Date: 11 September 2013

Subject: Area Committee Annual Report

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

1. Summary of main issues

The Constitution sets out the role of Area Committees in the governance framework of the Council. A key function of Area Committees is to champion the concerns of their local communities and to work to improve outcomes for local people.

This paper brings the Area Committees' Annual Report to the attention of Council. It outlines the changes which have taken place in response to the area review recommendations and gives a flavour of some of the work members have taken forward within communities to improve lives for local people.

It introduces the potential for further change for Area Committees to strengthen local engagement and involvement and to become a vehicle for more robust understanding and targeting on local need within the city context.

At the time of agenda dispatch the annual report was not available and will therefore follow under separate cover prior to the council meeting

2. Recommendation

Members of Council are asked to;

- receive the annual report
- agree the work now being progressed to further improve the effectiveness, profile and community engagement role of Area Committees

- note the added value generated in projects and initiatives supported through well-being funding as outlined in paragraph 3.2

1.0 Purpose of this report

- 1.1 The purpose of this report is to present to Council the Area Committees' Annual Report for 2012/13 and to outline ongoing work to further improve the workings, profile and community engagement role of Area Committees and local councillors.

2.0 Background information

- 2.1 The Council first introduced locality working arrangements in 1999 when community involvement teams were introduced across the city. In 2004 these developed into Area Committee arrangements and since that time we have seen further developments as we have striven to be more local in our understanding, thinking, decision making and service delivery arrangements. In 2011 new locality working arrangements were introduced which brought about changes to area management teams, with the appointment of area leaders and area leadership teams and the creation of new area-based support teams. This included the agreement of a set of locality working design principles.
- 2.2 Alongside our own locality working ambitions, there have also been national policy considerations and initiatives eg Localism Act, Open Public Services Reform and Our Place! which cover a number of new approaches including neighbourhood planning, community right to challenge, community asset transfer, a scheme of delegation for neighbourhood councils (including Parish and Town councils), community budgets and neighbourhood commissioning.
- 2.3 The Commission on the Future of Local Government 2012 (led by Leeds) sought to examine the role of local government in the 21st century. It indicates that one of the ten suggested characteristics of an enterprising council is *"there is clear evidence of direct empowerment of local ward members and citizens on specific policy issues or outcome areas, supported by strong local relationships."* The commission highlighted the critical importance of local democratic leadership in driving the way in which local government responds to a changing and ever more challenging environment.
- 2.4 There is a clear need both at a local and national level to fully engage with local communities and ensure that they are at the heart of everything we do.

3.0 Main issues

- 3.1 The annual report outlines the recommendations arising from the review of area working and progress made to date against these. It also celebrates Area Committees' achievements over the last year and reflects on areas for learning.
- 3.2 It recognises that Area Committees play a fundamental role to understand and address issues that are of concern to the people in their area. Many

initiatives and projects use the Wellbeing Fund. Monies from this fund are often matched and/or enable volunteering to take place thus significantly increasing the actual monetary value involved. It is believed that for every £1 of funding provided by the Area Committees this is at least doubled in terms of worth due to added value and contributions. Further work is taking place to more fully understand this additionality.

- 3.3 As part of the work to take the review recommendations forward a workshop was held with Area Chairs and this has resulted in a more focused push to improve the working of the Area Committee meetings as well as raise their profile locally and secure greater engagement with local people. Work is being undertaken in each locality to ensure that Area Committee meetings more fully meet the needs of members, officers and the public. Building on our existing arrangements, we need to look at what further improvements can be made.
- 3.4 A crucial part of the improvements required is the need to make a step change to the way area committees and local councillors engage with their communities. Consideration is currently being given to the manner in which this can be done and the most appropriate arrangements to improve engagement with local communities. In particular focus is being directed to improve the:
- involvement by members of the public through the currently available channels ie deputation and open forum;
 - publicity of area committee meetings and the outcomes from these;
 - recognition of work that is being done by area committees;
 - use made of different communication methods eg social media, local radio and the press; and
 - nature of the meetings to provide an element of business and common themed discussions.
- 3.5 These short term improvements will pave the way for more long-term change and the ambition to engage more widely. Partnerships will continue to be important at the most local and the three Area Leadership Team levels. Area committees will continue to play an important and key role in feeding into and from these partnerships; and in bringing together relevant partners to work to improve outcomes for local people.
- 3.6 We are looking at developing the concept of 'community councils' which operate with, but outside of the procedural trappings of area committee meetings, to enable true dialogue and discussion with local communities which could more fully inform decisions made by area committees. Options and proposals will be considered during the autumn for approval in early 2014 and implementation at the commencement of the 2014/15 municipal year.
- 3.7 Fundamentally the ambition of a 'community council' approach is to build local capacity and enable local people to have a stronger role and say in improving outcomes in their locality.

4.0 Corporate Considerations

- 4.1 **Consultation and Engagement** - The Area Committee annual report for 2012/13 was produced by the Chief Officer Communities in consultation with the Area Chairs and the Executive Member for Neighbourhoods, Planning and Support Services. It is not appropriate for this to be subject to public consultation but the report will be available for members of the public to access.
- 4.2 **Equality and Diversity / Cohesion and Integration** - The annual report for 2012/13 provides a flavour of work which area committees have been involved in over the past year in different communities. An equality impact assessment screening has been completed and no further impact assessment is required.
- 4.3 **Council Policies and City Priorities** - The work of area committees is particularly relevant to the Best City for Communities priority, but work takes place to promote all the city priorities within the locality context.
- 4.4 **Resources and Value for Money** - This report has no specific resource implications.
- 4.5 **Legal Implications, Access to Information and Call In** - This report has no specific legal implications.
- 4.6 **Risk Management** - There are no risk management implications relevant to this report.

5.0 Conclusion

- 5.1 There has always been significant focus on local arrangements, and there has been continuing development of our approach and mechanisms which enable us to discharge our responsibilities in this context. The time is now right to consider the future and further developments to increase the involvement of local people with our democratic process

6.0 Recommendations

- 6.1 Council is asked to;
 - receive the annual report
 - agree the work now being progressed to further improve the effectiveness, profile and community engagement role of Area Committees
 - note the added value generated in projects and initiatives supported through well-being funding as outlined in paragraph 3.2

7.0 Background papers

Area Review
Equality impact screening

EXECUTIVE BOARD

WEDNESDAY, 17TH JULY, 2013

PRESENT: Councillor K Wakefield in the Chair

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

25 **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, 'Little London, Beeston Hill and Holbeck: Housing PFI: Confirmation of Financial Close and Final Affordability Position' referred to in Minute No. 46 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 commercially sensitive information on the Council's approach to procurement issues (including project affordability position), together with commercially sensitive information in relation to the Contractor. As such, on this occasion, it is deemed that under such circumstances, the benefit of keeping the information confidential is considered greater than that of allowing public access to it.

26 **Late Items**

With the agreement of the Chair, a report entitled, 'Tour de France Grand depart 2014' was admitted to the agenda as a late item of business. The report was being presented as a late item following the conclusion of the Council's discussions with UK Sport on the governance and financial arrangements in the week leading up to the Board meeting. In view of the need to progress the governance arrangements it is considered important that Executive Board considered and approved the principles outlined in the submitted report as soon as possible, so that they could be implemented. (Minute No. 32 referred).

Prior to the meeting, the Board had received supplementary information relating to agenda item 32 entitled, 'Investing in Young People: Targeted Youth Work Area Formula', in the form of a Joint Scrutiny Statement from the

Children and Families and Sustainable Economy and Culture Scrutiny Boards (Minute No. 55 referred).

In addition, prior to the meeting, the Board had received and paid due regard to some late correspondence which respectively related to agenda item 15 (Sex Establishments: Statement of Licensing Policy) and agenda item 20 (Derelict and Nuisance Property Programme Update including the former Royal Park School and former South Leeds Sports Centre). (Minute Nos. 41 and 31 referred respectively)

27 Declaration of Disclosable Pecuniary Interests

There were no declarations of Disclosable Pecuniary Interests made at this point in the meeting, however, a reference was made later in the meeting (Minute No. 54 referred).

28 Minutes

RESOLVED – That the minutes of the meeting held on 19th June 2013 be approved as a correct record.

DEVELOPMENT AND THE ECONOMY

29 Using our Assets effectively to Support the Delivery of the Council's Business Plan and Financial Strategy

The Director of City Development submitted a report providing information about the current review of Council assets which was designed to ensure that, in a time of significant financial challenge, the Council utilises its assets as effectively as possible.

Emphasis was placed upon the crucial importance of Ward Member involvement in the development of this initiative.

RESOLVED –

- (a) That the work to review Council assets and deliver efficiencies in line with the Council's Budget Strategy and Best Council Plan respectively, including the proposals for detailed Ward Member involvement, be supported.
- (b) That the proposed organisational arrangements for the management of assets between City Development and Strategy and Resources be supported in principle, subject to Trade Union and Staff consultation being undertaken.
- (c) That the good asset management principles set out within the submitted report be adopted, and that the Director of City Development be requested to take forward detailed proposals to ensure that these principles are embedded into future asset management planning.
- (d) That approval be given for a new Asset Management Plan to be developed in line with the period of the Best Council Plan and the

Budget Strategy to 2017, which will be reported to a future Executive Board.

30 West Park Centre Options Appraisal and Response to West Park Centre Campaign Group Deputation to Council

Further to Minute No. 4, 19th June 2013, the Director of City Development submitted a report which enabled the Board to consider and determine the future of the West Park Centre, in the context of the outcome of the assessment of two options, which had been explored, as requested by Executive Board in February 2013. In addition, the report provided a response to the deputation to Full Council on 8th May 2013 from the West Park Centre Campaign Group.

As resolved by Executive Board on 15th February 2013, the two options further explored were as follows:

Option 1: partial demolition of the West Park Centre with refurbishment and re-opening of the remainder;

Option 2: demolition of the West Park Centre and decant of city-wide services elsewhere with a local community facility developed on the existing site.

Emphasis was placed upon the fact that all users of the centre who were yet to find alternative accommodation would be provided with the necessary support to identify suitable premises or rehearsal space for their use in the future, and it was requested that an update be submitted to a future Board meeting in respect of progress being made to accommodate all relevant users of the West Park Centre.

The value of the West Park Centre building, as an important focal point and asset for the community was highlighted by a Member.

RESOLVED –

- (a) That the points raised in the deputation by the West Park Centre Campaign Group to Full Council on the 8th May 2013 be noted.
- (b) That having considered the assessment of the 2 options outlined within the submitted report, the following be approved:
 - (i) the option detailed within the submitted report for partial demolition of the West Park Centre and reopening of the remainder is not progressed;
 - (ii) the West Park Centre is therefore demolished and authorisation to incur expenditure of £613,000 from Capital Scheme Number 16765/WES/000 on the proposed demolition of the West Park Centre is approved;
 - (iii) the Council makes available up to £800,000 of capital, financed from the receipt from the sale of the West Park Centre site, should it be required, to deliver solutions to meet the needs of the former

Draft minutes to be approved at the meeting to be held on Wednesday, 4th September, 2013

users as identified within paragraph 3.26 of the submitted report, which may include the provision of a new build community facility or investment in an existing community building in the area, with the Executive Member for Leisure and Skills taking the lead role in the accompanying consultation process;

(iv) subject to the outcome of resolution (iii) above, to progress proposals for the disposal of the West Park site.

(c) That an update report be submitted to a future Board meeting in respect of progress being made to accommodate all relevant users of the West Park Centre.

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

31 Derelict and Nuisance Property Programme Update, including the former Royal Park School and former South Leeds Sports Centre

Further to Minute No. 39, 18th July 2012, the Director of City Development submitted a report detailing the progress which had been made to tackle a number of derelict and nuisance properties across the city. Such properties had been identified following detailed work at locality level and were prioritised for action by Executive Board in February 2012. In addition, the report highlighted some of the achievements to date, outlined the changes to be made to improve the overall efficiency of enforcement activities within the programme and detailed proposals regarding potential links which could be made to the Housing Investment Land Strategy. Finally, the report sought permission to demolish two council owned buildings, the former South Leeds Sports Centre and the former Royal Park School.

In presenting the report, the Executive Member for Development and the Economy made reference to the late correspondence which had been received and circulated to Board Members, specifically with regard to the proposals around the future of the former Royal Park School. The Board took such correspondence into regard when considering this matter.

Members received a brief update on the programme and the work which had been achieved in making visible improvements to some identified sites. In addition, it was noted that, linked with other reports on the July Executive Board agenda, there was an opportunity to deliver new housing on some sites across the city.

Responding to an enquiry regarding the future of the former Royal Park School, assurances were provided that consideration had been given to the site being once again utilised as a school, however, the issues around the site's location and the prohibitive costs involved were noted.

With regard to the site of the former Royal Park School, Members discussed and highlighted the value of additional greenspace in the area.

Responding to a specific enquiry, officers provided the Board with the void costs to date in respect of the former South Leeds Sports Centre.

In conclusion, noting the comments which had been made, it was highlighted that the Executive Member was willing to engage in further discussions with community groups, should there be any further proposals regarding the former Royal Park School in the short term. However, this would not delay the recommendation to demolish, if no sustainable proposal was forthcoming.

RESOLVED –

- (a) That the contents of the submitted report and the progress made to date on the Derelict and Nuisance Properties Programme be noted.
- (b) That the use of £100,000 of the previously approved funding to be used to fund dedicated officer time to the programme be approved, with the necessary authority for detailed approval being delegated to the Director of City Development.
- (c) That approval be given for officers to identify sites and interests within the programme that could be suitable for development through the Housing Investment Land Strategy and that consultation with the Executive Members for Neighbourhoods, Planning & Support Services and Development & the Economy be undertaken on those sites identified;
- (d) That the demolition of the former South Leeds Sports Centre be approved.
- (e) That approval be given for the demolition of the former Royal Park School and the temporary grassing over of the site until a deliverable primarily public sector, affordable housing or community use is brought forward.

LEISURE AND SKILLS

32 Tour de France Grand Depart 2014

Further to Minute No. 84, 17th October 2012, the Director of City Development submitted a report which sought approval for the financial, contractual and organisational requirements to deliver a successful Grand Départ starting in Leeds in July 2014. The proposals included the establishment of a joint venture delivery vehicle between UK Sport and Leeds City Council on behalf of the local authority partners. In addition, the report also proposed to delegate the necessary authority to the Chief Executive, in consultation with the Leader of the Council and Lead Executive Member for Leisure and Skills, to work on the detailed arrangements for the benefit of Leeds and other local authorities.

In presenting the paper, the Executive Member for Leisure and Skills emphasised the huge scale of the event, the significant benefits for both the city and the region, together with the potential legacy which could be created.

Clarification was provided with regard to the hosting costs associated with the event, together with costs associated with the event's legacy.

Responding to a specific enquiry, officers undertook to provide the Member in question with a separate briefing on relevant matters.

RESOLVED –

- (a) That the creation of a new company, TDF 2014 Ltd, jointly with the Government to oversee the delivery of the Tour de France while in the UK, be approved. UK Sport, the Government major sport event agency, will be the first member and Leeds will be the second and only other member of the company on behalf of the other local authorities.
- (b) That approval be given to the principle of Leeds City Council acting as the accountable body for the new company and underwriting the £11,000,000 of Local Authority contributions (of which £3,600,000 is from Leeds City Council), thus unlocking the £10,000,000 of Government funding and Government underwriting the event, subject to final confirmation from government and parliament.
- (c) That the necessary authority be delegated to the Chief Executive, in consultation with the Leader of the Council and Executive Member for Leisure and Skills, to work on the detail of TDF 2014 Ltd agreement for the benefit of Leeds and other local authorities.
- (d) That the financial and contractual requirements of the Grand Départ of the Tour de France be approved, subject to final confirmation from Government and Parliament, as set out within the submitted report.

ADULT SOCIAL CARE

33 Leeds Safeguarding Adults Board Annual Report 2012/2013

The Director of Adult Social Services submitted a report presenting the sixth annual report of the Leeds Safeguarding Adults Board, whilst also provides an update on the work of the Leeds Safeguarding Adults Board.

Dr Paul Kingston, Independent Chair of the Leeds Safeguarding Adults Partnership Board was in attendance to introduce the Annual Report and highlight its key themes.

On behalf of the Leeds Safeguarding Adults Partnership Board, the Executive Member for Adult Social Care thanked Dr Kingston for his continued work in this field.

Draft minutes to be approved at the meeting
to be held on Wednesday, 4th September, 2013

RESOLVED – That the contents of the submitted Leeds Safeguarding Adults Partnership Board Annual Report for 2012/2013 be noted, and that the work programme of the Adult Safeguarding Board for 2013/2014 be endorsed.

LEADER OF COUNCIL'S PORTFOLIO

34 Financial Health Monitoring 2013/14 - First Quarter Report

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

Discussion was had in relation to the budget details presented for Commercial Services. In addition, Members considered the process of budget forecasting, and the need to ensure that the targets arising from such forecasting needed to be met wherever possible.

It was noted that a more detailed submission for the Public Health directorate would be included within the financial health monitoring data for quarter 2.

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

35 Spending Review 2013

The Director of Resources submitted a report providing an overview of the Spending Review that was announced by the Government on 26th June 2013, together with details of the 'Investing in Britain's Future' paper that was issued by HM Treasury the following day.

Members considered the extent of the funding inequalities between Local Authorities located in the north compared to those in the south. Also, in acknowledging the evolving role of the Local Authority, Members discussed how this may impact upon the future role of the Department for Communities and Local Government.

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

36 Annual Risk Management Report

The Director of Resources submitted a report which provided assurances on the strength of the Council's risk management arrangements and which presented an overview of the authority's strategic risks.

Responding to a Member's enquiry, the Board was provided with an update regarding the current position on the establishment of Business Contingency Plans across the Council. It was noted that all outstanding plans needed to be completed by September 2013 and it was requested that Board Members received an update on this matter in due course.

RESOLVED – That the Annual Risk Management report be received and that the assurances provided within the report be noted.

37 Treasury Management Outturn Report 2012/2013

The Director of Resources submitted a report providing a final update on the Council's treasury management strategy and operations for the year 2012/2013.

RESOLVED – That the Treasury Management outturn position for 2012/2013 be noted, together with the fact that the treasury strategy has remained within the Council's treasury management strategy and policy framework.

38 Capital Programme Quarter 1 Update - 2013-2016

The Director of Resources submitted a report providing an update on the progress made in respect of the capital programme as at June 2013. The report included an update of capital resources, a summary of schemes which have been upgraded from 'Amber' status to 'Green' status since February 2013 and which also provided a summary of progress made on some major schemes. In addition, the report advised of recent changes to the Capital Approvals process which had been introduced to reduce bureaucracy and increase accountability, included an update on the economic impact of the capital programme and provided details of current approval levels regarding schemes completed in the last financial year. Finally, the report sought some specific approvals in relation to funding injections and the method for distribution of Capital Receipts Incentive Scheme funding across all Wards.

Responding to an enquiry, the Board received an update on the current position regarding the Changing the Workplace initiative, specifically around the work which had been undertaken in respect of Merrion House.

RESOLVED –

- (a) That the latest position of the General Fund and HRA capital programmes be noted.
- (b) That the changes to the Capital Approval process, designed to reduce bureaucracy and improve accountability, be noted.
- (c) That the transfer of schemes from the Amber to the Green programmes, as set out within section 3.4 of the submitted report, be noted.
- (d) That authority to incur expenditure of £734,000 to allow completion of an alternative technical solution to delivery of the Electronic Documents Records Management System (EDRMS), as set out within section 3.3.4 of the submitted report be approved.
- (e) That the following injections into the capital programme be approved:-
 - £12,860,600 funded by government grant to enable the provision of additional primary school places;
 - £1,247,000 funded by additional LTP grant towards costs of developing a Park and Ride facility at Elland Road;

- £355,000 of prudential borrowing, funded by Children's Services Directorate to fund the replacement of Infobase IT system;
- £416,000 for the Refurbishment of Shire View former Home for Older People, funded by prudential borrowing;
- £311,200 unsupported borrowing for capitalisation of interest on assets under construction.

- (f) That the economic impact of the Council's capital programme, as detailed within section 5 of the submitted report, be noted.
- (g) That the position on completed schemes and authority to spend be noted.
- (h) That approval be given for the 'Capital Receipts Incentive Scheme' receipts available for allocation across all wards, be transferred to the Area Committees with the sum available being allocated to individual Committees on the basis of the existing Area Wellbeing needs based formula.

39 West Yorkshire Joint Services

A report was submitted by the Chief Executive providing detailing the findings from the recent review of the management and organisational structure of the West Yorkshire Joint Services (WYJS) organisation, and providing an overview of the response to the review from the Leaders of the West Yorkshire Authorities, which included a recommendation to pursue a savings target of £1,000,000.

In presenting the report, the Leader of Council highlighted that it was anticipated that further reports on this initiative would be submitted in due course.

RESOLVED –

- (a) That the contents of the submitted report, specifically the outcome of the WYJS Review and the proposed next steps, be noted.
- (b) That an invitation be made for any specific concerns in respect of this matter be raised with the Leader of Council or the other three Leeds City Council representatives on the WYJS Committee (Cllr Peter Harrand, Cllr Ronald Grahame and Cllr Bill Urry).
- (c) That further update reports on the progression of the WYJS Review be submitted to the Board in due course.

40 Commissioning a new advice service for Leeds

The Director of Environment and Housing submitted a report providing an update on the progress which had been made towards commissioning a new advice service for Leeds. The report included the outcomes of the review on the provision of advice services across the city and the market-sounding exercise undertaken to determine the capability of potential providers of the service.

RESOLVED –

- (a) That subject to ongoing successful negotiations, agreement be given for a 3 year contract with capacity for two one year extensions to be put in place with the Leeds Advice Consortium, for the Consortium to deliver a new advice service for Leeds from early 2014 onwards. (The value of the contract will be approximately £1,360,000 per year (£1,230,000 from Environment and Housing Directorate and £135,000 from Children’s Services). The size of the contract may increase if current funding for advice via Adult Social Care and Public Health, is invested from April 2014 onwards).
- (b) That the responsibility for the new advice service be transferred from the Director of Environment and Housing to the authority of the Assistant Chief Executive (Citizens and Communities).

41 Sex Establishments - Statement of Licensing Policy

The Assistant Chief Executive (Citizens and Communities) submitted a report presenting the Sex Establishment Statement of Licensing Policy for the purposes of formal adoption, which would take effect from 1st September 2013. The proposals detailed within the report had been referred to the Board from the Licensing Committee for determination.

It was noted that late correspondence on this issue had been received and circulated to Board Members prior to the meeting. The Board took such correspondence into regard when considering this matter.

RESOLVED – That having considered the draft policy in view of the consultation responses received and the recommendation of the Licensing Committee, the draft policy, as appended to the submitted report, be approved as the Council’s Sex Establishment Statement of Licensing Policy, to take effect from 1st September 2013.

HEALTH AND WELLBEING

42 Amendment to the City Priority Plan 2011-2015

The Deputy Chief Executive submitted a report which sought approval of changes to the City Priority Plan 2011-2015, in light of the new Joint Health and Wellbeing Strategy. The current City Priority Plan 2011-2015 set out the strategic priorities and indicators the Council has agreed with partners in order to deliver the ambition for Leeds to be the best city, including a set of priorities related to health and wellbeing. The Council’s Health and Wellbeing Board agreed a Joint Health and Wellbeing Strategy identifying a number of “commitments” as its top priorities. This report sought approval for those priorities to be adopted as the Health and Wellbeing element of the City Priority Plan, in order to ensure that the City Priority Plan remained up to date.

RESOLVED – That the revision of the Health and Wellbeing Priorities in the City Priority Plan 2011-2015, in light of the commitments agreed in the new Joint Health and Wellbeing Strategy, be approved.

43 Leeds' Expression of Interest to become an Integrated Health and Social Care Pioneer

The Director of Public Health, the Director of Adult Social Services and the Director of Children's Services submitted a joint report informing of the Leeds Health and Wellbeing Board's Expression of Interest (EoI) to become an 'integrated health and social care pioneer'. Specifically, the report set out how becoming a pioneer could help Leeds achieve its ambition to become the Best City for Health and Wellbeing in the UK. In addition, the report also sought support to go further and faster in integrating health and social care, should the EoI be successful.

Members noted that the outcome of the pioneer bid was expected to be received in the Autumn.

RESOLVED –

- (a) That it be noted that the Executive Member for Health and Wellbeing was nominated by the Health and Wellbeing Board to approve the final Expression of Interest (EoI) prior to its submission on 28th June 2013.
- (b) That it be noted that the EoI to become an integrated health and social care pioneer has been submitted and that the first cohort of pioneers will be announced in September 2013.
- (c) That should Leeds be successful in its pioneer bid, the Leeds transformation offer, as described within the EoI, be supported.
- (d) That it be noted that becoming a pioneer will enable Leeds to improve outcomes around health and wellbeing for the people of Leeds.

DEVELOPMENT AND THE ECONOMY

44 Housing Investment Land: A Strategic Approach to Delivery

The Director of City Development submitted a report which sought support for proposed new policy measures and actions which were aimed at maximising investment to increase housing choice and affordability. This approach aimed to consolidate and build upon a number of policies which were already operational throughout the city.

Members emphasised the need to ensure that the Council was seen by Government to be doing everything possible to encourage housing development.

The Board highlighted the importance of mixed tenure developments, however, it was suggested that in the current climate, the Council needed to take a flexible approach on such matters.

The potential of self-build projects was acknowledged, however, it was noted that the monitoring and quality control of such projects was required.

Clarification and assurance was provided around how the release of land proposed within the submitted report related to the Council's site allocation processes.

RESOLVED –

- (a) That alongside the general support provided for Sustainable and Inclusive Growth and housing growth in the city, approval be given to the prioritisation of regeneration areas and ensuring that brownfield sites are developed for housing purposes.
- (b) That a disposal programme be developed for those sites listed at Appendix 1 of the submitted report, which aims to increase housing supply through redevelopment of brownfield land.
- (c) That the sites listed within Appendix 1a to the submitted report be prioritised to support the new Council Housing Growth programme; or for the development of affordable housing by housing associations, depending upon the outcome of a demand analysis, site specific aspirations and funding availability.
- (d) That self-build in the city be supported and promoted and that the sites listed in Appendix 1b to the submitted report be prioritised in respect of being released for sale at market value for self-build purposes.
- (e) That a disposal programme be developed for the sites listed at Appendix 1c to the submitted report.
- (f) That the delegation of a decision to vary the development route for delivery of any of the sites listed at appendix 1 be made to the Director of City Development.
- (g) That it be noted that the sites listed in Appendix 1d of the submitted report already have Executive Board approval for the purpose of increasing the supply of older people's housing, and that these will be brought forward for market disposal at the appropriate time on this basis.
- (h) That the policy position on the application of commuted sums for the development of off-site affordable housing be noted and that the application of this policy be considered carefully as a means of stimulating brownfield development in areas of greatest housing need.

NEIGHBOURHOODS, PLANNING AND SUPPORT SERVICES

45 Council Housing Growth Programme

The Director of Environment and Housing and the Director of City Development submitted a joint report providing details of a proposed approach towards investment in new council housing, funded through the Housing Revenue Account. In addition, the report sought approval of the proposed programme which would contribute towards the overall level of

resources available to support housing priorities as well increasing the Council Tax base and the level of New Homes Bonus receivable.

As part of the introduction to the submitted report, the Executive Member for Neighbourhoods, Planning and Support services thanked all the officers who had been involved in the development of this programme.

Members received further information regarding the debt ceiling which had been established by Government in respect of the amount of borrowing that could be undertaken through the Housing Revenue Account.

RESOLVED –

- (a) That the development of an investment programme, as described within the submitted report, be approved, including the use of Right to Buy receipts.
- (b) That the injection of £28,512,000 into the Capital Programme be approved.
- (c) That the authority to spend £40,623,000 be authorised, with a detailed programme being reported to a subsequent meeting of the Board.
- (d) That further authority to spend of £2,015,000 be authorised, subject to a successful bid to the Homes and Communities Agency (HCA).
- (e) That the detailed development of the investment programme be delegated to the Directors of City Development (in respect of land use) and Environment and Housing (in respect of programme and scheme details and cost).

46 Little London, Beeston Hill and Holbeck - Housing PFI - confirmation of Financial Close and final affordability position

Further to Minute No. 180, 15th February 2013, the Director of Environment and Housing submitted a report providing details of the outcomes which would be delivered by the Little London, Beeston Hill and Holbeck Private Finance Initiative Project. In addition, the report also confirmed the final affordability position achieved at the project's Financial Close.

The Executive Member for Neighbourhoods, Planning and Support Services confirmed that this project had now reached the position of contract close and paid tribute to all who had been involved throughout the protracted process.

The Board welcomed the conclusion of the project, specifically in terms of the opportunities it would bring in respect of regeneration, housing, employment and apprenticeships.

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 were considered in private at the conclusion of the meeting, it was

RESOLVED – That the following be welcomed:-

(i). that the contract was eventually completed on 5th July 2013 with financial close programmed for 11th July 2013, and that the planned date of service commencement (including start on site) will be 30th September 2013 with mobilisation and preliminaries currently underway;

(ii). the final affordability position achieved at close and as set out in detail at exempt Appendix A to the submitted report; and

(iii). the progress made on other regeneration activities in the PFI project areas.

47 Housing Management Review Implementation

Further to Minute No. 24, 19th June 2013, the Director of Environment and Housing submitted a report informing of the proposed role and functions of the Housing Management Advisory Board and providing an update on the progress made to establish the shadow Board arrangements. In addition, the report provided an opportunity to consider the proposed governance arrangements prior to consideration by the General Purposes Committee.

By way of an introduction to the report, the Executive Member for Neighbourhoods, Planning and Support Services paid tribute to the work which had been undertaken by the ALMO Boards and set out the proposed timescale for the implementation of the new arrangements.

Members welcomed the speed at which the new arrangements were being progressed.

With regard to the Belle Isle Tenant Management Organisation (BITMO), Members welcomed the fact that this organisation had not been involved in the scope of the review and looked forward to receiving further information on how BITMO would be involved in the relevant governance arrangements moving forward.

RESOLVED –

- (a) That the shadow board arrangements, together with the creation of a Housing Management Implementation Board that will be put in place to lead the Council through the implementation phase, be noted.
- (b) That the following be recommended to the General Purposes Committee on the proposed governance arrangements for the Housing Management Advisory Board:-
- That the Terms of Reference for the Board be as set out in section 3.4.7 of the submitted report.
 - That the Housing Management Advisory Board has a quorum of four members, to include two Councillors and a tenant representative.

48 Response to Deputation to Council on Destitution in the Asylum Seeking Population of Leeds

The Assistant Chief Executive (Citizens and Communities) submitted a report which provided a response to the deputation presented to full Council on the 8th May 2013 by the Regional Asylum Activism Project in respect of the issues around 'Asylum Support and the Destitution of Asylum Seekers'.

In writing to the Home Secretary, particular reference should be made to the concerns outlined in Section 4 of the report.

RESOLVED –

- (a) That the Chief Executive write to the Home Secretary voicing concerns that the current application of the asylum process is allowing too many people to fall destitute, and that the burden of responsibility needs to be more equally shared between local and national government.
- (b) That the findings of the All Party Parliamentary Inquiry be endorsed, and that approval be given to act on the findings that can be achieved by local government.
- (c) That relevant policies of the 'Still Human, Still Here' campaign to end institutional destitution for asylum seekers, be supported.

49 Holt Park - A new Heart for Holt Park - Completing the Picture: Draft Planning Statement for Holt Park District Centre

The Director of City Development submitted a report presenting the content of the draft Planning Statement for Holt Park District Centre and which sought approval of the draft statement for the purposes of a consultation exercise, which was proposed to be undertaken with stakeholders, to commence in September 2013 for a period of six weeks.

Members welcomed the significant regeneration opportunities which potential redevelopment of this area could provide.

RESOLVED – That the draft Planning Statement, as appended to the report, be approved for the purposes of consultation, which will commence with stakeholders in September 2013 for a period of six weeks.

50 External Publication of Employee Interests for High Risk Posts

The Director of Resources submitted a report which outlined a series of proposals relating to Elected Member, and in certain circumstances, public access to interests declared by officers. The proposals also aimed to provide a greater level of assurance that employees were declaring relevant interests and that Directors were reviewing and taking appropriate actions on related matters, as the need arose. In addition, the report also considered the related recommendations of the Scrutiny Board (Housing and Regeneration).

It was noted that any arrangements put in place would be monitored, in order to ensure that they were working effectively.

RESOLVED – That the proposals detailed within the submitted report, be agreed.

CHILDREN'S SERVICES

51 Investing in Looked After Children Part A: Kinship Care, Foster Care and Adoption Services

The Director of Children's Services submitted a report which sought agreement to a range of proposals intended to enhance the provision of locally based placements for looked after children. Such proposals included an increase of allowances and fees to foster carers; the strengthening of the Council's informal kinship care strategy, together with associated proposals linked to the adoption reform grant.

Members welcomed the proposals which had been made, emphasised the importance of the support packages provided to foster carers, kinship carers and adopters, whilst also highlighting the need to maintain an all-party approach towards such matters.

RESOLVED – That the following be approved:-

- to increase foster carer allowances to 90% of Fostering Network recommended rates from October 1st 2013 and to 100% from April 2014 at an estimated cost of £380,000 in 2013/14 and £1,850,000 in 2014/15;
- to restructure foster carer fees making them simpler to administer and more transparent at an estimated total cost of £390,000 in 2013/14 and £790,000 in 2014/15 .
- to benchmark future increases in allowances to Fostering Network minimum rates.
- to provide a range of additional support to informal kinship carers (cost neutral)
- to support a range of proposals intended to improve the recruitment of adopters and speed up the adoption process at an estimated cost of £1,580,000 in 2013/14 and £1,620,000 in 2014/15.
- (The estimated cost of the above proposals in 2013/14 is £2,100,000 after taking account of anticipated savings of £250,000 from accelerating the adoptions process. This is set against £1,720,000 of funding available from the Adoption Reform Grant (£630,000) and base budget (£1,090,000)).
- (The estimated cost in 2014/15 is £3,550,000 which it is assumed will again be set against circa £1,720,000 of funding, leaving a balance of £1,830,000 to be managed within the 2014/15 budget strategy. This needs to be seen within the context of the Budget Plus strand for looked after children and the delivery of gross savings of £20,000,000 by 2016/17).

52 Investing in Looked After Children Part B: Residential Child Care Provision

The Director of Children's Services submitted a report outlining the background to the proposals for the development of residential services in the

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city. Specifically, the report outlined plans to close and decommission the remaining two eight-bed children's homes in order to develop three new smaller children's homes, which aimed to improve the quality and range of residential services in Leeds, to improve outcomes for children and also to reduce dependence upon expensive external placements.

As part of the discussion on this report, Members noted that consultation with the relevant Ward Members would be undertaken in respect of any proposals regarding the potential location of the three new homes.

RESOLVED –

- (a) That the Children's Homes strategy be agreed.
- (b) That approval be given for the properties at Inglewood and Wood Lane to be disposed of, with the retention of the capital receipts, as necessary, on these two properties, in order to support the development of the Children's Homes strategy for Leeds.

53 Learning for Leeds - Setting our strategic direction for ensuring sufficient good quality school places

The Director of Children's Services and the Director of City Development submitted a joint report providing an outline strategy for the recommended strategic approach towards planning for learning places. The report provided a summary of the national and local context and highlighted key risks and issues. In addition, the report also presented recommendations on a number of key principles for consideration when planning for learning places.

Members highlighted the importance for the Council to have constructive and positive relationships with the providers of Free Schools and Academies.

In addition, Members discussed the role of the Community Infrastructure Levy (CIL), however the Board emphasised the need to ensure that the contribution provided by developers towards infrastructure development, whether this be education accommodation, affordable housing or highways provision, be maximised.

RESOLVED –

- (a) That the proposals, as contained within the submitted report, be noted.
- (b) That the emerging strategy and key principles required to ensure sufficient, good quality learning places for children and young people in Leeds, be supported.
- (c) That the risks and issues, as detailed within the submitted report, be noted.

54 Basic Need Programme: Part A Permission to consult on further proposals for expansion of primary provision in 2015 and Part B Proposal to change the status of Calverley CE (VC) Primary school from Voluntary Controlled to Voluntary Aided

The Director of Children's Services submitted a report in respect of the Basic Need Programme. Part A of the report sought permission to undertake a consultation exercise on further proposals for expansion of primary provision in 2015. Part B of the report considered the intention of the Governing Body of Calverley Church of England Primary School to formally consult on a proposal for the School to change its status from Voluntary Controlled to Voluntary Aided.

RESOLVED –

- (a) That in respect of part A of the submitted report:-
- Approval be given to consult on the expansion of Calverley Church of England 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;
 - Approval be given to consult on a linked proposal to expand Farsley Westoyd Infant School from a capacity of 180 pupils to 210 pupils and raise the upper age limit from 7 to 11 with effect from September 2015;
 - Approval be given to consult on a linked proposal to expand Farsley Springbank Junior School from a capacity of 240 pupils to 420 pupils and change the lower age limit from 7 to 4 with effect from September 2015.
- (b) That in respect of part B of the submitted report, the proposal published by the Governing Body of Calverley CE Primary School to change the school status from Voluntary Controlled to Voluntary Aided with an implementation date of 31st August 2013, be approved.

(At the commencement of this item, Councillor A Carter drew the Board's attention to the fact that he was a Governor of Calverley Church of England Primary School)

55 Investing in Young People: Targeted Youth Work Area Formula

Further to Minute No. 206, 13th March 2013, the Director of Children's Services submitted a report which sought approval of a new formula for the distribution of the targeted youth work budget which would underpin the redesign of youth work in Leeds and strengthen the shaping and commissioning role of Area Committees.

Prior to the meeting, Board Members had received supplementary information in the form of a joint Scrutiny statement and recommendations from the Children and Families and Sustainable Economy and Culture Scrutiny Boards.

It was highlighted that the formula proposed needed to be reviewed regularly, in order to ensure that it was an effective use of resource from an outcomes perspective.

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RESOLVED –

- (a) That the formula for the distribution of the targeted youth work budget as detailed within the submitted report be endorsed. Specifically, with 50% (£1,500,000) of the total funding allocated on the basis of young people resident in the 40% most deprived lower super output area and 50% (£1,500,000) on a headcount basis. (£500,000 has already been distributed to Area Committees on a headcount basis re the activity fund). The table below outlines proposed targeted youth work allocations at an Area Committee level and aggregated at an area (3) level.

Area Committee	Area	Population aged 11-17	11 -17 resident in 40% most deprived LSOA (Note 1)	allocation based 50% on headcount and 50% on 40% LSOA
Inner East		7857	7563	490540
Inner North East		6206	2420	219159
Outer North East		4914	549	108784
	East North East	18977	10532	818483
Inner South		5812	5788	372026
Outer East		7019	2682	245263
Outer South		7188	2960	261276
	South	20019	11430	878566
Inner North West		4231	2588	193843
Inner West		3818	3541	232019
Outer North West		6756	903	156581
Outer West		5558	2679	220508
	West North West	20363	9711	802951
		59359	31673	2500000

(Note1 - the number of young people in each area committee area that are resident in areas that are in the 40% most deprived LSOA (lower super output areas) in the country. The deprivation data used is based on the 2010 Index of Multiple Deprivation – the index is a national measure of relative levels of deprivation in small areas (lower super output areas produced by the Department for Communities and Local Government)).

- (b) That Children’s Services be requested to ensure that capacity is available to support Area Committees in respect of commissioning and quality assurance, as it is noted that targeted youth work resource is largely staffing, therefore further change will also require that sufficient Human Resources support is also put in place.
- (c) That the Targeted Youth Work Area formula be reviewed regularly, in order to ensure that it was an effective use of resource from an outcomes perspective.

- (d) That the recommendations, as set out within the joint Scrutiny statement of the Children and Families and Sustainable Economy and Culture Scrutiny Boards, be agreed.

56 Outcome of the transport consultation and proposed changes to the children's services transport policy

Further to Minute No. 189, 15th February 2013, the Director of Children's Services submitted a report presenting the outcome of the recent public consultation exercise undertaken in respect of the current Children's Services Home to School Transport Policy. In acknowledging the results from the consultation exercise, the report detailed recommendations for proposed inclusion within a new policy, which was presented as Appendix 1 to the submitted report for consideration.

In presenting the report, the Executive Member for Children's Services emphasised the extent of the consultation exercise which had been undertaken, the fact that the comprehensive review had covered all elements of the delivery of the free children's transport provision and how the review had aimed to explore ways in which the Council might work better with key partners in order to improve overall provision in support of Leeds' ambition to be a Child Friendly City. Specifically, it was confirmed that the proposed policy would continue to ensure that children and young people who were eligible under the extended statutory eligibility criteria for low income families and geographical criteria would continue to receive home to school transport paid for by the local authority.

It was noted that should the recommendations within the report be approved, then an implementation group of key partners would be formed to ensure that a robust decision making pathway was established.

A concern was raised regarding the potential impact that the proposal to withdraw all discretionary transport provided solely on the basis of religion or belief from September 2015 may have on those young people who would be part way through their education at this time. In addition, a concern was also raised regarding the potential impact that the overall proposals in respect of discretionary provision may have in 2015, when the proposed new policy would be fully phased in.

Having taken all of the points raised during the discussion on this item into consideration, it was

RESOLVED –

- (a) That the extent of the consultation on changes to the current home to school transport policy be noted.
- (b) That the legal implications and risk management sections of the submitted report be noted.
- (c) That the specific agreement of key partners (e.g. College Principals, Metro, faith partners, and school heads) to work with the Local

Authority on the implementation of the new policy over the next two years as it is fully phased in, be noted.

- (d) That the receipt of a petition submitted on behalf of a faith group wishing the authority to retain current provision be noted.
- (e) That the draft policy entitled, 'Leeds Children's Services Transport Policy', as appended to the submitted report be approved.
- (f) That the following specific recommendations be approved:-

Statutory provision

Approval be given to a fundamental remodelling of all statutory provision where it is safe to do so. This would take place following individual assessment of need. There is no intention to make any immediate changes to how statutory services are provided without proper assessment and, where appropriate, liaison with affected parties. Some of the proposed changes, which would continue to meet the Council's statutory obligations, would include:

- introducing more independent travel training opportunities
- replacing, wherever possible, the current automatic provision of taxis with a pass to enable free travel on public transport
- introducing a wider partnership approach to providing transport services
- developing a more flexible approach in partnership with parents/carers

Discretionary provision - post 16 SEN home to school/college

- agree that the proposed provisions of the new Children & Families Bill should be kept under review and any implications taken into account in the implementation of a new policy.
- agree to the principle that in the first instance parents/carers not eligible for statutory support should be expected to organise and fund the transporting of their own children to school or college.
- agree to support the proposal that the delivery of statutory low level need should continue to be re-modelled with the appropriate use of independent travel training, and, in order to be more efficient and cost effective, review the delivery method of all intermediate and complex need transport provision over the next twelve months.
- agree that for those post 16-19 SEN students already attending school/college (including those due to start in September 2013) the current offer would remain in place for a further academic year (2013/14).

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- agree **in principle** that following a detailed assessment by Children's Services, where it is deemed not possible for the parent or carer to transport their child/young person to school/college, and the provision of a taxi or similar is the only safe, cost-effective and appropriate way of transporting the child/young person, the authority would provide a personalised means-tested budget towards the cost of transportation.
- agree that this budget should be provided on a means-tested basis only from September 2017, but phased in over a three year transitional period from September 2014 for all existing recipients. At this stage it is proposed that the budget could reasonably be set at a maximum of up to £5,000 per annum for all new means-tested applicants once the policy is approved, but this figure, and any proposed transitional arrangements, would first need to be considered and agreed by Executive Board.
- agree that further detailed work should take place during 2013/14 in order to develop an implementation plan and establish robust eligibility criteria. It would be unwise for Executive Board to formally approve the changes to this part of the policy at this stage without detailed planning as it may lead to unintended consequences. Until Executive Board approval, therefore, this aspect of the new policy would remain as it is currently described in the current policy.
- agree that the future proposals should continue to be developed and reported back to Executive Board with the relevant detail. The proposed model has been initially budgeted; the indications are that savings in the region of **£1,250,000** in 2014/15 rising cumulatively to **£2,000,000** in 2015/16 and **£2,200,000** in 2016/17 would be achievable against the current spend of **£2,600,000**.
- agree to preserve the current offer for existing students and new September entrants for a further year. This will allow the necessary planning to take place and also enable further discussion with service leads and strategic partners on the most sensible way of implementing any proposed changes.
- agree that independent travel training would continue to be available during that time, including access to a valid pass for travel on public transport across West Yorkshire, paid for by the local authority.

Discretionary provision - faith transport

- agree to provide discretionary transport for a further two years, until 31st August 2015, for all those currently receiving 100% support.
- agree that from 1st September 2015 all discretionary transport provided solely on the basis of religion or belief, would be withdrawn.
- agree that from 1st October 2013 new applicants, who do not meet the requirements of the new policy for local authority support, will only be eligible to travel on the relevant service on a parent-to-pay basis. They would be advised to obtain a Young Person's PhotoCard (often referred to as a half-fare pass).

Discretionary provision - post 16 mainstream home to school/college

- agree to continue to fund post 16 mainstream discretionary transport for a further two years, until 31st August 2015, for students who enrol on either a one or two year course for the academic year 2013/14.
- agree that new applicants from 1st October 2013 would be recommended to obtain a Scholar's PhotoCard (often referred to as a half-fare fare pass) in order to travel on regular service provision at a discounted rate.
- agree that from 1st September 2015 all post 16 discretionary mainstream free transport would be withdrawn.

Discretionary provision - not the nearest school

- agree to provide discretionary transport for a further two years, until 31st August 2015, for all those currently receiving 100% support.
- agree that from 1st September 2015 all discretionary free transport provided, if it is not the nearest qualifying school, would be withdrawn.
- agree that from 1st October 2013 new applicants, who do not meet the requirements of the new policy for local authority support, will

only be eligible to travel on the relevant service on a parent-to-pay basis. They would be advised to obtain a Young Person's PhotoCard (often referred to as a half-fare fare pass).

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

DATE OF PUBLICATION: 19TH JULY 2013

**LAST DATE FOR CALL IN
OF ELIGIBLE DECISIONS:** 26TH JULY 2013 (5.00 P.M.)

(Scrutiny Support will notify Directors of any items called in by 12.00 noon on Monday, 29th July 2013)

Draft minutes to be approved at the meeting
to be held on Wednesday, 4th September, 2013

SCRUTINY BOARD (RESOURCES AND COUNCIL SERVICES)

MONDAY, 24TH JUNE, 2013

PRESENT: Councillor P Grahame in the Chair

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

1 Chair's Opening Remarks

The Chair welcomed everyone to the first meeting of the municipal year. The Chair also welcomed Councillor Asghar Khan to his first meeting of the Scrutiny Board (Resources and Council Services). The Scrutiny Board thanked Councillor Ron Grahame for his contribution to this Board over the past two years.

2 Late Items

There were no late items.

3 Declaration of Disclosable Pecuniary Interests

There were no disclosable pecuniary interests declared to the meeting.

4 Apologies for Absence and Notification of Substitutes

An apology for absence was received from Councillor J L Carter.

5 Minutes - 10th May 2013

RESOLVED – That the minutes of the meeting held on 10th May 2013 be confirmed as a correct record.

6 Executive Board Minutes - 9th May 2013

RESOLVED – That the minutes of the Executive Board held on 9th May 2013 be noted.

7 Co-opted Members

The report of the Head of Scrutiny and Member Development sought the Board's formal consideration for the appointment of Co-opted Members.

The Board was informed that they could appoint the following:

- Up to five non-voting co-opted members for a term of office that does not go beyond the next Annual Meeting of Council; and/or
- Up to two non-voting co-opted members for a term of office that relates to the duration of a particular and specific scrutiny inquiry.

Minutes approved as a correct record
at the meeting held on Monday, 29th July, 2013

RESOLVED – To appoint co-opted members on an ad-hoc basis for any inquiries where it was deemed appropriate.

8 Financial Performance - Outturn Financial Year Ended 31st March 2013

The Head of Scrutiny and Member Development submitted a report which introduced the Council's Financial Performance for the year ending 31st March 2013.

Doug Meeson, Chief Officer (Financial Management) attended the meeting.

In summary, the main areas of discussion were:

- The makeup of the £6.7m General Fund underspend.
- Debt management.
- Risks associated with the assumed budgeted income from NHS Leeds.
- Risks associated with insurance claims.
- Vacant posts within Directorates.
- Income generation within Directorates.
- A request for additional information to be reported back to the Scrutiny Board.

RESOLVED – To note the contents of the report and that the additional information requested be provided.

9 2012-13 Quarter 4 Performance Report

The Assistant Chief Executive (Customer Access and Performance) and Deputy Chief Executive submitted a joint report which provided a summary of performance against the strategic priorities for the council relevant to the Resources and Council Services Scrutiny Board.

The following information was appended to the report:

- Appendix 1a – Performance Reports for the 5 Cross Council Priorities which are based on the Council values
- Appendix 1b – Resources Directorate Priorities and Indicators
- Appendix 1c – Customer Access and Performance Directorate Priorities and Indicators
- Appendix 1d – Other Directorate Priorities and Indicators relevant to the Board.

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

- Doug Meeson, Chief Officer (Financial Management)
- Mariana Pexton, Chief Officer (Corporate Support).

In brief summary, the main areas of discussion were:

Minutes approved as a correct record
at the meeting held on Monday, 29th July, 2013

- Progress on headcount reduction compared to vacancies.
- The above target absence figures for 2012/13 and the need for a 2013/14 target.
- Examples of consultation with local communities on key decisions and the dramatic improvement in performance in quarter 4 within the Resource Directorate.
- Appraisal performance and the data used to report performance.
- The levels of training given to appraising managers.
- The performance of Children's Services around the Treating people fairly value.
- Performance around processing Housing benefit changes for existing claimants.
- A request for additional information to be reported back to the Scrutiny Board.

RESOLVED – To note the Quarter 4 performance report and to request that the additional information requested be provided.

10 Sources of Work for the Scrutiny Board

The Head of Scrutiny and Member Development submitted a report which provided information and guidance on potential sources of work to be developed within the Board's Work Programme for 2013/14.

Appended to the report was a copy of the Best Council Plan and the "Leeds: The Big Picture" report providing analysis of the data produced from the 2011 Census.

The Chair invited all Board Members to have an input in relation to their own preferred areas of work for the Scrutiny Board.

In summary, the following sources of work were put forward for consideration/discussion:

- Progress on Community Right to challenge.
- Progress on the Budget Plus Income generation review.
- Preparation for, and impacts of, Universal credit.
- Integration of face to face services.
- HR recruitment practices.
- Management of vacancies.
- The management of insurance claims and insurance policies.
- Progress on the review of community centre lettings.
- Translation services.
- Grants to third parties.
- General monitoring of the people score card "Big 5".

RESOLVED –

- (a) To confirm the areas of Scrutiny for the forthcoming municipal year.
- (b) To authorise the Chair, in conjunction with officers, to draw up a detailed work schedule.

11 Work Schedule

The report of the Head of Scrutiny and Member Development presented the draft work schedule for the forthcoming municipal year.

RESOLVED – That the Board’s work schedule be updated to reflect the work areas identified during today’s meeting.

12 Date and Time of Next Meeting

Monday, 29th July 2013 at 10.00 am (Pre-meeting for all Board Members at 9.30 am)

(The meeting concluded at 11.30 am).

SCRUTINY BOARD (RESOURCES AND COUNCIL SERVICES)

MONDAY, 29TH JULY, 2013

PRESENT: Councillor P Grahame in the Chair

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

13 Late Items

There were no late items.

14 Declaration of Disclosable Pecuniary Interests

There were no disclosable pecuniary interests declared to the meeting.

15 Apologies for Absence and Notification of Substitutes

There were no apologies for absence.

16 Minutes - 24th June 2013

RESOLVED – That the minutes of the meeting held on 24th June 2013 be confirmed as a correct record.

17 Executive Board Minutes - 19th June 2013

RESOLVED – That the minutes of the Executive Board held on 19th June 2013 be noted.

18 Recommendation Tracking - Scrutiny Inquiry on Welfare Reform

The Chief Officer (Statutory Housing) and the Chief Officer (Welfare and benefits) provided a joint report setting out the progress made in relation to the recommendations arising from the Scrutiny Board Inquiry on Welfare Reform Benefit Changes.

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

- Steve Carey – Chief Revenues and Benefits Officer
- Lorraine Wright – Service Manager – Relationship Management
- Dave Levitt – Recovery Manager – Revenues and Benefits.

The Leader of Council, Councillor Keith Wakefield also attended the meeting to discuss High Cost Lenders.

In summary, the main areas of discussion were:

Draft minutes to be approved at the meeting
to be held on Monday, 30th September, 2013

- The successful progress on implementing the Board's recommendations.
- The revised rent arrears recovery procedures.
- Current statistics in relation to those who had made some form of payment arrangement and those facing summons.
- The current position regarding the reclassification of properties.
- The pressures on the Discretionary Housing Payments (DHP) budget and the ability to use underspends from the Local Welfare Scheme to support the DHP budget.
- Opportunities to work across sectors including utility firms to help with customers with debt management and advice.
- The impact of High Cost Lenders and the Council's action plan to tackle this issue.

RESOLVED –

- (i) To note progress on the implementation of the recommendations made by this Scrutiny Board following its Inquiry into Welfare Reform Benefit Changes.
- (ii) To recommend that any underspends in the Local Welfare Scheme budget be used to offset any overspends in the Discretionary Housing Payments Budget.
- (iii) That this Scrutiny Board undertakes further work in relation to High Cost Lenders.

19 Civic Enterprise Leeds

The Chief Officer (Civic Enterprise) submitted a report which provided a summary of the principles around the establishment of a stand-alone unit called Civic Enterprise Leeds.

The following officer was in attendance and responded to Board Members' questions and comments:

- Julie Meakin – Chief Officer (Civic Enterprise).

In brief summary, the main areas of discussion were:

- The principles behind the establishment of Civic Enterprise Leeds, the concept of an enabling corporate centre and the budget pressures faced by the Council.
- The opportunities to develop services with a range of markets.
- Support for services who want to commercialise what they do.
- The value for money of services currently provided.
- The possible impact on SMEs and other businesses operating in similar market places.

The Board requested that the Chief Officer (Civic Enterprise) discuss the principles of the Unit with appropriate business colleagues in the City.

RESOLVED – To note the establishment of Civic Enterprise Leeds and to request a progress report in July 2014.

20 Transforming Procurement and Contract Procedure Rules

The Chief Officer PPPU and Procurement submitted a report which provided draft Contract Procedure Rules for Member comment.

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

- Philippa Toner - Senior Executive Manager - Public Private Partnership Unit and Procurement.

The report submitted asked a number of specific questions of Members in relation to decision making within the Contract Procedure Rules. Following discussion the Board made the following recommendations;

- In relation to Framework agreements that the Key decision was taken at the time that the decision to procure was taken and also at each subsequent call off.
- That any decision to extend a contract be treated as a Key, Significant Operational or Administrative decision in accordance with Article 13 thresholds.
- That all waiver of Contract Procedure Rules are treated, as a minimum, as a Significant Operational Decision.
- In addition, the Board welcomed the proposal that the main decision to be taken was whether or not to undertake procurement and also the development of a procurement calendar. Members reiterated the need to ensure that calendars programmed sufficient time for Call In and the possibility of reference back.

RESOLVED –

- (i) To make the above recommendations in relation to decision making.
- (ii) To request an update on the operation of the Contract Procedure Rules in July 2014.

21 Work Schedule

The report of the Head of Scrutiny and Member Development presented the draft work schedule for the forthcoming municipal year.

RESOLVED – That the Board's work schedule be updated to reflect the work areas identified during today's meeting.

22 Date and Time of Next Meeting

Monday, 30th September at 10.00 a.m. (Pre-meeting for all Board Members at 9.30 a.m.)

(The meeting concluded at 12 Noon).

SCRUTINY BOARD (CHILDREN AND FAMILIES)

FRIDAY, 28TH JUNE, 2013

PRESENT: Councillor J Chapman in the Chair

Councillors J Elliott, P Grahame, C Gruen,
A Lamb, P Latty, C Macniven, K Mitchell,
M Rafique, K Renshaw and B Urry

CO-OPTED MEMBERS (VOTING)

Mr E A Britten – Church Representative (Catholic)

Mr A Graham – Church Representative (Church of England)

Mrs J Ward – Parent Governor Representative (Secondary)

1 Late Items

There were no late items.

2 Declaration of Disclosable Pecuniary Interests

There were no declarations of disclosable pecuniary interests.

3 Apologies for Absence and Notification of Substitutes

Apologies for absence were submitted by Councillors J Akhtar and A Sobel and Co-opted Members, Ms A Craven, Ms C Foote, Ms C Raftery, Ms T Kayani, Ms J Morris-Boam and Ms S Hutchinson. Notification had been received that Councillor P Grahame was to substitute for Councillor J Akhtar and Councillor C MacNiven for Councillor A Sobel.

4 Minutes - 25th April 2013 (Ordinary and Call-in meetings)

RESOLVED – That the minutes of the meetings held on 25th April 2013 (Ordinary and Call-in) be approved as a correct record.

5 Co-opted Members

The Head of Scrutiny and Member Development submitted a report on the options available with regards the appointment of co-opted members to the Scrutiny Board.

Sandra Pentelow, Principal Scrutiny Adviser, presented the report and responded to Members' queries and comments.

In her presentation the Board was advised that two nominations had been received for the Early Years Representative and that the Board were required to vote on their preferred nomination. It was also recommended that the Board undertook a review of co-opted membership to the Board in preparation for the 2014/15 municipal year to identify any gaps in representation.

Minutes approved as a correct record
at the meeting held on Thursday, 25th July, 2013

In addition the following nominations for statutory voting co-opted members had been received:

- Church of England diocese representative – Mr A Graham
- Roman Catholic diocese representative – Mr E A Britten

Two parent governor representatives were currently in post:

- Amanda Craven (primary) – 08/09/2011 – 07/09/2015
- Jacqueline Ward (secondary) – 21/04/11 – 20/04/2015.

RESOLVED –

- (a) That the contents of the report be received and noted
- (b) That in addition to the statutory voting co-opted members the following be appointed as non-voting co-opted members to the Scrutiny Board for 2013/14:
 - Ms C Foote – Teacher Representative
 - Ms C Raftery – Teacher Representative
 - Ms S Hutchinson – Early Years Representative, after consideration of two nominations
 - Ms T Kayani – Young Lives Leeds (13-19 age group)
 - Ms J Morris-Boam – Young Lives Leeds (0-13 age group)
- (c) That a review of co-opted membership be added to the work programme for 2013/14 in preparation for the 2014/15 municipal year.

6 Scrutiny Board Terms of Reference

The Head of Scrutiny and Member Development submitted a report on the Scrutiny Boards Terms of Reference.

Appended to the report was the report of the Children and Families Scrutiny Board on the Children's Trust Board.

Sandra Pentelow, Principal Scrutiny Adviser, presented the report and responded to Members' queries and comments.

RESOLVED –

- a) That the contents of Scrutiny Board (Children and Families) Terms of reference be noted
- b) That the contents of the Scrutiny Board (Children and Families) report on the Children's Trust Board be noted.

7 Sources of work and areas of priority for the Scrutiny Board

The Head of Scrutiny and Member Development submitted a report on potential sources of work for the Scrutiny Board.

The following information was appended to the report:

- Children and Young People's Plan 2011- 2015, Refresh 2013
- Best Council Plan 2013- 2017
- The Every Child Matters Survey 2011/12 Analysis Report
- Executive Board Minutes of meeting held on 9th May 2013
- Table of Scrutiny Inquires and Statements Relating to Children and Families.

Sandra Pentelow, Principal Scrutiny Adviser, presented the report and responded to Members' queries and comments.

The following representatives were in attendance and responded to Members' queries and comments:

- Councillor J Blake, Executive Board Member (Children and Families)
- Nigel Richardson, Director of Children's Services.

The Chair invited all Board Members to have an input in relation to their own preferred sources of work for the Scrutiny Board.

In summary, the following sources of work were put forward for consideration:

- Development and Implementation of the Youth Offer for Leeds.
- Developments in reducing the number of Young People who were, or at risk of becoming NEET following the Scrutiny Boards inquiry.
- Government requirement for the delivery of Primary and Secondary Education via non maintained schools, (Academies, free schools etc.)
- Social Care System – post implementation review.
- Review of the Children's Trust Board in accordance with the Board's Terms of Reference.
- The Performance and Accountability of Clusters as recommended by the 2012/13 Scrutiny Board and following the call-in meeting on the 25th April 2013.
- Development of the Leeds offer for Kinship Carers.
- Basic Need - to promote understanding of the challenges ahead and identify areas of concern.
- Integration of SEN Young People into Further Education due to concern regarding partnership arrangements and the withdrawal of facilities.
- Children and Young People's Voice and Influence as there was a perceived lack of influence in local areas and lack of knowledge about the UN convention of the Rights of the Child.

- With regard to child poverty, looking at Free School Meals (FSM) as take up of FSM in Leeds was below national levels.
- 'Coasting Schools' and the challenge for the School Improvement Team to ensure children were not let down due to lack of aspiration in the education system.
- Bullying as the Every Child Matters Survey identified concerning percentages of primary and secondary pupils being subject to bullying in schools.

The Principal Scrutiny Adviser informed Members that the Board would receive reports on the budget at the July 2013 and December 2013 Board meeting. Performance reports and recommendation tracking reports would also be scheduled into the annual work programme.

The Board was reminded that there would be ad-hoc issues considered throughout the year and at the next meeting in July the Leeds Safeguarding Children's Board would be presenting their draft annual report which may highlight further areas for Scrutiny work.

RESOLVED –

- (a) That the contents of the report and appendices be noted
- (b) That a number of the above issues discussed be part of the Board's work schedule for the forthcoming Municipal Year (Minute 9 also refers)
- (c) That authority be given to the Chair of the Scrutiny Board (Children's and Families), in conjunction with officers, to draw up inquiry terms of reference for subsequent approval by the Scrutiny Board.

(Councillor C Gruen left the meeting at 11.00am at the conclusion of this item.)

8 2012-13 Quarter 4 Performance Report

The Deputy Chief Executive and Director of Children's Services submitted a report summarising the quarter 4 performance data relevant to the Scrutiny Board.

The following information was appended to the report:

- Performance Reports for the 3 City Priority Plan
- Children's Services Directorate Priorities and Indicators
- Children and Young People's Performance Update.

The following representatives were in attendance and responded to Members' queries and comments:

- Nigel Richardson, Director of Children's Services
- Peter Storrie, Head of Performance and Improvement (Children's Services).

Minutes approved as a correct record
at the meeting held on Thursday, 25th July, 2013

The key areas of discussion were:

- The percentage of children's homes that were rated good or better by Ofsted. Concern was expressed that the indicator had been consistently red for the 4 quarters. *(The Head of Performance and Improvement responded by advising the Board that inspections had been taking place since April 2013 and provisional results had been positive suggesting that 55% would be good or better which would shift the indicator to amber in the next performance report.)*
- The increase in school absence during the autumn period.
- Concern regarding the voice and influence that children and young people had in shaping a child friendly city and how resources were applied to achieve this.
- Staff Appraisals.

RESOLVED –

- (a) That the contents of the report and appendices be noted.
- (b) That the Board notes the quarter 4 performance information and the issues which had been highlighted.
- (c) That Board Members consider if they wish to undertake further scrutiny work to support improvement over the coming year with regard to the performance of Children's Services.

9 Work Schedule

A report was submitted by the Head of Scrutiny and Member Development which detailed the Scrutiny Board's work programme for the current municipal year.

The draft Scrutiny Board (Children and Families) work schedule for 2013/2014 was appended to the report.

Sandra Pentelow, Principal Scrutiny Adviser, presented the report and responded to Members' queries and comments.

Nigel Richardson, Director of Children's Services, attended the meeting and responded to Members questions and comments.

RESOLVED –

- (a) That the contents of the report and appendices be noted.
- (b) That further consultation be undertaken with regard to the scheduling of an August Scrutiny Board meeting.
- (c) That further consultation be undertaken with the Scrutiny Board regarding the priority of the following topics identified for Scrutiny and for those areas deemed to be of the highest priority to be incorporated into the Board's work schedule for the coming year:

- Partnerships facilitating the integration of SEN Young People into main stream education
- Children and Young People's Voice and Influence
- Free School Meals
- 'Coasting' Schools
- Bullying.

(Councillor M Rafique left the meeting at 12.00 noon during discussion of this item.)

10 Date and Time of Next Meeting

Thursday, 25th July 2013 at 9.45am in the Civic Hall, Leeds
(Pre meeting for Board Members at 9.15am)

(The meeting concluded at 12.10pm)

SCRUTINY BOARD (CHILDREN AND FAMILIES)

THURSDAY, 25TH JULY, 2013

PRESENT: Councillor J Chapman in the Chair

Councillors J Akhtar, J Elliott, J Jarosz,
A Lamb, P Latty, K Mitchell, M Rafique,
K Renshaw, A Sobel and C Towler

CO-OPTED MEMBERS (VOTING)

Mr E A Britten – Church Representative (Catholic)

Mrs J Ward – Parent Governor Representative (Secondary)

CO-OPTED MEMBERS (NON-VOTING)

Ms C Foote – Teacher Representative

Ms S Hutchinson – Early Years Representative

Ms J Morris-Boam – Young Lives Leeds (0-13 age group)

Ms T Kayani – Young Lives Leeds (13-19 age group)

11 Late Items

There were no late items.

12 Declaration of Disclosable Pecuniary Interests

In relation to agenda item 7 entitled, 'Request for Scrutiny – Transport Consultation and the Proposed Changes to the Children's Services Transport Policy', Mr T Britten drew the Board's attention to his role as a representative of the Roman Catholic Diocese. (Minute No. 15 refers)

Also in relation to agenda item 7 entitled, 'Request for Scrutiny – Transport Consultation and the Proposed Changes to the Children's Services Transport Policy', Mr J Ward drew the Board's attention to her role as a parent of children who attended a faith school. (Minute No. 15 refers)

13 Apologies for Absence and Notification of Substitutes

Apologies for absence were submitted by Councillors C Gruen and B Urry and Co-opted Members, Ms A Craven and Mr A Graham. Notification had been received that Councillor C Towler was to substitute for Councillor C Gruen and Councillor J Jarosz for Councillor B Urry.

14 Minutes - 28th June 2013

RESOLVED – That the minutes of the meeting held on 28th June 2013 be approved as a correct record.

15 Request for Scrutiny - Transport consultation and the proposed changes to the Children's Services Transport Policy

The Board considered a request for scrutiny from Mr Tom Casey in relation to proposed changes to the Children's Services transport policy.

The Board noted that this request arose from a report to the Executive Board in June 2013.

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

- Tom Casey – presenting the request
- Helen Edwards – accompanying Mr Casey
- Elizabeth Lock – accompanying Mr Casey
- Councillor Judith Blake, Executive Member (Children's Services)
- Sarah Sinclair, Chief Officer (Strategy, Commissioning and Performance)
- Gerry Hudson, Strategic Business Development Service Lead
- Allan Hudson, Senior Contract Manager.

Tom Casey presented the request to the Board outlining the key concerns identified in his request. He indicated that he was speaking from an updated version of the document circulated to the Board and agreed to provide the revised version to the Principal Scrutiny Adviser for use in any work going forward.

The key issues raised included:

- The quality and inclusivity of the consultation process
- The quality of the supporting financial information
- Poor quality assurance and analysis in the proposals
- Equality and diversity issues
- Traffic and environmental concerns
- Consequential costs of implementing the decision
- Hardship for vulnerable residents
- That the proposals went against the city's aspirations to be a child friendly city and the vision to be the best city in the UK by 2030.

In response, officers and the Executive Member stressed the following points:

- The significant financial pressures facing the authority as a general context to the review of the transport policy
- Specific concerns about the rising costs associated with the children's services transport policy, particularly in the context of the rising school population
- The extension of the consultation period for a further month
- The level of responses to the consultation, but also acknowledgement that, with hindsight, improvements could be made in informing parents of the consultation

- Acknowledgement of some of the comments concerning potential bias or inconsistency in relation to the policy for mixed and single sex education
- That many other authorities had already reviewed or were reviewing this provision in the light of the ongoing financial pressures
- The phased implementation of the new policy
- The good working with partners to take forward the implementation of the changes
- That statutory entitlement would continue to be funded for all those receiving qualifying benefits, protecting the most vulnerable
- That young people had been specifically involved in the consultation process and that their priority for transport was not confined to school transport
- That the Executive Member would welcome the Scrutiny Board's involvement and contribution to the implementation phase.

In discussing the request the main points considered were:

- Clarification that the petition referred to in the report had now been signed by around 3,000 people, but that it only dealt with one aspect of the consultation
- Potential impact on parental choice of schools and potential knock on implications for faith school provision in the future
- The role of all partners, including schools, colleges, Metro, bus providers, the dioceses in the detailed implementation of the new policy
- The fact that the Executive Board decision was still subject to the Call In period.

Members decided that they wished to undertake a scrutiny inquiry in response to the request from Mr Tom Casey and to contribute to the ongoing work on implementation of the changes in the transport policy. It was agreed that the Principal Scrutiny Adviser would draft the scope of the inquiry and circulate proposals to all Board members for comment. It was further agreed that, should the Executive Board decision of 17 July be Called In, that the scope of the inquiry would not be finalised until after the Call In meeting, in order to take account of issues considered at such a meeting.

RESOLVED – That the Principal Scrutiny Adviser draft the scope for an inquiry on the Children's Services transport policy on the basis set out above.

16 Draft LSCB Annual Report on the Effectiveness of Safeguarding Arrangements for Children and Young people in Leeds (July 2013)

The Independent Chair of the Leeds Safeguarding Children Board submitted a report which provided an update on the progress being made by and through the LSCB to improve safeguarding children practice in Leeds. The report also provided the a progress update relating to recommendation 1 of the Scrutiny Boards inquiry into Private Fostering.

The following information was appended to the report:

- LSCB Annual Report 2012/13 Draft (2) 11.07.13.

The following representatives were in attendance and responded to Members' queries and comments:

- Councillor J Blake, Executive Member (Children's Services)
- Steve Walker, Deputy Director (Safeguarding, Specialist & Targeted Services)
- Sarah Sinclair, Chief Officer (Strategy, Commissioning and Performance)
- Bryan Gocke, LSCB Manager

The key areas of discussion were:

- The effectiveness of safeguarding arrangements for children and young people and the good progress made so far
- Areas identified for improvement as identified by Ofsted in February 2013
- The Private Fostering update report from Children's Services received by the LSCB in June 2013
- Eastmoor Ofsted report.

RESOLVED – That the Scrutiny Board (Children and Families) notes the content of the draft LSCB Annual Report and the challenges for 2013/14, including those accepted by the Children's Trust Board.

17 Response to Scrutiny Inquiry Report - Private Fostering

The Director of Children's Services submitted a comprehensive progress report in response to the Scrutiny Boards inquiry report into Private Fostering.

The following information was appended to the report:

- Draft Private Fostering Communications Strategy 2013/14 Version 4.

The following representatives were in attendance and responded to Members' queries and comments:

- Councillor J Blake, Executive Member (Children's Services)
- Steve Walker, Deputy Director (Safeguarding, Specialist & Targeted Services)
- Sarah Sinclair, Chief Officer (Strategy, Commissioning and Performance)
- Val Hales, Fostering and Adoption, Children's Services

The key areas of discussion were:

- Raising the profile of Private Fostering and reporting pathways

- The number of reported cases were still low and the fluctuating numbers of children who were in a private fostering situation
- The benefit of care being provided from within the family
- The value of the inquiry and the inclusion of recommendations in the communications strategy.

RESOLVED – That the Scrutiny Board approves the proposed responses as outlined in the report.

18 Director's Response - Scrutiny Inquiry into Increasing the Number of Young People in Employment, Education or Training

The Director of Children's Services submitted a report which outlined the formal response to the recommendations of the Scrutiny Board (Children and Families) inquiry into increasing the number of young people in employment, education or training.

The following representatives were in attendance and responded to Members' queries and comments:

- Councillor J Blake, Executive Member (Children's Services)
- Sarah Sinclair, Chief Officer (Strategy, Commissioning and Performance)
- Gary Milner – Lead Officer, Skills for Life

The key areas of discussion were:

- The acceptance of recommendations and intention to report back to Scrutiny Board in October 2013
- The recognition of the size of the NEET problem and greater partnership approach to tackling this
- Barriers such as maths and English GCSE attainment, and interview and presentation skills, SEN and poverty that impact on the employability of young people
- The growing interest of companies in working with the Council to get young people work ready
- Youth Contract and access to support and information advice and guidance.

RESOLVED – The Scrutiny Board notes that the Director of Children's Services accepts the 13 recommendations stated in the inquiry report.

(Councillor J Jarosz left the meeting at 12.00 at the conclusion of this item.)

19 Financial Health Monitoring Children's Services- Budget Update Quarter 1 2013/14 and Outturn summary for 2012/13

The Head of Scrutiny and Member Development submitted a report to facilitate the provision of budget information.

The following information was appended to the report:

- Financial Dashboard – 1st Quarter April to June 2013
- Children's Services – 2012/13 Financial Outturn report

The following representatives were in attendance and responded to Members' queries and comments:

- Councillor J Blake, Executive Member (Children's Services)
- Sarah Sinclair, Chief Officer (Strategy, Commissioning and Performance)
- Neil Warren, Head of Finance (Children's Services)

The key areas of discussion were:

- The significant financial pressures facing Children's Services particularly with regard to the budget reduction in 2013/14.
- Current year £1.15m overspend and the work currently being done to mitigate this over the remainder of the financial year.
- Turning the curve on external placements continues to be a priority

RESOLVED – That the contents of the report and appendices be noted.

20 Work Schedule

A report was submitted by the Head of Scrutiny and Member Development which detailed the Scrutiny Board's work programme for the current municipal year.

The draft Scrutiny Board (Children and Families) work schedule for 2013/2014 was appended to the report.

Sandra Pentelow, Principal Scrutiny Adviser, presented the report and responded to Members' queries and comments. Members were advised that the work programme would be updated following the outcome of any call-in meeting should any arise following the publication of the Executive Board minutes on the 19 July 2013.

RESOLVED – That the contents of the report and appendices be noted.

21 Date and Time of Next Meeting

Thursday, 19th September 2013 at 9.45am in the Civic Hall, Leeds
(Pre meeting for Board Members at 9.15am)

(The meeting concluded at 12.15pm)

SCRUTINY BOARD (CHILDREN AND FAMILIES)

WEDNESDAY, 7TH AUGUST, 2013

PRESENT: Councillor J Chapman in the Chair

Councillors J Akhtar, J Elliott, M Harland,
J Illingworth, A Lamb, P Latty, J Lewis,
K Mitchell, M Rafique and K Renshaw

CO-OPTED MEMBERS (VOTING):

Mr E Britten – Church Representative (Catholic)

Ms J Ward – Parent Governor Representative (Secondary)

CO-OPTED MEMBERS (NON-VOTING):

Mrs S Hutchinson – Early Years Representative

Ms J Morris-Boam – Young Lives Leeds

22 Exempt Information - Possible Exclusion of the Press and Public

Members were advised that legal advice may be sought which warranted the exclusion of the press and public under Access to Information Procedure Rule 10.4 (5), 'Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings'. (Minute No. 27 refers)

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

23 Late Items

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

- Home to School Travel and Transport Guidance – Department of Education 2007 (Minute No. 27 refers)
- Report of the Director of Children's Services to Executive Board dated 15th February 2013 – Permission to consult on proposals to redevelop the Children's Services Transport Policy and Strategy. (Minute No. 27 refers)

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

24 Declaration of Disclosable Pecuniary and Other Interests

In relation to agenda item 7 entitled, 'Outcome of the transport consultation and proposed changes to the Children's Services transport policy',

Draft minutes to be approved at the meeting
to be held on Thursday, 19th September, 2013

Mr E Britten drew the Board's attention to his role as a representative of the Roman Catholic Diocese and also in his capacity as a Governor at a school in Leeds. (Minute No. 27 refers)

Also in relation to agenda item 7 entitled, 'Outcome of the transport consultation and proposed changes to the Children's Services transport policy', Ms J Ward drew the Board's attention to her role as Governor at Corpus Christi School and a parent of children who attended a faith school. (Minute No. 27 refers)

A further declaration was made at a later point in the meeting. (Minute No. 27 refers)

25 Apologies for Absence and Notification of Substitutes

Apologies for absence were submitted by Councillors C Gruen, A Sobel and B Urry and Co-opted Members, Ms A Craven, Mr A Graham and Ms T Kayani.

Notification had been received that Councillor M Harland was to substitute for Councillor C Gruen, Councillor J Illingworth for Councillor A Sobel and Councillor J Lewis for Councillor B Urry.

26 Call-In Briefing Paper

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

Members were advised that the options available to the Scrutiny Board in respect of this particular called in decision were:

Option 1 – Release the decision for implementation – Having reviewed the decision, the Scrutiny Board (Children's and Families) may decide to release it for implementation. If the Scrutiny Board chooses this option, the decision will be immediately released for implementation and the decision may not be called in again.

Option 2 – Recommend that the decision be reconsidered – The Scrutiny Board may decide to recommend to the decision maker that the decision be reconsidered. If the Scrutiny Board chooses this option a report will be submitted to the decision maker.

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

27 Outcome of the transport consultation and proposed changes to the Children's Services transport policy

The Head of Scrutiny and Member Development submitted a report, together with relevant background papers, in relation to an Executive Board decision dated 17th July 2013 in relation to 'Outcome of the transport consultation and proposed changes to the children's services transport policy'.

The decision had been called in for review by Councillors A Lamb, B Anderson, D Cohen, P Wadsworth and G Latty on the following grounds:

'We feel that the decision will limit the choices available to parents in relation to the education of their children. This decision will impact upon low to middle income parents who do not qualify for benefits and will struggle to pay full economic rate for services. This is most relevant to families that have already made these choices who will face a cliff edge cut in two years' time. This decision could cause parents to struggle and fall into debt or cause parents to make the decision to disrupt the child's education. There appears to be a discrepancy in the new transport policy relating to children who attend a single sex school on the basis of their parent's religion or belief who will continue to be funded past the date when all other faith funding has been removed.

We also believe that the decision was not taken in an open and clear way because the decision was taken to remove funding for discretionary home to school transportation before the consultation took place. The rationale for the decision is related to financial pressures to the authority, insufficient work has been done to identify what cost implications the decision will have on other areas of the budget. Officers have not been able to provide assurances that the savings the decision is meant to make will be realised. The consultation was misleading to the public as great detail was provided about the discretionary elements, very little detail was provided about statutory elements and the options available relating to them.

The consultation feedback to the Executive Board did not fully address the concerns and impacts raised during the consultation period. The responses / mitigations were unclear as to which concerns they specifically related to and some specifically not addressed.

We are aware of the public request for scrutiny but given that this decision has already been taken by Executive Board and the fundamental flaws and concerns we have with that process we think this call-in is also a valuable part of the democratic process. We believe that this call-in could have been avoided by the Executive Board by allowing scrutiny to undertake an inquiry and inform the decision thereby ensuring that we are making the best decision for the people of the city. We believe that the Executive Board decision should be reversed to enable scrutiny to fully inform the decision – not inform a decision that has already been made.'

The Scrutiny Board considered the following written evidence:

- Copy of completed Call-in request form
- Report of the Director of Children's Services to Executive Board dated 17th July 2013 entitled 'Outcome of the transport consultation and proposed changes to the Children's Services transport policy'
- Draft minutes of the Executive Board meeting held on 17th July 2013.

The following supplementary information was submitted to the Scrutiny Board:

- Home to School Travel and Transport Guidance – Department of Education 2007
- Report of the Director of Children's Services to Executive Board dated 15th February 2013 – Permission to consult on proposals to redevelop the Children's Services Transport Policy & Strategy.

The following Members and officers attended the meeting:

- Councillor Lamb, Signatory to the Call-in and Scrutiny Board Member (Children and Families)
- Councillor Anderson, Signatory to the Call-in
- Councillor Blake, Executive Member (Children's Services)
- Sarah Sinclair, Chief Officer (Strategy, Commissioning and Performance), Children's Services
- Allan Hudson, Senior Contract Manager, Children's Services
- Neil Warren, Head of Finance, Children's Services
- Lelir Yeung, Head of Equality, Customer Access and Performance
- Mary O'Shea, Section Head (Education and Employment), Legal Services
- Matthew Lund, Senior Policy and Performance Officer, Strategy and Resources.

Councillor Lamb presented the reasons for calling in the decision. These included:

- Concern that the decision had already been taken prior to call-in.
- The importance of pre-decision scrutiny.
- Reference to other non-statutory areas where savings could have been made, particularly redevelopment of the Council's website and replacement of the Electronic Social Care Records system (ESCR).
- Concern about unintended consequences of the changes and whether anticipated savings would be realised.
- Concern that the decision raised issues about fairness and potential legal challenge in future.
- Concern that the consultation process had not been undertaken in a fair, open and transparent way.
- Concern that the consultation predominantly focused on the discretionary element of school transport.
- Concern about the movement of children to alternative nearer schools and the capacity of schools to accommodate this.

Councillor Anderson added the following points:

- Concern about whether the mitigation identified in the equality impact assessment was sufficient.
- Concern that the policy discriminated against faith and disability.

- The decision did not require immediate implementation but required further consideration, particularly the impact on low income working families which would be hit the hardest financially.

In response to the concerns raised, Sarah Sinclair, Chief Officer (Strategy, Commissioning and Performance), made the following key points:

- There were significant financial challenges facing the local authority. The Department's main priority was investment towards the most vulnerable children and young people.
- There had been no changes to the admissions policy and parents were still able to submit preferences.
- Discretionary funding was available to those on qualifying benefits.
- Work had been undertaken with local transport providers to ensure that public transport charges were fair and reasonable.
- There was no national evidence to suggest exodus of children from faith schools due to changes in the transport policy of other authorities.
- Implementation of some aspects of the policy was to be phased in over 2 years.
- Clarification that the consultation document related to both statutory and discretionary aspects of the children's services transport policy.
- Clarification that consultation was sought from all parents not just those due to be affected by the revised policy.
- No change in policy was not an option.

Councillor Blake, Executive Member (Children and Families), made the following comments:

- Children's Services welcomed Scrutiny's involvement, particularly in this complex area of policy.
- Emphasis of the significant financial challenges faced by the local authority, particularly that another £20m needed to be cut from the budget in addition to that originally anticipated.
- The current spend on school transport was £16m.
- Through phased implementation and joint working with transport providers there was an opportunity to improve outcomes for young people.
- Work was already progressing with Leeds City College to provide a bursary scheme.

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

The meeting then resumed in open session and the following key areas were discussed:

- Concern about the impact of the decision on the local transport infrastructure and traffic outside local schools. Members were reminded about the Council's commitment to working with local transport providers, on-going support through the concessionary fares scheme and provision of half fare travel.
- Concern about the future viability of faith education if parents could not afford to transport their children.
- Concerns about the consultation process. Members were advised that the Council had consulted major partners, Elected Members and local MP's. The consultation had been accessible on the Council's website. Details had been emailed to schools and governing bodies. Public meetings about the proposals had also taken place.
- Clarification was sought about the outcome of the consultation responses involving young people. Members were advised that a summary of the responses was contained as an appendix to the report. The main theme arising from the consultation was about ensuring fairness. The Youth Parliament had also been consulted on the proposals.
- Clarification whether all parents had been contacted about the proposals. Members were advised that schools had been requested to cascade this information.
- Concern that not all parents had been advised of the consultation due to the methods employed.
- Concern about the impact of the changes on NEET figures. Members were advised that reducing NEET continued to be an obsession and work would be done to mitigate any impact.
- Concern that changes to other local authority transport policies were coming into effect as pupils started school not mid primary or secondary education.

Officers were then invited to summarise their response and the following key points were made:

- The Council's priority was to support vulnerable young people.
- Work had been undertaken with local transport providers to improve services.

Councillor Lamb was invited to summarise the reasons for calling in the decision. The main reasons were as follows:

- Potential legal challenge and cost implications of the decision.
- Uncertainty whether projected savings could be realised.
- Concerns about how the consultation process had been undertaken.
- The need for more pre-decision scrutiny.

RESOLVED – That the report and information provided be noted.

(Councillor Akhtar drew the Board's attention to his employment as a taxi driver which could be affected by changes to the Children's Services transport policy)

28 Outcome of Call-In

The outcome of the vote by voting Members present was as follows:

Option 1 – 7 in favour
Option 2 – 6 in favour.

RESOLVED – Option 1 - To release the decision for implementation.

(The meeting concluded at 12.23pm.)

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SCRUTINY BOARD (SUSTAINABLE ECONOMY AND CULTURE)

TUESDAY, 18TH JUNE, 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

1 Chair's Opening Remarks

The Chair welcomed everyone to the first meeting of the Scrutiny Board (Sustainable Economy and Culture) for the 2013/14 municipal year. In particular he welcomed Councillors Castle, Coupar and Khan who had joined the Board this year and he also welcomed Councillor Yeadon in her role as Executive Member for Leisure and Skills.

2 Late Items

There were no formal late items of business to consider. However the Chair agreed to accept the following items as supplementary information:

- Draft report of the Sustainable Economy and Culture Scrutiny Board on the Sustainable Economy and Culture Strategic Partnership Board (Agenda Item 7) (Minute 5 refers)
- Draft terms of reference for an inquiry on the role of the Leeds Let's Get Active Scheme in promoting public health (Agenda Item 10) (Minute 8 refers)
- Briefing Note for Scrutiny Board (Sustainable Economy and Culture) Categorisation of Executive Decisions (Agenda Item 12) (Minute 10 refers).

These documents were not available at the time of the agenda despatch, but have been made available to the public on the Council's website.

3 Declaration of Disclosable Pecuniary Interests

There were no disclosable pecuniary interests declared at the meeting.

4 Apologies for Absence and Notification of Substitutes

There were no apologies for absence or notification of substitutes.

5 Minutes - 23 April 2013

RESOLVED – That the minutes of the meeting held on 23 April 2013 be confirmed as a correct record.

Minutes approved as a correct record
at the meeting held on Tuesday, 16th July, 2013

(Councillor Ingham joined the meeting at 10.10am during discussion of the above item.)

6 Scrutiny Board Terms of Reference

The Board considered a report setting out its terms of reference and the alignment with Executive Member roles and the Sustainable Economy and Culture Strategic Partnership Board. A report summarising the Scrutiny Board's observations and recommendations following scrutiny of the Strategic Partnership Board in April 2013 was appended to the report.

In addition to the relationships outlined in the report, the Chair drew the Board's attention to the link to Councillor Dobson's cross-cutting champion role to deliver the city's low carbon agenda, which is a key priority in the Sustainable Economy and Culture City Priority Plan.

RESOLVED –

- a) To note the Scrutiny Board's terms of reference; and
- b) To note the report of the Sustainable Economy and Culture Scrutiny Board on the Sustainable Economy and Culture Partnership Board.

7 Co-opted Members

The Board considered a report which provided guidance on the appointment of co-opted Members.

RESOLVED – That, in line with the options available outlined in the report, no standing co-opted members be appointed to the Board, but that the Board retains the option to appoint co-opted members to support specific scrutiny inquiries.

(Councillor Khan joined the meeting at 10.15am during discussion of the above item.)

8 2012/13 Quarter 4 Performance Report

The Assistant Chief Executive (Customer Access and Performance) submitted a report which summarised performance against the strategic priorities for the city council and city relevant to the Scrutiny Board.

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

- Councillor Lucinda Yeadon, Executive Member, Leisure and Skills
- Councillor Richard Lewis, Executive Member, Development and the Economy
- Martin Farrington, Director of City Development
- Paul Maney, Head of Strategic Planning, Policy and Performance.

The Director presented an overview of the key performance issues and particularly highlighted support for over 3,000 people to enter work; 10.2% reduction in carbon emissions; funding for the city centre flood alleviation scheme; international recognition for the Arena; and the successful funding bid for the Leeds Let's Get Active scheme.

Members noted the intention not to bring a quarter 1 report to the Board in September, while the performance system is being revised to match the new Best Council business plan. The next scheduled report is therefore the quarter 2 report in December. The Head of Strategic Planning, Policy and Performance offered to provide an interim update to the Board on the development of the new performance framework, to provide them with an opportunity to influence the new reporting format.

The following key points were raised in discussion:

- local activity to support young people to improve their skills and access employment. It was suggested that the Board consider an inquiry looking at the impact in localities of our plans and policies to promote jobs and skills and tackle worklessness;
- Praise for the Arena project;
- The council's ability to promote local employment opportunities through contracts, procurement and planning roles;
- The added value of the third sector;
- Monitoring of current carbon emissions in the area where the new incinerators are due to be built.

RESOLVED – That the Quarter 4 performance information and the issues which have been highlighted be noted, and that the Board considers undertaking further scrutiny work to support improvement over the coming year in relation to the impact in localities of our plans and policies to promote jobs and skills and tackle worklessness.

9 Sources of Work for the Scrutiny Board

The Board considered a report from the Head of Scrutiny and Member Development which provided information and guidance on potential sources of work and areas of priority within the Board's terms of reference.

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

- Councillor Lucinda Yeadon, Executive Member, Leisure and Skills
- Councillor Richard Lewis, Executive Member, Development and the Economy
- Martin Farrington, Director of City Development
- Paul Maney, Head of Strategic Planning, Policy and Performance.

The Board noted apologies from Councillor Peter Gruen, Executive Member for Neighbourhoods, Planning and Support Services and from Nigel Foster, Chair of the Sustainable Economy and Culture Partnership Board.

Minutes approved as a correct record
at the meeting held on Tuesday, 16th July, 2013

The Board discussed potential topics of work for the coming year with the Director and Executive Members. This included consideration of items brought forward from the previous year's work programme. It was agreed that there was no longer a requirement to consider Section 106 financial obligations.

The Board acknowledged that the list of priority areas identified represented a challenging programme, and that additional topics may also come up during the course of the year.

RESOLVED –

- a) That the following areas of scrutiny be prioritised for the coming year:
 - Tour de France – community involvement in the event and legacy plans
 - Joint working group with the Children and Families Scrutiny Board as part of that Board's ongoing scrutiny of youth services
 - The impact in localities of our plans and policies to promote jobs and skills and tackle worklessness
 - The manufacturing sector in Leeds
 - The engagement of cultural organisations in local communities
 - The role of the Leeds Let's Get Active scheme in promoting public health
 - Closure of the West Park Centre
 - Draft Sports Strategy
- b) That the terms of reference for the inquiry into the role of the Leeds Let's Get Active Scheme in promoting public health be agreed;
- c) That the Chair writes to the Chair of the Inner North West Area Committee with regard to the timing of the scrutiny inquiry on the closure of the West Park Centre.

10 Work Schedule

The Board noted the draft work schedule and agreed that the Chair and the Principal Scrutiny Adviser be asked to incorporate the issues raised in the discussion under the previous agenda item.

RESOLVED – That the Chair and the Principal Scrutiny Adviser bring back a revised work programme to the Board's next meeting for confirmation.

(Councillor Chapman left the meeting at 11.30am following discussion of the above item.)

11 Request for Scrutiny - Proposal to introduce charges for Party in the Park

The Board received a report from the Head of Scrutiny and Member Development, advising Members of a request for scrutiny from Councillor

John Procter in relation to the decision-making process for the proposed introduction of charges for Party in the Park.

The Board noted that this was the first occasion on which the constitutional mechanism for identifying decisions which appear to have been wrongly treated had been invoked. Members were informed that, if the Scrutiny Board determined that the decision should have been treated as a key decision, it had the right to require the Executive to submit a report to Council (within such reasonable time as the Scrutiny Board specifies) setting out particulars of the decision; the reasons for the decision; the individual or body making the decision; and if the Leader is of the opinion that it was not a key decision, the reasons for that opinion.

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

- Councillor John Procter
- Councillor Lucinda Yeadon, Executive Member, Leisure and Skills
- Martin Farrington, Director of City Development
- Catherine Blanshard, Chief Libraries, Arts and Heritage Officer
- Andy Hodson, Head of Governance Services
- Kate Sadler, Principal Corporate Governance Officer

Councillor Procter outlined his request to the Board. He considered that this decision should have been treated as a 'key decision' as defined by the constitution, rather than a significant operational decision. He outlined his arguments in relation to both the financial criteria and the significance of the impact of the decision on local people. He stressed his view that the decision should have been available for scrutiny by councillors, and emphasised the importance of this element of the delegation scheme agreed by Council. He highlighted the responsibility of councillors to ensure that the delegation scheme they had agreed was properly implemented.

In response, the Director of City Development outlined the consideration given to the financial and significance issues by the Chief Libraries, Arts and Heritage Officer in coming to the conclusion that the decision did not meet the criteria for a key decision. He circulated an extract from Article 13 of the council's constitution relevant to the decision-making process. He acknowledged that there was a degree of subjectivity involved with regard to assessing the significance of the effect on communities

The following key points were raised in discussion:

- The significance of the event as one of the largest free concerts in the country;
- The expected reduced size of the audience and the reasons why people might not buy tickets;
- Discounted prices and the allocation of 2,000 free tickets for young people living the most challenging lives;
- The financial choices facing the authority as a context to this decision;

- Agreement that delegated decisions should continue to be subjected to close scrutiny;
- A proposal from the executive Member that cross-party discussions take place to explore the future sustainability of events such as Party and Opera in the Park, either through the scrutiny process or by an alternative mechanism.

RESOLVED – That the decision in relation to the proposal to introduce charges for Party in the Park was correctly treated and therefore no further action is required by scrutiny on this occasion.

12 Date and Time of Next Meeting

Tuesday 16 July 2013 at 10.00am (a pre-meeting will commence at 9.30am for Board members).

(The meeting concluded at 12.15pm.)

SCRUTINY BOARD (SUSTAINABLE ECONOMY AND CULTURE)

TUESDAY, 16TH JULY, 2013

PRESENT: Councillor M Rafique in the Chair

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

13 Late Items

There were no formal late items of business to consider. However the Chair agreed to accept the following items as supplementary information:

- Leeds Let's Get Active – supplementary report and appendices (Agenda item 7) (Minute 17 refers)

14 Declaration of Disclosable Pecuniary Interests

There were no disclosable pecuniary interests declared at the meeting.

15 Apologies for Absence and Notification of Substitutes

Apologies for absence were received from Councillor J Chapman and Councillor R Harington, with Councillor J Illingworth in attendance as a substitute for Councillor R Harington.

16 Minutes - 18 June 2013

RESOLVED – That the minutes of the meeting held on 18 June 2013 be confirmed as a correct record.

17 Scrutiny Inquiry - The role of the Leeds Let's Get Active Scheme in promoting public health

The Board carried out the first session of its inquiry focused on the role of the Leeds Let's Get Active scheme in promoting public health. Members were provided with two reports which provided background information on the scheme and details of the proposed programme to be launched in October 2013.

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

- Councillor Lucinda Yeadon, Executive Member for Leisure and Skills
- Councillor Lisa Mulherin, Executive Member for Health and Wellbeing
- Mark Allman, Head of Sport and Active Lifestyles
- Sue Haigh, Active Lifestyles Manager
- Anna Frearson, Public Health Consultant.

Mark Allman presented a brief overview of the proposed programme, which aims to get the inactive active, highlighting the three separate strands of:

- Free offer in leisure centres (doubled at sites in more deprived areas)

Draft minutes to be approved at the meeting
to be held on Tuesday, 17th September, 2013

- Free offer in community settings
- Discounted offer via Bodyline (Bodyline Access Scheme)

He also outlined the research element of the project and reminded the Board that the overall scheme had been designed to meet Sport England's funding criteria. Details of the governance arrangements for the scheme were provided and Members were also made aware of some of the benefits already being seen through closer working between City Development and health and public health colleagues.

The Executive Members stressed the importance of this pilot project in tackling health inequalities in the city, and also indicated that where possible other sources of funding would be sought to provide additional activities to complement the scheme.

Members raised the following issues in discussion:

- The aims and objectives of the scheme were strongly welcomed
- The importance of targeting the marketing of the scheme
- The closure of East Leeds Leisure Centre and the impact on motivating local communities to access sports centre facilities
- Potential transport barriers and the need to keep this under review as the project progresses
- The geographic spread of the offer and concerns that some key target communities in terms of health deprivation would not have easy access to the scheme as currently proposed, including people living in pockets of deprivation within more affluent parts of the city
- A query as to whether the NHS might allow the facilities at Quarry Hill to be included in the free offer, given their interest in health improvement
- The needs of non-geographic communities that are identified as suffering from health deprivation, for example gypsies and travellers, and those wishing to access single sex sessions, to meet cultural and faith needs
- The support to individuals that would be trialled as part of the scheme
- The importance of sustainability, so that people who take part continue to be active
- The use of cards to monitor take up and usage of the scheme
- The importance of gathering both qualitative and quantitative data as part of the research element of the project
- The important role of partners including health professionals, third sector partners and ward members
- The potential interest from Clinical Commissioning Groups (CCGs) to extend exercise on prescription opportunities.

RESOLVED –

- a) That the Principal Scrutiny Adviser produce a summary of the Board's views to be included in the report to the Executive Board in September 2013.

- b) That the Chair of the Board write to the NHS with regard to possible inclusion of the Quarry Hill facilities in the scheme.

(Councillor J McKenna left the meeting at 10.30am during discussion of the above item.)

18 Strategy for Sport & Active Lifestyles in Leeds 2013 -2018

The Board received a report and presentation on the draft strategy for sport and active lifestyles in Leeds 2013-2018 prepared by the Sport Leeds partnership. Members were invited to comment on the draft strategy prior to its presentation to the Executive Board in September 2013.

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

- Councillor Lucinda Yeadon, Executive Member for Leisure and Skills
- Stewart Ross, Leeds University, Chair of Sport Leeds
- Rob Young, Consultant
- Mark Allman, Head of Sport and Active Lifestyles.

Rob Young presented an overview of the strategy and its development, highlighting the following areas:

- the strategy is a city wide document, developed through the Sport Leeds partnership
- it builds on the platform of the previous strategy
- the new strategy has been in development for the past 12 months, with lots of engagement with stakeholders
- the Sports Leeds partnership, which will own and oversee the strategy, is seen as a national exemplar
- the need to make best use of the limited resources available across all sectors
- the three aims of: improving health and wellbeing through more active lifestyles; widening access to sport; and nurturing success in sport
- the priority programmes for the strategy to deliver, success measures and the leadership and monitoring role of Sport Leeds.

The Board generally welcomed the draft strategy and the invitation to comment on it. Members raised the following issues in discussion:

- health inequalities within the city remain the biggest challenge
- members welcomed the bid for funding from the National Governing Bodies pilot, which could potentially produce a single plan for the city
- the desire to develop opportunities for apprenticeships and also to encourage volunteering by university students to enhance the availability of coaches
- members welcomed the proposal for a review of facilities across the city and supported the aspiration to increase community access to school facilities

- the importance of children learning how to take part in activities and the perceived elitism of some clubs
- the importance of role models to inspire others to take part and become successful
- the challenge of club level sport in the inner city, where funding and volunteer support may not be as readily available as in some of the more affluent areas of the city
- examples of local professional clubs playing a community role, and of ward member funding for local opportunities
- national funding being delegated to primary schools for school PE and sport, and the quality of teaching and teacher training in this area
- the council's decision last year to provide some increased rate relief for sports clubs
- events run by council staff to support clubs to identify potential funding and write bids
- the huge drop-off in participation after school and the need to work with colleges and work places to encourage healthy and active lifestyles.

RESOLVED – That the Principal Scrutiny Adviser produce a summary of the Board's comments to be included in the report to the Executive Board in September 2013.

19 Request for Scrutiny

The Board considered a request for scrutiny from Ms Kath Field in relation to proposals to introduce charges for residential parking permit schemes.

The Board noted that this request arose from a report to the Executive Board in June 2013 and that a public consultation exercise was underway prior to a further report to Executive Board and planned implementation in November.

It was also noted that a previous Scrutiny Board inquiry in 2008 had recommended that the council consider introducing charges for residents' parking schemes.

Members decided that they would like to scrutinise the proposals following the consultation process and prior to the final proposals being presented to the Executive Board.

RESOLVED – That the Scrutiny Board will consider the final proposals for the introduction of charges for residents' parking permit schemes, following the public consultation process and prior to the final proposals being presented to the Executive Board.

(Councillor Cohen left the meeting at 11.55am at the conclusion of the above item.)

20 Recommendation Tracking

Members considered a report which provided an update on progress with the outstanding recommendations from the Board's inquiry report on maximising

powers to promote, influence and create local employment and skills opportunities.

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

- Alice Winter, Head of Employment Leeds
- Sue Wynne, Chief Officer Employment and Skills.

The Board discussed the numbers of jobs and apprenticeships that had been delivered so far as a result of the inquiry, and asked that a further detailed analysis be provided in the follow-up report due to come to the Board in February 2014. In particular they requested that a ward breakdown be included.

Members were also informed of a successful apprenticeship event held recently at the Town Hall and proposals to hold similar events in local communities. Ward councillors would be involved in the arrangements for such events.

They discussed the support that people needed to access these opportunities, including support to be 'job ready' and issues with computer access.

It was noted that the ongoing importance of this issue for the Board was reflected in the further inquiry planned for this year. A working group to scope this inquiry would be organised shortly.

RESOLVED –

- a) That recommendations 6, 9 and 10 be signed off as complete
- b) that a further report be brought to the Board in February 2014 to present the results of the annual survey and provide a further progress report on recommendations 5 and 12.

(Councillors Castle and Ingham left the meeting at 12.05pm during discussion of the above item and Councillor Khan left the meeting at 12.10pm at the conclusion of the above item.)

21 Work Schedule

The Board received a report of the Head of Scrutiny and Member Development which set out the Board's draft work schedule for the forthcoming municipal year. The report also presented the Executive Board minutes for Members' information.

Members decided that they wished to carry out further work in relation to youth services, following on from the joint working group with the Scrutiny Board (Children and Families) which took place on 9 July 2013. The Chair agreed to follow this up with the Chair of the Scrutiny Board (Children and Families) in the first instance.

RESOLVED –

Draft minutes to be approved at the meeting
to be held on Tuesday, 17th September, 2013

- a) That the work schedule be agreed subject to the addition of further work in relation to the youth services, and consideration of residents' parking permit schemes as set out at minute 19 above.
- b) That the minutes of the Executive Board meeting on 19 June 2013 be noted.

22 Date and Time of Next Meeting

Tuesday, 17 September 2013 at 10.00am (a pre-meeting will commence at 9.30am for Board members).

(The meeting concluded at 12.15pm.)

SCRUTINY BOARD (SUSTAINABLE ECONOMY AND CULTURE)

TUESDAY, 6TH AUGUST, 2013

PRESENT: Councillor M Rafique in the Chair

Councillors M Lyons, P Wadsworth,
R Harington, M Ingham, J McKenna,
J Chapman, A Khan, B Anderson, J Jarosz
and G Wilkinson

23 Recording of meeting

The Chair reported that a request had been made by a member of the public to record the meeting.

RESOLVED – That the request be refused but that the member of the public be offered a copy of the council's recording of the meeting.

24 Late Items

There were no late items.

25 Declaration of Disclosable Pecuniary Interests

There were no disclosable pecuniary interests declared at the meeting.

26 Apologies for Absence and Notification of Substitutes

Apologies for absence were received from Councillor A Castle, with Councillor G Wilkinson in attendance; Councillor D Cohen, with Councillor B Anderson in attendance; and Councillor D Coupar, with Councillor J Jarosz in attendance as substitutes.

27 Call In Briefing Paper

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

28 West Park Centre Options Appraisal & Response to West Park Centre Campaign Group Deputation to Full Council

The report of the Head of Scrutiny and Member Development presented the background papers to a decision which had been Called In in accordance with the council's constitution. The decision was an Executive Board decision on the West Park Centre.

The Chair welcomed the following representatives to the meeting:

- Councillor J Chapman – signatory to the Call In
- Victoria Jaquiss – West Park Centre Campaign Group
- Diane Patterson – YAMSEN
- Douglas Kemp – West Park Residents' Association
- Martin Farrington – Director of City Development
- Christine Addison – Chief Asset Management and Regeneration Officer
- Neil Charlesworth – Community Assets Officer.

Councillor Chapman and the community representatives presented the argument for calling in the decision. This included the following points:

- That the estimated sale value of the site quoted in the Executive Board report of £2.9M was not a large sum in the overall scheme of things set against the value of the centre to the community
- There was no single alternative venue available with suitable acoustics, access and facilities for all the musical groups who were based at the West Park Centre
- A new £800k local community facility would not be suitable for the music groups and was potentially not good value for money
- The preference of Weetwood ward councillors for option 1 to be pursued, ie refurbishment and reopening of the West Park Centre
- Concern that some groups had still not been found suitable alternative accommodation, particularly the larger arts organisations
- That some of the alternative venues being used were not suitable in the longer term
- The community value of the centre
- Potential additional uses for a refurbished centre to boost occupation, for example as a youth hub
- That no proper debate by councillors about the future of the centre had taken place
- Questions over the accuracy of the costings provided
- The importance of the inclusive work delivered by YAMSEN
- The time, effort and funds invested by YAMSEN and its supporters in West Park Centre, and the limitations on its current activities
- A lack of evaluation of the viability of the alternative options suggested in the Executive Board report
- The implications of the reference to potential use of the site to meet the need for more school places
- The local need for community facilities
- The potential longer-term financial consequences of the decision.

In response, officers from City Development highlighted the following issues in support of the Executive Board decision:

- That this was a difficult issue and the value of the building to its users and their aspirations to retain it were recognised

- However the future of the centre had to be considered in the wider context of the council's financial positions
- Executive Board had also approved a broader paper on the future management of the council's property portfolio at its July meeting, recognising that the current portfolio was unsustainable
- That the Director had specifically recommended that external advice be taken on the works required and the relevant costings, in order to provide a credible base, and that he had also requested that a range of options be provided for different levels of refurbishment.
- The Director's view that the minimum level of investment set out in the report would have long term financial consequences for maintenance and revenue required, with a need for significant investment in the future
- That the report did set out the advantages of the refurbishment options
- Acknowledgement that the current running costs would reduce if the centre was refurbished
- That the Executive Board had to consider whether the provision of facilities for those users that had not yet found suitable alternative accommodation was a priority call on council funding
- Appendix 2 of the report detailed the current position in relation to each of the users at the time the centre was closed, and paragraphs 3.25 and 3.26 of the main report set out the position for the five remaining groups who were not happy with their current provision
- Clarification that the sum of up to £800k identified in the report was sufficient to build a local community facility if required, but that it may be preferable to apply this funding differently to achieve acceptable solutions in consultation with users, and therefore the report had recommended that it be ring fenced to the project without making a firm decision to build a community centre
- That the Leader and Executive Member had offered to meet with users, and that since the Executive Board decision the Executive Member for Leisure and Skills had begun to meet with users to consult on the way forward.

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

- The level of effort expended in helping groups to find suitable alternative accommodation compared to the time spent on the options appraisal
- Confirmation that the alternative accommodation may not be in council buildings and that the financial support available could be used in such cases
- That as long as the West Park Centre building continued to exist there will be some users for whom a return is the preferred outcome
- Issues of parking as a possible factor in ruling out some potential alternative venues and the suggestion that exemptions might be considered if appropriate
- Clarification that the provision of a new large centre had been considered in the February 2013 Executive Board report, at a cost of around £4.5M, but had been ruled out at that stage
- The costs of maintaining vacant buildings

- Queries about the level of support offered to users of the centre and reiteration by officers of offers of support, including confirmation that discussions had included the needs of users with special needs
- Acknowledgement of the shock and disruption caused by the emergency closure of the building last year
- Clarification from the director of the range of works required in the 'red' option and why this work was necessary, in comparison to the lower figure suggested by the campaign group
- The possibility for the £800k funding set aside to include acoustic treatments if appropriate
- A suggestion that the Epiphany Church in Gipton be explored as a potential alternative venue that had good acoustics
- Sympathy for the desire to have a centre that provides for the synergy of the various musical groups, but a concern that this was not a priority use of significant council resources in the current financial situation
- The ongoing discussions and consultation with the 5 user groups still to be found new accommodation, being led by the Executive Member for Leisure and Skills, and a proposal that the Scrutiny Board be kept updated with the progress of the consultation and identification of solutions
- Other council buildings across the city that were also being closed
- The centre's income from groups of approximately £45k per year against running costs of about £335k. Some groups were charged for use and some were not, and the charging rates had not been reviewed recently.
- Confirmation that some groups would be paying higher charges in their new accommodation.

Martin Farrington summed up on behalf of the Executive and Councillor Chapman summed up on behalf of the signatories to the Call In.

(Councillor P Wadsworth left the meeting at 11.25am during discussion of the above item.)

29 Outcome of Call In

Following a vote by members present, it was

RESOLVED – to release the decision for implementation.

(The meeting concluded at 11.40am.)

SCRUTINY BOARD (SAFER AND STRONGER COMMUNITIES)

MONDAY, 22ND JULY, 2013

PRESENT: Councillor B Anderson in the Chair

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

11 Late Items

There were no late items.

12 Declarations of Disclosable Pecuniary Interests

In relation to the item entitled, 'Improving recycling through effective communication and education', Councillor R Grahame drew the Board's attention to his membership of the GMB Union (Minute No. 15 refers).

13 Apologies for Absence and Notification of Substitutes

There were no apologies for absence.

14 Minutes - 10th June 2013

Further to minute no. 7, the Chair reported that arrangements were being made to organise a working group meeting to consider the full range of indicators considered by the Environment and Housing directorate relevant to the Scrutiny Board. These would be confirmed shortly.

Further to minute no.8, the Chair reported that the Resources and Council Services Scrutiny Board had also expressed an interest in undertaking a piece of work surrounding the Council's new Integrated Advice Service. To avoid duplication, it was considered appropriate for the Resources and Council Services Scrutiny Board to lead on this work but to invite representation from the Safer and Stronger Communities Scrutiny Board. It was agreed that Councillor Jarosz would be the Board's nominated member if the Resources and Council Services Scrutiny Board does agree to lead on this piece of work.

Reference was made to an earlier request made during the Board's meeting with the Police and Crime Commissioner on 16th May 2013 regarding clarification of the role of Police and Crime Commissioners and Chief Constables. The Principal Scrutiny Adviser agreed to follow this up before the Board's next meeting.

RESOLVED –

(a) That the minutes of the meeting held on 10th June 2013 be confirmed as a correct record.

(b) That Councillor Jarosz would be the Board's nominated member to join the Resources and Council Services Scrutiny Board if it decides to lead on a piece of work surrounding the Council's new Integrated Advice Service.

(c) That the Principal Scrutiny Adviser follows up an earlier request made by the Board regarding clarification of the role of Police and Crime Commissioners and Chief Constables.

15 Strengthening the Council's relationship with local parish and town councils - formal response to the Scrutiny Board's recommendations

The report of the Head of Scrutiny and Member Development presented the formal response to the recommendations arising from the Board's recent review aimed at strengthening relationships with local Parish and Town Councils.

The following were in attendance for this item:

- Kathy Kudelnitzky, Chief Officer Communities
- Phil Crabtree, Chief Planning Officer
- Chris Pilkington, Deputy Chief Officer of the Yorkshire Local Councils Association.

Apologies for absence were reported on behalf of Rory Barke, Area Leader, East and North East Leeds, due to illness.

In consideration of this report, the key areas discussed were:

- National Quality Status Scheme – it was noted that the National Association for Local Councils and other partners were now analysing the outcome of the recent consultation linked to the development of a new scheme. A re-launch of the scheme is still anticipated later this year.
- Integrated approach towards community engagement – it was noted that the Council's wider review around area working had focused more generally on strengthening the Council's relationships with other community groups/forums too. Linked to this, it was highlighted that the Planning and Transportation Services are now working closely with the new Citizens and Communities directorate to develop a better integrated approach towards community engagement.
- Revised Planning Charter – the Board requested an update regarding the review of the supplementary document to the Parish and Town Council Charter in relation to Planning. Following the initial consultation with local Parish and Town Councils in January and February, the Chief Planning Officer explained that a re-draft of this document would be made available in September for further consultation.
- Designated officers – the Chief Planning Officer explained that Development Management & Local Planning Officers had now been

identified to deal with planning applications within the area wedges of the city. Designated Planning Officers had also been identified within each wedge and would therefore be the first point of contact for local Parish and Town Councils. It was reported that local Parish and Town Councils would be notified of these contact details shortly.

- Neighbourhood Planning – it was noted that 39 areas across Leeds are either working on Neighbourhood Plans or have shown an interest. The role of the designated officers already in place for each Neighbourhood Planning area has also received positive feedback from local Parish and Town Councils.
- Community Infrastructure Levy (CIL) – the Board discussed the implications surrounding the proposed CIL but acknowledged that local arrangements are still yet to be agreed.
- Support to local Parish and Town Councils – linked to recommendation 2 within the Board's report, Members reiterated the importance of ensuring that local Parish and Town Councils can access training and support when needed.

RESOLVED –

- (a) That the report be noted.
- (b) That a further update report be brought back to the Scrutiny Board in December 2013.

(Councillor P Harrand arrived at 10.20 am and Councillor A Blackburn arrived at 10.30 am during consideration of this item).

16 Improving recycling through effective communication and education - formal response to the Scrutiny Board's recommendations

The report of the Head of Scrutiny and Member Development presented the formal response to the recommendations arising from the Board's recent review aimed at improving recycling through effective communication and education.

The following were in attendance for this item:

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

In consideration of this report, the following key points were discussed:

- Recycling plastics – it was noted that the new A to Z Guide to Reducing, Re-Using and Recycling would make reference to plastics to help explain which plastics are recycled in Leeds.
- Monitoring market trends for recyclable materials – particular reference was made to the increased market value of metal and textiles.
- Exploring best practice models – reference was made to the high recycling rates within other European countries and whether lessons could be taken on board locally. However, it was acknowledged that

high public commitment towards recycling was generally a contributing factor.

- Working with private landlords - reference was made to the Leeds Landlord Accreditation Scheme as an appropriate method of working with landlords to encourage tenants to reduce waste and recycle more.
- Targeted campaigns – particular reference was made to success of the ‘Leave Leeds Tidy’ campaign which aimed to reduce the impact of the student change-over period (around 1st July when many students move house) on the environment and local community.
- Alternate weekly collections (AWC) of recyclable and residual waste – it was noted that the Board had agreed to undertake a separate piece of work to help evaluate phase 1 of AWC so that lessons can be applied to the phase 2 roll out in November. This work will be undertaken via working group meetings scheduled for 24th July and 29th August.

RESOLVED –

- (a) That the report be noted
- (b) That a further update report be brought back to the Scrutiny Board in December 2013.

17 Work Schedule

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

The following were in attendance for this item:

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

The Chair invited the Executive Board Member for Environment to share his views around other potential areas of work for the Board to undertake this year in relation to his portfolio.

The main areas raised were as follows:

- Fuel poverty – evaluating the approaches already taken to address fuel poverty and what lessons could be learned i.e. Wrap Up Leeds and the Bulk Fuel Purchasing Scheme. It was noted that this piece of work could be linked to the Board’s on-going tracking of recommendations made during its earlier Fuel Poverty Inquiry.
- Exploring other viable solutions for areas of the city not expecting to receive alternative weekly collections of recyclable and residual waste.
- Reviewing the allocation of resources for street cleanliness in terms of delivering value for money.

In addition to the above, the Board also expressed an interest in conducting a piece of work around tackling Pay Day Loan operators, including illegal Pay Day Loan operators.

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

18 Date and Time of Next Meeting

Monday, 9th September 2013 at 10.00 am (Pre-meeting for all Board Members at 9.30 am)

(The meeting concluded at 11.50 am).

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SCRUTINY BOARD (HOUSING AND REGENERATION)

TUESDAY, 25TH JUNE, 2013

PRESENT: Councillor J Procter in the Chair

Councillors B Atha, D Collins, P Grahame,
M Iqbal, C Macniven, V Morgan, D Nagle,
C Towler and G Wilkinson

1 Late Items

There were no late items of business to consider, however the Chair agreed to accept the replacement of pages 13 to 18 of the agenda, which had been circulated in error with a document marked appendix a, Board's terms of reference (Agenda item 7) (Minute 5 refers).

2 Declaration of Disclosable Pecuniary Interests

There were no declarations of disclosable pecuniary interests.

3 Apologies for Absence and Notification of Substitutes

Apologies for absence were submitted on behalf of Councillor J Cummins and Councillor S Lay. Councillor C Macniven was in attendance as a substitute Member for Councillor Cummins.

An apology was reported from Councillor B Atha that he would be late attending the meeting due to a prior engagement.

4 Minutes - 30th April 2013

RESOLVED – That the minutes of the meeting held on 30th April 2013 be confirmed as a correct record.

5 Scrutiny Board Terms of Reference

The report of the Head of Scrutiny and Member Development presented the terms of reference for the Scrutiny Board, which remained unchanged.

In line with the Scrutiny Board's role as critical friend to the Housing and Regeneration Partnership Board, the report also presented a summary of the Scrutiny Board's observations and recommendations following its assessment of the Partnership Board in March 2013.

RESOLVED – That the report be noted.

6 Co-opted Members

The report of the Head of Scrutiny and Member Development sought the Board's formal consideration for the appointment of Co-opted Members.

The Board was informed that they could appoint the following:

- Up to five non-voting co-opted members for a term of office that does not go beyond the next Annual Meeting of Council; and/or
- Up to two non-voting co-opted members for a term of office that relates to the duration of a particular and specific scrutiny inquiry.

In consideration of this report, the Board agreed to consider the appointment of co-opted members on an ad-hoc basis for any inquiries where it was deemed appropriate.

RESOLVED – That the report be noted.

7 2012/13 Quarter 4 Performance Report

The report of the Deputy Chief Executive provided a summary of performance against the strategic priorities for the Council and city related to the Scrutiny Board (Housing and Regeneration).

The following officers were in attendance:

- Paul Maney, Head of Strategic Planning Policy and Performance
- Maggie Gjessing, Housing Investment Manager, City Development
- Debra Scott, Head of Performance and Service Review
- John Statham, Head of Housing Partnership, Environment and Neighbourhoods.

In consideration of this report, a number of issues were discussed which included:

- Empty private and Council properties.
- Council tax payments on empty properties.
- Delivery of affordable housing where in respect of the Housing Association programmes the Council anticipates that delivery will be back loaded towards the end of the spending review period i.e. up to 2015 but still expect the properties to be delivered.
- Housing supply and the range of activities that the City Development and Environment and Neighbourhoods Directorates were undertaking to maximise and accelerate housing growth.
- Easel and the developer bringing forward a planning application at Spofforth Hill. Reference was made to the discussions taking place around the possibility of taking the affordable homes contribution as a commuted sum in another part of the city and concern that ward Members had not been consulted on the proposals.

- Confirmation that review of the membership and process of the Strategic Housing Land Availability Assessment (SHLAA) had been completed and that Councillors J Procter and C Campbell had been appointed to this body. The Chair reported that developers had been given notice that they would now be required to submit detailed viability assessments for all brown field sites to the SHLAA which they considered to be economically unviable.
- Clarification as to responsibility for the collection of housing data including house completions and its importance. Reference was made to the fact that persistent under delivery of homes could result in more land being zoned for housing as the 5% buffer as detailed in the National Planning Policy Framework (NPPF) guidance could be increased to 20% in certain circumstances.
- Reference to the review being undertaken to ensure performance reports continue to be fit-for-purpose and the consequent suspension of the next quarter 1 performance report. Members reiterated the fact that they wanted more meaningful data and which was not purely based on relevant priorities in the Council Business Plan and City Priority Plan.

RESOLVED –

- (a) That the report be noted
- (b) That details of empty Council properties going through repairs prior to letting broken down by ALMO and those which are for sale or disposal be circulated to Members of the Board for information.
- (c) That a joint report of the Director of City Development and Director of Environment and Neighbourhoods be submitted to the Board on the Council's policies and approach to determining when an affordable homes contribution from a development is taken as a commuted sum in another part of the city and who is consulted on the proposal.
- (d) That the Director of City Development submit a progress report to a future meeting of this Board updating Members on the review and what data was to be included in future performance reports.

(Councillor B Atha attended the meeting at 10.25am during consideration of this item.)

(In relation to this item and reference made above to a planning application for Spofforth Hill, Councillor G Wilkinson drew the Board's attention to the fact that his son-in-law owns some of this land.)

8 Sources of Work

The report of the Head of Scrutiny and Member Development provided information and guidance on potential sources of work and areas of priority within the Board's terms of reference.

Apologies for absence were reported from Councillor P Gruen, Executive Board Member, Neighbourhoods, Planning and Support Services and Neil Evans, Director Environment and Neighbourhoods.

The following officers were in attendance to share their views on potential areas of work for the Board this year:

- Martin Farrington, Director City Development
- Mr Paul Maney, Head of Strategic Planning Policy and Performance
- John Statham, Head of Housing Partnership, Environment and Neighbourhoods.

The following issues were identified as areas for Scrutiny involvement this year:

- Review the impact and policy implications for the city later in the year of the Government's decision to allow home extensions of a specified size under permitted development for a three year period from May 2013.
- Consider the Council's policies and approach to determining when an affordable homes contribution from a development was taken as a commuted sum in another part of the city and who is consulted on the proposal.
- Review the enforcement process for the removal of gypsies and travellers on illegal sites in the city to ensure it continues to be fit for purpose.
- Receive regular updates on the implementation and operation of the new housing management arrangements agreed by the Executive Board in June 2013.
- Consider how the self-financing Housing Revenue Account was being used to stimulate investment in Council housing and particularly affordable housing?
- Consider and respond to the review by the Communities and Local Government's Select Committee on empty properties to be published later this year.
- Review how Section 106 agreements were constructed, formulated and implemented to ensure the process was fit for purpose.
- Review the Council's policy of not providing gas or electric cookers to its tenants from a health and inequality perspective.
- Undertake site visits to developments which include the provision of affordable homes to review the quality and location of these within the site.

RESOLVED – That the report and issues identified be noted.

9 Inquiry to consider Student Accommodation - Draft Terms of Reference

The Chair referred to the report of the Head of Scrutiny and Member Development on proposed draft terms of reference for an inquiry on student

accommodation in the city which had been requested by the Scrutiny Board at its meeting on 30th April 2013.

The Chair advised the Board that since this report had been circulated he had had discussions with the Executive Board Member, Neighbourhoods, Planning and Support Services on the proposed inquiry. He reported that in order to avoid duplication of effort it was proposed that the working group established by the Executive Board Member reviewed the issues of student accommodation in the city. It was further proposed that a number of Members of this Scrutiny Board be co-opted on to that working group to represent this Board's views and concerns.

RESOLVED – That a number of Members from this Board be co-opted on to the working group to review student accommodation in the city.

10 Work Schedule

The report of the Head of Scrutiny and Member Development presented the draft work schedule for the forthcoming municipal year.

RESOLVED – That the Board's work schedule be updated to reflect the key issues discussed during today's meeting and identified in minute nos. 7 and 8 above.

11 Date and Time of Next Meeting

Tuesday, 30th July 2013 at 10.00 a.m. (Pre-meeting for all Board Members at 9.30 a.m.)

(The meeting concluded at 12.00 noon).

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COMMITTEENAME

MEETINGDATELEGAL

PRESENT: Councillor ChairPresentShortList in the
Chair
Councillors MembersPresentShortList

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SCRUTINY BOARD (HEALTH AND WELL-BEING AND ADULT SOCIAL CARE)

FRIDAY, 21ST JUNE, 2013

PRESENT: Councillor J Illingworth in the Chair

Councillors G Hussain, J Walker, C Fox,
K Bruce, S Varley, J Lewis, E Taylor,
S Lay, N Buckley and B Urry

8 Late Items

There were no formal late items of business to consider, however the Scrutiny Board agreed to accept the following information for consideration during the meeting:

- Item 6 – draft minutes of the meeting held on 10 June 2013 (minute 11 refers)
- Item 11 – Schedule of potential work areas (minute 15 and 16 refers)

The documents were not available at the time of the agenda despatch, but would be made available to the public on the Council's website. Copies of the papers were also made available at the meeting.

9 Declaration of Disclosable Pecuniary Interests

There were no disclosable pecuniary interests declared to the meeting, however during the meeting, Cllr Illingworth brought members' attention to a personal interest in his role as company secretary for a charitable company working to raise access to trail bike ride for children. (minute 15 refers).

10 Apologies for Absence and Notification of Substitutes

Apologies for absence were received on behalf of Councillors M Robinson and C Towler.

Notification had been received that Councillor N Buckley was attending as a substitute for Councillor M Robinson and Cllr B Urry was attending as a substitute for Councillor C Towler.

11 Minutes - 10th June 2013

While there were no issues associated with the accuracy of the minutes, members observed the apparent low priority/ weighting of health implications associated within the overall consideration/ impact of planning proposals and applications.

RESOLVED – That the minutes of the meeting held on 10 June 2013 be approved as a correct record.

Draft minutes to be approved at the meeting
to be held on Wednesday, 31st July, 2013

12 Scrutiny Board Terms of Reference

The Head of Scrutiny and Member Development submitted a report setting out the terms of reference for the Scrutiny Board (Health and Wellbeing and Adult Social Care) for the 2013/14 municipal year.

RESOLVED –That the terms of reference for the Scrutiny Board (Health and Wellbeing and Adult Social Care) for the 2013/14 municipal year be noted.

13 Co-opted Members

The Head of Scrutiny and Member Development submitted a report setting out the following options available to the Scrutiny Board (Health and Wellbeing and Adult Social Care) regarding the appointment of non-voting co-opted members to the Scrutiny Board for the 2013/14 municipal year:

- Up to five non-voting co-opted members for a term of office that does not go beyond the next Annual Meeting of Council; and/or,
- Up to two non-voting co-opted members for a term of office that relates to the duration of a particular and specific scrutiny inquiry.

The report highlighted that co-option would normally only be appropriate where the co-opted member has some specialist skill or knowledge, which would be of assistance to the Scrutiny Board – although this should not be seen as a replacement to professional advice from officers.

The report also set out the arrangements adopted by the previous Scrutiny Board for the 2012/13 municipal year and highlighted specific issues around the implications of the Health and Social Care Act 2012, pertinent to considering the appointment of non-voting co-opted members.

During discussion, it was highlighted that in relation to considering specific issues around equalities, appropriate Council officers could be called upon to give specific advice where necessary.

RESOLVED –

- (a) That the Scrutiny Board (Health and Wellbeing and Adult Social Care) would not appoint any standing non-voting co-opted members to its membership for the 2013/14 municipal year.
- (b) That the Scrutiny Board (Health and Wellbeing and Adult Social Care) would seek to continue to develop a close working relationship with HealthWatch Leeds, particularly in terms of gathering patient/ public views regarding specific work areas/ topics throughout the 2013/14 municipal year.
- (c) That, as and when appropriate, the Scrutiny Board (Health and Wellbeing and Adult Social Care) would review the appointment of non-voting co-opted members in relation to any particular and specific scrutiny inquiry during the 2013/14 municipal year.

14 2012/13 Quarter 4 Performance Report

The Deputy Chief Executive submitted a report introducing a summary of performance against the strategic priorities relevant to the Scrutiny Board (Health and Wellbeing and Adult Social Care) for the period January – March 2013.

The following representatives were in attendance to help the Scrutiny Board consider the matters before it:

- Councillor Adam Ogilvie (Executive Board Member for Adult Social Services)
- Steve Hume (Chief Officer Resources and Strategy, Adult Social Services)
- Richard Graham (Senior Quality Assurance Officer, Adult Social Services)
- Councillor Lisa Mulherin (Executive Board Member for Health and Wellbeing)

The Scrutiny Board considered the details presented and discussed a number of issues, including:

- Measuring public health outcomes and the potential incremental changes in short-term performance;
- Smoking cessation and levels of smoking across the City;
- Delayed hospital discharges;
- The integration of health and social care services and the 'pioneer bid' being submitted to government;
- Data sharing agreements and the sharing of relevant data across health and social care;
- Schools built under Private Finance Initiative (PFI) schemes and the impact on schools being a 'wider community resource';
- Personal (social care) budgets.

RESOLVED – That the 2012/13 Quarter 4 performance report and information discussed at the meeting be noted.

15 Sources of Work for the Scrutiny Board

The Head of Scrutiny and Member Development submitted a report that presented a range of information and guidance on potential sources of work and priority areas within the terms of reference for the Scrutiny Board (Health and Wellbeing and Adult Social Care).

Details in the report included:

- The Executive Board report (19 June 2013) around the Best Council Plan 2013-17 – which included specific matters around the delivery of the *Better Lives* programme and integration of health and social care;

Draft minutes to be approved at the meeting
to be held on Wednesday, 31st July, 2013

- Public health guidance published by the National Institute for Health and Care Excellence (NICE);
- Details of the 2011 Census – comparing results across Leeds;
- Terms of Reference for the Health and Wellbeing Board; and,
- Draft minutes from the first formal meeting of Leeds' Health and Wellbeing Board, held on 22 May 2013.

Members of the Scrutiny Board were also presented with a schedule of potential work areas/ work programme topics that included a number of potential areas for review, identified via a number of different sources.

The following representatives were in attendance to help the Scrutiny Board consider the matters before it:

- Councillor Adam Ogilvie (Executive Board Member for Adult Social Services)
- Sandie Keene (Director of Adult Social Services)
- Steve Hume (Chief Officer Resources and Strategy, Adult Social Services)
- Steven Courtney (Principal Scrutiny Adviser)

The Scrutiny Board considered the details presented and discussed a number of issues, including:

- Adult Safeguarding;
- Delayed hospital discharges and the impact of South Leeds Independence Centre - an intermediate care facility to help older people bridge the gap between leaving hospital and living independently in their own homes again;
- Reablement services;
- Learning disabilities;
- Health and Social Care Integration – implications of Foundation Trusts;
- The role of Social Enterprise in Social Care;
- Constraints on voluntary organisations involved in promoting 'overall wellbeing' in communities;
- Narrowing the health gap across the City;
- Urgent care across the City, including:
 - Accident and Emergency and the Out of Hours provision (NHS 111);
 - Current national engagement around urgent care.
- Quality of Care, including:
 - Home care provision;
 - Residential care homes;
 - Adult Social Services 5yr Quality Framework;
 - Local implications/ responses to the Francis inquiry / report;
 - How quality is monitored and improved across the City.
 - Current engagement work being undertaken by the Care Quality Commission around service quality.
- Review of the Targeted Mental Health in Schools (TaMHS) Service, following 18 months of operation;

To help summarise the discussion, the Chair suggested a number of potential themes to help form the broad direction of the work schedule, including:

- Narrowing the Gap;
- Service quality;
- Urgent/ emergency care;
- Progress / implications associated with achieving NHS Foundation Trust status;
- Information flows/ data sharing

RESOLVED –That those matters presented and discussed at the meeting be noted and used to formulate the Scrutiny Board’s draft work schedule for 2013/14.

16 Work Schedule

The Head of Scrutiny and Member Development submitted a report that asked members of the Scrutiny Board (Health and Wellbeing and Adult Social Care) to translate earlier discussions into a work schedule for the 2013/14 municipal year.

Under the previous agenda item (minute 15 refers) Members of the Scrutiny Board had been presented with a schedule of potential work areas/ work programme topics. This had included many of areas highlighted and discussed at the meeting. In line with the discussion under the previous item, the Chair proposed that he and the Principal Scrutiny Adviser work to prepare a draft a work schedule for 2013/14 for circulation to other members of the Scrutiny Board and formal presentation to the Scrutiny Board’s next meeting (i.e. 31 July 2013).

RESOLVED – That in consultation with the Chair, the Principal Scrutiny Adviser draft a work schedule for 2013/14 for consideration at the Scrutiny Board’s next meeting (i.e. 31 July 2013).

17 Date and Time of the Next Meeting

Details of the next meeting scheduled for Wednesday, 31 July 2013 at 10.00am (with a pre-meeting for members of the Scrutiny Board from 9:30am) be noted.

(The meeting concluded at 11:30am.)

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COMMITTEENAME

MEETINGDATELEGAL

PRESENT: Councillor ChairPresentShortList in the
Chair
Councillors MembersPresentShortList

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NORTH AND EAST PLANS PANEL

THURSDAY, 11TH JULY, 2013

PRESENT: Councillor D Congreve in the Chair

Councillors C Campbell, R Grahame,
M Harland, C Macniven, A McKenna,
J Procter, G Wilkinson, J Harper and
M Lyons

11 Late Items

The Chair admitted the following late item to the Agenda:

- Panel Member Nominations for Workshop on Delivering Quality Housing

12 Declarations of Disclosable Pecuniary Interests

Councillor M Lyons declared a disclosable pecuniary interest in Item 9, Application 13/00432/FU – 14 Morritt Avenue as the applicant was his son in law. He withdrew from the meeting during the discussion and voting on this item.

Councillor C Macniven drew the Panel's attention that she knew objectors to Item 11, Application 13/01292/FU – Southlands Nursing Home, 13 Wetherby Road, Roundhay.

13 Minutes

RESOLVED – That the minutes of the meeting held on 13 June 2013 be confirmed as a correct record.

14 Application 13/02080/FU - 56 The Drive Cross Gates LS15

The report of the Chief Planning Officer presented an application for a 3 bedroom detached house incorporating second floor ancillary granny annexe and basement level at No. 56 The Drive, Cross Gates, Leeds.

Members attended a site visit prior to the meeting and plans and photographs were displayed.

Further information highlighted in relation to the application included the following:

- Additional Ward Member objections had been received.
- Reference to previous planning history of the site.
- Concern over the true measurement of the height of the building.

minutes approved at the meeting
held on Thursday, 8th August, 2013

- It was recommended that the application be refused as per the refusal of the application in September 2012.

RESOLVED - That the application be refused in accordance with the recommendation outlined in the report.

15 Application 13/01866/FU - 67 Pendas Way Stanks LS15

The report of the Chief Planning Officer presented an application for the variation of Condition 6 (hours of delivery) of application 12/03366/FU for a café and takeaway at 67 Penda's Way, Stanks, Leeds.

Members attended a site visit prior to the meeting and site photographs were displayed.

Further issues highlighted in relation to the application included the following:

- Objections from Ward Members due to disturbance to residents.
- The premises had dual use as a café and a takeaway.
- The proposal in the application sought the extension of delivery hours from 1800 to 2300.
- It was recommended that the application be refused

A representative of the applicant addressed the Panel with reasons against the recommendation to refuse the application. The following issues were highlighted.

- Measures had been put in place to reduce odour with improvements to the flue.
- The applicant had carried out a soundcheck at the property and it was not felt there would be noise disturbance.
- The premises currently opened until 2300 and the ability to continue with deliveries would reduce people using vehicles attending the premises.
- 65% of the business was takeaways and it was felt the business could be at risk of closure if the application was refused.

A representative of a local residents group addressed the Panel in favour of the recommendation to refuse the application. The following issues were highlighted:

- Local residents had not been in favour of previous applications at the premises.
- Extended delivery hours would cause more disturbance to residents.
- Disturbance caused by taxis
- Problems with traffic being blocked.

RESOLVED – That the application be refused in accordance with the recommendation outlined in the report.

16 Application 13/00432/FU - 14 Morritt Avenue LS15

The report of the Chief Planning Officer presented an application for a detached single storey building to rear to form ancillary accommodation/home office at 14 Morritt Avenue, Leeds.

Members attended a site visit prior to the meeting and plans and photographs were displayed at the meeting.

- The proposed annexe would replace an existing single storey garage.
- The initial intention was to use the building as an office which could later be adapted for use as accommodation for an elderly relative.
- Conditions to the application included that the office accommodation should be occupied by no more than 5 employees and that the use as an office should be no longer than 24 months from the date of the permission. The main dwelling was currently being used for office purposes.
- Letters of objection had been received from local residents regarding increased traffic and other disturbance.

In response to Members comments and questions, the following issues were discussed:

- The condition to restrict the use as an office for 24 months was to allow time to measure the impact of the use.
- Members expressed a view that the time restriction for use an office was unnecessary.
- It was suggested that the possibility of Morritt Avenue and adjacent streets being classed as a Conservation Area be investigated.

RESOLVED – That the application be approved subject to the conditions outlined in the report with the removal of the condition limiting the use as an office for 24 months from the date of the permission.

17 Application 11/04402/FU - 166 Shadwell Lane LS17

The report of the Chief Planning Officer presented an application for the variation of a condition (hours of opening) to Application 30/21397/FU at 166 Shadwell Lane, Leeds.

Members visited the site prior to the meeting.

Current hours of opening permitted 09:00 to 22:00 Monday to Friday and 10:00 to 20:00 on Saturday and Sunday. The application proposed opening hours of 09:00 to 24:00 Monday to Saturday and to 22:30 on Sundays and for further extensions when necessary by permission in writing. This had been refused due to apparent disturbance caused by activity at the premises. A subsequent offer had been made to open till 23:00 on Thursday, 22:30 other

week days and 22:00 Saturday on Sunday for a period of 12 months. This had been rejected by the agent of the applicant.

Members were also informed of a history of breaches to the current condition regarding opening hours at the premises.

The applicant addressed the Panel. He raised the following issues:

- There were some uncertainties around the wording of the current condition.
- Part of the premises were occupied by the caretaker and his family and this sometimes gave the impression the centre was in use.
- Following closure of the centre, members of the community remain to clear and tidy up.
- The extension of the hours was to enable worship at particular times of the year after sunset.
- The centre only served a small community of approximately 25 members.
- Other centres in the vicinity did not have restricted use.

In response to a Member's question, it was reported that the application had been brought to Panel due to the enforcement history at the premises.

RESOLVED – That the application be refused in accordance with the recommendation outlined in the report.

18 Application 13/01292/FU - Southlands Nursing Home 13 Wetherby Road Roundhay LS8

The report of the Chief Planning Officer presented an application for a part single storey and part 4 storey extension to a nursing home with landscaping and additional car parking at Southlands Nursing Home, Wetherby Road, Roundhay.

Members attended a site visit prior to the hearing and site plans and photographs were displayed at the meeting.

The Panel was given a briefing on the planning history at the site which was situated in a residential area and the Roundhay Conservation Area. The application had been referred to the Panel following representations from a local Ward Councillor and local residents.

A local resident addressed the panel with objections to the application. The following was raised:

- The extension would impair the character of the area and block sunlight to residential properties.
- The 6 rooms on the top floor would overlook private gardens. These rooms would be in regular use with residents, care staff and visitors.

- This was primarily a residential area that should not be overburdened due to commercial interests.
- Objections to the height of the extension.

The applicant's agent addressed the Panel. The following was raised;

- There were only modest amendments to what was previously approved.
- The amendments improved the quality of the proposals.
- The improvements would add value to the area.

RESOLVED – That planning permission be approved in accordance with the recommendation and conditions outlined in the report.

19 Application 13/01096/ADV - Leeds Road Collingham Wetherby LS22

The report of the Chief Planning Officer referred to an application for three illuminated signs at the former Old Star Inn, Leeds Road, Collingham, Wetherby.

Pictures of how the proposed signs would appear were displayed at the meeting.

Members were given a brief history of recent planning applications at the site which fell within the Collingham Conservation Area. It was felt that the proposals didn't impair on public safety and were complimentary to the existing building and it was recommended to approve the application.

Councillor J Procter informed the Panel that the signage at the site was not in line with the application and raised further concerns regarding treatment to windows and also regarding bollards at the front of the premises. He requested that the application be deferred so these issues could be investigated.

RESOLVED – That the application be deferred.

20 Panel member Nominations for workshop on delivering quality housing

The report of the Chief Planning Officer referred to the decision of the Joint Plans Panel to hold a workshop with major housebuilders regarding the delivery of quality housing. It was suggested that each Plans Panel nominate Members to participate in the workshop which was likely to be held in September 2013.

RESOLVED – That Councillors J Procter, R Grahame, C Macniven and A McKenna be nominated for the workshop on delivering quality housing.

21 Date and Time of Next Meeting

Thursday, 8 August 2013 at 1.30 p.m.

minutes approved at the meeting
held on Thursday, 8th August, 2013

NORTH AND EAST PLANS PANEL

THURSDAY, 8TH AUGUST, 2013

PRESENT: Councillor D Congreve in the Chair

Councillors R Grahame, M Harland,
C Macniven, J Procter, G Wilkinson,
J Harper, M Lyons and C Towler

22 Chair's opening remarks

The Chair welcomed everyone to the meeting and asked Members and Officers to introduce themselves

23 Exempt Information - Possible Exclusion of the Press and Public

RESOLVED – That the public be excluded from the meeting during consideration of the following part of the agenda designated exempt on the grounds that it is likely, in view 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 as designated as follows:

The report referred to in minute 33 under Schedule 12A Local Government Act 1972 and the terms of Access to Information Procedure Rule 10.4(3) and on the grounds it contains information relating to the financial or business of any particular person (including the authority holding that information). It is considered that if this information was in the public domain it would be likely to prejudice the affairs of the applicant. Whilst there may be a public interest in disclosure, in all the circumstances of the case, maintaining the exemption is considered to outweigh the public interest in disclosing this information at this time

24 Late Items

There were no formal late items, however the Panel was in receipt of a supplementary report in relation to application 10/01412/OT – Queen Street Allerton Bywater,(minute 33 refers), which had been circulated prior to the meeting

25 Declarations of Disclosable Pecuniary Interests

There were no declarations of disclosable pecuniary interests however, in relation to minute 27, Minutes of the meeting held on 11th July 2013, Councillor Lyons brought to the Panel's attention in respect of minute number

16 – Application 13/00432/FU – 14 Morrith Avenue LS15, that the applicant was a close family member

Councillor Lyons and Councillor J Procter also brought to the Panel's attention their membership of the West Yorkshire Integrated Transport Authority as Metro had commented on several of the applications being considered by Panel

26 Apologies for Absence

Apologies for absence were received from Councillor Campbell and from Councillor A McKenna, who was substituted for by Councillor Towler

27 Minutes

RESOLVED - That the minutes of the North and East Plans Panel meeting held on 11th July 2013 be approved

28 Application 12/00725/OT - Aberford Road Garforth - request to withdraw the report from the agenda

The Chair sought the Panel's agreement to withdraw application 12/00725/OT – Employment park and laying out of access at Aberford Road Garforth LS25 from the agenda. This request was to enable late representations which had been received and included reference to noise evidence, to be properly evaluated by Officers

RESOLVED - That the report be withdrawn from the agenda to enable consideration of the information which had recently been received

29 Application 13/02059/FU - Replacement wall mounted plant unit and four new floor standing units with fencing to side service yard to the Former Blockbuster Store 635a Roundhay Road LS8

Plans, photographs and drawings were displayed at the meeting. A Members site visit had taken place earlier in the day

The Panel's Lead Officer presented the report which sought the installation of plant and fencing associated with a new Morrison's store on Roundhay Road LS8. As seen on the site visit earlier that day, the fencing and units had been installed, so the application was now for retrospective planning approval

The two key issues associated with the application were visual impact and impact on residential amenity, particularly possible noise nuisance from the proposed use

In terms of visual impact, Officers considered that the views of the plant were sufficiently screened by a high fence

In respect of impact on residential amenity, the test was for the units to operate at a level which was below the background noise level, with Members

being informed that currently this was not the case. As such, planning permission could be refused due to the impact on residential amenity or Panel could defer and delegate the application to Officers to carry out further negotiations with the applicant to secure a scheme of measures which could mitigate the noise of the units. Members were informed that Officers from the Environmental Protection Team had indicated that mitigation measures could be found, with the provision of a close-boarded fence being suggested. The applicant had also indicated that further measures could be taken to improve the current situation. If minded to defer and delegate approval, revised conditions were outlined

Members discussed the proposals and commented on the following matters:

- the number of applications coming forward for the conversion of empty premises to small, convenience supermarket stores; the suitability of the some of the premises being sought for conversion and that such plant should be sited inside the premises
- the possibility of creating a policy to address the issue of these type of conversions and the need for units to be of an adequate size. The Chair suggested that this matter be discussed by the Joint Member and Officer Working Group
- the fact that the works had already been implemented and that the applicants should have been aware that planning permission was required

It was noted that one of the units had not been sited in the position indicated on the plan and that further discussions would be necessary regarding this

The Panel considered how to proceed

RESOLVED - To defer and delegate approval of the application to the Chief Planning Officer, subject to further negotiations on the implementation of a scheme of measures to mitigate noise nuisance and to include discussions on the correct siting of one of the units. That any scheme to be conditioned, including its maintenance and for the scheme to be implemented within one month of its approval

30 Application 13/01096/ADV - Proposed three illuminated signs and alterations to existing gantry sign to front at former Old Star Inn Leeds Road Collingham Wetherby LS22

Further to minute 19 of the North and East Plans Panel meeting held on 11th July 2013, where Panel deferred determination of an application for advertising consent for signage at the former Old Star Inn, Collingham LS22, due to concerns raised about the application regarding the front signage; vinyl stickers to front windows of the premises and the bollards at the front of the building, Members considered a further report of the Chief Planning Officer

Photographs and graphics were displayed at the meeting

The Panel's Lead Officer presented the report and informed Members that the issue of whether the freestanding sign had been constructed in line with the planning permission approved by Panel in October 2012 (minute 55

refers), had been considered and it had been found to have changed, as the spacing between the panels was different. As this sign had now been incorporated into the current application, it was for Members to take a view on this

Regarding the use of vinyl stickers to obscure several of the windows of the building, Members were informed this was for security reasons and to screen the back of house areas and the refrigeration units from public view. The Panel's Lead Officer advised that this matter did not fall under the control of the advertisement consent and that planning permission for this treatment was not required. However, if it was felt that the works had materially altered the external appearance of the building, it might be possible to argue that consent would be needed and that Members would need to consider this when reaching a view on the application

In respect of the bollards at the front of the premises, these were shown on the original application and formed part of the original planning permission for the site

Members discussed the application and commented on the following matters:

- concern that a major retailer in the country had not abided by the requirements set out in the planning permission and had not kept their word about reusing within the site, the original public house sign
- the amount of new signage being used to advertise the location of the premises
- the use of vinyl stickers on the windows to the front of the premises; that although not Listed, the building was sited in a Conservation Area; was named in the Conservation Area Statement and should be treated sensitively, rather than have vinyl stickers masking several of the windows; that it did affect the look and feel of the building and that more should be done to improve this
- that the new lamp posts were not sited in the same position as those which they had replaced and that this matter needed to be looked at in view of the damage these lamp posts had sustained by vehicles manoeuvring past them. The Panel's Lead Officer confirmed that this matter would be investigated by Officers

The Panel considered how to proceed

The Chair suggested that Officers could go back to the applicant to discuss further the use of vinyl stickers at the front windows of the premises but pointed out that the applicant could use other window treatments such as blinds or curtains to mask these windows

RESOLVED - That the application for advertisement consent be granted; that Officers would look into the siting of the lamp posts within the site and that further discussions would take place regarding the use of vinyl stickers to the front windows of the premises

31 Application 13/01518/FU - Retrospective application for first floor side extension with balcony at rear of Silver Birches Ling Lane Scarcroft LS14

Draft minutes to be approved at the meeting
to be held on Thursday, 5th September, 2013

Plans and drawings were displayed at the meeting. A Members site visit had taken place earlier in the day

The Panel's Lead Officer presented the report which sought consent for retrospective planning permission for an extension and balcony to Silver Birches, Ling Lane Scarcroft LS14

The application had been referred for consideration by Panel due to concerns which had been raised about the harmful impact of the extension on the character of the area and the impact on neighbouring dwellings

The key issues in respect of the application were explained, these being in relation to the Green Belt and the fact that over half of the house, i.e. around 50-60% was sited within it, as was the extension. This resulted in the total percentage increase in the floorspace exceeding policy limits. However, the Panel's Lead Officer stated that it was difficult to apply the policy in this case in view of only part of the house being situated in the Green Belt

Having considered the application, Officers were of the view that the first floor extension was modest in scale in relation to the rest of the building and were mindful of the fall back position which existed from 2004, which allowed for an extension with a hipped roof

In respect of overlooking, there were limited views of the neighbouring garden at the property known as 'Pymms', and that most of the views would be screened as the extension was set to the rear of that property. On balance, it was felt there would be no significant loss of privacy and that the recommendation to Panel was to approve the application

Members discussed the application, with the following matters being raised:

- the partial location of a property in the Green Belt and how this situation had arisen
- the changes to the landscape in that area over a period of 10-15 years, with a large number of trees being felled and the character of Ling Lane having been altered significantly through the erection of many large dwellings
- that, despite the changes to the area, a significant number of trees remained, with the site of Silver Birches containing an impressive number of trees
- the need to restrict further development from encroaching on the Green Belt, possibly by conditions or the removal of Permitted Development Rights

RESOLVED - That the application be granted subject to conditions to further restrict development on the site

32 Application 13/01879/FU - Amendment to previous approval 12/039151/FU for Change of Use, alterations and extensions of vacant public house to form 7 flats and the erection of a detached retail unit, to include additional block of 4 self-contained flats land at Royal Oak 2 Cross Hills Kippax LS25

Further to minute 46 of the North and East Plans Panel meeting held on 21st February 2013, where Panel approved an application for a change of

Draft minutes to be approved at the meeting
to be held on Thursday, 5th September, 2013

use of the Royal Oak Public House, Kippax, for a small residential development together with a separate retail unit, Members considered a further report of the Chief Planning Officer on an amendment to that approval in the form of an additional block of 4 self-contained flats

Plans, photographs and graphics were displayed at the meeting. It was noted that a site visit had been undertaken by Panel prior to approval of the previous scheme, in February 2013

Members were informed that approval was being sought again for the whole scheme, not just the additional element

If minded to approve the application, it was stated that condition 9 as set out in the submitted report would also include the reinstatement of the footpath. In respect of the S106 Agreement, that the wording of the recommendation be amended to include the usual paragraph stating in the event that the S106 had not been completed within 3 months of the resolution to grant permission, then determination of the application be delegated to the Chief Planning Officer

Members were informed that the previous proposals for a block of 6 flats had been deleted from the scheme which was approved in February 2013 and that English Heritage had not raised any objections to those larger proposals. Although the organisation had not provided any comments on the current proposal, it was felt that as the scheme was less intensive, Officers could present it to Members for determination without further comments from English Heritage

Members commented on the following matters:

- the S106 Agreement and whether changes brought in by Central Government would affect what was claimed in this case. The Head of Planning Services stated that the right to challenge was in respect of viability in relation to affordable housing and that the new guidance did not apply to this application as the only contribution being offered was for greenspace
- the objections raised about possible noise and activity at the site and the reasons for this. Members were informed that this related to the residential use being a 24/7 use, unlike a public house use which had set opening times
- the design of the proposals

RESOLVED - To defer and delegate approval to the Chief Planning Officer subject to the conditions specified in the submitted report and the completion of a Section 106 Agreement to secure the following contribution:

- contribution towards off-site greenspace of £29,304

In the circumstances where the Section 106 has not been completed within 3 months of the resolution to grant planning permission, the final determination of the application shall be delegated to the Chief Planning Officer

33 Application 10/01412/OT - Outline application to lay out access and erect 79 dwelling houses on land off Queen Street Allerton Bywater LS26

Plans, photographs and artist's impressions of the proposals were displayed at the meeting

Draft minutes to be approved at the meeting
to be held on Thursday, 5th September, 2013

Members considered a report of the Chief Planning Officer on an outline application for a residential development for 79 houses. Panel noted that the proposals had been considered as a position statement by the former Plans Panel East at its meeting held on 6th October 2011 (minute 97 refers)

An exempt supplementary report which contained information about the viability of the scheme had also been submitted. The Chair informed Panel that Ward Members were satisfied with the contents of the proposed S106 Agreement and in view of this suggested that if the contents of the exempt report did not require discussion that the public could remain in the meeting

Discussions took place on this and on the understanding that the Ward Members had received all of the additional information, then it was accepted that the detailed matters relating to viability contained within the exempt report did not need to be considered, in this case

Officers presented the report and informed Panel that the 79 dwellings would be arranged around a simple road network and would comprise predominantly detached and semi-detached family houses. An area of on-site greenspace would be provided which would also house the underground storage tanks, which would be required as part of the drainage strategy for the site. Members were informed that provision of underground storage tanks was a feature on the neighbouring Taylor Wimpey site to ensure appropriate discharge rates were achieved and that water would be discharged into the watercourse adjacent to the south west corner of the site

In terms of links between the two sites, Members were informed that pedestrian and cycle links would be provided

RESOLVED - To approve the application in principle and defer and delegate final approval to the Chief Planning Officer subject to the conditions specified in the submitted report and the completion of a Section 106 Agreement to secure the following:

- 4 affordable units (2x submarket and 2x social rented)
- a total financial contributions pot of £503,989 (less £43,730 should the on-site greenspace be maintained at the applicant's own expense) to be spent towards the contributions listed in paragraph 10.15 of the submitted report, with the final detailed apportionment to be agreed with Ward Members
- drainage contribution of £12,280 (paid to Taylor Wimpey)
- an accelerated programme for the delivery of the scheme
- local employment and training initiatives during the construction phase
- footpath/cycle links to be provided

In the circumstances where the Section 106 has not been completed within 3 months of the resolution to grant planning permission, the final determination of the application shall be delegated to the Chief Planning Officer

34 Date and Time of Next Meeting

Thursday 5th September 2013 at 1.30pm in the Civic Hall, Leeds

SOUTH AND WEST PLANS PANEL

THURSDAY, 20TH JUNE, 2013

PRESENT: Councillor J McKenna in the Chair

Councillors J Akhtar, J Bentley, A Castle,
D Congreve, R Finnigan, C Gruen,
C Towler, P Truswell, J Walker and
R Wood

8 Late Items

Although there were no formal late items, the Panel was in receipt of the minutes of the South and West Plans Panel meeting held on 23rd May 2013, which were omitted from the agenda in error (minute 11 refers)

9 Declarations of Disclosable Pecuniary Interests

There were no declarations of disclosable pecuniary interests, however in respect of the applications for an Asda and Tesco at Beeston, Councillor Truswell and Councillor McKenna drew Panel's attention to their membership of the Co-operative Society as they felt it was in the public interest to do so, as the proposals could have an impact on the Co-op store situated in Beeston Local Centre (minutes 14 – 16 refer)

10 Apologies for Absence

Apologies for absence were received from Councillor Coulson who was substituted for by Councillor Congreve

11 Minutes

RESOLVED - To approve the minutes of the South and West Plans Panel meeting held on 23rd May 2013

12 Preapp/12/00279 - Proposed redevelopment of former ice packing factory to provide religious community centre, sports hall and catering business - 49 Barkly Road, Cross Flatts, Leeds, LS11 7EW

Plans, photographs, drawings and graphics were displayed at the meeting. A Members site visit had taken place earlier in the day

minutes approved at the meeting
held on Thursday, 18th July, 2013

Officers presented the report which related to pre-application proposals for a religious community centre, sports hall and catering business at 49 Barkly Road LS11

Members were informed that the character of the surrounding area was predominantly residential, although other uses including industrial use, workshops and a primary school surrounded the site

In terms of car parking, 74 car parking spaces at the front of the site were proposed together with 3 coach parking bays

The proposed catering unit would be a self-contained unit and have a separate access

In respect of the design of the proposals, discussions had taken place on this and some revisions had been made. A particular feature of the main building would be the erection of a 16m high minaret, although this would be for decorative purposes only. For information, Members were informed that the highest point of the existing buildings measured 13.5m

Highways issues remained a concern, particularly in view of the proposed mix of uses on the site and the implications this could have for on-street parking. Further information was being sought from the applicants to enable a full assessment to be undertaken of the highways issues involved

The impact of the proposals on residential amenity would also need to be considered. The previous factory use on the site had generated complaints about operating hours and delivery vehicles waiting to off load, causing noise and disturbance to local residents. The proposals would need to be assessed to establish whether the intended uses would generate similar or different problems. In respect of the catering unit there was the potential for noise and odour from extraction equipment

Officers reported the receipt of 33 additional letters of representation which had been received following publication of the report, with issues relating to impact on existing businesses; an intensification of uses on the site; possible longer operating hours and that a residential scheme which would provide affordable housing was more suitable in this location

The Panel received a presentation on the proposals from the applicant who provided the following information:

- that the charity Aspiring Communities, was behind the application. This organisation was run by volunteers and its aim was to improve communities, tackle prejudices and stereotypes, with community cohesion being a priority. The charity catered for all aspects of society and had members in over 30 towns and cities
- that Beeston was a multi-cultural part of the city; that it lacked investment; that it benefitted from the presence of a large number of faiths and that it was a sustainable location, with good public transport links to the wider area
- that the proposed uses would be a community hall; sports and recreation hall; Islamic learning centre, incorporating a multi-faith centre and a catering unit. A charity drop-in centre would also be provided for use by other charities
- that the proposals represented a ground-breaking scheme and that both positive and negative feedback had been received to them

- that the scale of the development had been reduced from its original idea, to enable the massing of the building not to increase its impact on the nearby residential dwellings
- that extensive parking was being provided on the site but that one or two large scale events, for up to 1500, would take place annually, which would require considerable additional parking, with the possibility of using an area off site for parking and then providing a shuttle service to the venue. The timing of these largescale events would be arranged so as not to coincide with a Leeds United home game at Elland Road
- that a phased approach would be taken to the development and occupation, with the offices being retained as a temporary centre
- that a traffic assessment for all of the proposed uses had been carried out by a reputable, independent company which had been submitted to Officers
- regarding numbers using the venue, that this would be managed through a booking system; that a range of uses could be accommodated for, although the capacity of the function room would be for 400 and that the cost of using the facilities would be subsidised for low income families. With the exception of the large annual events, in general, large numbers would not be catered for
- that greater function hire was likely to take place at weekends, with a function possibly taking place once a week
- that a Board had been formed two years ago for this community stakeholder project
- that 8 paid posts would be created through the scheme, with one of these being a sustainability manager, to manage the centre on a day to day basis and that the jobs created would be for local people
- that a significant investment of £4-5m was being made for this innovative scheme

Members then heard from a representative of Beeston Forum who provided the following information:

- that Beeston Forum opposed the proposals due to concerns about highways and disturbance to residential amenity as from the plans it was clear that a large number of people would be visiting the site
- that lengthy opening hours were being proposed
- the proximity of the school to the site, with concerns that this was closer than shown on the submitted plans
- the likelihood of on-street parking occurring from people visiting the premises and the increased traffic generation the development would create
- concerns about the proposed catering unit and the potential for nuisance to the residential dwellings sited near by

- that a previously approved residential scheme was more appropriate for the site and that the scale of the proposals were too large for this area

The Panel then had the opportunity to ask questions of the two speakers and then comment on the proposals

Members commented on the following matters:

- that further information on the membership of the Board and the sustainability of the organisation was requested
- concerns about possible numbers using the site for functions. On this matter the Panel noted Mr Rahman's comments that there was not an intention to let the premises as a commercial venture and that he was willing to accept a condition preventing wedding functions from taking place on the premises
- the use of the premises for funerals and the possibility of a large number of car borne visitors attending these, with concerns about highways and parking issues. The Panel again noted Mr Rahman's statement that the organisation would accept conditions relating to these issues, if it was felt appropriate
- the facilities available for young Muslims in the area, particularly primary school children. Members were informed that all age groups were catered for and along with sports facilities there would be evening classes, health and career advice and support for a range of issues, including language
- the prayer facilities; the peak time for their use and the likely method of travel, with mixed views about this

At this point Councillor Akhtar drew Panel's attention to the fact that he was a practising Muslim, as he felt it was in the public interest to do so

- the possibility of pressure being put on the organisation to hold larger events more frequently than was intended. The non-profit nature of the scheme was reiterated, with the possibility of conditioning event use being suggested by Mr Rahman
- the Governance arrangements, with Members being informed that operational sub-committees would be established which would be made up of local people
- the need for further consultation to be undertaken within the local area, particularly with the local faith communities, Beeston Forum and other groups which were not part of the Aspiring Communities organisation
- the particular problems of on-street parking in this area due to the proximity of Elland Road and the potential for this to worsen if the parking issues associated with the scheme were not properly addressed from the outset
- whether there was a demand in the area for affordable housing and the need for details to be provided of the number of sites in the Beeston and Holbeck Ward designated for future housing development

- the scale of the development, which for context, was slightly larger than the proposals for a new supermarket being considered later on the agenda, and also for context, the level of car parking being proposed in the two supermarket developments before Panel, i.e. 164 and 195 spaces respectively, and whilst accepting the use was different, that only 74 car parking spaces were being proposed for this scheme for uses where people could be expected to park for several hours
- that the proposals represented a extremely large, community facility
- the need for any traffic management plan to be robust and sound, be submitted to Panel and include details about how it would be controlled and enforced
- concerns about the design of the building; how the different areas would be used and whether, from the drawings provided, sufficient light would be available for the various intended uses
- that the decorative minaret should not exceed the height of the highest point of the building; that the diversity of brickwork on the frontage was welcomed but that further design improvements were needed to the front elevation
- that further conditions should be considered regarding no music outside the building; no marquees to be erected or outdoor events held and possible noise restrictions at the boundary, in the interests of protecting residential amenity
- that local Ward Members and residents felt strongly there should be no access to the catering facility from the rear entry to the site, as the use of this access had led to issues of noise and nuisance from the former occupier of the site. A condition in respect of the size of vehicles to the catering unit should be included and that this should specify no HGVs
- the need for the catering unit to be properly conditioned to prevent noise and odour nuisance
- the hours of operation of the sports hall which should be reduced from 10.00pm to 9.00pm and that some sound insulation to this area should be required
- that the principle of this development could be beneficial, particularly the principle of community cohesion but that much more information on how this could be achieved was required
- the scale and design of the existing development, with concerns that the current material of the large, modern unit on the site was unacceptable and that better cladding of this should be required as part of the proposed scheme

In respect of the specific issues in the report where Members' comments were sought, the Panel's Lead Officer summarised these from the comments made and noted that whilst there was support in principle for the scheme, concerns remained in respect of:

- scale and design
- highways and parking

- impact of the proposals on residential amenity

and that further information was required on these matters and the other issues raised by Members, including details about the community cohesion the scheme could bring to the area

RESOLVED - To note the report, the presentation and the comments now made

13 Applications 11/02390/LI and 11/02389/FU - Listed Building application to demolish former corn mill building and planning application for part two and part three storey office block - Corn Mill Fold, Cornmill View, Horsforth Leeds, LS18

Further to minute 40 of the South and West Plans Panel meeting held on 6th December 2012, where Panel considered a position statement for planning permission and Listed Building consent for the demolition of a former corn mill building and the erection of an office development at Corn Mill Fold, Corn Mill View Horsforth LS18, Members considered a further report of the Chief Planning Officer setting out the formal application

Plans, photographs and drawings were displayed at the meeting

Officers presented the report and provided further information to Panel on the following matters:

- the contamination which existed on the site and which would need to be removed had now been found to be more serious than had at first been thought
- the need for higher finished floor levels of any development to protect against flooding
- that only 14 car parking spaces were being proposed and the view of Officers that 28 spaces were needed for the development being put forward
- that the possibility of using some of the nearby residential car parking for this development was not acceptable
- that whilst the Conservation Officer was prepared to accept the design of the scheme, the issue about the level of car parking proposed remained
- that demolition of the former corn mill could not be agreed to as the alternative, proposed scheme was not acceptable

As the Officer's recommendation was to refuse the application, the Panel heard representations from the applicant's agent in support of the development and from an objector to the proposals

The Panel considered how to proceed

RESOLVED - That the applications be refused for the following reasons:

Application 11/02390/LI

The applicant has not put forward an acceptable scheme for the redevelopment of the site. The proposed demolition of this listed building cannot therefore be justified in the terms set down in paragraphs 131 to 133 of the National Planning Policy Framework, and the development is contrary to Policy N14 of the Leeds Unitary Development Plan (Review 2006) which

states that demolition of a listed building will be permitted only in exceptional circumstances and with the strongest possible justification

Application 11/02389/FU

1 The development would result in a demand for car parking which cannot be satisfactorily accommodated within the site. This would lead to an increase in on-street parking which would be detrimental to the safe and free flow of traffic and pedestrian convenience and safety and would be contrary to policies GP5 and T24 of the Leeds Unitary Development Plan (Review 2006)

2 The proposed development, as a result of its design and size, fails to reflect the scale and massing of the listed building. In particular the south elevation of the mill (whether rebuilt or retained in situ) will appear as though it has been transplanted onto the face of a larger and unrelated scheme and will lack integrity. The proposal is therefore contrary to policies N13, N14 and N16 of the Leeds Unitary Development Plan Review and the requirements of the NPPF to secure high quality design

14 Introductory Report - Application 11/04306/OT, Site of Asda Store, Old Lane Beeston and Application 10/04404/FU, Site of proposed Tesco Store Junction of Moorhouse Avenue and Old Lane, Beeston

Members considered an introductory report on the two applications submitted for supermarkets on Old Lane, Beeston LS11

The Chair outlined the way the applications would be dealt with which would see both schemes introduced, then speakers for each application, questions, discussion and then determination of each of the applications

RESOLVED - To note the report and Officer recommendations contained within it

15 Application 10/04404/FU - site of Tesco store - Junction of Moorhouse Avenue and Old Lane Beeston LS11 and Application 11/04306/OT - Site of Asda Store Old Lane LS11

Further to minute 24 of the South and West Plans Panel meeting held on 8th November 2012, where Panel resolved not to accept the Officer's recommendation to refuse an application for a supermarket at the junction of Moorhouse Avenue and Old Lane, Beeston LS11 and requested that the application be deferred for further information, Members considered a further report. Appended to the report was a copy of the Officer's report to 8th November 2012 Panel and the approved minutes from that item

Plans, photographs and graphics were displayed at the meeting

Officers presented the report and a representative of the Council's retail consultants, was in attendance to respond to questions and comments from the Panel

Members were informed that following the meeting in November 2012, Officers requested further information from both applicants. The applicant for this site elected not to provide additional survey work in support of their application as it was Tesco's view that the survey work they had previously submitted still stood and it was their view that both of the schemes were viable, together with the proposed Asda store at Middleton

The view of Officers was that the impact of introducing a new offer into the area for top-up shopping would have a considerable impact on the viability of the Beeston Local Centre and it was for this reason that the recommendation to Panel was to refuse the application

Officers then introduced the application for a supermarket on Old Lane

Further to minute 25 of the South and West Plans Panel meeting held on 8th November 2012, where Panel resolved not to accept the Officer's recommendation to refuse an application for a supermarket at Old Lane, Beeston LS11 and requested that the application be deferred for further information, Members considered a further report. Appended to the report was a copy of the Officer's report to 8th November 2012 Panel and the approved minutes from that item

Plans, photographs and graphics were displayed at the meeting

Officers presented the report and a representative of the Council's retail consultants, was in attendance to respond to questions and comments from the Panel

Members were informed that the applicant, Asda, had submitted further information in the form of customer surveys obtained from its existing store on the site and from survey carried out at Beeston Local Centre

The Council's retail consultant had considered the information and the level of linked trips from the existing store to the other facilities at the local centre, which was of particular importance

Being mindful that the Panel had not accepted the impact of the development on the Dewsbury Road Centre as a reason to refuse the application, it was now the view of Officers that the existing Asda store already provided top-up shopping and that there was likely to be less of an impact on the local centre if this development was built and therefore the recommendation to Panel was to approve the application

Members heard representations on behalf of the applicants and from a local resident who made general objections to both schemes

Members commented on the following matters:

- the likely impact of the applications on Beeston local centre. Mr Connell from Colliers, the Council's retail consultant stated that the local centre depended on the draw of Beeston Co-op for top-up shopping; that introducing a new offer into the area, i.e. Tesco, would have a greater impact and that two supermarkets in close proximity of the local centre would have a significant detrimental impact on it

- the timescales for the development of the Asda store, if granted permission, due to the delays experienced at the Middleton site and whether a reduced period for the submission of Reserved Matters and commencement of construction would be accepted. A representative of Asda who attended the meeting stated that the Old Lane store would be reasonably straightforward to develop unlike the Middleton site which had required several issues to be resolved before development could commence. Work on the Middleton Asda would commence in August 2013, with its opening planned for May 2014. For the Beeston site the suggested 6 months for Reserved Matters submission and 6 months for commencement of development was agreed to
- the need for local employment to be included in the S106 Agreement
- how Officers had approached the applications in view of Panel's previous decision and a view that both applications should be allowed and the matter left for market forces to decide. The Head of Planning Services stated that a cumulative impact assessment was recommended to be undertaken and that both applicants had approached this differently. The view of Officers was that together the two stores would have an impact but that the decision rested with Panel

Members considered how to proceed

RESOLVED – To note the reports, and the information provided and to move to determination of the applications

16 Application 11/04306/OT - Demolish existing buildings and erect retail foodstore (Class A1), with car parking, landscaping and access - Site of Asda store Old Lane, Beeston, Leeds, LS11

Having had regard to the contents of the introductory report, the Officer's report relating to this application; the presentations and discussions, the Panel

RESOLVED - To approve the application in principle and to defer and delegate to the Chief Planning Officer for approval, subject to the specified conditions (and any other conditions required necessary), the amendment of condition no 2 requiring submission of Reserved Matters to be within 6 months, with development commencing within 6 months of submission of last reserved matter and following completion of a Section 106 Agreement to cover the following matters:

- 1 £2500 Travel Plan Review fee
- 2 £1500 for provision of dropped kerbs at the junction of Jessamine Avenue with Grovehall Parade
- 3 £10,000 for provision of live bus information display at stop number 10074 (on Old Lane)
- 4 £175,680 as a public transport contribution
- 5 £50,000 as a traffic monitoring fee for monitoring of traffic during development and implementation of any required TROs

- 6 Provision of pedestrian refuse islands on Old Lane (s278 required)
- 7 Provision of alterations to the Beeston Road approach to the Old Lane/Town Street roundabout (s278 required)
- 8 Provision of an access from the southern boundary of the site to Back Lane (s278 required)
- 9 Job and training provision for local residents
- 10 Timescale for completion of development to be specified

In the circumstances where the S106 has not been completed within 3 months of the resolution to grant planning permission, the final determination of the application shall be delegated to the Chief Planning Officer

In accordance with Council Procedure Rule 16.5, Councillor Truswell required it to be recorded that he abstained from voting on this matter

17 Application 10/04404/FU - Application for the erection of retail store with car parking and landscaping - Junction of Moorhouse Avenue and Old Lane LS11

Having had regard to the contents of the introductory report, the Officer's report relating to this application; the presentations and discussions, the Panel

RESOLVED - That the application be refused for the following reason:

The Local Planning Authority considers that the proposed retail store, when considered with other commitments, would be likely to have a significant adverse impact on the vitality and viability of Beeston Local Centre. The proposal is considered to be contrary to Policy S5 of the Unitary Development Plan Review (2006), the guidance contained within the National Planning Policy Framework and emerging Policies P5 and P8 of the Draft Core Strategy

In accordance Council Procedure Rule 16.5, Councillor Truswell required it to be recorded that he abstained from voting on this matter

18 Application 13/00521/FU - New Cricket Pavilion at Rodley Cricket Club, Town Street, Rodley, Leeds, LS13

Plans, drawings and photographs were displayed at the meeting. A Members site visit had taken place earlier in the day

The Panel's Lead Officer presented the report which sought permission for a new cricket pavilion at Rodley Cricket Club, Town Street Rodley, which was located in the Green Belt

Members were informed that the proposal was an acceptable use in the Green Belt and that Sport England had not objected to the application

Whilst some concerns had been raised locally about the visual impact of the pavilion on nearby properties, it was considered that the pavilion would not obstruct views and would not appear unduly dominant

In terms of possible noise and disturbance from the social space within the pavilion, Members were informed that this was a small space; that the social facilities would be used only after matches and that this could be secured through a planning condition with a further condition being imposed to prevent opening hours beyond 9.30pm. If minded to approve the application, a further condition was proposed to restrict the amount of floorspace for the bar area to that shown on the submitted plans. It was noted that paragraph 8.1 of the submitted report relating to the RSS was incorrect, as the RSS had now been revoked

The Panel heard representations from an objector who attended the meeting, with particular concerns being raised about the impact on the ability of the other sports club which currently shared the existing club house with the cricket club to secure a larger facility in the future

Members considered how to proceed. The possibility of deferring determination of the application to enable Ward Members to discuss the proposals with the relevant parties was suggested

The Panel then heard from a representative of the applicants who outlined the need Rodley Cricket Club had of a new pavilion to meet the requirements of the new league the club was in

RESOLVED - That the application be granted subject to the conditions set out in the submitted report and an additional condition relating to the amount of floor space which could be occupied by the bar, not to exceed that shown on the submitted plan

In accordance with Council Procedure Rule 16.5, Councillors Akhtar, C Gruen and Wood required it to be recorded that they abstained from voting on this matter

19 Application 13/01100/RM - Demolition of existing buildings, laying out of access roads and erection of 106 houses - University of Leeds, Bodington Hall, Otley Road Adel LS16

Plans, photographs and graphics were displayed at the meeting

Officers presented the report which sought approval of Reserved Matters for the demolition of existing buildings, laying out of access roads and erection of 106 houses at Bodington Hall, Otley Road, Adel LS16

Members were informed that although the outline approval had been for 160 dwellings, revisions had been made to the scheme and that a smaller scheme was now being proposed

The 106 dwellings would be predominantly detached properties of 4 – 5 bedrooms, although some smaller, 2-3 bedroom properties would be included. Affordable housing comprising 16 units would be provided in two areas of the site

The design of the dwellings was fairly traditional as an overall concept, with materials being brick and slate with some artificial stone-faced properties being included. The majority of the dwellings would be two storey in height

minutes approved at the meeting
held on Thursday, 18th July, 2013

The receipt of two further representations was reported, with Members being informed that these raised no new issues

Concerns raised by Councillor Anderson were conveyed to Members in respect of the highways impact of the development and the capacity of local schools to accommodate the children from the site. The need for appropriate conditions relating to highways and landscaping was also stressed as was the implementation of the traffic calming measures to take place before the first dwellings were occupied. The withdrawal of a local bus service was also highlighted

The Panel's Highways representative informed Members that the outline application had dealt with the off-site impact of the scheme and that measures had been taken to discourage drivers from using the site to by pass Otley Road and that local concerns about rat running were unlikely to be founded

Members discussed the application and commented on the following matters:

- the design of the dormers, with concerns about the flat roof dormers being proposed. Officers stated that flat roof dormers were not considered to be out of character and that a development close by had adopted the same design, to good effect
- the access to the site from Adel Lane. Members were informed that no physical changes had occurred to the existing site access and that it was felt it would work and was as discreet as possible
- the size of the proposed driveways and whether these would be able to accommodate two large vehicles. Members were informed that the length of the driveways had been designed to guidelines contained in the Street Design Guide
- the management of the woodland area adjacent to the development. Members were advised that the outline permission had dealt with the management of this area, through the S106 Agreement. Areas of woodland would be given over to a woodland management company with residents paying a surcharge for this

RESOLVED – That the application be granted subject to the conditions set out in the submitted report

In accordance with Council Procedure Rule 16.5, Councillor Finnigan required it to be recorded that he abstained from voting on this matter

20 Date and time of next meeting

Thursday 18th July 2013 at 1.30pm

SOUTH AND WEST PLANS PANEL

THURSDAY, 18TH JULY, 2013

PRESENT: Councillor J McKenna in the Chair

Councillors J Akhtar, J Bentley, A Castle,
M Coulson, R Finnigan, C Gruen, C Towler,
P Truswell and J Walker

21 Chair's opening remarks

The Chair welcomed everyone to the meeting

22 Late Items

There were no formal late items but in respect of application 13/00626/FU – detached drive-through restaurant at Cardigan Fields LS5 - the Chair allowed a photograph to be tabled, to enable Members to better understand the issue being raised by the objector (minute 28 refers)

23 Declarations of Disclosable Pecuniary Interests

There were no declarations of disclosable pecuniary interests

24 Apologies for Absence

Apologies for absence were received from Councillor Wood

25 Minutes

RESOLVED - That the minutes of the South and West Plans Panel meeting held on 20th June 2013 be approved, subject to the inclusion at minute 16 relating to application 11/04306/OT – Asda store Old Lane LS11, of a requirement as part of the S106 Agreement to specify a time scale for completion of the development, as requested by Panel at that meeting

26 Panel member Nominations for Workshop on Delivering Quality Housing

The Panel considered a report of the Chief Planning Officer seeking nominations from South and West Plans Panel for three representatives to join representatives from City Plans Panel and North and East Plans Panel to

attend a workshop with major house builders to improve the quality of housing applications in the City

RESOLVED - To note the representatives on the workshop from South and West Plans Panel would be Councillor J McKenna; Councillor Finnigan and Councillor Truswell

27 Application 13/00874/FU - Development of solar farm on site of Haigh Hall Farm, Batley Road, Tingley, Wakefield, WF3

Further to minute 85 of the South and West Plans Panel meeting held on 25th April 2013, where Panel considered a position statement on proposals for a solar farm at Haigh Hall Farm, Batley Road Tingley, Members considered a further report of the Chief Planning Officer

Plans, photographs and precedent images were displayed at the meeting

The Minerals, Waste and Contaminated Land Manager presented the report which sought approval for the installation of around 32,000 solar panels over three fields on a site located in the Green Belt and in close proximity to a section of the Leeds Country Way

Details of the fencing and security equipment surrounding the site was provided together with long range views of the site to assist Members in their consideration of the visual impact of the proposals

Members were informed that the hedge/shrub planting to be provided had been extended with images being shown of the planting scheme after 1 year and 10 years. It was the view of Officers that the extent of the planting and small habitat creation provided a significant benefit on the existing situation

Although the recommendation in the report was to approve the application, in view of comments recently received from Leeds Bradford Airport and their request for a risk assessment to be carried out relating to glint and glare, an amendment to the recommendation was sought. If minded to approve the application, Panel was asked to defer and delegate approval to the Chief Planning Officer, subject to the risk assessment raising no substantial issues

The Panel then heard representations from an objector and the applicant's agent who attended the meeting

Members discussed the application and commented on the following matters:

- the siting of the solar panels and whether the layout of the panels could be changed to protect south eastern views. The Area Planning Manager advised that siting the solar panels further to the east was likely to increase the views of them due to the rise of the land
- the possibility of achieving the screening more quickly by the use of mature planting. Members were informed that mature species could often be slow to begin growing and that better results were achieved by using younger plants

The Panel considered how to proceed

RESOLVED - To approve the application in principle and to defer and

delegate final approval to the Chief Planning Officer, subject to the conditions set out in the submitted report; the receipt of a satisfactory risk assessment which raised no substantial issues regarding aviation and following further discussions regarding planting; how adequate screening could be achieved without damaging the longevity of the planting and further consideration of the planting on the western boundary

28 Application 13/00626/FU - Detached drive-through restaurant at Cardigan Fields, Burley, Leeds, LS5

Plans, photographs and drawings were displayed at the meeting. A Members site visit had taken place earlier in the day

Officers presented a report seeking approval of an application for a detached drive-through restaurant at Cardigan Fields Leisure Park, Kirkstall Road LS5

Members were informed that the site was currently used as an overspill car park although the extent of its use was disputed by the applicant and some of the objectors. The site was also in a Zone 3 flood risk area and that the applicant's flood risk assessment had been accepted by the Council and the Environment Agency

The building would be of a modern design using glazing and cladding

Objections to the proposals had been received including one from a local Ward Member who had raised particular concerns about the proliferation of fast food outlets in the area and the impact of these on obesity levels

The Panel was informed that the Department of Public Health had been consulted on the proposal but had stated there was not sufficient medical evidence to establish a causal link between fast food outlets and obesity. Members were informed therefore that this could be difficult to substantiate as a reason for refusal of the application

The Panel heard representations from the applicant's agent and an objector who attended the meeting

Members commented on the following matters:

- local employment
- the need for best endeavours to be used to provide jobs for local people
- car parking; how well used this site was for parking; that there was currently a barrier across the parking area and that additional parking might be needed with the introduction of a new restaurant offer on the site. On this matter, the Panel's Highways representative stated that from the information which had been submitted with the application and local knowledge, whilst parking in the wider development was often extensive, this overspill car park was not required. In terms of the proposed new use, as this complemented existing uses on the site it would not necessarily generate many new visitors. In the event that additional car parking was required, the applicant had indicated that a fan-shaped area of land could be opened up for parking for approximately 30 cars

- concerns about the cumulative impact of fast food outlets on public health, with a suggestion being made that Scrutiny Board Health and Wellbeing and Adult Social Care be asked to look at this aspect and the public health element of planning. The Head of Planning Services advised that work was being carried out on this matter as part of the Core Strategy, although there were mixed messages on this as the Government would allow in some cases, premises to change their use to a restaurant for two years under Permitted Development
- landscaping; the need for an acceptable scheme to be submitted which also increased planting on the northern frontage of the site

The Panel considered how to proceed

RESOLVED - To approve the application in principle and to defer and delegate approval to the Chief Planning Officer subject to the conditions set out in the submitted report, a further condition encouraging use of local employment and discussions to achieve further mature planting on the northern frontage of the site

29 Application 13/01654/FU - Single storey, two storey and first floor side extension to dwelling - 56 Eden Crescent, Kirkstall, LS4

Plans, photographs and drawings were displayed at the meeting. A Members site visit had taken place earlier in the day

Officers presented a report seeking approval for a single storey, two storey and first floor side extension to 56 Eden Crescent LS4

Members were informed that a similar proposal had been refused earlier in the year and that the current scheme had reduced the impact of the proposals and that Officers were recommending to Panel that the application be approved

It was noted that some Permitted Development had taken place, with concerns being raised about the cumulative impact of the proposals. Members were informed that a calculation of the increased area had been carried out and whilst it was close to the two-thirds limit as set out in the Householder Design Guide, it did not exceed this

RESOLVED - That the application be granted subject to the conditions set out in the submitted report

30 Application 13/02417/FU - Part two storey, part single storey extension to semi-detached house - 24 Vesper Rise, Leeds, LS5

Plans, photographs and drawings were displayed at the meeting. A Members site visit had taken place earlier in the day

Officers presented a report in respect of an application for a part two storey, part single storey extension at 24 Vesper Rise LS5

Members were informed that Officers were concerned about the bulk and scale of the proposals and were of the view that it overwhelmed the

existing property and therefore recommended to Panel that the application be refused

It was noted that in support of the application, the applicant had referred to a similar extension to a property nearby at 8 Vesper Gate Terrace. In considering this, Officers were satisfied that the applications differed and that the scheme at 8 Vesper Gate Terrace, approved in 2011, was less intensive than that proposed for 24 Vesper Rise. The introduction of the Householder Design Guide Supplementary Planning Document in April 2012 and its requirements were also highlighted in the report before Panel

Members heard representations from the applicant who attended the meeting

During the discussions which followed, the view was expressed that some form of extension could possibly be achieved on the site and that the application should be delegated to Officers. The Area Planning Manager, whilst accepting there was scope for an extension to the property, advised that no pre-application discussions had taken place with Officers and that the application had to be determined in its current form

RESOLVED - That the application be refused for the following reason:

The Local Planning Authority considers that the proposed extension would, as a result of its overall scale, design, form and massing, result in an unacceptable impact on visual amenity and the appearance and setting of the host property within the wider streetscene. As such, the proposal fails to comply with Policies GP5 and BD6 of the Leeds Unitary Development Plan Review (2006) and is contrary to Policy HDG:1 of the Adopted SPF 'Householder Design Guide' and also fails to comply with guidance set out in the National Planning Policy Framework

Following determination of the application, the Head of Planning Services invited the applicant to meet with Officers to discuss an alternative form of development

31 Application 13/00992/FU - Two detached dwellings with associated landscaping - land to the rear of 54 Weetwood Lane, Leeds, LS16

Plans, photographs and graphics were displayed at the meeting. A Members site visit had taken place earlier in the day

Officers presented a report seeking approval for two detached dwellings with associated landscaping on land to the rear of 54 Weetwood Lane LS16

Members were informed that this greenfield site was situated between the Far Headingley Conservation Area and Weetwood Lane Conservation Area, although the site itself did not benefit from any special designation

A Group Tree Preservation Order covered the site and whilst the removal of some trees was proposed, these would be largely fruit trees and immature scrub, with an appropriate replacement landscape scheme for the site being conditioned

In terms of the principle of development, Officers considered this to be acceptable. Two dwellings of traditional design and appearance were

proposed to be constructed from natural materials and the site was relatively private, with the exception of the properties surrounding it. Although the site was elevated from Hollin Lane, it was considered that distances of 61-70m away from properties on Hollin Lane far exceeded those set out in planning policy and as such it was felt that the proposals were not harmful to residential amenity

There were no highways issues with the proposals and the existing site entrance would be widened, with an extension being formed to the existing driveway to create a private drive for both of the plots

The Panel heard representations from the applicant's agent and an objector who attended the meeting

Members commented on the following matters:

- the level of representations received in respect of the proposals, the nature of them and the level of consultation and engagement carried out on behalf of the applicant
- that the proposals could be considered to be garden grabbing
- the use of the land as an amenity site and the suggestion raised by objectors that a covenant existed preventing the land from being used for housing. For clarity, the Chair invited the Panel's legal representative to comment on this, with Members being informed that the issue of a covenant was a private matter and was not a planning consideration
- the distance of the access road from the rear fence of dwellings on Hollin Lane, with Members being informed this was 4 metres
- concern about the impact on amenity of residents on Hollin Lane
- whether there were other measures which could be suggested to obscure the development from the existing dwellings. On this point Members were advised that whilst a good landscaping scheme would soften and break up views of the new development, it would remain visible but that possible additional tree planting could be considered. Whilst there would be the possibility of requiring a 2m high boundary fence to protect residential amenity, discussions should take place with adjoining residents to assess their views on this
- highway concerns, including the use of the drive for delivery vehicles etc and the access onto Weetwood Lane
- that lighting to the path should be considered
- the view that the application did not comply with the National Planning Policy Framework (NPPF)

The Head of Planning Services advised that although the NPPF referred to preference being given to brownfield sites, it did not prevent greenfield sites from being developed and that in reaching a decision, Members should have regard to the impact of the proposals; the local character and the need for local housing

The Panel considered how to proceed

Following an equity of votes for and against the recommendation, the Chair used his casting vote

RESOLVED - That the application be granted subject to the conditions set out in the submitted report

32 Application 13/02702/FU - Demolition of existing housing office and construction of a block of three retail units (A1) use with associated works - Oatland Drive, Leeds, LS7

Plans and photographs were displayed at the meeting

Officers presented a report seeking the demolition of the existing housing office at Oatland Drive LS7 and the construction of a block of three retail units (A1) use, with associated works

Members were informed that the proposal was to provide the retail element of the Little London PFI housing scheme, as the Community Hub site of the original larger scheme was now required to enable an expansion of Little London Primary School to take place

One of the units would be a general store, with another one being a pharmacy. It was not known at this stage who would operate the third unit, but in response to comments from Members it was stated that the unit was a designated A1 use, and that any takeaway use would require planning permission

RESOLVED - That the application be granted subject to the conditions set out in the submitted report

33 Position Statement - Applications 13/2408/CA & 13/2409/FU - Demolition of dyeworks buildings, erection of 109 houses and retention of Mill Facade and development to form 4 flats and Conservation Area consent application for demolition of dyeworks buildings and one chimney - Green Lane, Yeadon

Plans, photographs and drawings were displayed at the meeting. A Members site visit had taken place earlier in the day

Members considered a report of the Chief Planning Officer setting out the latest position on proposals for the demolition and retention of dyeworks buildings at Green Lane Yeadon and the erection of a residential development. It was noted that the site was within Yeadon Conservation Area

The extent of the demolition proposed by the applicants was outlined. Members were also shown a plan drawn by the Council's Conservation Officer who recommended the retention of a greater number of buildings

Concerns raised by Leeds Civic Trust; local residents; Councillor G Latty and Councillor Campbell were outlined, which related to the extent of demolition being proposed; the need for the brick chimney to be retained; loss of employment land; loss of mill ponds; poor layout of the proposed residential development and highway issues, including the need for some traffic controls to be included

Members were advised that on the principle of development, although there would be the loss of employment land, other employment sites were close by and as the site was a brownfield, sustainable site the principle of development was considered to be acceptable to Officers

Regarding the extent of the proposed demolition, Officers had concerns about this and wished to work further with the applicant to retain

more of the buildings. Although the applicants had made reference to the comments of West Yorkshire Archaeology Service in support of their position on demolition, these differed from the Conservation Officer's views and that there was a need for more work on this element to enhance the Conservation Area

In relation to the mill ponds, these were significant features and had ecology value, but that if both of these had to be retained, the site would begin to become unviable

Members' views on highways issues were required and some indication on whether the Panel would wish to see the scheme again, if it was recommended for refusal, or whether it would be sufficient to delegate such a decision to Officers

The Panel discussed the proposals and in response to the specific points raised in the report for Members' consideration provided the following comments:

- regarding the principle of development, that a residential or even a mixed-use scheme on the site could be acceptable but concerns existed about the proposal before Panel
- concerning the acceptability and extent of demolition proposed, including the larger brick chimney, that whilst some demolition was accepted, currently too much demolition was proposed; that the larger brick chimney should be retained and the character of the area retained
- in respect of the design and layout, concerns were raised about the proposed use of artificial stone and there should be as much re-use of existing stone as possible; that a more imaginative development layout and was needed as were better house types
- concerning the mill ponds, that there was a need for some recognition of these and their historical importance in the layout
- regarding highways matters, that the proposed access point was not ideal but possibly the least hazardous; that the use of Focus Way as an additional/alternative access was not supported. In respect of pedestrian access, the applicant was asked to investigate further the possibility of an access on to Cricketer's Green
- the need for the site to be developed but that the scheme was not acceptable in its current form and that the applicant should be invited to withdraw the scheme and resubmit the proposals or that the refusal of the current scheme could be deferred and delegated to Officers, based upon the concerns raised by Members

Reference was made to an e-mail sent by the applicant expressing criticism of Officers, with Members stating the comments were unfounded and not helpful to the process

RESOLVED - To note the report and the comments now made

34 Position Statement - Application 13/01941/RM - Reserved Matters application to erect 173 dwellings on land at Bruntcliffe Road, Morley, Leeds, LS27

Draft minutes to be approved at the meeting
to be held on Thursday, 15th August, 2013

Plans, photographs and drawings were displayed at the meeting

Members considered a report of the Chief Planning Officer which set out the latest position on a Reserved Matters application for a large residential development on land at Bruntcliffe Road Morley LS27. It was noted that the outline application for the scheme had been approved in principle by South and West Plans Panel at its meeting held on 11th October 2013 (minute 8 refers)

Officers presented the report and provided the following information:

- that 173 dwellings were proposed, although the indicative layout on the outline application showed approximately 168 dwellings
- a single point of access would be provided into the site
- the mix of 2, 3 and 4 bed dwellings were proposed
- the affordable housing at 15% - i.e. 26 units - would be provided and was pepperpotted around the site in six locations
- the use of brick was proposed although it had now been agreed that natural stone would be used on the properties which faced the Conservation Area boundary
- that the applicant had agreed to retain the stone wall on the A650
- access points for the neighbouring site had been included to ensure that site did not become landlocked
- buffer planting would be provided as set out in the outline application; a 3m high combined bund and fence would be provided to help mitigate against possible noise nuisance from nearby traffic and that a detailed landscape scheme was required together with comments from the Environmental Protection Team (EPT) on the acoustic fence
- that further work was required on the design of the buildings
- that concerns existed about the size of some gardens; accessibility to the rear of properties; how the parking was managed on the site, including widths and lengths of driveways. Whilst a revised plan had been submitted the previous day which had sought to address some of these issues, Ward Members and Highways would need to be consulted on this plan
- that bin stores to the front of a number of properties had been deleted from the scheme, with a central access being created to enable rear bin stores to be provided

The Panel discussed the proposals and in response to the specific points raised in the report for Members' consideration provided the following comments:

- on the impact of the proposals on the setting of the Conservation Area, that further work remained but that the concessions made in respect of the stone wall and use of natural stone on some properties were welcomed
- regarding design, that the revisions, particularly the creation of rear bin stores were an improvement

- in respect of landscaping, the need to avoid the creation of large shrubberies was stressed
- on highway safety, some concerns were raised about the use of shared surfaces
- to note the comments made about the adjoining Masonic Lodge land being landlocked
- regarding the impact on residential amenity of adjoining occupiers, it was felt there would not be significant issues, although there was a need to carefully consider the relationship to the Arts and Crafts bungalows adjacent to the site
- on the acoustic fencing proposal, that there was a need to see the EPT response on this matter
- in terms of concerns about flood risk at the site, it was felt this was not an issue

Officers were asked to check that the S106 Agreement on the outline permission specified completion within 2 years

RESOLVED - To note the report and the comments now made

35 Date and Time of Next Meeting

15th August 2013 at 1.30pm

SOUTH AND WEST PLANS PANEL

THURSDAY, 15TH AUGUST, 2013

PRESENT: Councillor J McKenna in the Chair

Councillors J Akhtar, J Bentley, A Castle,
M Coulson, R Finnigan, C Gruen, C Towler,
P Truswell and R Wood

36 Chair's Opening Remarks

The Chair welcomed everyone to the meeting and made reference to a request from the Leeds Citizen blog to make an audio recording of the meeting. Prior to the meeting there had been no objections from Elected Members or officers. It was reported that requests for the recording of meetings would be done on a case by case basis whilst a protocol was developed. Councillor Coulson raised objections to the meeting being recorded and informed the Panel that while he would remain in the meeting he would not participate. It was agreed to allow for the meeting to be recorded.

37 Declarations of Disclosable Pecuniary Interests

There were no declarations of disclosable pecuniary interests.

38 Minutes

RESOLVED – That the minutes of the meeting held on 18 July 2013.

39 Application 12/02712/FU - Woodhouse Street Woodhouse LS6 - Appeal decision

The report of the Chief Planning Officer referred to an appeal decision against the refusal of an application for a part three storey, part four storey block of cluster flats (112 rooms), retail store at ground floor, associated parking and landscaping.

Members were reminded that the reasons for refusal referred to grounds of over development and that the application did not comply with greenspace guidelines. The inspector suggested that the scale and massing of the application was within the character of the area and greenspace guidelines had been satisfied through the offer of a Section 106 agreement. The appeal was subsequently upheld. As the issues in relation to scale and design had been considered to be subjective, there were no costs applied for.

RESOLVED – That the report be noted.

40 Application 12/03473/FU - 35 Claremont Drive Headingley LS6 - Appeal decision

The report of the Chief Planning Officer referred to an appeal decision on application to refuse the change of use of a former children's home to a 7 bedroom House in Multiple Occupation (HMO).

Members were reminded of the recent planning history at the property and the reasons for refusal which included the loss of use for a family dwelling and an excess of HMOs in the area. The Inspector did not accept the reasons for refusal and felt that the design, sub-division of the property and lack of rear garden did not make it readily adaptable for a family dwelling and the appeal was therefore upheld. Full costs had been awarded against the Council.

RESOLVED – That the report be noted.

41 Application 13/01965/FU - 6 Rodley Lane Rodley LS13

The report of the Chief Planning Officer presented an application for the change of use of a vacant shop (A1) to a restaurant (A3) at 6 Rodley Lane, Rodley.

Site photographs and plans were displayed.

The following issues were highlighted in relation to the application:

- The application had been brought to Panel at the request of a local Ward Councillor who supported the application.
- The proposed restaurant would have 35 covers and would open until 11.00 p.m.
- There were six semi-detached properties to the rear of the premises.
- The premises fell within the Rodley Conservation Area.
- There were no concerns regarding the principal of the application as there were other similar premises in the area and no concerns regarding the impact on amenity or the conservation area.
- There were however, concerns in relation to highway safety and car parking. There was space for 6 vehicles at the rear of the premises and guidelines suggested that there should be parking for at least 16. This would lead to associated safety issues with parking on nearby streets.
- The application could be granted without planning permission for a temporary period of 2 years, but it was felt unlikely to do this as it would be more viable for a permanent change of use.
- It was recommended to refuse the application on grounds of highways safety and parking.

The applicant's agent addressed the Panel with reasons against the recommendation to refuse the application. He did not feel that the reasons for refusal represented the exact circumstances. Most staff would use public transport which would not affect car parking and it was felt there was sufficient

space for parking on adjacent streets. A survey had also shown that most customers would be local and live within walking distance.

In response to Members comments and questions, the following was discussed:

- A local Ward Councillor had never been made aware of problems with parking in this area and was supportive of the application.
- It was felt better to be in use as a local business than a vacant shop premises and the application should be supported.

Members resolved not to agree the recommendation for refusal and moved to delegate the decision for approval.

RESOLVED – That the application be delegated to the Chief Planning Officer for approval subject to the inclusion of appropriate conditions.

42 Application 13/000625/FU - Land off Daisy Hill Close Morley LS27

The report of the Chief Planning Officer presented an application for the erection of 14 detached houses with associated car parking and landscaping on land off Daisy Hill Close, Morley.

Members attended a site visit prior to the hearing and site photographs and plans were displayed.

Issues highlighted in relation to the application included the following:

- The application had been brought to the Panel at the request of local Ward Councillors.
- The site to the rear was a PAS site.
- Negotiations regarding design of the proposed properties.
- Landscaping proposals.
- The Section 106 package – the offer for the education contribution was £32,000 and not £66,692 as outlined in the report.
- Representations had been received from local Ward Councillors, local residents and Morley Town Council.
- It was recommended to defer and delegate the application to the Chief Planning Officer for approval.

A local resident addressed the Panel with objections to the application. Objections included the following:

- A previous application that was refused due to concerns with access and drainage.
- The proposals would cause problems with parked cars.
- Problems for delivery and emergency service vehicles.
- The proposals would leave an area open for young people to congregate too close to houses.

- In response to a Members question, current problems with traffic in the area were described.

The applicant's agent addressed the Panel. The following issues were highlighted:

- Revisions, in excess of normal requirements, had been made to the design and access since the application was originally submitted following discussion with planning officers.
- The site was previously recommended for development in the Unitary Development Plan.
- Section 106 contributions – offers had been made for education and greenspace.

In response to Members comments and questions, the following issues were discussed:

- There were conditions attached to the application to ensure that suitable drainage works would be implemented.
- Concerns regarding pressure on the public transport system and increased traffic. It was reported that trains were overcrowded and local bus services did not commence till later in the day.
- Concern regarding proximity to houses at King George Avenue –there would be landscaping to protect amenity.
- Concern regarding the number of developments approved in the local area and related sustainability issues in regard to school places, public transport and highways.

It was moved that the application be refused.

RESOLVED – That the application be deferred to allow for a further report to be brought to Panel with proposed reasons for refusal.

43 Application 12/04571/FU - 21 Park Lane Rothwell LS26

The report of the Chief Planning Officer presented an application for a detached dwelling at 21 Park Lane, Rothwell.

Members attended a site visit prior to the hearing and site plans and photographs were displayed.

Further information highlighted in relation to the application included the following:

- The proposals would allow an additional dwelling in the grounds of an existing property.
- The site fell within the Rothwell Conservation Area.
- Letters of objection had been received from nearby residents.

- The application had been brought to Panel at the request of a local Ward Councillor.

A local resident addressed the Panel with objections to the application. These included the following:

- Impact on privacy to neighbouring properties.
- Vehicle access – this would increase noise and pollution. It was felt that plans to demolish an existing garage at the property were not necessary.
- Unnecessary removal of trees.
- The property would be visible to other properties and the public, particularly in winter months.

The applicant's agent addressed the Panel. The following issues were raised:

- The applicant had worked with planning officers to address objections.
- The small detached dwelling which was proposed would be barely visible from elsewhere.
- There would be full landscaping to replace the loss of the small fruit trees that would be removed.

RESOLVED – That the application be granted subject to conditions outlined in the report.

44 Application 13/00760/FU - Brown Lane East and Top Moor Side Holbeck LS11

The report of the Chief Planning Officer presented an application for 24 houses and a block of 18 flats at Brown Lane East and Top Moor Side, Holbeck.

Members had attended a site visit prior to the meeting and site plans and photographs were displayed.

Further issues highlighted in relation to the application included the following:

- The scheme would consist of 3 and 4 bedroom houses and 2 bedroom flats.
- The applicant was unable to meet the full greenspace contribution.
- All technical requirements had been met with regard to highways, water and gas.
- It was recommended to approve the scheme.

Members spoke in support of the scheme particularly the provision of 1005 affordable housing. There was some concern regarding the lack of one bedroom properties.

REOLVED – That the application be granted subject to the conditions outlined in the report.

45 Applications 13/01931/FU and 13/01932/LI - Ling Bob Farm Scotland Lane Horsforth LS18

The report of the Chief Planning Officer presented an application and listed buildings application for the change of use of barn to a dwelling, extension to existing dwelling, restoration of and extension to former dwelling, erection of an additional dwelling and erection of livery stable block and ménage at Ling Bob Farm, Scotland Lane, Horsforth.

Members attended a site visit prior to the meeting and site plans and photographs were displayed.

Further issues highlighted in relation to the application included the following:

- Some of the listed buildings were in a poor condition and a decision was required before further deterioration.
- Changes to footpath to allow vehicular access.
- Protective measures for Great Crested Newts which could be found on site during development.
- Representations had been received in support of and against the application.
- An archaeological survey was to be carried out at the site.

Local residents addressed the Panel with objections to the application. Main concerns regarded access to the site. These included the following:

- The track to be used for vehicles was currently a popular right of way for walkers which was currently used by very few vehicles.
- The track would not be suitable for extra traffic that would be using it.
- There were no passing places for traffic and this would present a danger to pedestrian users.
- Suggestions of alternate access to the site.

The applicant's representative addressed the meeting. The following issues were highlighted:

- The site had previously been used as stables and for equestrian purposes.
- Two of the buildings on site were in need of repair and permission was required to do this.
- Reference to the previously approved application that had now lapsed.
- Measures that had been offered to alleviate concerns with access to the site.

RESOLVED – That the application be granted subject to conditions outlined in the report.

46 Date and time of next meeting

Thursday, 12 September 2013 at 1.30 p.m.

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CITY PLANS PANEL

TUESDAY, 25TH JUNE, 2013

PRESENT: Councillor N Taggart in the Chair

Councillors P Gruen, D Blackburn,
M Hamilton, S Hamilton, G Latty,
T Leadley, E Nash, N Walshaw, M Ingham,
J Cummins, B Anderson and J McKenna

12 Declarations of Disclosable Pecuniary Interests

There were no declarations of disclosable interests

13 Apologies for Absence

Apologies for absence were received from Councillor J Lewis and Councillor R Procter who were substituted for by Councillor J McKenna and Councillor B Anderson respectively

14 Chair's remarks

The Chair outlined the procedure for the meeting which would commence with a brief overview of the NGT scheme, followed by details of the 7 sections of the route being outlined, on a north to south basis, with the opportunity for registered speakers to have up to 6 minutes, per section of the route to address the Panel. There would be the opportunity for the NGT team to pick up on issues raised, together with further information from Planning Officers where relevant, which would be followed by questions and comments from the Panel, before moving to the next part of the route

The Chair stressed that the purpose of the meeting was not to discuss the merits or demerits of any transport system. The meeting was proceeding on the presumption that NGT had in principle approval from the Council's Executive Board and therefore the meeting would be focussing on the planning aspects of the scheme and seeing if improvements to it could be made to deliver the best possible scheme for the City. It was noted that the comments of the Panel were without prejudice to individual Members' views on the broader merits of the scheme

The Chief Planning Officer stated that that this was the final stage before the scheme was put before the Secretary of State for the Transport and Works Order Act, which would be followed by a Public Inquiry and the purpose of this meeting was to assist the Local Planning Authority in forming its views on its submission to that Order. There would be a further opportunity for City Plans

Minutes approved at the meeting
Held on 1st August 2013

Panel to consider the proposals when these had been finalised, following further consultation

As discussions remained on-going about the impact on Conservation Areas, Listed Buildings etc, draft conditions had been drawn up but that these would be considered further and revised where necessary

15 Submission of the Transport and Works Act Order - Application for the New Generation Transport (NGT) Scheme

Members considered a report of the Chief Planning Officer on the submissions of the Transport and Works Act Order application for the New Generation Transport (NGT) Scheme. Appended to the report was a schedule of draft conditions proposed and a copy of the Design Statement

Plans, photographs and graphics were displayed at the meeting. To assist Members when considering the route of NGT, two screens had been provided, one showing the proposal in diagrammatic form and the other showing the site as it currently was, as depicted on Google Earth

Officers and representatives of the NGT team presented an overview of the proposals and provided information relating to:

- the policy basis for NGT
- possible extensions to the route in the future
- the improvements and on-going interventions already made to public transport
- funding issues and the rolling investment programme which would provide greater investment and opportunities
- the benefits of NGT
- greater efficiency and reduced journey times, with the trolley buses having transponders to allow them priority through the traffic
- consultation and engagement
- future timescales, with 2016-2020 being the timescale for construction and commencement of the scheme
- planning issues relating to the impact of proposals on Conservation Areas and Listed Buildings
- the provision for cyclists and pedestrians in the scheme, including the use of shared surfaces in some locations
- the number and location of substations along the route and the amount of overhead line equipment which would be necessary
- the impact of the proposals on taxi rank provision in the City Centre, with a temporary site being identified at Meadow Lane

In respect of the Design Statement, Members were informed that this was a key document which set out the design intent and standards and also

included issues relating to sustainability, environmental management and maintenance and would supplement the Environmental Statement

The main drivers of the design of the scheme were outlined as were the design objectives and overarching principles, which would include a co-ordinated and consistent design approach; the need to minimise the impact of infrastructure and to minimise clutter, with the project providing an opportunity to review and consolidate existing highway clutter

In terms of landscaping, NGT would create green corridors wherever practical. Whilst there would be some tree loss, there would be a 3 for 1 replacement policy, with 1500 – 1600 new trees to replace the 400 trees which would be felled to accommodate the proposals. Where particularly good trees were to be removed, this would be replaced by a 'super replacement specimen' mature tree, where appropriate.

Regarding woodland and scrub, some 3000sqm of this would be lost but this would be replaced by 30,000sqm of woodland and scrub land

In summary, the approach to design was to raise design quality and promote a fresh, new transport offer for Leeds which would have a co-ordinated approach to design and branding

Members commented on the following matters:

- the process of the scheme going to the Secretary of State and whether there would be flexibility built in so that changes in circumstances or new issues which arose could be dealt with
- the need for the text of the Design Statement to properly respect pedestrians and cyclists by not abbreviating these words
- that the images in the Design Statement should depict the trolley bus scheme being proposed and not trams
- tree planting; whether a greater number of trees would be provided in the south which currently did not benefit from as much greenery as in the north of the city; that as many species would be deciduous whether there would be safety issues as a result of leaf drop; the impact on Environmental Services with likely increased need for leaf clearing and how colour could be introduced along the route in the winter months
- the method to be used to ensure that what Members are shown on the schematics, will be what is provided and the need for information about the construction phase and measures to be taken to minimise the impact of this
- the overhead line equipment, whether building owners could refuse to agree to fixings being attached to their buildings and the need to appreciate that some modern buildings whilst appearing solid, were

clad in a relatively thin, artificial stone and whether these could withstand the weight of the fixtures to be attached to them

The following responses were provided:

- that there would be some flexibility in the TOWA documents and if made by the Secretary of State, would contain powers tied to the drawings and plans which would include limits of demarcation, i.e. margins of tolerance
- that the comments made about the text and images would be addressed
- that the approach to tree planting had been to maximise the provision of new trees along the route, although there were some restrictions in terms of available space and location of utilities, however there would be a large amount of tree planting in the south of the city, especially in Belle Isle
- that the possibility of achieving better winter interest or colour into the planting would be considered. In terms of leaf drop and safety, whilst noting the concerns, it was important to achieve green corridors and that in the long term, there could be a greater maintenance requirement
- that phasing of works, construction compounds and the construction strategy would form part of the TOWA and the Public Inquiry would consider the planning conditions and controls; that the draft conditions appended to the report addressed issues regarding construction and trees, and in respect of the cross sections displayed, these were theoretical but that the detailed plans would show planting, stops and surfacing etc
- concerning overhead line equipment, discussions would take place with building owners to ensure the building was adequate to take the equipment and that the Order would contain a mix of rights and process for owners to ask for the fittings to be sited elsewhere

The Panel then considered the route of the NGT, north to south, on a section by section basis

Holt Park to Bodington via Otley Old Road

Members were provided with the following information:

- this section was where the NGT would be mainly running on streets
- that the scheme was complimentary to the Holt Park District Centre where the aim was to separate NGT from general traffic to reduce congestion and delay
- that bus movements outside the Asda supermarket would remain

- there would 6 car parking spaces lost, with some spaces also being lost at the nearby health centre, although there would be re-provision in the main car park
- a plaza would be provided, which would house the NGT stop and would create a sense of place around the stop
- the location of substations in this section were highlighted
- that new planting would break down the impact of the overhead line equipment
- that a Park and Ride with 830 spaces would be provided in this section, which would be well screened
- that replacement sports pitches at Weetwood, Lawnswood and Bodington would be provided to mitigate against the loss of pitches with the possibility that the increase in provision could enable the public to have use of these facilities
- that the proposals would result in a net gain of 150 trees

The Panel then heard representations on the proposals for this section from three objectors. Concerns were raised in respect of the proposed park and ride scheme in Holt Park, its layout and the impact that this would have on accessibility to and from an adjacent children's nursery and related safety issues. Objectors also noted that this section of the route affected several conservation areas. These areas are of special architectural or historic interest, the character of which needs to be preserved or enhanced. Further issues were raised in terms of tree loss and the lack of information in terms of tree surveys. Concerns were raised with regard to the fact that the proposals would cause unnecessary environmental harm and create clutter in the streetscape, at odds with the character and appearance of the conservation areas

The Planning Projects Manager updated the Panel and advised that the second substation along this section was sited on greenspace and that measures would be needed to compensate for this loss

Receipt of a further representation was reported

Members discussed this section of the route and commented on the following matters:

- the relocation of the recycling facilities and that an alternative location for these should be sought
- concern about the Asda car park becoming an unofficial Park and Ride; the possibility of increased on-street parking and some reassurances about how this could be addressed, with a residents parking scheme being suggested

- the impact of the proposals on the nearby nursery and whether some car parking spaces could be reserved in the supermarket car park for a drop off/pick point for parents
- road safety issues and that some consideration should be given to traffic speeds in this area and that where possible, 20mph routes should be included
- the possibility of the Holt Park link being used as a drop off for Leeds Bradford Airport
- proposals to expand Lawnswood Cemetery and how these related to the NGT route
- the number of spaces at the Park and Ride and whether this was sufficient
- that the proposals conflicted with people's ability to access the Wellbeing Centre
- the entrance point to the Park and Ride needed to be reviewed to ensure that there was no conflict between pedestrian safety, cars and buses. Members also raised issues in relation to suggestions that the number of buses would be reduced there; that there would be more cars on the road and additional car parking spaces would be required. Members also sought confirmation that sufficient park and ride spaces would be provided
- the rationale for the spur leading up to Holt Park
- the proposals for the junction with Otley Road and Otley Old Road
- the need for more consultation with local people

The following responses were provided:

- that further consideration could be given to the location of the recycling facilities
- that there was no intention for the Asda car park to become an unofficial Park and Ride; that to address local concerns about this it would be possible to introduce limited waiting times for people parking and/or residents parking. On this approach, Members were not persuaded that this was appropriate and considered that measures should be planned for at this stage. In response to the possibility of introducing a residents parking scheme and how the cost of this could be met, Members were informed that it was not possible at this stage to provide such detail
- that during construction access to the nursery and health centre would be maintained at all times; that the existing footpath from the nursery would not be altered and that a boundary treatment could be provided, if required. Regarding a drop off/pick up point for parents, the existing arrangements could continue, despite slight

changes to the plaza design and that further discussions should take place with the operators on this matter

- that Highways were aware of the issues regarding traffic calming and that the traffic speeds had yet to be finalised
- that in respect of a link to the airport, it was felt that this would not be attractive to users
- that any expansion of Lawnswood Cemetery was a planning matter
- that a range of factors had been used to determine the level of parking at Bodington Park and Ride, with Officers being satisfied on this
- the spur, and that the Department of Transport had in the past considered an analysis of the route and passenger numbers and that it would generate revenue and attract passengers and was therefore critical to the viability of the scheme
- that the junction with Otley Road and Otley Old Road would be traffic lighted and fully signal controlled, with the trolley buses having precedence
- that further consultation would be carried out

The Chair advised that the proposals would come back to City Plans Panel in later in the year and that it was hoped that progress on issues raised could be made

The Panel then considered the next section of the route

Lawnswood and West Park – Ancaster Road to Otley Road/Otley Old Road junction, including Lawnwood Roundabout

Members were provided with the following information:

- this section contained a mix of NGT and public transport lanes
- that the key issue in this area was significant tree loss, due to the need for lane widening, although there would be a net gain on 150 trees
- that there had been design changes at West Park and that dialogue was continuing with local businesses on this
- that traffic modelling at Lawnswood Roundabout had shown that the proposals for the junction would provide the reliability NGT required
- that centre running for the vehicles had been considered over nearside running
- that it would not be possible to retain the trees to the north of the approach to the roundabout but that mitigation tree planting would aim to create a new tree structure, with an image shown of the likely appearance of the trees after 15 years of growth
- that soft green verges were being provided and that a grassed track was being proposed

- that the existing roundabout would be modified and the wall and trees by the police station would be retained
- that there would be an impact on some residential properties, with a 1.8 metre strip being required
- that the floral display and grassed area on the existing roundabout would be recreated in the new design of the roundabout

The Panel then heard representations on the proposals from an objector

The Planning Projects Manager updated the Panel and advised that the Conservation areas were West Park and Weetwood. The receipt of 5 additional representations was reported

Members discussed this section of the route and commented on the following matters:

- provision for cyclists, with clarity being sought on the current cycling provision and what was proposed
- how cycle lanes would be identified
- concerns about safety around Lawnswood School
- tree loss, the need for details of the number to be removed and the level of replanting and that winter flowering cherry would be a suitable species to brighten up this area
- the need for graphics to be provided showing the extent of the newly planted tree cover after 4-5 years growth
- that the roundabout regularly experienced congestion and traffic queuing; that there were proposals for future development in the area and how the NGT proposals would work in view of this
- whether when planning applications came forward for developments in this area, Metro would object to these on the grounds of congestion which would affect NGT journey times

The following responses were provided

- that cycling provision would comprise two different routes, to cater both for experienced and less confident cyclists. There would be the use of existing cycle paths and some new ones would be provided. For those cycle routes on the carriageway there would be sufficient lane width for buses to easily pass cyclists and the proposals represented a significant gain to cycling facilities
- that through discussions, it was made clear that cycling groups did not want the cycle lane demarcating on certain sections of the highway and this request had been met
- that if Lawnswood School had safety concerns about the use of shared surfaces close to the school, this could be looked at further

- that the level of tree loss and replacement planting was, to the north of the roundabout 38 trees removed and 63 replanted; to the south, around Lawnswood School, 23 trees removed and 19 replanted and at West Park 1 or 2 trees would be removed but that there was no room for replanting. That the trees would be 4 – 5m high when they were planted
- in terms of traffic congestion, that improvements on the A6120 traffic signals controls would deal with bottlenecks and that the trolley bus would have transponders which would enable them to get through, ahead of other vehicles. Regarding traffic growth, this had been taken into account. Whilst it was not possible to give guarantees about increased capacity as a result of other developments, what was being put in for the NGT would be for the betterment of the area and that as other developments came on board, it would be for those individual applications to address any highways and traffic issues arising from them. The Head of Planning Services stated that traffic modelling on future schemes would need to be taken into account by developers

The Head of Planning Services summarised the main concerns raised by the objectors as safety around Lawnswood School; the sharing of stops and the moving of the wall at Spenfield. It was stated that the full impact of the proposals on the Conservation Area would be better understood once the Environmental Statement had been published. Members' request for graphics showing tree growth in this section of the route after 4-5 years was reiterated

The Chief Planning Officer stressed the need for clarity about the segregation of cyclist facilities and pedestrian movements around Lawnswood School and beyond as Members did not appear to be fully satisfied on the information which had been provided

The Panel then considered the next section of the route

Otley Road Shaw Lane to Ancaster Road

Members were provided with the following information:

- this section was a mix of dedicated NGT and shared bus lanes
- that concerns had been raised about the loss of trees and verges, particularly at the Three Horseshoes Pub, where a new plaza was being proposed
- that there would be a net gain of 15 semi-mature trees in this section
- a substation would be located in this section, with this being set back from Churchwood Avenue and being screened by trees

- that the most significant change was the closure of Weetwood Lane, outside the Three Horseshoes Pub, to create a new public square
- to address the pinch point in this area, the corridor would be widened, although it would not be possible to retain the kerb lines and mature trees would be removed
- some resurfacing would be provided, with the tarmac being refreshed and an amount of York stone being laid

The Panel then heard representations on the proposals for this section from two objectors

Members discussed this section of the route and commented on the following matters:

- the closure of part of Weetwood Lane had not been discussed in the workshops which Members had attended and it was unclear as to what purpose this proposal served
- previous highway proposals to close part of Weetwood Lane had been rejected by Highways and Transportation Officers earlier this year
- the need for clarity about the 5 traffic lanes being proposed in this location
- whether commercial vehicles would be able to access the pub and the shops, for servicing and what the likely manoeuvre would be for a large vehicle delivering to the pub
- the need for a site visit to fully understand what was being proposed
- whether closing St Chad's Lane and keeping Weetwood Lane open had been considered
- what the provision for cyclists would be in this section of the NGT route
- the proposals to refresh the tarmac and that the opportunity should be taken to provide a better quality surface

The following responses were provided:

- that the proposals to close part of Weetwood Lane were not new and that the closure of this road, rather than St Chad's Road was to provide a better pedestrian environment and an opportunity to support the local shops in this area, although the proposal had not proceeded
- that highways had been considering a scheme to close part of Weetwood Lane, but as part of the proposed route was earmarked for NGT, it was felt, in the interests of transparency, that the previous proposals should no longer be pursued

- that the 5 traffic lanes would be required for inbound and outbound NGT; inbound and outbound general traffic and a right turn lane into St Chad's Road
- regarding servicing arrangements to the shops and pub, that small vehicles would be able to turn around and that larger vehicles would have the option of reversing into this area. It was accepted that these arrangements should be reviewed
- it was confirmed that new cycling facilities, between St Chad's and Weetwood Lane would be shared with NGT

In view of a site visit to this section having been requested, the Chair agreed to this and advised that this would take place at the next available opportunity

The Panel then considered the next section of the route

Headingley to Shaw Lane to Hyde Park Corner

Members were provided with the following information:

- This section had areas where the NGT would be incorporated with normal traffic, have dedicated areas and run on dedicated public transport areas.
- Parts of this section had the most significant areas of tree loss – where possible replacement trees would be provided.
- Details of walls that would have to be demolished and rebuilt.
- Bypassing Headingley Centre with a purpose built grass NGT track with pedestrian and cycle routes.
- The inclusion of an NGT turn round facility.
- Siting of substation.
- Need to carry out road widening – this would be easier to do on the southern side where there would be less disruption – this would include some demolition, rebuilding of walls and resurfacing of pavements.

An objector to the scheme raised concerns including the following:

- the loss of heritage in a conservation area
- the loss of mature trees, walls and buildings
- new planting to replace 100 year old trees was not acceptable
- Listed structures would be demolished
- all local resident and community groups were against the scheme
- the scheme would be detrimental to the wellbeing of residents
- particularly the old and vulnerable
- that the scheme did not represent the best use of public monies

In response to Members comments and questions, the following issues were discussed:

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- additional objections that had been received in relation to the Headingley and Hyde Park Conservation areas lighting of the Headingley bypass. This would be unobtrusive low level lighting
- the inclusion of a turn round facility would allow for more frequent shorter journeys in to the city centre during peak hours
- the possibility of re-using stone from demolished walls and buildings over head line provision – where possible this would be tethered to existing pillars and buildings but there had been no detailed design yet
- material to be used for surfacing pavements

In summary to discussion on this section, key issues noted included the impact on heritage, particularly trees and structures

The Panel then considered the next section of the route

Woodhouse Moor – Clarendon Road to Hyde Park Corner Junction

Members were provided with the following information:

- significant changes included improvements to the public realm
- there would be widening of footpaths and demolition of a row of shops to create new open public spaces
- junction improvements to keep free flowing traffic
- grassed NGT section on Monument Moor – this would prevent widening of the current highway and removal of existing trees. There would also be improvements to steps and re-siting of the statue
- new pavements made with natural York stone

An objector to the scheme raised concerns including the following:

- the history of Woodhouse Moor and impacts on the heritage
- loss of greenspace and play areas
- reference to deputations that had been submitted to Council
- suggestion that the NGT should be kept to run along Woodhouse Street
- the scheme did not make the best use of public monies

In response to Members comments and questions, the following issues were discussed:

- provision for cyclists – this would be mixed across this section with some advisory lanes and some mixed with NGT/bus lanes
- the play area was on private land and currently disused. There were no children's play facilities. Members discussed the possibility of

including a children's play area and using felled trees to create an adventure playground

- there would be a net increase of 100 trees in this section
- potential environmental improvements to the area

The Panel then considered the next section of the route

Universities Area – Clarendon Road to the top of Cookridge Street

Members were provided with the following information:

- the most significant change to this section would be the creation of a public transport access only corridor along Woodhouse Lane
- measures to change current traffic including making Blenheim Way a two way system and the inclusion of a new roundabout to re-route traffic
- discussions had been held with the Universities regarding access to their sites
- pedestrian access including pedestrian routes to the Arena and pavement improvements
- siting of a substation

An objector to the scheme raised concerns including the following:

- the scheme would be detrimental to what was felt to be to most attractive route into the city centre
- new traffic schemes would seem to encourage more car users
- the NGT scheme was only 50% segregated from current traffic and would not improve access
- if the scheme went ahead this stretch of the A660 would be damaged irrevocably
- the scheme did not make the best use of public monies

In response to Members comments and questions, the following issues were discussed:

- impact of car use and congestion – as part of the business case it had to be ensured that congestion was maintained at similar or reduced levels and it was aimed to improve congestion. The proposed traffic scheme would allow more through movement of traffic and reduce congestion at junctions
- running speeds of the NGT and whether these would be an improvement on current journey times into the city.

The Panel then considered the next section of the route

City Centre – Cookridge Street to New Dock

Members were provided with the following information:

- locations of stops including Cookridge Street, The Arena, City Square and Trinity
- route through the City
- proposals to widen footpaths and create pedestrianized streets
- the use of building fixings rather than poles for overhead lines

An objector to the scheme raised concerns including the following:

- the scheme would run on previously pedestrian areas
- detrimental effect on the amenity of Millennium Square
- the proposal to remove the only large tree in the City Centre

A member of the public spoke in support of the scheme and raised the following issues:

- there was currently a distinct lack of connectivity between the north and the south of the city
- the NGT would provide opportunity for a transport link to assets such as the Royal Armouries and new developments in the south of the city

In response to Members comments and questions, the following issues were discussed:

- the road at the side of Millennium Square where the NGT was proposed to go had previously been left available for the Supertram scheme
- measures to denote the route of the NGT through pedestrian areas
- opportunities to tie in with developments at City Park and Brewery Wharf
- use of materials on surfacing in the city centre
- the location of the sub-station was acceptable

The Panel then considered the next section of the route:

Southern Section – New Dock to Stourton Park & Ride

Members were provided with the following information:

- this section would see the highest proportion of NGT only routes
- proposed route changes from Belle Isle Road to Belle Isle Circus
- creation of new routes for pedestrians and cyclists
- impact on way to Hunslet Town Centre through a pedestrianized residential area – screening would be offered

- changes in the scheme due to the HS2 proposals
- the NGT park and ride depot

Two objectors to the scheme raised concerns including the following:

- disruption the scheme would cause to residents and traffic
- impact on underground facilities
- damage to historical landmarks
- there would only be 3 stops between the start of the line and the city centre – this would not generate enough passengers as people would continue to use buses
- the scheme would damage business and property values
- alternative routes were suggested

In response to Members comments and questions, the following issues were discussed:

- concerns regarding the pedestrian area at Whitfield Square
- grass track through Belle Isle
- siting of substations
- design standards for the park and ride area
- concern regarding the route of the NGT which would pass Pym Street, blocking the end of this street and having an impact on local businesses and associated safety issues

Members were then asked to consider the recommendations as outlined in the report:

RESOLVED –

- (1) That Members' views on the draft planning conditions as set out in (appendix 1), the draft design statement as set out in (appendix 2) and the siting of sub-stations together with views on the planning issues identified in order to inform the progression of the Transport and Works Act Order application be noted
- (2) That the Panel support in principle the completion of a S106 agreement, or other suitable mechanism, to provide local training and employment initiatives which arise from the construction, management and operation of these NGT proposals
- (3) That the Panel support proposals for taxi parking at Meadow Lane on a temporary basis only, as this land is required as part of proposals for the city park, as proposed in the South Bank Planning Framework, and a replacement permanent facility will need to be identified and provided

16 Date and Time of Next Meeting

Minutes approved at the meeting
Held on 1st August 2013

Thursday 4th July 2013 at 1.30pm

CITY PLANS PANEL

THURSDAY, 4TH JULY, 2013

PRESENT: Councillor N Taggart in the Chair

Councillors P Gruen, R Procter,
D Blackburn, M Hamilton, S Hamilton,
T Leadley, E Nash, N Walshaw, M Ingham,
J Cummins and J Lewis

17 Chair's Opening Remarks

The Chair welcomed everyone to the July Meeting of City Plans Panel.

It was reported that an additional meeting of the Panel had been arranged for Thursday 19th September 2013 for the purpose of considering the East Leeds Extension application. Site visit in the morning, Panel to commence at 1.30pm

Panel Members were asked to note these arrangements

18 Late Items

Although there were no formal late items, the Panel were in receipt of the report dealing with the St Michael's College application and supplementary information concerning City Centre Telephone boxes

19 Declarations of Disclosable Pecuniary Interests

There were no declarations of disclosable pecuniary interests

20 Apologies for Absence

Apologies for absence had been received from Councillor Latty

21 Minutes of the Previous Meeting

RESOLVED – That the minutes of the City Plans Panel meeting held on 6th June 2013 be accepted as a true and correct record

22 PREAPP/12/01142 - Pre-application presentation - Proposal for Anaerobic Digestion Plant at Knostrop Waste Water Treatment Works, Pontefract Lane, Leeds

Minutes approved at the meeting
held on Thursday, 1st August, 2013

Plans, photographs and graphics were displayed at the meeting.

A Members site visit had taken place earlier in the day

The Chief Planning Officer submitted a report which set out details of a pre-application proposal for the development of an anaerobic digestion plant facility to process food waste at the Knostrop Waste Water Treatment Works, Pontefract Lane, Leeds.

Members received a presentation on the scheme from the applicant's representative Mr P Kelly (Kelda Water) and Ms J Kaslik (RPS the applicant's agent)

Ms Kaslik highlighted the key issues of the proposal which included:

- The proposed development and site location
- The site context
- The anaerobic digestion plant process
- Intention to process 48,000 tonnes of organic waste per annum
- The generation of renewable/ low carbon energy
- 24 hour operation
- Processing plant to operate under negative pressure (reduced odour emissions)
- Spoil Management programme
- Landscaping and biodiversity
- The need for the development
- The pre-application consultation undertaken
- The technical assessment
- Aspiration of the company to achieve 50% of their own electricity requirements
- Intended target for submission of Planning Application August 2013

Members commented on the following matters:

- In terms of consultation, could it be ensured that Temple Newsam Ward Members were included as part of the consultation process
- Concerns about possible odours from vehicles
- An understanding of the vehicle movements for the whole of the site
- An assurance that the landscaped bund would not be removed in the summer when wildlife is active and that additional planting would be carried out
- What the benefit would be to the local community
- Would waste be received from outside the Leeds Area
- The electricity generated on site, how would this energy be used
- That it would be useful to have a Master plan for the site, together with details of other waste facilities planned in the area which would be beneficial in terms of assessing cumulative impact

- Whether there was an existing facility which could be visited by Panel Members
- That the existing trees on the boundary of the water treatment works needed to be better managed
- Whether there was ability to expand the facility in the future

In responding, the applicant's representative confirmed that Temple Newsam Ward Members would be consulted.

On the issue of possible odour from vehicles Mr Kelly said that materials entering the site arrived in sealed vehicles preventing odour from escaping. Also fast closing doors, negative pressure and bio-filter within the building would help to mitigate any potential odour nuisance. A permit from the Environment Agency was required for emissions released from the stack

Responding to the removal of the bund and additional planting, the details and management of this process could be a condition of the planning application

Commenting on the possibility of receiving waste from outside the Leeds area, Mr Kelly said the site was designed to receive local waste. The facility could be expanded in the future but that would require planning permission

On the issue of electricity generated on site and how would it be used. Mr Kelly said the electricity would power the sewage facility; there were currently no plans to sell power to the National Grid. There would be no direct benefit to the public, but the proposed plant would reduce the operator's costs which could indirectly benefit water rate payers. With regard to the vehicle movements it would be ensured that the hours of operation did not cause a problem in the area

Members were informed that there were two older facilities in the local area – Rochdale and Calderdale – which could be visited, although the current proposal would be bespoke for this site

Regarding a Master Plan for the site and the whole area, Mr Kelly said that such plans would be produced

Feedback from Panel Members

- Members were of the opinion that the proposed use of the site was appropriate in principle
- Concerning the issue of cumulative impact, Members requested further information on other proposals in the area
- Members were supportive of improved landscaping and screening, welcomed the potential low carbon energy benefits but required further details of the appearance of the proposed plant
- The form, massing and location of the proposal was acceptable in principle but further details, in particular relating to design quality and to views of the development from the East Leeds Link Road, were required

- The proposed access arrangement appeared to be suitable subject to appropriate screening arrangements
- The proposed landscaping arrangements appeared to be suitable subject to limiting any adverse impact on existing wildlife in connection with the works to the bund and that additional planting including enhancement to the tree boundary be carried out in mitigation
- Impact upon the amenity – Members wanted to ensure that there would be no additional adverse impact in terms of potential odour and noise nuisance and expressed an interest in visiting one of the existing operating facilities

The Chair thanked Mr Kelly and Ms Kaslik for their attendance and presentation commenting that the proposal appeared to be moving in the right direction

RESOLVED – To note the report, the presentation and the comments now made

23 PREAPP/13/00675 - Pre-application presentation - Installation of former BT Telephone Boxes across City Centre (Various locations)

Plans, photographs and graphics were displayed at the meeting.

The Chief Planning Officer submitted a report which set out details of a proposal to install a number of former BT Kiosks (Coloured blue) at various locations across the City Centre as part of a new telecommunications initiative.

Members were informed that the applicant was seeking to exercise their permitted development rights under Part 24 of the Town and Country Planning (General Permitted Development) Order 1995 (as amended)

It was reported that the City Council's Asset Management Section had commented on the proposal which had been circulated to Panel Members as supplementary information.

Members received a presentation on the scheme from the applicant's representative Ms J Wilkinson and Ms Hendry (AQL)

In explaining the proposal Ms Wilkinson said the intention was to site 12 former BT telephone kiosks (Sir Giles Gilbert Scott K6 telephone boxes) around the City Centre at various pedestrian and footpath locations. The size of the box is, as their original 1935 dimensions 2.4m tall x 0.9m wide.

Functions include

- 999 emergency calling
- Free telephony
- Free wi-fi access (high speed, unconnected, unlimited access)

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- Disabled accessibility
- Interactive kiosk – way finder & public information
- Video blogging – leave video feedback – the public’s memories of that location
- Technology demonstrator – Bluetooth proximity

Commenting on the role of the Panel for this particular application, the Area Planning Manager said Members’ views were requested on the proposed design and locations of the boxes; it was not for the Panel to question the need for the boxes.

Members provided the following feedback on each of the proposed locations:

- 1) Adjacent to Salem United Reformed Church, Hunslet Road. – Members expressed concern about the narrowness of the footway and requested repositioning of the box to Salem Place
- 2) Adjacent to 9 -11 Hunslet Road – Members expressed concern at the proximity to a Listed Building and the narrowness of the footway, requested officers to look again at proposed location
- 3) Adjacent to 15 Bridge End – Members expressed concern about the proximity of the Listed Leeds Bridge. Requested the box to be repositioned to the north side of the lighting column
- 4) Crown Point Road, Near to junction with Bowman Lane – Conflict with NGT Trolley Bus Scheme, generally acceptable in the vicinity but further discussions required
- 5) Armouries Way – Near to Knights Way Bridge – Supported subject to satisfactory disable access
- 6) Corn Exchange - Members expressed concern at the proximity to a Listed Building, could not support at this location, requested further discussions with a view to relocation on the other side of the road
- 7) Adjacent to 133 – 135 Briggate – Reluctant to support, wish to see precinct area de-cluttered. Request officers to explore an alternative location
- 8a) Headrow – Near to Core Shopping Centre entrance – Concern that there were already a number of existing boxes in the area, possible pedestrian flow issues. Request officers to explore an alternative location
- 8b) Dortmund Square – Adjacent to 28 Headrow - Concern that there are already a number of existing boxes in the area, possible pedestrian flow issues. Request officers to explore an alternative location

- 9) Calverley Street – Adjacent to Nelson Mandela Gardens – Not supported in this location. Request officers to explore an alternative location
- 10) Victoria Gardens opposite 159 Headrow – Not supported in this location. Request officers to explore an alternative location
- 11&12) City Square – Outside former Post Office / Leeds City Station – Outside North entrance – Only 1 box required in City Square area, acceptable in general location but further negotiations required on exact location

RESOLVED – To note the report, the presentation and the comments now made

24 Preapp/13/00354 - Pre-application presentation - Demolition of Extensions to St Michael's College and Police Depot and construction of 335 Student Bedspaces, 302 Keyworkers Studios and 66 Apartments at St Johns Road, Woodhouse, Leeds 3

Plans, photographs and graphics were displayed at the meeting.

A Members site visit had taken place earlier in the day

The Chief Planning Officer submitted a report which set out details of a pre-application proposal for a residential development at St John's Road and Belle Vue Road, Woodhouse, Leeds 3

It was reported that the proposals were to provide a mixed residential development which would comprise student accommodation; key worker studios and open market apartments on a key site, close to the city centre. Currently the site housed a former school and police depot. The proposal was to retain the 1908 element of St Michael's Catholic College, but to demolish the extensions which had been erected. The adjacent former police depot would also be demolished

Members received a presentation on the scheme from the applicant's representative Mr A Shaw (Watkins Jones Group) and Mr Grimshaw (Stephen Levrant Heritage Architecture)

Mr Shaw highlighted the key issues of the proposal which included:

- The heritage context – Site evolution
- Significance of site components
- Architectural context – Positive contributor to the neighbourhood
- Key design parameters
- Significant consultation undertaken
- Retain the 1908 element of St Michael's Catholic College

- Re-use of the site supporting mixed use residential and student accommodation (Student accommodation element 33%)
- Retention of mature trees on site with additional planting
- The proposed development would bring forward many benefits to the local area and the city e.g. employment opportunities for local people

Members commented on the following matters:

- whether appropriate market research been undertaken to explore the viability of creating student accommodation together with key worker studios apartments on this site
- to welcome the proposal to retain the 1908 element of St Michael's Catholic College
- whether appropriate consultation been undertaken with the local community
- that an objective assessment on the viability of the student market would be welcomed
- that the proposals were trying to squeeze too much on the site and whether larger sized units had been considered, particularly for the key workers
- Desire for a prestigious scheme with quality design and materials, good landscaping and to include a community benefit element
- Concern about the scale and close proximity of the proposed student block to Kelso Gardens
- a preference for pitched roofs on the new blocks
- to welcome proposals for underground car parking

In responding, Mr Shaw, commenting on the viability of the scheme and the market research undertaken said that the Watkins Jones Group was one of the largest producers of student accommodation in the Country with a proven track record. Addressing the issue of including key worker studio apartments within the development, Mr Shaw said feedback from post graduate students suggested there was a market for this type of accommodation. Commenting on the quality of design and use of materials, Mr Shaw confirmed the development was a quality scheme. Responding to the concerns raised about Kelso Gardens and the proximity to the new development, Mr Shaw said that further consideration would be given to this issue

Feedback from Panel Members

- Members were of the opinion that the sensitive redevelopment of the site, including refurbishment of the 1908 college building, in terms of scale and use, should be encouraged and that any development that takes place should provide employment and training opportunities for local people
- That subject to further analysis of the need for additional student accommodation taking place, Members were supportive that additional student development in this area was appropriate having regard to local and national policies relating to the objective of creating balanced

communities and the supply of other consented schemes and pre-application enquires for student accommodation

- Members were of the opinion that the scheme provides an acceptable mix of housing sizes, however, there were questions over the unit sizes for the key workers accommodation
- Members called for further clarification around the definition of 'key workers' including their income levels and the proposed rentals in respect of the provision of affordable housing
- Members requested further consideration of the schemes effect on residents living conditions in houses in Kelso Gardens and Consort View
- It was the general opinion of Members that the location, massing and design quality of the buildings should be of high quality. Members were also concerned about the relationship of some of the proposed buildings adjacent to existing housing
- Members were of the opinion that the development should provide greenspace on site
- Members were of the opinion that it was important that existing trees were appropriately protected from construction work and that new buildings should be arranged so as not to result in their future removal
- Members supported in principle the introduction of community uses into the development

In summing up the Chair said, Members welcomed the relationship between the old college building and the new student accommodation and in general were supportive of what the developers were trying to achieve

RESOLVED – To note the report, the presentation and the comments now made

25 Date and Time of Next Meeting

RESOLVED – To note that the next meeting will take place on Thursday 1st August 2013 at 1.30pm in the Civic Hall, Leeds

CITY PLANS PANEL

THURSDAY, 1ST AUGUST, 2013

PRESENT: Councillor J McKenna in the Chair

Councillors M Hamilton, S Hamilton,
T Leadley, N Walshaw, M Ingham, J Lewis,
B Anderson, D Congreve, J Harper,
A McKenna and G Wilkinson

26 Election of Chair

In the absence of Councillor Taggart, nominations to chair the meeting were sought

RESOLVED – That Councillor J McKenna be asked to Chair the meeting

Councillor J McKenna in the Chair

27 Chair's opening remarks

The Chair welcomed everyone to the meeting and stated that Councillor Taggart was recovering after his recent operation and wished him well on behalf of the Panel

With reference to proposals for the Leeds Flood Alleviation Scheme and Councillor Taggart's request that a site visit by boat should take place to enable proper consideration to be given to the scheme, the Head of Planning Services stated that this was being arranged and would take in the route from the Leeds Canal Basin in Granary Wharf to Thwaite Mill. Members were asked to consider whether this morning visit should take place on a separate day or be included with other site visits

The view of Members was that this should take place on separate day to other site visits, with a 9.00am start time from the Civic Hall being agreed

28 Late Items

There were no late items

29 Declarations of Disclosable Pecuniary Interests

There were no declarations of disclosable pecuniary interests, however Councillor Leadley brought to the Panel's attention, as he felt that it was in the public interest to do so, that he was the Chair of the Morley Town Council Planning Committee which had made representations on the proposals for

alterations and extensions to the White Rose Centre and redevelopment of adjacent land for staff parking (minute 37 refers)

30 Apologies for Absence

Apologies for absence were received from:

Councillor P Gruen
Councillor E Nash
Councillor J Cummins
Councillor R Procter
Councillor G Latty
Councillor N Taggart
Councillor D Blackburn

It was noted that the following Members were substituting for their respective colleagues:

Councillor A McKenna
Councillor J Harper
Councillor D Congreve
Councillor B Anderson
Councillor G Wilkinson
Councillor J McKenna

31 Minutes

RESOLVED - i) That the minutes of the City Plans Panel meeting held on 4th July be approved

ii) That the minutes of the City Plans Panel meeting held on 25th June 2013 be approved, subject to the following amendments:

Minute 15 – Otley Road, Shaw Lane to Ancaster Road

- ‘that the proposals to close part of Weetwood Lane were not new and that the closure of this road, rather than St Chad’s Road was to provide a better pedestrian environment and an opportunity to support the local shops in this area, although this proposal had been rejected by Highway Officers earlier in the year’ – to be amended to read:
- ‘that the proposals to close part of Weetwood Lane were not new and that the closure of this road, rather than St Chad’s Road was to provide a better pedestrian environment and an opportunity to support the local shops in this area, although the proposal had not proceeded’

Minute 15 Southern Section – New Dock to Stourton Park and Ride

- ‘An objector to the scheme raised concerns ...’ – to be amended to read:

- 'Two objectors to the scheme raised concerns ...'

Minute 15 Southern Section – New Dock to Stourton Park and Ride

- 'concern regarding the route of the NGT through Pym Street and associated safety issues' – to be amended to read:
- 'concern regarding the route of the NGT which would pass Pym Street, blocking the end of this street and having an impact on local businesses and associated safety issues'

32 Application 11/03655/FU - Alterations and extensions to form two A3 units and construction of 144 bedroom hotel - Merrion Way, Brunswick Terrace and Tower House Street LS2

Further to minute 47 of the Plans Panel City Centre meeting held on 22nd December 2011, where Panel deferred determination of an application for serviced apartments, two A3 units and extension to casino for further discussions with the applicant on a range of issues, City Plans Panel Members considered a further report of the Chief Planning Officer on a revised scheme

Plans, photographs, graphics and artist's impressions were displayed at the meeting. A Members site visit had taken place earlier in the day

Officers presented the report and stated that a simplified scheme was now proposed with the massing changed and a taller block adjoining Tower House so that views of the Arena from Merrion Way were kept and not obscured

The proposed materials were grey, black and white cladding with glazing

The public realm would be improved around the site, with this to be delivered in a phased manner. Discussions on this were continuing, with Members being informed that Officers were keen to secure as much public realm as possible early within the development, particularly the hard surfacing around three sides of the site

The receipt of a further letter of representation was reported which had raised concerns about the location of the drop off point for the hotel in respect of potential congestion from the car park when an event was taking place at the Arena. Concerns had been raised about the design detailing on the end of the building and the proposed phasing of the public realm. Members were informed that Officers were satisfied with the drop off point and the design of the scheme

Members commented on the following matters:

- the considerable improvements on the earlier scheme but the need to ensure the quality of the finished development
- the need for some areas of public realm to be provided as quickly as possible and whether a row of trees could be incorporated at the rear of the site to complement the piazza outside the Arena. Officers agreed to raise this with the applicant

- the hotel drop off point and how many spaces would be available. Members were informed that 2-3 spaces would be provided, which Officers were content with

RESOLVED - To approve the application in principle and to defer and delegate to the Chief Planning Officer for approval subject to the specified conditions (and any others which he might consider appropriate) and the completion of a Section 106 agreement to include the following obligations; public transport contribution (£37,450); travel plan and monitoring fee (£2,835); employment and training initiatives; restriction to serviced apartment use; maintenance of street furniture in Brunswick Terrace; Section 106 management fee (£750)

In the circumstances where the Section 106 has not been completed within 3 months of the resolution to grant planning permission, the final determination of the application shall be delegated to the Chief Planning Officer

33 Application 13/01428/FU - Change of Use of building to form lap dancing club - 68-72 New Briggate LS1

Plans, photographs and drawings were displayed at the meeting. A Members site visit had taken place earlier in the day

Officers presented the report which sought permission for a Change of Use of 68-72 New Briggate LS1

Members were informed that the four storey building was currently closed but that the most recent use of the premises had been for bar use on the lower floor, with a lap dancing club on the upper floors. The application before Panel was for a change of use of the whole building for a lap dancing club

There would be few external alterations to the premises, although an external flue would be removed and new bin store created. Consideration could be given to removing the sign, if this was required by Panel

Whilst only one objection to the application had been received, Officers were aware of other concerns around the proposed use. Members were advised that moral objections could be given little weight when considering planning matters

Reference was made to a letter received from Councillor P Gruen on behalf of Councillor Bruce and Rachel Reeves MP, regarding the unfortunate overlap between planning and licensing. For clarity, the Panel's legal adviser stated that these were two separate regimes and that the Panel's decision on this application would not affect any decision reached by the Licensing Authority

Members commented on the following matters:

- that the blank appearance of the building drew attention to itself
- in terms of the building's appearance, whether different standards were being applied, as a criticism of some buildings were that they had a relatively blank, inactive frontage. On this matter the Head of Planning Services advised that there was a difference in this case as unlike, for example, retail areas, there was not heavy footfall in this location

- the need to ensure that people passing could not see into the premises. Members were advised that there was a lobby area with doors beyond that which would prevent views into the premises
- the proximity of the Grand Theatre to the site and whether there were prescribed distances for sexual entertainment venues (SEVs) from family leisure facilities, with Members being informed that the Council's policy on SEVs had not yet been tested in respect of distances
- that the name of the premises on the plans displayed at the meeting differed from its existing name, with concerns being raised about the suitability of this. Members were informed that it would be for the Licensing Authority to consider any name change
- the suitability of the site for a SEV in view of it being on the edge of the City Centre but close enough to be monitored by police patrols
- the need for the signage to be discreet and controlled by condition. Members were informed that a separate application would be required for new signage for the building

Members considered how to proceed

RESOLVED – That the application be granted subject to the conditions set out in the submitted report and a further condition requiring the removal of the existing signage at first floor level obscuring an existing window (and any other conditions which might be considered appropriate)

Under Council Procedure Rule 16.5, Councillor Wilkinson required it to be recorded that he abstained from voting on this matter

Under Council Procedure Rule 16.5, Councillor Walshaw required it to be recorded that the voted against this matter

34 Application 13/01872/FU - 128 bedroom hotel with associated landscaping - Whitehall Road LS1

Further to minute 85 of the City Plans Panel meeting held on 14th March 2013, when Panel received a pre-application presentation on proposals for a hotel on Whitehall Road, Members considered the formal application

Plans, drawings, precedent images and sample materials were displayed at the meeting

Officers presented a report seeking approval for a 128 bedroom hotel and landscaped area. Members were informed that a previous permission for a hotel and office scheme on the whole site had not been implemented and that the applicant was now seeking approval for a smaller development which would also include some temporary landscaping

Some design revisions had been made to the hotel which resulted in a sleeker appearance. In terms of materials, black aluminium panels were proposed for the cladding which was similar to that use on the development at the Doncaster Monkbridge site, further along Whitehall Road

Draft minutes to be approved at the meeting
to be held on Thursday, 29th August, 2013

Members welcomed the development which was felt to be an improvement on the previous scheme

RESOLVED - To approve the application in principle and to defer and delegate to the Chief Planning Officer for approval, subject to conditions set out in the submitted report (and any others which he might consider appropriate) and following the completion of a Section 106 Agreement to cover the following matters:

- contribution to public transport improvements in accordance with SPD5 prior to first occupation - £22,198
- provision of 1 car club space prior to first occupation
- public access around the site
- travel plan implementation and monitoring fee prior to first occupation £2500
- employment and training opportunities for local people in City and Hunslet Ward or any adjoining Ward
- management fee payable within one month of commencement of development £750

In the circumstances where the Section 106 Agreement has not been completed within 3 months of the resolution to grant planning permission the final determination of the application shall be delegated to the Chief Planning Officer

35 Application 12/04046/OT - Outline application for residential development - Land off Bagley Lane/Calverley Lane, Farsley

Plans photographs and graphics were displayed at the meeting. A Members site visit had taken place earlier in the day

Officers presented the report which related to an application for outline planning permission for a residential development on a 17.8 ha Protected Area of Search (PAS) site at Calverley Lane and Bagley Lane Farsley

As the applicant had lodged an appeal, the Panel could not now determine the application. As it was the view of Officers that the application should not be granted planning permission, the submitted report suggested reasons for refusal for Panel to review and indicate whether it agreed with these reasons, had it been in a position to determine the application

Although the application was in outline only, an indicative masterplan showed approximately 400 dwellings on the site, with access off Calverley Lane, with a central spine of open space being proposed

Officers were of the view that the application was premature and that its suitability needed to be comprehensively reviewed as part of the work on the Site Allocations Plan; there was also concerns about the lack of a safe and direct route for school children and other users and that a signed Section 106 Agreement to cover a range of matters would be required, although it was anticipated that this particular issue might be dealt with before the Public Inquiry took place which had been scheduled for November 2013

Further information was provided on the issue of the 5 year land supply with Members being informed that in its Annual Monitoring Report 2012, Leeds had been able to demonstrate it had a 5.3 year land supply. In view of

this the subject site was not needed to meet the requirements in the area and that other, suitable sites existed

The Transport Development Services Manager outlined the highway proposals as set out in the report before Panel

Members discussed the application and commented on the following matters:

- accessibility to the site, concerns that this was poor and there were inadequate safety measures for pedestrians, particularly children
- public transport accessibility to the site which was also considered to be poor
- sustainability issues
- that the application was premature
- the interim policy in relation to development on PAS land
- that more detail could have been expected in the highways comments, particularly about access to local facilities and from Children's Services about the impact of the proposals on local school places

RESOLVED – That had the Panel been in a position to determine the application they would have refused permission for the reasons set out in the submitted report

36 Victoria Gate - Phase One - Position statements - Victoria Gate - Land bounded by Eastgate, George Street and Millgarth Street LS2

Further to minute 108 of the City Plans Panel meeting held on 11th April 2013, where Panel received a presentation on the latest proposals for a major mixed-use development for the Eastgate and Harewood Quarter, Members considered a report setting out the current position on the three applications which would form Victoria Gate, the new name for the development

Plans, drawings, graphics and a model of the proposals in the wider context of the City Centre were displayed at the meeting

Officers presented the report and outlined the three applications

In terms of design of the proposals, whilst the 1950s Blomfield-style buildings would be demolished, the replacement block would emulate the characteristics of Blomfield. An analysis of the rhythms of the Blomfield buildings opposite the phase one site had been undertaken which had led to the design of the new block with strong vertical rhythms, pleated brickwork and stone corners

To the George Street façade, there would be a plinth, a strong corner and again, strong rhythms to the façade, with a high level of glazing and use of red brick

The provision of a sub-station would be required and this would be sited to appear as a unit amongst the shop fronts, with an artistic treatment to the doors

In relation to the multi-storey car park (MSCP), this would provide approximately 815 car park spaces, with around 35 disabled parking spaces and some parent and child spaces and cycle parking provision. Space would be required within the car park to accommodate part of the NGT route, which

would require a slot to be cut into the floorplate, with the possibility of introducing some active uses in this location being considered

The John Lewis store would create a statement building, using a strongly ordered diagrid form with diamond shape frames of white terracotta with glazed and terracotta infills. An entrance to the store from George Street, close to the market was proposed and this would be a feature entrance, would be stepped, generous and visible. Two further entrances were proposed from the arcades. Concerning the absence of an entrance into the store from Eastgate, at least in the first phase of the development, Members' comments had been taken on board. What was now proposed was a single entrance in phase 1, with a double width entrance being provided in the second phase. Members views on this proposal were sought

The exterior of the car park would comprise twisted metal fins which would 'ghost' the diamond shape of the John Lewis façade. The base of the car park would be of more solid appearance, with a perforated mesh being likely, rather than the industrial appearance of the higher levels of the car park

Having examined the model of the scheme in detail, Members discussed the application and commented on the following matters:

- the stepped entrance to John Lewis, with concerns about people with mobility difficulties accessing the store. Members were informed that Officers shared these concerns and had raised the matter with the applicant who have their own access officer
- the level of opacity of the windows on the John Lewis store and the need to ensure views were not spoiled by careless positioning of fittings etc. In response, Members were advised that sufficient blank panels existed to ensure that back of house activities were not located within public view
- the loss of car parking spaces due to development now taking place on the Union Street car park and the point at when the MSCP would be built. In respect of this it was stated that the construction of the MSCP was likely to be the last part of the development as much depended upon when West Yorkshire Police were able to vacate to their new premises on Elland Road. In the meantime, better management and promotion of other car parks in the area would be needed and that some surface car parking would still remain on the site of the second phase of the development, with the possibility of that being enhanced, but that discussions on this were continuing
- whether the building now housing Hoagy's Bar, which was original 1950s Blomfield would be demolished. Members were informed that Hoagy's Bar would, and since the 2011 revisions, always had been marked for demolition
- the need to ensure that the sub-station doors were treated to resist graffiti as were the lower levels of the MSCP
- the wind study and the levels used to assess this
- the need to ensure that the pleated brickwork weathered at the same rate. Members were informed that this was to be demonstrated

In response to the specific points raised in the report, Members provided the following comments:

- that the design and layout of the proposals were acceptable, however Panel required the full double width pedestrian access from Eastgate to be delivered in the first phase, particularly as it was felt it could help provide better disabled access to the John Lewis store
- that the approach to transport and the provision of the multi-storey car park appeared to be acceptable, although an explanation of the traffic levels around the site at peak times should be provided in the next report to Panel. The Chief Planning Officer stressed that these matters had been settled at the outline application stage and could not be revisited but could be provided for information
- that the public realm and landscaping strategy was considered to be acceptable
- that the demolitions were justified and that the approach to heritage assets was appropriate

37 Application 13/01640/OT and 13/02684/FU - White Rose Shopping Centre, Dewsbury Road Morley and Land South of White Rose Shopping Centre Dewsbury Road Morley - Position statements

Further to minute 24 of the City Plans Panel meeting held on 25th October 2012, where Panel received a pre-application presentation on proposals for the expansion of the White Rose Shopping Centre, Members considered a further report of the Chief Planning Officer on the proposals together with details of the current position on a related application for the demolition of existing buildings and re-development of an area of land sited in the Green Belt, for use as a staff car park for the White Rose Centre (WRC)

Plans, photographs and graphics were displayed at the meeting. Members had visited the site prior to the meeting

Officers outlined the proposals for the WRC which were to extend two existing stores, create three new retail units, a multi-screen cinema – up to 12 screens, restaurant units and remove an existing coach park and provide an area of public open space

Whilst the proposals would result in the loss of 670 car parking spaces, the related application was to provide a staff car park and would involve the demolition of the existing buildings and improvements to the appearance of the site, whilst providing improvements to highway safety through the access arrangements proposed

Members were informed of the main issues which were still being considered in respect of the proposals, these being:

- retail and out of centre issues; that a Sequential Test and Impact Analysis had been submitted and were being considered by the Council's independent retail consult
- that objections from the three neighbouring Local Authorities had been received regarding the impact of the proposals on their centres
- that the cumulative impact of the proposals had to be considered in relation to the proposals for introducing retail uses

at Thorpe Park and the impact both of these could have – if approved – on planned development in the City Centre, particularly the Victoria Gate development and the proposals for the second phase of that scheme. The Chief Planning Officer stated that the retail impact assessment would be at the core when it came to assess these proposals in view of the other retail schemes coming forward

- whether extensions to existing stores had a different impact as opposed to the creation of new, separate stores and the introduction of a new offer into the WRC
- highways issues; the proposals for some improvements to the bus station but the need to consider public transport links to the WRC from further afield and for longer hours; the loss of a high level of parking, with no re-provision for shoppers, with the approach being to create an off-site staff car park; the need to make this attractive for staff to use and to understand what further measures would be proposed in the event that the parking proposals were not as successful as envisaged. There would also be a need to link the two proposals by condition to ensure neither element could be brought forward in isolation
- pedestrian access and the need for improved links, particularly from the adjacent office park
- job creation, with around 1,000 new jobs being created through the construction and post-construction phases; that discussions were ongoing with Employment Leeds and the need to ensure local employment was achieved
- that as a Green Belt site the proposal for the staff car park was inappropriate development and therefore the applicant had to demonstrate that ‘very special circumstances’ existed to outweigh the intrinsic harm to the Green Belt caused by the proposals
- the design of the car park and the need to ensure safety of staff using it, especially late at night

A small number of representations had been received at this stage and whilst there was support for the local jobs and investment the expansion would create, concerns at its impact and the need for the proper tests and analysis to be carried out had been raised

Members discussed the proposals and commented on the following matters:

- the anticipated increase in customers if the scheme was approved and where the expected additional shoppers would be coming from
- the use of public transport and whether people would be likely to use this to travel to the centre, particularly to undertake major shopping
- how it could be ensured that staff were not using the more remote parts of the WRC car park, rather than a dedicated staff car park further away

- whether the proposals would lead to car park charges being implemented at the WRC. Members were informed that there were no proposals to introduce a charge for parking at the WRC
- the need to ensure that, if approved, there was sufficient and safe staff parking during the construction of the WRC extensions, with the possibility of the car park being ready in place before this. On this matter, the Chief Planning Officer stated that whilst it was right for this to be considered, there was currently surplus car parking spaces at the WRC; that the staff car park was proposed on a Green Belt site, which required careful consideration and that it was important to ensure there was no overspill, whilst at the same time ensuring that not too much car parking was being provided too early
- the need for adequate lighting of the staff car park, with Officers advising that there would be a condition requiring the submission of a car park management plan to enable these concerns to be addressed
- that the proposals were for a massive expansion of the floorspace and that the onus was on the developers to show that this would not have an impact, with the view being that this had not been done
- that the concerns of Morley Town Council Planning Committee had not been addressed and that the developer's approach had been to mount a publicity exercise and garner support for the scheme
- the likelihood that the application could be called in by the Secretary of State
- that the proposed leisure uses would bring in more people who would then stay for longer, thereby having a greater impact on the car parks in the WRC
- that at certain times, i.e. weekends, Bank Holidays and close to Christmas, the existing car parks at the centre were full, with queuing traffic then building up on to Dewsbury Road and that even taking into account the creation of a staff car park, the overall level of customer parking at the centre would be less
- the number of buses which ran past the site per hour and that a system could be introduced to enable staff to travel by bus from the more remote car park and access the WRC via the bus station
- that improved evening bus services to the WRC were needed as there were gaps in provision from areas of the city in relative close proximity to the site
- that the siting of a staff car park on a Green Belt site was not too great a concern in this case as the area was particularly degraded, although there were mixed views on the loss of an area of Green Belt
- that the creation of a car park in isolation might help increase trade at the WRC as during peak times, many shoppers drove

away from the centre when it was clear that the car parks were full

- that the development of the WRC had led to the creation of traffic problems in the local area, particularly on the Ring Road to the site and on the A653 and at what point Highways Officers would feel that capacity had been reached
- that the previous proposals for decked car parking should be re-introduced
- that there was a need for the developers to do more to encourage public transport use to the WRC
- the importance of ensuring local employment and to welcome the training initiatives the proposals would bring

The Chief Planning Officer stated that the traffic impact of the proposals would be very carefully assessed and that the jobs; investment; expansion of bus services and training would go hand in hand and was the kernel of the whole judgement of the application

In response to the specific points raised in the report, the Panel provided the following comments:

- regarding the proposal to increase the level of floorspace and introduce a new cinema use at the WRC, the view was expressed that currently the case for this had not been proved, whereas some Members felt this might be acceptable but it would be subject to further retail assessments to understand the impacts and the benefits
- regarding assurances to be sought from the developers in terms of ensuring that the principal elements of the retail proposals were delivered as extensions to the existing large anchor stores and preventing their subdivision in the future in order to protect planned investment in Leeds City Centre and adjoining local authorities, Members required a legal agreement for this
- that more research was needed to satisfy Members there would be no further significant impact on the local highway network as a result of the development, particularly at peak periods, e.g. Christmas and on match days
- that an integrated approach to the development of the bus station to serve the WRC and the neighbouring office park, together with associated improvements to infrastructure and footpath links was supported, however the difficulties this posed when dealing with a de-regulated bus industry had to be realised and there was a need to fully understand the interventions proposed to drive modal changes. Members also supported the provision of improved bus services to local labour market areas with high levels of unemployment, as identified in the South Leeds Investment Strategy, such as Middleton Park, Beeston and Holbeck and Morley and that Churwell also needed to be included
- that the request for further detailed and specific information as set out above was supported and the need for an overall review of all bus services which ran past and through the WRC was called for

- the information and proposals for cyclists should be incorporated
- that it was too early to comment on the parameter plans
- that high quality design was required
- to note the planning obligations set out in the report and that a car sharing plan could be considered as part of the S106 Agreement
- that the developers should provide a financial viability statement in support of their case as to why a decked car park solution was not possible and why Green Belt land needed to be used
- that in terms of restricting the use of the land for car parking to prevent its further development in the future, that this must be tied down tightly to ensure there were no loopholes
- that the provision of a management plan for the car park and pedestrian routes to the centre, setting out measures to encourage its use by staff and ensure their safety and security in using these areas must be provided
- regarding the impact of the proposed car park on the character of the area, Members welcomed the retention of the hedegrows and trees
- in terms of security of the car park and for staff using this area late at night, that more assurances were needed of the measures to be put in place and that consideration should be given to allowing staff to walk through the WRC after it closed to the public, rather than requiring them to walk outside late at night
- to bear in mind that it would be the cinema and restaurants which would be the most important in terms of generating additional traffic and leading to extra pressure on car parking

RESOLVED - To note the report and the comments now made

38 Application 13/02034/FU - Demolition of 14-18 the Calls, 28 The Calls and the Mission Hut building and construction of 77 apartments and bar/restaurant/office space (use classes A3/A4/B1) and laying out of public open space - 14-28 The Calls - Position Statement

Further to minute 112 of the City Plans Panel meeting held on 11th April 2013, where Panel considered a pre-application presentation on proposals for a mixed-use riverside development at The Calls, Members considered a further report of the Chief Planning Officer setting out the current position on the proposals

Plans, photographs and graphics, including an historic image of the site were displayed at the meeting

Officers briefly outlined the recent planning history of the site; explained the extent of the proposed demolitions and highlighted the revisions to the scheme since it was last seen by Panel, which included moving away balconies from the corners, reducing the number of balconies and providing a more uniform layout of these across the façade

The main materials proposed would be sandstone for the plinth with variegated brick to the upper elements

In terms of financial viability, the applicant had indicated that currently the scheme was unviable and had requested a clause in the S106 Agreement whereby the requirements of the legal agreement could be reviewed at a later date, with Members' views on this being sought

Panel discussed this matter with the view being expressed that a viability clause should not be inserted in the S106 Agreement, with concerns that if this was agreed to, then other developers would seek such a clause

In response to the specific points raised in the report, Members provided the following comments:

- that the principle of the development, including the proposed mix of uses was acceptable
- that the demolition of all buildings on the site, other than 20-24 The Calls was acceptable, but only at a point when it had been established that the site would definitely be redeveloped
- that the scale and layout of the development and views towards the river were acceptable. In terms of soft landscaping more trees were required within the scheme
- that the overall architectural approach was acceptable as was the revised arrangement of the proposed balconies, with Members welcoming the taking away of balconies from the corners
- that the proposed approach to residential amenity was satisfactory
- that the general approach to access issues was appropriate and that the proposed use of gates was acceptable
- that the proposed package of S106 measures set out in the submitted report was appropriate, although it would not be acceptable for a clause to be inserted in the agreement which enabled a subsequent review of viability to be undertaken
- that flood risk measures in respect of different events should be set out in the final report to be submitted to Panel

RESOLVED - To note the report and the comments now made

39 Date and Time of Next Meeting

Thursday 29th August 2013 at 1.30pm in the Civic Hall, Leeds

Joint Plans Panel

Thursday, 27th June, 2013

PRESENT: Councillor N Taggart in the Chair

Councillors J Akhtar, B Anderson,
D Blackburn, C Campbell, A Castle,
M Coulson, J Cummins, R Finnigan, C Fox,
R Grahame, C Gruen, P Gruen,
S Hamilton, M Harland, M Ingham, G Latty,
T Leadley, J Lewis, M Lyons, C Macniven,
A McKenna, J McKenna, E Nash,
C Towler, P Truswell, N Walshaw and
G Wilkinson

Councillor

20 Election of the Chair

RESOLVED – That Councillor N Taggart be elected as Chair of the meeting.

21 Late Items

There were no late items. Addition information was submitted detailing Core City Planning Statistics in relation to Agenda Item 9, Performance Management Year End Report for Planning Services 2012/13.

22 Declarations of Disclosable Pecuniary Interests

There were no declarations of disclosable pecuniary interests.

23 Apologies for Absence

Apologies for absence were submitted on behalf of Councillors J Bentley, M Harland, K Mitchell, J Procter and R Wood

24 Minutes of the Previous Meeting

RESOLVED – That the minutes of the meeting held on 5 December 2012 be confirmed as a correct record.

25 Prescribed Training - Licensing and Regulatory Panels

The report of the Head of Scrutiny and Member Development sought the views of Joint Plans Panel on the definition of the prescribed compulsory training for Elected Members sitting on Licensing and Regulatory Panels.

It was reported that the proposals would see all new Members to Licensing and Regulatory Panels being required to receive training on a number of governance and conduct issues. This would take place after the Annual Council meeting and prior to the first round of Committee meetings in June. A further update session would be provided for all Members around autumn time.

Members were also made aware of training provided by Hugh Ellis that was open to all.

RESOLVED – That the proposals for the prescribed training of Licensing and Regulatory Members be endorsed and officers seek the formal approval of Member Management Committee.

26 Performance management year end report for planning services for 2012-13

The report of the Chief Planning Officer provided a year end performance report for 2012-13.

Issues highlighted in relation to the report included the following:

- Improvements had been made in the time to determine applications.
- Introduction of new Panel arrangements.
- Major projects – these included Victoria Gate, Eastwood Gate and Thorp Arch.
- Outcomes of appeals.
- Determination of major application within 26 weeks.

In response to Members comments and questions, the following issues were discussed:

- Determination time of applications compared well in comparison to other authorities and core cities.
- The vast majority of large and complex applications were determined within 6 months.
- Compliance and enforcement issues.
- Progress on the Kirkstall Forge.

RESOLVED – That the report be noted.

27 Planning Code of Good Practice

The report of the Chief Planning Officer referred to the preparation of a new Planning Code of Conduct that had been done in conjunction with the Joint Member Officer Group.

It was reported that the new Planning Code of Good Practice had been drafted to replace the Code of Practice for the Determination of Planning Matters and provided a more practical guidance to Members. The code would not form part of the Council's conduct framework and would remain the responsibility of the Joint Plans Panel.

The following issues were discussed in response to Members' comments and questions:

- The guidance was focussed on decision making.
- There was no change to scrutiny or call-in rights.

- The distinction between the role of a Plans Panel Member and a Ward Councillor.

RESOLVED –

- (1) That the new Planning Code of Good Practice be noted.
- (2) That the new code and the process for its update and review be noted.

28 Protocol for Public Speaking

The report of the Chief Planning Officer referred to the review of Plans Panel in 2012 which allowed provisions for greater participation at the pre-application stage and the consequent need to update the protocol for public speaking.

A revised version of the Protocol for Public Speaking was appended to the report and this had been done in consultation with the Joint Officer Working Group. Members' attention was brought to the revision that allowed up to 15 minutes for a Ward Member or community representative to speak following developer/applicant presentations at pre-application presentations.

RESOLVED – That the report be noted and the revisions to the Protocol for Public Speaking be endorsed.

29 Housing Delivery

The report of the Chief Planning Officer referred to the following two reports that had been considered by Executive Board at its meeting on 13 March 2013:

- Leeds Local Development Framework: Authority Monitoring Report 2012
- Housing Delivery

The following issues were highlighted in relation to the reports:

- A legal challenge from a large developer on the interim policy.
- An appeal against the development of a Protected Area of Search (PAS) site.
- Housing/land supply – initiatives for developing social housing, brownfield sites, PFI and also self building and how the Council could manage and prevent development on PAS and greenbelt sites.

In response to Members comments and questions, the following issues were discussed:

- Kirklees Council's withdrawal of their Local Development Framework – it was reported that there were ongoing legal issues with this.
- Concern that there was not enough brownfield sites to meet demand.
- Concern regarding that figure of 74,000 homes by 2028 was too high – this was a gross figure and included replacement for demolitions.
- The Council would be defending the legal challenge in relation to the interim policy and also the appeal against Kirklees Knoll.

RESOLVED – That the report be noted.

30 Growth and Infrastructure Act

The report of the Chief Planning Officer referred to the Growth and Infrastructure Act 2013 that had recently received. The Act introduced a number of reforms that would affect the planning process.

Members were given a presentation which gave an overview of the Act and highlighted changes to the planning process.

Issues highlighted included the following:

- Changes to Section 106 agreements
- Viability of affordable housing provision – potential to reduce affordable housing previously agreed.
- Changes to decision making – potential opportunity for Chairs And Chief Planning Officer to make decisions in conjunction with Ward Members.

In response to Members comments and questions, the following issues were discussed:

- Concern regarding future sustainability for schools and the transport network.
- Concern regarding democratic accountability and loss of grounds to refuse planning permission.
- Assessing viability of schemes – consultants with a working knowledge of the city would be used.

RESOLVED – That the report be noted.

31 Buildings at Risk

The report of the Chief Planning Officer informed the Joint Plans Panel of Buildings at Risk and the efforts that are being made to address this issue by securing emergency repairs and securing new uses.

Issues highlighted from the report included the following:

- There were currently 88 listed buildings at risk on the register, which was 4 fewer than last reported to Joint Plans Panel.
- Buildings at risk were those that were subject to neglect and decay rather than those for alteration.
- Member's attention was brought to the Buildings at Risk priorities for 2013/14.
- English Heritage funding a pilot study of listed buildings.

In response to Members questions, the following was discussed:

- York Road Library - Discussions had been held with the owner of the site which included the surrounding area.
- Work carried out at St John's Church and the Oakwood Clock.

RESOLVED –

- (1) That the report be noted, particularly the work that was progressing towards reducing the number of Buildings at Risk in the city.
- (2) That the findings of the pilot Buildings at Risk survey be reported to the Derelict and Nuisance Sites Steering Group.

32 Housing Design Quality

The report of the Chief Planning Officer recommended the idea of a Housing Design Quality workshop with leading housebuilders to involve Councillors that represented Plans Panels and officers representing planning and design.

Members supported the proposal to host a workshop and referred to previous discussion regarding the setting of minimum standards and improving the quality of design.

It was proposed that Plans Panel Chairs seek nominations from their respective Panels to participate in the workshop and that a cross party mix and mix of gender be considered.

RESOLVED –

- (1) That Leeds City Council leads a participatory workshop with major housebuilders. This workshop is aimed at: explaining our ambition for quality throughout Leeds, providing information/clarity about our existing guidance documents, and listening/discussing/moving forward with housebuilders about current issues and delivery.
- (2) That the initial workshop consists of 6 of the major housebuilders with 9 Councillors (3 from each Plans Panel) and 6 supporting Council Officers – representing development management and design.

33 Date and Time of Next Meeting

To be arranged.

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Licensing Committee

Tuesday, 25th June, 2013

PRESENT: Councillor R Charlwood in the Chair

Councillors K Bruce, N Buckley, R Downes,
J Dunn, B Gettings, T Hanley, G Hussain,
G Hyde, A Khan, P Latty, C Townsley and
G Wilkinson

11 Exempt Information - Possible Exclusion of the Press and Public

RESOLVED – That, in accordance with the provisions of the Access to Information Procedure Rules, the public be excluded from the meeting during consideration of that part of the meeting now designated as exempt on the grounds that it is likely, in view of the nature of the business to be discussed or the nature of the proceedings, that if members of the public were present there would be disclosure to them of exempt information in accordance with paragraph 10.4(5) of Schedule 12A(3) of the Local Government Act 1972 on the grounds that the Committee will discuss information in respect of which a claim to legal professional privilege could be maintained in any future legal proceedings. Consequently the public interest in maintaining the exemption outweighs the public interest in disclosing this information at this point in time. It was therefore considered that those elements of the meeting should be treated as exempt under Access to Information Procedure Rule 10.4 (5) and the public be excluded at that point (minute 18 refers)

12 Declaration of Disclosable Pecuniary Interests

There were no declarations of interest

13 Apologies for Absence

Apologies for absence were received from Councillors Harland and Selby

14 Minutes

The Committee agreed an amendment requested by Councillor Buckley in order to clarify a comment he made at the previous meeting.

Minute 7 Annual Governance arrangements – the 4th paragraph to be amended to read:

“The Committee also commented on the role of Members as council employees or office holders, the implications of the minimum wage legislation on the Members’ Allowance Scheme and recent discussions in respect of Councillors pension schemes. *In response to discussions supporting an increase to the general Members’ Allowance, Councillor Buckley expressed his concern over the suggestion that the standard Councillors’ allowance should be generally increased beyond any government approved inflation award*”

RESOLVED – That, subject to the amendment above, the minutes of the previous meeting held 4th June 2013 be agreed as a correct record

15 Law Commission interim report "Reforming the law of Taxi and Private Hire Service"

The Committee considered the report of the Head of Licensing and Registration which set out the Interim Statement issued by the Law Commission (LC) in respect of the ongoing review of the Law of Private Hire and Hackney Carriage trades. The report highlighted the key issues arising from the interim statement for Members discussion and outlined officers' concerns

The Committee discussed the following comments made by Members:

- Welcomed that some of the concerns raised by the trade in respect of de-regulation and appearance of the Hackney Carriage fleet had been taken on board by the LC and that some regulation would remain in the control of Members
- Noted the LC comments in respect of trade representation on formal decision making bodies
- Expressed concern over the proposals for national vehicle standards and the implications for the ability for licensing authorities to impose local conditions.
- The concerns expressed in respect of the de-regulation proposals for the Private Hire trade
- The definition of the term "plying for hire" as referred to in the Statement and the need for a proper review of the definition
- The impact of the proposals for cross border working on local authority enforcement work
- The proposals concerning the simplification of the appeals system

In addition Members commented on the following matters arising from the discussions:

- The suggestion that both the HC and PH should embark on partnership working to assist the night time economy in respect of the dispersal of people from the city centre
- The need for wider publicising of the existing conditions in respect of the trades, so that the travelling public had greater awareness of what to expect from the trade in terms of passenger safety and fares
- The need to investigate charges levied to customers paying for fares by credit or debit card

Members noted that the LC had not invited responses to the Interim Statement, however Members were keen to advise the LC of their continuing concerns and requested the Chair write to the LC to appraise them of today's discussions.

Members also supported officer's comments urging the representatives of the trade in attendance, to write to the LC directly expressing their views in acknowledgement that the HC and PH trades had very different concerns and issues to raise with the LC.

Officers were also requested to keep Members apprised of any further comments or statements issued by the LC prior to the final being report being released

RESOLVED-

- a) That the contents of the report and the comments and observations made by Members be noted
- b) That the Chair, in conjunction with the relevant officers, write to the Law Commission advising of the observations and concerns raised by the Committee. It was agreed that a copy of the letter would be circulated to all Members of the Committee prior to despatch to the Law Commission

(Councillor Khan withdrew from the meeting for a short while at this point)

16 Executive Private Hire Vehicles Policy and Licence Condition in relating to price at point of first licensing

The Head of Licensing and Registration submitted a report on the outcome of the review of the Executive Hire vehicles policy and licence conditions undertaken by a working group (WG) of the Committee, specifically in relation to the price of the vehicle at the point of first licensing. The report outlined the consultation undertaken with the EH trade by the working group and presented the recommendations of the WG for the Committee to consider. The report included a copy of the responses received at Appendix 1.

Councillor G Hyde, Chair of the WG commented on the process and considerations undertaken. Members commented on the impact of the current economic climate on the value of vehicles, the style of vehicles which could be regarded as “executive class” and the possible impact of the final Law Commission report on the trade. Members also heard that officers were authorised to make exceptions to the Policy in exceptional circumstances.

Having regard to the findings of the WG, the Committee felt that although 5 years was the usual length of time before instigating a review of a policy, a shorter period would be more appropriate given the current economic climate and imminent publication of the Law Commission review.

RESOLVED –

- a) That approval be given to the recommendation of the Working Group that the following pre-condition should be attached to the grant of an Executive Hire saloon vehicle:

To ensure a distinct category of Executive vehicle which divides Executive and standard Private Hire saloons the Executive vehicle will have an initial retail value of not less than £39,000 at the point of first registration. That retail figure will be determined by reference to the industry’s standard retail guides, ‘CAP – Black Book’ or ‘Glasses Guide’.

and

The age of a vehicle, for licensing purposes, shall be determined by the date of first registration on the V5 document (Log Book). An Executive saloon vehicle will only be accepted for licensing if the date of first registration is less than 1 year old on the date of first application. The vehicle must be licensed for use within one month from the date of application.

- b) That the approved pre-conditions attached to the grant of an Executive Private Hire saloon vehicle and the conditions upon such a licence shall apply with immediate effect to Executive Private Hire saloon vehicle licensing applications after the date of approval by the Licensing Committee.
- c) That those Executive Private Hire saloon vehicles licensed under the existing policy will not be adversely affected by the introduction of this policy and will continue to be licensed under the terms of the previous policy.
- d) That the approved Executive Private Hire vehicle saloon pre-conditions attached to the grant of an Executive Private Hire saloon vehicle licence and the conditions upon such a licence next be reviewed in June 2015 and every two years thereafter, unless any change in circumstances requires the policy to be reviewed at an earlier date

17 Media Request

Prior to consideration of the next agenda item, the Committee received a request from the press to film the discussions and deliberations. Members received advice in respect of recent guidance issued by the Department of Communities and Local Government and in respect of the consideration of legal matters in public. Members agreed to the request, however having already been in receipt of the papers noted that there were a number of legal queries the Committee wished to discuss. The Committee therefore

RESOLVED – To enter into closed session to discuss legal matters pertaining to the proposed revised Statement of Licensing Policy for the licensing of SEVs

18 Sex Establishment Licensing Policy - Closed Session

The Committee considered the responses provided by the legal adviser in relation to the revisions to the proposed statement of licensing policy.

RESOLVED - To note the information and to move into open session

19 Sex Establishment Licensing Policy

Having discussed relevant legal matters, the Committee considered the report of the Head of Licensing and Registration on the outcome of a review of the existing Sex Establishment Statement of Licensing Policy undertaken by a Working Group (WG) of the Committee. The report outlined the consultation undertaken by the WG and presented the recommendations of the WG for the Committee to consider. The report included a copy of the draft policy at Appendix 1 and a copy of the responses to the public consultation at Appendix 2.

(Councillor Wilkinson joined the meeting at this point)

Councillor K Bruce, Chair of the WG commented on the process undertaken and the considerations of the WG. The Committee discussed the following matters:

- How the findings of the review of the existing policy and experience of the operation of sexual entertainment venues (SEVs) in the City had shaped the drafting of the revised Policy

- Welcomed the number of responses received to the consultation from both the Citizen's Panel and the general public
- Noted the demographic of the Citizens Panel
- That, should the Policy be approved by Executive Board, the Policy would come into effect from 1st September 2013 and guide future sub committee consideration of renewal applications from the relevant premises in October 2013.
- The potential impact of the Policy on the current seven licence holders if numbers reduced to four.
- Whether limiting numbers was proportionate and justified in the public interest.

(Councillor Gettings left the meeting at this point)

In response to comments made regarding the proposed limit to the number of SEVs, Members were advised that each application would be considered on its own merits in line with the Policy. In exceptional circumstances there could be a departure from the Policy

Having regard to the discussions outlined above, the overall findings of the outcome of the consultation and the recommendations of the WG the Committee

RESOLVED –

- a) To note the responses to the public consultation and the recommendation from the Working Group.
- b) To refer the draft Sex Establishment Statement of Licensing Policy to Executive Board for approval, noting that if approved the Policy will come into effect on 1st September 2013.

20 Licensing Committee Work Programme for the 2013/14 Municipal Year
RESOLVED – To note the contents of the Work Programme

21 Date and Time of next Meeting
RESOLVED – To note the date and time of the next meeting as Tuesday 23 July 2013 at 10:00 am

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Licensing Committee

Tuesday, 23rd July, 2013

PRESENT: Councillor R Charlwood in the Chair

Councillors K Bruce, N Buckley, R Downes,
B Gettings, T Hanley, M Harland,
G Hussain, G Hyde, A Khan, P Latty,
B Selby, C Townsley and G Wilkinson

22 Exempt Information - Possible Exclusion of the Press and Public

RESOLVED – That, the public be excluded from that part of the meeting where consideration is given to that part 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. Appendix A of the report entitled ‘Late Night Levy’ (Minute No 27 refers) is designated as exempt in accordance with paragraphs 10.4 (3,7) 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) and information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime. As such, on this occasion, it is deemed that the benefit of keeping the information confidential is greater than that of allowing public access to it.

23 Declaration of Disclosable Pecuniary Interests

There were no declarations of interest

24 Apologies for Absence

Apologies for absence were received from Councillor Dunn

25 Minutes

RESOLVED – That the minutes of the previous meeting held on 25th June 2013 be agreed as a correct record

26 Application for a Motor Tricycle to be included on the Approved List of vehicles licensed as "Novelty" Private Hire vehicles

The Head of Licensing and Registration submitted a report on an application received for a motor tricycle to be included on the Approved List of vehicles licensed as “novelty” Private Hire vehicles. The report set out the relevant legislation and proposals for appropriate pre-conditions and conditions upon the grant of a licence for a Private Hire vehicle, Private Hire Operator and Private Hire driver. Responses received to the consultation undertaken on the application were contained at Appendix I of the report.

Members of the Committee had the opportunity to view the vehicle type prior to the meeting. The Committee discussed matters relating to the suitability and safety of the vehicle, particularly the proposed restrictions to the hours of

use of the vehicle in Leeds City Centre due to concerns regarding the suitability of the vehicle in the night time economy. Members received assurances that this vehicle was intended for use for pre-booked tourist runs, and not for standard private hire journeys.

RESOLVED -

- a) That having considered all the elements of the vehicle application, the observations of Officers and the appropriateness of the proposed policy, pre-conditions and conditions measured against the legal requirements of Section 48 of the Local Government (Miscellaneous Provisions) Act 1976; Members determined to approve the application to issue a Private Hire motor tricycle licence
- b) Members determined that the legislative test of 'suitable in type, size and design for use as a Private Hire vehicle and safe' within the Act is only met in respect of this vehicles' proposed usage as presented to the Council in this application. The vehicle and Operator licence approval will not extend to the use of the vehicle in the context of standard Private Hire bookings or in the city centre or the night time economy.
- c) Having approved the application; Members considered and approved the pre-conditions to licensing such a vehicle and the Private Hire vehicle conditions placed upon that licence as set out in Appendix E of the submitted report
- d) Having approved the application; Members considered and approved the proposed pre-conditions attached to the grant of an Operator licence and approve the Private Hire Operator conditions placed upon that licence as set out in Appendix F of the submitted report
- e) Having approved the application; Members considered and approved the Private Hire driver conditions as set out in Appendix H of the submitted report
- f) Having approved the pre-conditions and conditions necessary for the licensing of such a vehicle, Operator and driver; Members then determined that the policy should be returned to Licensing Committee in 5 years' time for review.
- g) That the proposed generic policy in respect of 'Novelty Vehicle' (which would apply to this application) be approved in principal and Officers be directed to prepare a report for the consideration by the Executive to approve these policies as detailed in Appendix J of the submitted report

27 Late Night Levy

The Head of Licensing and Registration submitted a report on the Late Night Levy, introduced in the Police Reform and Social Responsibility Act 2011 to allow licensing authorities to charge a Levy to persons who are licensed to sell alcohol late at night in the authority's area as a means of raising financial contribution towards the costs of policing the late-night economy. The report presented information to enable the Licensing Committee to make decisions relating to the design of a potential late night Levy.

The Committee had previously established a Working Group (WG) to consider the current Statement of Licensing Policy and the implementation of a Late Night Levy. The findings of the WG were included in the report, which concluded that, subject to reaching agreement with West Yorkshire Police on how the money raised would be spent on improving the late night economy in the Leeds district, a Levy could be of benefit to Leeds and the design of such a Levy should be explored further

Chief Inspector S Palmer and Sergeant R Fullilove attended the meeting on behalf of West Yorkshire Police to discuss those matters contained within Appendix 1 of the report.

(Councillor Khan withdrew for a short while at this point and Councillor Gettings left the meeting)

Additionally, the Committee commented on the following matters:

- The conclusion of the WG that 00:30 until 06:00 hours would be the appropriate time-frame for a Levy in Leeds
- The good working relationships already established between WYP and city centre licensed premises and the impact of a Levy on existing voluntary schemes supported by those premises (such as the taxi marshalling and street wardens schemes)
- the governance arrangements for the implementation of the Late Night Levy, particularly the mechanism for overseeing the spending of the Levy

RESOLVED

- a) That the Licensing Committee note and approve the conclusion of the Working Group that a Levy may be of benefit to the district and should be considered further
- b) That the information presented in the submitted report and the comments made by Members be noted in respect of the potential design for a Levy which would include:
 - The late night supply period
 - Exemptions and reductions to be offered
 - The proportion to be offered to the Police
- c) To note that, having considered the two options put forward by the Working Group, the Licensing Committee preferred Option B as outlined in paragraph 3:36 of the submitted report
- d) That the matter now be referred to the Executive so that the design of and consultation on the Levy can be approved and that the consultation with affected parties may begin.
- e) To note that a final decision on whether to implement the Levy, the design of the Levy and the start date for implementation will be made after the conclusion of the consultation; having regard to the costs of policing and other arrangements for the reduction or prevention of crime and disorder in connection with the supply of alcohol between midnight and 6am.
- f) To receive a report back in due course on the outcome of discussions regarding the governance arrangements for the implementation of the Late Night Levy, particularly the mechanism for overseeing the spending of the Levy

28 Licensing Authority Consultation Response - the Leeds Site Allocations Plan

The Head of Licensing and Registration submitted a report on the consultation being undertaken by the Council on the Leeds Site Allocations Plan, seeking comments from the Committee in order to inform the response of the Licensing Authority to those parts of the Plan relevant to the remit of the Committee

A copy of the full Leeds SAP had been made available to all Members of Council some time ago, and Members of the Committee had previously received a briefing on the pertinent parts of the document. Included at Appendix A was a copy of the draft response of the Licensing Authority for the Committee to comment on

RESOLVED - That the contents of the report, Appendix and comments made by Members be noted and be included as the Licensing Authority response to the Site Allocations Plan consultation

29 Update on applications received under the Licensing Act 2003 and Gambling Act 2005 between January and May 2013

The Head of Licensing and Registration submitted a report providing an update on the applications received by the Entertainment Licensing Section under both the Licensing Act 2003 and the Gambling Act 2005 for new Premises Licences and variations to existing Licences

The report detailed the number and nature of applications received and processed by the Section, and highlighted the Temporary Event Notice applications. Members noted a reduction in the number of applications requiring consideration by a Sub Committee hearing; which could be attributed to the multi-agency approach now taken during the early part of the application process. It was also reported that the LGA had identified Leeds as a "best practice" authority in terms of engagement in the public health arena.

(Councillor Downes left the meeting at this point)

Additionally, comments made in respect of the proliferation of shisha bars in vacant premises were noted, and officers noted a request for a report to be presented to a future meeting on the powers available to the Authority to deal with such premises.

RESOLVED –

- a) That the contents of the report and the comments made by Members be noted
- b) To note the intention to present a report on the powers available to the local authority to deal with shisha bars to a future meeting

30 Update on Enforcement Activity (January to June 2013) Entertainment Licensing Liaison and Enforcement Team

The Committee considered the report of the Head of Licensing and Registration providing an update on the activities of the Entertainment Licensing Section Liaison and Enforcement Team during the period January to June 2013 which highlighted the success of partnership working and joint

operations undertaken, the new powers in respect of the scrap metal trade and new powers for the licensing authority to make formal representations to applications

In responding to a query about a specific premise in Leeds 8, it was agreed that officers would report directly to the ward Member

RESOLVED – That the contents of the report and the comments made by Members be noted

31 Licensing Work Programme

RESOLVED – That, subject to inclusion of those additional matters identified at this meeting, the contents of the Licensing Work programme be noted

32 Date and Time of Next Meeting

RESOLVED - To note the date and time of the next meeting as Tuesday 13th August 2013 at 10:00 am

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Licensing Committee

Tuesday, 13th August, 2013

PRESENT: Councillor R Charwood in the Chair

Councillors N Buckley, R Downes,
B Gettings, T Hanley, M Harland,
G Hussain, G Hyde, A Khan and
G Wilkinson

33 Exempt Information - Possible Exclusion of the Press and Public

RESOLVED – That, the public be excluded from the meeting where Members consider that part 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. Appendix B of the report entitled ‘Leeds Festival 2013 Update’ (Minute No.39 refers) is designated as exempt in accordance with paragraphs 10.4 (3,7) 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) and information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime. As such, on this occasion, it is deemed that the benefit of keeping the information confidential is greater than that of allowing public access to it.

34 Late Items

No formal late items of business were added to the agenda, however Members acknowledged receipt of a letter received from Mr F Patterson QC in response to their comments on the Interim Statement from the Law Commission “Reviewing the Law of Taxi and Private Hire Services” (minute 15 of the meeting held 25th June 2013 refers).

35 Declaration of Disclosable Pecuniary Interests

There were no declarations of interest.

36 Apologies for Absence

Apologies were received from Councillors Bruce, Dunn, P Latty, Selby and Townsley

37 Minutes of the Previous Meeting

RESOLVED – That the minutes of the previous meeting held 23rd July 2013 be agreed as a correct record

38 Delegated Decisions taken by Taxi and Private Hire Licensing - 1st January to 30th June 2013

The Head of Licensing and Registration submitted a report providing an update on the delegated decisions taken by officers at Taxi and Private Hire Licensing Section. Members had previously received statistical information in

February 2013. This report contained information on decisions taken from 1st January to 30th June 2013.

The Committee noted and discussed in detail the number and nature of the decisions made outlined in the report, including

- The number of suspensions and the reasons for the suspension
- The number and nature of complaints received from the public in respect of licensed drivers, vehicles and operators
- The number of appeals against officer decisions and the nature of the appeal and outcome

The Committee noted the recent media interest in the contents of the report and commented on the style of the presentation of the statistics, seeking more comparable information and requested the following be included within future reports:

- information on the types of enforcement action available for the Authority to take and the role of enforcement action in changing the behaviour of drivers/operators in terms of education/personal development
 - information on the nature of complaints received from the public, and the outcomes of the investigations into those complaints
 - detail of complaints made against officers by members of the trade.
- In response, it was noted that new ICT software would enable the presentation of more detail in support of the statistical information

The Committee noted the concern expressed by one Member over the length of time some cases took to resolve and the report from the same Member in respect of one driver case which had taken five months to resolve from time of first application to outcome of appeal to the Magistrates Court. Members noted that the Court, in reaching its' decision, had supported the officer decision making process. The Committee also noted comments from another Member in respect of a number of cases he had followed, and comments in respect of the appeals process at the Magistrates Court. It was agreed that discussions on those individual cases would be most appropriately held outside of the formal committee meeting.

Having regard to the nature of complaints received, the Committee also considered measures previously employed to promote the safety of the travelling public and agreed to review and publicise the measures and initiatives to promote the safety of the travelling public

In response to a query regarding ethnicity monitoring, Members noted that a report on the collection of relevant monitoring data for TPH Licences would be presented to the next Committee meeting for consideration.

RESOLVED - That the contents of the report and the comments made by Members be noted

39 The Leeds Festival 2013 Update

The Head of Licensing and Registration submitted a report on the progress of the multi-agency meetings and the Event Management Plan for the Leeds

Festival 2013, scheduled to be held within the grounds of Bramham Park from Friday 23 August to Sunday 25 August 2013.

Officers provided an update on the most recent multi agency meetings. The report included a copy of the current premises licence for Bramham Park (attached at Appendix A) and a copy of the summary of changes made to the Event Management Plan (Appendix B). A site plan was table at the meeting for Members' reference.

RESOLVED –

- a) That authority be delegated to the Head of Licensing and Registration to approve the Event Management Plan prior to the start of the event; and
- b) That authority be delegated to the Head of Licensing and Registration to approve any minor amendments to the Event Management Plan, as necessary, prior to the start of the event.
- c) To note that, should the Event Management Plan be subject to amendment without the relevant agency consent, or be of a nature which officers consider may impact on the licensing objectives, then the Event Management Plan will be brought back before the Licensing Committee prior to the event taking place.

40 Work Programme

RESOLVED – That, subject to the inclusion of any additional matters identified at this meeting, the contents of the Licensing Work programme be noted

41 Date and Time of next meeting

RESOLVED – To note the date and time of the next meeting as 10th September 2013 at 10:00 am

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Licensing Sub-Committee

Monday, 17th June, 2013

PRESENT: Councillor B Selby in the Chair

Councillors G Hyde and N Buckley

16 Election of the Chair

RESOLVED – That Cllr. Selby be elected as Chair for the duration of the meeting.

17 Appeals Against Refusal of Inspection of Documents

No appeals against refusal of inspection of documents.

18 Exempt Information - Possible Exclusion of the Press and Public

There was no exempt information. The press were in attendance for item 6.

19 Late Items

There were no late items. However, Members of the committee and all interested parties were in receipt of supplementary information from the Solicitors representing Brooklyn Brewery Pop Up (minute 20 refers) and also supplementary information in respect of Darbar Restaurant (minute 21 refers).

20 Declarations of Disclosable Pecuniary Interests

There were no declarations of Disclosable pecuniary interests.

21 Application for the grant of a premises licence for Brooklyn Brewery Pop Up, 20-24 The Calls, Leeds, LS2 7EW

Members heard from the Applicant with regard to the proposals and the concept. The Applicant noted the rebuttable presumption created by the Cumulative Impact Policy and sought to address that presumption with reference to the licensing objectives.

The concept was for marketing specialist craft beer using the Brooklyn Brewery products. No spirits or alcopops would be sold and there were no cheap drink prices. The brewery would not attract binge drinkers. Beer could retail at approximately £7.00 per pint.

The temporary nature of the licence was due to the proposal to buy a limited amount of beer and to serve until that had been used up. The premises were to be used for a short time pending redevelopment.

In answer to questions the Applicant confirmed that maximum capacity of the premises was 200 people. The Applicant also gave additional information around the proposal to use the premises to promote New York art and music. The Applicant confirmed that they held a four month lease for the premises subject to the licensing approval and that would include approximately one month of set up time. If the beer had not sold within that time then there

would be a rolling 30 day extension to the lease until such time as the beer was sold.

Members then heard from West Yorkshire Police who indicated that the main reason for objecting was the cumulative impact policy and that there was no date for this licence to start and stop and a scant amount of detail in the Application. There was concern over its proximity to Call Lane which was a violent crime hot spot and was in the top three streets for crime and disorder for the last three years.

The police had only just heard that the capacity was 200 people were concerned about the impact of that number of people on the area. The police also noted that the conditions offered by the Applicant fell short of the offers that they would expect from a late night bar. These were relatively modest hours but the police were concerned that the customers would then be attracted to the late night bars on Call Lane making the situation even more difficult in that area. The police also noted that there was no commitment to use the BACIL radio system, no seating shown on the plan and no dispersal policy.

In answer to conditions the police said that if a licence were to be granted they would want conditions from the pro forma risk assessment regarding CCTV, at least two SIA registered door staff on duty, a search policy, a commitment to the BACIL radio scheme and a dispersal policy. In answer to another question police said that it was difficult to predict whether a more expensive venue would have customers that would later cause problems in the night time economy.

In response the Applicant indicated that they were willing to work with West Yorkshire Police and offer the conditions requested.

The Applicant also referred members to the Brewdog decision in which the Committee refused a licence that was subsequently granted on appeal.

The legal officer advised the Committee in respect of previous Cumulative Impact Policy decisions noting that in relation to the Brewdog Application the Applicants had been able to show a track record of operating successfully in CIP areas elsewhere in the country, the venue was for a capacity of 60 people and the hours had been reduced during the appeal from a 2.00 am proposal to midnight based upon the period in which violent crime began to peak.

RESOLVED - The Committee resolved to grant the Application notwithstanding that it was in a CIP area but to amend the Application by reducing the hours for licensable activities to midnight on each of the days it was proposed to open the bar. The premises should close 30 minutes after the end of licensable activities. Members also imposed a capacity limit on the premises of 150 persons. Members also imposed a time limit on the licence such that it would seek to have effect seven months from today's date 17th June 2013. These conditions would be imposed for the promotion of the prevention of crime and disorder

The resultant licence would be granted with conditions as agreed with Environmental Health and the CCTV conditions as worded in the risk assessment pro forma. There was also to be a dispersal policy agreed with West Yorkshire Police before the premises could open, a minimum of two SIA registered door staff on duty during opening hours and a required commitment to the BACIL radio scheme. Other conditions would be those consistent with the operating schedule when they did not conflict with the conditions granted by the Committee.

22 Application to vary a premises licence in respect of Darbar Restuarant, 17 Kirkgate, Leeds, LS1 6BY

Members heard from the Applicant that the proposals were for a variation to remove two conditions on the licence relating to the number of covers and the need to serve alcohol ancillary to meals. In effect this was to change the premises from a restaurant to a bar/ live music venue.

The Applicant had met with the police and Environmental Health and as a result had agreed a dispersal policy and tried to address their concerns by offering conditions including a reduction in the hours for live music.

The Applicant explained the concept was for a music venue for professionals aged 18 to 30 similar to a venue run by the same individual in Manchester. That venue had been successful and had turned around the premises and there were no complaints or trouble. The Applicant was clear that he was not seeking to attract the sorts of customers who frequented the bars on Call Lane. His music policy would be light rock similar to other venues run in other parts of the city centre.

In answer to questions he confirmed that the capacity would be 350 people and that they were not aiming to operate as a night club even though he accepted they would have permission for night club hours.

Members then heard from West Yorkshire Police who outlined that the reason for the conditions was to tie the premises to restaurant use and prevent it changing into a bar. The police submitted that the premises were in the Cumulative Impact Policy area but accepted that Kirkgate was not a violent crime hotspot. However it was located in close proximity to Briggate which was a violent crime hotspot and had been in the top three streets for the last five years (Briggate and Lower Briggate excluding New Briggate). Police said that under the proposed new licensing policy this would be classed as an area of concern rather than a hotspot however since the policy was published for consultation crime in the area in question had increased.

The peak time for offences on Briggate was midnight to 05:00 hours. Overall violent crime in the city linked to the night time economy was reducing but 36% still occurred on the street and could not be linked to specific licensed premises. This was the reason behind the Cumulative Impact Policy itself.

On conditions the police noted the dispersal policy and the aim to disperse the customers towards Kirkgate and away from Briggate. The conditions offered by the Applicant at 3 and 4 should include the approval of West Yorkshire Police and there should be set times when door staff would be on duty.

Members then heard from Environmental Health who also objected on cumulative impact grounds. Environmental Health indicated that there were flats 20 – 25 metres away above shops and that there was a night club already operating in this area from which Environmental Health had had a complaint about noise from people on the street. Environmental Health do not have the powers to control such noise and allowing a second venue to open would bring more people and therefore more complaints. Environmental Health were unconvinced by the dispersal policy and did not feel it would address this problem of public nuisance.

In relation to noise breakout Environmental Health informed the Committee that the premises had submitted a noise report for planning purposes which made a lot of assumptions and which Environmental Health were not particularly happy with.

On the question of conditions Environmental Health felt that keeping the conditions of operating a restaurant created a buffer zone reducing public nuisance in the area. Adding conditions to the individual licence would mitigate the increasing impact to a degree but would not prevent it. About 20% of noise complaints received by Environmental Health for the night time economy are from the noise of patrons on the street rather than noise breakout from the premises.

In response the Applicant stated that they would agree to Environmental Health conditions and the police conditions. Their security company would be involved in marshalling customers under the dispersal policy and there was a discussion with a local taxi firm on a direct link to ensure patrons could be collected from the premises. Queues would be kept inside where possible or marshalled and the small smoking area would be supervised.

In answer to questions the Applicant confirmed that planning permission had been granted and members requested a copy of the permission and noted the noise attenuation condition and that permission was for a change of use from A3 to A4/D2 allowing use as a bar or night club.

RESOLVED – After careful consideration the Committee decided to refuse the application to grant a variation to the Licence as they felt that the conditions discussed during the hearing would not be effective to address the problems of an increased number patrons in the street going to and from the premises and the change was likely to add to the cumulative impact of premises in the city centre.

Licensing Sub-Committee

Monday, 24th June, 2013

PRESENT: Councillor R Charlwood in the Chair

Councillors B Gettings and C Townsley

23 Election of the Chair

Councillor Charlwood was elected Chair for the meeting.

24 Exempt Information - Possible Exclusion of the Press and Public

There was one exempt Appendix for Item 7 "Paipa VIP Club". Appendix B to has been designated as exempt information. However, as there were no members of the public present, the Sub Committee did not need to exclude anyone from the meeting.

25 Late Items

There were no late items.

26 Declarations of Disclosable Pecuniary Interests

There were no declarations of Disclosable pecuniary and other interests

27 "Rawdon Service Station" - Application for the grant of a premises licence for Rawdon Service Station, Apperley Lane, Rawdon, Leeds LS19 7BZ

The Sub-Committee, having regard to the Licensing Act 2003 considered an application for the grant of a premises licence made by Rontec Watford Ltd, for Rawdon Service Station, Apperley Bridge, Rawdon, Leeds LS19 7BZ.

The application was for the supply of alcohol for consumption off the premises 07:00 – 23:00 everyday.

Representations had been received from other persons who had concerns with this application.

The solicitor informed the Sub-Committee that whilst the application was being made by Rontec, the site was in the process of being transferred to Sainsburys. If the transfer did not go ahead, the site would continue to be operated by Rontec. Both Rontec and Sainsburys have extensive experience of running licensed convenience stores attached to petrol stations and are committed to ensuring all staff are fully trained in order to minimise and problems with underage drinking.

The Sub-Committee heard from Councillor P Latty who had made representation against the application.

The Sub-Committee carefully considered all the written and verbal submissions and noted that should there be any problems in the future, that a review of the premises licence could be sought by the responsible authorities. **RESOLVED-** That the application for the sale of alcohol from 07:00 – 23:00 everyday be approved.

28 "Paipa VIP Club" - Application to vary a Premises licence held by Paipa VIP Club , Unit 3 Waterloo House, Assembly Street, Leeds LS2 7DE to specify an individual as Designated Premises Supervisor

The Sub-Committee considered an application to vary a Premises Licence held by Paipa VIP Club, Unit 3 Waterloo House, Assembly Street, Leeds LS2 7DE to specify an individual as Designated Premises Supervisor.

The applicant, and the proposed Designated Premises Supervisor, Jordan Buchan were not present at the hearing and the Sub-Committee resolved to hear the application in their absence.

Following a presentation of the application, West Yorkshire Police made their representations, stating that they were satisfied that the crime prevention objectives would be undermined should the application be granted, for the reasons specified in their written representations.

The Sub-Committee considered the application, and the representations received.

RESOLVED- That the application to vary the Premises Licence be refused.

Licensing Sub-Committee

Tuesday, 2nd July, 2013

PRESENT: Councillor R Downes in the Chair
Councillors K Bruce and B Gettings

29 Election of the Chair

RESOLVED – That Councillor Downes be elected as Chair for the duration of the meeting.

30 Appeals Against Refusal of Inspection of Documents

There were no appeals against the refusal of inspection of documents.

31 Exempt Information - Possible Exclusion of the Press and Public

There was one exempt Appendix for Item 6 “Wildcats” Appendix C has been designated as exempt information. However, as there were no members of the public present, the Sub Committee did not need to exclude anyone from the meeting.

32 Late Items

There were no late items.

33 Declarations of Disclosable Pecuniary and other interests

There were no declarations of disclosable pecuniary and other interests.

34 APPLICATION FOR THE TRANSFER OF A SEX ESTABLISHMENT LICENCE FOR WILDCATS, 153-155 THE HEADROW, LEEDS LS1 5RB

The application for the transfer of a sexual entertainment venue licence for the premises known as Wildcats on The Headrow, Leeds was previously considered by a sub-committee on 15th April 2013 and 10th June 2013.

The Licensing Officer gave a brief overview to the sub-committee of the previous hearings and the reasons for the adjournments.

Members attention was drawn to points 8.7 and 8.8 ‘Third Party Beneficiaries’ of the Leeds City Council Statement of Licensing Police for Sex Establishments.

The Licensing Officer made the sub-committee aware that the Licensing Office had been contacted in regard to information that the existing company, Harjen Limited may be in the process of going into administration.

The sub-committee had sought advice from the Legal Officer with regard to companies entering into administration.

It was noted that previous objections had been received on the grounds of suitability of the individuals initially put forward as director and managers of the business. These objections had been received from the Entertainment

Licensing Liaison and Enforcement Team and the Council's business rates service, but had subsequently been withdrawn.

The applicant's representative told the sub-committee that the company had not entered administration. A valuation of the company as per Harjen Limited can be undertaken however, no administration of the company can take place until 5th July 2013.

Members were assured that Paul Gourlay would be the sole director of Bean Leisure Trading A Limited and responsible for the day to day management of 'Wildcats'. The company will not have any links or involvement with Harjen Limited.

Members were requested to transfer the Licence to Bean Leisure Trading A Limited as there was no concerns as to the suitability of the applicant company or Mr Paul Gourlay. No objections had been received and the potential of administration had no bearing on the transfer of the licence.

RESOLVED – After consideration of all the facts the Licensing Sub-Committee noted that previous objections were withdrawn and they had received assurance by the applicant that there would be no involvement of the previous company, any individuals associated with that company or the previous operation of the premises.

On that basis the sub-committee resolved to grant the transfer of the Sex Establishment Licence to Bean Leisure Trading A Limited.

Licensing Sub-Committee

Monday, 8th July, 2013

PRESENT: Councillor J Dunn in the Chair

Councillors G Hussain and C Townsley

35 Election of the Chair

RESOLVED – That Councillor Dunn be elected Chair for the duration of the meeting.

36 Appeals Against Refusal of Inspection of Documents

There were no appeals against the refusal of inspection of documents.

37 Exempt Information - Possible Exclusion of the Press and Public

There were no exempt items.

38 Late Items

There were no late items. However, supplementary information was presented to all parties at the hearing by the solicitor for the applicant.

39 Declarations of Disclosable Pecuniary and Other Interests

There were no declarations of Disclosable pecuniary and other interests.

40 Gambling Act 2005 - Application for a Premise Licence (Betting Premise)

Ladbrokes, Chapel Allerton District Centre, Chapel Allerton, Leeds, LS7

The Committee heard an application for a new betting premises licence for Ladbrokes Betting and Gaming Limited for Unit 4 Chapel Allerton District Centre, Harrogate Road, Leeds, LS7 4NY.

This application attracted representations from 4 Elected Members and 51 members of the public. The objection raised was in relation to the protection of children from harm based upon children walking past the premises and the unit next to the proposed premises being a toy shop.

The applicant's representative submitted that there were 2001 Ladbroke premises nationally with 15 located in the Leeds area. Supplementary papers were passed to all interested parties showing the proposed layout of the premises. The applicant explained to the committee their proposals for CCTV cameras located within the premises and sited in the glass door to gather images prior to accessing of the premises.

The supplementary information circulated referred to the company's policies of no under 18's and Think 21 which have been adopted by Ladbrokes. Gaming machines will not be visible through windows and it is proposed that the frontage will be boards with suitable advertising of future fixtures etc. The applicant assured the committee that the premises would operate a closed door policy during opening hours it is proposed that the door will have a magnet lock which will be operated by counter staff.

Proposed opening hours are:

- 9:00 – 22:00 Monday – Saturday
- 10:00 - 21:30 Sunday

The interested parties addressed the sub-committee stating their concerns under the protection of children from harm or exploitation by gambling. Chapel Allerton is a family orientated area and the fact that so many people had objected to the betting shop and its proposed location next to a toy shop showed just how much the residents of the area. Objectors to the betting premises felt that the premises would attract individuals gathering in front of the betting shop either smoking or swearing in close proximity to small children, that the front of the betting shop would be enticing to children and young people passing by on their way to school or going into the toy shop.

The committee noted the concerns of the objectors in respect of the littering of the area with betting slips, and cigarette butts and the location of a betting shop already in the area.

In response to a question the applicant explained to the committee that Ladbrokes seek to serve the local community and would act in a responsible manner providing litter bins within the shop, however, there were concerns of locating a 'stub bin' as this may encourage people to stand outside and smoke. Ladbrokes would also be willing to become part of the local community through sponsorship of charities and events in the area for example Chapel Allerton in Bloom.

In summing up the applicants representative said that the fears of the objectors brought to the hearing were unsubstantiated. Pre-requisites have been fully met by Ladbrokes and whilst fears remain there is no factual evidence been brought before the committee.

The committee highlighted that, issues with planning about the physical look of the premises were still outstanding and that this could be another avenue to explore.

RESOLVED – The committee carefully considered the application and the objections. They fully understood and respected the concerns of the interested parties.

The committee could not and did not take into account issues of demand and planning but noted that the premises would need planning permission in addition to licensing consent to operate and that their decision today would not constrain any further planning decision.

The committee were happy with the assurances given that the applicant would address the issues of smoking and litter in front of the premises and be willing to sponsor local events and charities within the local community.

Having considered all the information provided by the applicant, the licensing sub-committee felt that there was insufficient evidence and could see no reason why granting the application would be likely to impact on the licensing objective of protecting children and the vulnerable. On that basis the committee resolved to grant the licence as applied for.

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Licensing Sub-Committee

Monday, 15th July, 2013

PRESENT: Councillor C Townsley in the Chair

Councillors M Harland and G Wilkinson

41 Election of the Chair

Councillor Townsley was elected Chair for the meeting.

42 Appeals Against Refusal of Inspection of Documents

There were no appeals against the refusal of inspection of documents.

43 Exempt Information - Possible Exclusion of the Press and Public

There were no resolutions to exclude the public

44 Late Items

There were no late items submitted to the agenda. However additional information had been circulated in relation to Agenda Item 7 – “Shell”, 495, Harrogate Road, Moortown, Leeds, LS17 7DA (Minute 46 refers) as follows:

- (a) Letter dated 30th June 2013 – mediation letter from Lockett & Co. Licensing Consultants; and
- (b) Email dated 9th July 2013 – indicating a meeting between Lockett & Co and local residents.

45 Declarations of Disclosable Pecuniary Interests

No declarations were made.

46 "Shawarma" - Application for the Grant of a Premises Licence for Shawarma, Raglan Road, Woodhouse, Leeds, LS2 9DZ

Item withdrawn due to agreements being previously reached.

47 "Shell" - Application for the Grant of a Premises Licence for Shell, 495 Harrogate Road, Moortown, Leeds, LS17 7DA

The Sub Committee, having regard to the Licensing Act 2003, the Section 182 Guidance and the Authority's own Statement of Licensing Policy considered an application for the grant of a premises licence for “Shell” 495, Harrogate Road, Moortown, Leeds, LS17 7DA.

Representations had been received from Councillors Cohen and Harrand and 24 other members of the public.

Present at the hearing were:

Kal Seelig – retailer and proposed DPS for the applicant;
Leo Charalambides – legal representative for the applicant;
Corrigan Lockett – Licensing Consultant for the applicant.

Councillor Cohen – objecting to the application;
Mrs Audrey Dawson – Chair of Right to Manage – Primrose Court; and
Mr Robert Wright – Secretary of Right to Manage – Primrose Court

The Sub-Committee heard from Mr Charalambides who was representing the applicant, he made reference to the mediation letter which amended the application to allow for the purchase of alcohol between 05:00 to 23:00 hours and late night refreshments from 11.00 pm to 5.00 am. The Committee accepted this amendment.

It was highlighted to the Committee that no responsible authorities had lodged representations and that reported crime in the area was low. Also outlined was the fact that 2 years ago a BP garage had been granted a licence and there had been no issues from this.

The good record of the operator was put to the Committee, who already runs a number of other Shell sites in Leeds. The Committee were shown the detailed training regime that staff are subjected to in relation to alcohol sales, which supports the fulfilment of the licensing objectives.

Emphasis was placed on the site being an important convenience store for the local community and that the numbers of customers purchasing non fuel items was larger than those purchasing fuel.

Members asked the applicant if it was possible to supply more up to date figures in terms of the numbers of customers purchasing non-fuel items.

The applicant's representative highlighted that the figures for customers using the convenience store were only partially helpful and highlighted the provisions contained in section 176 and also the leading case of Murco.

Members also asked how customers were categorised in terms of fuel purchases and non fuel purchases.

Members asked how it was intended that alcohol should be sold, specifically in relation to beer and cider sales whether these would be individual cans or multipacks. It was confirmed to the committee that only multipack sales would take place.

The Committee heard from Councillor Cohen who put forward that the primary purpose of the site was that of a petrol station and that the size of the convenience store was small and that it would likely prove difficult to alter in order to serve alcohol. Furthermore it was highlighted that in such a small store it might be difficult to manage the sale of alcohol, especially at busy times. Parking of vehicles on a busy road was also raised as something which could cause problems. Concern was also raised about the potential for young people purchasing alcohol and causing disturbance to the local area which is already an issue to local residents. The potential for an increase in litter was put to the Committee as was the close proximity of another alcohol retailer and two schools.

At this stage Members noted that there no police submissions and further that there had been no submissions from the highways department.

Mrs Dawson addressed the Committee representing on behalf of residents in Primrose Court. She informed the Committee that the development had invested heavily in security due to problems with criminal damage and that it was her perception that the community would have no benefit from allowing this petrol station to sell alcohol. Mrs Dawson put forward that the site was principally a petrol station.

In summing up Mr Charalambides put it to the Committee that the primary use of the petrol station was that of a convenience store and that it was irrelevant as to how large or small the premises were. The thorough training provided by the business was re-iterated and that any sales of alcohol to underage persons would result in internal disciplinary procedures. Mr Charalambides informed the Committee that litter around the petrol station would be managed.

The Committee noted that if problems occurred, a review could be sought by the responsible authorities.

RESOLVED – To grant the application subject to the following conditions:

- That action be taken to mitigate against noise and litter; and
- That beer and cider be sold in multipacks.

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Licensing Sub-Committee

Monday, 29th July, 2013

PRESENT: Councillor G Wilkinson in the Chair
Councillors C Townsley and G Hussain

48 Election of the Chair

RESOLVED – That Councillor Wilkinson be elected Chair for the duration of the meeting.

49 Appeals Against Refusal of Inspection of Documents

There were no appeals against the refusal of inspection of documents.

50 Exempt Information - Possible Exclusion of the Press and Public

There were no exempt items.

51 Late Items

There were no late items. However, supplementary information was presented to all parties at the hearing by the Licensing Officer.

52 Declarations of Disclosable Pecuniary Interests

There were no declarations of disclosable pecuniary and other interests.

53 Application to vary a premises licence held by WKH Leisure Limited in respect of Penny Black 3 - 5 High Street, Yeadon, Leeds, LS19 7SP

The Committee heard an application to vary a premises licence made by WKH Leisure Limited for Penny Black, 3-5 High Street, Yeadon, Leeds, LS19 7SP.

The committee heard from the applicant's representative, Mr Bob Thompson of Licence Trade Consultants, the Designated Premises Supervisor (DPS), Mr Jacob Humberstone and the proprietor, Mr Wayne Huddleston.

The application was to vary the hours of all licensable activities on a Friday and Saturday night by one hour, from the original time of 09:00 until 23:30 to 09:00 until 00:30, the applicant highlighted that there had been no representations from the police or the Environmental Health. The last complaint relating to noise issues was in 2002 when the current occupier was not responsible for the premises. The applicant mentioned that the premises were more of a restaurant, catering to a slightly older age group, employs 20 members of staff and that there had only been one incident in 6 months since opening.

There had been 4 Temporary Event Notices with hours until 1.00 am and these had attracted no complaints.

The DPS mentioned that there were proposals in the future to run themed nights such as Spanish or Italian nights where live music might be played but

it was emphasised that the premises were not somewhere where they could really have a band play.

Representations were heard from Councillor Campbell who was primarily concerned about noise from the premises disturbing elderly residents in nearby sheltered housing at Howarth and Suffolk Courts. He mentioned that concerns had been made to him recently by family members of those residents at a meeting some 3 weeks ago. The applicant suggested that they would have an open meeting with residents to try and allay their concerns. Councillor Campbell was also concerned that increasing the hours might set a precedent but it was noted that a number of premises nearby already opened for longer.

During the hearing it was noted that there were a number of anomalies in the existing conditions, primarily conditions 41, 42 and 52.

RESOLVED – The Licensing Sub-committee carefully considered the application and the objection. They fully understood and respected the concerns of the interested parties and it was noted that a review was always possible should there be any complaints in the future.

On this basis the application to vary the hours of all licensable activities on a Friday and Saturday night by one hour, from the original time of 09:00 until 23:30 to 09:00 until 00:30 was granted.

It was agreed that Conditions 42 and 52 be varied so that they referred to 22.00 hours rather than 23.00 hours.

The panel also took the opportunity to remind the applicant of Condition 38 on the licence regarding licensable activities not being audible from nearby residential premises.

Licensing Sub-Committee

Monday, 5th August, 2013

PRESENT: Councillor B Gettings in the Chair

Councillors K Bruce and N Buckley

54 Election of the Chair

Councillor Gettings was elected Chair of the meeting

55 Exempt Information - Possible Exclusion of the Press and Public

RESOLVED - That the public be excluded from the meeting during consideration of those parts of the agenda designated as 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 public were present there would be disclosure to them of exempt information so designated as follows:

- a) Appendix C of the report relating to 'Black Diamond', referred to in minute 58 under Schedule 12A Local Government Act 1972 and the terms of Access to Information Procedure Rule 10.4 (1,2 and 3) and on the grounds that it includes information which relates to individuals, is likely to reveal the identity of an individual and/or relates to the business affairs of any particular person and on the grounds that it is not in the public interest to disclose the documents as they pertain to individuals and that those persons would not reasonably expect their personal information or discussions thereon to be in the public domain
- b) Appendices A and B of the report referred to in minute 60 relating to an application by Mr Selway for a personal licence under Regulation 14 of the Licensing Act 2003 (Hearings Regulations 2005) and under Access to information Procedure Rule 10.4 (1) and on the grounds that it includes information which relates to individuals and that it is not in the public interest to disclose the documents as they pertain to an individual and that person would not reasonably expect their personal information or discussions thereon to be in the public domain
- c) To note that the press and public will also be excluded from those parts of the hearing where Members deliberate these applications as it is in the public interest to allow the Members to have full and frank debate on the matters, as allowed under the provisions of the Licensing Procedure Rules

56 Late Items

Although there were no formal late items, the Licensing Sub-Committee was in receipt of supplementary information, in the form of the synopsis of five further films seeking approval to be shown at the Leeds Festival (minute 59 refers). These details had been published and circulated prior to the meeting

57 Declarations of Disclosable Pecuniary Interests

There were no declarations of disclosable pecuniary interests

58 Sexual Entertainment Venue - Black Diamond Club 1st and 2nd Floors 68 New Briggate LS1 - Application for the transfer of licence holder

The Licensing Sub-Committee having regard to the Authority's own Statement of Licensing Policy for the Licensing of Sex Establishments considered an application made under Section 2 and Schedule 3 of the Local Government (Miscellaneous Provisions) Act 1982, for the transfer of the existing sex establishment licence for premises known as 'Black Diamond', situated on the first and second floors of 68 New Briggate LS1. It was noted that the application had been deferred from March 2013

Whilst no objections had been made to the application, the matter was being considered by Members following a decision taken by Licensing Committee that determination of applications for sexual entertainment venues must be made by Licensing Sub-Committee

Present at the hearing were:

Mr Rees-Gay – the solicitor for the applicant

Mr Monty – on behalf of Illuminati Ventures Ltd - the applicant

Mr Nangla – landlord of the premises

The Sub-Committee heard from Mr Rees-Gay who informed Members that the applicant, Illuminati Ventures Ltd, operated similar premises at Heathrow under the name Tantric Blue and that the application was to transfer the licence to Illuminati Ventures Ltd, which had a proven record of professional operation for this type of establishment

Mr Rees-Gay stated that the application for the change of name to mirror that of the premises at Heathrow was not part of this application. He referred to the lack of any objections to the transfer of the licence and informed the Sub-Committee that the outstanding application for a Sexual Entertainment Venue and the Licensing Act 2003 licence for all four floors of the premises would be dealt with separately and that the relevant planning permission for the whole of the premises had been granted on 1st August 2013

The Sub-Committee carefully considered the written and verbal representations from the applicant. In the absence of any objections, the Sub-Committee agreed to grant the transfer of the licence, subject to the existing licence conditions. Attention was drawn to the need for no external alterations to take place at the premises and that any external alterations or proposed name change of the venue must be accepted by Licensing Sub-Committee

RESOLVED - To grant the application subject to the existing licence conditions and to note Members' comments regarding the exterior of the building

59 Certification of films

The Licensing Sub-Committee considered an application for the certification of films to be shown at the Leeds Festival 2013 at Bramham Park, made under the Licensing Act 2003 for the certification of films which do not currently have a British Board of Film Classification certification. Appended to the report were the names of the films proposed to be shown, a brief synopsis of the content and the

intended rating of each of the films to be screened. In addition, Members considered a supplementary report containing these details for five further films which were proposed to be shown

Present at the meeting was Mr Belle, on behalf of the applicant

Mr Belle informed the Licensing Sub-Committee that the films would be shown after midnight, once the live bands had finished. Staff would patrol the tents where the films would be shown in order to check that no under-age patrons were in attendance

Members considered in detail the content of some of the films, in relation to the film certification proposed and in respect of one short film, viewed this in order to properly consider the most suitable rating

Having carefully considered all the written information; the representations by Mr Belle and the specific content of one particular film, the Licensing Sub-Committee required the alteration of the rating of 5 films in order for these to be shown at the Leeds Festival 2013, with Mr Belle agreeing to this request

RESOLVED – To agree to the certification of the films as set out in the appendix to the submitted report and in the supplementary report, subject to the alteration of the rating for the following films:

Double Bubble – proposed PG – to be raised to 15

Swim and Sleep – proposed 12 – to be raised to 15

Rebel Bingo DJ's Videos – proposed PG – to be raised to 15

F***Buttons – proposed U – to be raised to 15

Snakehips – proposed PG – to be raised to 15

60 Application for the grant of a Personal Licence by Richard Adam Selway

The Sub-Committee, having regard to the Licensing Act 2003 and the Authority's own Statement of Licensing Policy considered an application made under Section 117(1)(a) of the Licensing Act 2003 for the grant of a personal licence in respect of Mr Richard Adam Selway

Representations had been received from West Yorkshire Police

Present at the hearing were:

Mr Selway – the applicant

Mr Patterson – West Yorkshire Police

Ms Sanderson – West Yorkshire Police

The Sub-Committee heard from Mr Selway and was informed that he was seeking some stability and a fresh start in life; that he had undertaken training courses; was working long hours at Sandbar in Horsforth and that being granted a personal licence, together with the support he now had around him, would help his new career to progress

With reference to the information contained in the exempt appendices to the submitted report, Mr Selway stated that he regretted the incidents referred to and was requesting to be given the opportunity to prove himself in his chosen career

The Sub-Committee then heard from Mr Patterson and Ms Sanderson and was informed that West Yorkshire Police had concerns about Mr Selway's

application for a premises licence, particularly the upholding of the licensing objective in relation to the prevention of crime and disorder, in view of the nature and relatively recent timescale of the incidents referred to in the exempt information and that these convictions were 'unspent

Concerns were also raised that an incorrect address had been used on the application form, with Mr Selway providing an explanation for this to the Sub-Committee

The Sub-Committee carefully considered both the written and verbal representations from the applicant and West Yorkshire Police

The Sub-Committee was of the view that the holding of a premises licence was an important responsibility which required the implementation of the licensing objectives in relation to public safety. As such, the Licensing Sub-Committee had to be satisfied that the applicant was suitable to hold a licence. In respect of the applicant's recent relevant offences raised in the appropriately made objection by West Yorkshire Police, the applicant did not satisfy Members that these matters could be ignored. Therefore the applicant was not able to satisfy the Licensing Sub-Committee that he was a suitable person to hold a premises licence at this time. However, Members hoped that Mr Selway would continue to work and in time, be able to show that he was a suitable person to hold a premises licence, possibly providing supporting references to that effect

RESOLVED - That the application be refused

Licensing Sub-Committee

Monday, 19th August, 2013

PRESENT: Councillor G Hyde in the Chair

Councillors N Buckley and M Harland

61 Election of the Chair

Councillor G Hyde was elected Chair for the meeting.

62 Appeals Against Refusal of Inspection of Documents

There were no appeals against the refusal of inspection of documents.

63 Exempt Information - Possible Exclusion of the Press and Public

That the public be excluded from the meeting during consideration of that part of the agenda designated as 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 public were present there would be disclosure to them of exempt information so designated as follows:-

(a) Appendix B of the report referred to in minute 67 both in terms of Regulation 14 of the Licensing Act 2003 (Hearing Regulations 2005) and the Licensing Procedure Rules, and on the grounds that it is not in the public interest to disclose the contents as the information therein pertains to an individual and that person would not reasonably expect their personal information or discussions thereon to be in the public domain.

(b) The Sub Committee also noted that the press and public would also be excluded from that part of the hearing where Members deliberate the application as it is in the public interest to allow the Members to have full and frank debate on the matter, as allowed under the provisions of the Licensing Procedure Rules.

64 Late Items

There were no formal late items of business submitted to the agenda. However supplementary information had been circulated to Members and published with regards to Agenda Item 6 (Minute 66 refers).

65 Declarations of Disclosable Pecuniary Interests

No declarations were made.

66 Application for the grant of a Premises Licence for Blake Grove Convenience Store, 12 Blake Grove, Potternewton Leeds LS7 3LT

The Sub Committee having regard to the Licensing Act 2003, the Section 182 Guidance and the Authority's own Statement of Licensing Policy considered an application for the grant of a premises licence for Blake Grove Convenience Store, 12 Blake Grove, Potternewton Leeds LS7 3LT.

Representations had been received from members of the public and the Chapel Allerton Ward Councillors.

Present at the hearing were:

Mr Lee Jeffrey - applicant

Joanne Hudson – Shareholder in the business

Mr Shawn Francois – Bryan Shareholder in the business

The Sub Committee heard from Mr Jeffrey who stated that the business needed to sell alcohol in order to survive. He also informed Members that the petition submitted as supplementary information demonstrated support for his business to sell alcohol.

At this point Mr Jeffrey informed the Sub Committee that he wished to amend his application and that in hindsight it might be more appropriate for alcohol to be sold at the shop between 10 am and 11pm Monday to Saturday and 10am and 8pm on a Sunday, rather than from 7am as requested in the application.

Members questioned Mr Jeffrey about the possibility of anti-social behaviour. The Sub Committee were informed that there were very few incidents of anti-social behaviour and that the store had 8 CCTV cameras; 2 outside and 6 inside. Any incidents would be recorded and handed to the police.

Members were also concerned about the accumulation of litter outside the shop. The Sub Committee were informed that staff at the shop would undertake litter picks in the vicinity of the shop to ensure litter did not become a problem.

Members questioned Mr Jeffrey about proving age when making alcohol sales. The Sub Committee were informed that Challenge 25 trained staff would always be working in the shop and that staff without the training would be trained.

RESOLVED – To grant the application subject to the conditions detailed below:

- (a) That the premises be permitted to sell alcohol between the hours of 10am and 11pm Monday to Saturday and between 10am and 8pm on Sundays;
- (b) That litter be picked outside the shop be picked up twice daily; and That signs be clearly displayed detailing the hours when alcohol can be served on the premises.

67 Application for the Grant of a Personal Licence for Mr A Benosenko

The Sub Committee having regard to the Licensing Act 2003, the Section 182 Guidance and the Authority's own Statement of Licensing Policy considered an application for the grant of a Personal Licence for Mr A Benosenko.

Representations had been received from West Yorkshire Police.

Present at the hearing were:

Mr Airidas - Benosenko
PC Kath Arkle – West Yorkshire Police

The Sub Committee heard from PC Kath Arkle who informed the Sub Committee about Mr Benosenko's previous criminal convictions and why these made him an unsuitable person to hold a personal licence. It was stressed to the Sub Committee that to grant a licence would undermine crime prevention objectives.

The Sub Committee then heard from Mr Benosenko's who informed the Committee that his life had altered since his criminal conviction and that he now had a family and a job. Further, that his job now required him to have a personal licence.

Members questioned Mr Benosenko about his offences and his reasons for now wanting a personal licence. The Committee were informed that there had been no threat of redundancy if a personal licence was not granted.

The Sub Committee noted that no references or letters of support had been provided by Mr Benosenko.

RESOLVED – That the application be refused.

The Sub Committee considered the licencing objectives and crime prevention objectives and the recent convictions of Mr Benosenko and also considered that in light of these convictions were no references provided and no letters supporting Mr Benosenko's application.

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STANDARDS AND CONDUCT COMMITTEE

WEDNESDAY, 19TH JUNE, 2013

PRESENT: Councillor E Nash in the Chair

Councillors B Atha, C Campbell,
B Gettings, G Harper (for Cllr B Selby),
J Harper and P Harrand

Apologies:

Councillor B Selby

In Attendance:

Gordon Tollefson – Independent Person

39 Appeals against refusal of inspection of documents

There were no appeals against refusal of inspection of documents in accordance with Procedure Rule 25 of the Access to Information Procedure Rules.

40 Exempt Information - Possible exclusion of the press and public

There were no resolutions to exclude the press and public.

41 Late items

There were no late items submitted to the agenda by the Chair for consideration.

42 Declaration of Disclosable Pecuniary Interests

There were no declarations of disclosable pecuniary or other significant interests.

43 Apologies for absence

Apologies for absence were received from Councillor Councillor Brian Selby.

44 Minutes of the previous meeting

The minutes of the meeting held on Friday 5th April 2013 were approved as a correct record.

45 Standards and Conduct Committee arrangements for 2013/14

The City Solicitor submitted a report setting out the standards and conduct arrangements adopted by full Council and proposing terms of reference for the new sub-committee of the Standards and Conduct Committee.

RESOLVED – Members of the Standards and Conduct Committee resolved to:

- (a) Note the standards and conduct arrangements adopted by full Council set out at Appendix 1 of the report;
- (b) Approve the terms of reference for the Consideration Sub-Committee Appendix 2 of the report; and
- (c) Agree the future meeting dates and work programme for the 2013/14 year set out at Appendix 3 of the report.

46 Update on recent standards issues

The City Solicitor submitted a report outlining standards related matters that have arisen since the last meeting of the committee in April 2013.

Members discussed the content of the report and considered whether it may be appropriate to provide information, to both Leeds City Council Members and Members of Town and Parish Councils, to clarify the role of the Independent Person. Members concluded that a letter from the Chair setting out the Independent Person's role would be beneficial.

RESOLVED – Members of the Standards and Conduct Committee resolved to:

- (a) Note the information provided in respect of recent complaints received;
- (b) Note the actions taken following the revised interpretation of the disclosable pecuniary interest regulations by Brandon Lewis, the Parliamentary Under Secretary of State for the Department of Communities and Local Government; and
- (c) Agree that the Chair circulate a letter to all councillors setting out the Independent Person's role and contact details.

EMPLOYMENT COMMITTEE

FRIDAY, 12TH JULY, 2013

PRESENT: Councillor A Ogilvie in the Chair
Councillors B Cleasby, G Latty and A Lowe
Apologies Councillor T Hanley

5 APPEALS AGAINST REFUSAL OF INSPECTION OF DOCUMENTS

There were no appeals against refusal of inspection documents in accordance with Procedure Rule 19 of the Access to Information Procedure Rules.

6 EXCLUSION OF PUBLIC

RESOLVED - That the public be excluded from the meeting under the terms of Access to Information Procedure Rule 10.4(1) and (2) and on the grounds that, in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information by reason of the need to maintain the competitive nature of the interview process and to retain information submitted by individual applicants in confidence, as disclosure could undermine the process, future appointment processes, or the outcome on this occasion to the detriment of the Council's and public interest.

7 DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS

There were no declarations of Disclosable Pecuniary Interests made.

8 APPOINTMENT TO THE POSITION OF CHIEF OFFICER (SOCIAL CARE DELIVERY)

Sandie Keene, Director of Adult Social Care and Joss Ivory, Head of HR were in attendance in an advisory capacity.

The Committee interviewed 1 applicant for the position of Chief Officer (Social Care Service Delivery).

RESOLVED – That Paul Broughton be offered the post of Chief Officer (Social Care Service Delivery).

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EMPLOYMENT COMMITTEE

THURSDAY, 22ND AUGUST, 2013

PRESENT: Councillor K Wakefield in the Chair

Councillors S Golton, P Gruen, A Lowe and
J Procter

9 APPEALS AGAINST REFUSAL OF INSPECTION OF DOCUMENTS

There were no appeals against refusal of inspection documents in accordance with Procedure Rule 19 of the Access to Information Procedure Rules.

10 EXCLUSION OF PUBLIC

RESOLVED - That the public be excluded from the meeting under the terms of Access to Information Procedure Rule 10.4(1) and (2) and on the grounds that, in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information by reason of the need to maintain the competitive nature of the interview process and to retain information submitted by individual applicants in confidence, as disclosure could undermine the process, future appointment processes, or the outcome on this occasion to the detriment of the Council's and public interest.

11 DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS

There were no declarations of Disclosable Pecuniary Interests made.

12 APPOINTMENT TO THE POSITION OF DEPUTY CHIEF EXECUTIVE

Tom Riordan, Chief Executive Officer and Lorraine Hallam, Chief Officer HR were in attendance in an advisory capacity.

The Committee interviewed 1 applicant for the position of Deputy Chief Executive Officer.

RESOLVED – That Alan Gay be offered the post of Deputy Chief Executive Officer.

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Development Plan Panel

Tuesday, 2nd July, 2013

PRESENT: Councillor N Taggart in the Chair

Councillors C Campbell, A Castle, C Fox,
R Grahame, T Leadley, J Lewis,
J McKenna, E Nash and N Walshaw

1 Declaration of Disclosable Pecuniary and Other Interests

There were no declarations of interest.

2 Apologies for Absence

Apologies for absence were received from Councillors P Gruen, R Harington, K Mitchell and B Anderson

Councillors R Grahame, J McKenna, E Nash and A Castle were in attendance as substitutes.

3 Minutes - 30 April 2013

RESOLVED- That the minutes of the Development Plan Panel meeting held on 30 April 2013 be approved.

4 Matters arising from the minutes

In response to a Members question, it was reported that options for use of energy from the Energy from Waste Plants were being considered and for this to be provided locally.

5 Leeds Community Infrastructure Levy - Summary of consultation responses to the Preliminary Draft Charging Schedule

The report of the Chief Planning Officer gave a summary of the key themes and outcomes following initial consultation on the Leeds Community Infrastructure Levy.

Members' attention was brought to the following issues:

- It was proposed to adopt the CIL by 2014.
- Executive Board had principally agreed the CIL preliminary draft charging schedule that had been subject to the recent consultation.
- The consultation had included three 'drop in' sessions and had seen over 650 mailshots to developers, community groups, Elected Members, Town and Parish Councils and neighbouring authorities. Responses were highlighted in the appendix to the report.

- Introduction of charging zones – these were broadly supported but there was some concern over consistency and how to make development more viable in areas that needed more development.
- Assessment of affordable housing viability.
- Infrastructure Funding Gap.
- Justification for the £5 nominal rate based on Section 106 evidence.
- Economic Viability Study – it was felt that the methodology used was adequate following concern from respondents.
- CLG Update – possibility of moving CIL start date back to April 2015.

In response to Members comments and questions, the following issues were discussed:

- Development of brownfield sites and how to encourage this, particularly in inner city areas.
- How to encourage development where there was already a social infrastructure,
- Economic Viability Study – not all the information was published that had been used for the Economic Viability Study.
- Options for ring-fencing CIL monies.

RESOLVED – That the material relating to the emerging Community Infrastructure Levy for Leeds (following the March to May 2013 consultation) be noted.

6 Date and Time of Next Meeting

Tuesday, 27 August 2013 at 10.30 a.m.

Corporate Governance and Audit Committee

Wednesday, 10th July, 2013

PRESENT: Councillor G Hussain in the Chair
Councillors P Grahame, T Hanley, C Fox,
E Taylor, J Bentley, J Hardy, N Walshaw
(as substitute for N Taggart) and
B Anderson (as substitute for R Wood)

Apologies Councillors N Taggart, R Wood and
J Illingworth

1 Chair's Opening Remarks

The Chair welcomed councillors and officers to the first meeting of the Committee in the new Municipal Year.

2 Appeals Against Refusal of Inspection of Documents

There were no appeals against the refusal of inspection of documents.

3 Exempt Information - Possible Exclusion of the Press and Public

There were no resolutions to exclude the public.

4 Late Items

There were no late items submitted to the agenda.

5 Declaration of Disclosable Pecuniary and Other Interests'

No declarations were made.

6 Apologies For Absence

Apologies for absence were received from Councillors E Taylor N Taggart and R Wood. In reporting Councillor Taggart's absence the chair wished to convey the committee's best wishes for a speedy recovery.

7 Minutes of the Meeting held on 22nd April 2013

The minutes of the meeting held on 22nd April 2013 were approved as a correct record.

8 Matters Arising

Minute No. 60 Calderdale Shared Services Agreement

With regards to this item it was confirmed by the Head of Governance Services that a report will be brought back to the Committee in November

Draft minutes to be approved at the meeting
to be held on Friday, 20th September, 2013

following a report which is being received by the Executive Board on the Calderdale Shared Services Agreement.

Minute No.61 Business Continuity Arrangements for LCC's most critical Services

The Head of Governance Services confirmed that the Chief Officer (Audit and Investment) had relayed the Committee's concerns, about Business Continuity Plans currently not being in place for all business critical services to the Director of Resources.

9 Update regarding progress with the development of Business Continuity Plans for LCC's most critical services.

The Business Continuity Programme Manager provided an update to the Committee on the progress made towards completing the outstanding Business Continuity Plans for the Council's most critical services.

Members re-iterated that they had been disappointed with the number of Business Continuity Plans completed in April and that, whilst considerable progress had been made the remaining 26 plans that were still to be completed was unsatisfactory.

Members agreed that they wished to see all Business Continuity Plans completed by the end of September in time for a further update report to the Committee at its November meeting.

RESOLVED - The Committee resolved to:

(a) note that progress with the development of Business Continuity Plans for the Council's most critical services is being made with all directorates in order to meet the statutory duties required of the Civil Contingencies Act 2004; and

(b) request a report to November's meeting informing the Committee whether the completion of all outstanding Business Continuity Plans for the most critical services have been completed.

10 KPMG Interim Audit Report

The Principal Audit Manager from KPMG presented a report which identified the findings from KPMG's interim audit work in relation to the 2012/13 financial statements and the initial work undertaken to support their 2012/13 VFM conclusion.

It was noted by the Committee that in previous years substantial audit reports have been received which have set out the extent of KPMG's work with assurances provided to Members. In light of this Members questioned the KPMG representative whether all the work identified in their audit plan had been completed. It was confirmed to the Committee that all work had been completed.

KMPG outsourcing work to India was raised by the Committee, specifically in relation to the security and storage of data. Members were also keen to ensure KPMG contributed to job prospects for local people.

RESOLVED – The Committee resolved to note:

- (a) the positive assurances provided by KPMG on the systems and controls which underpin the Council's financial statements; and
- (b) that no significant issues had been identified by KPMG during the year.
- (c) KPMG's opinion that Internal Audit are fully compliant with the "The Code of Practice for Internal Audit in Local Government" and that fully reliance can be placed on their work.

11 The Statement of Accounts 2012/13

The Principal Finance Manager presented a report which presented the 2012/13 Statement of Accounts prior to them being made available for public inspection. It was confirmed to the Committee that the Director of Resources had reviewed the accounts and signed them as a true and fair view of the Council's financial position.

Members raised a number of questions on the accounts, specifically in relation to a £1.6m grant re-fund from 2011/12 and the level of reserves held by schools.

Members also gave consideration to the contingent liabilities and contingent assets of the Council.

Members also commented on the significant fall in the net worth of the Council as recognised by the Council's balance sheet. However assurance was provided by the Principal Finance Manager, that if market value, rather than social value, was applied to the Council's housing stock, and if infrastructure was also to be included at full value, then this would significantly enhance the Council's balance sheet. It was however recognised that the Council's balance sheet contained some significant liabilities, notably in relation to pensions and debt. These liabilities are carefully monitored to ensure they are effectively managed. In particular it was noted that the Council's actuaries estimated that the pension liabilities are currently over 90% funded and are expected to reduce under planned changes to the scheme.

It was noted by the Committee that although the Council does have significant debt expenditure, the cost of servicing this debt amounted to only 6% of the Council's spend which compared well to comparable organisations of the Council's size.

RESOLVED – The Committee resolved to:

- (a) to note the contents of this report; and
- (b) agree to release the accounts for public inspection.

12 Internal Audit Annual Report

Head of Internal Audit presented a report which brought to the attention of the Committee the basis of the Internal Audit Assurance for 2012/13.

Members discussed the report commenting on the administration of community centres and discussing whether they give value for money when booking them for events.

Members also considered the positives and negatives of framework contracts and that on occasion certain items were available more cheaply when purchased outside a framework contract.

The Head of Internal Audit welcomed suggestions from Members of areas of the authority to review.

RESOLVED – The Committee resolved to receive the Internal Audit Annual report 2012/13 and note the assurances given.

13 Internal Audit Quarterly Report 1st April to 30th June 2013

The Head of Internal Audit presented a report which provided a summary of Internal Audit Activity for the period 1st October to 30th November 2012 and highlighted the incidence of any significant control failings or weaknesses.

The proposed Internal Audit Plan for 2013/14 was also included as part of this report and has been challenged and agreed by the Director of Resources.

Members asked questioned about the role of Internal Audit in relation to Business Continuity Planning and were informed that the service is subject to routine audit.

The role of Internal Audit with regards to the new combined authority and the LEP was discussed by the Committee and the Head of Internal Audit welcomed any support Members could offer which might enable regular review of these areas to take place.

RESOLVED - The Committee resolved to:

- (a) Receive the Internal Audit April to June 2013 report and note the work undertaken by Internal Audit during the period covered by the report and the assurances given; and
- (b) Note the Internal Audit Plan for 2013/14.

14 Work Programme

The City Solicitor submitted a report notifying Members of the work programme.

The Committee reviewed its forthcoming work programme.

RESOLVED - The Committee resolved to note the forthcoming reports.

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GENERAL PURPOSES COMMITTEE

TUESDAY, 18TH JUNE, 2013

PRESENT: Councillor K Wakefield in the Chair

Councillors D Blackburn, J Blake, P Gruen,
G Harper, E Nash, J Procter, M Rafique
and S Varley

Apologies Councillors S Golton, G Latty and A Lowe

1 **Appeals against refusal of inspection of documents**

No appeals against refusal of inspection of documents.

2 **Exempt Information - possible exclusion of the press and public**

There were no resolutions to exclude the public.

3 **Late items**

There were no late items.

4 **Declaration of Disclosable Pecuniary and Other Interests**

No declarations of disclosable pecuniary and other interests were made.

5 **Apologies for absence**

Apologies were received from Councillors Golton, Latty, Lowe.

6 **Minutes - 7th May 2013**

RESOLVED – That the minutes of the General Purposes Committee meeting held on 7th May 2013 be approved as a correct record.

7 **Joint Review of Polling Districts and Community Governance Review of Parish and Town Councils - Initial Proposals Report**

Members considered a report of the Head of Licensing and Registration setting out the results of the preliminary stage of a joint review of Polling Districts and the Community Governance Review of Parish and Town Councils.

The report provided the results of the public consultation and representations received to date and set out the conclusions reached by the Electoral Working Group.

RESOLVED – that;

- a) the summary of representations set out in Appendices A, B and C of the report as initial proposals be approved.

- b) the initial proposals be published for further consultation from 24 June to 16 September 2013 and that the outcome of that consultation be considered by General Purposes Committee in November.

8 Webcasting of Council Meetings

Members considered a report of the Chief Officer (Democratic and Central Services) outlining the results of two trial webcasts of meetings of full Council. The report also sought Members' views on whether webcasts of full Council be continued in the 2013-14 Municipal Year.

Members considered the projected costs of introducing such arrangements and sought assurances that the protocol for webcasting (agreed by member Management Committee in October 2012) would be complied with.

RESOLVED – that;

- a) the outcome of the trials be noted
- b) approval be given to further Webcasts of full Council meetings in the 2013-14 Municipal.

HEALTH AND WELLBEING BOARD

WEDNESDAY, 24TH JULY, 2013

PRESENT: Councillors

Councillor L Mulherin in the Chair

Councillors J Blake, S Golton, G Latty, and A Ogilvie

Directors

Sandie Keene – Director of Adult Social Services

Nigel Richardson – Director of Children’s Services

Dr Ian Cameron – Director of Public Health

Third Sector Representative

Susie Brown – Zest – Health for Life

Representative of NHS (England)

Andy Buck, Director, NHS England

Representatives of Clinical Commissioning Groups

Dr Jason Broch	Leeds North CCG
Nigel Gray	Leeds North CCG
Matt Ward	Leeds South and East CCG
Dr Gordon Sinclair	Leeds South and East CCG
Phil Corrigan	Leeds West CCG

Representative of Local Healthwatch Organisation

Linn Phipps – Healthwatch Leeds

Mark Gamsu – Healthwatch Leeds

14 Late Items

There were no late items. Members were issued with a revised appendix for Agenda Item 12, A Framework to Measure Progress.

15 Declarations of Disclosable Pecuniary Interests

There were no declarations of disclosable pecuniary interests

16 Apologies for Absence

Apologies for absence were submitted on behalf of Dr A Harris.

Draft minutes to be approved at the meeting
to be held on Wednesday, 2nd October, 2013

17 Open Forum

The Chair allowed a period of up to 10 minutes for members of the public to make representations on matters within the terms of reference of the Health and Wellbeing Board. On this occasion no members of the public wished to speak.

18 Minutes - 22 May 2013

RESOLVED – That the minutes of the meeting held on 22 May 2013 be approved as a correct record subject to the following amendments:

Minute 8 – Joint Health and Wellbeing Strategy and Performance

To add:

- It was suggested that it could be useful for Board Members to understand who is taking the lead on developing each of the outcomes indicators and for this information to be circulated to the Board.

Minute 3 – Declarations of Disclosable Pecuniary Interests

To be amended as follows:

- Dr J Broch and Dr A Harris drew the Board's attention to the fact as practising GPs, they could have interests in items that were of a strategic nature that affected General Practice incomes.

19 Procedural Issues

The report of the City Solicitor/Chief Officer Health Partnerships asked the Health and Wellbeing Board to confirm additional member and substitute member appointments and voting arrangements for the 2013/14 municipal year.

The following nominations had been received:

- Healthwatch – Mark Gamsu
- Leeds North CCG – Nigel Gray
- Leeds West CCG – Phil Corrigan
- Leeds South and East CCG – Matt Ward
- Third Sector – Solo, Chief Executive, Age UK (Leeds)
- NHS Leeds – Elaine Wyllie

RESOLVED –

- (1) That those nominated by the CCGs and Healthwatch Leeds become additional Board Members who are non voting, with substitute voting

Draft minutes to be approved at the meeting
to be held on Wednesday, 2nd October, 2013

rights in the absence of the member of the Board from the same organisation who has voting rights.

- (2) That the named substitute for NHS England be able to participate in meetings only in the absence of the Member of the Board from the same organisation and to be non voting.
- (3) That the named substitute from the Third Sector be able to participate in meetings only in the absence of the member of the Board from the third sector and to vote.

20 Joint Health and Wellbeing Strategy Outcome 1 - People will live longer and have healthier lives

The report of the Director of Public Health provided an update on the range of activity being driven by strategic partnerships on Leeds to achieve the Joint Health and Wellbeing Strategy Outcome 1: People will live longer and have healthier lives. The report described past trends in performance of the six headline indicators that will demonstrate progress towards achieving the outcome and sought views from the Board on further steps, action and support needed to achieve the outcome.

The Board was given a presentation on the following priorities to achieve the outcome:

- Priority 1 – Support more people to choose healthy lifestyles
- Priority 2 – Ensure everyone will have the best start in life
- Priority 3 – Ensure people have equitable to access to screening and prevention services to reduce premature mortality

In response to Members' comments and questions, the following issues were discussed:

- Support from pharmacies – currently provide support to help people stop smoking – could this be extended to drugs and alcohol.
- Leeds Let's Change Programme – how to raise awareness of this.
- Alcohol and drug use – concern regarding the high number of alcohol dependants in Leeds and only 10% receiving treatment; long term need to change attitudes, re-commissioning of alcohol and drug services – need to reflect the broader range of drugs used; Licensing – restrictions due to licensing act and lack of health issues in the licensing agenda – involvement of partners including Police, Environmental Health and the Licensing Committee – how could the Health and Wellbeing Board be an influence?
- NHS Health Checks – Early diagnosis; targeting those at risk and addressing inequalities in areas such as South East Leeds; impact of health checks and how to increase uptake of health checks.
- Smoking cessation – involvement had flatlined recently and ways of encourage more was discussed. It was reported that smoking cessation services had been successful and other issues raised included the potential introduction of plain packaging.

- Children's issues – safeguarding issues for younger children and how early intervention can prevent children and young people entering child protection plans or care.
- GP performance and GP focus on improving health outcomes.
- Overall role of Health and Wellbeing Board – how could the Board influence issues relating to the outcomes and priorities.

RESOLVED –

- (1) That the report be noted.
- (2) That the content of the report as a basis for coordinated action across all agencies be endorsed and supported.

21 Joint Strategic Needs Assessment (JSNA)

The report of the Director of Public Health provided the Board with an update on the Joint Strategic Needs Assessment (JSNA) and Pharmaceutical Needs Assessment (PNA). It also asked the Board to agree future governance arrangements for the JSNA and the process for delivering on the requirement to produce a PNA to inform NHS England's decisions on commissioning pharmaceutical services for Leeds.

The Board was given a presentation on the Joint Strategic Needs Assessment and Pharmaceuticals Need Assessment. Issues highlighted included the following:

- How the JSNA was being used.
- Work in progress.
- Development and design of the new JSNA
- Statutory duty of the Health and Wellbeing Board – Scope and Governance Arrangements – influencing commissioning, what should the JSNA look like?

In response to Members comments and questions, the following was discussed:

- The need for qualitative information.
- How to break information down to a more local basis.
- Development of links between Area Committees and the CCGs.
- Information on the JSNA and PNA would be available via the Leeds Observatory.
- How effective are services at working together and what better impact could be achieved if things were done differently.
- Contribution of community and voluntary groups.
- Reduction of health inequalities.

22 RESOLVED - Healthwatch

The report of Healthwatch Leeds updated the Board on the progress made since the appointment of the Healthwatch Leeds consortia earlier this year. It also set out the intentions of Healthwatch Leeds and the support with which the Health and Wellbeing Board and Healthwatch Leeds could provide each other.

It was reported that the following two issues were key to having a successful Healthwatch in Leeds:

- How to listen to views of individuals and groups across Leeds, and
- How to help those views to have an influence and shape what gets done and what gets commissioned.

Members' attention was brought to the following issues:

- Recruitment of volunteers and what key skills they could bring
- The need to work closely with partners including thirds sector partners
- Use of social media
- What would a successful Healthwatch look like and what would it do?
- How Healthwatch could best support the Health and Wellbeing Board
- How to be an exemplar Healthwatch

In response to Members comments and questions, the following issues were discussed:

- Patient and public involvement in Leeds.
- How to get feedback from the public on services provided such as the health check for over 40s.
- Relationship with Scrutiny and how Healthwatch could support Scrutiny – it was proposed for Healthwatch to meet with the Scrutiny Chair and Chair of the Health and Wellbeing Board.
- Provision of information on how to access care to both newcomers to the city and those who already live there.
- Involvement of young people.

RESOLVED –

- (1) That the report and progress made to date be noted.
- (2) That the Healthwatch representative looks into how children and young people can be further included in the plans of Healthwatch and feed back to Councillor Blake especially in relation to the Young People's Board.

23 A Framework to Measure Progress

The report of the Chief Officer, Health Partnerships set out a proposed framework to measure progress for the Joint Health and Wellbeing Strategy, enabling the Board to assess progress against the outcomes within the strategy, and providing assurance that delivery mechanisms are in place to make a difference to the health of the people of Leeds. It covered aspects of performance and delivery yet to be programmed into the Board's schedule, such as the format and frequency of reporting against the 22 indicators within the JHWS.

Members were given a presentation on the Performance and Delivery Framework.

In response to Members comments and questions, the following issues were discussed:

- Provision of more local information
- Speed of access to services – reference to Children's Mental Health Services.
- 'Deep Dives' could provide more detailed information on the indicators.
- Provision of further comparative information to measure performance in Leeds.
- The Health and Wellbeing Board would receive an updated performance report every two months.

RESOLVED –

- (1) That the Health and Wellbeing Board commits to the resource and partnership implications of the report and agree on the proposed frequency of Performance and Delivery Reports.
- (2) That consideration be given as to how best to reflect the city's ambition to be best city for Health and Wellbeing as a comparator for data.
- (3) That an additional column be added to the template which allows for comparison between Leeds and national figures.

24 Funding transfer from NHS England to Adult Social Care 2013-14

The report of the Deputy Director, Adult Social Care and Accountable Officers, Leeds Clinical Commissioning Groups sought approval for the Health and Wellbeing Board to delegate authority in regard to approving the funding transfer from NHS England to Leeds City Council, Adult Social Care, in order to facilitate timely transfer of the funding.

RESOLVED –

- (1) That delegated authority be given to the Chair of the Board and Executive Member for Adult Social Care, to approve the proposal for funding transfer once agreement has been reached between the three CCGs and Adult Social Care and the appropriate documents have been completed.

- (2) That a full paper on the 2013-14 funding transfer, purpose of the funds and process for funding transfer in 2014-15 onwards to be prepared for the Board for the meeting on 2 October 2013.

25 For information: Integrated Health and Social Care Pioneers

The report of the Chief Officer, Health Partnerships referred to the decision of the Board at its meeting in May 2013 to submit an expression of interest for Leeds to become a Health and Social Care Integration Pioneer.

It was reported that there had been over one hundred expressions of interest submitted and it was expected that the results would be known by October 2013.

RESOLVED –

- (1) That the Expression of Interest (Eol) to become an integrated health and social care pioneer, approved by Councillor Mulherin on behalf of the Health and Wellbeing Board as agreed at the last meeting be noted.
- (2) That the submission of the Eol and that the first cohort of pioneers will be announced in September 2013 be noted.
- (3) That the Health and Wellbeing Board continue to provide steer and support for the Leeds transformation offer described in the Eol, should Leeds be successful.
- (4) That becoming a pioneer will enable Leeds to improve outcomes around health and wellbeing for the people of Leeds be noted.

26 Date and Time of Next Meeting

Wednesday, 2 October 2013 at 4.15 p.m.

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NORTH WEST (INNER) AREA COMMITTEE

THURSDAY, 27TH JUNE, 2013

PRESENT: Councillor J Akhtar in the Chair

Councillors M Hamilton, N Walshaw,
C Towler, G Harper, B Atha, L Yeadon,
J Bentley and S Bentley

1 Apologies for Absence

Apologies for absence were submitted on behalf of Councillors J Chapman, J Illingworth and J Walker.

2 Open Forum

In accordance with Paragraphs 6.24 and 6.25 of the Area Committee Procedure Rules, the Chair allowed a period of up to 10 minutes for members of the public to make representations or to ask questions on matters within the terms of reference of the Area Committee. The following issues were discussed:

- Royal Park School – signage regarding the premises being unsafe for entry due to asbestos. It was thought that this work had already been carried out. Area Management agreed to investigate and report back.
- Thanks were expressed on behalf of Chris Baird and the Environmental Localities Team for recent litter clearances, as part of the Student Changeover process.
- The Burley Lodge Trust had now become known as Better Leeds Communities. The Committee was given an overview of services provided and Members were invited to the launch event of the new organisation.

3 Minutes - 16 May 2013

RESOLVED – That the minutes of the meeting held on 16 May 2013 be confirmed as a correct record.

4 Minutes of Area Chair's Forum

RESOLVED – That the Minutes of the Area Chair's Forum be noted.

5 Local Authority Appointments to Outside Bodies

The report of the Chief Officer (Democratic and Central Services) outlined the procedures for Council appointments to outside bodies and the Area Committee was requested to consider and appoint to those bodies listed in the report.

Draft minutes to be approved at the meeting
to be held on Thursday, 19th September, 2013

Members attention was brought to the Outside Bodies that required Member appointments for the 2013/14 Municipal Year.

RESOLVED – That the following appointments be made for the 2013/14 Municipal Year:

Better Communities Leeds Board Of Directors	Councillor C Towler
Cardigan Centre	Councillor N Walshaw
Swarthmore Education Centre	Councillor G Harper
Ireland Wood Children's Centre	Councillor S Bentley
ALMO Area Panel	Councillor J Illingworth Councillor J Chapman

6 Appointment of Area Lead Members, Cluster Representatives and Corporate Carers.

The report of the Assistant Chief Executive (Customers and Communities) invited the Area Committee to make appointments to Area Lead Member roles, Clusters and the Corporate Carers Group for the 2013/14 Municipal Year.

RESOLVED – That the following appointments be made for the 2013/14 Municipal Year:

Area Leads

Environment and Community Safety	Councillor N Walshaw
Employment Skills and Welfare	Councillor L Yeadon
Children's Services*	Councillor S Bentley
Public Health & Wellbeing and Adult Social Care & Community Health	Councillor J Illingworth

*Children's Services to include role of Corporate Carer

Clusters

ESNW (Extended Services North West: Weetwood, Adel and Wharfedale)	Councillor J Bentley
Inner NW Hub	Councillor J Illingworth

Draft minutes to be approved at the meeting
to be held on Thursday, 19th September, 2013

Councillor M Hamilton

Open XS (Hyde Park, Woodhouse
and part of Headingley)

Councillor J Akhtar

7 Nominations to Area Committee Sub Groups

The report of the Assistant Chief Executive (Citizens and Communities) set out the roles of the Inner North West Area Committee Sub Groups and sought nominations to the position of Chair to each group. It also sought nominations for both Elected Member and resident representatives from each ward to each sub group where appropriate.

Members were also asked to consider the existing Sub Groups and whether to consider establishing a new sub group to look at Community Safety issues. It was felt that Community Safety issues could be included within the current Sub Group structure and that the Joint Transport Group should continue if Members in the North West Outer Area Committee agreed.

RESOLVED – That the following Sub Group appointments be made for the 2013/14 Municipal Year:

Planning Sub Group

Headingley	Councillor N Walshaw (Chair)
Hyde Park & Woodhouse	Councillor G Harper
Kirkstall	Councillor J Illingworth
Weetwood	Councillor S Bentley
Community Representatives	Mr M Winter; Mr K Torode; Dr R Tyler; Ms M Charlton; Mr D Hall; Mr M Thomas; Ms M Southon; Ms B Mitchell/ Ms G Rawinsky (shared appointment)

Environment Sub Group

Headingley	Councillor N Walshaw
Hyde Park & Woodhouse	Councillor C Towler (Chair)
Kirkstall	Councillor L Yeadon
Weetwood	Councillor J Bentley
Community Representatives	Mr H Eagleston; Ms J Brown; Mr P Hall; Mr J Davison; Mr M Park

Joint Transport Sub Group

Headingley	Councillor N Walshaw
Hyde Park & Woodhouse	Councillor J Akhtar
Kirkstall	Councillor J Illingworth
Weetwood	Councillor J Chapman

8 West and North West Locality Team service Level Agreement and Performance Summary

The report of the Locality Manager (West and North West Leeds) provided an update on performance against the Service Level Agreement (SLA) between North West Inner Area Committee and the West North West Environmental Locality Team.

Jason Singh, Locality Manager (West and North West Leeds) presented the report.

Members' attention was brought to the performance summary and activity outlined in the report. Approval was also sought for the Service Level Agreement for the delivery of delegated environmental service in 2013/14.

In response to Members comments and questions, the following issues were discussed:

- Enforcement priorities – these would be discussed at Sub Group meetings and with Ward Members.
- Bin collections - problems with bins being left out particularly in HMO areas.
- Gully cleaning
- Commercial/trade refuse – could legal proceedings be investigated?
- Problems related to short term tenancies and lack of knowledge regarding waste collection and recycling.
- Graffiti and costs of graffiti removal.
- The Environmental Locality Team were complimented on the improved tidiness of the area.

RESOLVED –

- (1) That the performance of the West North West Locality Team over the past year be noted.
- (2) That the Service Level Agreement (SLA) for the delivery of delegated environmental services in 2013/14 be approved.

9 Better Lives for People of Leeds: Care Homes and Day Services for Older People

The report of the Director of Adult Social Services outlined the Better Lives vision in which context a review of the remaining care homes and centres had been completed and proposals developed that revised the current service model and, if implemented would lead to the decommission of three facilities in the Inner North West area.

The report outlined proposed options for the following care homes and day centres:

- Burley Willows care home and day centre, Hyde Park & Woodhouse

Draft minutes to be approved at the meeting
to be held on Thursday, 19th September, 2013

- Queenswood Drive day centre, Kirkstall

Michelle Tynan, Chief Officer – Learning Disabilities and Kim Edwards, Business and Contracts Officer presented the report.

Members were informed of consultation that had been held with residents and users of the homes along with their relatives and carers and that a report with final recommendations would be submitted to Executive Board in September 2013.

In response to Members comments and questions, the following issues were discussed:

- It was recognised
- Possibility of other uses or public ownership of the buildings involved – it was suggested that discussion be held with Ward Members regarding future possible community use.
- Estimated savings should the proposals be approved would be approximately £488,000. Capital investment was required to bring the homes to standard and it was felt unlikely that a residential care provider would take on use of any of the buildings.

RESOLVED – That the consultation process to implement the recommendations of the Executive Board held on 15 February 2013 be noted.

10 Investing in Young People: Update of the Future Direction of Youth Services and Delegated Functions for Area Committees

The report of the Director of Children’s Services provided the Area Committee with an update on the recommendations agreed at Executive Board in March 2013 - Investing in Young People: Future Direction for Youth Services in Leeds.

The report also informed and updated the Area Committee of their delegated responsibilities for Youth activity funding. This included how they commissioned, monitored and evaluated local play, arts, sports and cultural activity for young people aged 8-17 years with the involvement and participation of children and young people throughout the process.

Ken Morton, Head of Service, Young People and Skills presented the report.

Members’ attention was brought to the funding that has been made available for North West Inner Leeds of £17,884 for 2013/14 and £35,769 for 2014/15. This funding could be used to provide activities for young people and to lever in other funding.

In response to Members comments and questions, the following issues were discussed:

- Concerns regarding the use of NHS data for funding based on population – assurances had been given that this was the most reliable, accurate and up to date information available.
- Members were informed that any projects that required funding for the forthcoming summer holidays could be arranged via consultation with Ward Members and approved under the delegated decision process.
- Ways of working with Young People and Clusters to influence provision.
- Free swimming and use of other leisure facilities – engagement with sports centres.

Jane Maxwell, West North West Area Leader, outlined a process that would enable arrangements to be made for activities in the 2013 Summer holidays with the tight timescales involved. The Area Committee could authorise a Member representative from each ward meet to consider possible activities for the 2013 Summer holiday period and make recommendations to officers. Officers could then ratify the recommendations made by these Members via the delegated decision process. This would enable the necessary approvals to be put in place quickly enough to allow arrangements to be made for the 2013 Summer holiday period. Details of the schemes commissioned would be brought back to a future Committee for Members' information.

RESOLVED –

- That the report be noted.
- That a Member representative from each ward meet to consider possible activities for the 2013 Summer holiday period, and make recommendations to officers.
- b) That officers be authorised to ratify the recommendations made by the Sub Committee via the delegated decision process.
- That the Area Committee Chair and new Area Lead for Children's Services work with the Executive Member to shape the July Executive Board report re targeted youth work services.

11 Wellbeing Update and Monitoring Report

The report of the Assistant Chief Executive (Citizens and Communities) provided the North West (Inner) Area Committee with an update on the budget position for the Wellbeing Fund for 2013/14 and provided Quarter 4 monitoring for projects funded in 2012/13. It also highlighted the current position of the Small Grants and skips pots and those Small Grants and skips that had been approved since the last meeting.

The following issues were discussed:

- Update on the Community Development Worker post – work was ongoing in relation to recruiting to this post and a further update would be provided to Members.

- Thanks were expressed for the continued support of park patrols on Woodhouse Moor which have been successful in preventing some of the previous problems encountered there.
- Thanks for support for Unity Day, to be held at Hyde Park on 27 July. Members also discussed issues surrounding the organisation of this event.
- Funding for additional out of hours noise service.
- Hyde Park Neighbourhood Management.

RESOLVED -

- (1) That the current budget position for the Wellbeing Fund for 2013/14 be noted.
- (2) That the content of the monitoring returns for Quarter 4 projects funded in 2012/13 be noted.
- (3) That the current position of the Small Grants and skips pots and those Small Grants and skips that have been approved since the last meeting be noted.

12 Date and Time of Next Meeting

Thursday, 19 September 2013 at 7.00 p.m.

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NORTH WEST (OUTER) AREA COMMITTEE

MONDAY, 17TH JUNE, 2013

PRESENT: Councillor P Wadsworth in the Chair

Councillors S Lay, B Anderson,
C Campbell, J L Carter, B Cleasby,
R Downes, C Fox, C Townsley and
D Collins

1 Appeals Against Refusal of Inspection of Documents

There were no appeals against the refusal of inspection of documents.

2 Exempt Information - Possible Exclusion of the Press and Public

There were no resolutions to exclude the public.

3 Late Items

There were no late items submitted to the agenda. However, with agreement of the Area Committee, information relating to the Open Forum was circulated at the meeting at the request of the participants of the Open Forum.

4 Declaration of Disclosable Pecuniary and Other Interests

There were no declarations made.

5 Apologies for Absence

Apologies for absence were received from Councillors G Latty and P Latty.

6 Open Forum

In accordance with Paragraphs 6.24 and 6.25 of the Area Committee Procedure Rules, the Chair allowed a period of up to 10 minutes for members of the public to make representations or ask questions on matters within the terms of reference of the Area Committee.

Mrs Hirst and Ms Chapman addressed the Area Committee regarding the proposed closure of Manorfield House Residential Home, Horsforth raising a number of issues relating to the consultation process and future accommodation provision in the Horsforth area.

7 Better Lives for People of Leeds: Care Homes and Day Services

Draft minutes to be approved at the meeting
to be held on Monday, 23rd September, 2013

The Director of Adult Social Services submitted a report outlining the Better Lives vision in which context a review of the remaining care homes and day centres has been completed and proposals developed that revise the current service model.

In attendance to answer Members' questions were:

Kim Maslyn- Head of Service (Adult Social Care) Support and Enablement
Anna Maria Clifford – Programme Manager (Adult Social Care) Strategy and Commissioning

There was a discussion about the consultation process, and a number of questions which Members felt needed further information in order to be fully answered. The possible closure of Manorfield House and the options for alternative accommodation for it's residents were discussed. Anna Maria Clifford assured Members that ' Adult Social Care had developed a 'Care Guarantee' and Assessment & Closure Protocol for Phase 1 of the Better Lives for Older People Programme and had used it in ensuring the move of 96 people from the closure of 4 care homes in 2012 was carried out successfully.

Both documents were based on research findings by the University of Birmingham and the good practice that was identified through the research in relation to the closure of care homes.

The Care Guarantee states that when a home or day centre is closing people's dignity, choice, and rights will be protected. Implicit within this statement is that residents will not be forced to leave to go to somewhere that they did not want to go. In relation to retaining the home until it is empty – this would be subject to ensuring the health and safety requirements can continue to be met - to meet the needs of residents – including the wellbeing and overall morale of remaining residents.

RESOLVED-

- a) That Adult Social Care provide a written response to the questions from members of the public and elected Members
- b) That Adult Social Care provide the analysis of the consultation undertaken as outlined in 6.1 of the report
- c) The Adult Social Care provide Members with a copy of the assessment protocol and confirmation that no resident be forced to move to a home that they do not choose
- d) That Adult Social Care provide an overview of the Strategic Framework for older people's supported housing and residential provision in the Outer North West area, together with the evidence base for future provision planning
- e) That a special meeting of the North West (Outer) Area Committee be held in July 2013, prior to the September Executive Board meeting

8 Minutes - 14th May 2013

RESOLVED- That the minutes of the meeting held on 14th May 2013 be approved as a correct record

9 West and North West Locality Team Service Level Agreement and Performance Summary

The Locality Manager (West and North West Leeds) submitted a report providing an update on performance against the SLA between Outer North West Area Committee and the West-North West Environmental Locality Team, and seeking approval of the Service Level Agreement for the delivery of delegated environmental services in 2013/14.

Jason Singh, Locality Manager (West and North West Leeds) presented the report and responded to Members' comments and queries.

RESOLVED-

- a). That the contents of the report be noted; and
- b). That the Service Level Agreement be approved

10 Investing in Young People: Update of the Future Direction of Youth Services and Delegated Functions for Area Committees

The Director of Children's Services submitted a report providing the Committee with an update on the recommendations agreed at the Executive Board on 13th March 2013; Investing in Young People: Future Direction for Youth Services in Leeds. The report informed Members that the allocation for the North West Outer Area Committee budget ring-fenced for youth activities was £28237 in 2013/14 and £56747 in 2014/15.

Jean Davey (Children's Services) presented the report and responded to Members' queries and comments.

In summary, specific reference was made to the following issues:

- The methods used to determine how the funding was allocated and targeted
- When the funding could be spent and what on
- The purpose of youth funding in Leeds
- The best process to allow some of the money to be spent on activities for the 2013 school summer holidays given the tight timescales

Jane Maxwell, West North West Area Leader, outlined a process that would enable arrangements to be made for activities in the 2013 Summer holidays with the tight timescales involved. The Area Committee could authorise the Children and Young People's Sub Committee to consider possible activities for the 2013 Summer holiday period and make recommendations to officers.

Draft minutes to be approved at the meeting
to be held on Monday, 23rd September, 2013

Officers could then ratify the recommendations made by the Children and Young People's Sub Committee via the delegated decision process. This would enable the necessary approvals to do be done quickly enough to allow arrangements to be made for the 2013 Summer holiday period. Details of the schemes commissioned would be brought back to a future Committee for Members' information.

RESOLVED-

- a). That the Children and Young People's Sub Committee consider possible activities for the 2013 Summer holiday period, and make recommendations to officers;
- b) That officers be authorised to ratify the recommendations made by the Sub Committee via the delegated decision process.
- c) That the Area Committee Chair and new Area Lead for Children's work with the Executive Member to shape the July Executive Board report re targeted youth work services.

11 Appointment of Area Lead Members, Cluster Representatives and Corporate Carers

The Assistant Chief Executive (Customers and Communities) submitted a report inviting Area Committees to make appointments to Area Lead Member roles, Clusters and Corporate Carers Group for the next municipal year 2013-14.

RESOLVED-

That the following appointments be made:

- a) Area Lead Member roles:
 - Environment: Councillor Anderson
 - Community Safety: Councillor Fox
 - Employment, Skills and Welfare: Councillor Cleasby
 - Health, Wellbeing and Adult Social Care: Councillor G Latty
- b) Children's Services Cluster Partnership Representatives:
 - Horsforth: Councillor Collins
 - ESNW: Councillor Anderson
 - Aireborough: Councillor Lay and Councillor P Latty
 - Otley/ Pool/ Bramhope: Councillor Lay

12 Wellbeing Fund Update Report

The Assistant Chief Executive (Customers and Communities) submitted a report providing an update on the budget position for the Wellbeing Fund for 2013/14 and noting those projects agreed for support from the Wellbeing

Draft minutes to be approved at the meeting
to be held on Monday, 23rd September, 2013

Fund for 2013/14. It also highlighted the current position of the Small Grants and skips and those Small Grants and skips that have been approved since the last meeting.

Gerry Burnham, West North West Area Management, presented the report and responded to Members' comments and queries.

RESOLVED-

- a). That the current position of the well-being budget as set out at Appendix 1 of the report be noted;
- b). That the current position of the Small Grants and skips and those Small Grants and skips that have been approved since the last meeting be noted;
- c). That the following be agreed in respect of those expressions of interest received for well-being funding, as detailed within Section 4 of the submitted report;

Project	Adel & Wharfedale	Guiseley & Rawdon	Horsforth	Otley & Yeadon	Decision
Community Skips Budget	£1,000	£1,000	£1,000	£1,000	Approved
Horsforth CCTV			£3,702		Approved
Guiseley in Bloom-Watering		£1,600			Approved
Guiseley & Rawdon Festive Lights		£3,265			Approved
Horsforth PCSOs			£8,100		Approved

That CASAC be awarded £5,000 each from the wards of Adel and Wharfedale, Horsforth and Otley and Yeadon. The decision from Guiseley and Rawdon ward to be deferred until the Chair had discussed the matter with his ward colleagues who were absent from the meeting.

13 Appointment of Co-optees to Area Committees

The Chief Officer (Democratic and Central Services) submitted a report seeking to gain approval for the appointment of a co-optee to the Area Committee for the remainder of the municipal year.

Members discussed the merits of having co-optees at the Area Committee.

RESOLVED-

That the appointment of the co-optee named within the report not be approved.

14 Area Chairs Forum Minutes

The Assistant Chief Executive (Customers and Communities) submitted a report which notified Members that the minutes of Area Chairs Forum meetings would be brought to Area Committee meetings as a regular agenda item, and giving an overview of the Area Chairs Forum meetings.

RESOLVED-

That the contents of the report be noted

15 Area Update Report

The Assistant Chief Executive (Customers and Communities) submitted a report updating Members on recent sub group and forum business since the last Area Committee.

RESOLVED –

That the contents of the report be noted

16 Local Authority Appointments to Outside Bodies

The Chief Officer (Democratic and Central Services) submitted a report outlining the Area Committee's role in relation to Elected Member Appointments to Outside Bodies and asking the Committee to determine the appointments to those organisations which fall to the Committee to make an appointment to.

Sophie Wallace, Governance Services, presented the report and responded to Members' comments and queries.

RESOLVED-

- a). That the contents of the submitted report and appendices be noted; and
- b). That in respect of the Committee's Outside Body schedule, the following appointments be made for the 2013/14 municipal year:-

Aireborough Voluntary Services To Councillor Downes for 1 year
The Elderly With Disabilities

Bramhope Youth Development Trust Councillor Fox for 1 year

Horsforth Live At Home Scheme Councillor Cleasby for 1 year

Rawdon and Laneshaw Bridge Trust Councillor Cleasby for 3 years
Mr S Waddinton for 3 years
Mr J Peebles for 3 years
Mr D Longley for 3 years

ALMO Outer North West Area Panel Councillor G Latty for 1 year
Councillor Fox for 1 year

17 Date and Time of Next Meeting

Next Ordinary meeting 2pm Monday 23rd September 2013, Greenacre Hall,
Rawdon.

Details of Special additional meeting for July to be confirmed.

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NORTH WEST (OUTER) AREA COMMITTEE

WEDNESDAY, 10TH JULY, 2013

PRESENT: Councillor P Wadsworth in the Chair

Councillors B Anderson, C Campbell,
B Cleasby, R Downes, G Latty,
C Townsley, P Latty and D Collins

18 Appeals Against Refusal of Inspection of Documents

There were no appeals against the refusal of inspection of documents.

19 Exempt Information - Possible Exclusion of the Press and Public

There were no resolutions to exclude the public.

20 Late Items

With the agreement of the Chair, two late items were submitted to the meeting- Agenda Item 9- Wellbeing Fund Update Report and Agenda Item 10- Children and Young People's Sub Group. It was considered that both matters needed to be considered by the Committee prior to the next scheduled meeting.

In addition, information relating to the Open Forum, and a response to this from Adult Social Services, was circulated at the meeting at the request of the participants of the Open Forum and Adult Social Services.

21 Declaration of Disclosable Pecuniary and Other Interests

There were no declarations made.

22 Apologies for Absence

Apologies for absence were received from Councillors JL Carter, C Fox and S Lay.

23 Minutes - 17th June 2013

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

24 Matters Arising from the Minutes

Minute 7; 17th June 2013 refers

Draft minutes to be approved at the meeting
to be held on Monday, 23rd September, 2013

Members discussed the wording of the minutes for this item. Members stated that the officer from Adult Social Care had given clear assurances that no resident would have to move from Manorfield House Residential Home, Horsforth if they did not want to, and felt that this had been diluted in the minute for this item. Members sought clarification that this assurance still stood.

25 Open Forum

In accordance with Paragraphs 6.24 and 6.25 of the Area Committee Procedure Rules, the Chair allowed a period of up to 10 minutes for members of the public to make representations or ask questions on matters within the terms of reference of the Area Committee.

Mrs Holt and Mrs Chapman addressed the Area Committee regarding the proposed closure of Manorfield House Residential Home, Horsforth, updating the Committee on a number of issues which they had previously raised in the Open Forum and Full Council meetings relating to the consultation process and future accommodation provision in the Horsforth area.

In summary, specific reference was made to the following issues:

- The impact of moving home on elderly people, many of whom are disabled and therefore particularly vulnerable to stress including that caused by relocating.
- The variation in expert opinion on the impact that moving can have on elderly people
- Concerns regarding the information which was available regarding the alternative accommodation available in the Horsforth area
- Concerns regarding the costs of alternative accommodation, and clarification on Leeds City Council's commitment to meet these costs was sought
- The methodology used to classify the alternative accommodation currently available, and to predict future demand in the area for this type of accommodation.
- Confirmation was sought regarding the assurances made at the previous North West (Outer) Area Committee meeting by Adult Social Care that no resident would be forced to move if they did not wish to.

26 Adult Social Care Cover

The Deputy Director of Adult Social Care, Dennis Holmes, presented the response from Adult Social Care to the Deputations brought to the previous North West (Outer) Area Committee with regard to the proposed closure of Manorfield House Residential Home, Horsforth.

Discussion ensued on the contents of the response from Adult Social Care, and the information provided by the participants of the Open Forum.

The list of alternative independent care facilities contained within the Adult Social Care response was discussed, with particular emphasis on the

methodology used to determine the distances quoted within the response, the type of accommodation included in the list and the number of beds available today and in the future.

The bedroom sizes of Manorfield House Residential Home was discussed, with particular focus on the criteria used to determine their suitability now and in the future.

The figure of £384,000 for future maintenance works required at Manorfield House Residential home was discussed. The Area Committee was informed that this was an estimate, and whilst this alone would not decide whether the home was kept open or not, the point was made that Manorfield House Residential home is expensive to maintain, and in the current financial climate it may be better to allow the private care providers to bear the cost of maintaining accommodation rather than Leeds City Council paying to maintain older buildings which may not be fit for purpose under modern care methods.

The methods used to measure future demand for accommodation, together with the boundaries and criteria used were discussed. The Area Committee was informed that the address of the residents' next of kin was used rather than that of the residents' support network. Councillors suggested it might be preferable to use the address of the residents' support network rather than that of their next of kin as this might be more relevant to the individual situation of the residents.

In summary, specific reference was made to the following issues:

- The financial pressures faced by Leeds City Council, now and in the future, and the need to make efficiencies where possible to ensure that services could be provided within the financial constraints while facing increased demand for services from Adult Social Care.
- The views of the friends of Manorfield House Residential Home, and those of other deputations regarding other residential homes for whom consultation has taken place regarding possible closure, will be added to the consultation responses already received for evaluation prior to recommendations being prepared for consideration at the Council's Executive Board on 4th September 2013.
- That Leeds City Council could not start approaching private care providers regarding the purchase of beds for residents of Manorfield House Residential Home or other homes for which consultation on closure had been carried out until a decision on their future had been made i.e. if they would be closed Leeds City Council would then approach alternative care providers to secure alternative accommodation for the residents of the homes affected.
- Leeds City Council is a major purchaser of accommodation, therefore if alternative accommodation was required, the amount that Leeds City Council would be able to buy the accommodation for would be less than that quoted by the providers to individuals. The Deputy Director of Adult Social Care confirmed that Leeds City Council would fund the

cost of the care for the residents affected by any Residential Home closures for life.

- The Deputy Director of Adult Social Care reiterated that Adult Social Care was committed to ensuring that any residents affected by a Residential Home closure would not be forced to move to accommodation they did not wish to go to providing they were acting reasonably in considering other accommodation available.
- Adult Social Care have successfully managed home closures in the past with residents being moved to alternative accommodation that was acceptable to them. The one case of court proceedings being used against a resident who did not wish to move was done with the support of the resident's family, and was necessary to ensure the safety of the individual due to the nature of the building works at the Residential Home that they were resident of. The Deputy Director of Adult Social Care informed the Area Committee that the individual concerned was now happy and settled in new accommodation. The Deputy Director of Adult Social Care stated that Adult Social Care / Leeds City Council is a social care organisation with a duty of care towards its service users, and that it is not in the business of evicting residents of Residential Homes to places that they and their families do not want. If a resident was so frail that it was considered unsafe to move them then they wouldn't be moved.
- The Deputy Director of Adult Social Care gave an undertaking that Adult Social Care would seek to minimise the chances of residents having to move again in the future however this could not be guaranteed.
- Specific information relating to the consultation process would be available as part of the report to be considered by the Executive Board on 4th September 2013.

RESOLVED-

- a). That Adult Social Care would provide the Area Committee with a weekly list of beds available in the Horsforth Area.
- b). That Councillors requiring specific information in respect of this matter inform the Area Support Team in order to enable a list to be collated for Adult Social Care for response.
- c). That the contents of the presentation be noted.

27 Wellbeing Fund Update Report

The Assistant Chief Executive (Citizens and Communities) submitted a report updating Members on the budget position for the Wellbeing Fund for 2013/14, and highlighting the position of the Small Grants and skip pots, and those Small Grants and skip pots that have been approved since the last meeting.

Gerry Burnham, West North West Area Support Team, presented the report and responded to Members' comments and queries.

RESOLVED-

- a). That the current budget position for the Wellbeing Fund for 2013/14 be noted;
- b). That the current position of the Small Grants and Skips pots and those Small Grants and Skips that have been approved since the last meeting be noted;
- c). That the following be agreed in respect of those expressions of interest received for Wellbeing funding, as detailed with Section 4 of the submitted report:

Project	Adel & Wharfedale	Guiseley & Rawdon	Horsforth	Otley & Yeadon	Decision
National Citizens Service Project for Young People	£533	£533	£533	£533	Approved

- d). That Youth Service report back to Area Committee on the national Citizens Panel Project, including where the young people have attended from within each Ward.

28 Children and Young Peoples' Sub Group

The Deputy Chief Executive submitted a report updating on work done by the Outer North West Children and Young Peoples' Sub Group since the Outer North West Area Committee on 17th June where it was agreed that the Children and Young Peoples' Sub Group consider potential activities for young people over the summer period.

Jane Pattison, West North West Area Support Team, presented the report and responded to Members' comments and questions.

The Area Committee were informed that the Children and Young Peoples' Sub Group had made the recommendation of :

- One Mini Breeze to be held at Yeadon Tarn at a cost of £3,750
- Six Back Yard Breeze at locations to be determined at a cost of £3,816.

RESOLVED- That the proposals for 1 Mini Breeze at Yeadon Tarn and 6 Back Yard Breeze, with 1 per ward at locations to be confirmed, be approved.

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NORTH EAST (INNER) AREA COMMITTEE

MONDAY, 17TH JUNE, 2013

PRESENT: Councillor S Hamilton in the Chair

Councillors J Dowson, M Rafique, E Taylor,
G Hussain, R Charlwood, C Macniven,
A Sobel and B Urry

1 Late Items

No formal late items of business were added to the agenda however Members were in receipt of an additional document "Agenda item 10 Appendix A Part 4 (Environment Improvement Zone report)" which had been omitted from the initial agenda despatch. (minute 8 refers)

2 Declaration of Disclosable Pecuniary and Other Interests

There were no declarations of interest

3 Open Forum

No matters were raised under the Open Forum

4 Minutes of the Previous Meetings

RESOLVED – That the minutes of the following meetings be agreed as a correct record:

11th March 2013

17th May 2013

5 Matters Arising

11th March 2013

Minute 82 Children's Services – Members requested that information previously required in respect of ward Member representation on the NETWORKS Cluster and the future of the North East Learning Centre be presented as soon as possible

Minute 88 Priorities – The Area Officer reported that the Committee needed to appoint the membership of the sub groups for the new Municipal Year. NEIAC agreed to address consider this later in the agenda

6 North East Divisional Community Safety Partnership Annual Report

The North East Divisional Community Safety Partnership (NEDCSP) submitted a report updating the Area Committee on the overall performance of the NEDCSP and the Neighbourhood Policing Teams for 2012/13 and provided an overview of the work undertaken by the partnership within the locality to reduce crime and disorder.

Beverley Yearwood, ENE Area Community Safety Co-ordinator and Superintendent Richard Jackson attended the meeting and highlighted the key message that overall, there had been a sustained reduction in the number of reported incidents of crime within the locality.

Draft minutes to be approved at the meeting
to be held on Monday, 2nd September, 2013

(Councillors Rafique and Sobel joined the meeting at this point)

Members discussed the following issues:

- The measurement of public confidence
- The effective targeting of POCA resources and the need to consider joint commissioning schemes. Members also noted the measures in place to ensure that POCA funding did not duplicate Wellbeing funds
- The impact of CCTV installations on crime statistics and whether crime is dispersed into other areas and incidents of cross boundary burglary
- The importance of ensuring incidents of domestic violence and addressing the perception of what constitutes domestic violence are prioritised
- The effectiveness of the Trembler Alarm initiative
- The impact of the welfare reform programme on reported crime in respect of burglary/theft
- Members also commented on the membership of the NEDCSP funding Panel

RESOLVED –

- a) That the contents of the report be noted
- b) That the Area Committee resolves to continue supporting the Divisional Community Safety Partnership in relation to prioritising the new Safer Leeds Priorities and tackling Burglary Dwelling during 2013/14 through partnership work at neighbourhood level.

7 West Yorkshire Fire Service - Annual Report

The Area Committee received the Annual Report from West Yorkshire Fire and Rescue Service (WYFRS) providing an update on performance 1/4/12 – 31/3/13 and the revised approach to targeting risk reduction in the East Leeds Area. The report also provided information on the progress of the Firefly project.

Station Commander Nigel Kirk (Gipton Fire Station) attended the meeting and introduced newly appointed Station Commander B Bush (Moortown Fire Station) noting the Service restructure which now mirrored the structure of the local Divisional Community Safety Partnership

St Cmdr. Kirk highlighted the overall reduction in the number of recorded incidents in the area; although acknowledged that three areas of concern remained in respect of malicious calls, special service calls and secondary fires. Additionally, the number of accidental fires had not significantly reduced and further targeted work with partners would be required to address this.

NEIAC also received an update on the current position in respect of the proposals for the York Road fire station and the relocation of the Moortown fire station

Members discussed the following:

- The nature of accidental fires recorded in Roundhay Park

- Noting that incidents would most likely be attended by both WYFRS and the police; whether a joint “diversionary tactic scheme” could be established with the aim of reducing the number of specific incidents
- The role, importance and take-up of the Young Fire Fighters Scheme operated in each Division. Members commented that they supported this type of initiative and acknowledged receipt of an invitation to attend a future Young Fire-fighters session in the future
- The reduction in the number of recorded non-dwelling fires and whether the change in the approach to and provision of environmental services had made a positive impact on the data. It was agreed that the environment sub group would consider this issue further

RESOLVED – That the contents of the report and the discussions be noted and

- a) That officers be requested to make arrangements for Members of the AC to attend a Young Fire-fighters session in the future
- b) That the environment sub group be requested to further discuss the data in respect of non-dwelling fires in relation to the local delivery of environmental services

8 Environmental Service Level Agreement

The Area Committee considered the report of the ENE Locality Manager, Environment & Neighbourhoods providing a comprehensive end of year performance report for the 2012/13 Service Level Agreement and setting out the details of the SLA for 2013/14, including new commitments, particularly in the light of the new delegated responsibility for Street Cleansing and Environmental Enforcement Services

John Woolmer, ENE Locality Manager attended the meeting to present the report and drew Members attention to the following key issues:

- The number and nature of customer requests received during 2012/13
- The new elements to be incorporated into the Service for 2013/14, including elements previously provided by the ALMO and additional environmental services.
- Prevention and engagement to remain a priority to ensure the new services tie into the existing SLA

(Councillor Rafique left the meeting at this point)

NEIAC welcomed the positive outcomes reported and the improvements to the locality delivered by the Team and commented on the public perception of the locally delivered services. Additionally, the need to establish measurable targets for service delivery was highlighted and it was agreed that Area Lead and environment sub group would pursue effective locality measures

RESOLVED

- a) That the contents of the report be noted
- b) That the end of year performance report for the 2012/13 SLA be noted;
- c) That approval be given to the Service Level Agreement for 2013/14 as summarised in sections 46-48 of the submitted report and provided in Appendix B.

9 Investing in Young People: Update on the Future Direction of Youth Services and Delegated Functions for Area Committees

The Director of Children's Services submitted a report providing an update on the recommendation of Executive Board in respect of the future direction for the provision of youth services in Leeds and setting out the responsibilities delegated to Area Committees for Youth activity funding.

The report included specific matters for the AC to address and those responses would inform the July Executive Board report in respect of targeted youth work services. NEIAC considered the issues raised in respect of:

- how the activity funding will be delivered building on the Breeze brand
- how the AC could link to other possible funding streams to maximise activity for children and young people
- how children and young people will be involved throughout the planning, decision making and evaluation of the activity funding.

Vicki Marsden, Strategic Play Officer, Childrens Services, attended the meeting and highlighted that the overall Area Committee youth activities budget was ring-fenced as £250k for 2013/14 rising to £500k in 2014/15. NEIAC youth activities budget was £25,835 - 2013/14 and £51,670 - 2014/15 with a clear expectation that young people would be involved in the application and decision making process.

The Area Leader highlighted that the 2013/14 funding would need to be allocated to schemes during this year and could be used to augment funding already committed. Looking ahead, the new Area Lead Member may wish to pursue engagement with the Youth Council and relevant commissioning bodies to deliver appropriate schemes.

NEIAC noted discussions in respect of:

- The need to ensure that children and young people with physical and cognitive challenges were included within the scheme as it was noted that the local Specialist Inclusive Learning Centre was not included within the schools partnership cluster
- The development of an event, organised by young people for young people, to consult them on what provision they sought
- Recognition that, although small scale schemes were welcomed; there may be a need to advocate strategic spending
- Consideration of schemes for younger children, noting that the Youth Service targeted the 8-17 years age range,

RESOLVED –

- a) That, having considered the issues, the contents of the report and the comments made by Members be noted
- b) That the Area Committee Chair and new Area Lead for Children work with the Executive Member to shape the July Executive Board report in respect of targeted youth work services.

10 Appointment of Area Lead Members, Cluster Representatives and Corporate Carers

The Assistant Chief Executive (Customers and Communities) submitted a report requesting that the Area Committee (AC) make appointments to the Area Lead Members roles, Clusters and Corporate Carers Group. The report also asked the AC to nominate their representative on the Corporate Carers Group and; in light of the development of the Area Lead Member for Children's Services; it was proposed that these roles are combined. Nominations to local Children's Services Cluster partnerships across the city were also formalised as an AC appointment.

NEIAC considered the following Roles suggested in Section 3 of the report:

- Environment & Community Safety
- Children's Services
- Employment, Skills and Welfare
- Health, Wellbeing and Adult Social Care

With regards to nominations to the local cluster partnerships, NEIAC was disappointed to note that only one nominee was sought for the NETWORKS partnership as the AC had made a representation previously that NETWORKS covered both the Moortown and Chapel Allerton wards and a nominee should be invited from each. NEIAC therefore were minded to nominate two representatives to the NETWORKS partnership.

RESOLVED –

a) That appointments be made to the following Area Lead Member roles for North East Inner Area Committee:

Environment	Councillor M Rafique
Community Safety	Councillor E Taylor
Children's Services	Councillor C Macniven
Employment, Skills and Welfare	Councillor G Hussain
Health and Wellbeing	Councillor A Sobel
Adult Social Care	Councillor R Charlwood

b) That confirmation be given that Councillor C Macniven - the Area Lead Member for Children's Services - will also fulfil the role of the committee's representative on the Corporate Carers Group.

c) That the following Councillors be appointed as member representatives to the local Children's Services Clusters relevant to the North East Inner Area Committee

CHESSE (Chapelton & Harehills extended schools and services)	Councillor J Dowson
NETWORKS (Meanwood and Chapel Allerton)	Councillor A Sobel Councillor E Taylor
N.E.X.T. (North East Extended Together: Moortown and Roundhay)	Councillor S Hamilton Councillor C Macniven

11 Local Authority Appointments to Outside Bodies

NEIAC considered the report of the Chief Officer (Democratic and Central Services) outlining the procedure for the Committee to make and confirm appointments to those organisations (Outside Bodies) which fall within to the Committee to make an appointment. The report included a copy of the Appointments to Outside Bodies Procedure Rules at Appendix 1 and a schedule of the four appointments to be made at Appendix 2 in relation to the following organisations:-

- Moor Allerton Elderly Care (1)
- Community Action for Roundhay Elderly (CARE) (1)
- Chapeltown CAB (1)
- ENE ALMO Area Panel (2)

The comments made in respect of whether the CARE organisation was still operating were noted.

RESOLVED –

- a) That the following appointments be made:
 Moor Allerton Elderly Care – Councillor Sobel
 Chapeltown CAB – Councillor G Hussain
 ENE ALMO Area Panel – Councillors B Urry and S Hamilton
- b) That in respect of the appointment to Community Action for Roundhay Elderly, further information was requested on whether the Group still operated prior to an appointment being made

12 Wellbeing Fund

The ENE Area Leader submitted a report providing an update on the current position of the wellbeing revenue budget for the Inner North East AC and including applications made for funding for consideration. The comments of the wellbeing working group in respect of the applications were noted.

RESOLVED -

- a) That the contents of the report be noted
- b) That having considered the project proposals and recommendations of the working group, the decisions in respect of the funding applications be as follows:

Lime Tree Community Project	£1,240	DEFER consideration of the Lime Tree Community Project application. NEIAC noted that the information accompanying the application was out of date
Gledhow Cricket Club Improvements	£2,000	Agreed in full
New World Steel Orchestra		Agreed to fund up to £2000, subject to match funding being made available from other sources
Leeds Islamic Centre	£2,500	Agreed to fund £2,500 subject to the East Inner AC match funding
Chapel Allerton Arts Festival	£2,875	Agreed in full

- c) That the current budget position be noted

13 Membership of the Area Committee Sub Groups

Further to minute 88 of the meeting held 17th March 2013, the Area Committee considered appointments to the sub committees for the forthcoming Municipal Year and

RESOLVED – That, the following be agreed

- a) Environment Sub Group – Councillors G Hussain, S Hamilton and M Rafique
- b) Wellbeing sub group – Councillors R Charlwood, J Dowson and C Macniven

14 Minutes of the Area Chairs Forum Meeting

RESOLVED – To note the contents of the minutes of the Area Chairs Forum meeting held on 1st March 2013

15 Date and Time of the Next Meeting

RESOLVED – To note the date and time of the next meeting as Monday 2nd September 2013 at 4.00 pm, in the Civic Hall, Leeds

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NORTH EAST (OUTER) AREA COMMITTEE

MONDAY, 8TH JULY, 2013

PRESENT: Councillor G Wilkinson in the Chair

Councillors J Procter, P Harrand, A Castle,
D Cohen and M Robinson

OFFICERS:

Sandie Keene – Director of Adult Social Care
Ken Morton, Children’s Services
Chief Inspector Matt Davison – West Yorkshire Police
Station Commander Ben Bush – West Yorkshire Fire and Rescue Service
Beverley Yearwood – Safer Leeds
John Woolmer – ENE Locality Manager, Environment & Neighbourhoods
Laura Eagle - Environment & Neighbourhoods
Rory Barke – East North East Area Leader
Carole Clark – East North East Area Support Tem
John Grieve – Governance Services

IN ATTENDANCE:

8 Local residents representing the Save Primrose Hill Action Group

1 Late Items

Although there were no formal late items, the Area Committee was in receipt of additional correspondence received in respect of the proposed decommissioning of Primrose Hill Care Home and the latest available minutes from the Area Chairs Forum dated 3rd May 2013.

2 Apologies for Absence

Apologies for absence were received from Councillors: N Buckley, A Lamb and R Procter

3 Declaration of Disclosable Pecuniary and Other Interests

Councillors J Procter and G Wilkinson declared an interest in relation to a Wellbeing Funding application submitted on behalf of Wetherby Town Council the Town Council being the event organisers, Councillor J Procter and Wilkinson being Members on the Town Council (Minute No.13 refers)

4 Open Forum

Better Lives for the people of Leeds-Residential Care for Older People - Members received a presentation from Councillor Tim Baker (Boston Spa

Parish Council) on behalf of the Primrose Hill Action Group who expressed concerns at the proposed closure of Primrose Hill Care Home.

Councillor Baker set out the reasons for the opposition to the proposed closure of Primrose Hill Care Home.

The Chair thanked Councillor Baker for his attendance and presentation commenting that the matter would be discussed later on in the meeting.

5 Minutes of the Previous Meeting

RESOLVED – That the minutes of the previous meetings held on 18th March and 14th May 2013 were accepted as a true and correct record

6 Local Authority Appointments to Outside Bodies

The Chief Officer (Democratic and Central Services) submitted a report which outlined the area committee's role in relation to elected member appointments to outside bodies and requested the meeting to determine the appointments to those organisations which fall to the Committee to make in accordance with the submitted schedule.

Appended to the report were copies of the following documents for the information/comment of the meeting:-

- Area Committee Appointments to Outside Bodies Schedule (North East Inner) (Appendix 1 refers)

RESOLVED –

- a) That the contents of the report and appendix be noted.
- b) That approval be given to the following annual appointments for 2013/14:-

Outside Body

Appointee

East North East ALMO
Area Panel

Councillor N Buckley
Councillor G Wilkinson

7 Appointment of Area Lead Members, Cluster Representatives and Corporate Carers

The Assistant Chief Executive (Customers and Communities) submitted a report which requested the Area Committee to make appointments for Area Lead Member roles, Clusters and the Corporate Carers Group for the 2013/14 municipal year.

Draft minutes to be approved at the meeting
to be held on Monday, 16th September, 2013

The report provided background information and commentary on each of the categories to be appointed.

RESOLVED – That appointments be made as follows:

Area Lead Member Roles

- Environment & Community Safety – Councillor G Wilkinson
- Children’s Services – Councillor A Lamb
- Employment, Skills and Welfare - Councillor M Robinson
- Health, Wellbeing and Adult Social Care – Councillor N Buckley

Corporate Carers Group

- Councillor A Lamb

Children’s Services Cluster Partnership Representative

- Alwoodley - Councillor D Cohen
- EPOSS (Elmet partnership of schools and services) – Councillor A Lamb (Wetherby) – Councillor M Robinson (Harewood)

Environment Sub Group

- Councillor G Wilkinson
- Councillor M Robinson
- Councillor N Buckley

8 Better Lives for People of Leeds: Care Homes and Day Services for Older People

The Director of Adult Social Services submitted a report which outlined the Better Lives Vision, in which a review of the Council owned Care Homes and Day Centres had been completed and proposals developed that revise the current service and model and, if implemented would lead to the decommissioning of one facility within the Outer North East Area Area

The report identified that Primrose Hill was the facility most likely to be decommissioned with residents being transferred to services of their choice already available in the area

Sandie Keen, Director of Adult Social Care, presented the report and responded to Members’ comments and queries

Detailed discussion ensued on the contents of the report

In summary, specific reference was made to the following issues:

- Had adequate consultation been undertaken?

- Approximately 1000 surplus beds were available throughout the city but there was a lack of provision in the Wetherby area
- Alternative options for residents of Primrose Hill were not forthcoming
- Wetherby Manor currently had no vacancies
- 22 people were in residence at Primrose Hill
- Should the decision be taken to close Primrose Hill Care Home, it would be decommissioned over a period of time, to allow residents to find alternative options.
- Previous briefing meetings suggested that Wetherby Manor could accommodate Primrose Hill residents but this now appears not to be the case, because there is no availability in the area
- Options around choice in the local area are not possible at this time but residents may wish to explore other options: - such as moving out of the area for example.
- The definition of “The Area” lacks clarity

In drawing the discussion to a conclusion the Chair said that consultation was carried out on the basis that places would be available in Wetherby Manor that appears to be not the case, resulting in a lack of provision in the Wetherby area.

It was the opinion of the Area Committee that the consultation undertaken about the proposed decommissioning of Primrose Hill Care Home is required to be re-visited.

RESOLVED –

- (i) To note the consultation process to implement the recommendations of the Executive Board held on 15th February 2013
- (ii) That the matter be referred back to the Executive Board with a request for the consultation around the proposed decommissioning of Primrose Hill Care Home is re-visited.

9 North East Divisional Community Safety Partnership Annual Report

The North East Divisional Community Safety Partnership submitted a report which provided an overview of the performance of the North East Divisional Community Safety Partnership and Ward based Neighbourhood Policing Teams.

The report also included details of the key initiatives that had been delivered in local communities to reduce crime and disorder covering the period 1st April 2012 to 31st March 2013.

Appended to the report were copies of the following documents for the information/comment of the meeting:-

- Structure chart for the North East Divisional Community Safety Partnership (Appendix A refers)
- Summary of POCA projects funded in the Outer North East area (Appendix B refers)

Beverley Yearwood, East North East Divisional Community Safety Partnership, presented the report and responded to Members' queries and comments.

Inspector Chief Inspector Matt Davies, West Yorkshire Police was also in attendance and provided the meeting with background details.

Detailed discussion ensued on the contents of the report and appendices. Specific reference was made to the increase of overall crime in the Alwoodley Ward and the increase of theft from supermarkets. Chief Inspector Davison explained that the police were currently working with retail outlets on redesign and security issues.

Commenting on the other theft category, Councillor Wilkinson requested some feedback regarding the detection rates for theft.

RESOLVED –

- (i) That the contents of the report be noted
- (ii) To continue to support the Divisional Safety Partnership in prioritising the new Safer Leeds Priorities and tackling burglary dwelling during 2013/14 through partnership work at neighbourhood level

10 West Yorkshire Fire and Rescue Service Annual report

The West Yorkshire and Rescue Service submitted a report which provided information on the emergency response activity in the Outer North East area covering the period 1st April 2012 to 31st March 2013 and the changes to the Local Area Risk Reduction Team (LARRT) within the East Leeds area

Appended to the report were copies of the following documents for the information/comment of the meeting:-

- Home fire safety checks for the Alwoodley, Harewood and Wetherby wards for 2012/13

Ben Bush, Station Commander, Wetherby and Moortown, West Yorkshire Fire and Rescue Service presented the report and responded to Members' queries and comments.

Detailed discussion ensued on the contents of the report and appendices.

Draft minutes to be approved at the meeting
to be held on Monday, 16th September, 2013

In summary, specific reference was made to the following issues:-

- The analysis contained in the appendix which set out the huge reductions in incidents
- Encouraging fire crews to become more involved in risk and reduction by visiting premises commercial and private to offer help and advice which would reduce the risk of fire
- Firefly project, safety marker system used to highlight the location of vulnerable members of the community in their homes to fire fighters in the event of a fire, to date 185 dwellings had this system
- False alarms from schools
- Resources available at the Moortown station

Commenting on the false alarms from schools, Commander Bush said these were not malicious incidents; it was usually a fault with the system

In response to concerns about the impact of past closures of stations Commander Bush reassured the area committee that in emergency situations, additional pumps would be brought from other areas.

Responding to Councillor Cohen's query about the resources available at Moortown Station, Commander Bush said currently there was one pump located at the station.

RESOLVED – That the contents of the report be noted

11 Service Level Agreement - 2012/13 End of Year Performance Report and 2013/14 Approval

The East North East Locality Manager, Environment and Neighbourhoods Directorate submitted a report which provided information relating to the performance of the service in delivering commitments made in the 2012/13 Service Level Agreement. The report also requested Members to consider and approve the SLA for 2013/14.

Appended to the report was a copy of the following document for the information/comment of the meeting:-

- SLA Performance Report 2012/ 13 (Appendix A)
- Draft Service Level Agreement 2013/14 – Delegation of Environmental Services (Appendix B)
- Trial Mobile Cleansing Service – Proposal (Appendix B)
- Menu of Additional Local Services Available (Appendix B)

John Woolmer, East North East Locality Manager, Environment and Neighbourhoods Directorate presented the report and responded to Members' queries and comments.

In summary, specific reference was made to the following issues:-

Draft minutes to be approved at the meeting
to be held on Monday, 16th September, 2013

- 2012/13 SLA – End of year review
- Enforcement – Customer responsive activity
- Street Cleansing – Programmed activity
- Outcomes of activities summarising how the service had performed over the year
- Management of resources, in particular sickness levels across the service.
- Proposals for a trial mobile cleansing service

In response to Members comments and questions the following issues were discussed:

- Clarification around dog fouling – (Statistics to be brought back to the Environmental Sub Group)
- The return of the ALMO's back into Council control which would have a significant impact on the Environmental Service
- No reduction in flytipping
- Clarification around dead animal removal, usually road kill
- Clarification on verminous properties
- In managing resources, Members noted that the team had achieved the required budgetary efficiencies and requested confirmation that the other teams had also achieved their targeted efficiencies.

Commenting on Planning Enforcement issues Councillor J Procter said that it was important that planning enforcement issues be pursued and could this function be delegated to the Area Committee to influence.

Members of the Area Committee were supportive of Councillor Procter's suggestion

RESOLVED-

- (i) That the contents of the report and appendices be noted and welcomed.
- (ii) To note the end of year Performance Report for the Service Level Agreement covering the period 2012/13
- (iii) To approve the Service Level Agreement for the period 2013/14 Municipal year as summarised in sections 39-41 and Appendix B of the submitted report.
- (iv) To approve the contribution of a maximum of £10K towards the establishment of a trial mobile cleansing resource to service the Alwoodley ward and the outer villages not covered by existing street attendants or "lengthsmen". The contribution and resource to be split: 40% Alwoodley, 40% Harewood, 20% Wetherby. The

contribution to be made on the basis that should the trial be successful , the service will look to mainstream the activity.

- (v) To formally request that the Planning Enforcement function be delegated to the Area Committee.

12 Investing in Young People: Update of the Future Direction of Youth Services and Delegated Functions for Area Committees

The Director of Children's Services submitted a report which provided an update on the recommendations agreed at the Executive Board held on 13th March 2013; Investing in Young People: Future Direction for Youth Services in Leeds.

The report informed and updated the Area Committee on its delegated responsibilities for Youth activity funding and included how they should commission, monitor, evaluate local play, arts, sports and cultural activity for young people age 8 – 17 years with the involvement and participation of children and young people throughout the process.

Ken Morton, Department of Children's Services presented the report and responded to Members' queries and comments.

Detailed discussion ensued on the contents of the report

In summary, specific reference was made to the following issues:

- Members attention was brought to the funding available for Outer North East Leeds for universal activities for young people.
- More development of the Breeze Card brand.
- Do something different in terms of commissioning out activities.
- Aspiration for a voucher system to fund activities (The voucher going directly to the child)
- Changes to the level of staffing
- More devolvement of the budget
- The basis of the formula for distributing target youth work resource of £2.53m
- Deprivation in the City
- Asset transfer

In passing comment Councillor J Procter suggested that the future direction of Youth Services and the involvement of Area Committees appeared to be the establishment of Service level Agreements (SLA) whereby the Area Committee would have influence over the deployment of staff. Councillor Procter suggested there was further clarification required around the budget for the service and who has the "overview"?

In responding Mr Morton said it was intended that a report would go to the Executive Board in July 2013 which would supply further details about funding

Draft minutes to be approved at the meeting
to be held on Monday, 16th September, 2013

and in particular the formula which would be used to distribute the £2.53m of targeted youth work resource.

Mr Morton said the Area Committee would be able to provide local influence through a baseline SLA:

- Activities currently taking place
- Other priorities
- Better alignment of resources using local knowledge
- Managing resources in a different way
- Discussions on how to take matters forward

RESOLVED –

- (i) That the area committee consider how the activity funding will be delivered in each area, building on the Breeze brand.
- (ii) That the area committee consider linking the universal funding with other possible funding streams
- (iii) That children and young people will be involved throughout the planning, decision making and evaluation of the activity funding, possibly through cluster arrangements.
- (iv) The Chair, (Councillor Wilkinson) and the Area Lead for Children's (Councillor A Lamb) work with the Executive Member Children's Services about how to best enable spend on targeted youth work across local areas in Leeds

13 Well-being Fund Budgets

The East North East Area Leader submitted a report which provided an update on the current position of the revenue wellbeing funding and set out details of application seeking wellbeing funding.

Appended to the report were copies of the following documents for the information/comment of the meeting:-

- Outer North East Area Committee Wellbeing Budget 2013-14 (Appendix A refers)
- Wellbeing Budget 2013-14 ward breakdown (Appendix B refers)
- Wellbeing Fund Monitoring Report (Appendix C refers)

Carole Clark, East North East Area Management presented the report and responded to Members' comments and queries

Detailed discussion ensued on the contents of the report and appendices.

Councillors J Procter and G Wilkinson declared disclosable pecuniary and other interests in relation to a Wellbeing Funding application submitted on behalf of Wetherby Town Council the Town Council being the event organisers

RESOLVED –

- a) That the contents of the report and appendices be noted.
- b) That this Committee notes the spend to date and current balances for the 2013/14 financial year in accordance with the report now submitted
- c) That the following projects be dealt with as follows:-

Organisation	Project	Amount
Northcall Community Centre	Northcall	Application withdrawn by applicant
Alwoodley Parish Council	Alwoodley Festive Lights	AGREED - £3500
Shadwell Parish Council	Shadwell war Memorial renovation	AGREED - £710.50
Leeds City Council	Linton Lane 30mph	AGREED - £4,000
Wetherby Arts Festival	Wetherby Festival 2013	AGREED - £2,000
Wetherby Town Council	Wetherby Annual Events	AGREED - £4,000
Wetherby Community Radio Limited	Barleyfields Radio Project	AGREED - £1,000
Leeds City Council	Site Allocation Communication	Ratify the decision taken via officer delegation which approved - £5181.65
Leeds City Council	Wellbeing Grant Acknowledgement Signs	AGREED - £150
Leeds City Council	Peripatetic Street Cleansing Service	AGREED - £10,000

- d) That the budget allocation for 2013/14 be noted and the sums set aside for small grants, skips and community engagement be approved in accordance with the report now submitted.

14 2011 Census Results

Draft minutes to be approved at the meeting to be held on Monday, 16th September, 2013

The Assistant Chief Executive (Customer Access and Performance) submitted a report which highlighted some of the main findings from the 2011 Census, which may have implications for the Outer North East area

In particular:

- A higher than average proportion of older people (aged 65+)
- An increasing diversity within the population
- A higher than average proportion of pensioners only households, and of lone pensioner households
- An increase in the number of people reporting a claiming –long-term illness
- A higher than average proportion of people who are providers of unpaid care

**15 RESOLVED – That the contents of the report be noted.
Wetherby & Harewood Town and Parish Council Forum**

The East North East Area Leader submitted a report which provided an introduction to the minutes of the Wetherby & Harewood Town and Parish Council Forum held on 25th April 2013.

RESOLVED –

- (i) That the minutes be noted.
- (ii) That, where appropriate, to support the Parish Council Forum in resolving any issues raised.

16 Area Chairs Forum Minutes

The Assistant Chief Executive (Planning Policy and Improvement) submitted a report notifying Members that the minutes of the Area Chairs Forum meetings would be brought to Area Committee meetings as a regular agenda item. The report also provided a brief overview of the Area Chairs Forum Meetings

The minutes of the Area Chairs Forum dated 3rd May 2013 were circulated at the commencement of the meeting as supplementary information

RESOLVED –

- (i) That the contents of the report be noted.
- (ii) That the minutes of the Area Chairs Forum held on 1st March and 3rd May 2013 be received and noted.

17 Date and Time of Next Meeting

RESOLVED - To note that the next meeting will take place on Monday 16th September 2013 at 6.00pm at Grange Park Sports Club, Wetherby, LS22 5NB

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EAST (INNER) AREA COMMITTEE

THURSDAY, 20TH JUNE, 2013

PRESENT: Councillor A Khan in the Chair

Councillors A Hussain, B Selby, V Morgan,
M Ingham, G Hyde, R Grahame,
K Maqsood and R Harington

1 Late Items

There were no late items as such, however the Chair agreed to the following additional item for funding to be considered along with Agenda Item 20, Wellbeing Fund:

Gipton Community Gala

2 Declaration of Disclosable Pecuniary Interests

There were no Disclosable Pecuniary interests declared at the meeting, however the Area Committee's attention was brought to the following:

Councillor R Grahame, Agenda Item 13 – Environmental SLA and Agenda Item 19, West Yorkshire Fire Service Annual Report due to his membership of GMB.

Councillor A Hussain, Agenda Item 19, West Yorkshire Fire Service Annual Report due to his membership of the West Yorkshire Fire and Rescue Authority.

Mr P Rone, Agenda Item 16, Children's Services – Investing in Young People: Update of the Future Direction of Youth Services and Delegated Functions for Area Committees due to his position as a voluntary Youth Worker.

3 Apologies for Absence

Apologies for absence were submitted on behalf of Grace Mangwanya, Gipton CLT.

4 Open Forum

In accordance with Paragraphs 6.24 and 6.25 of the Area Committee Procedure Rules, the Chair allowed a period of up to 10 minutes for members of the public to make representations or ask questions on matters within the terms of reference of the Area Committee.

On this occasion, none of the members of the public in attendance chose to speak.

5 Minutes

Draft minutes to be approved at the meeting
to be held on Tuesday, 3rd September, 2013

RESOLVED – That the minutes of the meeting held on 16 May 2013 be confirmed as a correct record.

6 Matters Arising

7 Appointment of Co-optees to Area Committees

The report of the Chief Officer (Central and Democratic Services) outlined proposals regarding the appointment of co-optees onto the Area Committee.

Nominations for Co-optees had been sought from the following:

- Burmantofts & Richmond Hill Community Leadership Team
- Killingbeck & Seacroft Community Leadership Team
- Gipton Community Leadership Team
- Harehills Forum

The following nominations had been received prior to the meeting:

- Rod Manners – Killingbeck & Seacroft CLT
- Grace Mangwanya – Gipton CLT
- Phil Rone – Burmantofts & Richmond Hill CLT
- Denise Ragan – Burmantofts & Richmond Hill CLT

RESOLVED – That the following be appointed as Co-optees for the 2013/14 Municipal Year:

- Rod Manners – Killingbeck & Seacroft CLT
- Grace Mangwanya – Gipton CLT
- Phil Rone – Burmantofts & Richmond Hill CLT
- Denise Ragan – Burmantofts & Richmond Hill CLT

8 Appointment of Area Lead Members, Cluster Representatives and Corporate Carers

The report of the Assistant Chief Executive (Customers and Communities) invited the Area Committee to make appointments to Area Lead Member roles, Clusters and the Corporate Carers Group for the 2013/14 Municipal Year.

RESOLVED – That the following appointments be made for the 2013/14 Municipal Year:

Area Lead Members:

- | | |
|---------------------------------|------------------------|
| • Children's Services* | Councillor V Morgan |
| • Community Safety | Councillor B Selby |
| • Environment Services | Councillor G Hyde |
| • Employment Skills and Welfare | Councillor R Grahame |
| • Health and Wellbeing | Councillor R Harington |
| • Adult Social Care | Councillor V Morgan |

- Children's Services Lead also to fulfil Corporate Career role

Cluster Representatives:

- | | |
|--------------------|------------------------|
| • Seacroft Manston | Councillor V Morgan |
| • Inner East | Councillor A Khan |
| | Councillor R Harington |
| • CHESS | Councillor R Harington |

9 Local Authority Appointments to Outside Bodies

The report of the Chief Officer (Democratic and Central Services) outlined the procedures for Council appointments to outside bodies and the Area Committee was requested to consider and appoint to those bodies listed in the report.

RESOLVED: That the following appointments be made for the 2013/14 Municipal Year:

- | | |
|---------------------------------------|----------------------|
| • Chapeltown Citizen's Advice Bureau* | Councillor K Maqsood |
| • Richmond Hill Eldery Aid | Councillor M Ingham |
| • ENE ALMO Area Panel | Councillor M Ingham |
| | Councillor V Morgan |
| | Councillor K Maqsood |

10 Environmental SLA

The report of the East North East Locality Manager presented, for approval, the Service Level Agreement (SLA) for 2013/14. The agreement would provide the basis on which the work of the Environmental Locality Team be directed and be publicly accountable through the Area Committee. The report also provided information relating to the performance of the service in delivering commitments made in the 2012/13 SLA and invited Members to examine any elements of the work through its Environmental Sub Group.

John Woolmer, ENE Locality Manager and Hayley Thackwray, Service Manager presented the report.

Members' attention was brought to the following:

- Numbers of Service Requests for Enforcement Teams
- Street Cleansing requests
- Environmental Improvement Zone reports
- The revised Service Level Agreement for 2013/14

In response to Members comments and questions, the following issues were discussed:

- Dog fouling – targeting problem areas.
- Gulley cleaning.

- Enforcement action – publicising prosecutions.
- Clearing of subways.
- ALMO transfer to LCC control

Members expressed thanks to the Environmental Services team for work carried out in the Inner East Area.

RESOLVED –

- (1) That the report be noted.
- (2) That the end of year performance report for the 2012/13 SLA be noted.
- (3) That the Service Level Agreement for 2013/14 as summarised in sections 46-48 of the report and provided in Appendix B be approved.

11 North East Divisional Community Safety Partnership Annual Report

The report of the North East Divisional Community Safety Partnership updated Ward Members of the overall performance of the Partnership and Neighbourhood Policing Teams for 2012/13 and provided an overview of the work undertaken by the partnership within the locality to reduce crime and disorder.

Beverley Yearwood and Superintendent Martin Snowden presented the report.

The following issues were highlighted:

- Anti-social behaviour had decreased across all Inner East wards.
- Allocation of funds from the Proceeds of Crime confiscations (POCA)
- Reduction in burglary.

In response to Members' comments and questions, the following issues were discussed;

- CCTV
- Off Road Bikes – The Area Support Team to write to the Police and Crime Commissioner regarding the continuation of this and POCA funding.
- Concern regarding disturbance from the Shisha Bar on Roundhay Road.
- Public confidence and satisfaction.
- The Inner East Area Committee passed on their thanks and appreciation to Jackie Hawkes, Neighbourhood Inspector for the Burmantofts and Richmond Hill NPT

Members were informed of the link to the West Yorkshire Police and Crime Plan 2013-2018– <http://www.westyorkshire.police.uk/news/westyorkshire-police-and-crime-plan-2013-2018>

RESOLVED –

Draft minutes to be approved at the meeting to be held on Tuesday, 3rd September, 2013

- (1) That the report be noted.
- (2) That Members continue to support the Divisional Community Safety Partnership in relation to prioritising the new Safer Leeds Priorities and tackling Burglary Dwelling during 2013/14 through partnership work at neighbourhood level.

12 Area Update Report

The report of the East North East Area Leader sought Area Committee approval for the 2013/14 draft Community Charter. It also provided members with an overview of the work being carried out to address the Area Committee's agreed priorities.

A copy of the draft Community Charter was appended to the report and Members were informed that this could be produced in house.

RESOLVED – That the draft Inner East Area community Charter for 2013/14 be approved.

13 2011 Census Results

The report of the Assistant Chief Executive, Customers and Communities presented the Area Committee with a summary of the results from the 2011 Census and highlighted some of the issues emerging.

Jacky Pruckner, Information Officer presented the report.

Members' attention was brought to local data that was included in the report and were informed of how the data was used at a local level. Further information could be provided at Ward Member meetings.

Members discussed figures in relation to employment and skills issues across the Inner East area.

RESOLVED – That the report be noted.

14 Children's Services - Targeted Services response to managing School Attendance

The report of Targeted Services, Children's Services referred to the Area Committee's previous request for additional detailed information in relation to the attendance performance of schools within the Inner East Area Committee Area. The report contained a detailed breakdown of each school within the area and provided the latest position regarding attendance rates and current numbers of persistently absent pupils.

Gillian Mayfield, Targeted Services Area Lead presented the report.

Members' attention was brought to issues in relation to school attendance. These included the transient population of the area and work carried out in

managing school attendance. It was reported that there were often more complex issues behind reasons for no attendance and the report and further information was detailed in the report regarding this. Current attendance figures stood at 94.8% for primary and 93.8% for secondary schools.

In response to Members comments and questions, the following issues were discussed:

- Unauthorised holidays
- Enforcement Issues
- Take up of free school meals.

RESOLVED – That the report be noted.

15 Children's Services - Investing in Young People: Update of the Future Direction of Youth Services and Delegated Functions for Area Committees

The report of the Director of Children's Services provided the Area Committee with an update on the recommendations agreed at Executive Board in March 2013; Investing in Young People: Future Direction for Youth Services in Leeds.

The report also informed and updated the Area Committee of their delegated responsibilities for Youth activity funding. This included how they commissioned, monitored and evaluated local play, arts, sports and cultural activity for young people aged 8-17 years with the involvement and participation of children and young people throughout the process.

Ken Morton, Head of Service, Young People and Skills presented the report.

Members attentions was brought to the funding available for Inner East Leeds. This funding could be used to provide activities for young people and to lever in other funding.

In response to Members comments and questions, the following issues were discussed:

- Fundraising carried out by young people.
- The possibility of employing a fundraising professional.
- Role of the Children's Services Area Lead.

RESOLVED – That the report be noted.

16 Better Lives for People of Leeds: Care Homes and Day Services for Older People

The report of the Director of Adult Social Services outlined the Better Lives vision in which context a review of the remaining care homes and day centres had been completed and proposals developed that revised the current service model and, if implemented would lead to the decommissioning of three facilities in the Inner East area.

Draft minutes to be approved at the meeting
to be held on Tuesday, 3rd September, 2013

The report outlined proposed options for the options for the following care homes and day centre in the Inner East Area:

- Amberton Court, Gipton & Harehills
- Fairview, Killingbeck & Seacroft
- Doreen Hamilton Day Centre, Burmantofts & Richmond Hill

Michelle Tynan, Chief Officer, Learning Disabilities and Anna Clifford, Programme Manager, Adult Social care presented the report.

Reference was made to consultation with residents and respite users of these homes, their relatives and carers and the comments of the Area Committee were sought before the preparation for the submission of recommendations to Executive Board in September 2013.

The report also gave an update on the progress made in implementing the options approved by the Executive Board in September 2011 for Lincolnfields Day Centre.

In response to Members comments and questions, the following issues were discussed:

- Consultation had been held with staff and unions.
- Capacity in other local facilities.

RESOLVED – That the report be noted.

17 West Yorkshire Fire Service Annual Report

The report of the West Yorkshire Fire and Rescue Service provided the Area Committee with the following:

- Information on the emergency response activity in the Inner East Area – 01/04/2012 to 31/03/2013
- Updates with the changes to the Local Area Risk Reduction Team (LARRT) within the East Leeds Area
- An update on the proposed merger of Gipton and Stanks fire stations into a new build station in the Killingbeck area.

Nigel Kirk, West Yorkshire Fire and Rescue Service presented the report.

Issues discussed included the following:

- Update on the Killingbeck site – planning negotiations were ongoing.
- The reduction in incidents across Inner East Leeds.
- Ongoing education for fire prevention.

RESOLVED – That the report be noted.

18 Wellbeing Fund

The report of the East North East Area Leader provided Members with an update on the current position of the capital and revenue budget for the Inner East Area Committee and also included applications for funding for Members' consideration.

Members attention was brought to the applications for funding as outlined in the report and an application that had been received from the Women's Health Matters group.

RESOLVED –

- (1) That the spend to date and current balances for the 2013/14 financial year be noted.
- (2) That the following project proposals be approved:
 - Off Road Motor Bikes £2,500
 - Ebor Gardens IT Suite – Top Up Costs £3,565
 - Rigtons and Haselwoods Parking Solution £7,500
 - Visit to Holocaust Centre, Newark £250
 - Gipton Community Gala £1,000
- (3) That should Ward Member approval be received for the application for the Women's Health Matters Group, a delegated decision notice be made to release funds.

19 Area Chair's Forum Minutes

The report of the Assistant Chief Executive (Customers and Communities) referred to the decision by Full Council that Area Chair's Forum minutes should be considered by Area Committees as a regular agenda item. Background information regarding the Area Chair's Forum was included in the report along with a copy of the minutes of the Area Chair's Forum held on 1 March 2013.

RESOLVED – That the report and minutes of the Area Chair's Forum held on 1 March 2013 be noted.

20 Date and Time of Next Meeting

Tuesday, 3 September 2013 at 5.30 p.m. Meeting to be held at Victoria Primary School, Ivy Avenue, Leeds, LS9.

EAST (OUTER) AREA COMMITTEE

MONDAY, 17TH JUNE, 2013

PRESENT: Councillor A McKenna in the Chair

Councillors D Coupar, J Cummins,
M Dobson, P Grahame, P Gruen, J Lewis,
M Lyons, K Mitchell, T Murray and
K Wakefield

1 Chair's opening remarks

The Chair welcomed everyone to this Special meeting of East Outer Area Committee which had been arranged to provide an update on the current position of a major proposed development, including road infrastructure, at Thorpe Park LS15

2 Declarations of Disclosable Pecuniary Interests

There were no declarations of disclosable pecuniary interests

3 Apologies for Absence

Apologies for absence were received from Councillor Harland

4 Thorpe Park

Further to minute 83 of the East Outer Area Committee meeting held on 15th May 2013, where Members deferred consideration of the presentation on the proposals to enable detailed information to be provided by the Chief Planning Officer, Members considered a further report

The Chief Planning Officer set out the proposals which sought to revitalise the existing office park, provide much needed road infrastructure and deliver a new public park

Members were informed that to achieve this, the developers were seeking to increase the amount of office space on the site and introduce a significant amount of retail use. There was also an urgency to the proposals in view of a negotiated agreement with Network Rail, regarding the provision of a bridge link over the railway lines by March 2015, as part of the Manston Lane Link Road (MLLR)

As there was relatively little interest in out of town office space currently, it was necessary to consider the type of development which could be accommodated on the site

Members were informed that the introduction of retail use on the site raised challenges. This use was not in accordance with planning policy and

Draft minutes to be approved at the meeting
To be held on 10th September 2013

could have an impact on neighbouring centres as well as planned investment in the City Centre, i.e. the Victoria Gate development. Members were informed that objections had already been received to the proposals from Crown Point Retail Park; Colton Retail Park; Hammerson's, - the developers of Victoria Gate - and from John Lewis, the main anchor store of that development

The importance of ensuring all these aspects were fully and properly considered was stressed in order to minimise the prospect of a Judicial Review should the City Plans Panel be minded to approve the planning application (which was anticipated to be in late summer 2013)

Members were informed that discussions were ongoing with the developers and that in response to concerns which had been raised by City Plans Panel when it had considered the scheme in March 2013, some amendments had been made

In terms of the size of the food superstore, this had been reduced from 12,000sqm to 9,000sqm. There had also been a slight reduction in the amount of retail in the heart of the development

Having assessed these revisions, the Council's retail consultant was of the view that the impact of the proposed retail use on the site was more reasonable in relation to other retail centres, however, there would still be a significant impact on Colton Retail Park. Members were informed that in respect of Colton Retail Park, this was not protected by planning policy. In relation to planned retail investment in the City Centre, the Council's retail consultant had indicated that there was likely to be an impact

In relation to highways issues, Members were informed that a draft Transport Assessment had recently been received and that further design meetings were planned to look at this in detail

The Principal Highways Engineer for the East Area informed Members that whilst the proposals would have an increased traffic impact beyond that of the extant permission for Thorpe Park, the scheme would likely provide clear benefits through the early delivery of the MLLR such as at Austhorpe Lane and Colton roundabout. However, impacts of the road and increased development mix needed to be better understood in other locations such as through Cross Gates Town Centre and that it would be necessary to ensure that the road infrastructure could be future-proofed in view of other allocated sites in East Leeds which are likely to come forward in the future

Members commented on the following matters:

- the need for assurances to be given that discussions were taking place with Network Rail about the bridge link
- how local people were being kept informed/consulted on the revisions being made to the scheme
- the need for housing to be provided and the latest position on this
- the importance of ensuring jobs and apprenticeships arising out of an approved scheme are aimed at those East Leeds Wards which would be affected by the development
- the latest position on the Land Agreement
- highways issues and that it was essential that the roads were provided before any building took place

- the possible impact of the scheme on retailers at Colton Retail Park
- the level of interest from retailers in taking units on Thorpe Park
- the likely timescales of the proposals

The Chief Planning Officer, together with representatives from Scarborough Developments provided the following responses

- that discussions had taken place with Network Rail but until the formal application had been determined and if planning permission was granted, then detailed design work on the bridge link could commence
- that a newsletter update setting out the revisions would be prepared, to inform all interested parties
- regarding housing on the site, that this had been a suggestion put forward by Council Officers when the scheme was last considered by City Plans Panel. Whilst the inclusion of some housing on the site was of commercial interest to the developers, it was not possible to simply substitute some of the proposed office space with housing and that a masterplan review would be needed to properly consider housing provision. Members were informed that if planning permission for the current scheme was granted, discussions could take place post planning consent to consider submitting a further application which could include family housing on the site
- in respect of jobs, 12,000 would be created and that it was essential to have the infrastructure in place if planning consent was granted and that Scarborough Developments were of the view that the jobs and skills element worked best when it was woven into the fabric of the scheme and had more longevity, once the development was up and running. The scheme would provide an opportunity for the local community to increase their skills and that existing tenants would be brought on board also to help with this. Attendance at job fairs, working with schools and colleges would form part of the work to be undertaken, with the possibility of an education hub being created on the site, where young people could find information about jobs and training initiatives. The Chief Planning Officer stated that it was now the case that Plans Panels, when determining major applications stipulated which wards should be targeted in terms of job opportunities, training and apprenticeships . In view of the proposals for a new public park, there would also be links with the Parks and Countryside Section in terms of apprentice gardeners etc
- that Scarborough Developments were ready to sign the Land Agreement which would then enable Thorpe Park to make provision for the design of the road and bridge
- that in terms of the possible impact of the development on other retail in the City, that whilst Planning Officers had to reserve their position on this, Scarborough Developments were of the view that they could demonstrate that the impact of this would be lower than considered and that there was disagreement with

Draft minutes to be approved at the meeting
To be held on 10th September 2013

the Council's retail consultants on the weighting given to the impact on neighbouring centres of the retail proposals at Thorpe Park

- in terms of the impact on Colton Retail Park, if some retailers moved across to Thorpe Park, there would be less pressure on the junction and that in terms of the large retail unit on the site, this might be converted to smaller units, therefore Scarborough Developments did not feel this would become vulnerable, but that it would remain a vibrant retail park, albeit possibly with different retailers. On this point the Chief Planning Officer stressed the importance of this retail park continuing
- that whilst some interest had been expressed from retailers, it was common practice for major retailers to require planning permission to be in place for the site before entering into discussions
- in terms of timescale, if planning permission was granted, building work would commence at the end of 2014

The Chair thanked Officers and representatives of Scarborough Developments for their attendance and the information which had been provided

RESOLVED - To note the report, the presentation and the comments now made

5 Dates and Times of Future Meetings

Tuesday 2nd July 2013 at 4.00pm at Vicars Court, Allerton Bywater
Tuesday 10th September 2013 at 4.00pm in the Civic Hall, Leeds

EAST (OUTER) AREA COMMITTEE

TUESDAY, 2ND JULY, 2013

PRESENT: Councillor A McKenna in the Chair

Councillors D Coupar, J Cummins,
M Dobson, P Grahame, P Gruen,
M Harland, J Lewis, M Lyons and
K Wakefield

Apologies Councillor K Mitchell and T Murray

1 Appeals Against Refusal of Inspection of Documents

There were no appeals against the refusal of inspection of documents.

2 Chair's Opening Remarks

The Chair welcomed all in attendance to the July meeting of East (Outer) Area Committee held in Vicar's Court, Allerton Bywater.

3 Exempt Information - Possible Exclusion of the Press and Public

There were no resolutions to exclude the public.

4 Late Items

There were no late items.

5 Declarations of Disclosable Pecuniary Interests

There were no disclosable pecuniary and other interests declared at the meeting.

6 Apologies for Absence

Apologies for absence were received on behalf of Councillors K Mitchell and T Murray.

7 Minutes of the Previous Meetings

RESOLVED- That the minutes of the meetings held on 19th March 2013 and 15th May 2013 be approved as a correct record.

8 Matters Arising from the Minutes

Summary of Key Work (Minute 69 refers)

Members of the Area Committee discussed clusters arrangements and procedures across Leeds. Members felt that these should be standardised across Leeds to ensure consistency.

RESOLVED- that a report be brought to the next East (Outer) Area Committee meeting addressing the issues above.

9 Open Forum

In accordance with paragraphs 6.24 and 6.25 of the Area Committee Procedure Rules, the Chair allowed a period of up to 10 minutes for members of the public to make representations or to ask questions on matters within the terms of reference of the Area Committee.

On this occasion, there were no matters raised under this item by members of the public.

10 North East Divisional Community Safety Partnership Annual Report

The Area Community Safety Co-ordinator, Beverley Yearwood, submitted a report providing information on the overall performance of the North East Divisional Community Safety Partnership and Neighbourhood Policing Teams for 2012 / 13.

Beverley Yearwood presented the report and responded to Members' comments and queries.

In summary, specific reference was made to the following:

- Burglary is a key priority across the city, with a 30.8% reduction in burglaries reported in the 2012/13 year compared to the previous year.
- The Kippax and Methley ward had the least burglaries reported during the last financial year so was the best performing ward across the city.
- 100% of residents from Garforth and Swillington and Kippax and Methley were satisfied or very satisfied with the service provided by the Anti Social Behaviour Team.

The Chair asked that her thanks be conveyed to the Police Officers who attended the Garforth Lions Gala.

RESOLVED-

- a). That the contents of the report be noted; and
- b). That the Area Committee continues to support the Divisional Community Safety Partnership in relation to prioritising and tackling Burglary Dwelling during 2013/14.

11 Local Authority Appointments to Outside Bodies

The Chief Officer (Democratic and Central Services) submitted a report outlining the Area Committee's role in relation to Elected Member Appointments to Outside Bodies and asking the Committee to determine the appointments to those organisations which fall to the Committee to make an appointment to.

Sophie Wallace, Governance Services, presented the report and responded to Members' comments and queries.

RESOLVED-

- a). That the contents of the submitted report and appendices be noted; and
- b). That in respect of the Committee's Outside Body schedule, the following appointments be made for the 2013/14 municipal year:-

Cross Gates & District Good Neighbours Scheme	Councillor P Grahame for 1 year
HOPE (Halton Moor & Osmondthorpe project for Elders)	Councillor K Mitchell and Councillor J Cummins for 1 year
Neighbourhood Elders' Team	Councillor J Lewis for 1 year
Swarcliffe Good Neighbours Scheme	Councillor P Gruen for 1 year
Outer East Area Panel of East North East Homes ALMO	Councillor K Mitchell for 1 year
Swillington Educational Charity	Councillor M Dobson for 3 years
Outer South East Area Panel of Aire Valley Homes Leeds ALMO	Councillor P Grahame and Councillor A McKenna for 1 year

12 Appointment of Area Lead Members, Cluster Representatives and Corporate Carers

The Assistant Chief Executive (Customers and Communities) submitted a report seeking appointments from East Outer Area Committee to Area Lead Member roles, Clusters and Corporate Carers Group for the 2013/14 Municipal Year.

RESOLVED-

- a). That the following appointments be made:

Area Lead Member roles:

Environment & Community Safety: Councillor Harland
Children's Services: Councillor Coupar
Employment, Skills and Welfare: Councillor Cummins
Health, Wellbeing and Adult Social Care: Councillor A McKenna

Children's Services Cluster Partnership Representatives:

Garforth: Councillor Dobson
Brigshaw Co-operative Trust: Councillor Lewis
Temple Newsham Learning Partnership: Councillor Lyons (full trustee member) and Councillor Cummins (associate trustee member)
Seacroft Manston: Councillor Gruen

b). That Councillor Coupar be the Area Committee's representative on the Corporate Carers Group

13 Investing in Young People: Update of the future direction of Youth Services and Delegated Functions for Area Committees

The Director of Children's Services submitted a report providing an update on the recommendations agreed at Executive Board on 13th March 2013 in relation to the delegated responsibilities for Youth activity funding to Area Committees.

Ken Morton, Head of Service for Young People and Skills, presented the report and responded to Members' comments and queries.

RESOLVED-

- a). That a Childrens and Young Persons sub group for Outer East be created.
- b). That an update be brought to the next Area Committee meeting
- c). That the Area Lead for Children will chair the Young Persons sub group and that group will make recommendations to Area Committee on how best to use the delegated budget for young people. This will be in tandem with consultation with young people on the needs they have identified.

14 Better Lives for People of Leeds: Care Homes and Day Services for Older People

The Director of Adult Social Services submitted a report on the review of council owned care homes and day centres; providing information on the consultation process which has been undertaken and setting out a proposed option for Naburn Court.

Michele Tynan, Adult Social Services, presented the report and responded to Members' comments and queries.

In summary, specific reference was made to the following issues:

- The difficulties in finding a use for the building once no longer used in its current capacity, and concerns around maintaining its security.
- That Ward Members could discuss the issue in detail with the Executive Member, Councillor Ogilvie.
- That Carlton Lodge is in Colton (Temple Newsham ward) not Garforth

RESOLVED- That the contents of the report be noted.

15 South and Outer East Locality Team Service Level Agreement and Performance Update

The Locality Manager (South and Outer East Leeds) submitted a report providing an update on the performance against the SLA between Outer East Area Committee and the South South-East Environmental Locality Team in the period June 2012-May 2013 and seeking approval for the Service Level Agreement contained within the report.

Tom Smith, Locality Manager (South and Outer East Leeds) presented the report and responded to Members' comments and queries.

In summary, reference was made to the following issues:

- The increased amount of performance information now available
- An increase in productivity across all services delivered
- The introduction of a new bulky hotspot team
- The average annual staff sickness within the South South-East Environmental Locality Team compared to across Leeds City Council as a whole and the way in which this information is presented.

RESOLVED-

- a). That the contents of the report be noted; and
- b). That the Service Level Agreement be approved.

16 Summary of Key Work

The South East Area Leader submitted a report detailing priority work carried out in the area over recent weeks together with copies of minutes relating to forums, partnership, sub-group and Area Chairs forum.

Peter Mudge, South East Area Support Team, presented the report and responded to Members' comments and queries.

In summary, specific reference was made to the following issues:

Draft minutes to be approved at the meeting
to be held on Tuesday, 10th September, 2013

- Halton in Bloom now has over twenty members and has linked up with the private traders' group.
- The carparks in are progressing well, as is work being done on the High Street.
- The Garforth Traders Group has a new Chair, and the group is very active, with their main priority being to reduce shoplifting.

RESOLVED- That the contents of the report be noted.

17 Well Being Budget (Revenue) 2013/14

The Area Leader, South East Leeds, submitted a report providing details of the Well Being Budget available for Outer East in 2013/14 ; agreed funding streams and details of funding requests received.

Martin Hackett, South East Leeds Area Management, presented the report and responded to Members' comments and queries.

In summary, specific reference was made to the following issues:

- A funding request had been received from West Yorkshire Police to continue to fund the North East Division Off Road Motorcycles- Tasking Project. This had been approved by the 3 tasking teams that cover the Outer East.
- The Outer Villages Holiday Programme had requested £7,000 to help support youth activity programmes in the Kippax and Methley and Garforth and Swillington wards.
- Heads Together Productions had requested £10,000 from the Area Committee to put towards their £800,000 project to develop Seacroft Methodist Chapel into a bespoke home for East Leeds FM. Whilst Members recognised the merits of this scheme, it was felt that the Well Being Budget for Outer East should be targeted elsewhere and that Heads Together could either reduce their specification or fundraise locally.

RESOLVED-

- a). That the contents of the report be noted; and
- b). It be noted that £2500 has been agreed at the 3 respective tasking teams to fund Police Off Road motorcycles; and
- c). That £7,000 (£3,000 Swillington; £4,000 Kippax and Methley) be awarded towards the Outer villages holiday programme; and
- d). That £10,000 not be awarded to Heads Together Productions

18 Thanks to Officers

Councillor Grahame conveyed her thanks to officers, Peter Mudge and Martin Hackett, for the work they had done regarding the Christmas Lights.

Draft minutes to be approved at the meeting
to be held on Tuesday, 10th September, 2013

19 Dates and Times of Future Meetings

10th September 2013 at 4.00 p.m. in the Civic Hall, Leeds.

Tuesday 15th October 2013 at 4.00 p.m.- venue to be confirmed.

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SOUTH (INNER) AREA COMMITTEE

WEDNESDAY, 19TH JUNE, 2013

PRESENT: Councillor A Gabriel in the Chair

Councillors J Blake, D Congreve,
K Groves, M Iqbal, E Nash, A Ogilvie and
P Truswell

1 Declaration of Disclosable Pecuniary and Other Interests'

There were no declarations of interest.

2 Apologies for Absence

Apologies for absence were submitted on behalf of Councillor P Davey

3 Minutes - 15th May 2013

RESOLVED – That the minutes of the meeting held on 15 May 2013 be confirmed as a correct record.

4 Open Forum

In accordance with Paragraphs 6.24 and 6.25 of the Area Committee Procedure Rules, the Chair allowed a period of up to 10 minutes for members of the public to make representations or ask questions on matters within the terms of reference of the Area Committee.

The following issues were discussed:

- In response to a question regarding the re-use of maisonettes and housing on Beeston Road and Hillside, it was reported that Aire Valley Homes would be contacted and this would be brought back to the Area Committee.
- PFI project in Holbeck – there was due to be a meeting regarding this and an update would be given at a future Area Committee.
- Prostitution – An update on the work carried out by West Yorkshire Police and partners was given. This included the strategies used to tackle prostitution, kerb crawling and support for those involved.

5 Local Authority Appointments to Outside Bodies

The report of the Chief Officer (Democratic and Central Services) outlined the procedures for Council appointments to outside bodies and the Area Committee was requested to consider and appoint to those bodies listed in the report.

Andy Booth, Governance Services presented the report.

Members' attention was brought to an appendix of the report which listed the organisations that required Elected Member appointments for the 2013/14 Municipal Year.

RESOLVED – That the following appointments be made for the 2013/14 Municipal Year:

Belle Isle Elderly Winter Aid	Councillor J Blake
Belle Isle Tenant Management Organisation (BITMO)	Councillor J Blake Councillor P Truswell
Holbeck Elderly Aid	Councillor A Ogilvie
Middleton Elderly Aid	Councillor K Groves
Inner South ALMO Area Panel Aire Valley Homes Leeds	Councillor M Iqbal Councillor P Truswell Councillor A Ogilvie

6 Appointment of Area Lead Members, Cluster Representatives and Corporate Carers

The report of the Assistant Chief Executive (Customers and Communities) invited the Area Committee to make appointments to Area Lead Member roles, Clusters and the Corporate Carers Group for the 2013/14 Municipal Year.

Anne McMaster, Executive Officer (Partnerships) presented the report.

It was reported that following a review of area working, recommendations had been made to develop local 'champion roles' and for these to be re-launched as Lead Member roles. The Area Committee was also requested to appoint a representative to the Corporate Carers Group. Furthermore at the recent meeting of Member Management Committee it had been agreed that nominations to Cluster partnerships be made by the Area Committee.

RESOLVED:

(1) That the following appointments be made for the 2013/14 Municipal Year:

Area Lead Members:

Environment & Community Safety	Councillor A Ogilvie
Children's Services	Councillor J Blake
Employment, Skills & Welfare	Councillor K Groves
Health and Wellbeing	Councillor P Truswell
Adult Social Care	Councillor J Blake

Clusters:

Draft minutes to be approved at the meeting
to be held on Wednesday, 4th September, 2013

Beeston and Cottingley and
Middleton Cluster

Councillor A Ogilvie
One Middleton Park Ward
Member to be confirmed

JESS (Joint extended schools and
Services: Beeston Hill, Holbeck,
Belle Isle and Hunslet)

Councillor A Gabriel
Councillor M Iqbal
Councillor J Blake

Corporate Carer: Councillor J Blake

(2) With reference to section (3.3) point 2 of the report, Members asked for consideration to be given to community health services to be aligned with Health and Wellbeing.

7 South and Outer East Locality Team Service Level Agreement and Performance Update

The report of the Locality Manager (South and Outer East Leeds) provided an update on performance against the Service Level Agreement (SLA) between South (Inner) Area Committee and the South South East Environmental Locality Team. The report covered the period from June 2012 to May 2013. The Area Committee was also asked to consider and approve the attached Service Level Agreement for the delivery of delegated environmental services in 2013/14.

Tom Smith, Locality Manager (South and Outer East Leeds) presented the report. Member's attention was brought to the following:

- Revised mechanical cleaning routes.
- Work with Groundwork – community engagement in Beeston Hill
- Additional funding from the housing revenue account to target housing areas.
- Closer work with waste management.
- Revised days for path cleaning – moving to a pattern of fixed days from the 8 day cycle.
- Ginnel clearing – jointly with Aire Valley Homes and Parks and Countryside.

In response to Members comments and questions, the following issues were discussed:

- Involvement of the BITMO.
- Enforcement issues – it was recognised that activity needed to be increased in some areas and staff would be deployed to do this.
- De-leafing – the programme for this was based on hot spots and risk assessments. No extra resources were made available to do this and increased activity may mean the suspension of other services. It was suggested that the Environmental Sub-Group consider this.

RESOLVED –

- (1) That the performance of the South and Outer East Locality Team over the past year be noted.
- (2) That the Service Level Agreement for the delivery of delegated environmental services in 2013/14 be approved.

8 Investing in Young People: Update of the Future Direction of Youth Services and Delegated Functions for Area Committees

The report of the Director of Children's Services provided the Area Committee with an update on the recommendations agreed at Executive Board in March 2013; Investing in Young People: Future Direction for Youth Services in Leeds.

The report also informed and updated the Area Committee of their delegated responsibilities for Youth activity funding. This included how they commissioned, monitored and evaluated local play, arts, sports and cultural activity for young people aged 8-17 years with the involvement and participation of children and young people throughout the process.

Ken Morton, Head of Service, Young People and Skills presented the report.

Members' attention was brought to allocations for the Area Committee to be ringfenced for activities for young people.

In response to Members comments and questions, the following was discussed:

- Arranging an event for young people to attend to see what activities they would be interested in.
- Mapping of all provision for young people, not just those provided by the Youth Service.
- Community asset transfer of the South Leeds Youth Hub.
- Formula for the distribution of resources – a further report was due to be considered by the Executive Board in July 2013.

RESOLVED –

- (1) That the Inner South Children and Young People Sub Group be tasked to consider the process for allocating the activity fund, how children and young people are involved and how it will link with other possible funding streams.
- (2) That an update be brought to the next meeting of the Area Committee.

9 Update Report from Children's Services

The report of the Director of Children's Services provided the Area Committee with an update and latest available data on issues discussed at the March Meeting.

Draft minutes to be approved at the meeting
to be held on Wednesday, 4th September, 2013

The following were in attendance for this item:

- Martyn Stenton, Area Head of Targeted Services
- Andrea Richardson, Head of Early Help Services
- Gail Faulkner, Head of Children's Social Services (South)

The following issues were brought to Members' attention:

- Change of boundaries and population growth in the JESS cluster.
- Work in place to reduce the number of NEETs.
- School attendance figures.
- The role of Early Start services.

In response to Members comments and questions, the following issues were discussed:

- Concern regarding the number of social services referrals in Inner South.
- Jobs and skills provision in relation to NEETs.
- Use of data sharing for calculating the number of NEETs.
- Whilst Members welcome the city wide report for information, they are in favour a bespoke localised report for the area.
- A further report would be brought in September 2013.

RESOLVED – That the report be noted and a further update report be brought in September 2013.

10 2011 Census Results

The report of the Assistant Chief Executive, Customers and Communities presented the Area Committee with a summary of the results from the 2011 Census and highlighted some of the issues emerging.

Jacky Pruckner, Information Officer presented the report.

It was reported that information in the report highlighted the changing diversity of the population in Inner South and by constituent wards. Members had received census packs that gave information at an Area Committee and ward level and full information could be found online on the Leeds Observatory.

In response to Members comments and questions, the following issues were discussed:

- Potential future methods of gathering data to replace the census.
- The wide range of uses that Census data is made available for.

RESOLVED –

(1) That the report be noted.

(2) A letter of support to be on behalf of Inner South Area Committee for the continuation of the population census.

11 Priority Neighbourhood Worker Project- Inner South

The report of the Area Leader South East provided the Area Committee with the following:

- An update on the PNW project from September 2012 to May 2013.
- An overview of work carried out in Cottingley, key successes and areas for continued development and work going forward.
- The development of the PNW's work in Holbeck, supporting the development of the Holbeck Neighbourhood Plan.

Ellie Rogers, Priority Neighbourhood Worker presented the report.

Issues highlighted included the following:

- Cottingley Neighbourhood Improvement Plan
- Work regarding employment/skills training
- Beeston and Holbeck – work had begun with local community groups.

Members thanked Ellie for her work in the area.

RESOLVED – That the report be noted.

12 A Summary of Key Work

The report of the Area Leader – South East Leeds detailed a range of activities taking place within the Inner South Leeds Area.

The Chair welcomed John Baron and Pat McGeever of Health for All to the meeting. They informed the Area Committee of the South Leeds Life magazine and blog that had been produced and circulated in the Inner South Area. Funding that had been used to produce this was now coming to an end and alternative funding possibilities were discussed. Members were very supportive and would like to see the magazine revived.

Elected Members gave updates on their theme areas including the following:

- Children and Young People Sub Group
- Environmental Sub Group
- Employment and Skills Board
- Community Safety – Crime and Grime Partnership
- Health and Well Being

Members' attention was also brought to the Town and District Centres Programme and further discussion included impact of the Welfare Reform changes and exploring funding available from the People's Health Trust.

Members were also asked to confirm representation on Area Committee Sub-Groups for the 2013/14 Municipal Year.

RESOLVED –

- (1) That the report be noted
- (2) That the following Sub-Group appointments be made for the 2013/14 Municipal Year:

Children and Young People Sub-Group – Councillors A Gabriel, J Blake and P Davey

Environmental Sub-Group – Councillors A Ogilvie, K Groves and M Iqbal

- (3) Area Support Team to meet with Health For All and explore funding streams.

13 Wellbeing Report

The report of the Assistant Chief Executive (Customers and Communities) provided Members with the following:

- Confirmation of the 2013/14 revenue allocation and the 2012/13 carry forward figure.
- An update on both the revenue and capital elements of the Wellbeing budget.
- Details of revenue projects agreed to date.
- A summary of the revenue proposals for 2013/14 which link to the priorities and actions in the Area Committee Business Plan.
- The current position of the Small Grants Budget.

Light Addaquay, Acting Area Officer presented the report.

Members were asked to note the following:

- Beeston and Holbeck ward Members have agreed to move 45,000 capital funding previously allocated to the Recreations binyards project and instead allocate the funding to improvements to the play area for younger kids at Holbeck Moor.
- Beeston and Holbeck and City & Hunslet agreed to move previous allocation of £10,000 for the millennium garden at Cross Flatts Park towards the Watsonia improvements at Cross Flatts Park.
- Appendix 1 presented previously has not been included with this report and will not be included in the future. Copies are available on request. Members will be updated with the current position at their ward briefings. In additional Ward Members will receive an email on a monthly basis a summary of their 2013/14 wellbeing budget position

and a quarterly summary for the whole area will be also be received by all Inner South Elected Members.

RESOLVED –

- (1) That the report be noted.
- (2) That the position of the Wellbeing Budget be noted.
- (3) That the Wellbeing revenue projects already agreed be noted.
- (4) That the small grants position be noted.

14 Dates, Times and Venues of Future Meetings

Wednesday, 4th September at 6.00 p.m. – Tenants Hall Enterprise Centre,
Acre Close, Middleton, Leeds, LS10 4HX

SOUTH (OUTER) AREA COMMITTEE

MONDAY, 15TH JULY, 2013

PRESENT: Councillor K Bruce in the Chair

Councillors N Dawson, J Dunn, J Elliott,
R Finnigan, B Gettings, T Leadley,
L Mulherin, D Nagle, K Renshaw and
S Varley

Apologies Councillor S Golton

1 Declarations of Disclosable Pecuniary Interests

There were no declarations of disclosable pecuniary interests.

2 Apologies for Absence

Apologies for absence were submitted on behalf of Councillor S Golton

3 Minutes - 15 May 2013

RESOLVED – That the minutes of the meeting held on 15 May 2013 be confirmed as a correct record and the recommendations made at that meeting be ratified.

4 Open Forum

In accordance with Paragraphs 6.24 and 6.25 of the Area Committee Procedure Rules, the Chair allowed a period of up to 10 minutes for members of the public to make representations or to ask questions on matters within the terms of reference of the Area Committee. On this occasion there were no members of the public in attendance.

5 Notification of Appointment of Chair for 2013/14

The report of the Chief Officer (Democratic and Central Services) formally notified Members of the appointment of Councillor K Bruce as Chair of the South (Outer) Area Committee for the 2013/14 Municipal Year which was made at the Annual Meeting of Council on 20 May 2013.

RESOLVED – That the appointment of Councillor K Bruce as Chair of the South (Outer) Area Committee for the 2013/14 Municipal Year be noted.

6 2011 Census Profiles

Draft minutes to be approved at the meeting
to be held on Date Not Specified

The report of the Assistant Chief Executive, Customers and Communities presented the Area Committee with a summary of the results from the 2011 Census and highlighted some of the issues emerging.

Jacky Pruckner, Information Officer presented the report.

It was reported information from the 2011 Census had been released over the previous 12 months and was now getting broken down into smaller areas.

In response to Members comments and questions, the following issues were discussed:

- Information from the Census was used by planning and with regards to future school provision. It was reported that information provided by the University for planning was taken from a census base.
- Population had not grown as much as had been forecast.
- Concern regarding future school places and projections for more housing across the city.
- Members were informed of the quality assurance programme that was being carried out by the Office for National Statistics in relation to the Census.

RESOLVED – That the report be noted.

7 Better Lives for People of Leeds: Care Homes and Day Services for Older People

The report of the Director of Adult Social Services outlined the Better Lives vision in which context a review of the remaining care homes and centres had been completed and proposals developed that revised the current service model and, if implemented would lead to changes to the future ownership and management of one facility in the outer south area,

The report outlined proposed options for the following care home :

- Home Lea House, Rothwell

Dennis Holmes, Deputy Director – Adult Social Care presented the report.

The report also gave an update on progress made in implementing recommendations previously approved by Executive Board for the following facilities in the outer south area:

- Knowle Manor, Morley South
- Dolphin Manor, Rothwell
- Rose Farm, Rothwell

Members were informed of consultation that had been held with residents and users of the home along with their relatives and carers and that a report with

final recommendations would be submitted to Executive Board in September 2013.

In response to Members comments and questions, the following issues were discussed:

- Progress with Dolphin Manor – it was reported that the Council was still providing care and partnership arrangements were being discussed.
- New provision of Extra Care Housing – involvement of private sector and use of Section 106 monies.
- Care homes in outer south had residents from elsewhere in the city – this was due to personal choice and involvement of relatives of those who required care.
- Partnership working with community groups and independent care providers.

RESOLVED –

- (1) That the consultation process to implement the recommendations of the Executive Board on 15 February 2013 be noted.
- (2) That the content of the report and progress in implementing the options approved by Executive Board in September 2011 on the two care homes and day centre in the outer south area be noted.

8 Local Authority Appointments to Outside Bodies

The report of the Chief Officer (Democratic and Central Services) outlined the procedures for Council appointments to outside bodies and the Area Committee was requested to consider and appoint to those bodies listed in the report.

Members' attention was brought to the Outside Bodies that required Member appointments for the 2013/14 Municipal Year.

RESOLVED – That the following appointments be made for the 2013/14 Municipal Year:

Morley Town Centre Management Board	Councillor J Elliott Councillor R Finnigan Councillor N Dawson
Morley Literature Festival Committee	Councillor J Elliott Councillor R Gettings Councillor S Varley
Outer South ALMO Area Panel	Councillor D Nagle Councillor J Dunn

9 Appointment of Area Lead Members, Cluster Representatives and Corporate Carers

The report of the Assistant Chief Executive (Customers and Communities) invited the Area Committee to make appointments to Area Lead Member roles, Clusters and the Corporate Carers Group for the 2013/14 Municipal Year.

RESOLVED – That the following appointments be made for the 2013/14 Municipal Year:

Area Leads

Environment and Community Safety	Councillor K Bruce
Employment Skills and Welfare	Councillor N Dawson
Children’s Services*	Councillor B Gettings
Public Health & Wellbeing	Councillor S Varley
Adult Social Care & Community Health	Councillor K Renshaw

*Children’s Services to include role of Corporate Carer

Clusters

Ardsley and Tingley	Councillor K Renshaw Councillor J Elliott
Morley	Councillor N Dawson Councillor R Finnigan Councillor B Gettings
Rothwell	Councillor K Bruce Councillor S Golton Councillor L Mulherin

10 Investing in Young People: Update of the Future Direction of Youth Services and Delegated Functions for Area Committees

The report of the Director of Children’s Services provided the Area Committee with an update on the recommendations agreed at Executive Board in March 2013; Investing in Young People: Future Direction for Youth Services in Leeds.

The report also informed and updated the Area Committee of their delegated responsibilities for Youth activity funding. This included how they commissioned, monitored and evaluated local play, arts, sports and cultural

activity for young people aged 8-17 years with the involvement and participation of children and young people throughout the process.

Vicki Marsden, Strategic Play Officer, Children's Services presented the report.

Members' attention was brought to the funding available for Outer South Leeds which would be £30,116 for 2013/14 and £60,232 for 2014/15.

In response to Members comments and questions, the following issues were discussed:

- The funding would be used solely for the provision of activities for Young People.
- Service delivery to deprived areas.
- Monitoring of activities and reports back to Area Committee.
- Involvement of the Children and Young Peoples working group.
- Proposals for Mini Breezes in Ardsley and Robin Hood.
- Consulting young people.
- The funds would not be used for capital spending.
- Involvement of private and voluntary groups.

RESOLVED –

- (1) That the report be noted
- (2) That the Area Committee Chair and new Area Lead for Children's work with the Executive Member Children's about how to best enable spend of £2.54 million on targeted youth work across local areas in Leeds.

11 Update report from Children's Services

The report of the Director of Children's Services provide the Area Committee with an update on a range of issues as requested following the six monthly report in March 2013.

Martyn Stenton, Area Head of Targeted Services – SE Leeds presented the report.

The following issues were highlighted:

- Reducing the number of looked after children – this had remained similar in recent months.
- Number of children on protection plans had decreased.
- The number of Common Assessment Framework cases had remained static.
- Requests for Children's Social Services had reduced.
- Number of NEETs – this fluctuated throughout the year
- School attendance – there had not been any further significant data since the last report.

Members discussed issues relating to school attendance and unauthorised absence. These included the following:

- Enforcement and punitive measures
- Problems faced by parents with siblings at different schools with different term times and work commitments
- Possible future changes with schools being able to change their own term times.

RESOLVED – That the report be noted.

12 South and Outer East Locality Team Service Level Agreement and Performance Update

The report of the Locality Manager (South and Outer East Leeds) provided an update on performance against the Service Level Agreement (SLA) between South Outer Area Committee and the South South-East Environmental Locality Team.

Paul Spandler, Service Manager presented the report.

Members' attention was brought to the performance summary and activity outlined in the report. Approval was also sought for the Service Level Agreement for the delivery of delegated environmental service in 2013/14.

In response to Members comments and questions, the following issues were discussed:

- Changes to rolling rotas
- Cleaning of ginnels and hotspot areas
- Enforcement issues.
- Partnership working with ALMOs, Highways and Parks and Countryside.
- The litter bin survey had been completed.

RESOLVED –

- (1) That the performance of the South and East Outer Locality team over the past year be noted.
- (2) That the attached Service Level Agreement for the delivery of delegated environmental services in 2013/14 be approved.

13 Strengthening the Relationship between Area Committee and Town and Parish Councils

The report of the Area Leader - South East Leeds presented the report of Scrutiny on strengthening the Council's relationship with Town and Parish Councils. The scrutiny report highlighted the role of Area Committees and

Area Leaders and how this could be achieved. The report also outlined how the scrutiny recommendations could be achieved in the Outer South area.

Aretha Hanson, Area Officer presented the report.

Members' attention was brought to good examples highlighted in the report and it was reported that nominations were requested for a working group of Area Committee Members and Parish & Town Councils.

RESOLVED –

- (1) That the report be noted.
- (2) That the establishment of a working group of Area Committee Members and Parish & Town Councils to discuss and agree options for strengthening links and report back to the Area Committee be agreed.
- (3) That Councillors Gettings, Nagle and Dawson be nominated to the working group.

14 Priority Neighbourhood Worker Update

The report of the Area Leader – South East Leeds provided a six monthly report on the progress of the Priority Neighbourhood Worker and presented progress to date on the development of the Health Champions programme.

Ellie Rogers, Priority Neighbourhood Worker presented the report.

The following issues were highlighted from the report:

- The recent Community Heroes event which was attended by over 70 volunteers.
- Communication – new communication distribution which was reaching a wide range of community groups and organisations.
- Health Champions – Members were given an update on the Health Champions Programme.
- Community Safety Champions – the Priority Neighbourhood Worker would work with the Community Safety Lead.
- Members were asked to endorse the change of the Priority Neighbourhood Worker's job title to Neighbourhood Improvement Officer.

In response to Members comments and questions, the following was discussed:

- The Practice Champion programme was on hold whilst a vacancy in Public Health was filled.
- The proposed change of job title for the Priority Neighbourhood Worker was to reflect the work on Neighbourhood Improvement Plans and programmes. There would be no change to terms and conditions of the post.

- Role of the Practice Champion.

RESOLVED –

- (1) That the work of the Priority Neighbourhood Worker in Supported Areas be noted.
- (2) That the further developments in the Health Champion programme be noted.
- (3) That the direction of travel with regard to the development of Community Safety initiatives be noted.
- (4) That the Priority Neighbourhood Worker post be retitled to Neighbourhood Improvement Officer.

15 Summary of Key Work

The report of the Area Leader – South East Leeds presented an update on key work taking place within the Outer South Leeds area not covered elsewhere on the agenda.

Aretha Hanson, Area Officer presented the report.

Members’ attention was brought to the following issues:

- Sub-group appointments
- Morley Town Council appointments
- Proposed transfer of Rose Lund Community Centre to Children’s Services.
- Morley Police Station – there had still not been a funding application.
- Selection of areas for Financial Fitness Project Courses.
- Community First Grants.

RESOLVED –

- (1) That the report be noted.
- (2) That the following sub-group nominations be approved:

Children & Young People	Cllr Gettings, Cllr Bruce Cllr Dawson, Cllr Mulherin
Activities Fund Steering Group	Cllr Gettings, Cllr Bruce Cllr Dawson, Cllr Mulherin
Environmental Sub-Group	Cllr Bruce, Cllr Renshaw Cllr Finnigan, Cllr Varley
Community Centres Sub-Group	Cllr Gettings, Cllr Mulherin Cllr Elliott, Cllr Nagle

- (3) That the transfer of the Rose Lund Community Centre to Children’s Services

(4) That Financial Fitness Project Courses be provided at the following locations:

- Fairfax, Morley North
- North Fields, Ardsley & Robin Hood
- Wood Lane, Rothwell
- Newlands, Morley South

16 Wellbeing Report

The report of the Assistant Chief Executive (Citizens and Communities) provided Members with the following:

- Confirmation of the 2013/14 revenue allocation and the 2012/13 carry forward figure.
- An update on both the revenue and capital elements of the Wellbeing budget.
- Details of revenue funding for consideration and approval.
- Details of revenue projects agreed to date (Appendix 1).
- Details of capital projects agreed to date (Appendix 2).
- A summary of the revenue proposals for 2013/14 which link to the priorities and actions in the Area Committee Business Plan.
- The current position of the Small Grants Budget

Aretha Hanson, Area Officer presented the report.

Members' attention was brought to project applications that were detailed in the report.

RESOLVED –

- (1) That the report be noted
- (2) That the position of the Wellbeing Revenue Budget be noted.
- (3) That the revenue projects already agreed be noted.
- (4) That the position of the capital projects budget be noted.
- (5) That the following project approvals be approved:
 - Target Hardening – Sheds - £1,000
 - Leeds Lights - £570 (Morley North), £2,425 (Rothwell)
 - Disability Access & Power Assisted Door Unit - £1,500
 - Extra Grit Bins, Harwill Estate - £336.76
 - John O'Gaunts A Frame Ginnel Gates - £3,400

17 Date and Time of Next Meeting

Monday, 16 September 2013 at 4.00p.m. Meeting to be held at Rothwell One Stop Centre.

Draft minutes to be approved at the meeting
to be held on Date Not Specified

Draft minutes to be approved at the meeting
to be held on Date Not Specified

WEST (INNER) AREA COMMITTEE

WEDNESDAY, 26TH JUNE, 2013

PRESENT: Councillor C Gruen in the Chair
Councillors T Hanley, A Lowe, J McKenna
and N Taggart

Co-optees H. Boutle, Bowes and Ritchie

Apologies Councillor J Harper,
K Smales(Co-optee)

1 **Appeals Against Refusal of Inspection of Documents**

There were no appeals against the refusal of inspection of documents.

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

There were no resolutions to exclude the public.

3 **Late Items**

There were no late items submitted to the agenda.

4 **Declaration of Disclosable Pecuniary Interests**

No declarations were made.

5 **Apologies for Absence**

Apologies for absence were received from Cllr. J Harper and Karen Smales (Co-opted Member).

6 **Minutes -**

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

7 **Area Committee Co-optees**

Members considered a report of the Chief Officer (Democratic Services) seeking the approval of the appointment of co-optees to the Area Committee for the remainder of the municipal year.

Elections for co-optees took place at Armley Forum on 21st May 2013 and at Bramley /Stanningley Forum on 13 June 2013. The following co-optees have been elected to serve the West Inner Area Committee 2013/14;

- Armley Ward – Hazel Boutle and Eric Bowes
- Bramley/Stanningley Ward – Kevin Ritchie and Karen Smales

RESOLVED – That Hazel Boutle, Eric Bowes, Kevin Ritchie and Karen Smales be appointed as co-optees for the West Inner Area Committee for the municipal Year 2013/14.

8 West and North West Locality Team Service Level Agreement and Performance Summary

The Area Committee considered the report of the WNW Locality Manager, Environment & Housing providing a comprehensive end of year performance report for the 2012/13 Service Level Agreement and setting out the details of the SLA for 2013/14.

Jason Singh the Locality Manager attended the meeting to present the report and drew Members attention to the following key issues:

- The number and nature of customer requests received during 2012/13
- The new elements to be incorporated into the Service for 2013/14, including elements previously provided by the ALMO and additional environmental services.
- There will also be issues to be addressed in relation to new timetables for bin collections.

The Area Committee expressed their satisfaction with the service that had been received from the Locality Team in respect of all their requests for action being addressed promptly and thoroughly.

The committee asked that specific aspects of the Service Level Agreement be brought to a General Purpose meeting.

RESOLVED – That the content of the report be noted and that the Service Level Agreement for 2013-14 be approved.

9 Wellbeing Fund Report

A report of the Assistant Chief Executive (Citizens and Communities) advised the committee of:

- a) the balance of the Inner West Wellbeing revenue budget 2013/14
- b) Projects deferred from May 2013
- c) New applications for Armley Ward
- d) Projects in development

The Area Committee noted that the current balance of the Ward Wellbeing budgets were as follows:

Armley £21,313* and Bramley /Stanningley £2,044* which was

*Subject to delegated decisions on Youth Services Summer Activities application (£2,464 Armley & £821 Bramley / Stanningley), and the Ganners Alleygating scheme (£1,890)

Brent Brady attended the meeting to update the members on the Ganners Alleygating Project. The Area Committee requested that a specific issue over land be formally referred to WNW as a housing matter.

Two new applications were considered in respect of Armley Domestic Violence Project and Ladz Group- Christ Church Armley Youth Project.

With regard to one project currently in development, Access to Community Buildings budget, a proposal is being developed to provide a budget to support community groups pay for room hire to deliver their services.

RESOLVED – That the content of the report be noted, and that:

- a) Funding to the Youth Service Summer Activities £2,464 Armley and £821 Bramley and Stanningley be approved.
- b) Funding for the Ganners Alleygating Scheme be deferred until the September 2013 meeting.
- c) £800 funding towards Armley Domestic Violence Project and £4,043 funding to Ladz Group, Christ Church Armley Youth Project be approved.
- d) The Access to Community Buildings project be deferred until the September 2013 meeting.

10 Appointment of Area Lead Members, Cluster Representatives and Corporate Carers

The Assistant Chief Executive (Citizens and Communities) submitted a report requesting that the Area Committee make appointments to the Area Lead Members roles, Clusters and Corporate Carers Group. The report also asked the Area Committee to nominate their representative on the Corporate Carers Group, and nominations to local Children's Services Cluster partnerships across the city were also formalised as an Area Committee appointment.

In recognition of the differing size of individual Area Committees and that the roles may need to be tailored to best reflect local needs and circumstances may wish to consider splitting two of the roles namely;

- Environment and Community Safety – with one member focusing on the environment agenda and another community safety.
- Health, Wellbeing and Adult Social Care - with one member covering public health and wellbeing agenda and another focusing on adult social care and community health services.

The Area Committee considered the following Roles suggested in Section 3 of the report:

- Environment & Community Safety

- Children's Services
- Employment, Skills and Welfare
- Health, Wellbeing and Adult Social Care

RESOLVED –

a) That appointments be made to the following Area Lead Member roles for West Inner Area Committee:

- Children's Services - Councillor C Gruen
- Employment, Skills and Welfare - Councillor J McKenna
- Health and Wellbeing - Councillor A Lowe
- Adult Social Care - Councillor T Hanley
- Environment and Community Safety – Councillor J Harper is to be asked if she would like to do this role as she was absent from the meeting. The Councillors for Armley Ward approved this.

b) That the following Councillors be appointed as member representatives to the local Children's Services Clusters relevant to the West Inner Area Committee:

- Armley Cluster – Councillor A Lowe
- Bramley/ Stanningley Cluster – Councillor C Gruen

c) That Councillor C Gruen be appointed as the representative to the Corporate Carers Group.

11 Children's Services Report

At the Area Committee meeting on 20th March 2013, (Minute No.101referred) Sue Rumbold, Chief Officer for Children's Services, presented a report highlighting performance in the Inner West area against a range of measures.

The statistics in the report highlighted a number of areas of concern where performance in the Inner West was below that of other comparable areas and clusters.

The Chair for the Area Committee asked that the Executive Member for Children's Services be invited to the 26th June meeting to discuss points raised in the report.

Cllr. Blake, Executive Member for Children's Services attended the meeting along with Cllr. Dowson, the Lead Member and Paul Brennan, the Deputy Director of Children's Services: Learning, with Officers Margaret McBride, Kevin Payne and Martyn Stenton.

An informative discussion took place on a number of points that the Area Committee had asked to be addressed including;

- Low attainment levels at Swallow Hill and the Transfer to academy status,

- Higher numbers of looked after children compared with the rest of the city,
- Use of Common Assessment Framework systems, and the proportion of requests that meet the threshold for referral to the Children's Social Work service,
- Attendance levels in primary and secondary being the lowest on the city, and
- The role of clusters in the school performance agenda.

Cllrs Hanley and Taggart entered the room during the consideration of this item.

RESOLVED – That the committee note the content of the report of the 20th March 2013 meeting, as appended to the submitted report, and that an update be brought to the next scheduled meeting in September 2013.

12 Investing in Young People: Update of the Future Direction of Youth Services and Delegated Functions for Area Committees.

The Director of Children's Services submitted a report providing an update on the recommendation of Executive Board in respect of the future direction for the provision of youth services in Leeds and setting out the responsibilities delegated to Area Committees for Youth activity funding.

The report included specific matters for the Area Committee to address and those responses would inform the July Executive Board report in respect of targeted youth work services. The Area Committee considered the issues raised in respect of:

- how the activity funding will be delivered building on the Breeze brand
- how the Area Committee could link to other possible funding streams to maximise activity for children and young people
- how children and young people will be involved throughout the planning, decision making and evaluation of the activity funding.

Jean Davey, Youth Offer and Youth Service Lead, Childrens Services, attended the meeting and highlighted that the overall Area Committee youth activities budget was ring-fenced as £250k for 2013/14 rising to £500k in 2014/15. West Inner Area Committee youth activities budget was £16,202 in 2013/14 and £32,405 in 2014/15 with a clear expectation that young people would be involved in the application and decision making process.

Cllr. Dowson was in attendance at the meeting for this item and contributed to the discussions which included;

- Consultation events that have been arranged and the organising of other events to ensure that meaningful consultation takes place across the West Inner area through schools and youth activity providers

- How the Area Committee keep up the momentum of the project for youth in the area
- How to communicate using mobiles phones, Breeze websites, school newsletters etc.

RESOLVED –

- a) That, having considered the issues, the contents of the report and the comments made by Members be noted
- b) That the Area Committee delegated the decisions in respect to the allocation of ringfenced funding to authorised officers, subject to consultation firstly being undertaken with Ward Members,

13 Appointments to Outside Bodies

West Inner Area Committee considered the report of the Chief Officer (Democratic and Central Services) outlining the procedure for the Committee to make and confirm appointments to those organisations (Outside Bodies) which fall to the Committee to make an appointment. The report included a copy of the Appointments to Outside Bodies Procedure Rules at Appendix 1 and a schedule of the two appointments to be made at Appendix 2 in relation to the following organisations:-

- WNW ALMO Area Panel

RESOLVED – That Councillors J McKenna and N Taggart be appointed to the WNW Area Panel for the duration of the 2013/14 municipal year..

14 Inner West Area Committee Business Plan

The Area Committee considered the report of the Area Leader – WNW which presented a revised Inner West Area Committee Business Plan for 2013-2015 attached at Appendix 1 to the report.

Jane Maxwell presented the refreshed Business Plan explaining that the Action plan had been amended to include more specific and measurable actions that better reflect the role and influence of the Area Committee.

The revised Business Plan was presented to the Area Committee for approval.

RESOLVED – That the area committee:-

- a) Note the content of the report
- b) Approved the revised Business Plan at Appendix 1
- c) Agree to receive regular updates and an annual refresh of the plan

Councillors Lowe, J McKenna and Taggart left the meeting at the end of this item. At this point the Area Committee became inquorate and therefore the committee was unable to make any formal decisions.

Draft minutes to be approved at the meeting
to be held on Wednesday, 4th September, 2013

15 Census 2011 Report

A report of the Area Leader – WNW presented data from the 2011 Census for the Leeds and the Inner West area.

Further information on trends and challenges highlighted through the data will be presented at a future Area Committee meeting.

RECOMMENDED – That the content of the report be noted.

16 Matters Arising from the Minutes of the Meeting held on 17th May 2013

Members considered an update on the Bramley Park Floodlight scheme which has been delayed.

RECOMMENDED – That a letter be sent in the Chair's name to Parks and Countryside to show the disappointment of the Area Committee in the length of time taken to progress this scheme, with the Area Support Team looking into this matter further.

17 Minutes - Community Forum

The minutes of the Armley Community Forum and PACT meetings held on 16th April 2013 and 21st May 2013 were considered by the Area Committee.

It was noted that the minutes from the Bramley Forum will appear on the agenda for the next scheduled meeting.

RECOMMENDED – That the minutes be noted.

18 Minutes - Inner West Area Panel

Members considered the minutes of the Inner West Area Panel meeting held on 29th April 2013.

A mistake was highlighted on page 21 of the agenda in respect of the Armley Fun Day costs.

RECOMMENDED – That the minutes be noted.

19 Inner West Neighbourhoods Improvement Programme

A report was submitted by the Assistant Chief Executive (Citizens and Communities) which provided an update on the current position regarding the Neighbourhood Improvement Programme for Inner West Leeds.

RECOMMENDED – That this item be deferred until the next scheduled meeting on 4th September 2013.

20 Date and time of next meeting

Noted that the next West Inner Area Committee will be 4:00pm, Wednesday 4th September 2013 at the Sikh Temple on Tong Road.

Draft minutes to be approved at the meeting
to be held on Wednesday, 4th September, 2013

WEST (OUTER) AREA COMMITTEE

WEDNESDAY, 10TH JULY, 2013

PRESENT: Councillor J Jarosz in the Chair

Councillors A Blackburn, D Blackburn,
M Coulson, J Hardy, J Marjoram and
R Wood

1 Appeals Against Refusal of Inspection of Documents

There were no appeals against the refusal of inspection of documents.

2 Exempt Information - Possible Exclusion of the Press and Public

There were no resolutions to exclude the public.

3 Late Items

There were no late items.

4 Declaration of disclosable pecuniary and other interests

There were no declarations of Disclosable pecuniary and other interests.

5 Apologies for Absence

Apologies were received from Councillors R Lewis and A Carter and from Inspector Mark Adams.

6 Minutes -

That the minutes of the meeting held on Friday 17th May 2013 be approved as a correct record.

7 Matters arising

Minute No. 83 – Provision of Bowling Greens within the West Outer area
It was noted that the consultation period for the Provision of Bowling Greens has been extended from 31st May 2013-31st July 2013.

Parks and Countryside have been invited to the meeting on 18th September 2013 in order to provide further details on the provision of bowling greens within the West Outer area.

8 Deputation to West (Outer) Area Committee: Concerns in respect of proposals which relate to the future of Musgrave Court

The committee received a deputation in respect of concerns regarding proposals which related to the future of Musgrave Court, Crawshaw Road, Pudsey.

The Chair thanked Mr Lurc and Ms Rider for attending the Area Committee to raise their concerns related to the future of Musgrave Court.

9 Better Lives for People of Leeds: Care Homes and Day Services for Older People

The Area Committee considered a report of the Director of Adult Social Services in respect of the 'Better Lives' vision and which sought the Area Committee's view on associated proposals for the Outer West area which had formed part of the consultation process, which had been agreed by the Executive Board on 15th February 2013.

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to be held on Wednesday, 18th September, 2013

Dennis Holmes Deputy Director, Adult Social Care Commission Services presented the report and invited views on the Area Committee's perspective on the closure of Musgrave Court. The Deputy Director gave an overview of the pressures facing the service at this time and over the next few years with insufficient budget to update and maintain the care homes that we provide, or to supply the resources to support those people who require specialised care.

He explained the review was looking towards the future provision of homes and the requirements and aspirations of the next generation of older person's residential homes.

The Members sought clarification on a number of issues including:

- number of beds currently in use at Musgrave Court
- sufficient provision of the independent sector within the area
- residents wishes for allocated places at private care homes being adhered to
- care costs of the residents being relocated into the independent sector
- trained nurses for those residents who have dementia and
- relocation of LCC staff

Members were given reassurance that there were sufficient good quality care homes within the area offering specialised dementia care with trained nursing staff.

Musgrave Court was a 36 bed facility with 28 beds currently occupied on a permanent basis. If residents were to be relocated to the Independent Sector as a result of decommissioning, the Council would cover the care costs.

The report also provided an update to the Area Committee on the decommissioned older person's facility Westholme, located in the Farnley / Wortley Ward. The Deputy Director informed the committee that the residents of Westholme had all been allocated places and that the wishes of where they wanted to live had been adhered to and that any future decommissioning of homes the wishes of the residents would be adhered to.

Staff at decommissioned homes would be offered employment elsewhere in the Council or the option to take up the Early Leavers Initiative.

RESOLVED – That the Area Committee:

- a) noted and considered the consultation process to implement the recommendations of the Executive Board on 15th February 2013.
- b) suggested specific local issues that will help plan for the future needs of older people and made a response as part of the consultation process agreed by Executive Board
- c) noted and considered the content of the report and recognised the progress in implementing the option approved by the Executive Board in September 2011 for Westholme care home.

10 Co-optees Report

Members considered a report of the Chief Officer (Democratic Services) seeking the approval of the appointment of co-optees to the Area Committee for the remainder of the municipal year.

RESOLVED - The Reverend Paul Ayres be appointed as a co-optee of the West Outer Area Committee for the municipal year 2013/14.

11 Appointment to Outside Bodies

West Outer Area Committee considered the report of the Chief Officer (Democratic and Central Services) outlining the procedure for the Committee to make and confirm appointments to those organisations (Outside Bodies) which fall to the Committee to make an appointment. The report included a copy of the Appointments to Outside Bodies Procedure Rules at Appendix 1 and a schedule of the two appointments to be made at Appendix 2 in relation to the following organisations:-

- WNW ALMO Area Panel
- Borough of Pudsey Charity

RESOLVED – That:

- Councillors R Wood and R Lewis be appointed to the WNW Area Panel until July 2014.
- Councillors R Wood and A Carter be appointed to the Borough of Pudsey Charity until Jun 2016.

12 Appointment of Area Lead Members, Cluster Representatives and Corporate Carers

The Assistant Chief Executive (Citizens and Communities) submitted a report requesting that the Area Committee make appointments to the Area Lead Members roles. The report also asked the Area Committee to nominate their representative on the Corporate Carers Group, and nominations to local Children's Services Cluster partnerships.

In recognition of the differing size of individual Area Committees and that the roles may need to be tailored to best reflect local needs and circumstances and it was noted that Area Committees may wish to consider splitting two of the roles namely;

- Environment and Community Safety – with one member focusing on the environment agenda and another community safety.
- Health, Wellbeing and Adult Social Care - with one member covering public health and wellbeing agenda and another focusing on adult social care and community health services.

The Area Committee considered the following Roles suggested in Section 3 of the report:

- Environment & Community Safety

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- Children's Services
- Employment, Skills and Welfare
- Health, Wellbeing and Adult Social Care

RESOLVED –

a) That appointments be made to the following Area Lead Member roles for West Outer Area Committee:

- Children's Services - Councillor D Blackburn
- Employment and Skills - Councillor R Wood
- Welfare – Councillor J Hardy
- Health and Wellbeing and Adult Social Care - Councillor J Jarosz
- Environment – Councillor M Coulson
- Community Safety – Councillor A Blackburn

b) That the following Councillors be appointed as member representatives to the local Children's Services Clusters relevant to the West Outer Area Committee:

- Farnley Cluster – Councillor A Blackburn
- Pudsey Cluster – Councillors J Jarosz and A Carter

c) That Councillor D Blackburn in his appointment to Area Lead Member of Children's Services also be appointed to the role of Corporate Carer.

13 West and North West Locality Team Service Level Agreement and Performance Summary

The Area Committee considered the report of the WNW Locality Manager, Environment and Housing providing a comprehensive end of year performance report for the 2012/13 Service Level Agreement and setting out details of the SLA for 2013/14.

Jason Singh the Locality Manager attended the meeting to present the report and drew the Members attention to the SLA for 2013/14 which is appendix A of the report. The changes and additions to the SLA for 2013/14 included:

- a) a commitment to agree and regularly inspect priority 'sites of concern' in each ward
- b) a programme to be developed to tackle priority sites and problematic arterial routes in each ward that are prone to litter accumulating between the end of the cutting season and the beginning of the next.
- c) a menu of additional changeable services for Members to consider commissioning extra local, targeted provision

The Locality Manager reported that extra resources for the roll out of the new bin collection programme will be undertaken through the 'Waste Doctors'.

The Locality Manager updated the committee on the covert CCTV cameras saying that they were being purchased and that he would update on how they are working at a future meeting.

RESOLVED – The Area Committee:

- a) noted the content of the report and;
- b) approved the Service Level Agreement 2013/14 attached at Appendix A of the report

14 Investing in Young People: Update of the Future Direction of Youth Services and Delegated Functions for Area Committees

The Director of Children's Services submitted a report providing an update on the recommendation of the Executive Board in respect of the future direction for the provision of youth services in Leeds and set out the responsibilities that would be delegated to Area Committees for youth activity funding.

The report included specific matters for the Area Committee to address and those responses would inform the July Executive Board report in respect of targeted youth work services. The Area Committee considered the issues raised in respect of:

- how the activity funding will be delivered building on the Breeze brand
- how the Area Committee could link to other possible funding streams to maximise activity for children and young people
- how children and young people will be involved throughout the planning, decision making and evaluation of the activity funding

Ken Morton Head of Service Young People and Skills presented the report to the committee explaining that this project is to run over this financial year and next financial year. The new allocation for the Outer West Area Committee budget ring-fenced for youth activities is £23,218 in 2013/14 and £46,435 in 2014/15.

Head of Service Young People and Skills advised the committee that:

- work was underway with Area Support in branding for Breeze
- agreement with Area Chairs as to how the project would work within Area Committees and he would provide the basics as to in-house spend and voluntary spend
- there would be a small team to provide support and advice to the Area Committees
- a number of summer activities were already proposed and that he would supply the relevant details to the Area Support Team.

RESOLVED-

- a) That, having considered the issues, the contents of the report and the comments made by Members be noted

- b) That the Youth Activities Fund budget decision making functions be delegated to the authorised officers, subject to initial consultation with Ward Members.

15 Consultation on further proposals for primary school provision for September 2015

The Director of Children's Services submitted a report updating the Area Committee on the work being undertaken across the city to ensure that the authority meet its statutory duty to ensure sufficiency of school places in the context of an increasing birth rate.

Viv Buckland, Head of Strategy and Commissioning in Children's Services attended the meeting.

The Head of Strategy and Commissioning in Children's Services updated the Area Committee with information that the Catholic Diocese have indicated the need for additional places for baptised children in the Pudsey area; the governing body of Pudsey St Joseph's Catholic Primary School are therefore seeking to create additional places at the school. The school is an academy and therefore the process would be managed by the school. The proposal was complimentary to the one to increase Primrose Hill and would create additional places in an area of need.

Discussion took place on a number of issues in relation to the expansion of schools including:

- performance pay of leadership team at schools where expansion had taken place
- clarification on planning permission
- clarification on how the school is selected for expansion, demographics, money and travel plans

The Members requested that Pudsey Lowtown be reconsidered for expansion.

- The Head of Strategy and Commissioning Children's Services offered to undertake a piece of research on Pudsey Lowtown and return to the Area Committee with her findings.

RESOLVED – That the contents of the submitted report, together with the comments made by Members be noted.

16 Community Safety Report

The Director of Environment and Housing submitted a report to the committee with information on crime trends, partnership initiatives and future projects between Leeds City Council and West Yorkshire Police in Outer West.

The report was presented by Gill Hunter, Area Community Safety Co-ordinator provided the recent crime statistics for West Outer Leeds.

Discussions took place on a number of issues including:

- Lack of response from enquiries passed to the Police by Members
- No information from the Police to Members regarding major incidents in the area
- The closure of the public counter at Pudsey Police Station and the re-opening of the public counter at Weetwood Police Station. The Members requested that there was an urgent need to ensure that all residents are made aware of this closure.

The Area Community Safety Co-ordinator informed the committee of a number of initiatives being undertaken in the area:

- Community Triggers Pilot which would run from 4th July, through to December 2013. The aim of the pilot was to respond and act quickly on complaints of Anti-social behaviour with the use of a multi-agency partnership which may include, Police, Council or registered social landlords;
- The off road bike team was to operate in local hot spots and the off road
- The CCTV camera for the Farfields will be operational in the next few weeks;
- Action days are planned to raise awareness of burglary;
- The Neighbourhood Police Team would continue to support local forums and events providing crime prevention advice;
- Schools within the area have had leaflets printed raising awareness of the dangers of parking outside schools.

RESOLVED- Members of the West Outer Area Committee noted the content of the report and offered comments to the presenting officer.

Councillors Coulson and Marjoram left the meeting during the consideration of this item.

17 Wellbeing Fund Update Report

A report was submitted to the Committee by Assistant Chief Executive (Citizens and Communities) on the budget position of the Wellbeing Fund 2013/14

Harpreet Singh presented the report highlighting the current position of the Small Grants and Skips Pots and those small grants and skips that have been approved since the last meeting.

Approval for Small grants and skips pots was sought on those applications which had been received for consideration, as detailed within table 2 of the submitted report.

Members approval was also sought for the Business Engagement Proposal £14,400.

The Area Committee was asked to decommission the following projects and release the funding back into the Outer West capital Wellbeing fund:

Project Date	Project Name	Reason for decommissioning	Amount
2008/09	Lower Wortley Road Imp Scheme	Funds have been transferred back into the Wellbeing Capital parent account. No information on project completion and departments leading on project no longer exist	£28,800
2010/11	Pudsey Juniors – Tyersal Park	Parks & Countryside Officers have confirmed no project was ever completed to their knowledge in Tyersal Park	£5,000

Committee approval was sought for a new capital project Tyersal Residents Association Community Centre – Concert Room/ Youth Club, flat roof repairs - £9,500.

Alison Szustakowski from West North West Area Support Team attended the meeting to update the committee on the Welfare Reform Project. Members

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had agreed to allocate a sum of money to fund Welfare Reform projects, to support residents affected by the Welfare Reform Changes. Some of the Welfare Reform changes had been implemented and the partners had come together through WNW Employability and Welfare Reform Workstream to consider areas of need for West Outer Area Committee.

The following bullet points were a list of suggestions which had been identified as part of this process:

- IT suites/ training
- Supplement Libraries Information Bus to support residents in areas where service accessibility is difficult
- Money management / Debt Projects
- Illegal money lending projects/campaign
- Promotional campaigns
- Credit Union Schemes
- Pop up benefits advice
- Establishing localised Clothing and Food Banks

Members discussed the merits of supporting the above list of suggestions and considered the projects that would best support the residents of West Outer Area.

RESOLVED – The Area Committee:

- Noted the current budget position for the Wellbeing Fund for 2013/14 as at Appendix 1
- Noted the current position of the Small grants and skips pots and considered those Small Grants and skips that have been received with approval for funding as shown below:

PROJECT NAME	ORGANISATION	AMOUNT	APPROVAL
Farsley Designated Public Order Signs	Leeds City Council	£360	APPROVED
Employment, Learning and Advice Community Contact Points	West North West Area Support Team	£300	APPROVED
Community Engagement / Dog Show Event / Family Fun Day	West Yorkshire Police	£250 (also applied to West Inner Area Committee for £250)	APPROVED

- Agreed the proposal for a Business Management proposal as at appendix 5 and that Cllr Wood, as Area Lead for Employment and Skills be included in the project. The amount agreed was £14,400
- Agreed to decommission the Lower Wortley Road Improvement Scheme and the Pudsey Juniors – Tyersal Park Scheme and noted the new balance of the capital Wellbeing budget as £33,549.

- The Members considered the new capital project and approved the request for Tyersal Residents Association Community Centre – Concert Room/ Youth Club, flat roof repairs - £9,500.
- Noted the information provided on Welfare Reform Project and asked that Cllrs Hardy and A Blackburn meet with partners of the various projects to gather more information to bring back to next meeting.



Minutes

Executive Committee

Date: 31 July 2013

Time: 9.30 am

Venue: Fire Service Headquarters, Birkenshaw

Present: Councillor M Khan (Chair), R Grahame (as substitute for Councillor T Austin), P Harrand, J Hughes and C Townsley

In Attendance: None

Apologies: Councillors T Austin and A Hussain

1 Minutes

RESOLVED

That the Minutes of a meeting held on 10 May 2013 be signed by the Chair as a correct record.

2 Urgent Items

Membership of Outside Body – Police and Crime Commissioner Partnership Executive Group

The Chair gave approval for this item to be considered on the grounds of urgency as a decision was required which would not admit of delay (Min no. 5 refers).

Industrial action – alternative cover arrangements

Approval was given by the Chair to the inclusion of the verbal item at the request of the Chief Fire Officer on the grounds of urgency as it was an issue which was evolving on a daily basis (Min no. 6 refers)

3 Admission of the Public

RESOLVED

That the public and press be excluded from the meeting during consideration of the item of business specified below as it was likely, in view of the nature of the business to be transacted or the nature of the proceedings that, if members of the public and press were present during this item, there would be disclosure to them of exempt information of the description specified.

AGENDA ITEM NO.	TITLE OF REPORT	MINUTE NUMBER	Description of exempt information by reference to the paragraph number in Schedule 12a of the Local Government Act 1972
E5	Catering Provision – Training Centre	7	Paragraph 3 – financial or business affairs

4 Declarations of interest

No declarations of disclosable pecuniary interest were made in any matter under discussion at the meeting.

5 Membership of Outside Body – Police and Crime Commissioner Partnership Executive Group

The Director of Corporate Resources submitted a report which sought authorisation for the Chair to accept an invitation (received on 23 July 2013) to join in membership of the recently established Police and Crime Commissioner Partnership Executive Group.

It was reported that the Group would meet on a quarterly basis and would afford the Authority another opportunity to work closely with relevant partners in West Yorkshire towards shared values in making West Yorkshire a safer place.

RESOLVED

- (i) That the Chair of the Authority be authorised to accept an invitation to sit on the Police and Crime Commissioner (PCC) Partnership Executive Group for 2013 -14;
- (ii) That authorisation be given to appropriate substitution arrangements (Chair's nominee) in the event that the Chair of the Authority was not able to attend meetings of the PCC Executive Group at (i) above;

- (iii) That approval be given to the payment of travel and subsistence expenses related to representation on the PCC Partnership Executive Group;
- (iv) That annual appointments be made to the Group as part of the Authority's Outside Bodies nomination process; and
- (v) That the Minutes of meetings of the PCC Executive Group be submitted to the Fire Authority as appropriate for noting.

6 Industrial action – alternative cover arrangements

The Chief took the opportunity update Members of the Executive Committee about alternative cover arrangements that were being put in place in the event of any strike action to be taken by Firefighters.

It was reported that the earliest date for strike action would be 8 September and the Chief had taken the decision, under delegated powers, to recruit community responders from the local West Yorkshire community. Adverts had been placed and expressions of interest had been received in the two roles on offer – Community Response Officers (CRO's) and Driver / Pump operators.

Members were advised that an initial paper sift was being done and it was hoped that individuals would be taken through at this stage to the medical and physical assessment / interview process during w/c 6 August. The first cohort (hopefully totalling 24 CRO's and 10 drivers) would commence a 3-week intensive training course w/c 12 August with a second, similar-sized cohort, being trained from early September.

In response to a Member's question, it was reported that all recent retirees had been contacted and it was hoped that some of these would act as cover personnel following brief update training as required.

Payment would be made on a zero-hour contract basis to successful CRO's and drivers for training and call-out duties. They would also have the entitlement to join the Local Government Pension Scheme (LGPS).

RESOLVED

That the Chief Fire Officer submits a formal report to Members once the result of the ballot for strike action is known at the end of August to cover all contingency planning arrangements.

7 Catering Provision – Training Centre

(This item was considered as exempt information under Schedule 12A (3) of the Local Government Act 1972 – business or financial affairs)

Consideration was given to a report of the Director of Corporate Resources which sought Members' approval for the discontinuation of the catering provision at Training Centre following the expiry of the current contract with Sodexo on 26 October 2013.

It was reported that the significant changes in service requirement, due to the cessation of recruit training etc, had made the contract unsustainable. The current contract would expire on 26 October 2013 and it was proposed not to re-tender for a contract of this type but rather to undertake a full review of the catering requirements prior to any decision about future catering provision.

Detail of the financial implications of the contract was outlined in the report now submitted.

RESOLVED

- (i) That the catering contract with Sodexo be discontinued with effect from 26 October 2013; and
- (ii) That results of the catering review into future provision be submitted for consideration by Members as appropriate.

Chair

AGENDA ITEM NO: 4

AT A MEETING OF THE WEST YORKSHIRE INTEGRATED TRANSPORT AUTHORITY EXECUTIVE BOARD HELD IN WELLINGTON HOUSE ON FRIDAY 14 JUNE 2013

PRESENT: Councillor J Lewis (Chair)

Councillors: A Carter, Y Crewe, R Downes, E Firth, D Hardy,
K Hussain, M Lyons and L Smaje

In attendance: Councillors R Lewis (Leeds) P McBride (Kirklees)
D Merritt (York) and V Slater (Bradford)

Observers: Councillors M Graham and G Reid

93. APOLOGIES FOR ABSENCE

There were no apologies for absence.

94. WELCOME

The Chair welcomed Councillor Dave Merritt from York City Council to his first meeting of the ITA Executive Board.

95. COUNCILLOR K HUSSAIN

The Chair reported that Councillor Khadim Hussain had been elected as the Mayor of Bradford. Members joined the Chair in congratulating him and wished him all the best during his year as the First Citizen of Bradford.

96. DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS

There were no pecuniary interests declared by members at the meeting.

97. MINUTES OF THE MEETING OF THE ITA EXECUTIVE BOARD HELD ON 26 APRIL 2013

RESOLVED - That the minutes of the meeting of the ITA Executive Board held on 26 April 2013 be approved and signed by the Chair.

98. MINUTES OF THE MEETINGS OF THE DISTRICT LIAISON COMMITTEES

RESOLVED -

- (a) That the minutes of the meeting of the Leeds District Liaison Committee held on 8 April 2013 be approved.
- (b) That the minutes of the meeting of the Kirklees District Liaison Committee held on 10 April 2013 be approved.
- (c) That the minutes of the meeting of the Calderdale District Liaison Committee held on 16 April 2013 be approved.
- (d) That the minutes of the meeting of the Wakefield District Liaison Committee held on 18 April 2013 be approved.
- (e) That the minutes of the meeting of the Bradford District Liaison Committee held on 22 April 2013 be approved.

99. MINUTES OF THE MEETINGS OF THE PASSENGER CONSULTATIVE COMMITTEES

RESOLVED -

- (a) That the minutes of the meeting of the Leeds Passenger Consultative Committee held on 8 April 2013 be approved.
- (b) That the minutes of the meeting of the Kirklees Passenger Consultative Committee held on 10 April 2013 be approved.
- (c) That the minutes of the meeting of the Calderdale Passenger Consultative Committee held on 16 April 2013 be approved.
- (d) That the minutes of the meeting of the Wakefield Passenger Consultative Committee held on 18 April 2013 be approved.
- (e) That the minutes of the meeting of the Bradford Passenger Consultative Committee held on 22 April 2013 be approved.

100. MINUTES OF THE MEETING OF THE AUDIT AND GOVERNANCE COMMITTEE HELD ON 17 APRIL 2013

RESOLVED - That the minutes of the meeting of the Audit and Governance Committee held on 17 April 2013 be noted.

101. MINUTES OF THE MEETING OF THE LOCAL TRANSPORT PLAN COMMITTEE HELD ON 24 APRIL 2013

RESOLVED - That the minutes of the meeting of the Local Transport Plan Committee held on 17 April 2013 be approved.

102. MINUTES OF THE MEETING OF THE BUS SERVICES SCRUTINY COMMITTEE HELD ON 29 MAY 2013

RESOLVED – That the minutes of the meeting of the Bus Services Scrutiny Committee held on 29 May 2013 be noted.

103. LTP PROGRAMME APPROVALS

The ITA Executive Board considered a report of the Passenger Transport Executive which provided updates on:

- Local Pinch Point Fund
- Low Moor Rail Station

The report also sought approval for release of capital expenditure on the following schemes:

- Customer Information Screens at Rail Stations
- Pontefract Monkhill Car Park Extension
- Leeds-Bradford Corridor – Route 72
- Leeds-Wakefield Corridor – Route 110
- Market Street Super Shelters, Bradford
- Approval for a revised Strategy to progress the development work for the Rail Growth Package

Local Pinch Point Fund

Members noted the successful bids which had been announced by the DfT to the Local Pinch Point Fund which was aimed at addressing congestion on the local road network to facilitate jobs and housing. The total grant awarded was £12.683m in respect of the following schemes:

- | | |
|------------|------------------------------------|
| Bradford | - Canal Road/Stanley Road junction |
| Calderdale | - Hipperholme Crossroads |
| Kirklees | - Waterloo junction |
| Leeds | - Thornbury Barracks roundabout |
| Wakefield | - Pontefract Northern Link Road |

Low Moor Rail Station

It was reported that the bid for £3.4m additional funding from the New Stations Fund had been unsuccessful. Members reiterated their total commitment to the scheme and requested officers to continue the development work and seek alternative sources of funding including the possibility of using LTP monies subject to local discussion and agreement. In this respect Members were advised that Metro were working closely with Network Rail and Northern Rail to successfully resolve a number of infrastructure and timetable issues which would allow the scheme to be progressed.

Customer Information Screens at Rail Stations

It was proposed that following the successful delivery of Phase II in 2012, Metro, in partnership with Northern Rail, were proposing to roll out Phase III to provide information screens at a further 14 stations, all of which had been subject to a value for money assessment. Members were also advised that funding contributions were expected from Northern Rail as well as Section 106 developer contributions.

Pontefract Monkhill Car Park Enhancement and Expansion

It was reported that the proposed scheme would provide 42 additional car parking spaces, including enhanced lighting and CCTV. Members were advised that the scheme would be funded utilising Section 106 developer contributions and LTP3 monies. Mention was also made that the car park would be owned by Network Rail and operated by Northern Rail in order that any revenue and renewal costs would be covered by the rail industry. Metro's financial contribution would be made to Northern Rail through a Grant Agreement pursuant to Section 56 of the Transport Act 1968.

Leeds-Bradford Corridor – Route 72

Members were advised that approval was being sought to fund improvements to bus stops/shelters/information on the 72 corridor and to adjust LTP allocations in respect of highways infrastructure works being delivered by Leeds and Bradford Councils and the feasibility works for additional bus lanes.

Leeds-Wakefield Corridor – Route 110

It was reported that following feasibility work undertaken by Leeds City Council and Wakefield District Council, it was proposed to introduce bus priority measures including bus lane and traffic light priority measures which was aimed at improving reliability and punctuality.

Market Street Super Shelters, Bradford

It was reported that Metro was undertaking a replacement bus shelter programme on Market Street alongside works planned by Bradford Council to

upgrade the pavements and crossing points. Members were advised that the work would be funded through Metro's LTP Capital Programme.

Rail Growth Package

It was reported that it was now proposed to adopt a revised strategy to progress the development work for the Rail Growth Package. Members were advised that detailed design work on Apperley Bridge would now commence in advance of Kirkstall Forge utilising a combination of funding from Metro and funding which had already been provided by the developer, Commercial Estate Group (CEG). That approach would ensure that the costs for the detailed design were held without the need to retender the work and reduce the risk of the project being delayed.

RESOLVED -

- (a) That the successful Local Pinch Point Fund bids be welcomed and that details of the allocations be considered by the Local Transport Plan Committee at its meeting to be held on 17 July 2013 prior to the subsequent approval at a future meeting of the ITA Executive Board.
- (b) That the ITA Executive Board expressed their commitment to the Low Moor Rail Station scheme and officers be authorised to continue the development work and seek alternative funding sources to progress the scheme.
- (c) That in respect of Customer Information Screens at Rail Stations –
 - (i) that expenditure in the sum of £235,000 (£210,000 to be funded through the LTP and £25,000 through a Section 106 developers contribution) to provide Customer Information Screens (CIS) at 14 rail stations be approved.
 - (ii) that Metro's contribution towards Phase III be made to Northern Rail through a Grant Agreement pursuant to Section 56 of the Transport Act 1968 be approved.
- (d) That in respect of Pontefract Monkhill Station Car Park –
 - (i) that expenditure in the sum of £407,000 (£307,000 to be funded through the LTP and £100,000 through a Section 106 developers contribution) to fund the cost of the expansion and enhancements of Pontefract Monkhill Station Car Park be approved.
 - (ii) that Metro's contribution towards the car park extension at Pontefract Monkhill be made to Northern Rail through a Grant Agreement pursuant to Section 56 of the Transport Act 1968.
- (e) That in respect of the Leeds-Bradford Route 72 Scheme –

- (i) that expenditure in the sum of £122,000 from Metro's LTP Capital Programme to fund Metro's element of the Leeds-Bradford Route 72 scheme be approved.
 - (ii) that the LTP allocations be adjusted as set out in Section 2 of the submitted report to fund the £166,000 estimated cost of highway and feasibility works on the Leeds-Bradford Route 72 scheme.
- (f) That the LTP allocations be adjusted as set out in Section 2 of the submitted report to fund the £108,000 estimated cost of highway and traffic light priority work on the Leeds-Wakefield Route 110 scheme.
 - (g) That expenditure in the sum of £153,000 to fund the removal and replacement of the existing shelters on Market Street, Bradford be approved.
 - (h) That the revised strategy to progress the development work for the Rail Growth Package be approved.

104. NETWORK RAIL LONG TERM PLANNING PROCESS CONSULTATION

The ITA Executive Board considered a report of the Passenger Transport Executive on the Long Term Planning Process (LTPP) currently being undertaken by Network Rail which detailed the key implications for West Yorkshire as a result of the LTPP.

It was reported that Network Rail had recently introduced the LTPP which had replaced the Route Utilisation Strategies (RUSs) and set their future strategies, including priorities for infrastructure investment to modernise and upgrade the rail network. The LTPP consisted of market studies which were intended to analyse future rail demand. Those of relevance to West Yorkshire included:

- Long Distance
- Regional Urban
- Freight

Members were informed that Network Rail had published the consultation drafts of their Regional Urban Market Study (RUMS), Freight Market Study (FMS) and Long Distance Market Study (LDMS). Metro had been invited to respond by the end of June 2013 and a copy of Metro's key points of response were attached at Appendix A of the submitted report. It was also proposed to collaborate with other PTEs/ITAs to work towards an agreed joint consultation response to the LDMS that would be focussed on the concerns which were in common to all PTE areas.

RESOLVED -

- (a) That the response on the Long Term Planning Process (LTPP) as outlined in Appendix A of the submitted report be approved and forwarded to Network Rail by the end of June 2013 deadline date.
- (b) That further work be continued with the other PTEs/ITAs with a view to producing an agreed response setting out the key areas of concern which were a common feature across all PTE areas.

105. DISCLOSABLE PECUNIARY INTERESTS AND DISPENSATIONS

The ITA Executive Board considered a report of the Passenger Transport Executive on Disclosable Pecuniary Interests and Dispensations.

It was reported that a communication had been received from the Parliamentary Under-Secretary of State for Communities and Local Government recommending that Members of Authorities should register their taxable allowances as disclosable pecuniary interests when they sat on two Authorities or held two or more public offices.

The ITA Executive Board was informed that under the previous Code of Conduct, Members were able to rely on a specific exemption which allowed them to take part in any matter relating to an allowance, payment or indemnity for Members and that since the previous standards regime was abolished by the Localism Act, Members were no longer able to rely on that exemption.

RESOLVED –

- (a) That the Authority grant a dispensation from both restrictions as outlined in Section 31 (4) of the Localism Act to any WYITA Member who had requested a disclosable pecuniary interest arising through –
 - Any office held within the WYITA for which the Member received a taxable income; and
 - Any office held in a constituent council for which the Member received a taxable income,

to permit members to take part in any discussion and /or decision affecting those interests over the next four years.

- (b) That the criteria to be applied in determining whether to grant dispensation requests as set out in paragraph 2.17 of the submitted report be agreed.
- (c) That the Monitoring Officer be authorised to circulate the letters as attached at Appendices 1 and 2 of the submitted report.

- (d) That a further report seeking approval to amend the Members' Code of Conduct be considered at the Authority's Annual General Meeting to be held on 28 June 2013.

106. EXCLUSION OF THE PRESS AND PUBLIC

The ITA Executive Board considered a recommendation to exclude the press and public from Agenda Item 11, Bus Strategy, which contained exempt information defined in Paragraph 3 of Schedule 12A Local Government Act 1972.

It was agreed that because disclosure of the report would reveal commercially sensitive information that has been provided to Metro/the Authority on condition that it is not disclosed to other parties, the public interest would be better served by maintaining the exemption and, therefore, the press and public be now excluded from the meeting.

***107. BUS STRATEGY**

The ITA Executive Board considered a report of the Passenger Transport Executive setting out the updated bus partnership offer including the Memorandum of Understanding and further work which had been carried out in progressing towards the development of a Bus Quality Contract Scheme.

Members considered at length the benefits and disbenefits of both the partnership offer and in progressing a Bus Quality Contract Scheme prior to considering the following options, one of which would need to be recommended to the full Authority at its meeting to be held on 28 June 2013:

Option 1

Re-affirm a Bus Quality Contract Scheme as the preferred option and progress to the decision to 'give notice' and commence formal consultation.

Option 2

Accept a partnership approach, endorse the Memorandum of Understanding and either cease/suspend work on a Bus Quality Contract Scheme or continue such work until the further agreements are completed.

In recommending Option 1 as the preferred option, the ITA Executive Board considered that although the process for making a Bus Quality Contract Scheme remained challenging, it still represented a better and, in the long term, a more certain framework to ensure local bus services would meet the wider social policy goals, including the growth of the local economy and maximising the value of investment through the West Yorkshire Transport Fund.

With regard to Option 2, Members commented that whilst recognising that significant improvements had been made since the original offer, they were still unanimous in their view that the draft Memorandum of Understanding could not be unconditionally endorsed whilst substantial detail such as the definition of a commercial core network was yet to be completed and also the offer did not meet the Authority's aspirations regarding integrated ticketing, value for money and certainty.

In recommending Option 1 to the full meeting of the ITA as the preferred course of action, it was stressed that there still remained the opportunity for operators to submit an enhanced partnership offer which addressed Members' concerns regarding clarity, certainty and integrated ticketing.

RESOLVED -

- (a) That the ITA Executive Board recommends that the full Authority approve further work, associated funding and work programme to finalise the proposed Bus Quality Scheme for (non-statutory) consultation in the Autumn.

- (b) That operators be advised that implementation of the Memorandum of Understanding and progress in respect of key outcomes (patronage growth, value for money for all customer groups, roll-out of Better Bus Area funded smart ticketing, achievement of 'best in class' service standards, confidence for returns for proposed Transport Fund investments) would be required if WYITA were to revise this approach.

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WEST YORKSHIRE JOINT SERVICES COMMITTEE
THURSDAY 13 JUNE 2013

PRESENT: Bradford

Councillor D Green
Councillor M Slater
Councillor V Slater
Councillor M Walls

Calderdale

Councillor K Barret
Councillor J Booth
Councillor C Winterburn

Kirklees

Councillor M Akhtar
Councillor A Pinnock

Leeds

Councillor R Grahame
Councillor P Harrand
Councillor B Urry

Wakefield

Councillor T Dean
Councillor J Drysdale
Councillor R Lund

The Chief Officer opened the meeting and invited nominations for the position of Chairman.

1. APPOINTMENT OF CHAIRMAN

Resolved – Councillor R Lund was appointed Chairman of the West Yorkshire Joint Services Committee until the next Annual Meeting.

2. APPOINTMENT OF DEPUTY CHAIRMAN

Resolved – Councillor M Slater was appointed Deputy Chairman of the West Yorkshire Joint Services Committee until the next Annual Meeting.

3. APOLOGIES

Apologies were submitted on behalf of J Badger (Director of Finance & Property).

4. SUBSTITUTES

No substitutes in attendance.

5. CHAIRMAN'S ANNOUNCEMENTS

The Chairman introduced herself to the Committee and assured Members of her commitment to West Yorkshire Joint Services. The rest of the Joint Committee Members and Officers present also introduced themselves.

The Chairman requested that the Chairmen of the Sub-Committees remain after the meeting to arrange dates and times for briefing meetings.

The Chairman invited Members to take a tour of the building following the meeting and asked new Members to remain after the meeting to have their photographs taken for ID cards

Members were asked to complete the Register of Interest form relating to interests outside their own authorities. Interest was drawn to Sections 12 relating to Trade Union membership.

Members agreed to invite Councillor Taggart back to a future meeting to thank him for his services to WYJS.

6. MEMBERS DECLARATION OF INTEREST

No declarations were made.

7. MINUTES

Resolved - That the Minutes of the meetings of the Committee held on 21 March 2013 be signed as a correct record.

8. APPOINTMENT OF SUB-COMMITTEES, JOINT CONSULTATIVE COMMITTEE AND APPOINTMENTS AND APPEALS PANEL

The Committee considered the appointment of Sub-Committees and Members were updated on the manner in which each of the constituent District Councils was represented on the Joint Committee. It was proposed that the Archives, Archaeology and Trading Standards Sub-Committee comprises those Members not being Leaders of their respective councils.

Resolved - (1) That the Joint Services Committee establish an Archives, Archaeology and Trading Standards Sub-Committee to comprise those Members not being Leaders of their respective councils as follows: Councillors Akhtar, Barret, Booth, Dean, Drysdale, Grahame, Harrand, Lund, Patel, Pinnock, M Slater, V Slater, Urry, Walls and Winterburn.

(2) That Councillors, Dean, Grahame, Pinnock and Walls be appointed to serve on the Governance and Audit Sub-Committee. No appointment was made from Calderdale so one position remains vacant.

(3) That Councillors, Akhtar, Drysdale, Grahame, M Slater, Lund, Urry, Walls and Winterburn be appointed to serve on the Joint Consultative Committee.

(7) That Councillors Barret, Dean, Drysdale, Pinnock, M Slater, V Slater, Lund, Urry and Walls or their nominees, be appointed to serve on the Appointments and Appeals Panel.

Reason for the Decisions – To assist the efficient administration of the Committee.

9. APPOINTMENT OF CHAIRMEN AND DEPUTY CHAIRMEN OF SUB-COMMITTEES

Resolved – (1) Councillor V Slater was appointed Chairman of the Archives, Archaeology and Trading Standards Sub-Committee until the next Annual Meeting.

(2) Councillor T Dean was appointed Deputy Chairman of the Archives, Archaeology and Trading Standards Sub-Committee until the next Annual Meeting.

(3) Councillor T Dean was appointed Chairman of the Governance and Audit Sub-Committee until the next Annual Meeting.

(4) Councillor A Pinnock was appointed Deputy Chairman of the Governance and Audit Sub-Committee until the next Annual Meeting.

10. SCHEDULE OF MEETINGS

Resolved – (1) The Joint Services Committee and the Archives, Archaeology and Trading Standards Sub-Committee will meet on the following dates:-

Joint Services Committee

Thursday 18 July 2013

Thursday 26 September 2013 (Statement of Accounts 2012/13)

Thursday 28 November 2013 (Budget 2014/15)

Thursday 30 January 2014

Thursday 27 March 2014 (Service Delivery Plan) (Moved forward)

Thursday 12 June 2014 (Annual Meeting)

Archives, Archaeology and Trading Standards Sub-Committee

Thursday 18 July 2013

Thursday 26 September 2013

Thursday 28 November 2013

Thursday 30 January 2014

Thursday 27 March 2014

(2) That subject to canvassing availability for morning/afternoon preferences and dates following the first meeting, Members of the Governance and Audit Sub-Committee will meet on the following dates:-

Governance & Audit Sub-Committee

Thursday 11 July 2013

Thursday 12 September 2013

Thursday 14 November 2013

Thursday 13 March 2014

(3) That the schedule be subject to further consultation and amendment by the Chief Officer, with the agreement of the Chairman, if circumstances require.

Reason for the Decisions – To assist the efficient operation of the Committee and its Sub-Committees.

11. JOINT SERVICES COMMITTEE WORK PROGRAMME 2013/14

A report of the Chief Officer presented the Joint Services Committee Work Programme for 2013/14. The Divisional Manager (Resources) summarised the main reports that will be presented to Members during 2013/14.

Resolved – (1) Members noted the draft Committee Work programme for 2013/14 as appended to the report.

(2) Members agreed to notify Officers if they wish to add further items to the Work Programme.

Reason for the Decision – To ensure that Members have sufficient time allocated in the Committee meetings to consider reports that reflect the highest priority.

12. FINANCIAL OUTTURN 2012/13

A report of the Chief Officer gave details of the Financial Out-turn position of the Joint Services for 2012/13. The Divisional Manager (Resources) reported an overall positive financial position that reflected the robust financial management arrangements in place within Joint Services. The report included information on each section and an indication that the projected savings required have been achieved. The Divisional Manager summarised the general reserves position and explained future committed expenditure.

Resolved – (1) Members noted the Financial Outturn position 2012/13.

(2) Members noted the year end transfers in and out of Reserves as detailed in the financial information included in the report.

(3) Members agreed the current allocation of earmarked reserves is appropriate.

(4) Members noted the additional information provided in respect of the Revenue Budget 2013/14 and Medium Term financial Plan.

Reasons for the Decisions – (1) To ensure Members are aware of the current Financial Out-turn position of the Joint Services Committee 2012/13.

(2) To ensure Members have an opportunity to determine the use of reserves in the Medium term.

(3) To ensure Members are aware of the financial pressures facing the service now and in the new financial year and the actions taken to minimise the impact of those pressures particularly over the medium term

13. PERFORMANCE MONITORING 2012/13

A report of the Chief Officer informed Members of achievements against targets for the year ending 31 March 2013. The Divisional Manager (Policy) summarised the report and the detailed appendices which included performance against targets for each service area together with an explanation of some of the key variances. The Divisional Manager confirmed that satisfaction levels in relation to Trading Standards Officers remain high. The Manager reported that no stage II complaints against the service have been received and no complaints have been referred to the ombudsman. Members discussed current project work and the Chief Officer explained how WYJS work in partnership with WY Police. Members recognised the valuable project work of the Education Team and requested further information regarding forthcoming events.

Resolved – (1) Members noted the report.

(2) Members agreed to continue to scrutinise the Services' targets and results to help ensure performance is maintained.

Reason for the Decision – The Service Delivery Plan is prepared and approved by Members before the start of the financial year. It requires that Members receive regular reports of achievements against targets and other corporate issues.

14. COMMUNITY RIGHT TO CHALLENGE

A report of the Chief Officer provided a legal response to questions raised by Members regarding the position of WYJS if one of its service areas was subject to a "community right to challenge" request under the Localism Act 2011. The Chief Officer confirmed that any expression would be dealt with by the Support Service Authority Wakefield MDC.

Resolved - Members noted the advice and agreed that should any expression of interest arising out of the Community Right to Challenge under the Localism Act 2011 be made to WYJS, it will be referred to the Service Director, Legal and Governance at Wakefield MDC.

Reason for the Decision – To ensure that proper provision is made to respond to any challenge under the Localism Act 2011.

IN PRIVATE

15. REVIEW OF WEST YORKSHIRE JOINT SERVICES (EXEMPT UNDER PARAGRAPH 4)

Consideration was given to a report summarising the latest developments with the review of WYJS.

Resolved – (1) Members noted the current Chief Officer will take voluntary early retirement at the end of June 2013.

(2) Members supported the appointment of an Interim Business Manager to undertake a full review to meet necessary savings and provide operational leadership.

(3) The Committee authorised the Chief Officer to appoint a Chief Inspector of Weights and Measures on an interim basis, until such time as the Committee receives the Review Report from the Interim Business Manager.

Reason for the Decisions – (1) In order for the review recommendations to be fully considered and the service delivery and income generation implications understood, the appointment of a temporary external Business Manager will provide Members of the West Yorkshire Authorities with an independent assessment of the feasibility of the target savings.

(2) The current Chief Officer holds the statutory qualification to act as Chief Inspector of Weights and Measures/Chief Trading Standards Officer. Until decisions are taken on a permanent replacement for the existing Chief Officer, it will be necessary to nominate a suitably qualified officer to undertake that role.

Note: These minutes are subject to approval as a correct record at the next meeting of the Committee.



West Yorkshire Police and Crime Panel

Draft Minutes

June 7th 2013, Wakefield Town Hall

PRESENT:

Councillor Lowe (Chair)	- Leeds City Council
Councillor Ferriby	- City of Bradford MDC
Councillor Walls	- City of Bradford MDC
Councillor Sweeney	- Calderdale MBC
Councillor Smith	- Kirklees MC
Councillor Hall	- Kirklees MC
Councillor Iqbal	- Leeds City Council
Councillor Carter	- Leeds City Council
Councillor Wassall	- City of Wakefield MDC
Councillor Dagger	- City of Wakefield MDC
Roger Grasby	- Independent
Jo Sykes	- Independent

IN ATTENDANCE:

Sue Hall	- W Yorks. Criminal Justice Board
Bernadette Livesey	- City of Wakefield MDC
Jonathan Skinner	- AWYA

1. Appointment of Chair

1.1 RESOLVED

1.1.1 That Councillor Alison Lowe (Leeds City Council) be appointed Chair for the period to May 2014.

1.1.2 That Councillor Jean Askew (City of Wakefield MDC) be appointed Vice-Chair for the period to May 2014.

2. Record new Panel membership

2.1 Following the start of the new civic year, Panel considered the changes to its membership

2.2 RESOLVED

2.2.1 That the Panel notes and accepts the 10 local authority nominations.

- 2.2.2 That the Panel notes and accepts the 2 independent co-opted members.
- 2.2.3 That the Panel accepts the nomination from the City of Bradford MDC of Councillor Imran Hussain as a local authority co-opted member as it complies with the Panel's political proportionality.
- 2.2.4 That the Panel could not accept the Calderdale MBC co-opted member nomination as the nomination does not accord with political proportionality, and would therefore breach the agreement between the Panel and the Secretary of State.
- 2.2.5 That the Panel requests that Calderdale MBC puts forward another co-opted member nomination which accords with political proportionality across West Yorkshire.

3. Acceptance of apologies for absence

- 3.1 Apologies from Councillor Imran Hussain (City of Bradford MDC) and Councillor Jean Askew (City of Wakefield MDC) were noted. Councillor David Dagger (City of Wakefield MDC) attended as a substitute for Councillor Askew.

4. Panel Procedures and Protocols

- 4.1 Panel received a report seeking the endorsement of its Procedures and Protocols.
- 4.2 The Panel discussed the suggestion that the mode of voting, when appointing a Chair and Deputy Chair, should be via a secret ballot rather than by a show of hands. Following a vote, it was agreed that paragraph 3a.6.2 should not be amended on this basis.

4.2 RESOLVED

- 4.2.1 That paragraphs 2a.4 and 2a.5 in the Procedures and Protocols be amended to further clarify the position relating to the political proportionality of local authority co-opted members;
- 4.2.2 That the following, further, changes be made to the Procedures and Protocols:
 - Para 7.4 to be reworded to clarify that: *"If a Member has not attended two meetings of the Panel consecutively then they*

shall no longer automatically be a Member of the Panel and his/her Council will be required to nominate a new Member to the vacant seat on the Panel”.

- Para 14.2 to be corrected to refer to para 14(4) rather than 13(4).
- Para 15.5 to be amended by inserting “not” to read: *“Provided that the effect of the amendment must not be to simply reverse the effect of the motion before the Panel ...”*

5. To approve, as a correct record, the minutes of the meeting of the Police and Crime Panel held 26th April and deal with any matters arising.

5.1 RESOLVED

5.1.1 That the minutes of the last Police and Crime Panel meeting held on 26th April were approved as a correct record.

6. To note any items which the Chair has agreed to add to the agenda on the grounds of urgency.

6.1 The Chair confirmed that there were no items to add to the agenda.

7. Members’ Declaration of Interest

7.1 No declarations of interest were made.

.....
Mark Burns- Williamson, Police and Crime Commissioner for West Yorkshire, was in attendance for items 8 – 11.

8. Local Perspectives: the impact of the Commissioner

8.1 The Panel examined a report which drew together the responses of district-level Community Safety Partnerships and Crime and Disorder Reduction Scrutiny Committees. Panel members discussed with the Commissioner the following issues:

8.2 Strategic Planning

8.2.1 The Commissioner explained that his budget remained under pressure from the Home Office, with a further announcement likely on 26th June.

8.2.2 The Commissioner feels that there is an opportunity to bring together the district-led plans on community safety and reducing crime and disorder with the statutory Police and Crime Plan.

- 8.2.3 Through his chairmanship of the Partnership Executive Group, he feels that partners could better come together to focus on redesigning services that improve outcomes for residents, and help contain acute financial pressures, by focusing on prevention rather than cure, such as a reduction in re-offending.
- 8.2.4 The Commissioner agreed that one measure of his effectiveness is the extent to which plans are made jointly.

8.3 **Commissioning**

- 8.3.1 The Commissioner has a working group looking at future commissioning arrangements. The Commissioner agreed to share the membership of this group with the Panel.
- 8.3.2 Panel emphasised the importance of the commissioning framework being completed promptly so that local partners are able to manage their services appropriately, which may include exit strategies for work with vulnerable people.
- 8.3.3 The Commissioner acknowledged the timescale issue and explained the current position:
- § The commissioning of victim support work is currently subject to Government delays; and,
 - § Other elements of community safety work for which the Commissioner has responsibility should be complete by the end of the year.
- 8.3.4 The Panel emphasised that the Commissioner's framework should take account of spending from all partners, including the significant contribution made by local authorities. This is crucial to avoid duplication and to get the greatest return on investment.
- 8.3.5 The Commissioner's office is developing a 'What Works' database that will capture the detail and effectiveness of interventions used across West Yorkshire, and approaches developed in academia. This will allow others to draw on better intelligence and for the Commissioner to ensure he commissions services with a strong likelihood of a positive impact.

8.4 **Links to local partners / bodies**

- 8.4.1 The Commissioner described the open and responsive relationship he wishes to establish with local Community Safety Partnerships and Scrutiny Committees. To that end, he requested that Panel members might encourage local bodies to highlight any issues to his Office in order that they are resolved quickly.

8.4.2 The Commissioner explained his commitment to partnership work and suggested that bodies like Health and Wellbeing Boards would be “missing a trick” to not have some kind of community safety or criminal justice involvement in the Boards. He agreed to use his influence with the Boards to press this view.

8.5 **RESOLVED**

8.5.1 That the Panel notes the update from the Commissioner and Panel Members use the information to feedback to local Partnerships and Scrutiny Committees so they are well-placed to engage with on-going work and can address issues quickly via the Commissioner’s Office.

8.5.2 That the Commissioner’s progress in developing a commissioning framework be shared with Panel, by late autumn at the latest.

8.5.3 That the Commissioner’s Office confirms at the earliest opportunity:

- The membership of the Commissioning Working Group; and,
- The rationale for the current allocation of community safety funding, which it is understood is based on past arrangements.

8.5.4 That the Commissioner continues to advocate the need for community safety / criminal justice system representation on Health and Wellbeing Boards.

9. **Police and Crime Plan – Update on the Performance Framework**

9.1 The Panel examined a report from the Commissioner’s office. In the subsequent discussion, Panel members and the Commissioner explored the latest position and how the Panel could play both a scrutiny and a support role:

- Panel members explained that they need to be able to understand what information and evidence the Commissioner has considered; his decisions about the way forward; how this has been relayed to the Chief Constable, and the impact of these decisions on making communities in West Yorkshire safer and feeling safer.
- The Commissioner explained to Panel that the current focus was on checking the detail around the ten performance measures in the Police and Crime Plan.
- The Commissioner explained that a broader performance framework is being finalised to underpin delivery of the West Yorkshire Police and Crime Plan. This will emphasise achievements with the Community Outcomes, and will illustrate the practical impact of policy changes made by the Commissioner.

9.2 The Panel asked the Commissioner to describe the focus and impact of his weekly Community Outcome meetings with the Chief Constable. The Commissioner set out some examples of their content, such as:

- The Chief Constable's report on community safety, covering key performance measures and information about serious incidents to provide a holistic picture of threats and harm to West Yorkshire.
- Use of the Force estate and community involvement in the disposal of buildings.
- The response to confidential matters like Operation Newgreen, including how information can be put into the public domain.

9.3 Whilst Panel accepted the Commissioner's development of a more informative performance framework, it again expressed regret that performance trends that have been discussed between the publication of the Plan and introduction of the new framework have not been covered in the report. This makes it difficult for the Panel to understand what decisions the Commissioner has taken and the impacts that he expects. The Commissioner agreed to meet with the Panel Chair to clarify the accountability framework and the best way to meet the Panel's requests for information.

9.3 The Panel asked the Commissioner for an update on his commitment to increase the number of frontline Police Officers in West Yorkshire. The Commissioner explained that the first cohort of 20+ officers had been recruited and a second, similar-sized cohort would be in place in the autumn.

9.4 **RESOLVED**

9.4.1 That Panel formally requests the performance information considered at the Community Outcome meetings and subsequent policy decisions taken.

9.4.2 That Jonathan Skinner arranges an informal meeting between Councillor Lowe and the Commissioner before the next Panel meeting.

10. Commissioner's response to Operation Newgreen

10.1 The Commissioner explained the actions that he had taken in light of the information about the conduct of Jimmy Savile and inquiries by the Metropolitan Police (Operation Yewtree), the BBC and IPCC. The Panel was made aware of the latest position of the investigations, and that the Operation Newgreen report had been published to provide the public with a transparent overview of the information held by West Yorkshire Police.

10.2 Panel questioned the Commissioner about what he could do personally to encourage victims to come forward. The Commissioner explained his intention to work more closely with Victim Support, Barnardos and the NSPCC to encourage victims to come forward and ensure that a strong support mechanism is in-place to manage victims' concerns.

10.3 Panel focused on how the Commissioner would assure himself that the new information management systems are effectively capturing informal intelligence, as recommended by Operation Newgreen. The Commissioner emphasised that training for officers is a major aspect, and that this might be done by an organisation familiar with experience of these issues. It is also important that the systems are able to capture informal information from conversations.

10.4 **RESOLVED:**

10.4.1 That Panel notes the update and supports the Commissioner's commitment to improving services for victims and overseeing improvements in the way the Force records and collates informal information.

11. Commissioner's response to current issues

a) Impact in West Yorkshire following the murder of Drummer Rigby in Woolwich and associated press coverage

11.1 The Commissioner responded to the events and explained what he personally had done, including writing to Drummer Rigby's widow to offer his sympathy and support and thanked the Force for the service they were able to offer locally.

11.2 The Commissioner had worked closely with the Chief Constable and established there was no particular increase in risk facing service or Force personnel in West Yorkshire.

11.3 In terms of the wider community response, the Commissioner had been heartened by the mature response of all communities and community leaders across West Yorkshire. This was attributed to strong collaborative work and past projects to build links and relationships in communities.

11.4 The Commissioner reported that no district area had seen a rise in community tension. As a pro-active measure, however, there have been increased police patrols to reassure the public.

11.5 The Commissioner agreed to keep the Panel informed of the impact on the Strategic Policing Requirement and the resources that the Commissioner is able to devote to local priorities like anti-social behaviour and burglary.

11.6 The Commissioner has been given assurances by the Chief Constable that the Force has sufficient capability to provide effective armed response when necessary.

b) Coverage of West Yorkshire Police's use of the bail process

11.7 The Commissioner had not previously been aware of any particular issues with the use of the police bail process in West Yorkshire. It was agreed, however, that the information reported by the BBC was concerning.

11.8 The Commissioner has therefore asked the Chief Constable to initiate a review. The findings of this review will be shared with the Panel once available.

11.9 **RESOLVED**

11.9.1 That the Commissioner provides the Panel with a future update on the Chief Constable's review of the police bail process in West Yorkshire.

12. Impact of the Anti-Social Behaviour, Crime and Policing Bill

12.1 The Panel was briefed on the Bill, which is beginning its Parliamentary passage.

12.2 **RESOLVED**

12.2.1 That Panel Members discuss the briefing on the ASB Bill with their district partnerships to understand the possible local implications.

13. Panel Budget 2013/14

13.1 To supplement the paper, it was reported that Leaders had agreed to the Panel's 2-year budget (to March 2015).

13.2 **RESOLVED:**

13.2.1 That Panel notes the report and the budgetary position.

14. Forward Agenda Plan 2013

14.1 The forward agenda plan was noted.

15. Any Other Business

15.1 Panel recorded a vote of thanks to Councillor Peter Box for his chairmanship of the Panel since its inception.

15.2 **RESOLVED:**

15.2.1 That the Panel has a future discussion with the Commissioner regarding West Yorkshire Police's role in supporting the Tour de France

16. Date and Time of Next Meeting

16.1 The next meeting is scheduled for July 19th, from 10:30 – 12:00 pm