



A meeting of the Council will be held in the Civic Hall, Leeds on Wednesday, 13th November, 2013 at 1.30 pm

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

1 Minutes 1 - 18

To confirm the minutes of the Council Meetings held on Wednesday 11th September 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 Recommendations of the General Purposes Committee - Late Night Levy 19 - 22

To consider the report of the City Solicitor setting out recommendations from the General Purposes Committee on 28th October 2013 to Full Council to amend the constitution to reflect the designation of functions in relation to the late night levy as Council functions, the report recommends provision in relation to the decision making and accountability framework relating to the Late Night Levy and does not consider at all any policy decisions relating to it.

6 Recommendations of General Purposes Committee - Community Governance Review of Parish and Town Councils 23 - 42

To consider the report of the Head of Licensing and Registration setting out recommendations from the General Purposes Committee on 28th October 2013 to Full Council to consider final proposals for the community governance review of all parish and town councils and agree the final proposals to be published on 25 November 2013.

7	Report on Appointments	43 - 46
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To consider the report of the City Solicitor on appointments.

8	Report on Submission of the Transport and Works Act Order application for the New Generation Transport (NGT) Scheme	47 - 54
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To consider the report of the Director of City Development seeking from Full Council the second resolution confirming the resolution to promote a Transport & Works Act Order for the New Generation Transport (NGT) Scheme.

9	Questions	
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To deal with questions in accordance with Council Procedure Rule 11

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

Executive Board	55 - 70
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Scrutiny Boards	71 - 140
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Plans Panels	141 - 212
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Licensing Committee and Sub Committees	213 - 246
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Advisory & Procedural Committees	247 - 256
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Health and Wellbeing Board

Area Committees	257 - 346
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Joint Committees	347 - 396
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11	Back Bench Community Concern in the name of Councillor Finnigan	397 - 398
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To receive a Community Concern in the name of Councillor Finnigan in respect of the expansion of Cottingley Springs.

12	Back Bench Community Concern in the name of Councillor Walshaw	399 - 400
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To receive a Community Concern in the name of Councillor Walshaw in respect of the use of 'rape culture' as a marketing tool for student nights.

- 13 **Back Bench Community Concern in the name of Councillor Harland** 401 - 402

To receive a Community Concern in the name of Councillor Harland in respect of local concerns about Peckfield Landfill Site.

- 14 **Back Bench Community Concern in the name of Councillor Cohen** 403 - 404

To receive a Community Concern in the name of Councillor Cohen in respect of issues created by orphan copses and overgrown trees in Alwoodley ward.

- 15 **Back Bench Community Concern in the name of Councillor Chapman** 405 - 406

To receive a Community Concern in the name of Councillor Chapman in respect of issues relating to playground provision in Weetwood.

- 16 **White Paper Motion (in the name of Councillor A Carter) - HS2** 407 - 408

This Council confirms its support for HS2 and welcomes the investment this will bring to Leeds, Yorkshire, the Humber and the North East, and urges the Government to press ahead with the scheme, whilst keeping control of the costs and assessing the best possible route.

- 17 **White Paper Motion (in the name of Councillor G Hyde) - Post Offices** 409 - 410

This Council notes with alarm the speed with which the privatisation of Royal Mail was implemented and the potential risk that may now pose to jobs and post offices in Leeds.

Members remain deeply concerned that the financial undervaluing of the organisation has denied the Government much needed capital funds at a time of hugely damaging budget cuts elsewhere in the public sector.

The rush to privatise the organisation has irreparably damaged industrial relations and risks residents and businesses receiving a poorer service at increased cost.

Council remains concerned that our local communities, particularly in rural areas, could see post offices close and the current 6 days-a-week universal service under threat.

Council requests that the Chief Executive writes to the Secretary of State for Business, Innovation and Skills and to all Leeds MPs to make its concerns clear.

Whilst welcoming the recent announcement of the successful Leeds Cycle City bid including £18 million of government funding, Council notes the recommended level of expenditure on cycling in the all-party Get Britain Cycling report is £10 per head per year, a figure which is significantly higher than current expenditure in Leeds.

Council believes that the interest generated by the hosting the Grand Depart of next year's Tour de France represents a once in a lifetime opportunity to increase the number of active cyclists in Leeds and recognises that sustained investment in cycling infrastructure is necessary for many years to come if this is to become a regular mode of transport for more residents.

Given the many benefits that cycling can bring, Council commits to the principle of increasing investment in cycling in Leeds year on year, and asks officers to produce a report to Executive Board, which will feed into the Council's budget-setting process and inform future policy development at both a city and regional level, identifying:

- a) Estimated current spending levels on cycling on a per capita basis in Leeds.
- b) Spending levels required to achieve the £10 per head target figure.
- c) How the gap between current spending levels and how the £10 per head target level might be achieved and a timescale for this.

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.



Proceedings of the Extraordinary Meeting of the Leeds City Council held
Civic Hall, Leeds on Wednesday, 11th September, 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

BURMANTOFTS & RICHMOND HILL

Maureen Ingham
Asghar Khan
Ron Grahame

WARD

CALVERLEY & FARSLEY

Rod Wood

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
Thomas Murray

GIPTON & HAREHILLS

Roger Harington
Arif Hussain
Kamila Maqsood

GUISELEY & RAWDON

Graham Latty
Paul John Spencer Wadsworth
Pat Latty

HAREWOOD

Ann Castle

HEADINGLEY

Janette Walker
Neil Walshaw
Martin Hamilton

HORSFORTH

Christopher Townsley
Dawn Collins
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 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

22 Appointment of Honorary Alderman

It was moved by Councillor Wakefield, seconded by Councillor Castle and supported by Councillors Golton, Elliott and D Blackburn and

RESOLVED UNANIMOUSLY – That under Section 249(1) of the Local Government Act 1972, the Council admit the following former Councillors of the Leeds City Council to be Honorary Aldermen of the City in recognition of the long and distinguished public service rendered by them:-

Alec Hudson
Don Wilson

Council rose at 1.35 pm.

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Civic Hall, Leeds on Wednesday, 11th September, 2013

PRESENT: The Lord Mayor Councillor Thomas Murray in the Chair

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Ted Hanley

BURMANTOFTS & RICHMOND HILL

Maureen Ingham
Asghar Khan
Ron Grahame

WARD

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Rod Wood

CHAPEL ALLERTON

Eileen Taylor
Mohammed Rafique
Jane Dowson

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Pat Latty

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Rachael Procter
Matthew James Robinson

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TEMPLE NEWSAM

Judith Cummins
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Michael Lyons

WEETWOOD

Jonathan Bentley
Susan Bentley
Judith Mara Chapman

WETHERBY

Gerald Wilkinson
Alan James Lamb
John Michael Procter

23 Announcements

- a) The Lord Mayor reminded those present that the meeting was to be webcast.
- b) The Lord Mayor reported the recent death of Honorary Alderman Meade.
- c) The Lord Mayor reminded those present that it was the 12th Anniversary of the 9/11 disaster in New York.

Council stood in silent tribute.

24 Minutes

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

RESOLVED – That the minutes of the meeting held on 1st July 2013 be approved.

25 Declarations of Interest

There were no declarations of Interests.

26 Communications

- a) The Chief Executive informed Council that a response had been received from Mark Hoban MP Minister for Employment in response to the resolution of Council at its May meeting regarding Skills. The response had previously been circulated to all Members of Council.
- b) The Chief Executive also informed Council that confirmation had been received from DCLG that Local and European Elections would take place on Thursday 22nd May 2014.
- c) The Executive Member (Neighbourhoods, Planning and Support Services) informed Council of a ministerial response in respect of Temporary Event Notices as a result of a recent Community Concern.

27 Deputations

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

- 1) Swillington, Oulton, Woodlesford HS2 Action Together.
- 2) Residents regarding public transport in the Leeds 11 area.
- 3) Residents of Angel Row, Rothwell opposing a planned housing site on green belt in Robin Hood.

RESOLVED - That the subject matter in respect of deputations 1 and 3 be referred to the Executive Board for consideration and the subject matter in respect of deputation 2 be referred to the West Yorkshire Integrated Transport Authority for consideration.

28 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 approved, namely that Councillor Marjoram be appointed to Scrutiny Board (Sustainable Economy and Culture).

29 Report on Leeds Award

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

RESOLVED – That the recommendations of the Leeds Award Panel to nominate Victor Watson to receive the Leeds Award, as presented by the report of the City Solicitor, be approved.

30 Report on Council Meeting Dates 2013/2014

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

RESOLVED – That the report of the City Solicitor on Council meeting Dates 2013/14 be approved as follows,

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

31 Area Committee Annual Report

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

RESOLVED – That the report of the Assistant Chief Executive (Citizens and Communities) presenting to Council the Area Committees' Annual Report for 2012/13 be received and the ongoing work to further improve the workings, profile and community engagement role of Area Committees and local councillors be agreed.

32 Questions

Q2 Councillor M Hamilton to the Leader of Council :-

How many staff employed in providing services for the council are employed on zero hours contracts?

The Leader of Council replied.

Q3 Councillor J Hardy to the Executive Member (Health & Wellbeing):-

Would the Executive Member for Health & Wellbeing comment on the impact that the proposed government changes to NHS Allocations funding will have on narrowing the health gap in the city?

The Executive Member (Health & Wellbeing) replied.

Q4 Councillor A Blackburn to the Executive Member (Neighbourhoods, Planning and Support Services):-

Does the Executive Member agree that when Council Tenants move out of properties that have had adaptations, that those adaptations should not be removed by that tenant when they leave the property?

The Executive Member (Neighbourhoods, Planning and Support Services) replied.

Q5 Councillor Harland to the Executive Member (Children's Services):-

Would the Executive Member for Children's Services please update Council on this year's GCSE and A Level results?

The Executive Member (Children's Services) replied.

Q6 Councillor Anderson to the Executive Member (Development and the Economy):-

Will the Executive Member for Development and Economy please advise on the current backlog of road maintenance both in terms of monetary value and in terms of the anticipated number of years he feels it will take to eradicate this backlog?

The Executive Member (Development and the Economy) replied.

Q7 Councillor S Bentley to the Executive Member (Children's Services):-

Will the Executive Member for Education join me in welcoming the number of university applications from students from deprived areas which in 2013 reached its highest ever level?

The Executive Member (Children's Services) replied.

Q8 Councillor T Hanley to the Executive Member (Adult Social Care):-

Will the Executive Member for Adult Social Care please comment on the Care Bill, including its proposal to cap care costs for individuals at £72,000?

The Executive Member (Adult Social Care) replied.

Q9 Councillor Iqbal to the Executive Member(Development and the Economy):-

Can the Executive Member for Development and the Economy provide an update on progress with the Superconnected Cities project?

The Executive Member(Development and the Economy) replied.

Q10 Councillor Wadsworth to the Executive Member (Environment):-

Why has the Executive Member for Environmental Services introduced a waste permits policy that unfairly discriminates against residents who use larger vehicles to dispose of their domestic garden waste, and was an equality impact assessment carried out before this policy was launched?

The Executive Member (Environment) replied.

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:-

Q1 Councillor A Carter to the Executive Member (Development and the Economy)

Q11 Councillor Cleasby to the Executive Member (Development and the Economy)

Q12 Councillor Mitchell to the Executive Member (Leisure and Skills)

Q13 Councillor Harington to the Executive Member (Development and the Economy)

Q14 Councillor Anderson to the Executive Member (Environment)

- Q15 Councillor Townsley to the Executive Member (Development and the Economy)
- Q16 Councillor Robinson to the Executive Member (Environment)
- Q17 Councillor S Bentley to the Executive Member (Neighbourhoods, Planning and Support Services)
- Q18 Councillor Anderson to the Executive Member (Environment)
- Q19 Councillor Anderson to the Leader of Council
- Q20 Councillor Anderson to the Leader of Council
- Q21 Councillor Anderson to the Executive Member (Environment)
- Q22 Councillor Anderson to the Executive Member (Development and the Economy)
- Q23 Councillor Cohen to the Executive Member (Development and the Economy)
- Q24 Councillor Anderson to the Executive Member (Neighbourhoods, Planning and Support Services)
- Q25 Councillor Anderson to the Executive Member (Development and the Economy)
- Q26 Councillor Anderson to the Executive Member (Development and the Economy)
- Q27 Councillor Anderson to the Executive Member (Neighbourhoods, Planning and Support Services)
- Q28 Councillor Anderson to the Executive Member (Development and the Economy)
- Q29 Councillor Robinson to the Executive Member (Development and the Economy)

33 Motion to Suspend Council Procedure Rules

Prior to the debate under minute 34 below, it was moved by Councillor Campbell, seconded by Councillor Townsley that under the provisions of Council Procedure Rule 13.2(c) that the order of business be changed so that the references back falling within the Adult Social Care (Cllr Downes) and Environment (Cllr Golton) Portfolios of the Executive Board minutes be heard immediately after the reference back in the name of Councillor Lamb within the Children's Services portfolio.

Upon being put to the vote, the motion was declared lost.

34 Minutes

It was moved by Councillor Wakefield, seconded by Councillor G Harper that the minutes be received in accordance with Council Procedure Rule 2.2(i).

An amendment (Reference Back) was moved by Councillor Lamb, seconded by Councillor G Latty, to add the following at the end of item 10:-

'In respect of minute 56, page 48 of the meeting of the Executive Board on 17th July 2013, to ask that this decision is referred back for reconsideration by Executive Board.'

A second amendment (Reference Back) was moved by Councillor Downes, seconded by Councillor Campbell, to add the following at the end of item 10:-

'To ask the Executive Board to reconsider the decision in relation to Residential Care for Older People, as contained in minute 61, of the Executive Board minutes of 4th September 2013.'

A third amendment (Reference Back) was moved by Councillor Golton, seconded by Councillor Campbell, to add the following at the end of item 10:-

'To ask the Executive Board to reconsider the decision in relation to Allotment Charges, as contained in minute 63, of the Executive Board minutes of 4th September 2013.'

The three amendments (References Back) were declared lost and upon being put to the vote it was

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.

35 Motion to Suspend Council Procedure Rules

During the debate under minute 34 above, it was moved by Councillor G Latty, seconded by Councillor Campbell that under the provisions of Council Procedure Rule 22.1 that Council Procedure Rule 3.3 be suspended to allow the reference back (amendment) in the name of Councillor A Lamb to be heard.

Upon being put to the vote, the motion was declared lost.

36 Back Bench Community Concerns

During discussion on this item, it was moved by Councillor G Latty, seconded by Councillor Campbell, and Leave of Council was given to allow the introduction of 2 further Community Concerns in the name of Councillor Cleasby and Robinson.

Council heard the following Community Concerns:-

- 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.
- 5) Councillor Cleasby – To raise concerns about the notification process for, and involvement in, of local ward councillors in pre-planning applications and discussions for potential developments in their wards.
- 6) Councillor Robinson – The need for an HGV ban on the A659, owing to the negative impact that large lorries are having on the villages of Collingham and Harewood.

During the consideration of Community Concerns, the meeting was suspended at 5.00 pm and resumed at 5.25 pm.

37 Motion to Suspend Council Procedure Rules

It was moved by Councillor G Latty, seconded by Councillor Lamb and leave of Council was given to suspend Council Procedure Rule 14.1(c) to allow Councillor Anderson to second the White Paper in the name of Councillor Lamb and speak for 3 minutes.

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

It was moved by Councillor Lamb, seconded by Councillor Anderson that 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.

An amendment was moved by Councillor Blake, seconded by Councillor S Bentley, that this Council recognises that its revised Home to School Transport policy is part of an on-going review of all the Council's discretionary spend, including all spend on transport.

Council welcomes the input of Scrutiny into the implementation phase of the policy.

Council further notes the increasing demands on Children's Services due to the challenging financial climate and recognises the extremely difficult budgetary decisions facing the Administration.

Council welcomes the positive statements of intent from all interested parties to continue to work with us to deliver an improved and fairer service to all young people in Leeds.

The amendment in the name of Councillor Blake was carried, and upon being put as the substantive motion, it was

RESOLVED - That this Council recognises that its revised Home to School Transport policy is part of an on-going review of all the Council's discretionary spend, including all spend on transport.

Council welcomes the input of Scrutiny into the implementation phase of the policy.

Council further notes the increasing demands on Children's Services due to the challenging financial climate and recognises the extremely difficult budgetary decisions facing the Administration.

Council welcomes the positive statements of intent from all interested parties to continue to work with us to deliver an improved and fairer service to all young people in Leeds.

On the requisition of Councillors G Latty and J Procter, the voting on the amendment was recorded as follows:-

YES

Akhtar, Atha, J Bentley, S Bentley, A Blackburn, D Blackburn, Blake, Bruce, Campbell, Chapman, Charlwood, Cleasby, Congreve, Coupar, Cummins, Davey, Dawson, Dobson, Downes, Dowson, Dunn, Gabriel, Golton, P Grahame, R Grahame, Groves, C Gruen, P Gruen, M Hamilton, S Hamilton, Hardy, Harington, Harland, G Harper, J Harper, A Hussain, G Hussain, G Hyde, Illingworth, Ingham, Iqbal, Jarosz, Khan, Lay, J Lewis, R Lewis, Lowe, Lyons, Macniven, Maqsood, A McKenna, J McKenna, Mitchell, Morgan, Mulherin, Nagle, Nash, Ogilvie, Rafique, Renshaw, Selby, Sobel, E Taylor, Towler, Townsley, Truswell, Urry, Walker, Walshaw, Wakefield, Yeadon.

71

NO

Anderson, Buckley, Castle, Cohen, Collins, Fox, Harrand, Lamb, G Latty, P Latty, J Procter, Robinson, Wilkinson.

13

ABSTAIN

Elliott, Finnigan, Gettings, Varley

4

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

It was moved by Councillor J Bentley, seconded by Councillor Townsley that 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.

An amendment was moved by Councillor P Gruen that this Council notes the authority's response to the bedroom tax. This includes preparing tenants and staff for the changes and ensuring properties are correctly designated. Council welcomes the amendments made to the rent recovery arrears procedures, ensuring that all tenants are supported if they come into rent arrears.

Council recognises that to treat people fairly it is reasonable to have a single rent arrears policy, where individual cases are considered on their own merits. Council further recognises that it is essential to have a consistent and fair housing needs assessment for all tenants who are unable to pay their rent. Council therefore requests that officers continue to update Executive Board on the outcomes of central government's welfare changes.

Council requests that the Chief Executive writes to The Secretary of State for Work and Pensions and all local MPs, updating them on the impact of the bedroom tax on Council tenants in Leeds.

This Council commits itself to the abolition of the bedroom tax and agrees to undertake a campaign with the present Government and any future Government for its abolition to come about.

The amendment in the name of Councillor P Gruen was carried, and upon being put as the substantive motion, it was

RESOLVED - That this Council notes the authority's response to the bedroom tax. This includes preparing tenants and staff for the changes and ensuring properties are correctly designated. Council welcomes the amendments made to the rent recovery arrears procedures, ensuring that all tenants are supported if they come into rent arrears.

Council recognises that to treat people fairly it is reasonable to have a single rent arrears policy, where individual cases are considered on their own merits. Council further recognises that it is essential to have a consistent and fair housing needs assessment for all tenants who are unable to pay their rent. Council therefore requests that officers continue to update Executive Board on the outcomes of central government's welfare changes.

Council requests that the Chief Executive writes to The Secretary of State for Work and Pensions and all local MPs, updating them on the impact of the bedroom tax on Council tenants in Leeds.

This Council commits itself to the abolition of the bedroom tax and agrees to undertake a campaign with the present Government and any future Government for its abolition to come about.

On the requisitions of Councillor Campbell and G Latty , the voting on the amendment was recorded as follows;

YES

Akhtar, Atha, Blake, Bruce, Charlwood, Congreve, Coupar, Cummins, Davey, Dawson, Dobson, Dowson, Dunn, Elliott, Finnigan, Gabriel, Gettings, P Grahame, R Grahame, Groves, C Gruen, P Gruen, S Hamilton, Hardy, Harington, Harland, G Harper, J Harper, A Hussain, G Hussain, G Hyde, Illingworth, Iqbal, Jarosz, J Lewis, R Lewis, Lowe, Macniven, Maqsood, A McKenna, J McKenna, Mitchell, Morgan, Mulherin, Nagle, Nash, Ogilvie, Rafique, Renshaw, Selby, Sobel, E Taylor, Towler, Truswell, Urry, Varley, Walker, Walshaw, Wakefield ,Yeadon.

60

NO

J Bentley, S Bentley, Campbell, Chapman, M Hamilton, Townsley

6

ABSTAIN

A Blackburn, D Blackburn, Downes, Golton

4

40 Withdrawal of Amendments/Suspension of Council Procedure Rules

During the debate of item 39 above the following procedural matters occurred;

- (a) Under the provisions of Council Procedure Rule 13.2(d) and 14.10, and with the consent of the seconders and of Council, Councillor Finnigan and Councillor P Gruen withdrew the amendments in their name.
- (b) It was further moved by Councillor P Gruen and seconded by Councillor G Harper that Council Procedure Rule 13.1(b) (Motions and Amendments Requiring Notice) be suspended to allow the introduction of an amendment in the name of Councillor P Gruen at short notice.

Upon being put to the vote the motion set out at (b) was carried

- (c) During consideration of these procedural matters Council adjourned for a period of approximately 5 minutes.

41 Withdrawal of Motion

During the debate of item 39 above it was moved by Councillor G Latty and seconded by Councillor Campbell that the motion on a Non Eviction Policy in the name of Councillor J Bentley be withdrawn from the agenda and brought to a future meeting of Council.

Upon being put to the vote, the motion was declared lost.

On the requisitions of Councillor Campbell and G Latty , the voting on the motion to remove the motion from the agenda was recorded as follows;

YES

Anderson, J Bentley, S Bentley, Buckley, Campbell, Castle, Chapman, Downes, Fox, Golton, M Hamilton, Harrand , Lamb, G Latty, P Latty, Lay, J Procter, R Procter, Robinson, Townsley, Wilkinson.

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NO

Akhtar, Atha, Blake, Bruce, Charlwood, Congreve, Coupar, Cummins, Davey, Dawson, Dobson, Dowson, Dunn, Elliott, Finnigan, Gabriel, Gettings, P Grahame, R Grahame, Groves, C Gruen, P Gruen, S Hamilton, Hardy, Harington, Harland, G Harper, J Harper, A Hussain, G Hussain, G Hyde, Illingworth, Ingham, Iqbal, Jarosz, Khan, J Lewis, R Lewis, Lowe, Lyons, Macniven, Maqsood, A McKenna, J McKenna, Mitchell, Morgan, Mulherin, Nagle, Nash, Ogilvie, Rafique, Renshaw, Selby, Sobel, E Taylor, Towler, Truswell, Urry, Varley, Walker, Walshaw, Wakefield, Yeadon.

63

ABSTAIN

A Blackburn, D Blackburn,

2

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

It was moved by Councillor Wakefield, seconded by Councillor J Procter that 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.

An amendment was moved by Councillor Golton, seconded by Councillor Downes,

To add at the end of the motion (after Credit Union) the words :-

“and Community Development Finance Institutions”

The amendment was carried and, upon being put to the vote as the substantive motion, it was

RESOLVED -

That 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 and Community Development Finance Institutions.

Council rose at 19.40

Report of City Solicitor

Report to Full Council

Date: 13th November 2013

Subject: Functions in relation to the Late Night Levy

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 its meeting on 28th October 2013 General Purposes Committee considered a report regarding functions in relation to the Late Night Levy.
2. This report sets out the recommendations of General Purposes Committee in that regard.

Recommendations

3. General Purposes Committee recommend to Full Council amendments to the following parts of the Constitution as set out in the relevant Appendix to this report:-
 - 3.1. Functions of Full Council – Part 3 Section 2A (Appendix A)
 - 3.2. Terms of Reference for Licensing Committee – Part 3 Section 2B (Appendix B)
 - 3.3. Officer Delegation Scheme – Council Functions – Assistant Chief Executive (Citizens and Communities) – Part 3 Section 2C (Appendix C)

1 Purpose of this report

- 1.1 This report sets out recommendations from General Purposes Committee to Full Council to amend the constitution to reflect the designation of functions in relation to the late night levy as Council functions.
- 1.2 This report recommends provision in relation the decision making and accountability framework relating to the Late Night Levy and does not consider at all any policy decisions relating to it.

2 Background information

- 2.1 The Local Authorities (Functions and Responsibilities) (England) Regulations 2000 as amended set out details of how functions of local authorities should be treated under Executive Arrangements.
- 2.2 Schedule 1 of the Regulations provides details of those functions which may not be carried out by the authority's executive. These are known as council functions.
- 2.3 An amendment to the regulations which came into effect on 1st October 2013 included powers and functions in relation to the late night levy within the functions listed in Schedule 1, making these functions of the licensing authority council functions.
- 2.4 Members though will recall that Executive Board considered a report on the Late Night Levy in September 2013. The outcome being that the Scrutiny Board (Resources and Council Services) was asked to consider the matter further and make recommendations. That scrutiny process is still on-going.

3 Main issues

- 3.1 The Police Reform and Social Responsibility Act 2011 sets out in sections 125 to 139, provisions in relation to the application of the late night levy requirement. The provisions enable each Licensing Authority to consider 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 6 am, and, having regard to those costs, to apply a late night levy to raise revenue.
- 3.2 The legislation provides for a number of decisions to be made by the Licensing Authority. The amendment to the Functions and Responsibilities Regulations outlined above, provides that these are Council functions. There is no requirement that the functions are dealt with by full Council alone and they can therefore be delegated to a Council Committee or to an officer to exercise on behalf of full Council.
- 3.3 Following consideration of a report in relation to the Late Night Levy provision General Purposes Committee make the following recommendations to Full Council:-

Decision to be Reserved to Full Council

- 3.4 It is recommended that full Council should reserve responsibility for any decision:-

- to apply or disapply the late night levy in the Leeds area;
- to set the date on which the levy should start if it is decided to apply it; or
- to determine what proportion of the net amount of levy payment (subject to the statutory minimum of 70%) should be paid to the relevant policing authority.

3.5 It is therefore recommended that the Functions of Full Council – Part 3 Section 2A of the Constitution, should be amended as set out at Appendix A to this report.

Decisions to be delegated to Licensing Committee and to the Assistant Chief Executive (Citizens and Communities)

3.6 The Act provides that the Licensing Authority shall determine the ‘late night supply period’ which will apply to the late night levy in its area.

3.7 Similarly the Act provides that the Licensing Authority may apply exemptions and reductions in the late night levy to such permitted categories of business as it shall determine in accordance with the regulations.

3.8 Both Licensing Committee and the Assistant Chief Executive have expertise and experience in relation to the impact of the supply of alcohol during the hours of midnight and 6 am and in relation to the businesses which would attract the late night levy necessary to:-

- set the late night supply period;
- determine which categories of business, if any, should benefit from a permitted exemption to the levy; and
- determine which categories of business, if any, should benefit from a permitted reduction in the levy.

3.9 It is recommended that the remaining functions in relation to the late night levy should be delegated concurrently to the Licensing Committee and the Assistant Chief Executive (Citizens and Communities), and that the Terms of Reference of Licensing Committee - Part 3 Section 2B of the Constitution, and the Officer Delegation Scheme – Council Functions Assistant Chief Executive (Citizens and Communities) – Part 3 Section 2C of the Constitution, should be amended as set out at Appendix B and Appendix C attached.

4 Corporate Considerations

4.1 Consultation and Engagement

4.1.1 the Chief Officer (Elections, Licensing and Registration) has advised the Chair of Licensing of the new legal framework and how the requirements might be reflected in the Leeds City Council Constitution. The Chair is content with the recommendations set out in this report.

4.1.2 The Leader has also been advised and is content as to the recommendations set out in this report.

4.2 Equality and Diversity / Cohesion and Integration

4.2.1 There are no implications for this report.

4.3 Council policies and City Priorities

4.3.1 The Council's Constitution reflects the practice and procedure adopted by the Council in relation to the delegation of functions and the way in which decisions are made. The proposed amendments to the Constitution reflect the Council's value of being open, honest and trusted.

4.4 Resources and value for money

4.4.1 The proposed delegations from Council to Licensing Committee and to the Assistant Chief Executive (Citizens and Communities) ensure that appropriate decisions are taken in the appropriate manner, making best use of the Council's resources in this regard.

4.5 Legal Implications, Access to Information and Call In

4.5.1 The amendment to the Functions and Responsibilities Regulations requires an amendment to the Council's constitution to reflect that functions in relation to the late night levy have now been included in the list of Council functions.

4.6 Risk Management

4.6.1 There are no implications for this report.

5 Conclusions

5.1 Amendments to the Constitution are recommended to ensure that governance arrangements in place provide an appropriate framework in which decisions in relation to the late night levy can be taken.

6 Recommendations

6.1 General Purposes Committee recommend to Full Council amendments to the following parts of the Constitution as set out in the relevant Appendix to this report:-

6.1.1 Functions of Full Council – Part 3 Section 2A (Appendix A)

6.1.2 Terms of Reference for Licensing Committee – Part 3 Section 2B (Appendix B)

6.1.3 Officer Delegation Scheme – Council Functions – Assistant Chief Executive (Citizens and Communities) – Part 3 Section 2C (Appendix C).

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 of the Head of Licensing and Registration

Report to Full Council

Date: 13 November 2013

Subject: Community Governance Review of Parish and Town Councils

Are specific electoral Wards affected?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If relevant, name(s) of Ward(s): Adel & Wharfedale (Bramhope & Carlton & Pool Parishes only) Harewood (Scarcroft Parish Council only) Morley South (Morley Town Council only) Wetherby (Boston Spa, Bramham cum Oglethorpe, Thorp Arch & Walton Parishes only)		
Are there implications for equality and diversity and cohesion and integration?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Is the decision eligible for Call-In?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If relevant, Access to Information Procedure Rule number: Appendix number:		

Summary of main issues

- 1 A joint review of polling districts and a Community Governance Review of Parish and Town Councils commenced in Leeds on 18 February 2013.
- 2 The first consultation period ended on 15 April 2013 and the Council's initial proposals were published on 24 June 2013 marking the start of the second period of consultation.
- 3 The second consultation period ended on 16 September 2013.
- 4 A meeting of the Electoral Working Group was held to discuss the comments received during the second consultation stage.
- 5 The final proposals for the polling district review were agreed at General Purposes Committee on 28 October 2013 and will be published as part of the final Notice of Joint Review on 25 November 2013.

- 5 The recommended final proposals for the Community Governance Review were approved to go to Full Council at General Purposes Committee held on 28 October 2013.
- 6 The final proposals approved by Full Council will be published as part of the final Notice of Joint Review on 25 November 2013.
- 7 The publication of this notice will mark the end of the joint polling district and community governance review.

Recommendations

- 8 Members are asked to:
 - a) consider the recommended final proposals set out in Appendix A which were agreed with cross-party support at General Purposes Committee.
 - b) consider the Officer recommendations for electoral arrangements in respect of proposal CGR12(c) attached at Appendix C.
 - c) approve the final proposals including Officer recommendations.
 - d) note that the final proposals approved today will be published as part of the Council's Final Notice of Joint Review on 25 November 2013

1. Purpose of this report

- 1.1 To consider final proposals for the community governance review of all parish and town councils.
- 1.2 To agree the final proposals to be published on 25 November 2013.

2. Background information

- 2.1 Background information on the legislation and process for the joint review can be found in the report attached at Appendix B.

3. Equality and Diversity / Cohesion and Integration

- 3.1 This information can be found in the report attached at Appendix B.

4. Council policies and City Priorities

- 4.1 This information can be found in the report attached at Appendix B.

5. Resources and value for money

- 5.1 This information can be found in the report attached at Appendix B.

6. Legal Implications, Access to Information and Call In

- 6.1 This information can be found in the report attached at Appendix B.

7. Risk Management

- 7.1 This information can be found in the report attached at Appendix B.

8. Conclusions

- 8.1 That the processes being followed by officers, set out in the report at Appendix B, meet the statutory requirements for a joint Review of Polling Districts, Places and Stations and Community Governance Review of all Parish and Town Council Arrangements.

9. Recommendations

- 9.1 Members are asked to:
 - a) consider the recommended final proposals set out in Appendix A which were agreed with cross-party support at General Purposes Committee.
 - b) consider the Officer recommendations for electoral arrangements in respect of proposal CGR12(c) attached at Appendix C.
 - c) approve the final proposals including Officer recommendations.

- d) note that the final proposals approved today will be published as part of the Council's Final Notice of Joint Review on 25 November 2013

10. Appendices

- a) Appendix A – Final proposals where all parties agreed
- b) Appendix B – Report to General Purposes Committee – 28 November 2013
- c) Appendix C – Officer Recommendations for electoral arrangements in relation to proposal CGR12(c)

Appendix A – Recommended Final Proposals approved by General Purposes Committee with full party support



Representation Number	Summary of Detail
CGR 1.3	To move the far western boundary of Bramhope & Carlton Parish Council so as to transfer parts of Chevin Park Farm land, including the farm land buildings from Pool Parish
CGR 1.4	Move the north western boundary with Pool Parish south-east from it's current position to run adjacent to Pool Bank, thereby resulting in land transferring from Bramhope & Carlton Parish to Pool Parish
CGR 1.5	Move the boundary between Bramhope Ward and Carlton Ward in a south-west direction to run adjacent to Otley Road
CGR 4	To amend the northern boundary of Scarcroft Parish Council to take in some land and properties from Bardsey cum Rigton Parish Council
CGR 5	Align the boundary along Street 5 between Wighill Lane and Avenue E. No residential properties are affected.
CGR 6	Representation in support of CGR 1.3 and CGR 1.4
CGR 8	Amendment to the boundary of Horsforth Town Council to take in polling district HOH
CGR 9	Representation in support of CGR 10.3
CGR 10.1	Transfer small area of non-residential land from Boston Spa Parish Council to Wetherby Town Council
CGR 10.3	Adjustment to the boundary with Bramham cum Oglethorpe Parish Council where the existing boundary follows Bramham Beck. Revised boundary to follow Bar Lane.

CGR 11 (c)	Relocate the polling station for polling district MSE to Lewisham Youth Centre
CGR 12 (a)	Move Winterbourne Avenue into polling district MNC (ensure Sandmead Croft & Sandmead Close are also in MNC)
CGR 12 (b)	Identify new polling station for polling district MSE – agreed Lewisham Youth Centre
CGR 12 (c)	Include polling district MSH into the Morley Town Council area
CGR 14	Representation in support of CGR 5
CGR 15 (c)	Relocate the polling station for polling district MSE to Lewisham Youth Centre

Report of the Head of Licensing and Registration

Report to General Purposes Committee

Date: 28 October 2013

Subject: Joint Review of Polling Districts and Community Governance Review of Parish and Town Councils – Final Proposals report

Are specific electoral Wards affected?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If relevant, name(s) of Ward(s):		
Adel & Wharfedale (Bramhope & Carlton & Pool Parishes only)		
Burmantofts & Richmond Hill		
City & Hunslet		
Gipton & Harehills		
Guiseley & Rawdon		
Harewood (Scarcroft Parish Council only)		
Kirkstall		
Morley North (Morley Town Council only)		
Morley South (Morley Town Council only)		
Otley & Yeadon		
Rothwell		
Roundhay		
Wetherby (Boston Spa, Bramham cum Oglethorpe, Thorp Arch & Walton Parishes only)		
Are there implications for equality and diversity and cohesion and integration?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Is the decision eligible for Call-In?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If relevant, Access to Information Procedure Rule number:		
Appendix number:		

Summary of main issues

- 1 A joint review of polling districts and a community governance review of parish and town councils commenced in Leeds on 18 February 2013. A full review timetable can be found at Appendix E.
- 2 The first consultation period ended on 15 April 2013 and the Council's initial proposals were published on 24 June 2013 marking the start of the second period of consultation.

- 3 The second consultation period ended on 16 September 2013.
- 4 A meeting of the Electoral Working Group was held to discuss the comments received during the second consultation stage. This report details the outcome of that meeting and EWG's recommendations for the Council's Final Proposals.

Recommendations

- 4 Members are asked to:
 - a) note that the summary of final proposals set out in Appendix A have cross-party support, be aware of the comments from Electoral Working Group re proposal CGR4 and the additional evidence supplied in respect of that proposal, and resolve whether in each case to confirm or revise as a final proposal;
 - b) consider the summary of final proposals set out in Appendix B which do not have full party support, and resolve whether in each case to confirm or revise as a final proposal;
 - c) note the summary of initial proposals set out in Appendix C to which no further comments were received during the second consultation phase, and resolve whether in each case to confirm or revise as a final proposal;
 - d) note that the final proposals agreed today for the polling district review will be published as part of the Council's Final Notice of Joint Review on 25 November 2013; and
 - e) be aware that the recommended final proposals agreed today for the community governance review will go to Full Council for final approval in 13 November 2013 before being published as part of the notice mentioned in (c) above.

1. Purpose of this report

- 1.1 To consider final proposals for the joint polling district review and community governance review of all parish and town councils.
- 1.2 To agree the final proposals for the polling district review to be published on 25 November 2013.
- 1.3 To agree the recommended final proposals for the community governance review to go to Full Council in November 2013, and to be published on 25 November 2013.

2. Background information

- 2.1 The Council, for a number of years, by virtue of s18 Representation of the People Act 1983, has had a duty to divide the parliamentary constituencies within its area into polling districts¹ and to designate a polling place² for each district. The Returning Officer then nominates a polling station³ within each polling place.
- 2.2 Section 16 of the Electoral Administration Act 2006 introduced a number of changes to the 1983 Act and particularly with regard to the way reviews of polling districts, places and stations must be undertaken. The most important change is that the Council was obliged, by that Act, to conduct a full review in its area within 12 months of the coming into force of the Act, and then complete a further review of each polling district and polling place every four years thereafter.
- 2.3 The 2006 Act came into force on 1 January 2007 and the first review was completed by the Council in November 2007. A further full review was completed in October 2009. The council's next full review must be completed by the end of 2013.
- 2.4 The Local Government and Public Involvement in Health Act 2007 introduced powers for councils to conduct Community Governance Reviews in all or part of its area to review existing, amend or create new town or parish councils in response to the needs of the community. The legislation allows a council to conduct a review at any time.
- 2.5 Officers recommended that together with the full review of all existing polling districts, places and stations, the council should also carry out a full Community Governance Review of all Parish and Town Councils in its area. It had been some time since any of the existing parish and town council arrangements were reviewed and it makes good sense to consider any parish or town council boundary changes alongside the review of polling districts, places and stations so boundaries can remain consistent where possible.

¹ The area created by the division of a constituency, ward or division into smaller parts, within which a polling place can be determined which is convenient to electors

² The building or area in which polling stations will be selected by the Returning Officer

³ The room or building chosen by the Returning Officer where the poll takes place for each election.

2.6 It should be noted that Section 17 of the Electoral Administration Act 2013, which came into force on 31 January 2013 requires the Council to carry out a further review of polling districts and polling places as follows:

- (a) during the period of 16 months beginning with 1 October 2013, and
- (b) during the period of 16 months beginning with 1 October of every fifth year after that.

2.7 It is Officers' intention to commence a light-touch review during this period, bearing in mind a full review will have just taken place. This review will not include Parish and Town Council arrangements.

2.8 A report to the above effect will be submitted to GPC in due course.

3. The review process

3.1 Guidance for the conduct of a review has been published by the Electoral Commission. The guidance sets out the review process. The Local Government Boundary Commission has also published guidance on conducting Community Governance Reviews. The processes are very similar and take place in a number of stages which are summarised as follows: -

- a) **A Preliminary Stage** - When notice is given of the review and advises that representations would be welcome, particularly from those with expertise in access for persons with any type of disability. It also sets out the reference documents which should be made available. This stage is now completed.
- b) **A Proposal Stage** - When the authority's initial proposals are consulted upon. The Returning Officer must comment, at this stage, on all existing polling stations used and any new polling stations which would probably be chosen if the new proposals were accepted by the authority. The Guidance suggests that the review by the authority (of districts and places) should be conducted jointly with the Returning Officer's review (of polling stations). This stage is now completed.
- c) **The Consultation Stage** - To receive representations and comments on the authority's initial proposals for polling districts and places. This is in two parts i.e. (i) a compulsory submission from the Returning Officer of the parliamentary constituency with regard to the suitability of the designated polling stations, and (ii) submissions from other persons and bodies which can be referenced to the Returning Officer's proposed polling stations as well as the authority proposals. This stage is now completed.
- d) **Conclusion of Review** - When the authority must produce final proposals, taking into consideration the representations made. This is the next stage of the process.
- e) **The Decision of the Council** on the proposals. General Purposes Committee will approve the final proposals for the polling district review. Full

Council will approve the final proposals for the community governance review.

- f) **The Publishing Stage** - When the decision and background material is published.
- g) **Right of Appeal** - Although the final decision is that of the Authority, there is a right of appeal to the Electoral Commission for polling district reviews (see section 11 of the report below).

3.2 General Purposes Committee approved the timetable for the review at their meeting on 12 February 2013. The final review notice is due to be published on 25 November. The corresponding revised register will be published on 17 February 2014 and will be used for the Local Government Elections and European Parliamentary Elections to be held in May 2014. .

3.3 The Consultation Stage is now completed, and this report sets out the results so that the General Purposes Committee can agree the authority's Final Proposals for publication (polling district review) and for approval at Full Council before publication (community governance review).

4. The Review of Polling Districts and Places

4.1 A reasonable methodology must be demonstrated if a successful appeal (with its consequential reputational damage) is to be avoided. The Guidance stresses the need for all decisions made to have been consulted upon and to be measured and practical: 'The whole process should be as transparent and open as possible to avoid possible conflict.' The Initial Proposals document set out the considerations taken into account in drawing up the proposals and such an approach reduces the suggestion that decisions may have been politically motivated.

4.2 The primary considerations for every review are a requirement of Electoral law, and are: -

- a) The Council must seek to ensure that all electors have such reasonable facilities for voting as are practicable in the circumstances; and
- b) The Council must seek to ensure that so far as is reasonable and practicable every polling place is accessible to electors who are disabled.

4.2 There is no scientific formula or set of rules for the division of a constituency into polling districts, nor for the selection of polling places. The choice will often be a balance between a number of competing considerations, for example between the quality (access, facilities, etc) of a building and the distances between the residents and that building, compared to other options for polling places. Judgment needs to be exercised, e.g. when comparing the potential disturbance to voters as against other factors. However, in carrying out the balancing exercise, the approach should be **voter-centred**.

- 4.3 Officers proposed that the same criteria used for the last polling district review was used again for this review:-
- a) Disparities between polling districts to make them more comparable in terms of number of polling places and number of electors per polling place;
 - b) Current levels of satisfaction / dissatisfaction as expressed by or on behalf of electors;
 - c) The cost / elector ratio of providing a polling place, so there is broad comparability between districts;
 - d) The availability of postal votes on demand;
 - e) Disturbance to electors which would be caused by alteration of polling places which have been used for a long period of time;
 - f) A polling place should be in its own polling district, unless it is not possible to find a suitable place in the district;
 - g) There should not be major barriers between the voters and their polling place. Major roads, rivers and the like can therefore be considered as starting points for polling district boundaries unless there is good quality, accessible crossing points;
 - h) The polling place should not be difficult to locate and should be close to where most of the electors in the polling district live;
 - i) The topography of the area should be taken into account including availability of public transport for electors having to travel distances to the polling place;
 - j) Facilities for polling staff, who will be on duty for at least 16 hours and cannot leave the polling place;
 - k) That each parish should be a separate polling district save in exceptional circumstances;
 - l) If there appears to be a need in all or particular elections (considering, for example, UK Parliamentary elections may have a higher turnout than local government elections) for multiple polling stations in a polling place, it will need to be considered if the polling place can accommodate them; and
 - m) Capability of the polling place to cope with peaks of electors allocated to it.
- 4.4 It should be noted that the considerations are not weighted, as proposals need to be voter-centred and the exercise of judgment and the balancing exercise needs to have this at the forefront of consideration. Each proposal/representation will have circumstances peculiar to it and the differing considerations relating to those circumstances must be balanced to allow the outcome to be voter centred.

5. The Community Governance Review of all Parish and Town Councils

- 5.1 The Council has the power to undertake a community governance review of the whole or part of its area at any time.
- 5.2 The first stage of a Community Governance Review as prescribed by the Local Government and Public Involvement in Health Act 2007 is to establish the terms of reference which will set out the matters on which the review is to focus. Terms of Reference were agreed by General Purposes Committee on 12 February 2013 and published as part of the council's Notice of Review.
- 5.3 When undertaking a Community Governance Review a principal council must have regard to guidance issued by the Secretary of State and the Electoral Commission. The stages outlined in 3 above take account of the requirements of the legislation and the available guidance. However, subject to this, it is for the Council to decide how to undertake the review. In deciding what recommendations to make, the Council must take into account any other arrangements (apart from those relating to parishes) that have already been made, or that could be made for the purposes of community representation or community engagement in respect of the area under review. The Council also has the duty to consult and to take into account any representations received, and the duty to have regard to the need to secure that community governance reflects the identities and interests of the community.
- 5.4 A community governance review includes the review of existing parishes and it must recommend whether parishes should remain the same, or whether they should be abolished or their areas altered, and whether parish councils should continue or not, and must also make recommendations about electoral arrangements. Recommendations about new parishes could also include aggregating or separating parishes or unparished areas. If the review recommends that a new parish should be constituted, the review must also make recommendations as to the name of the new parish, whether or not the new parish should have a parish council, and whether or not the new parish should have one of the alternative styles. However, where a new parish has 1,000 or more local government electors, the review must recommend that the parish should have a council.

6. Results of the second consultation stage

- 6.1 Comments were received on six of the Council's initial proposals. In addition to this comments were also received for reconsideration of two proposals which did not form part of the Council's initial proposals.
- 6.2 These comments were in response to the authority's Notice of Review (Initial Proposals) published on 24 June 2013. The closing date for receipt of representations was 16 September 2013.
- 6.3 EWG considered the criteria at sections 4.0 and 5.0 when reviewing all further comments received during the first and second consultation stage.
- 6.4 The representations can be grouped into:

- a) Initial proposals where all parties agreed (Appendix A);
- b) Initial proposals where all parties did not agree (Appendix B)
- c) Initial proposals where no comments were received during the second consultation stage (Appendix C)

7. Equality and Diversity / Cohesion and Integration

- 7.1 The notice of the review invited comments from stakeholders and in particular from those with expertise in access for persons with any type of disability. According to law, the authority must seek to ensure that so far as is reasonable and practicable every polling place is accessible to electors who are disabled. We have been careful to ensure the review process meets that requirement.
- 7.2 An equality and cohesion screening document has been completed for this review and has concluded that the consultation arrangements will help ensure all people affected by the review are given an opportunity to comment which will address any equality, diversity, cohesion or integration issues raised. The screening document can be found at Appendix D.

8 Council policies and City Priorities

- 8.1 The process for conducting a review of polling districts, places and stations and a community governance review is set out in legislation. It is a requirement that the authority completes its next full polling district review by the end of 2013. In the interests of efficiency and consistency the community governance review of Parish and Town Councils is being carried out at the same time.
- 8.2 The joint review does not affect the council's budget and policy framework, although ensuring electors have accessible polling places or parish and town councils does support the council's aims to be the best city for communities, and in particular the four year priority to increase a sense of belonging that builds cohesive and harmonious communities.

9. Resources and value for money

- 9.1 There is no separate budget provision for the costs of carrying out any Review of Polling Districts or Community Governance Review. The costs of carrying out the consultation process will be met from within the existing budget for Electoral Services. The joint review is taking place during a fallow year where there are no local or national elections planned.
- 9.2 Staff resources are available to conduct this interim review in accordance with the timetable which is available at Appendix E.

10. Legal Implications, Access to Information and Call In

10.1 Under the Constitution, the Council has delegated authority to the Chief Executive to discharge the following Council (non executive) functions namely: -

“ ...

- (c) to divide a constituency into polling districts⁴
- (d) to divide electoral divisions into polling districts at local government elections”

and

“ ...

- (k) Functions relating to community governance⁵
 - (i) Duties relating to community governance reviews
 - (ii) Functions relating to community governance petitions
 - (iii) Functions relating to terms of reference of review
 - (iv) Power to undertake a community governance review
 - (v) Duties when undertaking review
 - (vi) Duty to publicise outcome of review
 - (vii) Duty to send two copies of order to Secretary of State and Electoral Commission.”

10.2 If the Chief Executive chooses not to exercise that delegated authority, he may refer the matter to General Purposes Committee, who have authority: -

“to consider and determine Council (non executive) functions delegated to a Director where the Director has decided not to exercise the delegated authority and has referred the matter to the committee.”

10.3 There is no provision similar to that regarding executive functions that allows the relevant Executive Member to require the “Director” to not exercise the delegated authority but to take a matter to Executive Board.

10.4 However, the Chief Executive has the opportunity to consult with the relevant Member(s), before deciding whether to exercise his delegated authority or alternatively himself choose to refer the matter to General Purposes Committee.

10.5 Therefore any community governance review under the existing constitutional provisions can be determined by the Chief Executive, or he has the alternative to refer the matter to General Purposes Committee, who themselves make final recommendations to Full Council.

10.6 The Chief Executive has chosen to refer the need to undertake a Polling District Review and the decision to undertake a full Community Governance Review to General Purposes Committee.

⁴ The area created by the division of a constituency, ward or division into smaller parts, within which a polling place can be determined which is convenient to electors

⁵ Functions relating to making of recommendations under section 87 – 92 of the Local Government and Public Involvement in Health Act 2007 (Item 5 Paragraph EB of Schedule 1 of the Local Authorities (Functions and Responsibilities) (England) Regulations 2000/2853) are reserved to the relevant committee that is responsible for making recommendations to full Council.

10.7 However, General Purposes Committee alone has the delegated authority to make recommendations for the final proposals for any Community Governance Review to Full Council. This is not delegated to the Chief Executive.

11. Risk Management

11.1 There are different appeal mechanisms for polling district reviews and community governance reviews.

11.2 On conclusion of any polling district review, the Electoral Commission can consider representations that the review process has not been conducted correctly. There are only two grounds on which a representation may state that a local authority has failed to conduct a proper review, namely: -

- a) the local authority has failed to meet the reasonable requirements of the electors in the constituency; or
- b) the local authority has failed to take sufficient account of accessibility to disabled persons of the polling place.

11.3 If the appeal is upheld, the Commission can, ultimately, make alterations to the polling places.

11.4 There is no right to appeal as such to the outcome of a community governance review, although if local electors disagreed with the final recommendations they could lobby the full Council not to give effect to them, or a decision by full Council could be challenged by way of judicial review on the usual principles.

12. Conclusions

12.1 That the processes being followed by officers meet the statutory requirements for a joint Review of Polling Districts, Places and Stations and Community Governance Review of all Parish and Town Council Arrangements.

13. Recommendations

13.1 Members are asked to:

- a) note that the summary of final proposals set out in Appendix A have cross-party support, be aware of the comments from Electoral Working Group re proposal CGR4 and the additional evidence supplied in respect of that proposal, and resolve whether in each case to confirm or revise as a final proposal;
- b) consider the summary of final proposals set out in Appendix B which do not have full party support, and resolve whether in each case to confirm or revise as a final proposal;

- c) note the summary of initial proposals set out in Appendix C to which no further comments were received during the second consultation phase, and resolve whether in each case to confirm or revise as a final proposal;
- d) note that the final proposals agreed today for the polling district review will be published as part of the Council's Final Notice of Joint Review on 25 November 2013; and
- e) be aware that the recommended final proposals agreed today for the community governance review will go to Full Council for final approval in 13 November 2013 before being published as part of the notice mentioned in (c) above.

14. Appendices

- a) Appendix A – Final proposals where all parties agreed
- b) Appendix B – Final proposals where all parties did not agree
- c) Appendix C – Final proposals that were agreed as initial proposals and for which no further comments were received during the second consultation phase
- d) Appendix D - Equality Screening Assessment
- e) Appendix E - Joint review timetable

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Appendix C – Officer recommendations in respect of proposal CGR12(c)



These recommendations are in respect of the new Morley Town Council Ward for polling district MSH.

The ordinary year in which elections are held

Ordinary Parish elections are held once every four years with all Councillors being elected at the same time. The standard parish electoral cycle is for elections in 2015 and every four years after 2015, but Parish elections may be in held in other years so that they can coincide with other elections and share costs.

New or revised parish electoral arrangements come into force at ordinary Parish elections, rather than parish by-elections, so they usually have to wait until the next scheduled Parish elections. They can come into force sooner only if the terms of office of sitting Parish Councillors are cut so that earlier Parish elections may be held for terms of office which depend on whether the parish is to return to its normal year of election.

It is therefore recommended that the ordinary year for elections to the new ward (polling district MSH) be every fourth year, in line with the existing cycle for Parish Council elections.

The next scheduled elections will take place on 7 May 2015.

The initial election for the new ward would take place on 22 May 2014, the date of the Local Government and European Parliamentary Elections, with a shorter term of office for those elected, being up for re-election should they so choose on 7 May 2015.

Ward name

Officers have taken into consideration the local surroundings and historical names associated with the area covered by polling district MSH and propose the name **Woodkirk Ward**.

The number of Councillors to be elected to the Council

Officer recommendations for the number of Councillors for the proposed Woodkirk Ward have been based on the distribution of Councillors in the existing Morley Town Council Wards, set out in the table below. The number of Councillors proposed is **2**.

Ward Name	Polling District(s)	Electorate(s)	No. of Councillors
Central	MSD	1653	3
	MSE	1386	
Churwell	MND	821	4
	MNH	1841	
	MNI	1515	
Elmfield	MSC	1869	4
	MSG	1937	
Scatcherd	MNC	3102	5
	MNE	1788	

Teale	MSA MSB	1615 1220	3
Topcliffe	MSF MSI MSJ	1254 1147 2260	5
Woodkirk	MSH	2501	2



Report author: Kevin Tomkinson
Tel: 74357

Report of City Solicitor

Report to Council

Date: 13 November 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 relevant Group Whips have requested a membership change as detailed in paragraph 4 of the report on the West Yorkshire Joint Services Committee and two Scrutiny Boards .

Recommendations

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

2 Purpose of this report

- 2.1 To make appointments to various Joint Committees, 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 Pauleen Grahame be appointed to the West Yorkshire Joint Services Committee to replace Councillor Ron Grahame.
- 4.2 That Councillor Robinson replace Councillor Buckley on Scrutiny Board(Safer and Stronger Communities)
- 4.3 That Councillor Buckley replace Councillor Robinson on Scrutiny Board(Health and Well-being and Adult Social Care).

4.4 Consultation and Engagement

- 4.4.1 The relevant Group Whips have been consulted in respect of the appointments.

4.5 Equality and Diversity / Cohesion and Integration

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

4.6 Council policies and City Priorities

- 4.6.1 There are no specific implications.

4.7 Resources and value for money

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

4.8 Legal Implications, Access to Information and Call In

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

4.9 Risk Management

- 4.9.1 No specific implications

5 Recommendations

- 5.1 That the appointments referred to in paragraph 4 of this report be approved.

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 Director of City Development

Report to Full Council

Date: 13th November 2013

Subject: Submission of the Transport and Works Act Order application for the New Generation Transport (NGT) Scheme

Are specific electoral Wards affected?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If relevant, name(s) of Ward(s): Implications city wide, with direct impacts on City and Hunslet, Burmantofts & Richmond Hill, Hyde Park & Woodhouse, Headingley, Weetwood, Adel & Wharfedale and Middleton Park Wards.		
Are there implications for equality and diversity and cohesion and integration?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Is the decision eligible for Call-In?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If relevant, Access to Information Procedure Rule number:		
Appendix number:		

Summary of main issues

- Following the authorisation by Full Council in July the Transport and Works Act Order (TWAO) and associated applications for the New Generation Transport (NGT) project were submitted to the Secretary for Transport on 19 September. In accordance with section 239 of the Local Government Act 1972, a second approval is required from Full Council to confirm its resolution to promote the TWAO.

Recommendations

Full Council is requested to consider the contents of this report and pass resolutions to confirm:

- the resolution passed on 1 July 2013 to authorise 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, as now applied for.

1. Purpose of this report

- 1.1 To seek from Full Council the second resolution recommended above confirming the resolution to promote a Transport & Works Act Order for the New Generation Transport (NGT) Scheme.

2. Background information

- 2.1 On 1 July Full Council passed a resolution authorising the submission of a Transport and Works Act Order (TWAO) and associated applications for the New Generation Transport (NGT) project to the Secretary for Transport. These applications were submitted to the Department for Transport on 19th September 2013.
- 2.2 By virtue of Section 20 of the Transport & Works Act (TWA), Local Authorities such as Leeds may promote a TWA Order, but the power to do so is subject to the same conditions as apply to the Local Authority promoting bills in Parliament.
- 2.3 In this instance, therefore, the Authority must comply with the conditions set out in Section 239 of the 1972 Local Government Act.
- 2.4 Section 239 provides that where a Local Authority is satisfied that it is expedient to promote a Bill (and so also a TWAO) it must pass a resolution to do so which then needs to be confirmed at a further meeting of the authority after the Bill is deposited or, in the case of a TWAO, the application made. In each case the necessary resolutions must be passed by a majority of the full Council (i.e. not just the members present).
- 2.5 Such a resolution must:
 - a) be preceded by not less than 30 clear days' notice, given by advertisement in one or more local newspapers and by the ordinary notices required to be given for convening a meeting of the authority;
 - b) be passed by a clear majority of the whole number of the members of the authority (i.e. not a majority of those present but a majority of all members).
- 2.7 The wording of the proposed resolution has been based directly on the wording of the resolution passed on 1 July, and any proposed changes to it should be subject to further legal advice.

- 2.8 Metro and Leeds City Council have worked in partnership to develop a modern electrically powered trolleybus system for Leeds known as NGT. The NGT project is seeking to provide a high quality transport system that will help to support the growth of Leeds' economy and improve the local environment by helping to address congestion.
- 2.9 NGT contributes to the Leeds vision of being the best city in the UK by;
- Providing high-quality, accessible, affordable and reliable public transport
 - Contributing to targets to make Leeds a lower carbon city
 - Supporting the creation of significant job opportunities
 - Improving accessibility of local services including shops and healthcare
 - Enabling people to travel on good quality, reliable public transport
- 2.10 Analysis has shown that NGT could generate around 4,000 long term jobs, both in Leeds and the wider City Region in addition to generating a £160m per annum economic boost for the City Region. In addition around 1,000 jobs would be created during the construction phase.
- 2.11 The Department for Transport (DfT) awarded programme entry status to NGT in July 2012.
- 2.12 A Local Partnerships Gateway 1 Review was held between 29th - 31st January 2013. The purpose of this was to consider the 'business justification' for the project and to provide an independent peer assessment of the project's potential for success. The review reported that Leeds' planned New Generation Transport trolleybus system is 'an innovative project and as the first of its type in the UK in recent years, is at the cutting edge of transport provision'.
- 2.13 The NGT scheme as authorised by the TWA Order being sought would serve a route from Holt Park in the North going through Headingley, the City Centre to Beeston and Stourton, covering a distance of just over 13km and linking key trip generators including the Leeds General Infirmary and the 2 Universities. Major park and ride sites will be provided at Stourton and Bodington. It remains the promoters' aspiration to deliver further routes as later phases of NGT. Significant levels of segregation for NGT vehicles will be provided in order to deliver high levels of reliability and journey time savings across the network.

3.0 Main Issues

3.1 Need for a Transport and Works Order submission

- 3.1.1 At its meeting on 1 July, Full Council considered a report setting out the reasons for the TWAO application. It was considered that the TWAO would provide the Promoters with the powers to build and operate NGT as currently envisaged and to deliver and sustain its key objectives in the long term. The TWAO powers were also expected to give the Promoters the greatest potential to ensure that the expected scheme benefits are realised and safeguarded for the future, and to specify the service requirements such as reliability, accessibility, fare level and integration of NGT and through greater enforcement powers than with other deliverable options.

3.2 Details of the Application as made

3.2.1 The TWAO includes powers for the compulsory acquisition of land and rights, the payment of compensation, the carrying out of works to implement NGT, provision for street works, stopping up of highways, traffic regulation, fares and tolls, policing and the making of byelaws. These will enable the construction and operation of the infrastructure required for NGT, including

- (a) NGT stops
- (b) the Park and Ride sites to be provided at Stourton and Bodington
- (c) the depot for NGT vehicles
- (d) the required substations to power the electric trolleybuses

3.2.2 The TWAO application was accompanied by:

- (i) a request for deemed planning consent, draft planning conditions and planning direction drawings
- (ii) 61 Listed Building and 17 Conservation Area consents, which were automatically referred for determination by the Secretary of State for Communities and Local Government.
- (iii) a Code of Construction Practice
- (iv) an Urban Design Statement
- (v) a Traffic Assessment
- (vi) a Sustainability Appraisal
- (vii) a Flood Risk Assessment Strategy
- (viii) an Environmental Statement (detailing the output from the Environmental Impact Assessment)

3.2.3 The application for deemed planning consent submitted with the TWAO is similar to an outline planning application and it will be determined by the Secretary of State for Transport. Draft planning conditions have been submitted with the application, reserving much of the detail for subsequent approval and discharge by the Local Planning Authority. City Plans Panel have considered the NGT proposals at their meetings on the 25th June and 17th October.

3.2.4 The TWAO application required the publication of local advertisements and notices, and a 42 day period for inspection of the application documents and for the public to comment on the application. This expired on 31st October. At the time of writing this report, the Department for Transport had not completed processing the representations received about the application, so a total number was not available. However, 920 objections had been formally registered by Friday, 1 November, and the DfT estimated that a further 800 to 1,000 remained to be processed. So the total number of representations is expected to be in the region of 1,700 to 1,900. This is in line with other transport schemes such as the hugely successful Cambridge Guided Busway, which received over 2,700 objections and within a year of construction had achieved 43% above its forecast passengers. The Secretary of State is expected to call a public local inquiry where the Promoters and objectors will be able to present their case to an inspector. However over the next few months the project team will be working with objectors to try and address their concerns. Following the inquiry the inspector will present his report to the Secretary of State

for Transport who will make a decision on the TWAO and to the Secretary of State for Communities and Local Government who will determine the associated listed building and conservation area consent applications.

4. Corporate Considerations

4.1 Consultation and Engagement

4.1.1 In addition to the formal requirements of the TWAO process, considerable consultation and engagement has been carried out on the project including:

- Extensive consultation carried out in 2009/2010 – showed strong support for the proposals.
- Area Committee presentations in September 2012
- Briefing to the main political groups September-November 2012
- 22 Public Consultation events held October 2012 - July 2013: over 1000 attendees
- Meetings with Businesses, access groups, Tenant organisations, Civic Trust, Cycling Forum and the Universities
- Various meetings with Councillors and MPs
- Engagement with officers from across the Council.
- Numerous meetings with affected land and property owners along the route.
- City Plans Panel all day meeting in June dedicated to NGT and second City NGT Plans Panel meeting in October that reviewed the submitted documentation.

4.2 Equality and Diversity / Cohesion and Integration

4.2.1 A full equality impact assessment has been undertaken and accompanied the TWAO application. The assessment concluded by stating that the provision of a new and frequent public transport service in the form of a trolleybus network will improve access to a whole range of social and economic resources along the route including the City Centre, Leeds' two universities, a major hospital, and a whole range of other facilities from shops to places of worship. It also acknowledged however that the construction and implementation phases may have a negative effect on a range of local socio-demographic groups and communities. The report contains a number of recommendations to mitigate the negative impacts.

4.3 Council policies and City Priorities

4.3.1 As reported to the 1 July meeting, the NGT proposals support the objectives of the Local Transport Plan and contribute to the delivery of the Council's Strategic Plan objectives for transport and those of the Vision for Leeds. The scheme will make a major contribution to improving the attractiveness and quality of travel by public transport and is predicted to encourage a switch from private car to public transport, thereby alleviating congestion on the NGT routes.

4.3.2 Progress will be reported to the Executive Board at the key stages in the delivery process. Oversight of the scheme is provided by a Project Board chaired by the

Director General of Metro. The Board also includes the Director of Resources and Chief Officer Highways and Transportation from Leeds City Council.

4.4 Resources and value for money

The approved capital programme makes provision of £20.6m as the Council's remaining contribution towards the NGT scheme. Throughout the development phase of the scheme, costs are continually scrutinised to ensure that the scheme promoters are securing value for money. Approving this resolution does not commit the Authority to any additional expenditure.

4.5 Legal Implications, Access to Information and Call In

4.5.1 The submission of the TWAO for NGT clearly further commits the Council to the ongoing approval process for NGT as envisaged in the proposed resolutions and the report recommending approval. The resolution recommended in this report is the second of two such resolutions required to promote the TWAO.

4.5.2 Members are asked to note that on 13 March 2013 Executive Board approved delegation of the necessary authority to the Director of City Development, subject to the Council approving the submission of the TWAO, in order to allow him to take all such steps as may be necessary or expedient to carry the Resolution into effect (including all those steps required for the Council to apply for and thereafter to promote the Order).

4.5.3 LCC has since entered into a Joint Venture Agreement with Metro to jointly promote and secure the authorisation and implementation of NGT.

4.5.4 Members will also be aware that on the 1st July Full Council passed the first of the 2 resolutions required to promote a TWAO. Accordingly this report seeks to gain the second resolution from Full Council.

4.6 Risk Management

4.6.1 If the required S239 resolutions are not made, LCC would have to withdraw from the promotion of the TWAO. It is unlikely that Metro would be able to continue the promotion alone, in which case the TWAO application would need to be withdrawn. Therefore if the resolution recommended in this report is not approved there is a risk of delay and increased costs and abandonment of the project.

4.6.2 The delivery of the project is being managed by a joint Metro/LCC project board who will be able to limit changes to the proposals to limit increases in project costs in advance of any determination.

5 Conclusion

5.1.1 The DfT funding for a trolley bus system for Leeds offers a real opportunity to deliver a major step change to public transport in the city.

- 5.1.2 NGT will allow the growing population to access the city centre and other key employment sites in an efficient and sustainable way. This will encourage business to locate in the centre and along the new corridors thereby creating 4,000 new local jobs, and generating a £160 million per annum boost for the Leeds City Region economy.
- 5.1.3 Confirmation by full Council of its 1 July resolution to promote the TWA Order for NGT is a legal pre-requisite to LCC's continuing involvement in the scheme.

6 Recommendations

Members are requested to consider the contents of this report and pass a resolution to confirm:

1. The resolution of 1 July 2013 authorising 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, as now applied for.

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.

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EXECUTIVE BOARD

WEDNESDAY, 9TH OCTOBER, 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

86 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 4 to the report entitled, 'Design and Cost Report for the Improvement and Development of Visitor Services at the Arnold and Marjorie Ziff Tropical World in Roundhay Park', referred to in Minute No. 91 is designated as exempt in accordance with paragraph 10.4(3) of Schedule 12A(3) of the Local Government Act 1972 on the grounds that it contains information relating to the financial or business affairs of any particular person (including the authority holding that information), which if disclosed to the public would, or would be likely to prejudice the commercial interests of that person or of the Council. It is therefore deemed in the public interest not to disclose this information at this time.
- (b) Appendix 1 to the report entitled, 'Funding for a New Inward Investment Service for Leeds City Region', referred to in Minute No. 99 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 is deemed to be in the public interest not to disclose the information detailed within the appendix because of reasons related to commercial confidentiality (i.e. it presents sensitive information regarding ongoing commercial negotiations between the Council and several private business interests).
- (c) Appendix 1 to the report entitled, 'Proposed Levy on Large Retail Units ("The Supermarket Levy")', referred to in Minute No. 101 is designated as exempt in accordance with paragraph 10.4(3) of Schedule 12A(3) of the Local Government Act 1972 on the grounds that it contains information relating to the financial or business affairs of specific companies in Leeds (including the authority holding that information). It is therefore considered that the public interest in maintaining the

Draft minutes to be approved at the meeting
to be held on Wednesday, 6th November, 2013

content of Appendix 1 as exempt outweighs the public interest in disclosing the information.

87 Late Items

A late item of business entitled, 'Localised Council Tax Support Scheme' was admitted to the agenda. There was a need to consider the report as a late item of business due to the timetable for undertaking a public consultation exercise prior to the formal adoption of a support scheme. The Council was required to adopt a scheme by 31st January 2014 and, in order to allow a 6 week consultation period, approval to carry out such consultation was required in October 2013. This would enable consultation to conclude at the end of November 2013, with the analysis and outcomes from the consultation being available for the full Council meeting in January 2014. (Minute No. 98 refers).

Also, prior to the meeting, Board Members were provided with an updated version of Appendix 2 (Draft Regulation 123 List) to agenda item 17 entitled, 'The Community Infrastructure Levy: Draft Charging Schedule' for their consideration. (Minute No. 102 refers).

In addition, the Board made reference to correspondence which had been received in respect of agenda item 15 (East Leeds Extension and East Leeds Orbital Road: Outcome of Feasibility) and also agenda item 16 (Proposed Levy on Large Retail Units ("The Supermarket Levy")) (Minute Nos. 100 and 101 refer respectively).

88 Declaration of Disclosable Pecuniary Interests

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

In relation to the item entitled, 'Funding for a New Inward Investment Service for Leeds City Region' Councillor Wakefield drew the Board's attention to his position on the Leeds City Region Local Enterprise Partnership Board. Also in relation to the same item, Councillor R Lewis drew the Board's attention to his position as a member of the Leeds and Partners Board. (Minute No. 99 referred).

Regarding the items entitled, 'Review of the Local Welfare Support Scheme' and 'Localised Council Tax Support Scheme', Councillor A Carter drew the Board's attention to the fact that a family member was in receipt of Council Tax Benefit. (Minute Nos. 97 and 98 referred respectively).

89 Minutes of the Previous Meeting

RESOLVED – That the minutes of the meeting held on 4th September 2013 be approved as a correct record.

ENVIRONMENT

90 Alternate Weekly Collections: Phase One Evaluation

Further to Minute No. 144, 14th December 2011, the Director of Environment and Housing submitted a report assessing the early successes of Phase One of the Alternate Weekly Collections project (AWC) which were measured against the expected deliverables and objectives in both project delivery and operational implementation. In addition to measures of success, the submitted report highlighted the areas of learning from Phase One which could be adopted to progress and improve further phases.

The Board welcomed the work undertaken by the Scrutiny Board (Safer and Stronger Communities) on this issue. The observations and recommendations of the Scrutiny Board were appended to the submitted report for the Executive's consideration.

Members welcomed the achievements which had been made in respect of Phase 1 of the initiative and acknowledged the work which continued to be undertaken regarding the provision of food waste collections.

Responding to a Member's enquiry, the Board was provided with an update on, and assurances around a specific issue which had occurred in the Morley area, and also in respect of proposals regarding the roll out of the Council's 'side waste' policy.

RESOLVED –

- (a) That the initial performance data be noted which indicated that the new service has increased recycling via the green bins for the AWC collection routes, reduced residual waste being sent to landfill and reduced the total waste generated.
- (b) That the refinements to, and the implementation of Phase Two of the AWC project, as detailed within the submitted report, be respectively approved and endorsed.
- (c) That approval be given for the 'no side waste policy' to be applied throughout the city where households have residual and recyclable waste collected on an alternate week basis.

91 Design & Cost Report for the Improvement and Development of visitor services at The Arnold and Marjorie Ziff Tropical World in Roundhay Park

Further to Minute No. 132, 12th December 2012, the Director of Environment and Housing submitted a report providing an update on the progress that had been made with the development of plans to enhance and improve the Arnold and Marjorie Ziff Tropical World in Roundhay Park. The submitted report included a brief review of phase 1 of the initiative and detailed the progress made in respect of phase 2 improvements.

The Chair, on behalf of the Board paid tribute to and thanked the Ziff family for their continued and valued contribution towards the artistic and cultural development of the city.

A request was made for work to be undertaken into the innovative approaches which could be used to assist with the maintenance and development of other outlying attractions across the city.

Following consideration of Appendix 4 to the submitted report, designated as exempt under the provisions of Access to Information Procedure Rule 10.4(3), which was considered in private at the conclusion of the meeting, it was

RESOLVED –

- (a) That authority to spend £507,000 against capital scheme 16504 000 000 in the 2013/14 financial year in order to deliver the conservatory café extension and new toilet block, be approved.
- (b) That approval be given for a subsequent Design and Cost Report to be brought to Executive Board upon completion of the detailed design work associated with phase 2, year 2 of this scheme for further comment and approval.
- (c) That the following be noted:-
 - That the conservatory and toilet block extensions are scheduled for completion in April 2014 as per the table included within paragraph 3.1.8 of the submitted report.
 - That a subsequent report will be brought to Executive Board in June 2014 with an update on the design of Phase 2, year 2 improvements.
 - That the Chief Officer for Parks and Countryside will be responsible for the delivery of these recommendations and associated actions.

92 Review of Parks Outdoor Bowling Provision in Leeds

The Director of Environment and Housing submitted a report summarising the findings of the consultation exercise undertaken in respect of proposals to review service provision for outdoor bowls facilities in Leeds, and which made recommendations on the future management of Council owned and maintained bowling facilities.

The Executive Member for Environment paid tribute to and thanked the Leeds Bowling Association for the Association's contribution to and partnership approach throughout the development of the proposals detailed within the submitted report.

Members welcomed the way in which the proposals had been developed in response to the consultation and engagement which had taken place.

Emphasis was placed upon the need to ensure that the promotion of outdoor bowling as part of an active lifestyle was encouraged. In addition, it was

Draft minutes to be approved at the meeting
to be held on Wednesday, 6th November, 2013

requested that as part of any changes to bowling provision, a proactive approach was taken by the Council towards the maintenance of local clubs' facilities, with the role of local Ward Councillors in such matters being highlighted.

RESOLVED –

- (a) That the introduction of a charge which would mean an income recovery level of £62,000 in 2014/2015 rising to £78,000 in 2017/2018, as set out within paragraph 4.2 of the submitted report, be approved. (Based upon current membership levels, this would represent a season ticket cost of £25 in 2014/2015 rising to £31.50 in 2017/2018).
- (b) That the removal of 6 bowling greens from multiple green sites, as set out within paragraph 4.6 of the submitted report, saving £16,000 per annum, be approved.
- (c) That approval be given for bowling clubs to meet the costs associated with their own direct use of gas and electricity, saving £30,000 per annum.
- (d) That the following be noted:-
- The season ticket cost will be implemented in March 2014 and will be applied from the 2014/15 season onwards, as highlighted within paragraph 4.3 of the submitted report.
 - That those greens identified for closure will no longer be maintained for the purpose of bowling from March 2014.
 - That where feasible, appropriate arrangements will be established in order for bowling clubs to meet the costs associated with their own direct use of gas and electricity by March 2014.
 - That the Chief Officer for Parks and Countryside will be responsible for the delivery of these recommendations and associated actions.

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

LEISURE AND SKILLS

93 A Strategy for Sport and Active Lifestyles in Leeds 2013-2018

The Director of City Development and the Director of Public Health submitted a joint report highlighting the work of Sport Leeds in developing a strategy for Sport and Active Lifestyles for the city, and providing details on the achievements which had been made by Sport Leeds.

The observations and recommendations of the Scrutiny Board (Sustainable Economy and Culture) on this issue were appended to the submitted report for Board Members' consideration.

Emphasis was placed upon the vital role played by Council officers and also by those many volunteers who provided a range of sporting opportunities throughout the city. In addition, the further role which could be played by the large sports clubs in this field was highlighted, whilst emphasis was also placed upon the need wherever possible to alter individuals' behaviour in order to encourage them to become more physically active.

Members highlighted the need to ensure that linkages were made between the Sport and Active Lifestyles Strategy and the sporting opportunities which were available to young people in schools.

RESOLVED –

- (a) That the contents of the submitted report be noted.
- (b) That the strategy, as appended to the submitted report, be endorsed as the city's Sport and Active Lifestyles Strategy for the period 2013 - 2018.
- (c) That it be noted that the Head of Sport and Active Lifestyles will assume responsibility for developing the Council's response to the strategic direction, as set within the proposed Sport Leeds Strategy.

94 National Governing Body of Sport "Place Pilot"

The Director of City Development submitted a report outlining the National Governing Body of Sport "Place Pilot" initiative and which sought approval to accept grant funding from Sport England of up to £500,000.

Members welcomed the financial support which had been offered by Sport England, enquired whether there was any potential for further investment to be obtained and requested that an evaluation exercise be undertaken at the conclusion of the project, in order to maximise the benefit which could be gained from future initiatives.

RESOLVED –

- (a) That the "Place Pilot" project be supported.
- (b) That Sport England's grant offer of £500,000 be accepted, subject to business case approval.
- (c) That an evaluation report be submitted to Executive Board for their consideration at the conclusion of the project.
- (d) That the stages required to implement the decision, together with the proposed timescales, as outlined within paragraph 3.3 of the submitted report, be noted.
- (e) That it be noted that the Head of Sport and Active Recreation will be responsible for the implementation of such matters.

LEADER OF COUNCIL'S PORTFOLIO

95 Financial Health Monitoring 2013/14 - Month 5

The Deputy Chief Executive submitted a report which presented the Council's projected financial health position for 2013/2014 after five months of the financial year.

Responding to a specific enquiry, officers undertook to provide the Member in question with further details on the Council's projected overspend figure for the comparative period in the 2012/13 financial year.

In addition, officers responded to a Member's enquiry regarding the actions being taken to reduce the budgetary overspends currently projected in some directorates.

RESOLVED – That the projected financial position of the authority after five months of the financial year, as detailed within the submitted report, be noted.

96 Medium Term Financial Strategy 2014/15 to 2015/16

The Deputy Chief Executive submitted a report presenting the principles and assumptions underlying the Council's proposed financial strategy covering the years 2014/2015 to 2015/2016, which would provide the framework for the preparation of the 2014/2015 initial budget proposals scheduled to be presented to Executive Board in December 2013.

Members highlighted the need to ensure that the Council worked effectively with partner organisations in order to ensure that the Local Authority obtained its maximum share of all available funding streams.

Emphasis was placed upon the financial challenges which the Council continued to face, and it was highlighted that the proactive work to address such challenges was ongoing.

Having considered the issues around the West Yorkshire Transport Fund and the current position in respect of potentially establishing a Transport Fund levy, it was requested that a report in respect of such matters be submitted to a future meeting of the Board.

RESOLVED –

- (a) That the Medium Term Financial Strategy 2014/2015 to 2015/2016 be approved, and that it be noted that this will form the basis for the detailed preparation of the Initial Budget Proposals for 2014/2015.
- (b) That a report relating to the West Yorkshire Transport Fund and the current position in respect of potentially establishing a Transport Fund levy be submitted to a future meeting of the Board.

97 Review of the Local Welfare Support Scheme

Further to Minute No. 211, 13th March 2013, the Assistant Chief Executive (Citizens and Communities) submitted a report providing an update on the progress made in respect of the Local Welfare Support Scheme and which also outlined proposals on how the scheme could be adapted to effectively assist the most vulnerable in Leeds from the impact of benefit changes and falling incomes.

As part of the introduction to the report, the Chief Officer (Welfare and Benefits) highlighted that actions would be taken to ensure that all Elected Members were made more aware of the scheme.

The Board discussed the need to ensure that people in need of welfare support were aware of the existence of the scheme and officers undertook to look into ways awareness could be improved.

RESOLVED –

- (a) That approval be given for the Local Welfare Support Scheme to continue in 2013/14 to meet the cost of household goods and emergency provision, and that approval be given for the scheme to be extended to include people faced with emergency need as a result of Jobcentre Plus sanctions on condition that the person has re-engaged with Jobcentre Plus.
- (b) That sums from the Local Welfare Support Scheme fund be allocated to an exceptional hardship fund in order to assist people affected by the changes to the Local Council Tax Support scheme, and that the Assistant Chief Executive (Citizens and Communities) be given the necessary delegated authority to determine awards and manage the scheme.
- (c) That sums from the Local Welfare Support Scheme be used to increase the Discretionary Housing Payments budget in order to extend the scheme to tenants facing exceptional hardship, but who do not fall within the priority groups already agreed.
- (d) That a scheme be developed for 2014/15 which brings together emergency and hardship funding streams across the Council to provide a single hardship fund that supports the delivery of wrap around services to help tackle financial hardship, and that proposals for the 2014/15 scheme be presented to Executive Board in the next few months.

98 Localised Council Tax Support Scheme

The Assistant Chief Executive (Citizens and Communities) submitted a report which sought approval to undertake a public consultation exercise regarding a change to the current local Council Tax Support scheme which could see the percentage reduction for those 'non-protected' groups increased to reflect the possibility of a Council Tax increase in 2014/2015.

The report and appendices relating to this matter were circulated to Board Members prior to the meeting for their consideration.

RESOLVED –

- (a) That approval be given to undertake a consultation exercise on a Localised Council Tax Support Scheme which:
- a. keeps costs within current budgeted spending levels;
 - b. continues to provide full protection for the same groups that are currently fully protected; but
 - c. potentially changes the percentage reduction in Council Tax Support for non-protected groups to reflect the possibility of a Council Tax increase both for 2014/2015 and in future years.
- (b) That a report be submitted to the December 2013 meeting of the Board providing the outcomes of the consultation exercise, so that a recommendation can be made by the Board to full Council on the scheme to be adopted for 2014/2015.

99 Funding for a new Inward Investment Service for Leeds City Region

The Deputy Chief Executive submitted a report providing an update on the development of a new, proactive inward investment service for Leeds City Region (LCR), capable of significantly increasing the City Region's share of new direct business investment from elsewhere in the UK (particularly London and the South East) and overseas. In addition, the report sought approval to provide advanced funding of up to £1,720,000 for the new service over a three-year period (2013/14 to 2015/16) to be funded through the Council's general fund reserves. The requested advance funding would be reimbursed to the Council's general fund reserves via future business rates receipts to be generated as more businesses located or expanded onto the Aire Valley Leeds Enterprise Zone (AVL EZ).

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

RESOLVED –

- (a) That the advance funding of up to £1,720,000 over three years (2013/14 to 2015/16) to be provided from the Council's general fund reserves in order to support delivery of a new, proactive inward investment service for Leeds City Region be approved. (The requested funding will be reimbursed to the Council's general fund reserves via future business rates receipts as more business investment is made in AVL EZ. It is expected that the full £1,720,000 will be repaid to the Council by mid-2018/19).
- (b) That the following be noted:-
- the options appraisal for the requested funding model, as set out within paragraphs 3.7 and 3.8 of the submitted report;

- that the new service will be delivered by Leeds and Partners from October 2013 (subject to the outcome of ongoing negotiations and commissioning) and that it is expected to secure a minimum of 60 new direct business investments and up to 1,500 new jobs (subject to ongoing negotiations);
- that the responsible officer for implementing the decision is the Project Manager within the Leeds City Region Secretariat.

DEVELOPMENT AND THE ECONOMY

100 East Leeds Extension and East Leeds Orbital Road - Outcome of Feasibility

Further to Minute No. 152, 9th January 2013, the Director of City Development submitted a report providing details of work undertaken on the Council's behalf to set out an approach towards the design and delivery of a new East Leeds Orbital Road as part of a wider transport strategy to support the development of land for new housing in the East Leeds Extension. In addition, the report also set out the proposed next steps for Executive Board to consider how the Council could take forward further design and specification of the road and play a further role in the co-ordinated provision of infrastructure and development across the area.

As part of the introduction to the submitted report, the Executive Member for Development and the Economy made reference to correspondence which had been received prior to the meeting in respect of this matter.

Members highlighted the significant need for infrastructure provision in this area, and in response to Members' comments and concerns, officers provided further details on the projected cost of the scheme, together with its associated timescales.

The Board received further detail on the various funding streams which were being pursued in respect of the development and considered what further actions could be taken to maximise such funding, such as via the lobbying of Government or contributions by landowners.

RESOLVED –

- (a) That the work to establish an East Leeds Transport Strategy embracing the needs of pedestrians, cyclists, public transport and cars, which is being led by the Chief Officer Highways & Transportation (as set out within paragraphs 3.7 - 3.11 of the submitted report), be noted and supported.
- (b) That the outcome of the East Leeds Orbital Road feasibility study, as set out within the submitted report and at appendices 2 – 6, be noted.
- (c) That approval be given for the Chief Asset Management & Regeneration Officer to undertake communications and consultation on the indicative alignment of the East Leeds Orbital Road with land

owners, local residents and stakeholders by the end of 2013 (as set out within paragraph 4.1.7 of the submitted report).

- (d) That the submission by the Chief Officer Highways & Transportation, on behalf of the Council, of a mandate for £1,310,000 of project development resources through the West Yorkshire Transport Fund be noted and supported, which would move the scheme from feasibility through validation and scoping stages, incorporating consideration of a practical and deliverable phasing for construction that meets strategic highways objectives and supports the viable delivery of residential development, with a view to being in a position to submit a planning application (as set out within paragraph 3.78 of the submitted report).
- (e) That approval be given for an injection by the Chief Officer Highways & Transportation of £1,310,000 into the Capital Programme and that authority to spend £1,160,000 on the further feasibility, validation and scoping work, as set out within paragraph 3.77 of the submitted report be approved, subject to approval by METRO of the mandate for West Yorkshire Transport Funding, with further reports being submitted to Executive Board on this work.
- (f) That in parallel with resolution (d) above, it be requested that the Chief Planning Officer continues work to establish funding for ELOR, including the exploration of a suitable means of establishing appropriate contributions from developers (as set out within paragraph 3.65 of the submitted report).

101 Proposed Levy on Large Retail Units ("The Supermarket Levy")

The Director of City Development submitted a report responding to a resolution of Council from the meeting held on 1st July 2013. Specifically, the report set out the need for the Council to have a considered approach towards a proposal by the 'Local Works' campaign group to introduce an additional levy on large retail units.

The Executive Member for Development and the Economy made reference to correspondence which had been received prior to the meeting in respect of this matter.

Members noted the work which had been undertaken on this issue and requested that this matter be kept under review.

Specific reference was made to the potentially significant impact that supermarkets could have in respect of local regeneration and employment opportunities in communities, and it was requested that further details be provided to the Board illustrating the extent of the impact made by supermarkets in such areas.

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

RESOLVED –

- (a) That it be agreed that the proposal in its present form, is not a feasible measure at this time and could affect the viability of important development and regeneration projects that would create jobs, but that the matter should be kept under review by officers.
- (b) That the position of Leeds City Council be noted, which is to seek significant contributions from large format retailers in the form of business rates and planning contributions, which, in the future will be under the Community Infrastructure Levy, whilst not impairing the viability of important development and regeneration projects that are anchored by large retailers.
- (c) That the position of planning policy in Leeds and the role of the planning system in seeking to ensure supermarkets are located appropriately, meet identified needs for retail capacity, and support regeneration, employment and the vitality of existing town centres, be noted.
- (d) That the wider work of the Council in supporting town and district centres and independent retail be noted.
- (e) That officers be instructed to continue to agree with supermarkets a clear commitment to job creation and support to local residents to secure employment and apprenticeships, and contribute towards the vitality of existing town centres in Leeds.
- (f) That it be noted that the Chief Officer (Employment and Skills) is the officer responsible for the implementation of resolution (e) above.
- (g) That further details be provided to the Board illustrating the extent of the impact which has been made by supermarkets in areas such as local regeneration and employment opportunities in communities across Leeds.

NEIGHBOURHOODS, PLANNING AND SUPPORT SERVICES

102 The Community Infrastructure Levy - Draft Charging Schedule

Further to Minute No. 178, 15th February 2013, the Director of City Development submitted a report explaining the changes to the CIL (Community Infrastructure Levy) Draft Charging Schedule, which were now proposed following the Preliminary Draft consultation exercise and also following reference to further background information and analysis.

The observations and recommendations of the Scrutiny Board (Sustainable Economy and Culture) on this issue were appended to the submitted report for Board Members' consideration.

Prior to the meeting, Board Members were provided with an updated version of Appendix 2 (Draft Regulation 123 List) for their consideration as part of the submitted report.

Following Members' comments, further details were provided regarding the timescales associated with future reviews of the schedule, on proposals regarding the change in charging zone for the East Leeds Extension and also in respect of the provision of education facilities.

Responding to a specific request to incorporate an area of Farsley into the North charging zone, the Board agreed to this amendment, subject to it being determined as viable following the appropriate checks being undertaken against the associated evidence base.

RESOLVED –

- (a) That the content of the Draft Charging Schedule, as appended to the submitted report, be approved in order to proceed with publication and 6 weeks of formal public consultation, subject to the inclusion of an amendment as detailed above, should this amendment be determined as viable following the appropriate checks being undertaken against the associated evidence base.
- (b) That the scope of the evidence base and associated documents supporting the setting of the CIL rates, including the Regulation 123 List, be agreed, subject to the inclusion of the amendment made to the Regulation 123 List, namely the removal of reference to 'Highways Schemes'.
- (c) That approval be given to submit the Draft Charging Schedule to the examiner after the close of the consultation period in accordance with the CIL Regulations.
- (d) That approval be given for the Council to work in partnership with local councils, Area Committees and neighbourhoods in order to explore opportunities for maximising available resources through governance and implementation of the CIL spending to best meet their local needs, with proposals being reported back to a future meeting of Executive Board.
- (e) That it be noted that the following steps will be undertaken to deliver the decisions of the Board:-
 - i. The Draft Charging Schedule and supporting documents/evidence base as provided in the appendices to the submitted report will be published for public consultation. Following the consultation, the same material will be submitted to the examiner along with any representations received. Following the examination and receipt of the inspector's report and any modifications required, there would need to be a Full Council resolution to adopt the CIL.

- ii. The timescales for the implementation of the decisions are that a 6 week consultation will run from late October, the submission for examination will be in January 2014, and subsequent progress depending on the Core Strategy progress and capacity of the Planning Inspectorate.
- iii. The Chief Planning Officer is the officer responsible for implementation.

(The matters referred to within this minute were designated as being exempt from Call In due to the fact that the decisions arising from this report were deemed as urgent and any delay would seriously prejudice the Council's interests in generating infrastructure funding. The reasons for the urgency of these decisions were detailed within paragraphs 4.5.2 to 4.5.4 of the submitted report)

103 Health and Safety Performance 2012/2013

The Deputy Chief Executive submitted a report explaining how the Council managed health and safety in the current legal and political context, with the submitted report making recommendations around the priority areas for intervention during the period 2013/2014.

Officers noted the request that checks be made to ensure that health and safety data in relation to service users, particularly in respect of highways, was being incorporated into the relevant reporting mechanisms.

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

CHILDREN'S SERVICES

104 Information on the Annual Admissions Round for September 2013 Entry

The Director of Children's Services submitted a report providing statistical information on Admissions into Reception and Year 7 for September 2013. The report noted the rising birth rate in Leeds and assessed how this was affecting entry into both primary and secondary schools. In addition, the report further considered the effect upon the application process of the timing of Free Schools being approved by the Department for Education (DfE) and the interaction with the current Admission policy.

Responding to a specific request, officers undertook to provide the Member in question with further details regarding the circumstances around those children who could not be offered any of their stated preferences in terms of primary schools.

Members then discussed the current admission rates in respect of the Jewish Free School, which was given approval to open from September 2013.

RESOLVED – That the following be noted:-

- The percentage of successful first preferences for secondary admissions was 84% and for Reception admissions was 85%.

- The percentage of parents receiving one of their top three preferences was 94%.
- The number of appeals for Reception has decreased slightly although more have been successful.
- The timing of the confirmation of Free Schools opening has led to late adjustments to availability of places.

105 Children's Services Update Report

The Director of Children's Services submitted a report providing an update on the progress achieved in important areas within Children's Services. The report particularly focussed upon safeguarding and social work, due to the importance of safeguarding for the Council, and because these services were the only area of the Council still subject to high profile, unannounced inspection. In addition, the report also set out the overall progress which had been made within Children's Services over the past year, and outlined the key challenges for the year ahead.

The Executive Member for Children's Services thanked those Elected Members who were their area's nominated representative on the Council's Corporate Carers' Group, for the significant work which they had undertaken in their respective roles and for the progress which had been made in this area.

Responding to a specific request, officers undertook to provide the Member in question with further details on the actions being taken to improve school attendance levels across the city, together with information on Leeds' relative performance when compared with the national and benchmark averages for attendance.

Members noted the progress which had been made within Children's Services, whilst a Member placed specific emphasis upon the importance of continuing to close the gaps which existed in learning.

RESOLVED –

- (a) That the progress Leeds has made in improving outcomes for children and young people, balanced against the on-going challenges, particularly in the context of a new inspection framework, be noted.
- (b) That the city-wide strategy for continued improvement across Children's Services be supported.

DATE OF PUBLICATION: 11TH OCTOBER 2013

LAST DATE FOR CALL IN OF ELIGIBLE DECISIONS: 18TH OCTOBER 2013

(Scrutiny Support will notify Directors of any items called in by 12.00noon on Monday, 21st October 2013)

Draft minutes to be approved at the meeting
to be held on Wednesday, 6th November, 2013

SCRUTINY BOARD (RESOURCES AND COUNCIL SERVICES)

MONDAY, 30TH SEPTEMBER, 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

23 Late Items

There were no late items.

24 Declaration of Disclosable Pecuniary Interests

There were no disclosable pecuniary interests declared to the meeting, however, in relation to the item entitled, 'High Cost Lenders', Councillors P Grahame, N Dawson, S Bentley and A Lowe drew the Board's attention to their membership of Leeds Credit Union. (Minute No. 28 refers)

25 Apologies for Absence and Notification of Substitutes

There were no apologies for absence.

26 Minutes - 29 July 2013

RESOLVED – That the minutes of the meeting held on 29 July 2013 be confirmed as a correct record.

27 Executive Board Minutes - 4 September 2013

RESOLVED – That the minutes of the Executive Board held on 4 September 2013 be noted.

28 High Cost Lenders

The Chief Revenues and Benefits Officer provided a report setting out the Council's campaign to tackle high cost lenders in the city. Board Members noted that the key elements of the campaign were:

- Co-ordinate activity across public, private and the third sector to deal with high cost lending
- City Wide High Profile campaign
- Local Neighbourhood promotion and education campaign
- Build Capacity for alternative affordable credit
- Reduce dependency on and use of HCLs
- Provide direct support for those caught up in HCL and reminding people that there are alternatives

Minutes approved as a correct record
at the meeting held on Monday, 14th October, 2013

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

- Councillor Josie Jarosz (Representing Scrutiny Board, Safer and Stronger Communities)
- Steve Carey, Chief Revenues and Benefits Officer
- Dave Roberts, Financial Inclusion Strategy Manager
- Chris Smyth, Chief Executive, Leeds City Credit Union
- Bob Ward, Spokesperson for a deputation to Council on this issue considered last year
- Marilyn Banister, Money Advice Supervisor, Leeds Citizens Advice Bureau.

In summary, the main areas of discussion were:

- The extent of the use of high cost money lenders and the reasons for such use
- The Council's High cost lenders action plan as agreed by Executive Board
- The campaign to stop payday loan companies advertising in football
- The role and influence local planning authorities have in restricting the proliferation of high street, high cost, money lenders
- The role of Leeds Credit Union in providing alternative sources of loans and their ability to compete with high cost lenders
- The role of schools and children's services in raising awareness of money management
- The role of debt advice and the need to remove the stigma associated with discussing debt
- The need to adopt innovative schemes to compete with the perceived attractiveness of high cost lenders
- 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.

RESOLVED –

- (i) To endorse the Council's high cost lenders action plan
- (ii) To invite Planning officers to the October meeting to discuss the role and influence local planning authorities have in restricting the proliferation of high street, high cost, money lenders.

29 Community Centre Charges

Board Members received in April 2013 a report which provided information on current charging arrangements for the use of the Council Community Centre portfolio that is delegated to Area Committees and overseen on their behalf by Environment and Neighbourhoods directorate.

Minutes approved as a correct record
at the meeting held on Monday, 14th October, 2013

The report highlighted the complexity of the current arrangements and the wide range of factors that influenced the levels of charges/subsidies awarded.

In brief summary, the main areas of discussion in April were:

- The complicated and bureaucratic arrangements in place for the use of community centres
- The apparent lack of transparency in how charging subsidies were provided to some organisations
- The numerous charging rates and their complicated application
- The involvement of numerous Directorates in the process and the consequential lack of accountability and plethora of bureaucratic recharges
- The need for continued involvement of Area Committees in the process.

The Board resolved to request that officers come back to a future meeting of Scrutiny to report on progress made to address the identified failings in the current process.

Councillor Peter Gruen, the responsible Executive Board Member and Martin Dean, Head of Partnerships, attended the meeting to provide Board Members with a verbal update.

In brief summary, the main areas of discussion were:

- The transfer of the letting process to Citizens and Communities as of 1st October 2013 and the arrangements in place to address the identified failings in the current process
- The need to ensure that proper management of the council's property portfolio takes place which could include the disposal of surplus assets
- The need to embrace available ICT to speed up and streamline existing booking arrangements.

RESOLVED – To request a further update in January 2014

(Councillor JL Carter left the meeting at 11.05 am and returned at 11.25 am during this item)

30 Community Right to Challenge

The Chief Officer PPPU and Procurement submitted a report which provided detail on how the community right to challenge processes have been put into place locally.

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

- Andrew Eaton – Executive Manager, PPPU & Procurement

- Keri Wilkins – Initiatives & Project Manager, Corporate Procurement Unit.

In brief summary, the main areas of discussion were:

- The publicity given to the scheme locally and nationally
- The fact that the Council had not received any formal expressions of interest since the community right to challenge came into force and the fact that this mirrored the national position

RESOLVED – To note the contents of the report and the current position.

(Councillor Jarosz left the meeting at the commencement of this item.)

31 Work Schedule

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

The Board agreed to the establishment of two Working Groups in relation to Late Night Levy (a referral from Executive Board) and translation services. The following Members agreed to sit on the working groups;

Late night levy

Councillors P Grahame, S Bentley, Hardy, Wood and Macniven

Translation services

Councillors P Grahame, Wood and Lowe.

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

32 Date and Time of Next Meeting

Monday, 14th October at 10.00 a.m. (Pre-meeting for all Board Members at 9.30 a.m.)

(The meeting concluded at 11.35 am).

SCRUTINY BOARD (RESOURCES AND COUNCIL SERVICES)

MONDAY, 14TH OCTOBER, 2013

PRESENT: Councillor P Grahame in the Chair

Councillors J Chapman, N Dawson,
R Grahame, J Hardy, A Khan, C Macniven
and R Wood

33 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:

- Scrutiny Response to High Cost Lending (30 September 2013) (Minute No. 37 refers)
- Children's Social Care Requirements for Agency Workers and Overtime (Minute No. 39 refers).

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

34 Declaration of Disclosable Pecuniary Interests

There were no disclosable pecuniary interests declared to the meeting, however, in relation to the item entitled, 'High Cost Lenders', Councillors R Grahame, N Dawson and A Lowe drew the Board's attention to their membership of Leeds Credit Union (Minute No. 37 refers).

35 Apologies for Absence and Notification of Substitutes

Apologies for absence were submitted on behalf of Councillors S Bentley, J L Carter and A Lowe. Notification had been received that Councillor R Grahame was substituting for Councillor A Lowe and Councillor J Chapman for Councillor S Bentley.

36 Minutes - 30 September 2013

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

37 High Cost Lenders

Further to minute 28 of the meeting held on 30 September 2013, the Head of Planning Services, Martin Sellens, attended the meeting to discuss the role and influence local planning authorities had in restricting the proliferation of high street high cost lenders.

The Board also received formal response to the recommendations made by the Board following its meeting of 30th September 2013.

In summary, the main areas of discussion were:

- The national controls in relation to changes of use and the 1987 Use Classes Order as amended
- That planning permission was normally required to move from one class to another
- The classification of high cost money lenders (Class A2 with banks, building societies, estate agents, betting offices and other financial and professional eservices)
- The consequences of the newly introduced 'flexible uses', introduced by the government and effective from June 2013
- How elected members could monitor planning activity within their wards
- How local authorities could lobby government for more local planning control.

It was noted that within the Use Classes Order there was the "Sui Generis" (without classification) category. Permission was required to change the use of premises to a "sui generis" use. Currently high cost lenders fall outside this category. The Board recommended that the Council, with others, including Core Cities and the LGA, lobby government to put high cost lenders within the Sui Generis category.

Members received and noted the formal response to recommendations made following its meeting of 30 September 2013.

RESOLVED –

- (i) To note the advice given made by the Head of Planning Services
- (ii) To recommend that the Council lobbies government to change the use category in which high cost lenders sits in relation to the 1987 Use Classes Order as amended
- (iii) To note the response to recommendations made following its meeting of 30 September 2013 and request an update in April 2014.

38 Financial Health Monitoring 2013/14 - Month 5

The Deputy Chief Executive submitted a report which presented the financial health of the authority after five months of the financial year in respect of the revenue budget and the housing revenue account.

Doug Meeson, Chief Officer, Financial Management, was in attendance

RESOLVED –

- (i) To note the report and information appended to the report
- (ii) To request written responses to questions raised in relation to budget monitoring, school transport savings and the Education Support Grant.

39 People Score Card

The Director of Children's Services submitted a report addressing the reduction of agency spend in Children's Services. The report, as requested by the Scrutiny Board, focused on Children's Social Care.

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

- Councillor Judith Blake, Executive Member (Children's Services)
- Steve Walker, Deputy Director (Safeguarding, Specialist & Targeted Services)
- Paul Harris, Deputy Head of Human Resources.

In brief summary, the main areas of discussion were:

- The reasons for using agency workers
- Main areas of agency usage
- Turnover and recruitment figures and pay scales
- Maternity and sickness levels
- Proposals to address the use of social workers agency workers, including the 'Leeds offer to social workers'
- The reasons for the use of admin agency workers and the need to eliminate agency usage in this area
- The handover period between agency workers and staff
- The correlation between social work numbers and the reduced number of children in placements.

RESOLVED – To note the contents of the report and the current position.

40 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.

41 Date and Time of Next Meeting

Monday, 18 November at 10.00 a.m. (Pre-meeting for all Board Members at 9.30 a.m.)

(The meeting concluded at 11.45 am).

SCRUTINY BOARD (CHILDREN AND FAMILIES)

THURSDAY, 19TH SEPTEMBER, 2013

PRESENT: Councillor J Chapman in the Chair

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

CO-OPTED MEMBERS (VOTING)

Mr E A Britten – Church Representative (Catholic)

Ms A Craven – Parent Governor Representative (Primary)

Mrs J Ward – Parent Governor Representative (Secondary)

29 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 late information:

- Agenda item 10 – Scrutiny Inquiry into Raising Attainment in Maths and English (Minute No. 36 refers)

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

30 Declaration of Disclosable Pecuniary Interests

There were no declarations of disclosable pecuniary interests.

31 Apologies for Absence and Notification of Substitutes

Apologies for absence were submitted by Co-opted Members, Ms C Foote, Ms S Hutchinson, Ms J Morris-Boam and Ms T Kayani.

32 Minutes - 25 July and 7 August 2013

RESOLVED – That the minutes of the meetings held on 25 July 2013 and 7 August 2013 be approved as a correct record.

33 Learning Places for Leeds Overview

The Director of Children's Services submitted a report outlining the work undertaken to ensure sufficiency of learning places for children and young people in Leeds. The Board also received a presentation which provided current and projected challenges in greater detail.

The following information was appended to the report:

- Executive Board Report, 17 July 2013 – Learning for Leeds City
- Projected Pressure for Reception Places by Primary Planning Area 2014/15 and 2016/17
- Number of statutory primary school age children by Secondary School Polygon
- Basic Need update for Area Committee.

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

- Nigel Richardson, Director of Children's Services
- Sarah Sinclair, Chief Officer (Strategy, Commissioning and Performance)
- Councillor Judith Blake, Executive Member, Children's Services.

The key areas of discussion were:

- The national challenge to ensure enough school places.
- Information presented identified demand based on known information such as birth rates and does not take into account housing provision.
- Research and analysis into the educational benefits of large and small school sites.
- The co-ordinated approach to the meeting basic need between Children's Services and City Development.
- Concern that all new schools had to be Academies or Free Schools – Members considered whether Children's Services should investigate the potential for the Council to operate an arm's length management organisation as a free school provider.
- Dialogue with schools regarding expansion and admission limits.
- Funding of free schools which had a significant number of places available.
- Educational funding for remodelling or site expansion.

RESOLVED –

The Scrutiny Board (Children and Families):

- (a) Noted the information contained within the report
- (b) Supported the emerging strategy and key principles required to ensure sufficient, good quality learning places for children and young people in Leeds, as agreed by Executive Board in July 2013.

(Cllr Urry left the meeting at 10.15am during the consideration of this item)

34 Response of the Children's Trust Board to the Strategic Partnership report of the Children and Families Scrutiny Board

The Children's Trust Board submitted a report in response to the Strategic Partnership Inquiry conducted by the Scrutiny Board in March 2013.

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

- Nigel Richardson, Director of Children's Services
- Sue Rumbold, Chief Officer (Partnership, Development and Business)
- Councillor Judith Blake, Executive Member, Children's Services.

The key areas of discussion were:

- The Scrutiny Board report was welcomed.
- An Early Years Forum has been established that will recommend a representative for the Children's Trust Board.
- A Business representative had joined the Children's Trust Board.
- A review of the Sub Groups of the Children's Trust Board will be on-going.
- Framework for holding Clusters to account.

RESOLVED – The Scrutiny Board (Children and Families) considered and noted the responses as outlined in the report.

35 Terms of Reference - Inquiry into School Transport

The Head of Scrutiny and Member Development submitted the draft terms of reference for the School Transport Inquiry for consideration.

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

- Nigel Richardson, Director of Children's Services
- Sarah Sinclair, Chief Officer (Strategy, Commissioning and Performance)
- Councillor Judith Blake, Executive Member, Children's Services
- Sandra Pentelow – Principal Scrutiny Advisor, Democratic Services.

Members briefly discussed the background information leading to the drafting of the terms of reference.

RESOLVED –

The Scrutiny Board (Children and Families):

- (a) Noted the information contained within the report and agreed the terms of reference for the inquiry.

- (b) Noted that the terms of reference may incorporate additional information during the inquiry should the Children and Families Scrutiny Board identify any further scope for inquiry or request further witness or evidence.

36 Scrutiny Board (Children and Families) Inquiry Report into Raising Attainment in Maths and English

The Head of Scrutiny and Member Development submitted the draft inquiry report into Raising Attainment in Maths and English. The report summarises the recommendations of the Scrutiny Board in response to evidence received and considered between December 2012 and May 2013.

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

- Nigel Richardson, Director of Children's Services
- Paul Brennan, Deputy Director of Children's Services
- Cllr Judith Blake, Executive Member, Children's Services
- Sandra Pentelow, Principal Scrutiny Advisor, Democratic Services.

The key areas of discussion were:

- Sharing good practice in the City and the engagement of schools in this process.
- Responsibility of the Local Authority for quality assurance for all children in all institutions including Academies.
- The benefits of one to one intervention and tutoring.
- The importance of the successful transition of children from primary to secondary school and the view that this needs to be considered throughout the year and not just before they are due to move.

RESOLVED – The Scrutiny Board (Children and Families) considered and agreed the Board's report following its inquiry into Raising Attainment in Maths and English.

37 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.

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

38 Date and Time of Next Meeting

Thursday, 10th October 2013 at 9.45am in the Civic Hall, Leeds
(Pre meeting for Board Members at 9.15am)

(The meeting concluded at 12.00 noon)

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SCRUTINY BOARD (CHILDREN AND FAMILIES)

THURSDAY, 10TH OCTOBER, 2013

PRESENT: Councillor J Chapman in the Chair

Councillors J Akhtar, J Elliott, C Gruen,
A Lamb, P Latty, K Mitchell, M Rafique,
K Renshaw. A Sobel and B Urry

CO-OPTED MEMBERS (VOTING)

Mr E A Britten – Church Representative (Catholic)

Mr A Graham – Church Representative (Church of England)

Ms A Craven – Parent Governor Representative (Primary)

CO-OPTED MEMBERS (NON-VOTING)

Ms C Foote – Teacher Representative

39 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 late information:

Agenda item 9 – Review of Co-opted Membership
(Minute No. 45 refers)

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

40 Declaration of Disclosable Pecuniary Interests

There were no declarations of disclosable pecuniary interests.

41 Apologies for Absence and Notification of Substitutes

Apologies for absence were submitted by Co-opted Members, Ms J Ward and Ms S Hutchinson.

42 Minutes - 19 September 2013

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

43 An update on progress in relation to increasing the number of young people in employment, education or training

The Director of Children's Services submitted a report providing a comprehensive update on progress in relation to increasing the number of

Draft minutes to be approved at the meeting
to be held on Thursday, 14th November, 2013

young people in employment, education or training. This follows the publication of the Scrutiny Board's inquiry report in March 2013.

The following information was appended to the report:

- Performance Data – Rates of Young People who are NEET, January 2012 – June 2013
- The Journey to Sustained Employment
- Progression Routes for young people on the Youth Contract
- Service Brochure – The Education Business Partnership, Products and Services 2013-2014
- Data flow into and out of the Local Authority for 16-18 year olds

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

- Nigel Richardson, Director of Children's Services
- Gary Milner, Lead - Skills for Life
- Sally Lowe, 14-19 Partnership Manager
- Cllr Judith Blake, Executive Member, Children's Services

The key areas of discussion were:

- Performance data and the recent government changes in the way this is recorded to include young people who have completed GCSE's but due to progress to A Levels as NEET. This causes a peak in figures July and August and does not represent a true NEET figures.
- Rates of pay for apprentices and apprenticeship programs.
- Multi Agency and Partnerships working together to reduce NEET across the City
- Early years intervention to prevent NEET
- Lack of exposure for young people to the world of work during their education.
- Concern about the quality of Information Advice and Guidance provided, or not, in schools.

RESOLVED –

The Scrutiny Board (Children and Families):

- a) Noted the progress to reduce the risk of young people not accessing appropriate employment, education or training.***
- b) Requested a further progress update be provided in the next municipal year.***

44 Terms of Reference - Cluster Inquiry

The Head of Scrutiny and Member Development submitted the draft terms of reference for the Cluster inquiry. The Scrutiny Board had resolved to undertake this inquiry at the meeting on 28 June 2013 which would consider the role and function of Cluster Partnerships and the value they have in the delivery of localised services to children and young people.

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

- Nigel Richardson, Director of Children's Services
- Sandra Pentelow, Principal Scrutiny Advisor, Democratic Services
- Cllr Judith Blake, Executive Member, Children's Services

The key areas of discussion were:

- The background information leading to the drafting of the terms of reference.
- With reference to bullet point 5 in 2.1 to replace the word 'progress' with 'enhance'.

RESOLVED –

- a) The Scrutiny Board (Children and Families) agreed the terms of reference for the inquiry with the amendment to bullet point 5 in paragraph 2.1.

45 Review of Co-opted Membership for Scrutiny Board (Children and Families)

The Head of Scrutiny and Member Development submitted a report which provided guidance to the Scrutiny Board in conducting its review of voting and non-voting co-opted members.

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

- Sandra Pentelow – Principal Scrutiny Advisor, Democratic Services

The key areas of discussion were:

- Statutory co-opted membership and the guidance for the appointment of Parent Governor Representatives
- The role of Teacher Representatives
- The range of non-voting co-opted representation the Board felt necessary

RESOLVED –

The Scrutiny Board (Children and Families):

- a) Request that an additional Parent Governor position be created for Specialist Educational Needs and agreed that the Principal Scrutiny Advisor is to ensure that action is taken to facilitate the appropriate appointment.
- b) Five non –voting co-opted representation from June 2014, the next municipal year, will be as follows:
 - Teacher Representative (Primary)
 - Teacher Representative (Secondary)
 - Early Years Representative
 - Young Lives Leeds Representative
 - Young People in Care/Care Leavers Representative
- c) That a request be made to change the Council constitution to allow the appointment of six non-voting co-opted member. Should this be agreed, that a sixth co-opted place be available to represent the parents and pupils of non-maintained schools. Nomination would be sought by the Principal Scrutiny Advisor
- d) Agreed that the Principal Scrutiny Advisor is to seek nominations via: Schools Joint Consultative Committee – Teacher Representatives, Young Lives Leeds – Young Lives Leeds Representative Early Years Forum (once established) - Early Years Representative
- e) Agreed that the Principal Scrutiny Advisor seek nomination for the Young People in Care/Care Leavers representative.
- f) That all nominations would be considered and where appropriate appointed by the Scrutiny Board (Children and Families) at the first meeting of each municipal year.

46 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.

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

47 Date and Time of Next Meeting

Thursday, 14th November 2013 at 9.45am in the Civic Hall, Leeds
(Pre meeting for Board Members at 9.15am)

(The meeting concluded at 11.50am)

SCRUTINY BOARD (SUSTAINABLE ECONOMY AND CULTURE)

TUESDAY, 17TH SEPTEMBER, 2013

PRESENT: Councillor M Rafique in the Chair

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

30 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.

(Councillor Cohen requested that it be noted that he was in favour of allowing the member of the public to record the meeting.)

31 Late Items

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

- Scrutiny Inquiry - West Park Centre – Condition survey 2009; West Park Centre Audit Chronology; and West Park Centre Closure Internal Audit Review findings (Agenda item 7) (Minute 35 refers)
- Draft terms of reference – Scrutiny Board inquiry on Jobs and Skills (Agenda item 9) (Minute 37 refers)
- Work Schedule - Minutes of the Executive Board meeting on 4 September 2013 (Agenda item 10) (Minute 38 refers)

32 Declaration of Disclosable Pecuniary Interests

There were no disclosable pecuniary interests declared at the meeting.

33 Apologies for Absence and Notification of Substitutes

Apologies for absence were received from Councillor A Castle, with Councillor N Buckley in attendance as a substitute.

34 Minutes - 16 July and 6 August 2013

In relation to minute 17, the Chair and Principal Scrutiny Adviser confirmed that a letter had been sent to NHS Leeds regarding the possible inclusion of

the Quarry Hill facilities in the Leeds Let's Get Active Scheme, but that a response was still awaited.

RESOLVED – That the minutes of the meetings held on 17 July and 6 August 2013 be confirmed as a correct record.

35 Scrutiny Inquiry - West Park Centre

The Board carried out its inquiry examining the temporary closure of the West Park Centre in the autumn of 2012 and the deterioration of the Centre's condition leading up to that time. Members were provided with a joint report from the Directors of City Development and Children's Services as background information, and also with reports and minutes from the North West (Inner) Area Committee, which had initiated the original request for scrutiny on the centre's closure. Two additional papers from November 2012 relating to an internal audit review were tabled at the meeting.

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

- Councillor Richard Lewis, Executive Member for Development and the Economy
- Councillor Javaid Akhtar, Chair of the North West (Inner) Area Committee
- Christine Addison, Chief Asset Management and Regeneration Officer
- Neil Charlesworth, Community Assets Officer
- Chris Coulson, Executive Officer, Asset Management
- Sarah Sinclair, Chief Officer, Children's Services (Strategy, Commissioning and Performance)
- Charlotte Foley, Lead Officer for the Built Environment, Children's Services
- Victoria Jaquiss, West Park Centre Campaign Group
- Lorraine Cowburn, Musical Ark.

Christine Addison introduced the report and outlined the history of the building and its maintenance since it stopped being used as a school. In particular she focused on the period since 2003 when the building was first identified as surplus to Education Leeds requirements and deemed not to be a priority for maintenance expenditure. She also explained the closure process that took place in November 2012 and the decision-making leading up to that point. It was acknowledged that, with the benefit of hindsight, there were a number of aspects of the Centre's management that could have been handled better.

Councillor Lewis confirmed that, in his view, he had no alternative but to support the temporary closure of the centre on health and safety grounds in the light of the briefing he received.

Sarah Sinclair endorsed Christine Addison's summary but also highlighted the absence at the time of clear procedures for closing a building, which needed to be addressed.

Victoria Jaquiss and Lorraine Cowburn outlined their views as centre users. Whilst they agreed that it was right to have taken the decision to temporarily close the building on the basis of the safety issues, their main concern was that the focus of attention had been placed on the building and its condition rather than its occupants and what the centre provided as a focus for the arts across the city. They explained the investment that various groups had made in the centre and the ongoing difficulties being faced to keep operating.

Councillor Akhtar outlined the Area Committee's involvement in the issue, including the referral to the Scrutiny Board so that lessons can be learned for the future. He referred to examples where former council buildings had successfully become community buildings, such as Shine and Heart.

The following issues were raised in discussion:

- The relationship between Asset Management and departments and the respective responsibilities for the maintenance and safety of buildings.
- The history of the building's transfer from Education Leeds and then Children's Services to Corporate Property Management.
- That, with the benefit of hindsight, a decision to close the centre should probably have been made several years ago.
- An acknowledgement that the event on 3 November should not have been allowed to take place in the centre, but that the officers involved acted in good faith on the basis of the advice available to them on the day.
- The need to have clear processes and procedures for the future where building closures may be required.
- The potential role of the Emergency Planning service.
- Clarification of work carried out to ensure that there are no other council buildings that pose a similar health and safety risk.
- The limitations on funding available for building maintenance.
- The extent to which income generation is a factor in considering the future of council buildings.
- The extent of consultation with Area Committee members and centre users.
- The aspirations of the community to recreate a community venue with the synergy they enjoyed at West Park.
- The ongoing need to work with the organisations that were displaced.
- The possibility of external funding being available to support local community organisations to develop a facility to meet their needs, and the role of community asset transfer.

Members also requested that the guidance provided to members of the public taking part in scrutiny inquiries be reviewed to ensure it was fit for purpose.

RESOLVED - That the issues raised by the inquiry be noted and that a report be drafted including the board's conclusions and recommendations.

(Councillor N Buckley left the meeting at 11.50 at the conclusion of this item.)

36 Community Infrastructure Levy - Draft Charging Schedule

The Board received a report on the draft charging schedule for the Community Infrastructure Levy (CIL). Members were invited to comment on the draft schedule prior to its presentation to the Executive Board on 9 October 2013.

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

- Councillor Peter Gruen, Executive Member for Neighbourhoods, Planning and Support Services
- Steve Speak, Deputy Chief Planning Officer
- Tom Ridley, Senior Planner.

Steve Speak outlined the work carried out in preparing the CIL draft charging schedule and the consultation already carried out, including the role of the Development Plan Panel. The current timetable aimed to approve the draft schedule in advance of further changes in the regulations, and to have the schedule formally agreed and in place by April 2014.

Councillor Gruen drew the Board's attention to the table of CIL rates, and the changes that had been made in the light of consultation comments. He also highlighted the instalments policy.

Members raised the following issues in discussion:

- Members welcomed the fact that payment of the CIL would become due as soon as a development commenced on site.
- Clarification that only the very largest developments would qualify for the two year instalment period for payment.
- A suggestion from some Board members that consideration could be given to setting a lower retail rate for town centres in some parts of the city where retail development was positively encouraged (for example Armley, Bramley, Chapeltown).
- The lack of an evidence base to support such a move, which would be needed to satisfy the formal public examination stage. Members were also reminded that there were other mechanisms that are available to encourage development in these areas.
- Discussion of the robustness of the proposed CIL rates, particularly in light of the reductions in some rates from the preliminary draft.
- The development of the Regulation 123 list, and the fact that the CIL would generate only a small proportion of the infrastructure funding identified as being required in the city.
- The place of the CIL within the wider planning process.
- The continuing use of Section 106 for certain matters, alongside the new CIL mechanism.
- The uncertainties for all associated with the newness of the CIL process.
- Confirmation that, once set, any change to the CIL rates would be required to go through a similar process to the current approval regime.

The Board also noted that decisions on spending priorities and local apportionment of the CIL was a separate workstream, for consideration at a later date. Members requested that the Scrutiny Board be notified of the timetable for this work and be given the opportunity to be involved at the appropriate time.

RESOLVED – That the Principal Scrutiny Adviser produce a summary of the Board's comments to be submitted with the report to the Executive Board meeting on 9 October 2013.

(Councillors J Chapman and M Ingham left the meeting at 12.20 during discussion of this item.)

37 Draft terms of reference - Scrutiny Board inquiry on Jobs and Skills

Consideration of this item was deferred until the next meeting of the Board on 8 October 2013. It was agreed that it would be the first main agenda item.

38 Work Schedule

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

RESOLVED –

- a) That the work schedule be agreed
- b) That the minutes of the Executive Board meetings on 17 July and 4 September 2013 be noted.

39 Date and Time of Next Meeting

Tuesday 8 October 2013 at 10.00am (a pre-meeting will start at 9.30am for Board members).

(The meeting finished at 1.00pm)

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SCRUTINY BOARD (SUSTAINABLE ECONOMY AND CULTURE)

TUESDAY, 8TH OCTOBER, 2013

PRESENT: Councillor M Rafique in the Chair

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

40 Late Items

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

- Request for Scrutiny – submission from Mr George Hall (agenda item 8) (Minute 45 refers)
- Tour de France – Grand Depart Tour de France Location Plan v2 (agenda item 9) (Minute 46 refers)

41 Declaration of Disclosable Pecuniary Interests

There were no disclosable pecuniary interests declared at the meeting. However, in relation to the item entitled Request for Scrutiny, Councillor Wilkinson drew the Board's attention to his son in law's part ownership of a Protected Area of Search (PAS) site in Wetherby (minute 45 refers).

42 Apologies for Absence and Notification of Substitutes

Apologies for absence were received from Councillor D Cohen, with Councillor G Wilkinson in attendance as a substitute.

43 Minutes - 17 September 2013

RESOLVED – That the minutes of the meeting held on 17 September 2013 be confirmed as a correct record.

44 Draft terms of reference - Scrutiny Board inquiry on apprenticeships

The Board considered the draft terms of reference for its planned inquiry on apprenticeships, due to start in November. Members stressed the importance of action to support young people who do not have the necessary qualifications to access apprenticeship schemes.

Councillor Chapman agreed to keep the Children and Families Scrutiny Board informed of the inquiry, in her role as Chair of that Board. It was also agreed that the recent report of the Children and Families Scrutiny Board on increasing the number of young people in employment, education or training

would be circulated as background for this inquiry, along with the latest recommendation tracking information.

RESOLVED – That the terms of reference for the inquiry be agreed, subject to the inclusion of the above comments.

45 Request for Scrutiny

The Board considered a request for scrutiny in relation to developers and the planning process.

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

- Mr George Hall, presenting the request
- Phil Crabtree, Chief Planning Officer.

Mr Hall outlined his request, in line with the document he had previously submitted, relating to the activities of developers in the planning process.

Phil Crabtree clarified that the council operated good practice guidance, but that developers could not be made to abide by this guidance. There was evidence of good practice by some developers, but this was not always the case. The council was also unable to prevent the submission of applications for Protected Area of Search (PAS) sites.

In discussion, Members expressed their sympathy with Mr Hall's concerns about developers who did not follow good practice guidelines. They also noted the work undertaken last year by the Housing and Regeneration Scrutiny Board (of which Mr Hall was a co-opted Member) on pre-application guidance.

RESOLVED

- i) That Mr Hall be thanked for bringing his concerns to the attention of the Scrutiny Board, but that the request for scrutiny be refused on the grounds that it was unlikely that any useful outcome could be achieved.
- ii) That the Joint Plans Panel be recommended to consider and adopt the revised good practice guidance on pre-application engagement, following the input of the Housing and Regeneration Scrutiny Board last year.

46 Tour de France

Members considered a report on engaging local people in the Tour de France. In introducing the report, a short DVD was shown.

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

- Councillor Lucinda Yeadon, Executive Member for Leisure and Skills
- Councillor Roger Harington, Cycling Champion

- Cluny Macpherson, Chief Officer (Culture and Sport)
- Peter Smith, Tour de France Team
- Ed Mylan, Chief Officer, Resources and Strategy
- Mark Allman, Head of Sport and Active Lifestyles
- Andrew Hall, Acting Head of Transport Policy
- Dinah Clark, Policy and Performance Manager
- Nicola Lockwood, Tour de France Team

Members were provided with an update on the preparations and planning for the Grand Depart in July 2014, but they were also asked to put forward their own ideas for ways in which to make the event as widely accessible as possible.

The following issues were raised in discussion:

- The logistics operation that was underway for the event itself
- Plans to keep the rest of the city functioning during the event
- The importance of good, early communication, particularly around any restrictions on traffic movement
- Making local people aware of the scale of the event and how many spectators there are likely to be trying to view the event
- The opportunity to promote the city
- Plans for a number of spectator hubs along the route
- The cultural festival and the availability of grants
- The Travel Plan for the event
- Public transport access from the airport
- Park and Ride provision
- Regional coordination between highways authorities to prepare the route
- Encouraging people to avoid planning big events for the same weekend
- Coordination with Harewood House
- Safe cycle access to the event
- The cycling legacy

The following ideas were also put forward for further consideration:

- The possibility of having hub areas away from the route where people could watch the event on big screens and take part in local celebration events
- Providing low-cost accommodation for travelling spectators in tented areas, with dedicated transport to and from the event
- Young people cycling the route or creating local routes through other parts of Leeds during the build-up
- Having an event during the build-up like the Olympic torch relay
- Getting cycling clubs and famous cyclists into schools
- Taking the DVD to all Area Committees to encourage them to think about the opportunities in their area and to consider contributing funding for local activities connected with the main event

- Approaching local landowners to negotiate additional park and ride provision and encourage public transport access to the city for the event
- Providing advice on safe cycling and good routes, including roadshows and website presence
- Developing schemes where volunteers restore unwanted bikes and pass them on for free, based on the example at Meanwood Valley Urban Farm

RESOLVED – That the ideas put forward be noted and that a further report on the preparations for the event be brought to the Board in spring 2014.

(Councillor J McKenna left the meeting at 11.10 and Councillor M Ingham left at 11.20 during the discussion of this item.)

47 Residents' Parking Permit Schemes

The Board considered a report which provided an update on proposals to introduce charges for residents' parking permit schemes, including a summary of the findings of the consultation process carried out over the summer.

Following a request for scrutiny from a member of the public, Ms Kath Field, in July, the Board decided to scrutinise the proposals, following the consultation period and prior to final proposals being presented to the Executive Board.

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

- Councillor Richard Lewis, Executive Member for Development and the Economy
- Andrew Hall, Acting Head of Transport Policy
- Mark Jefford, Parking Manager Enforcement
- Simon Criddle, Head of Finance, City Development
- Kath Field, resident

The following issues were raised in discussion:

- The high response rate to the consultation
- Residents' parking permit schemes as a traffic management tool
- The implications of the Barnet judgement and how this might impact on the viability of the proposals.
- The concerns of residents expressed in the consultation responses
- A concern that the costs of collecting the charge could exceed the income generated
- A query about the proposal to move to an annual charging cycle
- The potential drop-out rate, especially from those opposed to the introduction of schemes in the first place, and those with drives
- The potential for parking problems to be displaced as people parked outside zones instead of buying permits

- The number of schemes that might require reviewing in the light of consultation responses and the lack of current budgetary provision to undertake such reviews
- The additional financial burden for residents on low incomes
- The role of parking enforcement, both for residents' parking permit areas and more generally, as part of the overall suite of traffic management and parking control measures available to the council
- Acknowledgement of the need to consider the introduction of charges, in the context of the council's difficult financial position, but that not all ideas that are considered in this way should necessarily be implemented
- Alternative options for covering the costs of this service, for example through parking enforcement

RESOLVED – That the Principal Scrutiny Adviser produce a summary of the Board's comments to be submitted with the report to the Executive Board.

(Councillor J Marjoram left the meeting at 12.10, Councillor G Wilkinson left at 12.20 and Councillor R Harington left at 12.30 during discussion of this item. Councillor P Wadsworth left at 12.40 at the conclusion of this item)

48 Recommendation Tracking

The Board considered a report tracking outstanding recommendations from its inquiry report on young people's engagement in cultural, sporting and recreational activities. Members agreed to stop monitoring recommendation 9 relating to sponsorship, on the grounds that it was likely that as much progress had been achieved as could reasonably be expected in the current financial climate.

RESOLVED – That the Board receive a further progress report in relation to recommendation 3 in spring 2014, and that the Board stops monitoring recommendation 9.

49 Work Schedule

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

RESOLVED – That the work schedule be agreed.

50 Date and Time of Next Meeting

Tuesday 19 November at 10.00am (a pre-meeting will start at 9.30am for Board members.)

(The meeting finished at 12.45pm)

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SCRUTINY BOARD (SAFER AND STRONGER COMMUNITIES)

MONDAY, 9TH SEPTEMBER, 2013

PRESENT: Councillor B Anderson in the Chair

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

19 Late Items

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

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

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

20 Declarations of Disclosable Pecuniary Interests

There were no disclosable pecuniary interests declared to the meeting.

21 Apologies for Absence and Notification of Substitutes

There were no apologies for absence.

22 Minutes - 22nd July 2013

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

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

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

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

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

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

The following were in attendance for this item:

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

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

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

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

24 Tackling illegal money lending in Leeds

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

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

Minutes approved as a correct record
at the meeting held on Monday 21st October 2013

The following were in attendance for this item:

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

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

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

RESOLVED –

(a) That the report be noted

Minutes approved as a correct record
at the meeting held on Monday 21st October 2013

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

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

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

The following were in attendance for this item:

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

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

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

RESOLVED –

(a) That the report be noted

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

26 Work Schedule

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

The following were in attendance for this item:

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

Minutes approved as a correct record
at the meeting held on Monday 21st October 2013

- Harvinder Saimbhi, Head of Anti-Social Behaviour.

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

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

The areas raised were as follows:

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

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

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

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

27 Date and Time of Next Meeting

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

(The meeting concluded at 11.45 am).

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

WEDNESDAY, 25TH SEPTEMBER, 2013

PRESENT: Councillor B Anderson in the Chair

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

28 Exempt Information - Possible Exclusion of the Press and Public

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

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

29 Late Items

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

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

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

30 Declarations of Disclosable Pecuniary Interests

There were no disclosable pecuniary interests declared to the meeting.

31 Apologies for Absence and Notification of Substitutes

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

32 Call In Briefing Paper

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

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

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

33 The Future Management and Pricing Arrangements for Allotments

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

The Chair welcomed the following representatives to the meeting:

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

The following supplementary information was submitted to the Scrutiny Board:

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

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

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

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

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

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

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

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

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

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

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

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

RESOLVED – That the report and information provided be noted.

34 Outcome of Call-In

Following a vote by members present, it was

RESOLVED – to release the decision for implementation.

(The meeting concluded at 5.00 pm.)

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SCRUTINY BOARD (SAFER AND STRONGER COMMUNITIES)

MONDAY, 21ST OCTOBER, 2013

PRESENT: Councillor B Anderson in the Chair

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

35 Late Items

There were no late items.

36 Declarations of Disclosable Pecuniary Interests

There were no disclosable pecuniary interests declared to the meeting.

37 Apologies for Absence and Notification of Substitutes

Apologies for absence were received from Councillor N Buckley and Councillor D Coupar, with Councillor P Grahame in attendance as substitute. It was reported that Councillor R Grahame had been requested to attend an urgent meeting in his capacity as a Member of the West Yorkshire Fire Authority.

38 Minutes - 9 September and 25 September 2013

Further to minute no. 22, the Chair reported that Councillor Jarosz had contributed to the work of the Resources and Council Services Scrutiny Board in considering High Cost Lenders and had provided a summary note of the findings arising from this piece of scrutiny work to Board Members.

Further to minute no. 24, the Chair reported that Board Members had received the additional information requested around tackling illegal money lending. This included details of the confidential hotline and the data mapping undertaken to assess areas most at risk of illegal lending.

RESOLVED – That the minutes of the meetings held on 9th September 2013 and 25th September 2013 be confirmed as a correct record.

39 Recommendation Tracking - Fuel Poverty Inquiry

The report of the Head of Scrutiny and Member Development presented the progress made in responding to the recommendations arising from the scrutiny inquiry into fuel poverty.

The following were in attendance for this item:

- Councillor Mark Dobson, Executive Board Member for Environment
- Robert Curtis, Fuel Poverty Officer, Environment Policy Team
- Brenda Fullard, Consultant in Public Health
- Lucy Jackson, Consultant in Public Health (Older people and Long Term Conditions)
- Shaid Mahmood, Area Leader, South East Leeds

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

- Bulk fuel purchasing – Members discussed some of the key lessons arising from the pilot scheme and acknowledged that a full evaluation was currently being undertaken. In moving forward, a suggestion was made for Scrutiny to assist in the development of a citywide approach towards bulk fuel purchasing.
- Funding from Clinical Commissioning Groups (CCGs) – it was reported that all three CCGs have now committed funding to strengthen existing activity within the third sector to reduce the hazardous effects of cold on vulnerable people.
- Warm Homes Healthy People fund – it was acknowledged that this Department of Health funding stream for third sector organisations to provide winter warmth measures to vulnerable people will no longer be available. Public Health are therefore exploring alternative funding opportunities to enable this activity to take place.
- Local leadership – Members discussed the relationships being developed locally in driving forward the fuel poverty agenda, with particular reference to the role of Area Lead Members.

RESOLVED –

- (a) That the progress status assigned to each recommendation be approved.
- (b) That the Board receives a further update in the new year.
- (c) That the Board undertakes a separate piece of work in assisting to develop a citywide approach towards bulk fuel purchasing.

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

The report of the Head of Scrutiny and Member Development referred to the work undertaken by the Scrutiny Board in assisting to evaluate the Phase One roll out of Alternate Weekly Collections and identifying lessons for Phase Two. Attached to this was a copy of the report from the Director of Environment and Housing to Executive Board on 9th October on the Phase One evaluation.

The following were in attendance for this item:

- Councillor Mark Dobson, Executive Board Member for Environment
- Susan Upton, Chief Officer Waste Management

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

- Scrutiny findings and recommendations – Members were asked to formally endorse the Scrutiny Board’s report which was agreed and sent to the directorate on 19th September to be included with the Executive Board report.
- Performance data – it was noted that the performance data previously requested by the Board in relation to missed bin collections had now been circulated. A further request was made for comparator data with other relevant core cities in relation to recycling rates.
- Waste Recycling Advisers (WRAs) – it was reported that the service continues to receive positive feedback on the work undertaken by the WRAs. Members were informed that the number of WRAs for Phase Two will be kept under review to ensure that suitable support is provided.
- The Executive Board Member for Environment also reiterated the importance of exploring other viable solutions for those areas of the city not expecting to receive alternate weekly collections of recyclable and residual waste.

RESOLVED –

(a) That the Scrutiny Board formally endorses the report setting out its observations, conclusions and recommendations in relation to the evaluation of Phase One Alternate Weekly Collections of Recyclable and Residual Waste

(b) That the Board receives a further update in the new year.

41 Grounds Maintenance Contract - tracking of scrutiny recommendations/desired outcomes

The report of the Head of Scrutiny and Member Development presented the progress made in responding to the recommendations arising from the review of the grounds maintenance contract last year.

The following were in attendance for this item:

- Councillor Mark Dobson, Executive Board Member for Environment
- Sean Flesher, Chief Officer Parks and Countryside
- Simon Frosdick, Business Development Manager, Parks and Countryside

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

- Shrub beds – the Board reiterated the importance of ensuring that Ward Members and relevant Parish and Town Councils are consulted appropriately on the future use and maintenance of shrub beds.
- Gritting pavements – it was noted that Parks and Countryside work closely with Highways and Transportation and will assist with gritting if necessary.

RESOLVED –

- (a) That the progress status assigned to each recommendation be categorised as 4 (not achieved – progress made acceptable).
- (b) That a further update is brought back to the Scrutiny Board in six months.

42 Work Schedule

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

Particular reference was made to the agreed areas of work yet to be scheduled. The Scrutiny Board decided to prioritise these in the following order:

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

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

43 Date and Time of Next Meeting

Monday, 11th November 2013 at 10.00 a.m. (Pre-meeting for all Board Members at 9.30 a.m.)

(The meeting concluded at 11.25 am).

SCRUTINY BOARD (HOUSING AND REGENERATION)

TUESDAY, 24TH SEPTEMBER, 2013

PRESENT: Councillor J Procter in the Chair

Councillors D Collins, D Coupar, C Gruen,
M Iqbal, S Lay, V Morgan, D Nagle,
C Towler and G Wilkinson

20 Late Items

There were no late items of business to consider.

21 Declaration of Disclosable Pecuniary Interests

There were no declarations of disclosable pecuniary interests.

22 Apologies for Absence and Notification of Substitutes

Apologies for absence were submitted on behalf of Councillor P Grahame and J Cummins. It was reported that Councillors D Coupar and C Gruen were in attendance as their respective substitute Members for this meeting.

23 Minutes - 8 August 2013

RESOLVED – That the minutes of the meeting held on 8 August 2013 be confirmed as a correct record.

24 Notes of the Directorate's Working Group meetings on Student Accommodation - 28 June and 9 July 2013

Members received notes of the Directorate's Working Group meetings on student accommodation held on 28 June and 9 July 2013.

The Executive Board Member for Neighbourhoods, Planning and Support Services, Councillor P Gruen reported on the current position. He stated that a report had been submitted to the Executive Board on 4 September 2013 outlining the reasoning for the amendment to Core Strategy Policy H6, relating to Purpose Built Student Accommodation (PBSA).

Whilst recognising that the scrutiny process uses working groups on a regular basis to speed the process the Executive Board Member and the Scrutiny Board expressed the view that the scrutiny process was sometimes inflexible when matters had to be dealt with extremely urgently.

RESOLVED

- (i) That the notes of the Directorate's Working Group meetings on student accommodation held on 28 June and 9 July 2013 be received.

Draft minutes to be approved at the meeting
to be held on Tuesday, 29th October, 2013

- (ii) That the Head of Scrutiny and Member Development be advised of the Scrutiny Board's views that the scrutiny process was sometimes inflexible when extremely urgent matters had to be dealt with.

25 Council approach in dealing with off-site affordable housing contributions

The Scrutiny Board considered a joint report of the Director of City Development and Director of Environment and Housing which was requested at its meeting in June 2013 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 on Council owned and non-Council owned land.

The report considers the approach set by national and local policy in relation to commuted sums in particular to Protected Areas of Search (PAS) sites which were reported in March 2013 to the Executive Board.

Councillor Peter Gruen, Executive Board Member, Neighbourhoods, Planning and Support Services, Phil Crabtree, Chief Planning Officer and Robin Coghlan, Team Leader Policy, were present for this item.

In brief summary, the main areas of reference and discussion were the:

- National Planning Framework and the Core Strategy.
- Report to Executive Board on Housing Investment Land – a Strategic Approach to Delivery.
- Robustness of the affordable housing process.
- Stages of the process where Ward Members were consulted on all Section 106 agreements including affordable housing.
- Definition of Viability and Needs assessments.
- Clarification that the definition of need applies on a city wide basis.
- Use of commuted sums as a lever for investment in the inner area.
- Introduction of a planning protocol.
- Needs for more green space in the inner areas.
- Training for Members on what affordable housing means, how the numbers were calculated and how it worked elsewhere?
- Brownfield sites owned and identified by the Council for redevelopment and the many sites in the city owned by external organisations including the NHS and Railtrack that would remain undeveloped.
- Approach that has been made to the Homes and Community Agency to de-risk brownfield sites to make them shovel ready for development.

RESOLVED – That the joint report of the Director of City Development and Director of Environment and Housing on the Council approach in dealing with off-site affordable housing contributions including commuted sums be noted.

(Councillor M Iqbal attended the meeting at 10.50am during consideration of this item.)

26 Reference to Work Schedule

In anticipation that the Executive Board Member may leave the meeting the Chair referred briefly to item 10 of the agenda and in particular the request by Executive Board to review the Gypsy and Traveller Accommodation data published in 2008 and any fresh data that might be relevant. A useful discussion ensued and the Board agreed to clarify its position in consideration of its work schedule later in the meeting.

27 Council Policy on the Provision of Cookers to Tenants

The Scrutiny Board considered a report of the Director of Environment and Housing on the Council's position in relation to the provision of cookers and fridges to tenants.

Councillor Peter Gruen, Executive Board Member, Neighbourhoods, Planning and Support Services, John Statham, Head of Housing Partnership and Lorraine Wright, Services Manager – Relationship Manager, were present for this item.

In brief summary, the main areas of reference and discussion were the:

- Confirmation that Council tenancies were currently let on an unfurnished basis.
- Council reserve the right under the terms of the tenancy to offer additional services which would be the subject of a charge.
- Local Welfare Support Scheme introduced by the Council in April 2013 which provides support for families and vulnerable people faced with unforeseen difficulties and emergency situations.
- Furniture Re-Use schemes.
- Need for further work to be undertaken to;
 - (a) Identify the cost of providing, maintaining and servicing cookers and fridges to Council tenants;
 - (b) Consider an eligibility criterion that might apply;
 - (c) Determine the level of service charge that would apply and whether housing benefit would cover such charges;
 - (d) Identify the benefits and risk of provision and any best practice from other local authorities.
 - Role of the annual tenancy review as a mechanism for identifying vulnerable tenants.
 - Tenancy Scrutiny Panel

RESOLVED –

- (i) That the report of the Director of Environment and Housing on the Council's position in relation to the provision of cookers and fridges to tenants be noted.
- (ii) That a further report be considered by this Scrutiny Board from the Director of Environment and Housing on the potential for developing a

scheme that would provide cookers and fridges to those tenants in need.

- (iii) That the Scrutiny Board is scheduled to receive an update on the implementation and operation of the new housing management arrangements at its meeting on 26 November 2013 and that the report also includes details of the annual tenancy visits and the Tenancy Scrutiny Panel.

28 Work Schedule

A report was submitted by the Head of Scrutiny and Member Development which set out in Appendix 1 the Scrutiny Board's work programme for the current municipal year.

Attached as appendix 2 to the report was a copy of the minutes of the Executive Board meeting held on 4 September 2013.

The Chair requested that an update on the Community Infrastructure Levy be incorporated into the Board's work schedule.

The Board discussed further the request by the Executive Board to review the Gypsy and Traveller Accommodation data published in 2008 and any fresh data that might be relevant.

RESOLVED –

- (i) That the Board's current work schedule be noted and updated to reflect the issues identified during today's meeting or raised by Members between meetings.
- (ii) To note the minutes of the meeting of the Executive Board held on 4 September 2013.
- (iii) That in view of the short timescales involved the Director of Environment and Neighbourhoods submit a report on the Leeds Gypsy and Traveller Pitch Requirement Study for consideration at an additional meeting of the Scrutiny Board to be arranged early in October 2013.

29 Date and Time of Next Meeting

Tuesday, 29 October 2013 at 10.00 a.m. (Pre-meeting for all Board Members at 9.30 a.m.)

(The meeting concluded at 11.51am)

SCRUTINY BOARD (HOUSING AND REGENERATION)

THURSDAY, 10TH OCTOBER, 2013

PRESENT: Councillor J Procter in the Chair

Councillors B Atha, D Collins, J Cummins,
P Grahame, V Morgan, D Nagle, C Towler
and G Wilkinson

30 Late Items

There were no late items of business to consider.

31 Declaration of Disclosable Pecuniary Interests

There were no declarations of disclosable pecuniary interests.

32 Apologies for Absence and Notification of Substitutes

Apologies for absence were submitted on behalf of Councillor S Lay and Councillor M Iqbal.

33 Gypsies and Travellers Pitch Need Assessment

The Scrutiny Board considered a report of the Director of Environment and Housing on the Gypsies and Travellers Pitch Needs Assessment which was requested at its last meeting on 24 September 2013.

The report considered the validity of the 2008 West Yorkshire Gypsy and Traveller Accommodation Assessment (GTAA) in respect of assessing Gypsy and Traveller pitch requirement and looked in detail at the methodology that had been applied in developing an alternative approach; the Gypsies and Travellers Pitch Needs Assessment.

Councillor Peter Gruen, Executive Board Member, Neighbourhoods, Planning and Support Services, Rob McCartney, Head of Housing Support and Nahim Mehmood-Khan, Project Manager were present for this item.

In brief summary, the main areas of discussion were the:

- Legal responsibilities and advice.
- West Yorkshire Gypsy and Traveller Accommodation Assessment (GTAA).
- Gypsies and Travellers Pitch Needs Assessment (GTPNA).

During discussion of this matter it was moved by Councillor Atha, seconded by Councillor Nagle that paragraphs 4.1 to 4.4 of the submitted report be supported by this Board.

Draft minutes to be approved at the meeting
to be held on Tuesday, 29th October, 2013

Upon being put to the vote this motion was declared lost.

A further motion was moved by Councillor J Procter, seconded by Councillor Wilkinson that the recommendation in the report to note the content of the report be supported by this Board.

Upon being put to the vote this motion was carried and it was,

RESOLVED – That the content of the report be noted.

Under the provisions of Council Procedure Rule 16.5 Councillor P Grahame required it to be recorded that she had abstained from voting on the motions put.

(Councillor V Morgan attended the meeting at 9.55am and Councillor J Cummins attended at 10.15am during consideration of this item.)

(Councillor C Towler left the meeting at 10.25am and Councillor P Gruen left at 10.30am during the consideration of this item.)

34 Date and Time of Next Meeting

Tuesday, 29 October 2013 at 10.00 a.m. (Pre-meeting for all Board Members at 9.30 a.m.)

(The meeting concluded at 10.55am)

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

WEDNESDAY, 25TH SEPTEMBER, 2013

PRESENT: Councillor J Illingworth in the Chair

Councillors G Hussain, J Walker, C Fox,
K Bruce, J Lewis, E Taylor, C Towler and
S Lay

29 Late Items

The following items were submitted and accepted as supplementary information for consideration during the meeting:

- Item 7 – Better Lives for the People of Leeds: The Future of Day Services for Older People (minute 34 refers):
 - Adult Social Care briefing paper: Request for Scrutiny
- Item 8 – Fundamental Review of NHS Allocations Policy (minute 34 refers):
 - Letter from the Leader of Council to the Chair of NHS England – 30 August 2013
 - Leeds CCGs' position statement
 - Presentation slides from Ian Currell, Director of Finance (West Yorkshire Area Team), NHS England

The above 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.

It was also reported that under agenda item 9, Work Schedule (minute 35 refers), it had been intended to present a draft work schedule at the meeting. However, due to competing demands, this was not available.

30 Declaration of Disclosable Pecuniary Interests

There were no disclosable pecuniary interests declared to the meeting.

31 Apologies for Absence and Notification of Substitutes

Apologies for absence were received on behalf of Councillor S Varley.

There were no substitute members in attendance.

It was also reported that, due to a prior and long-standing engagement, apologies had been received on behalf of the Executive Board Member (Adult

Social Care) in respect of consideration of Better Lives for the People of Leeds: The Future of Day Services for Older People (minute 33 refers).

32 Minutes - 31 July 2013

RESOLVED – That the minutes of the meeting held on 31 July 2013 be approved as a correct record.

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

The Head of Scrutiny and Member Development submitted a report that outlined a number of decisions in relation to the future of day services for older people in Leeds had been taken by the Council Executive Board's at its meeting on 4 September 2013.

It was reported that the Executive Board decisions had been subject to a period of call-in, which had passed, and the decision could now be implemented. It was also reported that, quite separately, a request for scrutiny has been received that, in-part, related to the Executive Board decision around day services for older people.

The following information was appended to the report:

- Report of the Director of Adult Social Care presented to Executive Board at its meeting on 4 September 2013 (including background documents)
- Relevant extract from the draft minutes of the Executive Board meeting held on 4 September 2013
- A Request for Scrutiny submitted by GMB (which in-part, relates to the Executive Board decision on Day Services for Older People).

A briefing paper, responding to the issues raised in the 'Request for Scrutiny', was provided by Adult Social Care and submitted as supplementary information.

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

- Sandie Keene, Director, Adult Social Services, Leeds City Council
- Dennis Holmes, Deputy Director, Adult Social Services, Leeds City Council
- Jon Smith, Regional Officer, GMB Trade Union.

The GMB representative was invited to address the Scrutiny Board and made the following points:

- Acknowledged there was significant cross-over with the decisions related to Residential Care, which would be the subject of a separate call-in meeting later in the day.

- The main concerns related to:
 - Information not available during the consultation process; and
 - The content of the Executive Board report – which formed the basis of the Executive Board decision – and specifically information not made available to Executive Board prior to its decision.
- The number of staff affected by the decision was highlighted as an example of the type of information not available during the consultation period and not detailed in the Executive Board report.

Representatives from Adult Social Care were invited to respond and made the following points:

- The Executive Board report had been prepared on the need for day and residential care services, and within the context of the Council's current financial landscape.
- While staffing issues were important and a consideration for Executive Board, they were not fundamental to the decision.
- The outcome of consultation with staff was presented to Executive Board.
- Until a final decision had been made, it was difficult to provide accurate information on the number of staff affected. However, this was detailed in the supplementary information provided to the Scrutiny Board.
- Now a clear mandate has been provided by Executive Board, Adult Social Services had given an undertaking to support all affected staff.
- Members were reminded that the Executive Board decision had been informed by one of the largest consultations undertaken by the Council.
- The Department had received significant volumes of requests for information during the consultation period and deployed significant resources to provide the information requested.
- The recommendations put forward to Executive Board were, in no small part, a result of the Department's precarious financial position.
- The usage of Council run day care centres had formed part of a scrutiny inquiry in 2010.

Members considered the written submissions and the comments made at the meeting; making a number of points, including:

- Whether or not the information provided to Executive Board was sufficient.
- Whether the supplementary information provided presented a clear a picture and whether or not this would have influenced the Executive Board's decision.
- The extensive and wide-ranging consultation undertaken by Adult Social Services was acknowledged.
- Potential gaps in service as a result of Executive Board's decision;
- The potential impact of social isolation on older people without statutory care needs.
- The role of Neighbourhood Networks in helping to address the needs (including non-statutory care needs) of older people.

- The need for the Scrutiny Board to be engaged in pre-decision scrutiny of any future significant Adult Social Care considerations by the Executive Board.

RESOLVED –

- (a) To note that the concerns highlighted by the request for scrutiny, insofar as it relates to the decisions about residential care for older people, would be considered as part of the separate call-in meeting.
- (b) To note the concerns highlighted by the request for scrutiny, insofar as it relates to the decisions about day services for older people.
- (c) That the request for scrutiny be declined and no further consideration be given to the Executive Board decisions relating to day services for older people, at this time.
- (d) That an report be presented to a future meeting of the Scrutiny Board that includes:
 - i. A progress update on the implementation of the Executive Board's decisions relating to day services for older people;
 - ii. Details of the community facilities, services and support available to older people across the City;
 - iii. An update on the actual financial implications / savings associated with implementing the Executive Board decisions, compared to the details presented in the report that informed the decision.

Following conclusion of the item, there was a short adjournment at 11:05am. The meeting recommenced at 11:15am.

34 Fundamental review of NHS Allocations Policy

The Head of Scrutiny and Member Development submitted a report introducing a range of information associated with NHS England's fundamental review of NHS allocations policy.

The Principal Scrutiny Adviser gave a brief introduction to the report and outlined that when NHS England was launched on 1 April 2013, it announced it would conduct a fundamental review of NHS allocations within its first few months. The Advisory Committee on Resource Allocation (ACRA) had now reported its recommendation in this regard, with details published by NHS England on 15 August 2013.

It was also outlined that a series of regional workshops (to take place during September 2013) had been launched for Clinical Commissioning Groups, Commissioning Support Units, NHS England and other stakeholders. The purpose of the workshops was to discuss current thinking and to hear views about the allocations process and proposals for the future.

The report set out the following summary points from the information published by NHS England:

- Regionally, the North of England sees a reduction of 3.84% (approx. £722 million);
- Midlands & East England sees an increase of 3.51% (approx. £660 million);
- London has a reduction of 2.25% (approx. £222 million);
- South of England sees an increase of 1.78% (approx. £283 million);
- Locally in Leeds, if implemented this would appear likely to result in an overall reduction in CCG allocations of around £84 million;
- There would be similar impacts across West Yorkshire (ranging from a £2.3 million reduced allocation at Airedale, Wharfedale and Craven CCG to £43 million reduction for Wakefield CCG);
- If implemented, all CCGs across Yorkshire and Humber would experience a reduced allocation.

The report also highlighted that the allocation information currently available provided only a partial picture, as there was no indication of allocations for direct commissioning at area team level (i.e. for primary care and / or specialised services).

The following information was appended to the report to assist members consideration of the issue:

- Fundamental Review of Allocations Policy – letter to stakeholders;
- Fundamental Review of Allocations Policy – Technical Guidance;
- Working paper on CCG 2013/ 14 allocations – indicative target allocations and distance from target.

The following information was submitted as supplementary information:

- Letter from the Leader of Council to the Chair of NHS England – 30 August 2013;
- Leeds CCGs' position statement;
- Presentation slides.

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

- Ian Currell, Director of Finance (West Yorkshire Area Team), NHS England;
- Dennis Holmes, Deputy Director, Adult Social Services, Leeds City Council.

The Director of Finance (West Yorkshire Area Team) was invited to address the Scrutiny Board and go through the pre-prepared presentation slides. In summary the following points were highlighted:

- The published information, now presented to the Scrutiny Board, was a result of national policy work: As such, local NHS Area Teams had no involvement in drawing together the proposals.

- There was no existing national formula for distributing funding to Clinical Commissioning Groups (CCGs) – currently £95.6 billion;
- Commissioning responsibilities and current resource allocation (post April 2013) was:
 - 211 CCG – accounting for around 68% of the commissioning budget;
 - NHS England (direct commissioning) – accounting for around 31% of the commissioning budget;
 - 152 local authorities – accounting for around 1% of the commissioning budget.
- In December 2012, the NHS England Board did not accept the allocation formula presented and deferred a decision pending a fundamental review.
- Current CCG allocations based on the split of former Primary Care Trust (PCT) allocations (with a standard uplift).
- The national Public Health funding formula had been accepted, with 10% growth for Leeds Public Health funding in 2013/14 and a further 10% growth in 2014/15.
- The headline objectives of the allocations process was to meet the following requirements of the NHS mandate:
 - Provide equity of access to NHS healthcare
 - Advance equality and tackle health inequalities
 - Conduct a transparent allocation process
- Funding allocation was based on need, which was assessed as follows:
 - Size of population (single largest determinant);
 - Adjustment due to age of the population;
 - Adjustment due to non-age related health of population;
 - Adjustment for unavoidable costs.
- Currently, there was no adjustment for unmet health needs in an area.
- Former PCT funding formula had been based on 2001 census data, with Office for National Statistics (ONS) estimated population projections.
- The proposed allocations formula benefited from using the 2011 census data. The results being:
 - Nationally, a higher population than projected figures;
 - Locally, a lower population in Leeds than projected. This was likely to be biggest factor in reduced levels of allocated funds.
- NHS England to consider whether additional adjustments should be made to address inequalities.
- Suggested that the main parts of patient pathway where unmet need arose from inequalities (and therefore may require additional funding) were in the following areas:
 - Primary Care
 - Community Care
 - Prescribing
 - Public Health
 - Social Care

- With little 'new money', any future decision was likely to involve a debate around the pace of change – considering fairness against stability.
- NHS England Board was due to consider proposals in December 2013, where it was likely decisions would be made on the allocation of funding for 2014/15 and 2015/16.

The Deputy Director (Adult Social Services) suggested that, in considering the proposed shift in NHS funding (and its potential impact in Leeds), the Scrutiny Board might also wish to consider the context of funding to the Council and the overall impact of reduced levels of public spending in the City.

In summary the following comments were made by members of the Scrutiny Board and highlighted during the discussion.

- The impact of 'fixed costs' in Acute Trusts, such as those arising from PFI agreements.
- Funding for Primary Care and Specialist Hospital Care was also be reviewed: Proposals would also be considered by the NHS England Board in December 2013.
- Queries around how the health needs of unregistered patients (which was more prevalent in particular communities) were being taken into account.
- Issues associated with a need existing in some areas / communities, but where services were not accessed.
- The impact of the proposals on joint working / local commissioning arrangements including, for example, the interface with the health and social care Integration Transformation Fund announced earlier in the 2013.
- It was confirmed there were no formal arrangements for national NHS policy initiatives to be considered by local health overview and scrutiny committees.

The Chair thanked those in attendance for their contribution to the meeting and subsequent discussion.

RESOLVED –

- (a) To note the information presented and discussed at the meeting.
- (b) To give further consideration to the matter at a future meeting – inviting input from a range of bodies representing the local health and social care sector. The aim of further discussions being to consider issues raised during the discussion, including (but not restricted to):
 - i. The current financial plans and commissioning activity of local CCGs;
 - ii. The potential implications of the proposed allocations on local CCGs and their associated commissioning activities;
 - iii. The potential impact on the aspirations and target set out in the Leeds Joint Health and Wellbeing Strategy;

- iv. The potential implications for the work of the Leeds Health and Social Care Transformation Board.
- (c) In consultation with the Chair, information to be presented to future meetings of the Scrutiny Board to be initially determined by the Principal Scrutiny Adviser.

35 Work Schedule

The Head of Scrutiny and Member Development submitted a report that outlined the on-going development of the Scrutiny Board's work schedule for 2013/14.

The report reminded the Scrutiny Board that, at its meeting on 21 June 2013, members had identified the following themes to form the broad direction of its work programme for 2013/14:

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

It was also highlighted that at its meeting on 31 July 2013, the Scrutiny Board also considered and agreed to undertake further work around the following requests for scrutiny:

- Men's health;
- Dermatology; and,
- Children's Epilepsy Surgery.

Work to translate these issues into a more detailed work schedule was continuing. However, it was highlighted that the Principal Scrutiny Adviser was unable to present a more detailed written schedule at this time and further reflection on the matters considered elsewhere on the agenda would also be needed.

The Chair suggested that, due to the timescales involved, it would be necessary to have some initial focus on issues associated with the NHS allocation policy discussed elsewhere on the agenda. The Chair also suggested that the Board should focus its efforts on Narrowing the Gap and increasing Physical Activity – although the precise methodology needed to be confirmed.

RESOLVED –

- (a) To note the information presented and discussed at the meeting.
- (b) That the work schedule should have some initial focus on issues associated with the NHS allocation policy (as set out under the previous item (minute 35 refers)).

Draft minutes to be approved at the meeting
to be held on Wednesday, 30th October, 2013

- (c) That the Scrutiny Board should focus its efforts on Narrowing the Gap and increasing Physical Activity, with a report setting out a proposed methodology presented to a future meeting of the Scrutiny Board.

36 Date and Time of the Next Meeting

Noted that the next meeting was scheduled for Wednesday, 30 October 2013 at 10.00am (with a pre-meeting at 9:30am for members of the Scrutiny Board).

(The meeting concluded at 12:15pm)

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SCRUTINY BOARD (HEALTH AND WELL-BEING AND ADULT SOCIAL CARE) – CALL IN MEETING

WEDNESDAY, 25TH SEPTEMBER, 2013

PRESENT: Councillor J Illingworth in the Chair

Councillors G Hussain, J Walker, C Fox,
K Bruce, J Lewis, E Taylor, C Towler and
S Lay

37 Chair's Opening Remarks

The Chair opened the meeting and welcomed everyone in attendance. The Chair advised:

- The purpose of the meeting was to consider the called-in Executive Board decision regarding the future of Residential Care for Older People in Leeds.
- In addition to those members who had 'called-in' the decision, a number of other concerns had been raised by some groups representing specific care homes.
- As part of the Scrutiny Board's deliberations, it was intended to consider all the concerns raised and brought to the attention of the Scrutiny Board.

The Chair outlined the proposed order in which the Scrutiny Board would consider the information, at the appropriate time during the meeting.

38 Late Items

In accordance with his powers under Section 100B(4)(b) of the Local Government Act 1972, the Chair agreed to accept the following supplementary information in relation to agenda item 7 (Minute No. 42 refers):

- Adult Social Care Briefing Paper: Request for Scrutiny – Better Lives for People in Leeds – residential and day care for older people
- Appeal against decision to close Primrose Hill Care Home
- Response to Primrose Hill Care Home Campaign Appeal
- E-mail correspondence received in relation to the future of residential and day care for older people
- Adult Social Care Briefing Paper: Manorfield House submission – Better Lives for People in Leeds – residential and day care for older people
- Adult Social Care Briefing Paper: Pre-Scrutiny e-mail from Helen Ryder

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

Draft minutes to be approved at the meeting
to be held on Wednesday, 30th October, 2013

39 Declaration of Disclosable Pecuniary Interests

There were no disclosable pecuniary interests declared to the meeting.

40 Apologies for Absence and Notification of Substitutes

An apology for absence was submitted by Councillor S Varley.

41 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 (Health and Well-being and Adult Social Care) 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.

42 Better Lives for People in Leeds: report on the future of Residential Care for Older People and responses to Deputations to Leeds City Council by supporters of residents of Manorfield House and Primrose Hill care homes

The Head of Scrutiny and Member Development submitted a report, together with relevant background papers, in relation to an Executive Board decision dated 4 September 2013 in relation to 'Better Lives for People in Leeds: report on the future of Residential Care for Older People and responses to Deputations to Leeds City Council by supporters of residents of Manorfield House and Primrose Hill care homes'.

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

'We have concerns about the implications for residents of Leeds who require dementia services. The closure of Musgrave Court could create a significant lack of places for older people requiring specialist dementia care and we are concerned that this eventuality has not been properly considered. Mixing individuals requiring dementia care in a standard residential home setting is

not appropriate and we have concerns that this could become a reality. What has not been made clear are what plans are in place to deal with this.

Furthermore, closing homes in areas where there is no alternative provision could leave people living in those communities with no local provision of residential care. This will mean that old and vulnerable people could end up located away from their friends and families, isolated from the networks that they rely on.

In addition, what will happen to residents of Primrose Hill and Manorfield House care homes as the number of residents begins to reduce over time? Will there be a situation where 1 or 2 individuals are left occupying a home that was intended for far more residents? What will the running costs amount to? What staffing arrangements can cope with this situation and will the answer be to close the home? Has any thought been given for alternative use for the space in the homes?'

The Scrutiny Board considered the following written evidence:

- Copy of the completed Call In request form and supporting information
- Report of the Director of Adult Social Care presented to Executive Board at its meeting on 4 September 2013 (including background documents)
- Relevant extract from the draft minutes of the Executive Board meeting held on 4 September 2013
- A Request for Scrutiny submitted by GMB.

The following Members and officers attended the meeting:

- Councillor G Latty, Signatory to the call in
- Councillor A Lamb, Signatory to the call in
- Councillor D Collins, Signatory to the call in
- Councillor A Ogilvie, Executive Member, Adult Social Care
- Sandie Keene, Director of Adult Social Services
- Dennis Holmes, Deputy Director of Adult Social Services.

The following representatives attended the request for scrutiny aspect of the meeting:

- David Morton, Save Primrose Hill Care Home Campaign
- Angela Morton, Save Primrose Hill Care Home Campaign
- Parish Councillor Tim Baker, Boston Spa Parish Council
- Councillor Ryk Downes, Ward Member for Otley and Yeadon
- Julia Chapman, Friends of Manorfield House
- Jon Smith, Regional Officer, GMB.

Councillor G Latty presented the reasons for calling in the decision, stating there were too many unanswered questions for the future. The specific reasons included:

- Concerns that the consultation had not gone far enough
- Clarification whether care homes were being run down and the associated staffing costs
- Concerns about the health and well-being of existing residents
- Concerns about the lack of alternative provision
- Concerns about the viability of the budget proposals.

Councillor D Collins raised the following concerns, specifically related to Manorfield House:

- Concern that there had been no guarantees from the private sector about the types of alternative provision
- Clarification sought about work being undertaken to address future provision needs
- Clarification sought regarding the availability / provision of respite services across the City.

Councillor A Lamb added the following concerns, specifically related to Primrose Hill:

- Claims that the inaccurate information had been considered by the Executive Board, while other information had not been presented
- Concern that the nearest alternative provision to Primrose Hill had not passed Care Quality Commission (CQC) examination for some time. The next nearest provision was 15 miles away
- Primrose Hill was only 30 years old and had lower maintenance costs when compared to other care homes.

In response to the concerns raised, Councillor Ogilvie, made the following key points:

- The significant challenges facing the Council. Members were advised that savings of £47m were required over the next few years and this needed to be balanced against other demands and pressures
- He had personally visited all Council-run Residential Care Homes since assuming responsibility for Adult Social Care
- Confirmation that the proposals had been altered due to feedback received during the consultation exercise. Provision for existing residents at Manorfield House and Primrose Hill had been maintained
- Confirmation that a mapping exercise had been undertaken on a ward basis which identified the over provision of residential care but highlighted the need for specialist dementia care and sheltered accommodation.
- All individuals affected by the proposals would be allocated a social worker to support them through the process
- Recognition of the difficult and emotive nature of the decision.

Reference was also made to:

- The previous Scrutiny Inquiry into Residential Care that had recognised that no-change was not an option
- The continued work of the cross-party Adult Social Care working group, first established by Councillor Yeadon (former Executive Board member for Adult Social Care).

Sandie Keene, Director of Adult Social Services and Dennis Holmes, Deputy Director of Adult Social Services, made the following comments:

- Emphasis of the financial pressures facing the Council (overall) and specifically Adult Social Services. It was reported that further savings would need to be identified and delivered in the future
- Recognition of the uncertainty associated with consulting on proposed service changes and subsequent implementation of the decision
- Reference to the lessons learned during the previous phase of closures – including the phased nature of implementation
- The range of alternative provision and acknowledgement of the differences in room size, layout and facilities. Discussions were on-going about the potential expansion of other types of private provision across the city
- Significant programme of upgrading and refurbishment works required at residential care homes and issues associated with longer term sustainability
- Confirmation that a focus on / review of the provision of respite care would be included as part of the implementation process.

Questions and comments were invited and the key areas of discussion were:

- Concern regarding the suspension of admissions (in some care homes).
- Concern about higher than average levels of staff absence within Adult Social Care. It was acknowledged that figures for staff absence remained a concern and that work was being undertaken with colleagues in Human Resources to address this.
- Clarification whether projected savings / efficiencies would be achieved. Members were advised that the procurement for 98% of contracts was coming to a conclusion, which would secure payment rates for the next 5 years
- Other important aspects associated with private sector provision, including the living wage, zero-hour contracts and supplementary / top-up charges.

The following concerns were raised by representatives of the 'Appeal to Save Primrose Hill Care Home':

- Concern that no known savings had been identified in the report to Executive Board. Members were advised that a breakdown of the

savings had been forwarded to Friends of Primrose Hill. An overall breakdown was provided in the report to Executive Board

- Concern about the lack of alternative provision. It was stated that the nearest alternative provision, Ashfield House, had failed Care Quality Commission (CQC) examination. Other alternative provision, Wetherby Manor, was full
- Concern that potential residents had been advised against Primrose Hill. Members were advised that the department had been open and honest about specific care homes that were subject to specific proposals as part of the consultation process
- Primrose Hill was only 30 years old and had passed the most recent CQC examination.

Councillor Downes made the following comments in relation to Suffolk Court:

- The possibility of the future use of Suffolk Court as a NHS Intermediate Care facility and the potential timing of related decisions (as no detailed discussions have yet taken place)
- Members were advised that, if to be used as a NHS Intermediate Care facility, significant works would be needed – with an associated investment plan
- The potential impact on existing residents should Suffolk Court be used as a NHS Intermediate Care facility sometime in the future
- An alternative option was for Suffolk Court to be utilised as transitional care facility – that would not require an immediate joint investment plan with the NHS.

Julia Chapman, Friends of Manorfield House, made the following comments:

- Concern that there was insufficient provision in Horsforth for elderly residents who required 24/7 care, even if Manorfield remained open
- Concern that there were no plans for this gap to be filled by the private sector, in the short, medium or long term
- Manorfield House was fit for purpose and in significantly better condition than much of the private residential care home stock in the nearby area.

Jon Smith, GMB, made the following comments:

- Concern about how the consultation process had been undertaken, particularly that the level of objections to the proposals had not been reflected in the report to the Executive Board.
- Concern about the lack of alternative provision and the impact of no new admissions in some areas.

The Executive Board Member, Director of Adult Social Services and Deputy Director of Adult Social Services provided the department's response to the issues and concerns raised. Members of the Scrutiny Board were reminded of the significant financial pressures facing Adult Social Services which had

directly resulted in some of the current work / proposals being brought forward.

Members were also reminded of the modifications made to the recommendations, which reflected the outcomes from the consultation, presented to the Executive Board and were ultimately reflected in the Executive Board's decision.

Both the Chair of the Scrutiny Board and the Executive Board Member made reference to the potential for the Scrutiny Board to undertake pre-decision inquiries around future proposals / decisions relating to Adult Social Services.

Councillors Latty, Lamb and Collins were invited to sum-up and provide any final comments for the Scrutiny Board to consider. In summary, the following comments were made:

- Additional information as a result of the call-in was, in itself, sufficient to warrant a referral back to the Executive Board.
- Concern that some of the information presented to the Executive Board contained flaws and that the financial benefits presented were not sufficient enough to out-weigh the potential distress of the vulnerable people affected.
- The decision was about people – the care provided to the most frail, vulnerable and elderly residents of Leeds.
- There was an over-reliance on the planning system to ensure the delivery of the physical structure to meet future needs and on the public sector to meet the day-to-day residential care needs of older people.
- It was requested that the Scrutiny Board referred the decision back to the Executive Board.

RESOLVED – That the report and information provided be noted.

(Councillor C Towler left the meeting at 1.20pm during the consideration of this item.)

(Councillor K Bruce left the meeting at 3.00pm during the consideration of this item.)

43 Outcome of Call In

Following on from the conclusion of the previous item, members considered each specific element of the Executive Board's decision relating to the future of residential care for older people in Leeds.

The Chair proposed that the decision should be released for implementation (i.e. Option 1).

Members of the Scrutiny Board voted on that proposal and the outcome of the vote was as follows:

Draft minutes to be approved at the meeting
to be held on Wednesday, 30th October, 2013

Option 1 – 4 in favour, 2 against and 1 abstention. Therefore the proposal to release the decision for implementation was carried and no other voting was necessary.

Following the vote to release the decision for implementation, reassurance was sought that further consideration would be given to the issues around respite care and intermediate care discussed at the meeting, which would not prejudice the Executive Board decision now released. The Director of Adult Social Services committed to undertake further work in this regard.

RESOLVED – To release the decision for implementation.

(Under the provisions of Council Procedure Rule 16.5, Councillor S Lay required it to be recorded that he voted against releasing the decision for implementation)

44 Date and Time of the Next Meeting

Wednesday 30 October 2013 at 10.00am in the Civic Hall, Leeds
(Pre meeting for Board Members at 9.30am)

The Chair thanked all those in attendance for their contribution to the meeting and declared the meeting closed.

(The meeting concluded at 3.55pm)

NORTH AND EAST PLANS PANEL

THURSDAY, 5TH SEPTEMBER, 2013

PRESENT: Councillor D Congreve in the Chair

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

35 Late Items

The Chair admitted one late item of business to the agenda -
Application 13/02718/OT Outline application for a maximum of 29 dwellings
with vehicular access and an urban park on land at former Yorkshire Bank
Sports Ground Allerton Grove Moor Allerton (minute 44 refers)

The report required urgent consideration as it contained the most up to
date information which was not available at the time of agenda despatch and
following consultation with Ward Members, it was felt in the best interests of
the Council and other parties concerned that the matter be considered without
delay

36 Chair's opening remarks

The Chair welcomed everyone to the meeting and asked Members and
Officers to introduce themselves

37 Declarations of Disclosable Pecuniary Interests

There were no declarations of disclosable pecuniary interests.
However, Councillor M Lyons and Councillor J Procter 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

In respect of application 13/01672/FU – Land off Swarcliffe Avenue
LS15, Councillor R Grahame brought to the Panel's attention that this site was
within the Cross Gates and Whinmoor Ward of which Councillor R Grahame's
wife was a Ward Member

38 Apologies for Absence

Apologies for absence were received from Councillor Macniven who
was substituted for by Councillor Towler

39 Minutes

RESOLVED - That the minutes of the North and East Plans Panel meeting held on 8th August 2013 be approved

40 Application 12/00725/OT - Outline application for employment park and laying out of access at Aberford Road Garforth LS25

Further to minute 28 of the North and East Plans Panel meeting held on 8th August 2013, where Panel deferred consideration of an application for outline planning permission for an employment park and laying out of access on land at Aberford Road Garforth, to enable proper consideration by Officers of late information which had been received, including reference to noise evidence, the Panel considered a further report

Plans, photographs and drawings were displayed at the meeting

Officers presented the report and outlined the planning history of the site which was zoned in the UDPR(2006) for employment purposes.

Members were informed that the site had been used for open cast mining in the past; had been re-vegetated and was currently used for grazing

Although previous approvals had been granted for employment use on the site, these had lapsed, however the scheme before Panel was considered to be appropriate for current market requirements

The deletion of the B1 (office) use on the original outline approval for the site had given way to increased B8 (storage and distribution) use which had led to local concerns about noise nuisance due to increased numbers of HGVs at the site and 24 hour operating. To address the concerns about the impact of additional HGVs in the area, it was proposed to amend the HGV weight restriction to prevent the potential impact of HGVs travelling through Garforth. Other highway works relating to speed limit reduction and waiting restrictions were also proposed and it was the view of Officers that the scheme improved local connectivity

Regarding noise nuisance, Members were informed that the Council's Environmental Protection Team had considered the additional information submitted prior to the previous meeting and were of the view there would be no detrimental impact on residential amenity resulting from the proposals

Drainage details were outlined, with Members being informed that surface water would be accommodated in swales and attenuation ponds and be discharged at greenfield run off rates

The Section 106 contributions were outlined, as set out in the submitted report

In terms of distances from the nearest residential property, these were given as being 32m and, to the corner of unit 4, 20 -22m, although the detailed design and layout were not matters under consideration in the application

Receipt of two further letters of representation were reported, with the concerns raised in these being outlined to Members

The Panel heard representations from an objector and the applicant's agent who attended the meeting

minutes approved at the meeting
held on Thursday, 3rd October, 2013

Members discussed the application and commented on the following matters:

- the impact of the proposals on the residents of The Weigh House, which was located adjacent to the site and the need for their residential amenity to be protected, including TV reception, heating and drainage systems
- the jobs to be created through the scheme and the need for local employment to be provided
- the noise levels at the site and how the proposals had been evaluated
- the existing noise levels from the A1/M1 link road and concerns that these had not been taken into account when evaluating noise issues from the proposal before Panel
- the need to ensure that the weight restrictions on Aberford Road were amended and enforced
- that regard should be had to a feasibility study being undertaken in Garforth relating to parking
- the need to consider carefully the introduction of Traffic Regulation Orders on nearby roads and to minimise disruption for local residents

Officers provided the following responses:

- that a condition had been included requiring a structural survey of the Weigh House and that further conditions could be imposed in terms of TV reception, heating and drainage systems
- that Members' requirement of local employment was noted and that a clause in the Section 106 agreement made reference to local training and employment initiatives
- regarding noise levels, that a logarithmic manner was used to calculate these, rather than simply adding existing and projected noise levels together. Members were informed that all noise levels had been taken into account and that the traffic noise would not increase by a level which was noticeable to the human ear
- that the points raised regarding the feasibility study in Garforth and the introduction of TROs would be noted

Panel considered how to proceed with concerns remaining about the proximity of the scheme in relation to The Weigh House, although it was accepted that this was a matter which would be considered in the Reserved Matters application

RESOLVED - To defer and delegate the application to the Chief Planning Officer for approval, subject to the conditions set out in the submitted report, plus additional conditions to require a scheme of measures to protect TV reception for The Weigh House and to mitigate any effects of the proposals on that property's heating and drainage system and following completion of a Section 106 Agreement to cover the following additional matters:

- travel plan (including monitoring fee of £11,665)
- improvements to bus stop 24237 at a cost of £10,000

- public transport improvement contribution at a cost of £449,683, inclusive of an extension to local bus services
- implementation of a controlled pedestrian crossing over Aberford Road
- implementation of speed limit amendment on Aberford Road
- implementation of HGV weight limit restriction amendment on Aberford Road (to prevent HGVs from turning out of the site towards Garforth)
- agreement to undertake a feasibility study to investigate and implement as appropriate the need for waiting restrictions and/or residents parking on Aberford Road or other streets in the vicinity of the site
- agreement to fund additional Traffic Regulation Orders on nearby roads if a need can be demonstrated
- local training and employment initiatives (applies to both the construction and subsequent operation of the development)

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

41 Application 13/01875/FU - Residential development of eleven detached dwellings with associated access, car parking, drainage and landscaping - Castle Mona Lodge, Wetherby Road, Scarcroft LS14

Plans and graphics were displayed at the meeting. A Members site visit had taken place earlier in the day, where Members had also viewed another residential development in the area which had been constructed by the same applicant

Officers presented the report which sought permission for eleven detached dwellings; access, parking; drainage and landscaping on an allocated housing site in the village of Scarcroft

Members were informed that outline planning permission had been granted for a development comprising 11 houses and that the current scheme was similar in design and layout from that considered in the previous outline application

A mix of materials were proposed, with the three large properties being constructed in stone, and the eight properties forming a cul-de-sac being constructed in brick

In terms of the required greenspace contribution, a section of land to the south of the site next to the village hall and a commuted sum would be transferred to Scarcroft Parish Council and that work towards this transfer was underway

In respect of the principle of development, this had been established on the previous, outline application; Highways were satisfied with the proposals and their previous concerns had been addressed through the layout now proposed and the issue of the greenspace contribution had been satisfactorily addressed

Concerning the objections to the proposals from neighbouring residents, the distance from the development to the nearest dwelling was 30m, which was in excess of that required in 'Neighbourhoods for Living' and

minutes approved at the meeting
held on Thursday, 3rd October, 2013

Officers considered the proposals would not cause significant impact on residential amenity

Regarding design, whilst the inclusion of chimneys had been requested, only a limited number had been included

Members commented on the following matters:

- the need for the blackberry bushes on the site to be retained
- that the houses would look better if chimneys were provided on all 11 dwellings
- the need to carefully consider the boundary treatments to avoid the situation which occurred on the Syke Green development where hedgerows were cut back and replaced by timber fences
- the importance of ensuring high quality materials were used and that careful attention be paid to the shade of brick to be used

RESOLVED - To defer and delegate the application to the Chief Planning Officer for approval, subject to the conditions set out in the submitted report and subject to further negotiations regarding chimneys being provided to all dwellings and that this together with details regarding materials and landscaping conditions to be agreed in consultation with Ward Members and following completion of a Section 106 Agreement (Deed of Variation) to cover the following obligations:

- provision of off-site land for Greenspace
- provision of commuted sum of £18,512 towards Greenspace
- Metro contribution towards MetroCards
- S106 Management fee

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

42 Application 13/02459/FU - Two storey rear extension, alterations to existing front gable and bay, single storey extension to rear and both sides, new gates and railings to front - 7 Belvedere Road LS17

Plans and photographs were displayed at the meeting. A Members site visit had taken place earlier in the day

Officers presented the report which sought permission for extensions and alterations including boundary treatments to a residential dwelling at 7 Belvedere Road LS17

Although it was the view of Officers that the proposals were acceptable, and that front gables were not alien to the area, local concerns had been expressed, particularly the impact of the development on the residential amenity for residents of the neighbouring property

The Panel heard representations from an objector and the applicant's agent who attended the meeting

Members commented on the following matters:

- the distance to the boundary of the proposed side extension, that this appeared tight and whether this complied with guidance. Members were informed that a single storey extension could be sited up against an existing boundary and

that in this case, there was a 1m separation distance so it was acceptable

- concerns that the rear extension was overdominant and could lead to overshadowing

The Panel considered how to proceed

RESOLVED - That the application be granted subject to the conditions set out in the submitted report

43 Application 13/01672/FU - 18 houses with landscaping and car parking - Land off Swarcliffe Avenue Swarcliffe LS14

Plans, photographs and graphics, including the latest revisions to the proposed layout of the scheme were displayed at the meeting. A Members site visit had taken place earlier in the day

Officers presented the report which sought permission for 18 houses with landscaping and car parking provision on land at Swarcliffe Avenue LS14. Members were informed that planning permission had been granted in 2005 for a residential scheme for 19 houses but that this had not been implemented and the approval had now lapsed. A slightly smaller scheme was now proposed which reflected the current housing demand

When first publicised, 10 residents of Langbar Gardens, which was adjacent and opposite to the site had expressed concerns. Following amendments to the proposals, one letter of objection had been received, with the concerns being read out to Panel

Currently further revisions were being discussed with the applicant as shown on the graphics displayed to Members

Comments from Ward Member, Councillor P Gruen were brought to the Panel's attention regarding concerns about the intensity of the scheme and the view that 16 dwellings on the site could overcome issues about separation distances

Members commented on the following matters:

- that people with disabilities were not being catered for as no single storey dwellings were being proposed. Officers stated that single storey properties were being provided elsewhere
- disappointment that the former housing office had needed to be demolished
- the lack of chimneys on this scheme and the reasons for this. Members were informed that chimneys had not been included as there were none on surrounding properties
- the difference in the layout on this scheme compared to that considered earlier by the Panel at Castle Mona Lodge and that what was being proposed was too cramped and would not work
- the possibility of stating a maximum number of dwellings on the site, i.e. 16, but subject to consultation with Ward Members
- that the scheme as presented was not acceptable in its current form and whether simply tinkering with the number of dwellings on the site would be sufficient to overcome the problems which existed
- the poor quality landscaping being proposed

minutes approved at the meeting
held on Thursday, 3rd October, 2013

- that despite previous concerns raised by City Plans Panel to the design of some residential schemes and in view of the number of new homes which were likely to be built in Leeds in coming years, volume house builders did not seem to demonstrate high aspirations in terms of design and layout for all areas of the City and put forward standard house types, rather than offering some variation. The Head of Planning Services advised that a date had been set for the workshop involving Members from all 3 Plans Panels together with Officers and house builders to help raised the standards of housing development in the City

The Panel considered how to proceed

RESOLVED - To defer and delegate to allow Planning Officers the opportunity to negotiate further with the applicant on an amended site layout to secure a better design quality. Having reached a satisfactory resolution, the application is recommended for approval subject to the conditions set out in the submitted report, any additional conditions deemed necessary following the amendments and in consultation with Ward Members. In the event that agreement cannot be reached, that the application be returned to Panel for determination

44 Application 13/02718/OT - Outline application for erection of no more than 29 dwellings with vehicular access and an urban park - Land at Former Yorkshire Bank Sports Ground, Allerton Grove, Moor Allerton

Plans, photographs and drawings were displayed at the meeting

Officers presented a report seeking outline planning approval for a residential development not exceeding 29 dwellings, access and the creation of an urban park on a vacant site which was allocated as a Protected Playing Pitch in the UDPR (2006) and as such represented a departure from the development plan. If minded to approve the application, this would need to be referred to the Secretary of State for his consideration. Members noted there was an unresolved objection from Sport England

The receipt of three further representations was reported with the concerns raised in these being outlined to Panel. Reference was made to the high level of objections from residents of the nearby development – The Spinney

Members were informed that a previous scheme for the site proposed 33 dwellings but that this had been revised and now proposed no more than 29 dwellings, with four of these being affordable housing. All of the residential development would be restricted to the southern third of the site and access would be taken off Allerton Grove. Pedestrian access would also be from Allerton Grove with a further access off Shadwell Lane

All of the boundary vegetation would be retained and enhanced and the proposals would provide an opportunity for informal play areas and a wetland area on the site

The fact that the site had been vacant for over 10 years was considered to be a material planning matter

Whilst the scheme would bring benefits to the local community, these had to be considered against the loss of a formal sports pitch

An additional condition was proposed relating to sightlines. Members were also informed that the Lime Tree Avenue and Allerton Grove were currently subject to a residential Permit Zone to address business and commuter parking issues and that this might need to be extended into the residential development at the developer's cost

The Panel heard representations from an objector and from a local Ward Member in support of the application and the applicant's agent who attended the meeting

Members commented on the following matters:

- the objection by Sport England and the nature of this. The latest e-mail from the organisation dated 4th September 2013 was read out to Panel
- highways issues, particularly the access at Lime Tree Avenue, with the Panel's highways representative stating that the 21 two-way vehicle movements at peak times would not all be from this street and that Officers did not consider the additional vehicle movements would be a significant issue
- the site layout and why the access roads came so far into the site. With the agreement of the Chair, the applicant's agent was invited to respond and advised that this was due to the location of several mature trees on the Shadwell Lane frontage and in the centre of the site. There would also be a need for vehicles to enter into the site to maintain the open space
- greenspace provision and whether Officers had requested a commuted sum for improvements to playing pitches elsewhere. The Head of Planning Services made reference to the need for facilities in the locality and that as at least two-thirds of the site would be public amenity space it was felt that what would be provided would be equivalent provision to facilities sited elsewhere. In terms of the objection from Sport England, that this was a technical objection as it contravened policy N6 but that Officers were of the view that what was being sought was the best for the local community
- the view that the question regarding off-site replacement playing pitch provision should have been put to the developer

RESOLVED - To defer and delegate to the Chief Planning Officer for approval, subject to the conditions set out in the submitted report plus an additional condition requiring sightlines to be submitted and agreed and following referral and consideration of the application by the Secretary of State and the prior completion of a Section 106 Agreement to cover the following additional matters:

- dedication of a fully landscaped park to the City Council
- commuted sum payment in relation to the future maintenance of the public park
- provision of 4 affordable unit
- commuted sum payment in respect of £10,000 towards public transport enhancements
- provision of Metro cards to occupiers

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

45 Application 12/03805/CLP - Certificate of proposed lawful use of land outlined in red on the submitted site plan for the siting of caravans for permanent residential occupation - Moor Lodge Caravan Site - 103 Blackmoor Lane, Scarcroft LS17

Prior to consideration of this matter, Councillor Wilkinson stated that the site was within the Harewood Ward and not the Wetherby Ward as stated on the agenda

Plans and photographs were displayed at the meeting

Members considered a report of the Chief Planning Officer on a certificate for proposed lawful use of the land outlined in red on the submitted plan for the siting of caravans at Moor Lodge Caravan Park, Blackmoor Road LS17

Members were informed that the planning merits of the application were not for consideration in this case and that a legal determination was required with the key test being on the balance of probabilities about the use of the site, based upon the evidence

In terms of use, the site was first used in 1949 for camping, with planning permission being granted for a caravan site in 1962. No conditions were attached to that permission

On the basis of the information available, Officers were satisfied that caravans had existed on the site, within the red line boundary for over 14 years

The advice sought from Counsel was outlined to Panel with Members being informed that Counsel was of the view that the Certificate of Proposed Lawful Use should be granted

Members commented on the following matters:

- the land to south of the red line boundary; that caravans were being parked in this area and that this should also be part of the discussions. The Panel's Legal Adviser stated that the certificate which had been applied for did not include this area of land so could not be considered and that the Certificate of Proposed Lawful Use could not amend the application description which stood at 76 caravans. The Head of Planning Services stated that the original 1962 planning permission did not include the land to the south of the red line boundary; that some evidence existed that it had been in use for at least 10 years but that did not necessarily indicate it had permanent use
- why no enforcement action had been taken in respect of the land to the south of the subject site
- the boundary treatment required as part of the 1962 permission and whether this had been maintained
- that from the images shown to Panel, around 57 caravans could be seen on the land and that might be considered acceptable,

yet what was being proposed was a much higher level, with concerns about this. On this matter the Panel's Legal Adviser stated that there were no limit to the number of caravans which could be put on site but that the applicant had voluntarily agreed to limit this to 76, so giving the Council some degree of control

- that all the evidence seen by Counsel should be made available
- concerns about how 76 caravans could be accommodated within the red line boundary and the need for clarity on this
- the need to understand the phrase 'caravan pitch' and to recognise that in 1962, the size of caravans were much smaller than those of today

In view of the issues raised by the application, a request to view the site was made by Councillor Campbell

The Chair agreed to this and proposed that determination of the application be deferred to enable further consideration of the information

RESOLVED – That consideration of the application for a Certificate of Proposed Lawful Use be deferred to enable Councillor J Procter to meet with Officers to discuss the case and the evidence in detail and in the event that he was satisfied with the information provided and that his concerns were addressed, including the issue of the proposed number of caravans on the subject site, that the granting of a Certificate of Proposed Lawful Development be deferred and delegated to Officers. In the event that agreement could not be reached, that a further report be submitted to Panel and that a site visit be arranged at that time

During consideration of this matter, Councillor Wilkinson left the meeting

46 Date and Time of Next Meeting

Thursday 3rd October 2013 at 1.30pm in the Civic Hall, Leeds

NORTH AND EAST PLANS PANEL

THURSDAY, 3RD OCTOBER, 2013

PRESENT: Councillor D Congreve in the Chair

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

47 Chair's opening remarks

The Chair welcomed everyone to the meeting and asked Members and Officers to introduce themselves

48 Late Items

There were no late items

49 Declarations of Disclosable Pecuniary Interests

There were no declarations of disclosable pecuniary interests, however Councillor M Lyons and Councillor J Procter brought to the Panel's attention their membership of the West Yorkshire Integrated Transport Authority, as Metro had commented on one of the applications being considered by Panel

50 Apologies for Absence

Apologies for absence were received from Councillor Campbell

51 Minutes of the Previous Meeting

RESOLVED - That the minutes of the North and East Plans Panel meeting held on 5th September 2013 be approved

52 Application No.13/02290/OT - Laying out of access road and erection of a dwelling on land to the rear of 35 Lower Mickletown Methley LS26

Plans and photographs were displayed at the meeting
The Panel's Lead Officer presented the report which sought outline permission for the erection of a dwelling, together with access road to the rear of 35 Lower Mickletown Methley LS26

The planning history of the site was outlined to Members, together with the Inspector's decisions on two appeals lodged by the applicant and the revisions to the flood zones made by the Environment Agency, which were also of relevance to the application

The Area Planning Manager stated that a condition imposed by the Inspector, to site the house only in Flood Zone 1 was proposed for this application and that whilst a dwelling could be accommodated within this restricted area, it would be modest in size and would need to be well designed

The Panel heard representations from an objector who attended the meeting

Members discussed the proposals and stated their concerns about the length of time local residents had lived with uncertainty due to the number of planning applications which had been submitted for this site over several years

RESOLVED - That the application be granted subject to the conditions set out in the submitted report

53 Application No. 10/05048/EXT - Application for extension of time for outline planning permission 21/199/05/OT (warehouse and distribution development with car parking and landscaping) - Temple Green - land to south of East Leeds Link Road

Plans, photographs and drawings were displayed at the meeting

The Panel's Lead Officer presented the report which sought an extension of time for a warehouse and distribution development, with associated car parking and landscaping at Temple Green. It was noted that an extension of time application to allow submission of Reserved Matters until 2023 had been granted by the former Plans Panel East at its meeting on 1st December 2011. A copy of the report and minute from that meeting were appended to the report before Panel, for information

Members were informed that since the application had last been reported to Panel, the planning policy position had changed as the Regional Spatial Strategy had been revoked and the statutory plan was now the Unitary Development Plan. In addition the Core Strategy was emerging and the National Planning Policy Framework had been issued, however, the general thrust of policy remained with a primacy on promoting economic growth. Despite these changes, it was stated that there was nothing to lead Officers to propose a different recommendation to Panel from that in December 2011

The applicants were seeking to restructure the S106 Agreement to lessen the impact of the sums which they would need to pay, particularly in view of the expenses incurred in undertaking remediation work on the site. Therefore the applicant was seeking Members' views on the proposed time limits for the submission of Reserved Matters; the delivery of the first phase of development and the extent of that and the issue of the East Leeds Link Road (ELLR) and the repayment plan for this, with concerns that the backstop date was too onerous, in view of the continued economic downturn and the low level of interest from potential operators for the site. Members were informed that whilst any changes to the backstop date for payment of the ELLR monies

would be a decision for the Homes and Community Agency (HCA), the Council's view on this would be helpful

The proposals sought permission for an extension of time for:

- Reserved Matters for phase 1 of the scheme by 2020, this being two years later than previously granted
- submission of all Reserved Matters by 2024, this being one year later than previously granted
- the first phase of development to be delivered by 2022, this being four years later than previously granted

Members were informed that discussions about the amount of development to be delivered in the first phase were continuing and that the developer's agent was actively marketing the site

Members commented on the following matters:

- whether the article in the Yorkshire Evening Post about the site had been challenged and the damaging effect this article could have to employment aspirations in the local area
- the impact of the delays in delivery of this development in respect of job creation, particularly for local young people
- the need for the applicants to hear Members' concerns about the delays in developing this important site and for Ward Members to be briefed on the latest position regarding the development
- the backstop date for the contribution towards the ELLR and that this should not be moved so far into the distance, although ultimately this was a matter for the HCA

The Panel's Lead Officer advised that a response to the YEP article could be made, with Councillor R Grahame, being consulted on this and that Asset Management colleagues would be asked to arrange a briefing for Ward Members on the current intentions for the development of the site

RESOLVED - To agree to continued negotiations by Officers on the issues arising in the report and to defer and delegate to the Chief Planning Officer for approval, following completion of a Section 106 Agreement and subject to conditions as set out in the report and minutes of the Plans Panel East meeting held on 1st December 2011, or as otherwise considered necessary by Officers

In the circumstances where the Section 106 has not been completed within 3 months of the resolution to grant planning permission, or in accordance with a re-negotiated Planning Performance Agreement, the final determination of the application shall be delegated to the Chief Planning Officer

54 Application 13/00527/FU - First floor side extension with dormer to front; two storey and first floor extension to rear; porch to side; new retaining wall with steps to remodelled rear garden - Friars Cragg, Linton Common, Linton, Wetherby

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 permission for extensions, remodelling of steps and a new retaining wall at Friars Cragg, Linton, which was situated in the Green Belt and bordered the Conservation Area

Members were informed that the extent of the proposed development exceeded policy limits for extensions in the Green Belt and therefore very special circumstances needed to be considered

The proposals were outlined to Panel with Members being informed that some existing extensions would be removed with new extensions being created. At the rear, a more uniform and compact treatment was proposed which would result in the property being brought in line with the neighbouring dwelling

Whilst extensions of up to 30% were allowed as set out in the Householder Design Guide, the proposals before Panel represented an increase of 89% on the size of the original dwelling, although it was the view of Officers that the proposals did lead to significant improvements, though the removal of an existing annexe and a balcony. If minded to approve the application, a condition to remove permitted development rights was proposed

Members discussed the application and commented on the following matters:

- the benefit of the site visit to appreciate the negligible impact of the proposals on the Green Belt
- that the proposals would improve the streetscene; improve issues of overlooking through the removal of the first floor side balcony and would remove previous, unsympathetic extensions
- the previous approvals granted for extensions to the property in the 1990s; the scale of the proposed increase in the size of the dwelling and the nature of the very special circumstances which existed in this case, i.e. to improve the current situation, with concerns that a precedent could be set

Panel considered how to proceed

RESOLVED - That the application be granted subject to the conditions set out in the submitted report

55 Application 13/03029/FU - New section of wall, increase in height to existing wall to side and timber pedestrian gate - Dene Cottage, Linton Lane, Linton, Wetherby

Plans 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 new sections of boundary treatments at Dene Cottage Linton Lane LS22, which was situated in a Conservation Area

Members were informed that paragraph 5.1 of the report should refer to the height of all sections of the wall as being 1.5m and not 1.6m. In addition it was stated that paragraphs 3.3 and 10.2 of the report referred to a section of wall which had been demolished to accommodate a construction access. For clarity it was confirmed that a section of hedge had been removed but that no demolition had taken place

If minded to approve the application, additional conditions were suggested in respect of stipulating the height of the new section of wall; stipulating the siting of the entrance gates to the drive and the retention of existing trees

Members commented on the following matters:

- the character of Linton Lane, with concerns that the proposal was not in keeping with this and was the start of urbanisation of this area, to its detriment
- the proposed materials for the wall, with Members being informed that provision of a stone sample panel was conditioned
- concerns about the speed of the road. Whilst not a planning issue, the Panel's Highway's representative stated that he would refer Members' concerns on this to Traffic colleagues

Clarification was sought on the proposal for the new section of wall, with the Chair advising that this would be a rustic, country wall with plenty of vegetation behind it

Members considered how to proceed

RESOLVED - That the application be granted subject to the conditions in the submitted report plus additional conditions to specify that the new and altered sections of wall should be no more than 1.5m high; that the entrance gates to the drive be set back 5.5m from the back edge of the carriageway and that the existing trees should be retained. In addition, to note the requirement of the new section of wall being dry stone

56 Date and Time of Next Meeting

Thursday 31st October 2013 at 1.30pm in the Civic Hall, Leeds

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SOUTH AND WEST PLANS PANEL

THURSDAY, 12TH SEPTEMBER, 2013

PRESENT: Councillor J McKenna in the Chair

Councillors J Akhtar, J Bentley, A Castle,
R Finnigan, C Gruen, J Lewis, C Towler,
P Truswell, J Walker and R Wood

47 Apologies for Absence

Apologies of absence were submitted on behalf of Councillor M Coulson.
Councillor J Lewis was in attendance as substitute.

48 Minutes

RESOLVED – That the minutes of the meeting held on 15 August 2013 be confirmed as a correct record subject to the following amendment:

That Councillor J Walker's apologies for absence be recorded.

49 Declarations of Disclosable Pecuniary and other Interests

There were no declarations of interest.

50 Application 10/05048/EXT - Land at Temple Green, East Leeds Link Road, LS10

The report of the Chief Planning Officer presented an application for the extension of time for outline planning permission.

The report of the Chief Planning Officer presented an application for the extension of time for outline planning permission for warehouse and distribution development with car parking and landscaping.

Site plans were displayed.

Issues highlighted in relation to the application included the following:

- The site forms part of the Aire Valley Enterprise Zone and is situated at a key strategic site next to the M1.
- Previous planning history of the site and timescales for development.
- The site had continued to be marketed but as yet there had not been any interest.
- The site needed significant investment for remediation works.
- It was requested to extend the time limit for a further two years.
- Requested changes to the draft Section 106 proposal.

Draft minutes to be approved at the meeting
to be held on Thursday, 10th October, 2013

- Reference to ongoing negotiations.

RESOLVED – That the application be approved as per the Officer recommendation outlined in the report. However, the application to be determined at the North and East Plans Panel to be held on 3 October 2013.

51 Application/13/01941/RM - Land at Bruntcliffe Road, Morley, LS27 0QG

The report of the Chief Planning Officer presented a reserved matters application to erect 173 dwellings on land at Bruntcliffe Road, Morley.

Site plans were displayed.

Issues highlighted in relation to the application included the following:

- The site would consist of a mix of 2, 3 and 4 bedroom dwellings with affordable housing mixed throughout the site.
- Open space would be delivered as part of the Section 106 agreement.
- Members were reminded of issues raised at Plans Panel in July 2013 and amendments made to the application.
- Further representations that had been received.
- Reference to meetings with local Ward Members and concerns expressed

A local resident addressed the Panel with objections to the application. These included the following:

- Loss of farm land.
- Pressure on local schools – many were already full or close to capacity.
- Traffic problems – any entrance to the site would cause problems on the A650 which was already too busy.
- There were too many houses proposed for the development.
- Noise monitoring of the motorway had not been carried out correctly.
- In response to Members questions it was further reported that roads between the A650 and Junctions 27 and 28 of the motorway were often congested with no access for emergency service vehicles and that there was a lack of facilities including Doctors in the area.

The Chair of the Panel made it clear that many of the matters raised related to the principle of the development which had already been approved and that Members were considering the detailed reserved matters in this application.

The applicant addressed the meeting. He informed the Panel that concerns raised at the July meeting had been comprehensively addressed with design changes that were sympathetic to the conservation area and agreement to extra conditions. Subject to approval, the development would commence at the earliest opportunity and the use of local labour, including apprenticeships would be sourced. In response to questions from Members' he confirmed that

green space within the site would be maintained via a management agreement and any shared spaces within the site fell within the Council's design guidelines.

In response to Members comments and questions, the following was discussed:

- Removal of permitted development rights.
- Guidelines on footpath requirements where there are shared spaces.
- Access to the Masonic Lodge.

RESOLVED - That the application be approved as per the Officer recommendation outlined in the report subject to the removal of permitted development rights for larger single storey rear extensions.

52 Application 13/00625/FU - Land off Daisy Hill Close, Morley

The report of the Chief Planning Officer referred to Application 13/00625/FU – 14 detached houses with associated car parking and landscaping on land off Daisy Hill Close, Morley.

The application had been considered at the previous meeting of South and West Plans Panel when it had been resolved to defer the decision to allow for a further report to be brought with reasons for refusal, these reasons regarding sustainability issues.

The Panel's attention was drawn to the further sustainability information contained in the report and the need for consistency in decision making. The Head of Planning Services reported on information received from Metro regarding the capacity of rail services on the main commuter lines into the city and a recent appeal decision by the Secretary of State in Dawlish in Devon for 350 homes on farmland outside any defined settlement where the conclusion reached was that the scheme represented "sustainable development". Members were strongly advised that should the application be refused, it was unlikely that the Council would be successful in defending an appeal.

Concern was expressed by Members regarding the grounds upon which they had previously indicated that they would refuse the appeal and that these would not be considered strong enough grounds for refusal.

RESOLVED - That the application be deferred and delegated to the Chief Planning Officer for approval subject to the conditions specified in the August panel report, any other conditions considered necessary including a condition survey pre and post construction of Margaret Close with any damage made good by the developer and the completion of a Section 106 agreement to include an education contribution of £32,736 and a greenspace contribution of £21,156. 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 to be delegated to the Chief Planning Officer.

53 Application 13/02965/OT - Land at Victoria Avenue, Horsforth

The report of the Chief Planning Officer presented an outline application for residential development at Victoria Avenue, 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:

- Whilst the application was in outline only 6 houses were being proposed -tThe indicative layout showed 4 detached houses and a pair of semi-detached houses.
- The application had been brought to Panel at the request of local Ward Councillors due to local interest and concerns regarding access to the site.
- There had been a number of representations received. Concerns included increased traffic and loss of recreation land.
- Concern regarding access to the adjacent SHLAA site.

In response to Members comments and questions, the inclusion of a condition in relation to construction traffic was discussed along with the number of proposed dwellings on the site being restricted to 6 only.

RESOLVED - That the application be approved as per the Officer recommendation outlined in the report with further conditions regarding a construction management plan and restricting the development to 6 dwellings.

54 Application 13/03169/FU - St Michael's court, Shire Oak Street, Headingley

The report of the Chief Planning Officer presented an application for the change of use of part of ground floor and extension to side of part of medical centre to form restaurant at St Michael's Court, Shire Oak Street, Headingley.

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

Issues highlighted in relation to the application included the following;

- The rest of the building was occupied by the Headingley Medical Centre.
- The proposals would include an outdoor seating area and extension.
- There had been a number of objections to the application which included close proximity of residential properties, increased traffic and parking.
- Proximity of the proposed NGT route and Headingley stop.
- The application was recommended for approval.

Draft minutes to be approved at the meeting
to be held on Thursday, 10th October, 2013

A local resident addressed the meeting with concerns to the application. These included the following:

- Traffic, parking and pedestrian safety. The premises was near to the most congested area of Otley Road and was also affected by school traffic. It was felt that people would use cars to access the site and the nearby car park at the Arndale Centre closed at 10.00 p.m.
- The building was close to residential properties and many elderly residents lived within an audible distance.
- There had been a tenfold increase of similar businesses in the area over the past ten to fifteen years.

The applicant's agent addressed the meeting. He raised the following issues:

- There had been significant consultation with residents and officers prior to the application.
- The property had been empty for two years and it had not been possible to attract a retail operation.
- The proposal could create up to 30 local jobs.
- Alcohol sales only accounted for approximately 2% of turnover.
- There was some parking available and the Arndale Centre parking was available till 11.00 p.m.
- Conditions had been agreed regarding delivery times.

In response to Members comments and questions, the following was discussed:

- Licensing issues – there would need to be a further change of use should the sale of food no longer be carried out at the premises.
- Concerns over traffic and parking in Headingley, particularly during the daytime.

RESOLVED - That the application be approved as per the Officer recommendation outlined in the report and further to additional conditions regarding a boundary treatment for the outdoor area and local employment.

55 Date and Time of Next Meeting

Thursday, 10 October at 1.30 p.m.

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SOUTH AND WEST PLANS PANEL

THURSDAY, 10TH OCTOBER, 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

56 Declarations of Disclosable Pecuniary and other Interests

There were no declarations of disclosable pecuniary interests; however Members brought the following to the attention of the Panel:

- Councillor J Akhtar – Agenda Item 9, Victoria Road – he had been involved in discussions regarding this site at the North West Inner Area Committee.
- Councillor J Bentley – Agenda Item 8, Sandfield House – The applicant's agent had raised a query as Councillor S Bentley had made representations in relation to this item.

57 Apologies for Absence

Apologies for absence were submitted on behalf of Councillor J Walker.

58 Minutes

RESOLVED – That the minutes of the meeting held on 12 September 2013 be confirmed as a correct record.

59 Application 13/00868/OT - Victoria Road, Headingley

The report of the Chief Planning Officer referred to an outline application for residential development and retail store at Victoria Road, Headingley.

The Panel was informed of additional representations that had been received prior to the meeting and issues relating to informal use of the land. It was reported that consideration had been given to previous formal use of the land and reference was made to policy relating to designated playing fields. It was advised that the Panel should not take a decision until further consideration had been given to the informal use and it was recommended to defer the item.

RESOLVED – That the application be deferred for further consideration of public access/use issue.

60 Application 13/03169/FU - St Michaels Court, Shire Oak Street, Headingley, Leeds, LS6 2AF

The report of the Chief Planning Officer referred to the application that was considered at the previous meeting regarding the change of use of part of ground floor and extension to side of part of medical centre to form a restaurant at St Michaels Court, Shire Oak Street, Headingley.

The application had been brought back to Panel following additional information that had been received regarding the provision of parking in the area. At the previous meeting both the applicant and objector had stated different closing times of the nearby Arndale car park. Further investigation had shown conflicting evidence of the times of closure of the car park in relation to signage at the site and conditions relating to another planning application. The Panel was informed that it would be difficult to attach a condition relating to car parking at the Arndale car park as it was a separate building.

It was recommended that the application be approved.

Concern was raised by Members regarding the provision of car parking in Headingley and a question was asked regarding the closing times of the Arndale car park and appropriate signage to reflect this. It was reported that this issue had been raised with the applicant.

RESOLVED – That the application be granted as per the officer recommendation and conditions outlined in the report and additional conditions relating to local employment and boundary treatment to bin store and outdoor eating area. Also condition 15 be amended to ensure no drinks available inside or outside without meals.

61 Application 13/02893/FU - Sandfield House, Sandfield Avenue, LS6 4DZ

The report of the Chief Planning Officer presented an application for the change of use and alterations to existing care home to create 13 dwellings at Sandfield House, Sandfield Avenue, Far Headingley.

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

Issues highlighted in relation to the application included the following:

- The building fell within the Headingley Conservation Area
- Car parking – there would be 14 unallocated spaces on site
- Proximity to properties in Sandfield View
- Proposals for communal gardens and internal alterations.
- It was proposed to restrict occupation to prevent full time students under the age of 22 years.
- Representations made in support and objection to the application.
- It was recommended to approve the application.

A local resident addressed the Panel with objections to the application. These included the following:

- This was over development in a conservation area.
- Increase in traffic.
- Car parking – this was already untenable on surrounding streets.
- Concern with regard to the proposed landscaping
- Impact from vehicle lights shining into nearby properties
- Concern regarding location of bins and collection of refuse.

The applicant also addressed the Panel. He raised the following issues:

- The proposals would see the re-use of a positive building in the Headingley Conservation Area.
- Amendments had been made to the application in respect of complaints from neighbours.
- There had been ongoing engagement with Councillors and Officers and there had been no highways or environmental objections.
- The applicant advised that he only lived two doors away from the premises and would be in a position to ensure any conditions applied to bin storage would be adhered to.

In response to Members comments and questions, the following issues were discussed:

- Age restrictions on the occupants could be controlled through tenancy agreements.
- Concern regarding units within the property being able to overlook other properties.
- Guidance would indicate 15 parking spaces with 2 visitor spaces, but it was felt that the potential occupants would not all be car users.
- Style of windows on the gables of the building – these could be resized or obscurely glazed.

RESOLVED – That the application be granted as per the officer recommendation and conditions outlined in the report. Officers to look carefully at detail of boundary fence to rear regarding in particular the height and the addition of planting to ensure persons cannot approach the fence from the application site. In addition two windows in gables on rear elevation serving attic bedrooms to be obscurely glazed to their lower half.

62 Application 13/03717/FU - 55 Otley Road, Headingley, LS6 3AB

This item was withdrawn by the applicant prior to the hearing.

63 Application 13/02272/FU - Unit 10A, Sugar Mills, 432 Dewsbury Road, Hunslet, LS11 7DF

The report of the Chief Planning Officer presented an application for the change of use of a former office/warehouse to form a children's indoor play area.

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

Issues highlighted in relation to the application included the following:

- The application had been brought to the Panel at the request of a local Ward Councillor to ensure the impact of the proposed use on the residential amenity of nearby properties was fully considered.
- There was a proposed condition not to access the premises from Oakhurst Grove.
- Conditions to make certain outdoor areas accessible to staff only.
- The applicant was requested to submit a sound insulation scheme,
- The centre was to be a not for profit scheme and would employ 5 full time and 10 part time staff.
- There had been negotiations with the applicant and subsequent amendments to the proposals.
- The application was recommended for approval.

Members asked questions regarding the qualifications and whether staff would be recruited locally. The applicant was invited to address these questions and confirmed that staff would be qualified and it was hoped to employ local people. They would also be working closely with a local training provider to enable staff to gain qualifications whilst working.

RESOLVED – That the application be granted as per the officer recommendation and conditions outlined in the report.

64 Former Clariant Site, Horsforth

The report of the Chief Planning Officer recommended that the Panel grant authority to pursue a revocation order under Section 14(1) of the Planning (Hazardous Substances) Act 1990 (as amended) for all extant hazardous substance consents at the former Clariant site, Horsforth.

It was reported that as the Council's scheme of delegation did not grant the Chief Planning Officer the authority to revoke hazardous substance consents. Former buildings on the site had now been demolished and removal of the consents was now required before further development could take place at the site.

RESOLVED – That authority be granted to pursue a revocation order under Section 14(1) of the Planning (Hazardous Substances) Act 1990 (as amended)

65 Date and Time of Next Meeting

Draft minutes to be approved at the meeting
to be held on Thursday, 7th November, 2013

Thursday, 7 November 2013 at 1.30 p.m.

Draft minutes to be approved at the meeting
to be held on Thursday, 7th November, 2013

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CITY PLANS PANEL

THURSDAY, 29TH AUGUST, 2013

PRESENT: Councillor D Congreve in the Chair

Councillors P Gruen, D Blackburn,
M Hamilton, S Hamilton, G Latty,
T Leadley, N Walshaw, J Cummins,
J Lewis, J McKenna and A McKenna

40 Election of Chair

In the absence of Councillor Taggart, nominations to chair the meeting were sought

RESOLVED - That Councillor Congreve be asked to Chair the meeting

Councillor Congreve in the Chair

41 Chair's opening remarks

The Chair welcomed everyone to the meeting and asked Members and Officers to introduce themselves

The Chair also stated that the pre-application presentations in respect of Merrion House (Preapp/11/00700) and Bridgewater Place (Preapp/13/00693) had been withdrawn from the agenda and would be presented to Panel at a future date

42 Late Items

Although there were no formal late items, the Panel was in receipt of the following supplementary information which had been circulated prior to the meeting:

Application 13/02861/FU – educational campus at former Yorkshire Chemicals site, Black Bull Street LS10 – an addendum to the submitted report and a plan showing the extent of the s.278 Highway works (minute 46 refers)

Pre-application 13/00656 – student accommodation at City Campus Calverley Street LS1 – a revised site location plan (minute 48 refers)

43 Declarations of Disclosable Pecuniary Interests

There were no declarations of disclosable pecuniary interests

44 Apologies for Absence

Apologies for absence had been received from Councillor Taggart; Councillor Nash and Councillor Ingham, who were substituted for respectively by Councillor Congreve; Councillor J McKenna and Councillor A McKenna

45 Minutes

RESOLVED - That the minutes of the City Plans Panel meeting held on 1st August 2013 be approved

46 Application 13/02861/FU - 3 storey educational campus, external amenity spaces, car parking, servicing facilities and associated landscaping - Former Yorkshire Chemicals, Black Bull Street, Hunslet

Further to minute 10 of the City Plans Panel meeting held on 6th June 2013, where Panel considered a pre-application presentation on proposals for a new educational campus for Leeds College of Building, Members considered the formal application. The Panel was also in receipt of an additional report which provided further information on several matters, including the provision of off-site highway works; public transport improvements, including the comments of Metro; details of the Section 106 obligations and further proposed conditions which had been circulated prior to the meeting

Plans, graphics, drawings and sample materials were displayed at the meeting

Officers presented the report and outlined the revisions to the scheme since it was last presented to Members, with more animation to the north gable being provided; additional windows to increase natural surveillance to the cycleway/footpath and the additional of parapet coping detail to the south block and increased planting within the scheme

Reference and respect was paid to the adjacent Alf Cooke building, with the use of brick to the elevation facing that building. Further historic references to the industrial heritage of the area were provided through the saw-tooth design of the workshop roofs and a further industrial reference point would be provided by the provision of a metal clad chimney – required for the biomass boiler - rising out of the two storey block

Regarding landscaping, together with the creation of a small public space, green routes would be provided along Hunslet Lane and a boulevard effect would be created through tree planting along Black Bull Street with Members being informed that any further schemes along Black Bull Street would add to the tree planting along this route

In relation to off-site highway works, Members were referred to the information contained in the additional report which set out a range of measures to support the development and achieve the wider regeneration objectives which had been identified in the South Bank Planning Statement and which included the provision of additional controlled crossings; upgrading of an existing crossing; amendment to waiting restrictions in the area and

minutes approved at the meeting held on 26th September 2013

widening of the footway at Cudbear Street along the site's frontage. Members were informed that the estimated cost of these works was approximately £150,000 and the works would be controlled by a Grampian condition to be delivered prior to the occupation of the college building

In terms of the S106 package, less than the standard amount of public realm was being delivered, this being 12% of the site area, whereas the policy requirement would be 20%. However, taking into account the additional wider pedestrian and cycle connectivity the scheme would bring, it was proposed that a commuted sum of £30,000 in-lieu of on-site provision be accepted, with this funding to be spent on feasibility and design work on the City Centre Park

Members welcomed the proposals and the alterations made to the scheme to address some of the Panel's previous concerns

Members commented on the following matters:

- the green cladding to one element of the scheme with some concerns that the sample material was brighter; more acidic and less suitable than the shade shown on the graphics. The suggestion of using myrtle green, a colour adopted by Hunslet Football Club, was also made
- the need for further detail on the materials proposed for the chimney
- the possibility of providing a green roof
- whether the development would increase employment at the site
- the proposed public transport contribution and the need for this to be clarified
- the importance of providing apprenticeships during the construction of the building and the need for this to be better defined
- if approved when work would commence on site

The following responses were provided

- that the shade of green cladding had been discussed and that it was necessary to consider the shade in relation to the proposed planting. Large panels of the proposed materials would be erected on site to see how these worked and to ensure they did not clash
- that a metal clad chimney with a black top was proposed, which would match that on the Alf Cooke building. Whilst a brick chimney had been considered this would have required a bigger diameter, which had not been considered appropriate
- that discussions could take place about providing a green roof but these would require potentially significant changes to the roof structure
- that in terms of public transport contributions, Metro had requested a new shelter with real-time display to bus stop 10621 on Hunslet Road, which had been agreed. However, Metro's request for a real-time display within the college's communal area costing £5,000 had not been agreed to by the applicant, as free Wi-Fi was being provided and computer terminals around the college could be used to access the Metro website for public

transport information. Concerns were raised by Members that a permanent display was not being provided and that staff and students would need to look for this information, rather than it being readily available. The Deputy Area Planning Manager suggested that a computer terminal be made readily accessible with the Metro web-site displayed, with Members finding this proposal acceptable

- regarding jobs and skills, that the scheme provided the possibility to gain specific experience on a range of disciplines and that the possibility of this would be discussed with the applicant to see how this unique opportunity could be factored in with jobs and skills initiatives
- that if approved, work would commence on site in October 2013

RESOLVED - To defer and delegate approval to the Chief Planning Officer subject to the specified conditions set out in the submitted report and those in the additional report (and any others which he might consider appropriate) and following the completion of a Section 106 Agreement to cover the following matters:

- bus stop improvement contribution of £20,000 and the requirement to provide a readily accessible terminal within the communal area of the college which would display the Metro web-site
- public realm contribution of £30,000 towards public realm improvements in lieu of meeting the requirements of UDPR Policy CC10
- travel plan monitoring fee in accordance with the Travel Plans SPD £2500 prior to first occupation
- public access to the route along the northern edge of the site and to an area by the building entrance at the south west corner of the site
- employment and training opportunities for local people in City and Hunslet Ward or any adjoining Ward
- management fee of £2250 payable within one month of commencement of development
-

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

47 Preapp/13/00578 - Pre-application presentation of proposals for 10 storey hotel building and associated public realm works on land at Greek Street

Plans, photographs and graphics were displayed at the meeting. A Members site visit had taken place earlier in the day

The Panel considered a report of the Chief Planning Officer on pre-application proposals for a 10 storey hotel and public realm works on land at Greek Street and received a presentation on behalf of the developers

minutes approved at the meeting held on 26th September 2013

Members were informed that Bond Court was a strategic location, was surrounded by several major quarters in the City Centre, as well as being a main thoroughfare and close to the railway station. The proposals for a four star-plus boutique hotel in this location would also enhance the mixed offer which currently existed along Greek Street and would form a catalyst for regeneration of this area. This would also include the regeneration of Bond Court which, despite benefitting from high levels of footfall, suffered from conflicting servicing and traffic arrangements, making it currently an unattractive location for pedestrians. The overhang from Akbar's restaurant to Minerva House would also be demolished to open up pedestrian links into the wider area. No servicing would be permitted through Bond Court to further enhance the pedestrian nature of this area

In terms of land ownership in this area, the site and the adjacent buildings of Minerva House and Capitol House were in the same ownership, with refurbishments planned for both of these, which would complement the proposed new hotel

The design of the hotel would provide active frontages on all sides, with a bar on Greek Street and outside areas, partially undercover. The hotel entrance would be off Bond Court. No car parking would be provided on the site

Generous sized bedrooms were proposed for the hotel, with the standard room size being 24sqm; 30sqm for family rooms and suites with the largest suite being 45sqm

On the Greek Street elevation large areas of glazing were proposed at ground and first floor level, with other materials being reconstituted granite; reconstituted stone panelling and zinc panelling to the top floor. To Bond Court a dramatic curve would be created which would encourage pedestrians into this area and would also avoid the creation of a blank gable end to Minerva House

In terms of operator, this would be a world-wide operator of boutique hotels which saw Leeds as a location to develop its brand and bring a new hotel offer to the city, along with restaurants and bars

Members commented on the following matters:

- the location of the hotel entrance in Bond Court in view of the taxi rank being located in Greek Street and how visitors would manage with luggage in view of there being no on-site car parking
- whether the top floor of the building would have a public use
- the opportunity to close Russell Street to traffic and pedestrianise it
- the entrance to the hotel and how this would look
- how Bond Court would work once the alterations, new development and public realm were in place
- the need for a public transport contribution towards the proposed nearby NGT stop
- the large areas of glazing on the corner of the Greek Street elevation, with concerns that this was too extensive; detracted from the building; did not relate to the rest of the scheme and weakened this focal point

- the view of the building from East Parade, particularly the expanse of dark cladding which was reminiscent of a media screen and the need for this element to be improved
- the orientation of the hotel, with the bar terraces overlooking Greek Street, with the view that these features would be better sited to overlook Bond Court
- whether the proposals, particularly for the Greek Street frontage were out of character
- the need for the developers to discuss with Officers the issue of the location of the taxi rank and how the hotel would be accessed
- the lighting proposals and the need to see night time images of the hotel and the internal lighting relationship, including lighting proposals for Minerva House
- the need for greater details of the elevational treatments to be provided, to enable Members to see the level of detail being proposed
- the need to consider the relationship between the hotel use and the adjacent Pennine House which had recently been granted planning permission for use as student accommodation
- to welcome the proposals; the changes to Bond Court and for a good, extensive scheme of pedestrianisation through and beyond the site to be provided
-

The following responses were provided:

- that a drop off point would be situated in Bond Court, where the hotel entrance was sited. The proposed operator for the hotel was of the view that most visitors would arrive either by train or taxi and for those patrons using their own car, they would be greeted at the hotel and the car taken and parked off-site
- that the top floor of the building would be habitable hotel rooms but that a terrace was proposed at this location
- regarding closing Russell Street to vehicles, that several buildings used Russell Street for servicing for their premises
- the use of shared surfaces was proposed, together with dropped kerbs, so there would not be a sense of separation in respect of the hotel entrance and drop off point
- on the design issues, it was accepted that better quality, more detailed graphics would better illustrate particular aspects of the scheme, which had prompted comments

In response to the specific points raised in the report, Members provided the following comments:

- that the proposed use of the site as a hotel was appropriate
- that the majority view was that in principle, the appearance of the building in the various street views was acceptable but that much greater detail was required when the scheme was next presented to Panel

- that in this particular situation, the 7m distance between the proposed hotel and the existing Minerva House was considered to be acceptable. The Head of Planning Services stated that the exposed gable of Capitol House would need to be appropriately dealt with
- that there would be a need for contributions towards the NGT and public transport improvements
- that Panel was agreeable on this scheme for no car parking to be provided but that Members' comments about the taxi rank access should be noted

RESOLVED - To note the report, the presentation and the comments now made

48 Preapp/13/00656 - Pre-application presentation of proposal for new student accommodation buildings - City Campus, Woodhouse Lane and Calverley Street LS1

Plans, including a revised location plan circulated prior to the meeting, together with graphics and a model were displayed at the meeting. A Members site visit had taken place earlier in the day

The Panel considered a report of the Chief Planning Officer on pre-application proposals for two new student accommodation buildings at the former Leeds Metropolitan University's City Campus site; the proposals representing the third and final phase of the developer's masterplan. Members received a presentation on the scheme on behalf of the developer

Members were informed that the proposals were for blocks, partly linked at ground floor level and providing student accommodation in a mix of studios and cluster flats, study and common room area and a small ancillary retail unit. A total of 410 bedspaces were proposed with 20 of these being DDA accessible

Areas of hard and soft landscaping would be provided which would include undulating lawns to address the changing levels on the site and new tree and shrub planting would enhance this publicly accessible space

The proposed materials were high quality pre-cast concrete and glazing with the use of some lighter colour materials to reflect the Portland Stone of the Civic Hall

After hearing the presentation and viewing the model, Members commented on the following matters:

- the need for connectivity between the two buildings and the Rose Bowl and for improved access across Portland Way. Members were informed there was a new crossing approximately halfway along Portland Way, although it was accepted that this did not exactly align with the proposed pedestrian route through the development
- the design of the proposals, with mixed views on this; that the design was sympathetic to the surrounding campus environment and the view that what was proposed was a continuation of the established grid pattern, whereas some slight move away from the existing buildings might be an improvement

minutes approved at the meeting held on 26th September 2013

- concern about how the public space would work and whether it would receive any sun
- whether there was a need for further student accommodation and that a cross-party Working Group had been established to look into this matter, had taken advice from a range of sources including Unipol and Renew; and was soon to report its recommendations to Executive Board and that the applicant would need to demonstrate to Panel there was a need for this development
- that there was unlikely to be another site more suitable for student accommodation and if approved, this could return some large houses in Headingley currently used for student housing, back into family homes
- the difficulties in assessing need as it could be that if this scheme was approved and developed, then other student schemes either in the pipeline or approved but not yet implemented, might not proceed
- whether some of the student accommodation schemes built 10 – 12 years ago and which were not full could be converted to residential accommodation and if so, the implications in terms of the loss of S106 contributions which would have been part of a residential scheme but not a student accommodation scheme

In response to the specific points raised in the report, Members provided the following comments:

- concerning the appropriateness of additional student accommodation in this area, having regard to local and national policies, the supply of other consented schemes and the proximity to the universities, Members questioned the need for further student accommodation and was of the view that the applicant would need to outline the argument for this development and produce evidence in support of it
- regarding the proposed layout and overall massing of the development, the majority view was that this was acceptable
- in respect of the proposed use of materials and the overall architectural approach, this was considered to be acceptable as it fitted in with the design of other buildings on site, but that if approved, a high quality appearance must be delivered
- on landscaping, the general approach to this was considered to be acceptable and that new trees should be planted in suitable ground conditions to ensure that the trees would thrive and be positive additions to the landscape
- that in general terms the Panel considered that the development produced an acceptable and appropriate response to issues of connectivity and accessibility, although concerns remained about access over Portland Way and that there would be a need for contributions for public transport

RESOLVED - To note the report, the presentation and the comments now made

49 Date and Time of Next Meetings

Thursday 19th September 2013 at 1.30pm in the Civic Hall, Leeds
(additional meeting)

Thursday 26th September 2013 at 1.30pm in the Civic Hall, Leeds

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CITY PLANS PANEL

THURSDAY, 19TH SEPTEMBER, 2013

PRESENT: Councillor D Congreve in the Chair

Councillors P Gruen, R Procter,
D Blackburn, S Hamilton, G Latty,
T Leadley, E Nash, N Walshaw,
J Cummins, C Campbell, M Harland and
J Harper

50 Election of Chair

In the absence of Councillor Taggart, nominations to chair the meeting were sought

RESOLVED - That Councillor Congreve be asked to chair the meeting

51 Exempt Information - Possible Exclusion of 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 supplementary report referred to in minute 56 under Schedule 12A Local Government Act 1972 and the terms of Access to Information Procedure Rule 10.4(3) and on the grounds that 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

52 Late Items

Although there were no formal late items, the Panel was in receipt of the following supplementary information which had been circulated prior to the meeting:

- A further report providing financial information
- Schedules of revised conditions relating to the applications
- Copies of late representations received

53 Declarations of Disclosable Pecuniary Interests

Draft minutes to be approved at the meeting
Held on 24th October 2013

There were no declarations of disclosable pecuniary interests

54 Apologies for Absence

Apologies for absence had been received from Councillors Taggart; Ingham; J Lewis and M Hamilton

Councillors Congreve; J Harper; Harland and Campbell substituted for their respective colleagues

55 Chair's announcement

The Chair advised that a request to audio record the meeting had been received and sought the Panel's view on this

Members discussed the request and commented on the following matters:

- that audio recording of another of the Plans Panels had been allowed
- that Executive Board would be considering a paper on the recording of meetings
- that recent communication from the Department of Communities and Local Government had been received on this issue
- that in the past Officers had advised against the recording of planning meetings
- that Local Government should be more transparent
- that a recent television series on town planning had shown how statements which had been made could be interpreted differently
- that recording the meeting could lead to people not being willing to comment

The Chair sought advice from the Panel's legal adviser who stated that it was for the Panel to determine but that the draft protocol which had been drawn up indicated that requests for audio recording of a meeting would usually be allowed

Following a show of hands, it was decided that the open sessions of this meeting could be recorded but that any registered speaker who did not wish for their representations to be recorded could ask for the recorder to be switched off

56 Applications 12/03886/OT/ 12/03887/FU/12/03888/FU/12/05382/FU - Mixed use development together with internal roads, car parking and drainage at land between Barrowby Lane and Manston Lane Thorpe Park LS15 and detailed applications for the Manston Lane Link Road

Further to minute 94 of the City Plans Panel meeting held on 26th March 2013, where Panel considered a position statement on proposals for a mixed-use development at Thorpe Park, together with proposals for the

Manston Lane Link Road (MLLR), north to south and east to west, Members considered the formal application

Plans, photographs and graphics were displayed at the meeting. A Members site visit had taken place earlier in the day

Officers presented the report and advised that revisions to the scheme had been made which resulted in a reduction of the retail content; leisure and hotel use and B1 office use

Members were informed that although the application for the mixed-use development was in outline, it did contain a certain quantity of development. Four parameter plans identified the development plots and highlighted the non-developed zones, together with vehicular and pedestrian routes and access points. The maximum heights of buildings were also outlined, with these set around 6 storeys high on the mixed-use 'heart' of the development, with heights lower in other more sensitive areas. Officers were of the view that these varying heights would provide an interesting and varied appearance across the site

The indicative masterplan was displayed, with Members being informed that it had not been possible at this stage to agree the indicative design for the foodstore

Graphics showing the visual impact of the proposals were also displayed, together with comparative images to enable a better understanding of the visual impact of the scheme

The Panel then heard from the Principal Engineer, Development Control regarding the key highways issues associated with the scheme and the lawful fall-back position. The wider highways context was described including the large housing allocation to the north of Manston Lane and the associated East Leeds Orbital Route (ELOR) and how the MLLR would facilitate the delivery of the southern section of the ELOR linking to the M1 at Junction 46

Members were informed that in respect of the transport assessment, a number of traffic scenarios had been considered both with and without the proposed MLLR and that the proposal would be a significant increase over the extant position. It was reported that without the MLLR, traffic and congestion would increase as a result of traffic growth and wider development

The early delivery of the MLLR would lead to significant traffic relief of about 10% on the existing outer ring road between Colton and Cross Gates. Further benefits of early delivery of the MLLR would be seen at Cross Gates through the avoidance of commercial traffic through this centre, on its way to the motorway. A planning condition would be used to ensure the MLLR was opened prior to any retail or leisure uses at the site

However, the scale of the proposed development would in the longer term erode the early benefits and to address this a condition was recommended to limit the amount of development to 85,000sqm until a further assessment of traffic conditions in the Study Area had been undertaken and any mitigation measures deemed necessary, be implemented. This planning condition would ensure the traffic impact was no greater than the fall back position without a further agreed assessment

The east-west section of the MLLR would provide an improvement to approximately 700m of Manston Lane, with a full standard width road provided with a footway to the northern flank and a pedestrian/cycle route to

the south. The north-south section of MLLR would be dual carriageway, with the final details and number of junctions being dealt with by condition. A key part of the application would be the safeguarding of land that would enable the north-south link to be further enhanced/widened so that it would be capable of accommodating the additional traffic from ELOR. It was reported that Officers were working with the developer to ensure the optimum solution to accommodate strategic traffic from ELOR and development traffic would be implemented

Regarding public transport, a 30 minute service linking to Cross Gates by the MLLR would be provided which would be an improvement on the current situation. However discussions were continuing on this as it was the view of Officers that further improvements to public transport should be provided

Members were advised that the proposed retail use was a departure from the Development Plan and that a sequential test and retail impact assessment had been carried out. The Council had also employed a retail consultant to fully assess the potential impact of retail development at Thorpe Park on other nearby centres as well as the City Centre. Whilst there would be some impact, the reduction in the level of retail now proposed at Thorpe Park had significantly reduced the trade diversion from existing centres/sites and although there would be some impact this was not regarded as being significant

In terms of the impact on the City Centre, this was deemed to be small, at around 3%, which was felt to be minimal and therefore acceptable. There was however potential impact on planned investment in the City Centre, i.e. Victoria Gate. This had been considered and it was felt that the first phase of the scheme, if granted approval, would not be affected by the proposals for Thorpe Park, in view of the anchor store being John Lewis - a new offer in the City. In terms of the second phase of that development it was possible there could be some issues, which Members would need to consider

Officers explained that the non-compliant uses were considered to be enabling development, namely development that would be unacceptable in planning terms but for the fact that it would enable key infrastructure of a proportionate scale and public benefit to be delivered in the necessary timescales

The S106 package was outlined by Officers, with details being provided of the local employment strategy which had been submitted

The receipt of additional representations was reported, including some which had been received earlier in the day. It was the view of Officers that these did not raise material new issues

The Chief Planning Officer referred to comments received by English Heritage following an article in the press which suggested that they had objected to the proposals. Members were informed that the submitted report correctly represented the views of English Heritage and that it was West Yorkshire Archaeological Advisory Service which had objected to the scheme

At this point, the press and public were asked to leave the meeting to enable Members to consider the information in the exempt report

The Panel heard from the Council's Independent adviser who had considered the viability assessment submitted by the applicant and who responded to questions and comments from Members

Members discussed the information provided and the Panel accepted the findings of the report which concluded that the scale of development proposed, including the non-policy compliant uses was proportionate to the costs incurred by the applicant in delivering the public benefits in the form of the early delivery of MLLR and land for the ELOR expansion through Thorpe Park

The press and public were invited back into the meeting and the Panel then moved to hearing public representations on the outline application

The Chair advised that on this occasion, each party would be allowed up to 6 minutes to address the Panel

The Panel heard from an objector and a representative of the applicant who attended the meeting

Members questioned Officers, including the Council's independent retail expert and commented on the following matters :

- the view of the objector that to approve the outline application could arguably be unlawful, with legal advice being requested on this. The Panel's legal adviser, the Head of Development and Regulatory, stated that the main focus of this was around the retail impact of the scheme, with there being a difference of opinion between the Council's independent retail expert and the objector on the conclusions as to impact and therefore as to whether the proposal was in conflict with the NPPF. The Council's independent retail expert was present and available to speak to his findings and answer any questions from Members, to enable the Panel to form a view as to whether they accepted his conclusions. Sufficient information was before the Panel to enable a view to be reached. Concerning a potential precedent being set regarding the issue of enabling development, the application before Members was very much based on its own facts, including, of significance, the enabling development case in relation to the provision of key infrastructure. It was the view of Officers that this case did not set a precedent
- the impact of the proposals on John Lewis' intention to open a store in the City Centre. On this the Chief Planning Officer stated that everyone realised the importance of Victoria Gate and John Lewis in the City Centre but that a balanced judgement needed to be made with regard to the benefits of the scheme and any impact on planned investment in the City Centre. Members were also referred to the late letter submitted on behalf of John Lewis which whilst objecting to the application suggested that further discussions could take place regarding the proposed conditions to protect retail viability and vitality
- the likelihood of the development going ahead, if permission was granted and the future for the scheme if a supermarket operator could not be found
- the figures provided for trade diversion from other centres/sites; that supermarkets would not be the only stores to experience

trade diversion and that some small businesses could close as a result of this loss of trade

- the operator of the supermarket; who this would be and that some could have a much greater impact, particularly on independent businesses and local centres
- the view of the objector that in terms of the retail impact of the proposals that the report before Panel was deficient. In responding, the Council's independent retail expert confirmed that the retail impact would not be significant; that the applicant's sequential test had been considered and accepted that it had been assessed correctly and that there were no other sites in the catchment area which had been drawn up by the applicants and agreed by the independent retail expert, which could accommodate the size and scale of the development that was proposed. In respect of planned investment there was some concerns about this in relation to the City Centre but it was the independent retail expert's view that the type of development proposed in Victoria Gate would not be prejudiced by what was being proposed for Thorpe Park
- public transport and the funding for 10 years of a 30 minute bus service. The Chief Planning Officer advised that Metro were seeking a 15 minute service and that this matter had yet to be resolved
- the amount of work which had been done to reach this point and that the Officer team and applicants should be commended for this
- that it was important for the City to thrive; that the Victoria Gate scheme and with it John Lewis, if approved, would bring benefits but it was difficult to sustain that any one scheme had exclusivity and that people in East Leeds had endured an intolerable traffic situation for a long time, which the delivery of the MLLR would ease
- the need to keep in mind the possible residential development which the East Leeds Orbital Route, together with the MLLR would enable
- that whilst the site needed to be completed, that other developments around the City also needed to be considered; that Thorpe Park was an out of centre development and against policy and were it not for the need for the MLLR, whether the application would be before Members
- the delivery of Green Park; the car parking to be provided for the playing pitches and who would use the changing rooms. Members were informed that 50 car parking spaces would be provided adjacent to Thorpe Park solely for the use of people using the playing pitches and that the spaces would be available when the changing rooms were ready for use. Once in operation, the playing pitches would come under the control of Leisure Services and operate accordingly with community group access being available

- the need for certainty over what would be provided by the applicant and the need to understand how the £20,000 offered by the applicant would be used in Cross Gates and Garforth to mitigate against the impact of the development and the view that traders in Cross Gates would rather not lose any trade. Members were informed that discussions would take place on how the sum offered by the applicant would be administered and that Ward Members in those affected centres would be involved. In relation to what would be provided by the developers, the Chief Planning Officer confirmed that the whole of the MLLR would be delivered prior to occupation of any of the non-office floorspace, with the key element being the bridge over the railway which had a time limit for the commencement of the work by March 2015
- in view of the tight timescales governed by the agreement reached with Network Rail, the possibility of imposing similar tight time limits on the planning permission. The Chief Planning Officer advised that to impose the same deadline on the planning permission would not accord with guidance on how applications were dealt with; would not take account of the need for third party deals to be done to deliver the bridge; could hold up development in East Leeds and much needed jobs and stated there was a fallback position through an extant permission to develop the office park before the MLLR needed to be built, with recent interest in the available office space at Thorpe Park being seen

The Panel considered how to proceed

The Chief Planning Officer acknowledged the need for careful balancing of the possible adverse consequences with the gains which the application would bring. Whilst noting that many of the objectors to the scheme suggested that it should be refused, the Chief Planning Officer noted the written representation submitted on behalf of John Lewis which suggested that conditions be looked at further and in view of the outstanding issues regarding public transport, suggested that if Panel was minded to approve the outline application as set out in the submitted report, then a report solely on these issues be submitted to a further meeting on 26th September 2013

Having considered this, the Chair was of the view that this was an acceptable way forward

Concerns were raised about a possible precedent being set where objectors who submitted late representations on the day of Panel were allowed to have additional time to make a case. However, if the discussions were confined to possible further conditions to protect retail vitality and viability and the outstanding public transport issue, then on this occasion the proposal could be agreed

RESOLVED -

Application A 12/03886/OT – Outline application for mixed use development comprising offices (Business Park), (B1A), (B) and (C), retail and restaurant (A1, A2, A3, A4 and A5), hotel (C1), leisure facilities (D1, D2), multi-storey car park, together with internal roads, car parking and drainage at

land between Barrowby Lane and Manston Lane, Thorpe Park, Leeds City Council

To note that Panel was minded to approve the application in principle as set out in the submitted report, with the revised conditions set out in the supplementary information provided and subject to a further report being submitted to an additional meeting of City Plans Panel to be held on 26th September 2013 at 1.15pm, providing further information on possible other conditions to protect retail vitality and viability and the outcome of discussions on the proposed public transport contribution

In accordance with Council Procedure Rule 16.5, Councillors G Latty, R Procter, T Leadley and D Blackburn abstained from voting on this matter

In view of the presentation already made about the MLLR, the Chair sought the view of Panel as to whether they required further details before considering the applications. The Panel was satisfied with the information already provided and

RESOLVED –

Application B 12/03887/FU – Detailed application for the Manston Lane Link Road (North –South route) at land between Barrowby Lane and Manston Lane, Thorpe Park, Leeds

To defer and delegate to the Chief Planning Officer for approval subject to the suggested conditions identified in the supplementary information (and any others which he might consider appropriate)

Application C 12/03888/FU – Detailed application for the Manston Lane Link Road (East-West route) at Manston Lane, Leeds

To defer and delegate to the Chief Planning Officer for approval subject to the suggested conditions identified in the supplementary information (and any others which he might consider appropriate)

Application D 12/05382/FU – Detailed application for the Manston Lane Link Road (East West route) at Manston Lane Thorpe Park, Leeds

To defer and delegate to the Chief Planning Officer for approval subject to the suggested conditions identified in the supplementary information (and any others which he might consider appropriate)

57 Application 12/05150/LA -Application for the formation of a public park, playing pitches, park and changing rooms on land to west of Thorpe Park - Land at Austhorpe Lane LS15

With reference to the discussions above and the position statement considered at the City Plans Panel meeting held on 26th March 2013, Panel considered a report of the Chief Planning Officer in respect of an application for a new public park, playing pitches and changing rooms on land to the west of Thorpe Park

In response to a question from the Panel regarding the size of the pitches to be provided and whether these could be enlarged, the Principal Planning Officer advised that it was not possible to increase the size of these

as they were of the maximum size possible due to the topography of the site and were within the parameters set by Sport England

RESOLVED - To defer and delegate to the Chief Planning Officer for approval (subject to appropriate conditions and addressing the issues raised by Sport England and any issues raised by other outstanding consultation responses

58 Date and Time of Next Meetings

Thursday 26th September 2013 at 1.15pm in the Civic Hall

Thursday 26th September 2013 at 1.30pm in the Civic Hall

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CITY PLANS PANEL

THURSDAY, 26TH SEPTEMBER, 2013

PRESENT: Councillor D Congreve in the Chair

Councillors P Gruen, R Procter,
D Blackburn, S Hamilton, G Latty,
T Leadley, E Nash, N Walshaw, M Ingham,
J Cummins and D Congreve

59 Election of Chair

In the absence of Councillor Taggart, nominations to Chair the meeting were sought

RESOLVED – That Councillor Congreve be elected Chair for the duration of the meeting

Councillor Congreve assumed the Chair

60 Request to Record the Meeting

The Chair reported that he had received a request for the meeting to be audio recorded.

RESOLVED – That permission be granted for the meeting to be audio recorded

61 Meeting Called at Short Notice

The Chair reported that today's meeting had been called at short notice due to the urgency of the business to be transacted. (Paragraph 4.1 of the Access to Information Procedure Rules refers)

The Chair sought confirmation from Panel Members that they were agreeable to proceed with the meeting in view of the short notice provided

RESOLVED – It was the decision of the Panel to proceed with the business as detailed within the published agenda

62 Late Items

Although there were no formal late items, the Panel was in receipt of the following supplementary information which had been circulated prior to the commencement of the meeting:

- Report of the Chief Planning Officer providing the suggested conditions concerning retail uses/ restrictions and details about the proposed Public Transport Contribution
- A letter from Hammerson (UK) Properties Plc, an interested party/ stakeholder requesting deferment of the application for further discussions

63 Declarations of Disclosable Pecuniary Interests

There were no declarations of disclosable pecuniary interests.

64 Apologies for Absence

Apologies for absence were received from Councillor N Taggart

65 APPLICATION 12/03886/OT - OUTLINE APPLICATION FOR MIXED USE DEVELOPMENT COMPRISING OFFICES (BUSINESS PARK) (B1A), (B) AND (C), RETAIL AND BAR/RESTAURANT (A1, A2, A3, A4, AND A5), HOTEL (C1), LEISURE FACILITIES (D1, D2), MULTI-STOREY CAR PARK, TOGETHER WITH INTERNAL ROADS, CAR PARKING AND DRAINAGE AT LAND BETWEEN BARROWBY LANE AND MANSTON LANE, THORPE PARK, LEEDS.

With reference to the meeting of 19th September 2013, when the application was previously considered by Members. The Chief Planning Officer submitted a further report which provided an update on the activity which had taken place since the last meeting.

Mr David Jones, Deputy Area Planning Manager, Development Department reported that contact had been made with a number of planning agents who represent the interested third parties and requested a coordinated response to the suggested retail conditions be provided. It was reported that a formal response had been provided which formed Appendix B of the submitted report. .

Mr Jones said that since having received the response, planning officers had considered the comments made and taken further advice from the Council's appointed advisors in respect of retail and viability issues. A further meeting with the applicant and his representatives had also taken place, the outcome of which was reported in the appraisal section of the report.

It was also reported that concurrent to the work undertaken in respect of the suggested retail conditions, a round table meeting regarding the Public Transport Contribution for the development had been held with Council officers, METRO, the applicant and the applicant's highway advisors. The outcome of this meeting and all further discussions was reported in the appraisal section of this report.

Mr Jones said that, having carefully considered the points made, agreement had been reached on many issues but not all suggestions had been adopted

as they were not considered to be reasonable, justified or necessary. Where suggestions had not been adopted a clear explanation as to the reason why had been provided.

With respect to the Public Transport Strategy for the development, further detail had been provided and advice had been sought from both highway officers and Metro in terms of its acceptability. Although both highways and Metro held the view the full requirements as set out in the Public Transport SPD and Core Strategy would be appropriate, officers were of the opinion the detailed scheme as advanced in paragraph 5.6 of the submitted report would provide good public transport penetration into the site and that the absence of a 15 minute service into Leeds City Centre (since only a 30 min is secured) was compensated by the connections available at Crossgates where the high frequency service would pass. The Public Transport Strategy for the site including the associated commitments towards infrastructure was supported.

The Chief Planning Officer addressed in detail the contents of the letter from Hammerson (UK) Properties Plc dated, 25th September 2013 and circulated prior to the commencement of the meeting

In passing comment, the Chair said it did appear that a good deal of discussions had taken place since the Panel last met.

Other Members echoed the Chair's comments

RESOLVED -

- (i) That the application be approved subject to the updated conditions as specified in appendix A of the submitted report together with others which may be consider appropriate and following the completion of a Section 106 Agreement to cover the following matters:
 - No non-B1 development, nor any B1 office development of 37,000sqm or greater shall be first brought into use until all land (currently identified for indicative purposes in the Expansion Layout) reasonably necessary to deliver the best strategic route through the development to accommodate both strategic (ELOR) traffic while also serving the development including the associated junction alterations has been dedicated as public highway.
 - Delivery of the playing pitches and changing rooms at Green Park prior to first occupation of any development and further phased (index linked) contributions for the delivery of the remainder of Green Park.

- Ecological mitigation contribution of £5,000 at first occupation of any development and every subsequent year for 9 years (total of £50,000 index linked).
 - Delivery of agreed Public Transport Strategy (including provision of 2 x bus shelters with associated Real Time Information)
 - Public Access to Thorpe Park and the provision of 50 parking spaces within Thorpe Park to be utilised by visitors to the playing pitches within Green Park.
 - Compliance with the Local Employment Strategy.
 - At first occupation of any retail development and for two subsequent years a contribution of £20,000 that can be used to mitigate against any adverse retail impact in designated local centres.
 - Ensure compliance with the Travel Plan and secure a Travel Plan Review Fee of £20,000.
- (ii) That the application be referred to the Secretary of State for the Department of Communities and Local Government as a Departure from the Statutory Development Plan and for consultation under the Town and Country Planning (Consultation) (England) Direction 2009, should the Secretary of State decide not to call the application, final approval be delegated to the Chief Planning Officer.

66 Date and Time of Next Meeting

RESOLVED - To note, that the next meeting will take place on Thursday 26th September 2013 at 1.30pm in the Civic Hall, Leeds.

CITY PLANS PANEL

THURSDAY, 26TH SEPTEMBER, 2013

PRESENT: Councillor J McKenna in the Chair

Councillors P Gruen, D Blackburn,
M Hamilton, S Hamilton, G Latty,
T Leadley, E Nash, N Walshaw, M Ingham,
J Cummins and J Lewis

67 Election of the Chair

In the absence of Councillor Taggart, nominations to Chair the meeting were sought

RESOLVED – That Councillor J McKenna be elected Chair for the duration of the meeting

Councillor J McKenna assumed the Chair

68 Request to Record the Meeting

The Chair reported that he had received a request for the meeting to be audio recorded

RESOLVED – That permission be granted for the meeting to be audio recorded

69 Announcements

- (i) **Application for the New Generation Transport (NGT) Scheme** – The Chair announced that a further meeting dealing with the New Generation Transport (NGT) Scheme would be held on Thursday 17th October 2013 in the Council Chamber at the Civic Hall, Leeds. The meeting would commence at 9.30am lasting until approximately 3.30pm
- (ii) **Flood Defences along the River Aire, Water Lane to Woodlesford** – The Chair reported on arrangements for a site visit to view the proposed River Aire Flood Alleviation Scheme. Two dates had been suggested: 22nd or 23rd October 2013, Members views were requested.

RESOLVED – That the visit be arranged for Tuesday 22nd October 2013 commencing at 9.30am

70 Late Items

There were no late items

Draft minutes to be approved at the
Meeting to be held on 24th October 2013

71 Declarations of Disclosable Pecuniary Interests

There were no declarations of disclosable pecuniary interests

72 Apologies for Absence

Apologies for absence were received from Councillor Taggart and Councillor R Procter

73 Minutes

RESOLVED – That the minutes of the meeting held on 29th August 2013 be accepted as a true and correct record

74 Applications 13/02967/FU/13/02968/FU and 13/02969/RM - Land bounded by Eastgate, George Street and Millgarth Street LS2 - Victoria Gate

Further to minute 36 of the City Plans Panel meeting held on 1st August 2013, when Panel considered a position statement on proposals for a major mixed-use development on land bounded by Eastgate, George Street and Millgarth Street LS2. The Chief Planning Officer submitted a further report seeking Members determination on the following three applications for phase 1 of Victoria Gate:

- A Victoria Gate Arcades - Application 13/02967/FU
Major mixed-use development including the demolition of all buildings and construction of retail (use classes A1, A2, A3, A4, A5), leisure (use class D2) casino (sui generis), public realm works and landscaping

- B Multi-storey car park - Application 13/02968/FU
Demolition of Millgarth Police Station and the erection of a multi-storey car park and associated landscaping, means of access and highway works

- C John Lewis Store - Application 13/02969/RM
Reserved Matters approval for Plot HQ1 (to be occupied by John Lewis) of the outline planning permission

Ms Sarah McMahon, Principal Planning Officer, City Development, presented the report and provided Panel with an update on the late comments received from Caddick Developments Ltd and spoke in detail about each of the applications, with particular reference given to the following areas:

Victoria Gate Arcades

- Routes to the market
- Routes to Victoria Quarter
- Casino Development on upper floor
- Heritage rich area, neighbouring properties constructed using Portland stone and red brick
- Design features
- Improvements to existing electricity sub station

Draft minutes to be approved at the Meeting to be held on 24th October 2013

- Entrances that make a statement

Multi Storey Car Park

- Protection to New Generation Transport (NGT) route
- Access to culverts
- Cladding and twisted metal finish
- Landscaping scheme and active use area
- Night time lighting
- Connectivity to Quarry Hill
- Level of Car parking

John Lewis Development

- Eastgate Entrance details
- Outside treatment, solid panels glass and terracotta
- Roof plan
- A request by the Civic Trust for a solid plinth
- Roof/ lighting

In summing up Ms McMahon said a lot of detailed discussions had taken place with the developers with satisfactory outcomes being reached. It was reported that officers were supportive of the scheme and were recommending approval of the applications

Members made the following comments:

- Overall the scheme was a good one, slight concern about the brick work it appeared to be “too fussy” also the car park from certain angles looked “soft” would it be possible to achieve a stronger look
- The scheme was fresh, lively and a really exciting scheme. Once completed it would offer employment opportunities for local people. One slight concern was the connectivity to Quarry Hill, this was an opportunity that should be further explored
- Connectivity to Quarry Hill was an important issue, landowners and stakeholders need to work together to achieve the best solutions. Concern expressed about the car park suggestion that the top section required resolution
- Car park was too dominant. Commenting on the facia to the John Lewis building, could the facia be the same height as the facia on the adjacent Bloomfield designed building. Concern expressed about the future of the Templar Public House
- Really good scheme but some concern over the timescale to demolish Millgarth Police Station
- Concern that the John Lewis building and the car park were two separate buildings, it was suggested that an opportunity had been missed to achieve a concealed car park within a wrap around building
- Really good scheme, brickwork not fussy but textured

Officers responded as follows:

- Officers confirmed that the top section of the car park would be looked at again
- Sample panels of the materials to be used would be obtained for Members to view
- The Chief Planning Officer confirmed that a meeting would be shortly taking place between the developers and other stakeholders to discuss the connectivity to Quarry Hill and the West Yorkshire Playhouse
- Officers confirmed that the future of the Templar Public House was not the subject of the application before Panel
- Responding to the concerns that the car park was too dominant. Officers said it was not possible to achieve the required number of parking spaces if the mass of the building was reduced.
- Commenting on the fascia to the John Lewis building, it was suggested that although a similar design feature, it did not represent a mirror image
- In addressing the comments about the car park and the John Lewis building being developed as two separate buildings. Officers said as well as uncertainty as to when Millgarth Police Station would become vacant there were major practical constraints to achieving a “wrap around” building to the car park in terms of the route of the beck, the NGT requirements, highway access issues and accommodating the needs of John Lewis

In drawing the debate to a conclusion the Chair said he was aware that a lot of discussion had taken place with the developers and other interested parties. He said that the scheme put before Members today appeared to be a good one and was being recommended for approval by officers

RESOLVED

(A) Victoria Gate Arcades - Application No.13/02967/FU

That the application be deferred and delegated to the Chief Planning Officer for approval, subject to the conditions specified in the submitted report together with any others which may be considered appropriate and following the completion of a Section 106 Agreement to cover the following matters:

- A Travel Plan monitoring and evaluation fee of £15,000.00.
- A public transport infrastructure improvements contribution for Phase 1 of £262, 472
- The employment and training of local people.
- The provision of an area defined for Kirkgate Market’s use only for traders parking, loading and unloading to the south-eastern corner of the outdoor market.
- The provision, maintenance and the hours of public access of defined areas of public realm and landscaping.

- The protection of the NGT public transport corridor.
- Management fee payable within one month of commencement of development.

(B) Multi Storey Car Park - Application No.13/02968/FU

That the application be deferred and delegated to the Chief Planning Officer for approval, subject to the conditions specified in the submitted report together with any others which may be considered appropriate) and following the completion of a Section 106 Agreement to cover the following matters:

- The employment and training of local people.
- The provision, maintenance and the hours of public access of defined areas of public realm and landscaping.
- The protection of the NGT public transport corridor.
- Access to the Lady Beck culvert beneath the multi storey car park.
- Management fee payable within one month of commencement of development.

(Under Council Procedure Rule 16.5 Councillor Nash required it to be recorded that she voted against this decision

(C) John Lewis Store - Application No.13/02969/RM

That the application be deferred and delegated to the Chief Planning Officer for approval, subject to the conditions specified in the submitted report together with others which may be considered appropriate.

In the circumstances where the Section 106 Agreement in respect of applications 13/02967/FU and 13/02968/FU had not been completed within 3 months of the resolution to grant planning permission the final determination of the application would be delegated to the Chief Planning Officer.

(Prior to consideration of the following item Councillor J Procter informed the meeting that as a Ward Member he had participated in meetings of the Thorp Arch Estate Consultative Forum but had not expressed a view in terms of a decision on any applications being brought forward)

75 Application 13/03061/OT - Thorp Arch Estate Wetherby LS23 - Position Statement

With reference to Minute No. 86 of the meeting of City Plans Panel held on 14th March 2013, when Members received a pre-application presentation on proposals for a major residential development at Thorp Arch Estate.

Draft minutes to be approved at the Meeting to be held on 24th October 2013

The Chief Planning Officer now submitted a report which provided the current position in respect of the Outline Application submitted for residential development with associated parking, landscaping, primary school, village centre, retail development, sports pavilion, play area, amenity space and off site highway works at Thorp Arch Estate, Wetherby, LS23 7FZ

Mr David Newbury, Area Planning Manager, City Development presented the report and spoke in detail about the scheme. It was reported that further representations and objections had been received, however, no new issues had been raised. Significant objections to the scheme had been received from Thorp Arch Parish Council and the TATE Action Group (TAG)

Main objections related to the following issues:

- Unsustainability/ viability of the site
- Objections previously raised to the development of the site by the UDP Inspector had not been overcome
- More suitable sites were available
- The application was premature in advance of the emerging Core Strategy, Site Allocations Plan and Neighbourhood Plans
- Dispute about whether the whole site could be considered as being brown field allocation
- Speed of delivery of the scheme
- Submitted highway information was inadequate
- Relief road would be ineffective
- Traffic would be forced down Wood Lane

Officers reported that Boston Spa Parish Council were supportive of the scheme subject to early provision of the proposed relief road and no parking restrictions on Bridge Road.

Addressing the Outline Application Mr Newbury reported that:

- The application was now for up to 2,000 dwellings
- A village centre comprising a convenience store and other small retail outlets would be created
- New community facilities would include; sports pitches, proposals for the re-adjustment of land uses including consolidation of commercial/ industrial development to the south
- A hub containing retail and community facilities
- Off site infrastructure including a relief road

Feedback from Panel Members:

- The proposed public transport provision was inadequate, that something had to happen with the site, that the development should provide facilities to meet the day to day needs of the residents, further information was required in respect of affordable housing and the need

Draft minutes to be approved at the
Meeting to be held on 24th October 2013

for older persons accommodation, attention should be paid to the phasing development in terms of the length of the build and that each phase should be completed to create an appropriate environment for residents and that the precise route and effectiveness of the proposed relief road required further evaluation

- The masterplan did not yet represent the comprehensive and sustainable form of development that Members desired
- It was agreed that a high quality indicative layout had been achieved and that the appearance of the housing did reflect the guidelines as set out in the Design and Access Statement
- The applicant's landscaping strategy was appropriate
- The proposed route of the Relief Road was acceptable (subject to the amenities of local residents being protected)
- The Relief Road should be delivered prior to the commencement of the construction of the housing development
- On the proposed use of a bus gate or a suitably designed staggered junction to limit the use of Church Causeway by traffic generated by the development. It was agreed that further investigations were required and that a mechanism to review the effectiveness of the highway measures was required to be built into any Section 106 Agreement so that further traffic mitigation measures could be implemented if a need arose
- In order to address the ecological impact of the development to be appropriate and proportionate in the context of trying to deliver a sustainable form of housing development on the site. It was agreed that more information was required
- In circumstances where the applicant had demonstrated that the development was not viable, Members had no concerns about the principle of offsetting the cost of the Relief Road against a proportion of the affordable housing requirement
- Was it appropriate to accept a commuted sum in lieu of some affordable housing and if so what proportion should be delivered on site? It was the opinion of Members that this should be addressed at a later date
- In offering comment in respect of the mix and size of the units to be delivered as part of the development. It was the view of Members that further information was required
- Was it considered to be appropriate that clauses should be included in the Section 106 Agreement that facilitated the enhancement and upgrading of the infrastructure on the retained employment area as a result of this development? It was the view of Members to develop a strategy, through negotiation, to look after existing businesses; British Library and the prison to protect existing employment and future employment opportunities
- Members expressed concern about the proposed timescale for the delivery of the development and requested if it would be possible to secure a reduction in the length of time to complete the scheme

In summing up the Chair said this was a substantial development, progress was been made and he thanked all parties for their contributions,

RESOLVED – To note the report, the presentation and the comments now made

76 Date and Time of Next Meeting

RESOLVED – To note that the next meeting will take place on Thursday 24th October 2013 at 1.30pm in the Civic Hall, Leeds.

CITY PLANS PANEL

THURSDAY, 17TH OCTOBER, 2013

PRESENT: Councillor N Taggart in the Chair

Councillors D Blackburn, M Hamilton,
S Hamilton, G Latty, T Leadley, M Ingham,
J Cummins, J McKenna, M Harland,
B Anderson and A McKenna

77 Chair's opening remarks

Councillor Taggart welcomed everyone to the meeting and thanked all Members for their good wishes which had been sent to him following a major operation, particularly those Members who had chaired City Plans Panel meetings in his absence. He advised that following the meeting on 24th October, he was scheduled for further treatment which may require him to be absent from some meetings

He referred to the recording of meetings and stated that although no request to do this had been made for this meeting, where a request was made, it was for the Panel to take a view on

78 Late Items

Although there were no formal late items, the Panel was in receipt of the following additional information:

- a supplementary report relating to the extent of the Public Open Space (POS) provision affected by the NGT proposals and the compensatory measures proposed in mitigation

79 Declarations of Disclosable Pecuniary Interests

There were no declarations of disclosable pecuniary interests

80 Apologies for Absence

Apologies for absence were received from Councillors P Gruen; E Nash; J Lewis and R Procter, with Councillors J McKenna; Councillor Harland; Councillor A McKenna and Councillor Anderson substituting for their respective colleagues

The Chair also gave apologies for absence from Councillor Walshaw and stated that as a member of the West Yorkshire Integrated Transport Authority, Councillor Walsh did not consider it appropriate to sit on the Panel

for this meeting and having taken advice, Councillor Walshaw had withdrawn from the meeting

81 Application 13/04318/TWA - Submission of the Transport and Works Act Order application for the New Generation Transport (NGT) scheme - update

Further to minute 15 of the City Plans Panel meeting where Panel considered a report of the Chief Planning Officer on the submissions of the Transport and Works Act Order (TWAO) application for the New Generation Transport (NGT) Scheme, to consider a further report updating Members on the outstanding planning issues arising from that meeting. Appended to the report was a schedule of proposed conditions being sought for deemed planning permission

Plans, photographs, drawings and graphics were displayed at the meeting. To assist Members when considering the route of the 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

The Deputy Area Planning Manager briefly set out the context and purpose of the meeting with Members being reminded that the role of the Local Planning Authority in this case, was of a statutory consultee and that it would be the Secretary of State for Transport and the Secretary of State for Communities and Local Government who would determine the application, with a Public Inquiry likely to be held in Spring 2014

Receipt of a further 11 letters of representation was reported, with Members being informed these raised issues about the impact of the proposals on heritage assets and Conservation Areas; details of the proposals to anchor fixings to specific buildings; the accuracy of plans relating to Buckingham House, with Members being informed that the newly built houses in this location were shown on the plans being used and the principle of the provision of a trolley bus scheme. On this last point it was stated that this concern was not for consideration as the Council had already decided to support the principle of a trolley bus scheme

A detailed letter from Leeds Civic Trust was read out for Members' information which whilst supporting the proposals in principle, recognised that the works needed for this would have an impact and suggested alternative solutions for some aspects and sought clarification on issues relating to finishes to public realm in key locations and the details of the support columns of the overhead line equipment

Representatives of the NGT team outlined the current position in respect of the submission of the TWAO and advised that the closing date for submissions to the Secretary of State was 31st October 2013

In terms of the proposed planning conditions, these now included provision for community use of the playing fields at Bodington; enhanced tree protection with replacement trees being required for any newly planted tree which died within the first five years of planting and a condition relating to employment and training

Regarding overhead line poles, the intention was to have slender poles which would be subject to a detailed planning condition. Concerning Leeds Civic Trust's comments about fixing equipment to Holy Trinity Church on Boar Lane, powers to do this would be included in the TWAO but that negotiations would take place with Officers and representatives of the Church, to consider the exact method to be used for supporting the cables at this location

The Panel then considered the route of the NGT, north to south, on a section by section basis, with representatives of the NGT team providing an update on the changes made since the meeting held on 25th June 2013. The Chair advised that public speaking would take place after the introduction of each section of the route, with a maximum of three minutes being allowed per route section for representations to be made to the Panel on new issues

Holt Park to Otley Road/Otley Old Road junction – Otley Old Road to Bodington

The issues and changes along this section of the route were outlined to Members

Members were provided with the updated information in respect of the siting of recycling bins; the impact on the Wellbeing Centre; parking at Holt Park; traffic calming measures and University of Leeds playing pitches

The Panel heard representations from an objector, Mr Mann, Chair of Holt Park Residents Association, who attended the meeting and raised concerns which included:

- the impact of the scheme in view of major residential developments in the area
- the proposed route
- Holt Farm and the impact of the proposals on older people
- highways and parking issues

The Chief Planning Officer advised that the Holt Park Regeneration Strategy was currently out for consultation and that it was necessary to distinguish between this process and the NGT process, although the two were intended to align, where a series of issues, particularly around car parking would need to be addressed

Members commented on this section of the route and questioned representatives of the NGT team

In summary, the main areas of discussion related to:

- the contingency fund to mitigate against post implementation parking/TRO issue
- the potential conflict with bus routing and the number of bus movements per hour
- a lack of consultation with Ward Members on re-siting of the recycling bins
- the measures which should be taken to avoid the car park being used as an unofficial park and ride site
- the implications of the proposals on on-street parking

- the timescales involved if any mitigation measures were required
 - the proposed new crossings, with pelican crossings being favoured more than zebra crossings
 - the extent of the land take required for the overhead line equipment on a site to be used for housing
 - how the proposals related to the proposed extension to Lawnswood Cemetery
 - the loss of playing pitches, particularly competitive rugby pitches
- In addressing these issues, the following information was provided:
- that a sum of £100,000 was to be set aside for the post implementation contingency fund for residents' car parking schemes to cover the whole NGT route
 - that details of the number of bus movements would be obtained and provided to Members later during the day
 - that work would be carried out with bus operators to ensure the NGT proposals did not conflict with buses
 - that further informal consultation could be undertaken in respect of protecting residents' parking on surrounding streets
 - that further consultation would be carried out on the road safety issues and that the crossings would be subject to detailed design
 - that only a narrow strip of land on Holt Dale Approach would be required for the overhead line equipment and that this was not likely to encroach on the housing land
 - that the current position on proposals for extending Lawnswood Cemetery would be obtained and provided later in the meeting
 - that Sport England and the Rugby Federation had been party to the proposals for the playing pitches and were happy with what was being proposed

The Chief Planning Officer summarised the outstanding issues as being:

- information relating to the potential extension of Lawnswood Cemetery
- bus movements
- pelican crossings and pedestrian safety issues
- how the car park at Holt Park would be managed; whether a residents' parking scheme could be implemented and the amount of money in the contingency fund

The Chief Planning Officer suggested that Ward Members be involved in ongoing discussions on the outstanding issues

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

The issues and changes along this section of route were outlined to Members

Members were provided with updated information in respect of pedestrian and cycle routes, including the provision of a new dedicated cycle lane as part of the revised proposals; the impact on Listed Buildings and were shown photomontages of the tree growth of the proposed new planting after 1 year and 15 years

The Panel heard representations from an objector, Mr Kemp, Member of West Park Residents Association, who attended the meeting who raised concerns including:

- highways issues
- the quality of materials proposed for this section
- impact of relocating service bays and bus shelters

Members commented on this section of the route and questioned representatives of the NGT team

In summary, the main areas of discussion related to:

- the surfacing materials proposed in the West Park Area; which should take into account the close proximity of the boundary of the Conservation Area and to ensure high quality materials which reflected the Conservation Area were used in this location
- that the decision on whether buildings would host fixings for cables should rest with the owners of the buildings
- the revised proposals which would now create a continuous cycle lane and that this was welcomed
- the relocation of a bus stop and shelter at West Park

The Chief Planning Officer summarised the outstanding issues as being:

- clarification of the quality of materials at West Park, especially around the shops in the context of adjoining Conservation Area
- the location of bus stops and bus shelters

Representatives of the NGT team advised that they would need to consider the points raised in detail and review the proposals before providing a response to these issues

The Panel then considered the next section of the route

Otley Road – Shaw Lane to Ancaster Road

The issues and changes along this section of the route were outlined to Members

The Panel was informed that enhanced planting in the form of larger trees and some super replacement trees was now proposed. Further changes were the introduction of a new pelican crossing, the relocation of a bus stop and the provision of a turning head which would aid deliveries to nearby premises. Reference was made to the site visit by Members which had taken place during the summer, in line with a request made at the meeting on 25th June 2013

Draft minutes to be approved at the meeting
to be held on Thursday, 24th October, 2013

The Panel heard representations from two objectors, Mr Thomas and Mr Damdone, who attended the meeting and who raised concerns which included:

- the increase in traffic and the impact on the village environment
- highways issues
- the impact of the proposals on local businesses

Members commented on this section and questioned representatives of the NGT team

In summary, the main areas of discussion related to:

- the impact of planned and potential new residential developments in Adel on highways
- the traffic priority to be given to NGT with concerns that this would lead to traffic backing up on to Weetwood Lane, given the proposed new junction arrangements
- the impact of the proposals on local bus routes
- the existence of some housing for older people along the new access route and whether representations had been received from these residents
- access arrangements to the nearby car park for Bryan's Fish Restaurant, near to the junction of St Chad's Road and Weetwood Lane
- the possibility of an alternative solution to diverting part of Weetwood Lane and whether this could be accommodated in the TWAO

In addressing these issues the following information was provided:

- that the proposals were to divert the last, short section of Weetwood Lane to a new junction at St Chad's Road and that it would be possible to control the level of traffic using Weetwood Lane
- regarding traffic priority, that capacity could be monitored and could be altered if necessary to allow more traffic through before the lights changed
- that the junction had been modelled and potential growth considered, with the view that the proposals would make movements easier and would not lead to queuing traffic
- that currently the NGT team did not appear to have received any representations from residents at St Chad's Road but that these could still be with the Secretary of State
- in relation to the car park, discussions could take place with the owner about the provision of another access
- that if an alternative solution to the diversion of part of Weetwood Lane could be found, so long as it was within the Order limits, the change could be accommodated

The Chief Planning Officer summarised the outstanding issues as being:

- the location of the bus stop and fine tuning on how this would work

- further dialogue on the proposals to take place with the Weetwood Residents' Association and local businesses

The Panel considered the next section of the route

Headingley – Hyde Park Corner junction to Shaw Lane including Headingley Hill and section behind the Arndale Centre

The issues and changes along this section of the route were outlined to Members

The Panel was informed of the creation of a new area of public open space which would include tree planting; new pathways and a wild flower meadow. In respect of the issue raised at the June meeting about proposed paving on Headingley Hill, an upgrade was now intended, with Yorkstone being provided at this location

In terms of the impact of the proposals on the former Leeds Girls High School, it was stated that no further changes had been made since Panel was last consulted and that some limited demolitions would still be required

The Chair allowed a series of graphics, tabled by one of the objectors, to be circulated to the Panel for their information. The Panel heard representations from two objectors, Mr Wilson and Ms Randall, who attended the meeting and who raised concerns including:

- loss of historic buildings and mature trees
- the impact of the proposals on Headingley and its residents
- the impact of the proposals on St Columba's Church
- the replacement tree planting and the maintenance of this

Members commented on this section and questioned representatives of the NGT team

In summary, the main areas of discussion related to:

- the lighting proposals behind the Arndale Centre; the importance of ensuring this should be at a safe level for local residents and pedestrians and the need to focus on human safety rather than the safety of foraging bats as a priority
- loss of some mature trees; the need to ensure that replacement species were properly maintained to enable them to flourish and for resources to be factored in to achieve this
- the importance of ensuring there were strict conditions to control the replacement tree planting and long-term maintenance

In addressing these issues, the following information was provided:

- that there was a balance to be struck between safeguarding bat habitats and the safety of pedestrians and residents. Whilst detailed discussions were to be had on this matter, that what would be provided would be low level and directional lighting which would provide illumination in line with safety and highways standards

The Chief Planning Officer summarised the outstanding issues as being:

- the proposed condition 7 relating to the landscaping scheme should list the new public open space
- the proposed condition 13 relating to lighting should specify the area behind the Arndale Centre

The Panel then considered the next section of the route

Woodhouse Moor – Hyde Park Corner junction to Clarendon Road

The issues and changes along this section of the route were outlined to Members

Members were informed that the size of the new grassed area had been increased and there would be improvements to the steps and area around the monument

The Panel heard representations from an objector, Mr McKinnon, Member of Friends of Woodhouse Moor, who attended the meeting and who raised concerns which included:

- that replacement land was not being offered
- that a similar scheme in Liverpool had not been granted
- safety issues

Members commented on this section of the route and questioned representatives of the NGT team

In summary, the main areas of discussion related to:

- that the original intention for this section was for the trolley bus to run on the road and why this had been changed
- traffic flow; that traffic volume had not decreased and that the period for peak traffic was extending
- Monument Moor; that the current open area should be retained as grassland rather than a wild flower area as this could be better used by local residents in good weather
- that local residents' groups should be consulted on the landscaping proposals to Monument Moor
- the level of noise from trolley buses

In addressing these issues, the following information was provided:

- that minimising the loss of trees and the opportunity to avoid potential congestion at the right turn onto Clarendon Road had been the reason why the NGT would not run on the road at this point
- that the proposals to include a wildflower section had been in response to a request from a local Ward Member; were limited to only part of the open space and would enhance its quality
- that although trolley buses were quieter than diesel buses they were not silent and were considered not to pose a road safety risk

The Chief Planning Officer summarised the outstanding issues as being the need for further discussions to include local residents' groups as to how the landscaping proposals to Monument Moor could be refined and improved

The Panel then considered the next section of the route

Universities area – Clarendon Road to Cookridge Street

Members were informed that there were no changes to this section, although there would be some encroachment on to land at the College of Art. A further NGT stop had been included which would serve the Metropolitan University, although a final decision on whether this would be provided had not yet been taken. There were also some alterations around Cookridge Street to address traffic movements

The Panel heard representations from an objector, Ms Wonnacott, Principle of the College of Art, who attended the meeting and raised the following concerns:

- that the College of Art had not been informed of the proposals affecting the premises
- the impact of the land take at the College on its setting and on safety grounds for its staff and students

Members commented on this section and questioned representatives of the NGT team

In summary, the main areas of discussion related to:

- the impact of the proposals on the College of Art and why these had not been presented previously and the lack of consultation with the College
- the funding for the reconfiguration of the entry to the Rosebowl car park; parking issues outside the O2 Academy and traffic movements from Cookridge Street out of the city centre and Portland Crescent on to the highway network

A representative of the NGT team apologised to the Principal of the College of Art for the lack of consultation over the requirement for an area of land and stated that the NGT team wished to commence constructive dialogue with the College on this issue

In addressing the points which had been raised by Members the following information was provided:

- that alternatives to requiring land at the College of Art had been investigated but that the necessary highway works to provide a right turn could not be accommodated at Blackman Lane. Regrettably, the NGT team had concluded that some land take would be appropriate and would be happy to investigate this further
- that the access reconfiguration to the underground car park at the Rose Bowl would be funded by NGT and that the new roundabout at the Dry Dock would allow for journeys out of the city centre to be made, but in a different way from the current arrangements

Concerning the requirement for land owned by the College of Art, a site visit was proposed to enable Members to better understand the situation which had now been brought to their attention. It was agreed this would take place as an additional visit to those proposed on 24th October 2013

Members were informed that the additional information they had sought regarding the number of bus movements at Holt Park and the position of expansion proposals to Lawnswood Cemetery had been obtained

In peak traffic, there were currently 17 buses per hour at Holt Park and the NGT proposals would add a further 5 journeys per hour. However, it was stressed that as it was a de-regulated industry, these numbers could change

In respect of Lawnswood Cemetery, the Chief Planning Officer stated that whilst an expansion of this had been considered, it had been concluded that mitigation measures required for the loss of sports facilities would be significant and that alternative sites at Whinmoor and Elmete were being considered to ensure sufficient burial capacity

At this point in the meeting the Panel was informed of two late letters of support received from Muse Developments and Allied London.

Members noted these letters of support.

City Centre – Cookridge Street to New Dock.

The issues and changes along this section of route were outlined to Members.

The Panel heard representations from an objector, Ms Carey Jones, who attended the meeting and who raised concerns which included:

- the encroachment on green spaces and loss of mature trees in the City in constructing the NGT route; and
- the potential negative impact the scheme would have on Millennium Square.

Members questioned the NGT team about the precautions that would be put in place to ensure the safety of pedestrians on Millennium Square.

The NGT team commented that speed restrictions would be in place around the millennium square area. Furthermore it was put to the Committee that the main area of Millennium Square would be unaffected and that the environmental space on Cookridge Street would be enhanced with the planting of more trees. Both Millennium Square and City Square had been designed with the proposed NGT route in mind

New Dock to Stourton

The issues and changes along this section of route were outlined to Members.

The Panel heard representations from two objectors, Mr Liptrot and Mr Heaton, who represented 11 landowners and businesses in the area and who raised concerns which included the potential difficulties in accessing Pym Street and the effects this might have on businesses in the area

The NGT team confirmed that they had canvassed opinion of residents affected by the proposed route in and around Belle Isle Circus to establish views on the scheme and that they would continue to do so. It was also confirmed to the Panel that a new substation would be constructed at the park and ride site which would be hidden from view through careful landscaping.

Members discussed the businesses in Pym Street giving consideration to effects of the proposed trolley bus route on these businesses. Members also noted that the recession could have played a part in the recent struggle of some businesses in the area. Alternative access routes to Pym Street were considered by Members.

The NGT team highlighted proposed access routes for Pym Street.

It was requested by the Chair that further consideration was given to the options for accessing Pym Street and that these be included within the next report to the Panel on November 21st 2013.

RESOLVED –

(a) That the Panel provide its support to the details of the project set out in the submitted report subject to the various changes and revisions and amendments to conditions set out in the above minute and continued dialogue with key affected groups

(b) That with regards to the compulsory purchase of land owned by the Leeds College of Art that a visit take place prior to the next meeting and that a progress report on these proposals be submitted for Members' consideration;

(c) That a progress report be received in relation to the effect of the trolleybus route on the access arrangements to the businesses on Pym Street

(d) That the NGT team continue further dialogue with the groups as requested by the Plans Panel

82 Date and Time of Next Meeting

Thursday 24th October 2013 at 1.00pm in the Civic Hall, Leeds

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Licensing Committee

Tuesday, 10th September, 2013

PRESENT: Councillor R Charlwood in the Chair

Councillors K Bruce, N Buckley, R Downes,
J Dunn, B Gettings, T Hanley, M Harland,
G Hussain, G Hyde, A Khan, P Latty,
B Selby, C Townsley and G Wilkinson

42 Declaration of Disclosable Pecuniary Interests

There were no declarations of interest

43 Minutes of the Previous Meeting

RESOLVED – That the minutes of the previous meeting held 13th August 2013 be agreed as a correct record

44 Matters Arising

Minute 39 Leeds Festival – In response to comments regarding the Leeds Festival 2013, it was noted that an interim report including the outcome of discussions between ward members and the Festival organisers would be presented to the next Committee meeting. A full De-Briefing report was anticipated for the November Committee with the attendance of Mr Benn, the Festival Organiser.

45 Information Report - Taxi and Private Hire Licensing Process for Equality Monitoring

The Head of Licensing and Registration presented a report providing information on how the Taxi and Private Hire Licensing Section (TPHL) proposed to capture equality monitoring information in order to better understand the profile of service users.

The Section Head, TPHL, provided detail on the development of the proposal, including reference to the Council's existing equality monitoring guidance and the proposed set-up and future operation of the data collection scheme. Members noted that the information would be provided on an entirely voluntary basis by service users in line with current equality legislation.

Included within the report at Appendix 1 were the standard categories for equality monitoring for Members reference. Appendix 2 contained a proposed Equality Monitoring Form for implementation by TPHL subject to Members consideration

The Committee broadly welcomed the proposal, developed in response to comments received previously from Members which had been identified equality monitoring as a priority. The following related issues were discussed:

- The comment that response rates to monitoring questionnaires were generally poor. Members requested information on the response rates to similar monitoring conducted by other LCC departments

- Measures to promote engagement with the trade
- The use of the data as a reference tool when included within statistical reports on delegated decisions undertaken by TPHL
- The contents of the proposed questionnaire, having regard to the need to collect only that data necessary to inform the Committee of the profile of the service users. The Committee agreed that the questionnaire should clearly state the intended use of the data
- The likely implementation date (November 2013); the length of time of the data collection process and the need to have an interim review of the response take-up to inform discussions on whether to continue the process or introduce further measures to promote the data collection
- The resources required to support the data collection; including the secondment of a skilled officer from the Entertainment Licensing Section (ELS) to establish the necessary separate and secure database to hold the data; and the possible impact this would have on service delivery within ELS.

Members discussed in detail the likely costs of the data collection process and sought a detailed breakdown of the associated budget. Some Members expressed concern over the use of the budget for equality monitoring and felt that enforcement was an equally important priority.

Arising from that discussion, the Committee requested a formal report be presented to a future meeting setting out the budgets for both ELS and TPHL in order to inform Members of the running costs of the two licensing regimes and support their decision making in respect of future initiatives.

Members noted the recommendations to support the commencement of equality monitoring data collection and associated set-up requirements however, having discussed the matter at length, the Committee felt that additional information in respect of the costs of the project was necessary prior to a decision being made. The Committee therefore

RESOLVED –

- a) To defer determination of the matter and request that the Head of Licensing and Registration present a further report to the next Committee detailing the resources required to support the equality monitoring project
- b) That the Head of Licensing and Registration be requested to provide information on the response rates to other monitoring conducted throughout the Council to Members directly
- c) That the Head of Licensing and Registration be requested to present a budget report for both the Entertainment Licensing Section and the Taxi & Private Hire Section to the October 2013 Committee meeting

46 Scrap Metal Dealers Act 2013

The Head of Licensing and Registration presented a report advising the Committee of the provisions of the Scrap Metal Dealers Act 2013 and the new licensing regime to be implemented by 1st December 2013.

The report detailed the background to the Act and set out the main issues for consideration as being the licensing regime to be implemented and the fee

structure. Members were advised that subject to receipt of Government guidance and /or amendment to the Act, this function would remain within the Executive functions however could be reclassified as a Council function (and therefore within the remit of the Licensing Committee) in the future.

The Committee discussed matters related to the implementation costs of the new licensing regime, the fee structure and requirements for applicants and operators. Members requested detailed information on how the proposed fee structure had been developed and it was agreed that this would be provided directly to Members

RESOLVED –

- a) That the contents of the report be noted
- b) That the Head of Licensing and Registration be requested to provide details setting out the calculation of the proposed fee structure directly to Members of the Committee

47 Specialist Sub Committee - Sexual Entertainment Venue Renewals

The Head of Licensing and Registration submitted a report seeking approval for the establishment of a specialist Licensing Sub Committee to determine applications for the renewal of sex establishment licences, specifically for sexual entertainment venues, and seeking consideration of the membership of such a sub committee

Members noted that the revised Statement of Licensing Policy in respect of Sex Establishments came into effect on 1st September 2013, with the expectation that applications for the annual renewal of the existing seven licences would be received during September and considered by the proposed sub committee during November 2013. However, one further application had been received for a new licence and was due to be considered before the end of September 2013.

The Committee considered that, in the circumstances, it would be beneficial if some of the Members of the Working Group previously established to review the relevant Statement of Licensing Policy were included within the membership of the specialist sub committee.

RESOLVED –

- a) That approval be given to the establishment of a specialist sub committee to deal with any application for s establishment licences for sex entertainment venues
- b) To note the membership of that sub committee as: Councillors Bruce, Downes, G Hussain, Khan and Townsley
- c) To note that a sub committee including Councillors Bruce, Khan and Townsley will consider the first application due to be presented to a hearing on 16 September 2013

48 Work Programme 2013/14

RESOLVED – That, subject to the inclusion of any additional matters identified at this meeting, the contents of the Licensing Work Programme be noted

49 Date and Time of Next Meeting

RESOLVED – To note the date and time of the next Licensing Committee meeting as Tuesday 15 October 2013 at 10:00 am

Licensing Committee

Tuesday, 15th October, 2013

PRESENT: Councillor R Charlwood in the Chair

Councillors K Bruce, R Downes, J Dunn,
T Hanley, M Harland, G Hussain, G Hyde,
A Khan, P Latty, B Selby, C Townsley and
G Wilkinson

- 50 Exempt Information - Possible Exclusion of the Press and Public**
No items containing exempt information were included within the agenda papers; however the Committee noted that some of the discussions arising from the proposed presentation by West Yorkshire Police may contain information which would not ordinarily be available within the public domain, in terms of ongoing or planned operations. Members therefore agreed that, should any members of the public attend the meeting, those discussions would be held in private and at that point, the Committee would resolve to exclude the public. (minute 56 refers)
- 51 Late Items**
One formal late item of business was admitted to the agenda with the agreement of the chair and members of the Committee. "Equality Monitoring" had been omitted in error from the agenda, but had been circulated to all relevant parties prior to the meeting (minute 60 refers)
- 52 Declaration of Disclosable Pecuniary Interests**
There were no declarations of interest
- 53 Apologies for Absence**
Apologies were received from Councillors Buckley, Gettings and Khan. Additionally, Councillors Hyde and Selby had indicated they would be late as they were attending another meeting.
- 54 Minutes**
RESOLVED – That the minutes of the previous meeting held 16th September 2013 be agreed as a correct record
- 55 Matters Arising**
Minute 46 - Scrap Metal Dealers Act – The Committee discussed recent press coverage regarding the consultation undertaken and implementation of the new legislation. Members were keen to ensure that information on the necessary application process was widely available and it was agreed that officers would discuss measures to raise general awareness of the Act with LCC press office.
- 56 Policing and Night Time Economy Presentation - West Yorkshire Police**

The Committee received a presentation from officers of West Yorkshire Police (WYP) on issues relating to policing and the night time economy in Leeds pertinent to the work of the Licensing Committee and its' Sub Committees.

Sgt R Fullilove, Sgt D Shaw of the WYP Leeds District Licensing Team attended the meeting along with Chief Inspector S Palmer, the City Centre Commander. It was noted that no members of the public were present.

(Councillors Hyde and Selby joined the meeting at this point)

Sgt Fullilove provided the Committee with an update on the results of the Matrix system, used by WYP to monitor the performance of city centre licensed premises. Members received a copy of the top ten premises recorded on the Matrix system March to August 2013 within their agenda. Areas of concern were highlighted, along with actions taken to improve the performance of the premises. The current issues affecting the night time economy were detailed as being the quality of spirits sold; phone thefts; and the lack of CCTV coverage in certain areas of the City.

Sgt Shaw and Chief Inspector Palmer drew Members attention to the Tequila UK promotion night entitled "Fresher's Violation", held at Mezz Bar which had recently drawn local media coverage. The Committee received details of the promotion night, the concerns of WYP and the local reaction to the promotion. Members discussed issues related to the event in detail with WYP.

RESOLVED

- a) That the WYP representatives be thanked for their attendance and presentation
- b) That the contents of the presentation be noted
- c) That WYP be requested to keep the Committee apprised of the outcome of any future action regarding Tequila UK in Leeds

57 Shisha Smoking and Smoke Free Legislation

The Director of Environment and Neighbourhoods submitted a report providing the Committee with background information on smoke free legislation, the enforcement approach taken by the Council, particular issues with shisha bars and shisha smoking, and the on-going work to develop education and enforcement in these matters.

Ms R McCormack and Mr J Tootle of the LCC Health and Safety Team attended the meeting and reported that, in general, compliance with smoke free legislation was good however there was a common misconception that shisha smoking was exempt from the smoke free legislation, and there had been an increase in the number of shisha bars in the Leeds Area with a current count of more than 20.

The Committee heard of the options available to tackle the issue and noted that work was ongoing with other authorities and partners to establish best practice and alternative methods of enforcement. It was reported that the Council had undertaken 2 successful prosecutions against shisha bar owners

in May 2013. Officers provided examples of the tobacco products and a shisha pipe for Members reference.

(Councillor Downes left the meeting at this point)

Members' commented on the need to disseminate information on the harm to health caused by shisha smoking and the current discussions being held within other local authorities on whether the provision of shisha and the act of smoking shisha should be licensable activities. The Committee was keen to be involved in that wider debate and requested that approaches be made to the Local Government Authority and other local authorities leading the debate
RESOLVED –

- a) That the contents of the report and the comments made by Members be noted
- b) That officers be requested to present a report in six months time on
 - i. the progress made with regard to control and enforcement measures undertaken to tackle shisha smoking and
 - ii. information to generate discussion on how the Licensing Committee can continue to support the work of the Health and Safety Team in this regard

58 The Leeds Festival - De-Brief (Interim Report)

The Head of Licensing and Registration presented a report providing the Committee with an interim de-brief on the Leeds Festival 2013. Members noted that a full report would be presented to the November meeting, attended by the promoter.

(Councillor Hussain withdrew from the meeting for a short while at this point)

RESOLVED – That the contents of the interim report; and the intention to bring a full debrief report to the Licensing Committee in November 2013, be noted

59 Wi - Fi in Taxis

The Head of Licensing and Registration presented a report highlighting the latest innovation of Wi-Fi in taxis and outlining a proposal received from a marketing company seeking to offer free Wi-Fi to passengers in licensed Hackney Carriages which already carry approved corporate livery. A copy of the proposal was contained in Appendix 1 of the report

The report clarified that the proposed policy did not seek to approve the supplier identified in the report as supplier for sole provision of the Wi-Fi service in vehicles; but would allow any supplier to approach Hackney Carriage proprietors with their proposals. The existing Corporate Livery policy (included as Appendix 2) provided the necessary controls and framework that all suppliers and proprietors were required to meet. The provision of a free Wi-Fi facility was felt to be a natural extension to that policy and Members were advised that it was necessary to consider the proposal as an amendment to the existing policy

Members welcomed the proposal and also considered whether it could be introduced throughout the wider licensed fleet. The Committee agreed that a review of take-up of Wi-Fi in eligible vehicles be undertaken with a further report back in six months setting out the results along with information exploring the possibility of introducing Wi-Fi for the rest of the licensed fleet

RESOLVED

- a) That the information contained in the report be noted
- b) That approval in principle be given for an amendment to be made to the existing corporate livery policy to facilitate the provision of Wi-Fi and
- c) That officers be directed to prepare a report for consideration under the Executive arrangements to approve the amendment
- d) That officers be requested to present an update report in six months' time containing information on the take up of the Wi-Fi in eligible vehicles and considering the introduction of Wi-Fi throughout the rest of the licensed fleet

60 Late Item - Information Report - Taxi and Private Hire Licensing Process for Equality Monitoring

Further to minute 45 of the meeting held 10th September 2013, the Head of Licensing and Registration submitted a further report on proposals for the Taxi and Private Hire Licensing Section (TPHL) to implement equality monitoring in response to Members request for further details.

The report contained information quantifying the resources required to support the proposed equality monitoring process as presented previously to Members, and concluded that there were no significant resource issues. An amended version of the proposed Equality Monitoring Form which was specific to taxi and private hire licence holders and responded to Members comments made at the September meeting was included within the report.

The Section Head, TPHL, presented the report and responded to Members queries setting out the main issues, including the administration process and associated cost of capturing the monitoring information. Members were advised that the data would need to be constantly refreshed to ensure that it corresponded to the current licensing date.

Information regarding response rates to equality monitoring undertaken by other Council Department's was noted. Members commented that the value of the data should be viewed cautiously if response rates were poor, furthermore the process of data collection should be reviewed if the returns were low. It was noted that any data collected would be referred to in the next bi-annual "decision making" report.

RESOLVED –

- a) That the contents of the report and Members observations be noted
- b) That, having considered the contents of the report and the benefits of equality monitoring, the Committee support the proposals and officers be directed to commence data collection to capture equality monitoring information in order to better understand the profile of service users
- c) To note that a further report will be provided after 3 months giving details of the response rates so far

61 Budget and Fees for Entertainment Licensing and Taxi and Private Hire Licensing

Further to minute 45 of the meeting held 10th September 2013 when Members requested further information on the budgets for both licensing sections, the Head of Licensing and Registration submitted a report providing an overview of the current budget for both the Taxi and Private Hire Licensing Section (TPHL) and the Entertainment Licensing Section (ELS) covering expenditure and income from fees.

Members had requested information on the running costs of the two licensing regimes in order to support their decision making in respect of future initiatives. The report included an overview of the budget for 2013/14 and details of the current fees set in each section, including those set by statute and the discretionary fees. A copy of the budget for 2013/14 for each section was included at Appendix 1.

Members discussed the contents of the budgets in detail and in respect of TPHL, requested further information on the staffing levels and vehicles/resources available. It was noted that the recruitment process for enforcement officers was almost complete, after which the proposed working arrangements would be implemented, subject to trade union consultation. Members commented on the trade's perception of the service provided by TPHL particularly in relation to enforcement matters

(Councillors Bruce and Dunn left the meeting at this point)

In response to comments, officers offered to make arrangements for Committee Members to attend training sessions for the new enforcement officers and join officers on night time enforcement activities.

RESOLVED –

- a) That the contents of the report be noted
- b) That officers be requested to provide the Committee with information setting out detail of staffing arrangements and resources available, particularly in relation to the TPHL Enforcement Team
- c) That arrangements be made for Members of the Committee to attend training sessions for the new TPHL enforcement officers and join officers on night time enforcement activities

62 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

63 Date and time of Next Meeting

RESOLVED – To note the date and time of the next meeting as 12th November 2013 at 10:00 am

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Licensing Sub-Committee

Monday, 16th September, 2013

PRESENT: Councillor A Khan in the Chair

Councillor C Townsley

67 Election of the Chair

RESOLVED – That Councillor Khan be elected as the Chair for the duration of the meeting.

68 Appeals Against Refusal of Inspection of Documents

There were no appeals against the refusal of inspection of documents.

69 Exempt Information - Possible Exclusion of the Press and Public

There were no exempt items.

70 Late Items

There were no late items.

71 Declarations of Disclosable Pecuniary Interests

There were no declarations made.

72 Application for the Grant of a Premises Licence for Black Diamond, 68-72 New Briggate, Leeds, LS1 6UN

Under the Licensing Act 2003 it is sufficient for a quorum of two councillors to hear an application for the grant of a new premises licence. All parties were made aware and the hearing continued.

An application for the grant of a new premises licence for 'Black Diamond' 68-72, New Briggate, Leeds LS1 6UN was submitted by Illuminati Ventures Limited.

The application was to cover the basement, ground, first and second floors of the building for:

- Exhibition of Films
- Live Music
- Recorded Music
- Performance of Dance
- Anything of a similar description
- Sale of Alcohol
 - Sunday to Thursday 12:00 – 05:00
 - Friday & Saturday 12:00 – 07:00
- Late Night Refreshment
 - Sunday to Thursday 23:00 - 05:00
 - Friday & Saturday 23:00 - 07:00

The premises name as applied for was 'Tantric Blue' the operator since withdrawn this request and proposes to operate under the original name of Black Diamond.

Under the Licensing Act 2003, the premises has the benefit of a sexual entertainment licence issued under the Local Government (Miscellaneous Provisions) Act 1982 amended by the Policing and Crime Act 2009. This licence allows the premises to provide entertainment of a sexual nature, namely lap dancing, on the 1st and 2nd floors of the premises between the hours of 10.00pm and 4.00am Sunday to Thursday and between 10:00pm and 5:00am Friday and Saturday.

Members were made aware that the application under the Licensing Act 2003 was received on 9th January 2013 and there have been previous hearings in connection with this application. At that time the premises were absent of the relevant planning consent. At the request of the applicant, the hearing has been adjourned on various occasions pending the outcome of the planning application.

It was confirmed that the premises now possess the relevant planning consent.

Mr Whurr, the legal representative for the Applicant told Members that his client's Illuminati Ventures Limited successfully operate similar establishments elsewhere in the country.

Spencer Tregidgo intends to be the Designated Premises Supervisor for Black Diamond.

The premises are situated within the Cumulative Impact Policy area and the application has attracted representations from two people, one of which is from a local ward councillor. The main points of concern raised are that the premises may cause disturbance for the nearby residents.

Mr Whurr told members that his clients were responsible operators and would work to promote the licensing objectives. Agreements have been reached between his clients, West Yorkshire Police and Leeds City Council Health and Safety with all conditions having been met including the installation and use of CCTV.

Mr Whurr asked the Members of the Licensing Sub Committee to consider amending the application to mirror that consented to by the Planning Committee for operating times to be as follows:

- Sale of Alcohol
Sunday to Saturday 21:00 – 06:00
- Late Night Refreshment
Sunday to Saturday 21:00– 06:00

RESOLVED – Members gave due consideration to the application for the grant of a new premises licence for Black Diamond and were minded to grant the application with the following amendments to the Licence:

- Sale of Alcohol
Sunday to Saturday 21:00 – 06:00
- Late Night Refreshment
Sunday to Saturday 21:00– 06:00

73 Application for the Grant of a Sex Establishment Licence for Black Diamond Club, 68-72 New Briggate, Leeds LS1 6UN

The application for the grant of a sex establishment licence for Black Diamond Club. 68-72, New Briggate, Leeds LS1 6UN.

RESOLVED – There was insufficient quorum to hear the application. Therefore the hearing was adjourned with the agreement of all parties until 9:30am, Thursday 19th September 2013.

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Licensing Sub-Committee

Thursday, 19th September, 2013

PRESENT: Councillor A Khan in the Chair

Councillors G Hussain and C Townsley

74 Election of the Chair

RESOLVED – That Councillor Khan be elected to the Chair for the duration of the meeting.

75 Appeals Against Refusal of Inspection of Documents

There were no appeals against the refusal of inspection of documents.

76 Exempt Information - Possible Exclusion of the Press and Public

There was one exempt Appendix for Item 7 “Black Diamond” Appendix C has been designated as exempt information. Members of the committee were made aware and asked to consider exclusion of the press and public from the hearing if those matters were to be discussed.

77 Late Items

There were no late items.

78 Declarations of Disclosable Pecuniary Interests

No declarations were made.

79 "Black Diamond" - Application for the Grant of a Sex Establishment Licence for Black Diamond, 68-72 New Briggate, Leeds LS1 6UN

At the start of the meeting the Council’s Legal Representative made the meeting aware that two members of the committee had sat on the working group for the new policy in relation to licensing of sex establishments. The Members have come to this hearing with an open mind.

This application was for the grant of a sex establishment licence for premises that presently hold a sex establishment licence for a smaller operation.

The application was made under section 2 and schedule 3 of the Local Government (Miscellaneous Provisions) Act 1982 for the grant of a sex establishment licence for premises known as ‘Black Diamond Club’, situated at 68-72 New Briggate, Leeds LS1 6UN.

The premises have operated under the provisions of the Licensing Act 2003 for the provision of alcohol and regulated entertainment for a number of years. The premises have been licensed since 2005. At that time there was no separate licence required for the provision of sexual entertainment, and it is understood that lap dancing was provided at these premises at that time.

The Policing and Crime Act 2009 amended the Local Government (Miscellaneous Provisions) Act 1982 Section 2 and Schedule 3 introduced a

new classification of sex establishment, namely sexual entertainment venues, bringing lap dancing, pole dancing and other 'relevant entertainment' into the same regime as licensed sex shops and sex cinemas in the Leeds area since 1982.

Leeds City Council adopted the provisions of Schedule 3 of the Local Government (Miscellaneous Provisions) Act 1982 as amended by the Policing and Crime Act 2009 on 19th January 2011 with effect from 1st October 2011.

Leeds City Council adopted its Statement of Licensing Policy for the Licensing of Sex Establishments in September 2011.

In June 2012 these premises were successfully granted a sex establishment licence to provide sexual entertainment in the form of lap dancing. The licence covered the 1st and 2nd floors of the building only.

The Statement of Licensing Policy for the Licensing of Sex Establishments has subsequently been reviewed and a new policy was adopted by Executive Board in July 2013 with effect from 1st September 2013.

This application is in relation to a new sex establishment licence for all four floors, incorporating the basement, ground, first and second floors of the building.

The original premises application made in January 2013 was applied for in the name of 'Tantric Blue', the operator has now withdrawn this request and proposes to operate under the original name of 'Black Diamond'.

Partial copies of the application to be found at Appendix B of the report. It was noted that certain information submitted within the application is potentially exempt information under Access to Information Procedure Rule 10.4 (1, 2 and 3) as it includes information relating to individuals. Members were provided with full copies within a separate Appendix C.

Objections to this application were received from elected members and members of the public. The objections were in relation to the location, the demand and the protection of children.

The existing licence (1st and 2nd floors) was transferred to Illuminati Ventures Limited on the 5th August 2013.

Planning permission to incorporate all four floor of the building was granted on 1st August 2013 with conditions attached as set out in the report.

Mr Whur the Applicant's Legal Representative told the committee members that Illuminati Ventures Limited was a joint owned company with Spencer Tregidgo and Monty Ricardo each having a 50% share.

Mr Whur told the committee that the application had been made in January 2013 but the applicants wanted to do things right and get the right planning in

place, then transfer and Licensing Act 2003 licence before getting the SEV licence which was the final piece of the jigsaw. He said that it was right that the application should now be determined under the new SEV policy but that was unfortunate for the applicant.

Mr Whur told the committee that there were no responsible authority objectors as planning permission had been granted and objections raised by the Licensing Enforcement Team have been dropped after his clients have withdrawn the name Tantric Blue opting to stay with the name Black Diamond.

The applicants operate a similar SEV in Staines, Mr Whur checked with Police there and his clients have a good track record

His clients are proposing a different style of operation to those that already exist in the city with burlesque shows and female nights showing male strippers, offering food in the future and proposed disabled access, making the premises more inclusive.

Mr Whur told the committee that planning permission had been consented specifically for a 'lap dancing club'. Maps were tabled for Members information showing the location of the premises and the proposed layout of the four floors.

Members attention was drawn to the objections received against the sex establishment application with Mr Whur highlighting the new policy, quoting that the new policy has been introduced to meet the needs of the people of Leeds. Mr Whur said that no independent person's quality of life would be affected and no objections had been received by businesses nearby, residents, bus users, or the Grand Theatre.

Members' attention was drawn to the new policy in relation to the consultation undertaken:

- Section 2 paragraph 2.7
- Section 2 paragraph 2.13
- Section 2 paragraph 2.17
- Section 2 paragraph 2.18

In relation to other sections of the policy Mr Whur also highlighted in relation to the city of Leeds and the integration of the policy with other guidance, policies, objectives, and strategies:

- Section 4 paragraph 4.7
- Section 5 paragraph 5.2 – 5.7
- Section 7 paragraph 7.9

In summing up Mr Whur told the committee that his clients had complied with all issues raised by their application including waiting for planning permission, withdrawing the change of name, adhering to health and safety issues for employees and those visiting the club.

Members asked a number of questions including:

- Footfall in the location of the premises currently and in relation to new retail development
- Previous ownership of the club
- Location of Park Lane College in relation to premises.
- Health and safety of employees including secure areas for use of employees

For purposes of clarification the meeting were informed that the Citizens Panel used for consultation in producing the new policy are representative of all the people living and working in Leeds. Representing all ages, race, gender etc.

The parties retired to allow members to consider the application.

RESOLVED

The Licensing Sub-Committee can only make its decision on the application before it. This is not a decision relating to the two floors of the premises 68-72 New Briggate whose Sexual Entertainment Venue (SEV) licence is due to end on the 30th September 2013, unless an application is made before then to renew. The following decision is made in relation to an application for a new, larger, four floor Sexual Entertainment Venue (SEV) premises operating from 68-72, New Briggate. It is accepted by the applicant that this is a decision to be made under the new Licensing of Sex Establishments Statement of Licensing Policy which came into force on 1st September 2013.

Leeds Vision 2011-2030 focuses on the recognition that the city is the best in the UK. This includes the way Leeds is viewed by visitors. The sensitivity of locations near visitor attractions is therefore important to this vision, a point reflected in the Sex establishment Policy consultation replies. This site is a gateway of the city centre, being just off the inner ring road, for traffic entering the centre for its retail shopping areas, historic buildings, or to attend family leisure facilities of the Grand Theatre and Arena. The forthcoming retail shopping East Gate development to be built is a further reason this location is regarded as sensitive.

The Licensing Sub-Committee accept that there were valid objections in relation to the sensitivity of locality and effect on the child friendly vision for Leeds.

The Licensing Sub-Committee has considered the applicant's human rights and considers this decision to be proportionate when weighed against the benefit to the wider community.

In addition to the question of the appropriateness of the location, if this new application was granted it would be the eighth and the largest operation in the city centre. The Applicant's representative said that the existing SEV licence would be surrendered if this application was granted, but this would still leave seven SEV licences when the policy suggests four is the correct number for the city centre. The number existing SEV licences exceeds the number the Council feels is appropriate for the locality of the city centre.

The application for a new SEV licence is therefore refused as the grant of this new, four floor SEV licence would be inappropriate having regard to the character of the locality where the premises is situated. This is due to its positioning at a gateway to

the city centre and its proximity to the Arena, Grand Theatre and forthcoming East Gate retail shopping development.

The application is further refused as the number of sex establishments in the locality exceeds the number considered appropriate, namely four.

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Licensing Sub-Committee

Monday, 23rd September, 2013

PRESENT: Councillor G Hyde in the Chair

Councillors P Latty and C Townsley

80 Election of the Chair

RESOLVED- That Councillor Hyde be elected Chair for the duration of the meeting.

81 Appeals Against Refusal of Inspection of Documents

There were no appeals against the refusal of inspection of documents.

82 Exempt Information - Possible Exclusion of the Press and Public

There were no exempt items.

83 Late Items

There were no late items on the agenda. However, there were two supplementary packs that all parties received prior to the hearing. There was also an email circulated that morning and all parties were happy to have it presented at the hearing.

84 Declarations of Disclosable Pecuniary Interests

There were no declarations of disclosable pecuniary and other interests.

85 Application for the grant of a premises licence for Rare 162 Briggate, Leeds, LS1 6LY

The Sub-Committee heard an application for the grant of a premises license, made by Rare Restaurants Limited, for Rare 162 Briggate, Leeds, LS1 6LY.

This was the first application for a premises licence and the application was for a license that would permit the sale of alcohol, recorded music and late night refreshment Sunday-Wednesday between the hours of 11:00am - 00:00midnight and Thursday-Saturday between the hours of 11:00am – 03:00hours

Members noted that there had been representations from residents and Environmental Health, although Environmental Health withdrew their objection after the operator agreed to the additional of suitable conditions as suggested and agreed with the Environmental Health Officer.

Members noted there had been no representations from the Police.

The Committee heard from the applicant's representative Mr Chris Rees-Gay, the Landlord of the property Mr Nathan-Geary, and the applicant Mr Matthew Firth.

The applicant has held premise licenses at other venues and mentioned that this would be a restaurant and not a vertical drinking establishment. The tables would be waitressed and there will be a minimum of 70-100 covers. Jobs would be created. There will be no dancing or live music.

The courtyard allows for people to eat and drink outside until 11pm. Smokers would be controlled and door staff employed Thursday-Saturday from 19.00 hours till closing time. Hackney Carriages will be available from the premises between the hours of 18.00 hours – 05.00 hours.

The committee heard that Rare would attract a different clientele than that of nearby vertical drinking establishments, catering to a slightly older age group and aimed at professionals.

Representations were heard from Mr David Slatcher, who was accompanied by Mr Mark Ryan both of whom had raised objections to the licence being granted.

Representations were made by Mr Slatcher primarily concerning noise, crowd control and the 03.00 hours closing time that would affect the nearby residents who live in close proximity to the venue.

Members noted the reduced operating hours offered by the applicant following a meeting between the applicant, the landlord and local residents.

Further to this members discussed closing and drinking up time. The applicant offered to further amend the proposed times.

The Sub-committee carefully considered the application and objections. They fully understood and respected the concerns of the interested parties; however felt that the amended application could be granted with the following conditions attached.

RESOLVED- That the application for a premises license be granted as follows:

The Licensing Sub-Committee deliberated the decision and considered the Licensing Objectives. The Licensing Sub-Committee decided to grant the Licence subject to the following conditions which would promote the Licensing Objectives:-

- (i) Sunday to Wednesday – sale of alcohol until 23.30 hours.

Late night refreshments, recorded music and closing – 12.00 midnight.

Thursday, Friday and Saturday – sale of alcohol until 02.30 hours.

Late night refreshments, recorded music and closing – 03.00 hours.

- (ii) The outside courtyard area is not to be used for food and/or alcohol after 23.00 hours.
- (iii) The door staff condition offered by the Applicant was accepted in relation to door staff being on duty Thursday, Friday and Saturday night from 19.00 hours until closing time.
- (iv) The Applicant offered a condition regarding waitress service which the Committee accepted. The following condition will therefore be added to the Licence:-

“There will be waiter / waitress service for those sat at tables and booths”.

The Licensing Sub-Committee also accepted the conditions which had previously been agreed with the Environmental Health Officer.

The Licensing Sub-Committee decided that the following additional conditions should also be added to the Licence:-

- (a) Clear and legible notices will be displayed at exits and other circulatory areas requesting patrons to leave the premises quietly having regard to the needs of local residents, in particular emphasising the need to refrain from shouting, slamming car doors, sounding horns and loud use of vehicle stereos and anti-social behaviour.
- (b) The Premises Supervisor and any Door Supervisors will monitor the activity of persons leaving the premises and remind them of their public responsibilities where necessary.
- (c) A facility will be provided for customers to order Hackney taxis / private hire vehicles. Telephone numbers for taxi firms / private hire companies will be displayed on a prominent position on the premises.

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Licensing Sub-Committee

Monday, 7th October, 2013

PRESENT: Councillor C Townsley in the Chair

Councillors A Khan and G Wilkinson

86 Election of the Chair

RESOLVED – That Councillor Townsley be elected of the meeting

87 Late Items

No formal late items of business were added to the agenda, however in respect of Agenda item 6 – Application for Mexi Khana Halal Ltd, Members and all parties present were in receipt of additional information submitted by Mr Chana on behalf of the applicant prior to the meeting. The Sub Committee were also advised that the Licensing Authority had received further documentation from Mr Chana at 1.00pm on 4th October 2013, however the other parties present at the hearing did not accept this documentation and it was not referred to during the hearing (minute 16 refers).

88 Declarations of Disclosable Pecuniary Interests

There were no declarations of interest

89 Application for the grant of a premises licence for Mexi Khana Halal Ltd Unit 6, Clock Buildings, Roundhay Road, Leeds, LS8 2SH

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 Mexi Khana Halal Ltd, Unit 6, Clock Buildings, Roundhay Road LS. Members noted the unit had previously benefitted from a premises licence under the name "Bar Noir".

Representations had been received from West Yorkshire Police proposing measures to address the crime and disorder licensing objective. These had been agreed by the applicant and the representation withdrawn, subject to those measures being included on the Premises Licence, should the application be granted. Representations had also been received from members of the public and Councillor B Urry objecting to the application; and from Councillor S Hamilton in support of the application.

Present at the hearing were:

Mr Antonio Chana - on behalf of the applicant

Councillor B Urry

Mr A Iqbal, Mr N Manzur and Mr W Manzur – local residents

Mr M S Nazeib – on behalf of Ms Begum, a local resident

The Sub Committee was advised that Mr Chana had made an application to adjourn the hearing by email at 4.45pm on 4th October 2013, as he challenged the validity of the representations received from the local residents. Mr Chana

renewed this application at the hearing. Councillor Urry and the residents opposed the application for the adjournment.

The Licensing Sub Committee received legal advice regarding the representations being relevant representations in accordance with section 18(6) of the Licensing Act 2003 and therefore acceptable. On that basis the Licensing Sub Committee rejected the application to adjourn the hearing and resolved to proceed.

Mr Chana was advised that he could choose to remain at the hearing and present the application or withdraw; however if he withdrew he could not participate in the proceedings.

Mr Chana elected to stay and presented his application. Mr Chana addressed the concerns expressed in the written representations from the residents and the previous history of the premises, which he acknowledged had been problematic. He conceded that there had been issues with noise and parking when the premises previously operated as Bar Noir. He also acknowledged that he had been the operator of Bar Noir. However Mr Chana outlined the noise attenuation measures now installed at the premises, including double doors fitted to minimise noise and he referred to the conditions agreed with the Police which would ensure the premises operated as a food led venue. Mr Chana outlined the proposed style of operation of the premises and reiterated that it was not his intention to operate a bar or club.

Mr Chana referred to a number of functions held over recent years at the premises under the terms of Temporary Event Notices which had not attracted complaints from the police, from local businesses or from residents.

Councillor Urry, Mr Iqbal, Mr Nazeib and Mr Manzur all presented representations in accordance with the earlier written representations. All were concerned that the grant of a new licence could bring a repetition of the previous problems attributed to the premises - principally noise, problems with parking and anti-social behaviour. Concern was also expressed over the strength of the management team. They confirmed that they did not object to the premises per se but to its proposed opening hours.

The Licensing Sub Committee raised questions as to the operation of the TENs, and particularly how the premises would operate after midnight.

The Licensing Sub Committee deliberated the decision and considered the licensing objectives. Members felt that to allow the application as requested would cause a public nuisance. They also accepted the residents' representations with regard to their concerns over noise and disturbance in this locality. The Sub Committee however felt that the application could be granted, with modifications to address the licensing objectives.

RESOLVED – That the application be granted in the following terms:-

Licensable Activities:

Sale of alcohol for consumption on the premises

Sunday to Thursday 11:00 to 23:30 hours

Friday and Saturday 11:00 to 00:30 hours

Provision of Recorded Music

Sunday to Thursday 11:00 to 00:00 hours

Friday and Saturday 11:00 to 01:00 hours

Late Night Refreshment

Sunday to Thursday 23:00 to 00:00 hours

Friday and Saturday 23:00 to 01:00 hours

Conditions

That the measures previously agreed between the applicant and West Yorkshire Police be included on the Premises Licence however the licensing Sub Committee also determined that the condition regarding covers should be amended as follows:-

“Between 21:00 hours and close of business upon each day the premises licence has effect, a minimum of 40 covers will be provided for alcohol to be consumed on the premises only with a table meal.”

(For the avoidance of any doubt, the other conditions agreed with the Police remain unchanged.)

Mr Chana was reminded that he could apply for up to 12 TENs per year for the premises.

The Licensing Sub Committee commented that it would be pleased to see Mr Chana meet with local residents to address any concerns should they occur.

The residents were also reminded of the facility to seek a Review of the Premises Licence should they experience further problems associated with this premises in the future

90 Application for the Grant of a Premises Licence for M Fuel, High Street, Yeadon, Leeds, LS19 7PP

This application was withdrawn in full by the applicant prior to the meeting.

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Licensing Sub-Committee

Monday, 14th October, 2013

PRESENT: Councillor R Downes in the Chair

Councillor G Wilkinson

91 Election of the Chair

RESOLVED- That Councillor R Downes be elected Chair for the duration of the meeting.

Under the Licensing Act 2003 it is sufficient for a Quorum of two Councillors to consider an application for the certification of films.

92 Appeals Against Refusal of Inspection of Documents

There were no appeals against the refusal of the inspection of documents.

93 Exempt Information - Possible Exclusion of the Press and Public

There were no exempt items.

94 Late Items

There were no late items.

95 Declarations of Disclosable Pecuniary Interests

There were no declarations of disclosable pecuniary and other interests.

96 Certification of Films - UK Jewish Film Festival on Tour

The Licensing Sub Committee considered the report of the Head of Licensing and Registration on an application for the certification of films proposed to be shown during the Leeds Jewish Film Festival as part of the of the UK Jewish Film Festival on Tour.

The films had a recommended category in line with the British Board of Film Classification.

Members considered the summary of each film and determined that they did not need to view any of the films as they felt able to make a judgement based upon the synopsis. The Licensing Sub Committee considered the proposed classifications for the films listed on Appendix A of the report to be appropriate.

RESOLVED – That the films outlined on Appendix A of the report and proposed to be shown at the Leeds Jewish Film Festival be classified in accordance with the suggested classifications.

97 Certification of Films - Leeds International Film Festival

RESOLVED- It was noted that this item has been rescheduled and will now be considered by the Licensing Sub Committee on Monday 21st October 2013.

Licensing Sub-Committee

Monday, 21st October, 2013

PRESENT: Councillor J Dunn in the Chair

Councillors R Charlwood and G Hussain

98 Election of the Chair

RESOLVED – That Cllr. Dunn be elected Chair for the duration of the meeting.

99 Appeals Against Refusal of Inspection of Documents

There were no appeals against the refusal of inspection of documents.

100 Exempt Information - Possible Exclusion of the Press and Public

Item 8 'The Commercial Inn, Morley' Appendix B and Supplementary Information provided by West Yorkshire Police was designated as exempt information. Members of the committee were made aware, on this occasion there were no members of the public or press present.

101 Late Items

There were no late items on the agenda. However, there was a supplementary item provided by West Yorkshire Police in relation to Item 8 Commercial Inn, Morley. All parties were happy to have it presented at the hearing.

102 Declarations of Disclosable Pecuniary Interests

No interests were declared.

103 Film Certification - Leeds International Film Festival

The Licensing Sub Committee considered the report of the Head of Licensing and Registration on an application for the certification of films proposed to be shown during the Leeds International Film Festival. The films had a recommended category in line with the British Board of Film Classification (BBFC).

The Sub Committee heard from Mr Christopher Fell, Festival Director and Mr Alex King, Programme Manager, regarding the proposed categorisations for those films that did not have classifications from BBFC.

Members considered the summary of each film and determined that they did not need to view any of the films as they accepted the advice and recommendations of Mr Fell and Mr King as to the appropriate categories. The Licensing Sub Committee considered the proposed classifications for the films listed on Appendix A of the report to be appropriate.

RESOLVED – That the films outlined on Appendix A of the report and proposed to be shown at the Leeds International Film Festival be certified in accordance with the suggested classifications.

104 Application for the grant of a premises licence for The Bulls Head 20 St Matthews Street, Holbeck, Leeds, LS11 9NR

The Licensing Sub Committee considered the report of the Head of Licensing and Registration for an application for the grant of a premises licence for The Bulls Head 20 St Matthews Street, Holbeck, Leeds, LS11 9NR.

The application was for live music, recorded music and sale by retail of alcohol;

Sunday – Thursday 11:00-23:00

Friday – Saturday 11:00-00:00

The premises previously had the benefit of a premises licence, but this was surrendered by the licence holder on the 10th May 2013. During the 28 day consultation period no transfer application was received therefore the licence lapsed.

The applicant Mr Arshid Iqbal proposes Ms Kelly Shaw to be the Designated Premises Supervisor (DPS).

Ms Shaw is the Designated Premises Supervisor at three other licensed premises namely George IV, The Nook and the Askwith Bar.

Representations were received from West Yorkshire Police, Health and Safety service and the Environmental Protection Team in their capacity as a responsible authority. In this instance the operating schedule has been amended to include measures agreed with all the responsible authorities.

The application attracted a representation from other persons on the grounds of noise nuisance.

The proposed DPS told the Committee that they would happy to reduce the hours on a Friday and Saturday to 11:00am -11:30pm.

RESOLVED - The Sub-committee carefully considered the application and objections put forward by the resident. They decided to grant the premises licence for the Bulls Head, 20 St Matthews Street, Holbeck, Leeds, LS11 9NR with reduced hours.

The licensing hours will be as follows:

Sunday – Thursday 11:00 – 23:00

Friday – Saturday 11:00 – 23:30

105 Application to vary a premises licence held by John Grayshon The Commercial Inn Morley Leeds LS27 8AG to specify an individual as designated premises supervisor

The Committee considered the report of the Head of Licensing and Registration for an application to vary a premises licence held by John Grayshon, The Commercial Inn, Morley Leeds LS27 8AG to specify an individual as designated premises supervisor (DPS).

Mr Grayshon the premises licence holder for The Commercial Inn, Morley told the Members of the Committee of his proposal to appoint Mr Joseph Boland as designated premises supervisor. Mr Boland was in attendance at the hearing. Mr Grayshon told the Committee that he has known Mr Boland for a number of years and that given Mr Boland's success as DPS of the Slip Inn, Morley Mr Grayshon felt that Mr Boland would be an ideal candidate as DPS of The Commercial Inn. He told the Committee that he was aware of issues raised concerning the behaviour of Mr Boland but felt that this was supposition.

Mr Grayshon told the Sub –committee of his proposal for Mr Boland to be at the Slip Inn until 20:00 at which time the Slip Inn closes and then work as DPS at The Commercial Inn until closing time.

Representations made by West Yorkshire Police (WYP) outlined their objections to Mr Boland becoming the DPS of the Commercial Inn in addition to his role of DPS at the Slip Inn. The Sub-committee were told how Mr Boland had breached the conditions of licence for the Slip Inn resulting in two Section 19 Closure Notices being served. There were also issues regarding CCTV equipment being out of action for three weeks, an alleged drunken altercation between Mr Boland and a customer and concerns raised by other Pub Watch members regarding Mr Boland's behaviour in other licensed premises.

Mr Boland responded to the representations made by WYP by explaining to the Committee how the issues had arisen, but he acknowledged that he had taken 'short cuts' regarding the employment of door staff on Sunday nights at the Slip Inn and which was in breach of a condition of the licence.

RESOLVED – The Licensing Sub-committee having carefully considered all the information put to them and given that the role of the DPS is a responsible post the Committee did not feel confident that Mr Boland could responsibly run both premises. Therefore, the Committee decided to refuse the application.

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Development Plan Panel

Tuesday, 27th August, 2013

PRESENT: Councillor in the Chair

Councillors B Anderson, C Campbell,
M Coulson, C Fox, P Gruen, R Harington,
J Lewis, K Mitchell and N Walshaw

Councillor

7 Late Items

There were no late items, however a revised report for Agenda Item 6, Leeds Community Infrastructure Levy – Draft Charging Schedule was circulated to Members and published prior to the meeting.

8 Declaration of Disclosable Pecuniary and Other Interests

There were no declarations of interests.

9 Apologies for Absence

Apologies for absence were submitted on behalf of Councillors T Leadley and N Taggart.

10 Leeds Community Infrastructure Levy - Draft Charging Schedule

The report of the Director of Development gave an explanation of the changes to the Community Infrastructure Levy (CIL) Draft Charging Schedule which was proposed following the Preliminary Draft consultation. The report also detailed further background information and analysis. The Draft Charging Schedule and associated evidence documents were appended to the report.

It was reported that the Draft Charging Schedule would be considered by Executive Board at the meeting on 9 October 2013 and a further 6 week consultation period would follow.

The following issues were highlighted from the report:

- There had not been an update to the CIL Economic Viability Study.
- Over 50 responses had been received from a range of businesses, community groups and residents. The majority had not requested changes and details of responses were outlined in the report.
- Changes to the CIL Charging Zones.
- Issues surrounding retail rates in relation to the changing retail market and viability.
- Proposed new rates for the Draft Charging Schedule and comparisons to other Local Authorities.
- Projected CIL revenue – this would be approximately £6.8m per year
- Infrastructure projects set out in the Regulation 123 list.

Draft minutes to be approved at the meeting
to be held on Tuesday, 10th September, 2013

In response to Members comments and questions, the following was discussed:

- Infrastructure audits – this fell under the Core Strategy
- Benefits to setting lower rates in order to attract investment to the City and encouraging economic development.
- Retail rates had been set following discussion with Asset Management. Members discussed the setting of rates for the City Centre.
- Discussion regarding zero rates that had been proposed in the Draft Charging Schedule. It was recommended that agricultural land that had previously been proposed for a £5 rate should remain at that.
- River Aire Flood Alleviation Scheme – it was reported that other schemes could be added to the Regulation 123 List which would be reviewed annually.
- CIL funding for public realm/greenspace improvements could be used for maintenance and/or the purchase of new equipment.
- Instalments policy – there was a consensus that all instalments should be paid within 24 months.

RESOLVED –

- (1) That the Draft Charging Schedule be presented for approval at Executive Board.
- (2) That the scope of the evidence base and associated documents supporting the setting of the CIL rates, including the Regulation 123 List be presented for approval at Executive Board.

11 Site Allocations Issues and Options Consultation - Initial Report of Consultation

The report of the Director of City Development provided an Initial Report of Consultation of the recent Site Allocations Plan Issues and Options Consultation. The report covered the consultation process. Issues raised and the Council's recommended responses will follow in subsequent reports once officers have sorted, read and entered comments into the consultation database.

Member's attention was brought to the following issues:

- Thanks were expressed to Elected Members for their contributions and to Parish and Town Councils, Community Groups and others who had contributed.
- 16 drop in events had been held across the City over the 8 week consultation period and there had been between 5,000 and 6,000 responses.
- There had been some concern expressed regarding the lack of publicity of the consultation and regarding the online forms.
- Early analysis had shown that the majority of comments related to housing sites and Morley, Aireborough, Cookridge, East Ardsley, Adel and Horsforth areas had seen a high number of comments.

The Panel was informed of the next stages which would include further engagement with Elected Members and infrastructure providers. It was hoped to publish a draft

plan by September 2014 which would then see a further public consultation period. This draft would then be subject to evaluation and would hopefully be adopted in 2015. This, however was dependant on the Core Strategy.

In response to questions from Members, it was reported that applications for development could still be received for sites yet to be determined through the Site Allocations process

It was agreed that officers would provide a summary of the consultation and next steps to all Members for information.

RESOLVED –

- (1) That the key headlines from the consultation be noted.
- (2) That the attached introductory information for the draft Report of Consultation, to be presented to Panel in due course be noted.

12 Date and Time of Next Meeting

To be confirmed.

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Corporate Governance and Audit Committee

Friday, 20th September, 2013

PRESENT: Councillor G Hussain in the Chair
Councillors P Grahame, C Gruen (As substitute for N Taggart) T Hanley, C Fox, R Wood, E Taylor, J Illingworth, J Bentley and J Hardy

Apologies Councillors N Taggart

15 Appeals Against Refusal of Inspection of Documents

There were no appeals against the refusal of inspection of documents.

16 Exempt Information - Possible Exclusion of the Press and Public

There were no resolutions to exclude the public.

17 Late Items

There were no late items submitted to the agenda for consideration.

18 Declaration of Disclosable Pecuniary and Other Interests'

No declarations were made.

19 Apologies for Absence

Apologies for absence were received from Councillor Taggart. Councillor C Gruen was in attendance as substitute for Councillor Taggart.

20 Minutes - 10th July 2013

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

21 Matters Arising

Minute No. 9 – Update Regarding Progress With the Development of Business Continuity Plans for LCC's Most Critical Services.

The Head of Governance Services provided the Committee with an update with regards to the completion of Business Continuity Plans. It was reported that 10 plans were currently outstanding. The Committee were also informed that the Chief Executive has written to individual service managers to ensure all plans are completed by the end of September as requested by the Committee.

22 Decision Making Framework; Annual Assurance Report

The City Solicitor submitted the annual report concerning the Council's decision making arrangements. The report brought together arrangements for planning and licensing matters together with decisions taken by the Executive Board and officers under their delegations from the Leader.

In presenting the report the Head of Governance Services commented on:

- the performance management arrangements that are in place;
- the positive contributions from the Scrutiny Board (Resources and Council Services) in aligning procurement processes with the decision making framework;
- the fact that special urgency provisions have not been used for key decisions during the last 12 month period.

A Member queried whether performance measures were in place to monitor reports submitted to Executive Board for decision which are subsequently withdrawn. The Head of Governance Services informed the committee that no such measures are in place and clarified that performance measures have been established solely to monitor compliance with the statutory responsibilities of the authority.

Also in attendance to answer any questions by Members were The Chief Planning Officer and the Head of Licensing and Registration.

With regards to the licensing aspect of the report Members commented on:

- The importance of all investigations relating to licensing being undertaken following internal protocols which adhere to legislation; and
- The numbers of applications both in terms of new applications and renewal. Members also discussed the reasons for licences being suspended and how they are resolved.

With regards to the planning aspect of the report Members gave consideration to:

- The usefulness of Members shadowing planning officers to help gain an understanding of how the planning service operates;
- The pressures faced by planning services in terms of balancing the demand for houses to be built and the concerns of residents effected by housing developments; furthermore the need to reduce the amount of appeals against decisions which are costly to defend;
- The desire for the involvement of Members and the community as early on in the planning process as possible and the need for improved access to planning officers and advice for Members;
- The importance of taking public health into account during the planning process for new housing developments; and

- The increasing workload faced by planning officers balanced against the budgetary pressures faced by the planning department.

RESOLVED – That the positive assurances provided in this report be noted.

23 Annual Assurance Report on Risk & Performance Management

The Deputy Chief Executive submitted a report providing the Committee with assurances on the strength of the Council's risk and performance management arrangements.

The Principal Risk Management Officer was in attendance to answer Members questions.

Members considered the report and discussed the recent transfer of Public Health Services to LCC and what work had been done to consider the risks of delivering these new services. The Committee were informed that Public Health had had their own risk management arrangements in place prior to the transfer and now work is on-going to establish a new risk register for the service in line with the Council's Risk Management Framework. As part of the Clinical Governance assurance report, due to be heard by the Committee in November, Members requested that risk management arrangements be addressed within this.

Members commented that the quarterly performance management reports to Scrutiny Boards could be improved to make them simpler to understand. It was noted by the Committee that work is underway to address this through the performance management review: the corporate Risk & Performance team has recently met with the Scrutiny Chairs who requested a range of report options be presented to them.

RESOLVED – That the assurances provided be noted.

24 Annual Financial Management Report (Incorporating Capital)

The Deputy Chief Executive submitted a report which outlined the key systems and procedures which are in place to deliver such arrangements whilst ensuring the maintenance of adequate reserves. The report covered in detail the key components of the Council's financial management arrangements and aimed to give the Committee assurance that these systems and procedures are fit for purpose, up to date, embedded and being complied with.

The Chief Officer (Financial Services) was in attendance to present this report and respond to any questions from Members.

Members discussed the report in detail initially focussing on the funding arrangements in place for the Leeds City Region and how this effects the financial management of the Council.

Financial planning was discussed with officers specifically with regards to the possibility of future budget cuts and how these would be managed by the authority.

Members stressed the importance of ensuring that any potential risks or budgetary difficulties be identified at the earliest opportunity through regular monitoring.

Members noted the difficulties in funding services such as adult social care due to the difficulties of predicting the level of service demand. Officers present commented that in circumstances like this must be made based on the best information available assumptions.

RESOLVED - Note the assurances provided that the appropriate systems and procedures are in place to ensure that the Council delivers sound financial management and planning.

25 Internal Audit Report

The Deputy Chief Executive submitted a report providing a summary of Internal Audit activity for the period 1st July to 31st August 2013 and highlighted the incidence of any significant control failings or weaknesses.

The Head of Internal Audit was in attendance to answer any questions from Members.

Members discussed credit card charges on transactions made with the Council whether these could be reduced by negotiation with the bank and credit card companies.

Also considered was the closure of the ALMOs and transfer of their services back to the Council and the audit coverage that will take place following this.

Discussion took place on leaving care payments and the perceived gap in policy and guidance for staff in this area. Members requested assurance that young people were no losing out because of any lack of policy or guidance.

RESOLVED – That the work undertaken by Internal Audit during the period covered by the report be noted.

(Councillors P Graham and T Hanley left the meeting at 3:40pm during discussion of this item.)

26 Report on the Local Government Ombudsman's Annual Review Letter 2012/13

The Chief Officer (Access and Performance) submitted a report which discussed the Local Government Ombudsman's Annual Review Letter. It also

summarised the Council's complaints and LGO cases for the period 1 April 2012 to 31 March 2013 and assessed the overall effectiveness of the Council's approach to complaints.

The Executive Officer Client and Customer Relations was in attendance to present the report and answer any questions from Members.

Members noted that the Ombudsman's report was not as detailed in previous years and that greater reliance was being placed on the complaints analysis undertaken by customer relations staff.

Discussion took place on the effect the absorption of the ALMOs into the council might have on complaints with the hope that there will be a reduction.

The large number of compliments received about council staff was noted by the Committee.

RESOLVED – That the supporting information providing external assurance as to the effectiveness of the Council's approach to complaints be noted.

27 Audited Statement of Accounts and the Value for Money Assessment 2012/13

The Principal Finance Manager presented a report The Deputy Chief Executive which required the Committee to approve the Council's final audited Statement of Accounts and consider any material amendments recommended by the auditors.

Mike McDonagh and Heather Garrett from KPMG were in attendance to discuss the report and answer Members questions.

The report was welcomed by the Committee and Members congratulated financial management staff for their work in compiling the accounts.

RESOLVED –

- (a) That the Committee Receive the report of the Council's external auditors on the 2012/13 accounts and note that there are no audit amendments required to the Accounts;
- (b) That the final audited 2012/13 Statement of Accounts be approved and that the Chair acknowledge the approval on behalf of the Committee by signing the appropriate section within the Statement of Responsibilities on page 1 of the accounts;
- (c) That on the basis of assurances received, the Chair is asked to sign the management representation letter on behalf of the Corporate Governance and Audit Committee; and
- (d) That KPMG's VFM conclusion that the Council has made proper arrangements to secure economy, efficiency and effectiveness in its use of resources be noted.

28 Annual Governance Statement

Draft minutes to be approved at the meeting to be held on Friday, 8th November, 2013

The City Solicitor submitted a report presenting the Annual Governance Statement.

The Head of Governance Services was in attendance to present the report and answer Members' questions.

Members considered the review of effectiveness of the council's governance arrangements and the assurances received from lead officers, particularly those from Internal Audit and from the council's appointed auditors KPMG.

RESOLVED –

- (a) That The Committee approve the attached Annual Governance Statement; and
- (b) That the Leader of Council, Chair of Corporate Governance and Audit Committee, Chief Executive and Director of Resources be recommended to sign the document on behalf of the Council.

29 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.

NORTH WEST (INNER) AREA COMMITTEE

THURSDAY, 19TH SEPTEMBER, 2013

PRESENT: Councillor J Akhtar in the Chair

Councillors J Walker, N Walshaw,
G Harper, B Atha, J Illingworth, S Bentley
and J Chapman

13 Declarations of Interest

There were no declarations of interest.

14 Apologies for Absence

Apologies for absence were submitted on behalf of Councillors M Hamilton, C Towler, L Yeadon and J Bentley.

15 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 was discussed:

- Royal Park School – Members were asked for their support for the former school building to be used for a community project and prevent the future demolition of the building. Councillor Harper reported that he had been involved in facilitating meetings regarding the future of the building and an offer had been put forward to the Council for its future use subject to proof of funding. It was further reported that meetings had been held with Asset Management regarding a potential transfer of the building. All Members present supported the scheme.

16 Minutes - 27 June 2013

RESOLVED – That the minutes of the meeting held on 27 June 2013 be confirmed as a correct record.

17 Minutes of Area Chair's Forum - 3 May 2013 and 28 June 2013

RESOLVED – That the minutes of the Area Chairs' Forums held on 3 May and 28 June 2013 be noted.

18 Children's Services Area Committee Update Report

Draft minutes to be approved at the meeting
to be held on Thursday, 24th October, 2013

The report of the Director of Children's Services provided an update on performance at Area Committee level, with a broader acknowledgement of city level performance. Key issues for Children's Services were highlighted including Ofsted inspection, basic need and child friendly city.

Issues highlighted from the report included the following:

- Ofsted – an inspection across Leeds schools was due.
- There was significant pressure on availability of places in Leeds schools.
- Reducing the number of looked after children – there had been a nine percent drop in the Inner North West Area over the past year and a significant drop of fifty percent entering care.
- There had been a slight increase in the number of NEETs (Not in Education, Employment or Training) but this correlated with a reduction in rates of 'not known' young people.
- There had been an overall improvement in school attendance.
- There had been a twenty percent reduction of young people committing offences.

In response to comments from Members further discussion included an increase in the number of Common Assessment Frameworks undertaken and Elected Member representation on Clusters.

RESOLVED – That the report be noted.

19 Update on Welfare Benefit Changes

The report of the Chief Officer, Welfare and Benefits provided an update on the impact of the welfare reforms at both a citywide and ward level basis. It also provided information on arrangements that had been put in place to support tenants. Further information in the report referred to the introduction of the Universal Credit and the programme of work aimed at tackling the issue of high cost and payday lending.

Steve Carey, Chief Officer, Welfare and Benefits presented the report.

Further issues highlighted from the report included the following:

- Following changes introduced in April, including rules relating to under occupancy, more tenants had fallen into arrears.
- Council Tax arrears had also risen following changes to council Tax benefits.
- Introduction of a benefit cap would affect approximately 350 families across Leeds. Those most affected had been visited.
- Extra funding available from Government.
- The ambition is to prevent anyone from being evicted due to the benefit cap.

In response to Members comments and questions, the following were discussed:

- Tenants affected by the benefit cap would still be expected to make some contribution to rent.
- Funding from Government would reduce and there would be further work required around discretionary housing payments. A further report was expected to be considered by Executive Board by the end of the year.
- Concern that if any families were to be evicted, this could be more costly to the Council than if they weren't evicted.
- Taira Kayani of Better Leeds communities addressed the Area Committee and reported on work they were carrying out supporting people affected by Welfare Reform.

RESOLVED –

- (1) That the information about the impact of the welfare reforms be noted.
- (2) That the information about the campaign against high cost lenders be noted.
- (3) That the following priorities be championed:
 - High interest money lending and debt
 - Better connecting local people to Leeds job opportunities and training through the planning process, sector based work academies and apprenticeships
 - Continuing to support local communities through localised employability, learning and advice provision

20 Community Planner Update Report

The report of the Community Planning Officer gave the Area Committee an update on the Community Planner Work Programme since the previous report in February 2013.

Jenna Riley, Community Planning Officer presented the report.

Issues highlighted included the following:

- Neighbourhood Planning – update on support work with community groups; area wide planning event scheduled in January
- Far Headingley/Weetwood Design Statement – Work has been carried out to review this with the steering group and Leeds Metropolitan University. A consultation draft was being prepared and a 6 week consultation period would commence in October
- Emerging Policy – Site Allocation Plans; draft Core Strategy

Members thanked Jenna for her work.

RESOLVED – That the report be noted.

21 Wellbeing Commissioning 2014/15 and Funding Update Report

The report of the Assistant Chief Executive (Citizens & Communities) provided members with an update on the budget position for the Wellbeing Fund for 2013/14 and identified additional capital funding available for allocation. The report 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. It updated the Area Committee on the Youth Activity Fund and those projects seeking support through this pot. The report also sought approval for the process and timescales for the Wellbeing commissioning round for 2014/15.

Zoe Tyler, Area Support Officer presented the report.

Members attention was brought to the following:

- Additional capital funding available – Members were asked to consider how this could be spent
- Current Wellbeing Fund budget position
- Capital Receipts Programme
- Small Grants & Skips funding
- Youth Activity Fund
- The 2014/15 commissioning process and timescales – including ward meetings with Members to discuss possible projects they would like to see..

Weetwood Members expressed dissatisfaction regarding a recent Back Yard Breeze held in their ward and the lack of consultation, publication and subsequent poor attendance.

RESOLVED –

- (1) That the current position for the Wellbeing Fund for 2013/14 be noted.
- (2) That the current position of the Small Grants and skips pots and those Small Grants and skips that had been approved since the previous meeting be noted.
- (3) That the additional £22,610 capital available be noted and consideration be given to how this should be spent.
- (4) That the current position of the Youth Activity Fund and those projects supported through this fund be noted.
- (5) That the process and timescales for the Wellbeing commissioning round for 2014/15 be approved.

22 Date and Time of Next Meeting

Thursday, 24 October 2013 at 7.00 p.m.

23 Open Forum

The Chair allowed a further submission for the Open Forum from a member of the public who was not present earlier in the meeting.

Concern was raised regarding the number of mature trees that would be lost as part of the New Generation Transport scheme. It was felt that this had been an undemocratic procedure and disappointment was expressed that this had not been included on the Agenda for this meeting. It was reported that there would be significantly more planting to replace any lost trees and replacements would be trees between 3.5 and 5.5 metres in height and not saplings.

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NORTH WEST (OUTER) AREA COMMITTEE

MONDAY, 23RD SEPTEMBER, 2013

PRESENT: Councillor P Wadsworth in the Chair

Councillors S Lay, B Anderson,
C Campbell, B Cleasby, R Downes, C Fox,
G Latty, C Townsley, P Latty and D Collins

29 Appeals Against Refusal of Inspection of Documents

There were no appeals against the refusal of inspection of documents.

30 Exempt Information - Possible Exclusion of the Press and Public

There were no resolutions to exclude the public.

31 Late Items

There were no formal late items submitted to the agenda for consideration. However Supplementary Information had been circulated and published with regards to Agenda Item 12 "Area Update Report" Minute No.40 refers.

32 Declaration of Disclosable Pecuniary and Other Interests

No declarations were made.

33 Apologies for Absence

Apologies for absence were received from Councillor J L Carter.

34 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 term of reference of the Area Committee.

On this occasion there were no members of the public present.

35 Minutes - 10th July 2013

RESOLVED – The Minutes of the meeting held on 10th July 2013 were approved as a correct record subject to noting the apologies of Councillor Lay.

36 Matters Arising

Minute No. 28 Children and Young People's Sub Group

It was noted by the Area Committee that Councillor P Latty is the Children's Lead for the North West Outer Area.

37 Children's Services area committee update report

The Director of Children's Services submitted a report informing Members about local outcomes for children and young people. This supported the involvement of area committees in improving outcomes and provided an update on the work of the directorate and of the Leeds Children's Trust, including local children's cluster arrangements. The progress made against local and national agendas was also highlighted. The report summarised performance at area committee level, with a broader acknowledgement of city level performance. Key issues for Children's Services were highlighted, including Ofsted inspection, basic need, and child friendly city.

Sue Rumbold (Chief Officer Partnership Development) and Jancis Andrew (Area Head of Targeted Services) were in attendance to discuss the report with Members and to answer any questions.

Members considered the effect of a new penalty system to be enforced when children are removed from school, by parents taking holidays during term time. It was confirmed that a £60.00 fine would be administered by the Council for any absence of 5 days or more. All monies collected would be retained to help cover the administrative costs of the scheme.

Members took the view that non-attendance figures appeared high for the area and that a more detailed breakdown of schools with persistent offenders would be useful. The definition of a persistent offender was also explained to Members. Concern was expressed about children missing school during term time and the difficulties in them catching up on class work. Members were assured that schools have systems in place to ensure children do catch up.

Members requested details on the effect of children who do not have high attendance at school.

It was noted by Members that prices were higher for holidays during official school breaks and it was requested that the Children and Young Peoples Sub Group look into this matter.

Members discussed referrals to Children's Services and whether this varies from area to area.

RESOLVED -

- (a) Children and Young People's Sub Group to undertake work looking into travel agency costs during official school holiday periods;

- (b) That the Area Committee receive details on the effect of children who do not have high attendance at school;
- (c) That a breakdown be provided of schools where absence by persistence offenders affects attendance statistics; and
- (d) That the report be noted.

38 Update on Welfare Benefit changes

In light of the Chief Officer, Welfare and Benefits being unable to attend the meeting to present the submitted report and answer Member questions the Chair withdrew the report from the agenda to be deferred to a later date.

39 West North West homes Leeds Involvement in Area Committees

West North West Homes submitted a report which covers the previous reporting period advising the Area Committee of activities undertaken by West North West homes Leeds (WNWHL) which impact on local communities.

Juliet Duke, Neighbourhood Performance Manager presented the report to the Area Committee updating Members on the activity of West North West homes Leeds over the last six months.

Members noted that WNWHL will become part of Housing Leeds on 1st October 2013.

It was confirmed that any outstanding work agreed by WNWHL would be taken on by Housing Leeds.

RESOLVED –

- (a) That the contents of the report be noted; and
- (b) That a report be brought to the next meeting of the Area Committee providing an update on the implementation progress of Housing Leeds.

40 Wellbeing Fund Update and Monitoring Report

The Assistant Chief Executive (Citizens 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 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. The report also provided an update on the Youth Activity Fund.

Rachel Marshall, West North West Area Support Team presented the report and responded to Members' comments and queries.

The Chair highlighted to Members the importance of spending the wellbeing fund and driving forward deserving community projects, by encouraging applications for funding.

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 content of the quarterly monitoring returns for ongoing projects funded through the Wellbeing fund as set out in Appendix 2 of the report be noted;
- (c) 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;
- (d) That the current position of the Youth Activity fund be Noted; and
- (e) 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
Horsforth Festive Lights			£2,200		Approved
Yeadon Festive Lights				£4,155	Approved
Yeadon & Otley CCTV*				£18,305	Approved

*Members approved this, however they wished to note their disagreement that Yeadon and Otley should have to pay more on the basis they are further from the central control room.

It was noted that the following project was not recommended for support at this time.

Safe Haven at Paradise

Delivery organisation: Safe Haven at Paradise

Amount Requested: £39,000 (£19,500 O & Y and £19,500 G & R)

It was noted that Outer North West Area Committee would receive £10,08617 of additional capital funding as a result of the Capital Receipts Incentive Scheme (CRIS).

41 Area Update Report

The Assistant Chief Executive (Citizens and Communities) submitted a report updating Members on recent sub group and forum business since the last Area Committee.

Elected Members gave updates on their theme areas including the following:

- Children and Young People Sub Group
- Health and Well Being;
- Joint Transport Sub Group; and
- Policy Sub Group

Members asked for an amendment to be made to the Joint Transport Sub Group minutes with respect to the anticipated number of jobs created by NGT. Furthermore Members requested that a formal response be sought from NGT with regards to the jobs that will potentially be created by constructing the system.

RESOLVED -

- (a) That the report be noted;
- (b) That the Joint Transport Sub Group Minutes of 13th September 2013 be amended as requested; and
- (c) That a formal response be obtained from NGT with respect to the numbers of jobs to be potentially created if the system is constructed.

42 Area Chairs Forum Minutes

The Assistant Chief Executive (Citizens and Communities) submitted a report which formally notified Members that the minutes of the Area Chairs Forum meetings will be brought to the Area Committee meetings as a regular agenda item, and to give a brief overview of the Area Chairs Forum meetings.

The Chair raised the issue of the Area Committee potentially changing its name. Members were asked to consider what name they would like to give the Area Committee to reflect the region it covers.

RESOLVED – That the contents of the report be noted.

43 Date and Time of Next Meeting

2pm, Monday 4th November 2013

Otley Methodist Church.

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NORTH EAST (INNER) AREA COMMITTEE

MONDAY, 2ND SEPTEMBER, 2013

PRESENT: Councillor S Hamilton in the Chair

Councillors J Dowson, M Rafique, E Taylor,
G Hussain, R Charlwood, A Sobel and
B Urry

Apologies Councillor C Macniven

16 Appeals Against Refusal of Inspection of Documents

There were no appeals against the refusal of inspection of documents.

17 Exempt Information - Possible Exclusion of the Press and Public

There were no resolutions to exclude the public.

18 Late Items

No formal late items were added to the agenda however Members were verbally presented with an additional wellbeing application, "Agenda Item 13 Wellbeing Report" (Minute 28 refers).

19 Declaration of Disclosable Interests

No declarations of interest were made.

20 Apologies for Absence

Apologies for absence were received from Councillor Macniven.

21 Open Forum

No matters were raised under the Open Forum.

22 Minutes of the Previous Meeting

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

23 Matters Arising

Minute No.7 West Yorkshire Fire Service Annual Report

Officers to contact Members about dates for attending a Young Fire-fighters session.

Minute No.9 Investing in Young People: Update on the Future of Youth Services and delegated Functions for Area Committees

It was confirmed to the Area Committee that Councillor Macniven is the Area Lead for Children.

Minute No.11 Local Authority Appointments to Outside Bodies

That in respect of the appointment to Community Action for Roundhay Elderly the further information requested on whether the Group still operated prior to an appointment being made be provided to Members of the Area Committee.

24 Update on Welfare Benefit changes

Sharon Hughes the Area Improvement Manager presented a report of the Chief Officer (Welfare and Benefits). The report provided an update of the impact of the welfare reforms at both a city-wide and ward-level basis and also provided information on arrangements that have been put in place to support tenants. The report also provided information about the Universal Credit programme and sought input from the Area Committee on how the programme of activity can work at a locality level.

David Longthorpe (Head of Customer and Housing Management) was also in attendance to answer Member's questions.

Members were pleased with the announcement that a Credit Union office opening on Roundhay Road but expressed concern that there is still no bank in Chapeltown. It was agreed that it was important to publicise the Credit Union as much as possible, specifically in Moortown where there is no public facing Council building. Members questioned officers as to whether there was a 'cash-in' 'cash-out' facility at the Reginald Centre. Dave Longthorpe informed the meeting about weekly Credit Union drop in at Moortown Housing Office, there is high demand for this service.

Members agreed that it was important that the Council identified people who might be vulnerable in terms of getting into debt and encourage them to become part of the Credit Union.

The shortage of one bedroomed flats in Leeds was discussed and what was being done to mitigate against this shortage, such as converting houses back into one bedroomed accommodation. Concerns raised by members that although this is needed the conversations may be very small. Members felt it was important to publicise the fact that there has been no evictions.

Members requested that details of key staff who manage housing needs be circulated.

Members considered that a more detailed breakdown (at ward level) with regards to welfare benefits specifically relating to the North East Inner Area should be provided at a future meeting.

RESOLVED –

- (a) That officers provide information to Members as to whether there is a 'cash-in' 'cash-out' facility at the Reginald Centre;

- (b) That details of key staff who manage housing needs be circulated;
- (c) That a more detailed breakdown (at ward level) with regards to welfare benefits specifically relating to the North East Inner Area should be provided at a future meeting;
- (d) That the information about welfare reforms be noted;
- (e) That the information about the campaign against high cost lenders be noted; and
- (f) That the work going on in east north east to mitigate the impact of the changes be noted.

25 Children's Services - update

Paul Brenan Deputy Director of Children's Services presented a report of the Director of Children's Services. The report provided a six-monthly update. The report informed the Area Committee about local outcomes for children and young people, and aimed to support the involvement of the Area Committees in improving outcomes by providing an update on the work of the directorate and of the Leeds Children's Trust, including local children's cluster arrangements. The progress made against local and national agendas was also highlighted. The report summarised performance at Area Committee level, with a broader acknowledgement of city level performance. Key issues for Children's Services were highlighted, including Ofsted inspection, basic need, and child friendly city.

Gillian Mayfield, Targeted Services Area Lead (ENE) was also in attendance to help answer Member's questions.

Officers from Children's Services were informed that Councillor Macniven is the lead Member for Children for North East Inner and that a meeting to discuss issues in the area should be arranged with her.

Members sought to understand the relationship between social services staff and teachers in primary schools in terms of identifying specific needs and issues that children might have.

Discussion took place about the difficulties in parents getting a preferred place at primary schools for their children and that often this is not achieved. Members were informed that no new schools could be opened but that there is provision for schools to be expanded.

Members were concerned by the numbers of looked after children going up and considered what interventions could be made to stop this trend.

Members also noted that GCSE and A Level results had improved compared to last year.

RESOLVED –

- (a) That a meeting take place between Children's Services Officers and Councillor Macniven as lead Member for Children's in the North East Inner Area; and

(b) That the contents of the report be noted.

26 Investing in Young People: Update on the Future Direction of Youth Services and Delegated Functions for Area Committees

Sharon Hughes the Area Improvement Manager presented a report of the East North East Area Leader. The report provided the Area Committee with proposals for spending the budget delegated to the Area Committee for universal youth activities.

Universal youth activities can be defined as activities offering opportunities for play, arts, sport and cultural activities with young people age 8-17 years enabling young people to play, have fun, get creative, and have new experiences both after school and during the school holidays.

Members raised concerns about allocating money to projects that have already been funded by the Area Committee. It was considered that the money is for all children in the area and it needs to be allocated on a fair basis and that consideration should be given to interacting with existing youth forums and youth organisations. If there is a current list of youth groups and providers this is to be circulated to members.

RESOLVED -

- (a) To re-invest 50% of this year's Youth Activity Funding - £12,917 – into the 2013 Summer Holiday Activities programme;
- (b) That wellbeing sub group meet to discuss how to move this forward and that Youth Councils/School councils could be one methodology; and
- (c) To approve the allocation of the remaining £12,917 for 2013/14 to be done using consultation already carried out for the summer holiday programme.

27 Priority Neighbourhood Update Report

Kath Wood the Neighbourhood Manager presented a report of the East North East Area Leader the report outlined key areas of work that the new neighbourhood manager is currently focusing on. The report highlighted the achievements and the challenges faced and provided information on progress made to date.

The Area Committee were informed that the new Neighbourhood Manager commenced in post in May 2013 and has initially focussed on addressing key issues in the two priority neighbourhood areas, Meanwood (Seven Estates) and Chapeltown. Action Plans for both these areas have now been developed and each areas priorities have been updated.

Draft minutes to be approved at the meeting
to be held on Monday, 14th October, 2013

The Chair requested that more focus be given to the Queenshill and Brackenwood Estates.

Members felt that NEETs were a key issue for the North East Inner Area and that a detailed strategy is needed to identify where there are high levels of people not in employment education or training.

Members were concerned that apprenticeships in the area were not being filled by local people and that more local people should be encouraged to apply.

RESOLVED –

- (a) That the contents of the report be noted;
- (b) That the new priorities identified for the Chapeltown and Meanwood 7 Estates, actions and initiatives developed be noted;
- (c) That the Area Committee contribute to the development of actions to address issues in priority Neighbourhoods in the Moortown and Roundhay Wards; and
- (d) That a progress report be brought back to a future meeting.

28 Area Update Report

Sharon Hughes the Area Improvement Manager presented a report of the East North East Area Leader. The report sought Area Committee approval for the proposed method of consultation for Autumn 2013 and fed back on community consultation and engagement over the last quarter. The report gave an update on consultation and progress made in relation to addressing the 2013/14 agreed priorities and highlights their RAG (Red, Amber or Green) status. The report also provided an update on work by the MAP (Moor Allerton Partnership) which is relevant to the Moortown ward.

The Area Committee agreed that residents need to be made better aware of work being undertaken. Further members raised the positive impact of inviting community champions to the Area Committee meeting and that initiatives like this should become more common place.

Members noted the only red flagged area of the Area Committee's priorities which is 'supporting allotments through reducing waiting lists and improving security' and considered this should continue to be monitored.

RESOLVED –

- (a) That the update on Community Consultation, Volunteer Thank You event arrangements, Moor Allerton Partnership and Area Committee priorities update be noted; and

- (b) That the proposed method of consultation for the autumn round of consultation be agreed.

29 Wellbeing Report

The East North East Area Leader submitted a report providing Members with an update on the current position of the revenue Wellbeing funding for the Area Committee and highlighting the applications made for consideration by the Area Committee.

Appended to the report was a copy of the following document for the information/comment of the meeting:-

- Inner North East Area Committee Well-Being Budget 2012-13 (Appendix 1 refers)
- Spreadsheet showing the breakdown of applications (Appendix 2 refers)

Sharon Hughes, Area Improvement Manager, presented the report and responded to Members' comments and queries.

The Area Committee were informed that Ramgharia Summer Holiday Activities did not take place due to Staff Illness. Ramgarhia Sports Centre requested they be permitted to run this during half term. The Area Committee rejected this proposal as they were funded £1450 to run activities in summer holidays. The Area Committee advised the group to submit a new application.

Detailed discussion ensued on the contents of the report and appendices.

RESOLVED-

- a) That the contents of the report and appendices be noted;
- b) That Approval be given to funding £1,500 towards Roundhay Junior Park Run;
- c) That approval be given to funding the £2,960 requested by the BHI – Identity Programme;
- d) That Ramgharia Summer Holiday Activities be advised to submit a new wellbeing application;
- e) That the Area Committee notes the current budget position and through ward member meetings, the issue regarding ward pots be addressed further by the East North East Area Leader with a report back to a future meeting.

30 Minutes of the Area Chairs Forum

The Area Chairs Forum minutes from Friday 3rd May 213 were presented to the Committee.

RESOLVED – That the minutes be noted.

31 Date and Time of the Next Meeting

Draft minutes to be approved at the meeting
to be held on Monday, 14th October, 2013

The Next meeting will take place at 4pm on 14th October 2013 in the Reginald Centre.

Draft minutes to be approved at the meeting
to be held on Monday, 14th October, 2013

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NORTH EAST (OUTER) AREA COMMITTEE

MONDAY, 16TH SEPTEMBER, 2013

PRESENT: Councillor G Wilkinson in the Chair
Councillors A Lamb, J Procter, N Buckley,
P Harrand, D Cohen and M Robinson
Apologies Councillor A Castle and R Procter

OFFICERS:

Steve Carey – Chief Officer, Welfare and Benefits
Dave Longthorpe – East North East Homes
Steve Walker, Deputy Director - Children's Services
Gillian Mayfield, Targeted Services Area Leader - Children's Services
Sharon Hughes - East North East Area Support Team
Carole Clark – East North East Area Support Team
John Grieve – Governance Services

18 Late Items

Although there were no formal late items, the Area Committee was in receipt of additional information in respect of Children's Services update - Autumn 2013 (Minute No.24 refers)

19 Apologies for Absence

Apologies for absence were received from Councillor A Castle and Councillor R Procter

20 Declaration of Disclosable Pecuniary and Other Interests

There were no declarations of interest

21 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.

22 Minutes of the Previous Meeting

Draft minutes to be approved at the meeting
to be held on Monday, 28th October, 2013

RESOLVED – That the minutes of the previous meeting held on 8th July 2013 be accepted as a true and correct record

23 Update on Welfare Benefit Changes

The Chief Officer, Welfare and Benefits submitted a report which provided an update of the impact of the welfare reforms at both city-wide and ward-level basis. The report set out in detail the arrangements that had been put in place to support tenants.

Some of the preparations that were underway for Universal Credit were highlighted with a focus on locally based support that could be provided. It was reported that a key element of the preparations for Universal Credit and a response to the welfare reforms was a programme of work aimed at tackling the issue of payday and high cost lending in the city.

Appended to the report were copies of the following documents for information/ comment of the meeting:

- Under Occupancy Statistics – Appendix 1 referred
- Local Welfare Scheme – Advice Updates – Appendix 2 referred
- Ward Breakdown of Benefit Cap Cases – Appendix 3 referred
- Local Public PC's – Appendix 4 referred
- Direct Payment Propositions – Appendix 5 referred
- High Cost Lending update – Appendix 6 referred
- ENEHL Visit Outcomes – Appendix 7 referred
- Arrears on Under Occupiers by Ward – Appendix 8 referred

Steve Carey, Chief Officer, Welfare and Benefits presented the report and responded to Members' comments and queries

Detailed discussion ensued on the contents of the report and appendices.

In summary, specific reference was made to the following issues:

- Social sector tenants having spare bedrooms would be subject to a reduction in housing benefit
- Many households would see their Council Tax Support reduced by 19%
- Preparations around Universal Credit
- Issues around large families
- Family expenditure and checks around disposable income
- An influence on planning applications to create more affordable housing in particular one & two bedroom properties
- Housing Association Tenants in arrears

Councillor Procter asked if he could be supplied with a model for Child Tax Credits

The Chief Officer, Welfare and Benefits gave an undertaking to provide Councillor Procter with the requested information

RESOLVED –

- (i) To note the information about the impact of the welfare reforms
- (ii) To note the information about the campaign against high cost lenders
- (iii) To note the work on-going in the East North East Area to mitigate the impact of the changes

24 Children's Services Area Committee Update Report

The Director of Children's Services submitted a report which provided an update about local outcomes for children and young people.

The report summarised the performance at Area Committee level, with a broader acknowledgement of City level performance. Key issues for Children's Services were highlighted including; Ofsted inspections, basic need and child friendly city.

Appended to the report were copies of the following documents for information/ comment of the meeting:

- Performance Data for Outer North East Area Committee (Appendix 1 referred)
- Children and young People's Plan (CYPP) Obsessions – Graphs and Charts (Appendix 2 referred)

Steve Walker, Deputy Director Children's Services together Gillian Mayfield, Targeted Service, Area Leader, Children's Services presented the report and responded to Members' comments and queries

Detailed discussion ensued on the contents of the report and appendices.

In summary, specific reference was made to the following issues:

- The Department were making positive progress in achieving a reduction in Looked After Children
- Ofsted Inspections for Looked After Children
- More children and young people were subject of a child protection plan
- Noted the increase in the number of Common Assessment Framework (CAFs) submitted
- Attendance levels in the Outer North East Area

- Primary school pupils persistently absent
- Funding for Clusters – No funding received for children who live outside the cluster - Pupil Premium should follow the child
- After school activities for children living a considerable distance from the school (Travel by school bus)
- Inspections for Academies
- Safeguarding for new Childrens Homes

Commenting on the Inspections for Academies, Councillor Robinson requested further details about the inspection mechanism.

Officers gave an undertaking to provide Councillor Robinson with the requested information

RESOLVED –

- (iv) That the contents of the report be noted
- (v) That the Director of Children’s Services be requested to investigate further the issue of funding to clusters, in particular, how funding for children living outside the cluster is allocated.

25 Strengthening Links between Area Committee and Town and Parish Councils

The East North East Area Leader submitted a report which described the relationship with Town and Parish Council’s in the Outer North East Area in response to the Scrutiny Board Review undertaking by the Safer and Stronger Communities Board at its meeting on 16th May 2013.

Appended to the report was a copy of the Outer North East Parish and Town Council Forum – Terms of Reference 2013

Carole Clark, East North East Area Management presented the report and responded to Members’ comments and queries

It was reported that the East North East Area Support Team maintained regular contact with the 16 Town and Parish Councils within the Outer North East Area, all who were knowledgeable about the communities they serve.

RESOLVED –

- (i) That the contents of the report be noted
- (ii) To endorse the revised terms of reference for the Outer North East Parish and Town Council Forum, as set out in Appendix A of the submitted report

Investing in Young People: Update of the Future Direction of Youth Services and Delegated Functions for Area Committees

With reference to Minute No. 12 of the meeting held on 8th July 2013 when the future direction of the youth Services and delegated functions to this Area Committee was first discussed.

The Director of Children's Services submitted a further report which provided an update on activity following the previous meeting and put forward proposals for spending the delegated budget for Universal Youth Services.

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.

In summary, specific reference was made to the following issues:

- The mechanism for involving children and young people in the decision making process

RESOLVED –

- (i) To approve the establishment of a Children and Young People's Area Committee Sub-Group to develop proposals for the spending of this budget. Membership to consist of Councillor A Lamb, Councillor D Cohen and Councillor M Robinson
- (ii) To approve the proposed arrangements and procedures for spending this budget as set out in section 3 of the submitted report

27 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 applications seeking wellbeing funding.

Appended to the report were copies of the following documents for information/ comment of the meeting:

- Outer North East Area Committee Wellbeing Budget 2013-14 (Appendix A referred)
- Wellbeing Budget 2013-14 ward breakdown (Appendix B referred)

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.

Commenting on the Capital Receipts Incentive Scheme (Paragraph 3.4 referred) Councillor Cohen asked if he could be supplied with a working example of how the elements were broken down based on a sale value of £1M

Officer's confirmed the requested information would be obtained and circulated to Members in due course

Councillor Cohen raised a query about Moor Allerton Sports and Social Club. He suggested the Area Committee had previously provided funding for a specific event, but it was questionable if the event had ever taken place.

Officers gave assurances that all necessary inquiries would be undertaken and if it was confirmed the event had not taken place, arrangements would be made to seek the return any Wellbeing monies.

RESOLVED –

- (i) To note the spend to date and current balances for the 2013/14 Financial year.
- (ii) That the following projects be dealt with as follows:

Project	Organisation	Amount Granted £
Grit	Leeds City Council	£ 5,914.04
Allotment Development Programme	Alwoodley Allotment Association	£ 7,500.00
Housekeeping Programme	Northcall	£ 7,500.00
Wetherby Park Run	Parkrun Limited	Application deferred for Ward Member consultation

- (iii) To agree that the 2012/13 allocation of Capital Receipts Incentive Scheme funding allocation be split equally between the three wards

28 Area Committee Business Plan Update

The East North East Area Leader submitted a report which provided a summary of the key activities and projects in the Outer North East Area which support the Area Committee's Business Plan priorities for 2013/14.

Carole Clark, East North East Area Management, presented the report and responded to Members' comments and queries.

Draft minutes to be approved at the meeting
to be held on Monday, 28th October, 2013

RESOLVED – That the contents of the report be noted

29 Wetherby & Harewood Town and Parish Council Forum

The East North East Area Leader submitted a report which provided an introduction to the minutes from the meeting of the Wetherby & Harewood Town and Parish Council Forum held on 11th July 2013.

RESOLVED

- (i) That the minutes be noted
- (ii) That, where appropriate, to support the Parish Council Forum in resolving any issues raised.

30 Date and Time of Next Meeting

RESOLVED – To note that the next meeting will take place on Monday, 28th October 2013 at 5.30pm in the Civic Hall, Leeds.

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EAST (INNER) AREA COMMITTEE

TUESDAY, 3RD SEPTEMBER, 2013

PRESENT: Councillor A Khan in the Chair

Councillors G Hyde, B Selby, R Grahame,
K Maqsood and R Harington

Apologies Councillor A Hussain, V Morgan and
M Ingham

20 Appeals Against Refusal of Inspection of Documents

There were no appeals against the refusal of inspection of documents.

21 Exempt Information - Possible Exclusion of the Press and Public

There were no resolutions to exclude the public.

22 Late Items

There were no late items submitted to the agenda. However, supplementary information had been sent to members of the committee in relation to items 9 (Minute no. 28 refers Children's Services Report), 10 (Minute no. 29 refers, Update on Welfare Benefit Changes) and 14 (Minute no.33 refers Wellbeing Report).

23 Declaration of Disclosable Pecuniary Interests

No declarations were made.

24 Apologies for Absence

Apologies for absence were received from Cllrs Ingham and Morgan.

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. On this occasion, none of the members of public in attendance chose to speak.

26 Minutes

Resolved – That the minutes of the meeting held on 20th June 2013 be confirmed as a correct record.

27 Matters Arising

Appointment of Area Lead Members, Cluster Representatives and Corporate Carers (Minute No.7)

Members considered the setting up of sub groups and that the Area Leads feedback back to the next meeting on future work programmes.

28 Children's Services Annual Report

The report of the Director of Children's Services was presented by Paul Brennan (Deputy Director of Children's Services). The report provided a six monthly update. The report informed the Area Committee about local outcomes for children and young people and aimed to support the involvement of the Area Committee in improving outcomes by providing an update on the work of the directorate and the Leeds Children's Trust, including local children's cluster arrangements. The progress made against local and national agendas was also highlighted. The report summarised

performance at Area Committee level with a broader acknowledgement of City wide performance. Key issues for Children's Services were highlighted and included Ofsted inspection, basic need and child friendly city.

Gillian Mayfield (Targeted Services Area Lead (ENE)) was also in attendance to answer questions from the Members.

The Targeted Services Area Lead told the Committee that attendance in primary schools within the East Inner area has declined and remained steady at secondary schools. Both attendance rates are the lowest across all area committees. Work is ongoing to raise attendance levels in the East Inner area and the officer asked Committee Members in their capacity as school governors to challenge attendance particularly as governors at Academies as limited performance information is passed to Children's Services from Academies. Members were told of a change in the law in relation to taking holidays during term time and the Government initiative in the use of fixed penalty notices. Letters are to be sent from Children's Services informing all parents of the changes.

The rising child population in Leeds will require over the next three school years (2014-2016), 50 additional forms of entry, with 22 of these additional forms of entry required for 2014. Consultation will take place through the clusters representatives to identify need and locations within the community for expanding and building new schools.

There has been no overall change in the primary schools in the East Inner Area Committee area rated as good or better by Ofsted. Six remain rated as satisfactory / requires improvement. One secondary schools in the area (E-ACT Leeds East Academy) is now rated as inadequate, steps have been taken, the Principal from West Leeds Academy being brought in to oversee improvement plans. Only one of the four secondary schools is rated as good. The one Children's home in the East Inner area committee area remains adequate.

The East Inner area has the highest number of looked after children across the city. More children are subject to a child protection plan in June 2013 than June 2012. More CAFs have been initiated in the East Inner area committee area than any other area committee in the first three months of 201/13.

The Percentage of 'not known' young people in the Inner East area has reduced however the percentage of young people identified as NEET has risen. Targeted support officers mean that the NEET cohort is better informed and supported in trying to access education, employment or training.

RESOLVED – Members noted the content of the report and asked to be kept informed on localised issues.

Cllr. Hyde left the meeting at 18:15 returning at 18:16 during this item.

29 Update on Welfare Benefit changes

Steven Carey (Chief Officer, Welfare and Benefits) presented his report to the Area Committee and provided Members with a update on the Welfare Benefit changes.

Simon Swift (Area Manager, East North East Homes Leeds) was also in attendance to answer questions from Members relation to Housing payments.

The report provided an update of the impact of welfare reforms at both a city-wide and ward-level basis and also provided information on arrangements that have been put into place to support the tenants. This included the Discretionary Housing Payments scheme which provides support to tenants affected by the welfare changes, the scheme is on track to spend the full £1.9m budget with the bulk of this spend going on those deemed to be priority cases within the Council's policy.

The Benefit Cap came into effect in Leeds on 12th August 2013 around 424 families will lose some or all of their Housing Benefit. The Chair highlighted page 66 of the agenda which showed East Inner area as having the highest cases for Benefit Cap. All 424 families including those in the East Inner area have been visited to make them aware of the changes.

Preparations are underway for Universal Credit with a focus being on preparing tenants for a digital claims process, developing a Local Support Services Network, tackling high cost lenders and putting in place arrangements for dealing with direct payments of the housing element of Universal Credit to tenants. The report provided information about this programme and sought input from the Area Committee on how the programme of activity could work at a local level. From today Payday Loans adverts are banned from Council websites.

One Stop Centres are being utilised to provide a holistic approach when people access ALMO services offering Credit Union advice and links to local advice centres on debt including the East Leeds Debt Forum.

RESOLVED –

- a) That the information about welfare reforms be noted;
- b) That the information about the campaign against high cost lenders be noted;
- c) That the work going on in East North East to mitigate the impact of the changes be noted; and
- d) Members considered the impact on the local area and of the work being undertaken to mitigate the impact within East Inner

area and offered to engage with Welfare Benefits about those families in East Inner area who might need assistance.

30 Neighbourhood Improvement Plan (NIP) - Update Report

The report of the East North East Area Leader was presented by Sarah May (Neighbourhood Manager, Burmantofts and Richmond Hill) the report provided members' with an overview of the activities that have been taking place against the priorities outlined in the Neighbourhood Improvement Plans (NIPs) since April 2013.

The Neighbourhood Manager updated the Area Committee on the achievements including the first Burmantofts Gala which attracted a thousand people, those who attended gave positive feedback and work is underway to organise another event next year.

RESOLVED – That members noted the content of the report and requested details for the next Area Committee of local jobs events relating to the Victoria Gate Development.

31 Nowell Mount Community Centre Review

The Report of the East North East Area Leader sought approval from Area Committee to review options in relation to the Nowell Mount Community Centre due to low levels of use.

Option 1 - Change the facility into a Children's Services facility for the under two's.

Option 2 – If option 1 is not found to be viable declare the facility surplus and put up for sale.

RESOLVED – That the content of the report be noted and the Committee agree to proceed with option 1, with a further report to be brought back in December 2013.

Councillor Hyde left the meeting during the consideration of this item.

32 Youth Services Delegation

The report of the East North East Area Leader provided the Area Committee with proposals for spending the budget delegated to the Committee for universal youth activities.

RESOLVED – That Andrew Birkbeck (Area Officer, East North East Area Support Team) speak with Councillor Morgan as the Area Lead Member for Children's Services in relation to setting up a Children's and Young People's Sub Group, to include Elected Members from each ward, Neighbourhood Managers and any partners / stakeholders deemed appropriate.

33 Wellbeing Report

Draft minutes to be approved at the meeting
to be held on Thursday, 17th October, 2013

The report of the East North East Area Leader was presented by Andrew Birkbeck (Area Officer, East North East Area Support Team).

The report provided members with an update on the current position of the capital and revenue budget for the East Inner Area Committee.

The Area Officer explained to the Committee about the 2012/13 allocation of Capital Receipts Incentive Scheme funding and asked the Area Committee Members how they would prefer this money split and if they would want to use the money on an area wide basis for strategic priorities.

The Committee were asked to consider the following projects and approve where appropriate the amount of grant to be awarded:

Project Name	Amount
Al-Kidmat	£2,500
Lincoln Green Community Centre shutters and signage	£1,182
Burmantofts Neighbourhood News	£1,000
Litter Bins (Burmantofts)	£923
Seacroft Methodist Chapel Refurbishment	£10,000

RESOLVED – That the Area Committee:

- Noted the spend to date and the current balances for the 2013/14 financial year;
- Noted the allocation of Capital Receipts Incentive Scheme funding and agreed to split the allocation equally between the three Wards that make up the East Inner Area Committee.
- Careful consideration was given to all the proposed projects the following being approved:

Project Name	Amount	Approval
Al-Kidmat	£2,500	APPROVED
Lincoln Green Community Centre shutters and signage	£1,182	APPROVED
Burmantofts Neighbourhood News	£1,000	APPROVED
Litter Bins (Burmantofts)	£923	APPROVED
Seacroft Methodist Chapel Refurbishment	£10,000	*

*Members requested that the project for Seacroft Methodist Chapel Refurbishment be brought back to the next meeting of the Area Committee with more information and detailed statistics of attendees of the project.

34 Area Update Report and EIAC Sub Group Minutes

The report of the East North East Area Leader was presented by Andrew Birkbeck (Area Officer, East North East Area Support Team) the report provided members of the East Inner Area Committee with updates from its four sub groups.

Members requested information for the next meeting of the Area Committee in relation to the Area Panels and their funding.

RESOLVED – That Members noted the contents of the report.

35 Area Chairs Forum Minutes

The Minutes of the Area Chairs Forum meeting held on 3rd May 2013 were considered by the Area Committee.

RESOLVED – That the minutes be noted.

36 Date and Time of Next Meeting

The next meeting will be held on Thursday 17th October 2013, 5:30pm at Grange Farm Primary School, Barncroft Rise, Leeds LS14 1AX.

EAST (INNER) AREA COMMITTEE

THURSDAY, 24TH OCTOBER, 2013

PRESENT: Councillor A Khan in the Chair

Councillors A Hussain, G Hyde, B Selby,
V Morgan, R Grahame and R Harington
Mr P Rone – Burmantofts & Richmond Hill CLT
Ms G Mangwanya – Gipton CLT
Mr R Manners – Killingbeck and Seacroft CLT
Ms D Ragen – Burmantofts & Richmond Hill CLT

Apologies Councillor M Ingham and K Maqsood

37 Late Items

No formal late items of business were added to the agenda, however two additional submissions to the Wellbeing fund had been made and Members had received the details of the following applications as supplementary documents (minute 43d) refers)

- Bonfire Night Activities
- Oatlands Estate Fencing

38 Declaration of Disclosable Pecuniary Interests

There were no declarations of interest.

39 Apologies for Absence

Apologies for absence were received from Councillor Ingham and Councillor Maqsood.

40 Open Forum

No representations were made

41 Chairs Opening Remarks

Social Media – Councillor Khan led discussion on proposals to introduce the use of social media to publicise the work of the Area Committee and encourage wider public participation. In response to concerns, it was agreed that a report be presented to the next meeting assessing the success of social media already employed in other areas in generating wider public interest and participation in locality working, including consideration of measures to monitor and filter abuse .

42 Minutes

RESOLVED – That the minutes of the meeting held 3rd September 2013 be agreed as a correct record

43 Matters Arising

Minute 27 Area Leads – Members confirmed their positions as Area Leads, but noted comments that sought to ensure that Adult Social Care issues were addressed. Members considered whether it was necessary to establish a specific Area Lead role for Adult Social Care but agreed to monitor the remit

Draft minutes to be approved at the meeting
to be held on Thursday, 5th December, 2013

of the Health and Wellbeing Lead role to assess whether Adult Social Care issues were included.

Min 31 Nowell Mount - In response to a query regarding the outcome of the review, it was reported that Children's Services were expected to complete the lease of the premises by the end of November 2013.

Minute 32 Youth Services – It was noted that the first meeting of the Children and Young People's sub group was scheduled for 31st October 2013. A report back would be presented to the Area Committee in due course.

44 Wellbeing Report

The East North East Area Leader submitted a report providing an update on the current position of the capital and revenue budget for the East Inner Area Committee along with the details of several applications for funding from the Wellbeing Fund.

The Committee was also in receipt of two additional submissions received after the despatch of the agenda for the meeting. These were considered as "late submissions" due to the time constraints as the projects were intended to commence prior to the next Area Committee meeting (d refers below).

EIAC discussed the Seacroft Methodist Chapel Refurbishment project (deferred from the last meeting), noting the statistics showing community usage of the centre and the position of the East Outer Area Committee in respect of funding. The Committee considered that it could not collectively agree on further funding of the project at this point and indicated that further consideration at ward member level was required.

RESOLVED -

- a) To note the spend to date and the current balances for the 2013/14 financial year
- b) To note the 2012/13 allocation of Capital Receipts Incentive Scheme (CRIS) funding and the agreement to split this allocation equally between the three wards that make up East Inner Area Committee
- c) That in respect of the following five applications to the Wellbeing Fund:

Radio Asian Fever	£5,000	AGREED
Grange Farm Primary School and Ramshead 20 MPH Zone	£2,700	AGREED
2<Way> Street Youth Volunteering Project	£2,000	AGREED
Zest School Holiday Fun	£1,720	AGREED
Zest Bowls Group	£900	AGREED

- d) That in respect of the following two late submissions to the Wellbeing Fund

Bonfire Night Activities	£1,268	AGREED
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Oatlands Estate Fencing

£2,900

AGREED

e) That in respect of the Seacroft Methodist Chapel Refurbishment project, to note that further discussions will be held at ward Member level and with colleagues from the Outer East Area Committee, with a further report requested for presentation to the December EIAC for determination of the final funding

(Councillor Selby left the meeting at this point).

45 Employment & Skills Update Report

The Director of City Development submitted a report providing a high level update on activities delivered through the Employment and Skills Service intended at improving skills and increasing job outcomes in the City.

The report provided a comparison of the situation in the East Inner Area Committee locality with the city-wide position, outlining the role of Jobshops; Community Learning and the Employment Leeds Team. Additionally, the report highlighted the role of the third sector through those programmes provided.

Ms S Wynne, Chief Officer, Employment and Skills, attended the meeting to present the report.

Members welcomed the information contained within the report in respect of apprenticeships and the Education Business Partnership and noted the new and emerging initiatives outlined in the report.

The Area Committee discussed the following matters:

Publicity – Members noted the figures showing take-up from across the three wards and commented that further work was required to publicise the availability of events, assistance and training available. It was agreed that the location of provision would prove to be an issue for some prospective trainees and it was further noted that work was ongoing with LCC Communications to improve publicity for the schemes to encourage wider participation. The Service also made use of social media to publicise events and the Jobshop website was due to be refreshed in November.

Links to development and procurement – Members noted the success of the initiative to link large developments and contracts with the local workforce and the continuing work being done in schools and colleges to ensure the local labour market included prospective employees with the skills and qualifications to support future large developments, such as Victoria Gate and Thorpe Park. It was agreed that information on developments and opportunities would continue to be supplied to local ward members.

Resources – Comments regarding the accessibility of the Jobshop service in certain parts of the locality were noted. Members were advised that the Service had been rationalised but that this also presented an opportunity to

reconfigure the service through use of the Community Hubs and provide better linkages with other providers.

Overall Strategy – Members supported comments that an overall strategy and action plan was required to formally target resources - such as those available through the Social Inclusion Fund established after the granting of the Large Casino Licence - to the inner city wards with the highest of unemployment and were keen to be involved in the development of a plan for EIAC area. It was noted that the three Area Leads were due to meet with the Councillor Mitchell, Chair of the Inter-Agency Steering Group, to discuss the development of such a plan.

In response, it was agreed that further discussions would be held between the Area Support Team and the Employment Skills Service to identify areas where EIAC Members could appropriately support the development and implementation of an action plan

RESOLVED –

- a) That the contents of the report and the comments made by Members be noted
- b) That a further report be presented to the December meeting in respect of the role of the Area Committee in supporting initiatives to ensure local employment and the establishment of an overall strategy to ensure employability in the locality
- c) That further information on the Social Inclusion Fund resources and management be presented to Members in due course

(Councillors Hyde and Khan and Grace Mangwanya withdrew from the meeting for a short while at this point).

46 Targetted Services response to managing School Attendance

Further to minute 13 of the meeting held 20th June 2013, the Director of Children's Services submitted a report in response to Members request for further detail on attendance performance of schools within the East Inner Area Committee locality. The report provided attendance rates by school, incidents of persistent absenteeism and provided an update on the specific activities focussing on improving attendance – including enforcement action available – and outcomes that had been delivered. Additionally, case studies were provided for reference.

Ms G Mayfield, LCC Head of Targetted Services attended the meeting to present the report and respond to Members comments.

The Committee discussed the following issues in respect of attendance/absenteeism figures:

- The impact of the stronger guidance issued to schools in respect of holidays taken through term time and the measures available to address persistent/patterns of absenteeism
- The number of attendance advisors across the city

- The link between attendance, achievement and employability
- Engagement with local school Clusters, Academies and Trusts

RESOLVED –

- a) That the contents of the report be noted
- b) That the following specific areas of interest raised through the discussion be identified for further consideration
 - I. Measures to ensure local school Trusts, Academies and clusters engage with Targeted Services to manage attendance
 - II. Figures showing separate attendance figures for Primary and High schools

47 Area Update Report

The East North East Area Leader submitted a report providing updates on the ongoing work of the Committee, the Area Support Team and partners to address the Area Committees agree priorities for the locality. The report also included the minutes of the Area Committees' sub groups established to support the work of the Committee

RESOLVED

- a) That the contents of the report and the comments made by Members be noted
- b) That the minutes of the following sub group minutes be noted
 - Health & wellbeing Sub Group held 9th September 2013
 - Planning Sub Group held 3rd September 2013
 - Community Centre Working Group held 27th June 2013

48 Area Chairs Forum Minutes

RESOLVED – To note the contents of the minutes of the Area Chairs Forum meeting held 28th June and 6th September 2013 respectively

49 Date and Time of Next Meeting

RESOLVED – To note the next meeting will be held on Thursday 5th December 2013 at 5.30 pm in the Civic Hall, Leeds

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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

6 Appeals Against Refusal of Inspection of Documents

There were no appeals against the refusal of inspection of documents.

7 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.

8 Exempt Information - Possible Exclusion of the Press and Public

There were no resolutions to exclude the public.

9 Late Items

There were no late items.

10 Declarations of Disclosable Pecuniary Interests

There were no disclosable pecuniary and other interests declared at the meeting.

11 Apologies for Absence

Apologies for absence were received on behalf of Councillors K Mitchell and T Murray.

12 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.

13 Matters Arising from the Minutes

Summary of Key Work (Minute 69 refers)

minutes approved at the meeting
held on Tuesday, 10th September, 2013

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.

14 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.

15 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.

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:-

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

17 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:

minutes approved at the meeting
held on Tuesday, 10th September, 2013

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

18 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.

19 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.

20 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.

21 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:

minutes approved at the meeting
held on Tuesday, 10th September, 2013

- Halton in Bloom now has over twenty members and has linked up with the private traders' group.
- The car parks 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.

22 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

23 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.

minutes approved at the meeting
held on Tuesday, 10th September, 2013

24 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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EAST (OUTER) AREA COMMITTEE

TUESDAY, 10TH SEPTEMBER, 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, K Mitchell
and K Wakefield

25 Chair's opening remarks

The Chair welcomed everyone to the meeting

26 Late Items

Although there were no formal late items, Members were in receipt of additional information on the impact of benefit changes as of July 31st 2013 in the Outer East Area, to accompany the report on Welfare Reform (minute 33 refers). The additional information had been made available prior to the meeting

27 Declarations of Disclosable Pecuniary Interests

There were no declarations of disclosable pecuniary interests

28 Apologies for Absence

Apologies for absence were received from Councillor Murray. The Chair advised that Councillor Mitchell would be arriving slightly late due to another appointment

29 Minutes

RESOLVED - That the minutes of the East Outer Area Committee meetings held on 17th June 2013 and 2nd July 2013 be approved

30 Open Forum

No matters were raised under the Open Forum

minutes approved at the meeting
held on Tuesday, 15th October, 2013

31 Summary of key work

Members considered a report of the South East Area Leader which set out priority work carried out in the area over recent weeks. Appended to the report were minutes of forum, partnership and sub-group meetings and those of the Area Committee Chairs meeting

Three presentations were made to the Committee highlighting priority work in the area, these being:

- a report from West Yorkshire Trading Standards representatives on financial fitness workshops which had been run in other parts of the city and were planned to be delivered in the Outer East Area
- an update on the proposed Thorpe Park development
- the Junior Cricket Week, which was subsidised by the Area Committee

Financial Fitness Workshops

Members welcomed Dawn Mason from West Yorkshire Trading Standards (WYTS) who provided an overview of the workshops being delivered which were to provide information and raise awareness of the of the range of scams and frauds which were in operation and targeted job seekers and vulnerable people. Other topics to be covered in the workshops would be banking and budgeting; welfare reform and consumer rights

Both Kippax and Garforth Children's Centres would host the workshops, with Members being welcome to attend the sessions and provide details of other venues or groups which could benefit from these courses

In summary, reference was made to the following matters:

- the selection of areas to deliver the workshops
- the benefits of receiving updates via Social Media from WYTS of the scams operating in the area
- the need for closer working by WYTS with Area Committees to tackle these issues
- the increase of cyber crime and the current position in detecting and preventing this
- the need for further updates to be presented to Members

The Chair asked that any suggestions for venues to hold future workshops or groups which could benefit from receiving these session be conveyed to WYTS through the Area Improvement Officer

Thorpe Park Update

Members welcomed representatives of Scarborough Developments and the Chief Planning Officer to provide an update on the proposals for a major retail-led scheme at Thorpe Park

Members were informed that the application would be presented for determination at a special meeting of the City Plans Panel to be held on 19th September. The developers were of the view that whilst not all matters were fully resolved, the principles of the proposals were clear and that a key matter,

minutes approved at the meeting
held on Tuesday, 15th October, 2013

this being a review of the layout for the Manston Lane Link Road (MLLR,) to optimise the ELOR had been carried out, with details of this included in the planning application

At this point, Councillor Mitchell joined the meeting

Regarding highways matters, much testing had been done on the proposals including consideration of future proposals, with appropriate conditions being proposed to require highways monitoring to take place and mitigation measures to be introduced where necessary

In terms of the impact of the proposals on other local centres, a positive response was reported to have been received from the Council's independent retail consultant, subject to conditions

The importance of local employment to Members had been recognised and an employment strategy would form part of the S106 Legal Agreement. Members' request for further consultation on revisions to the scheme had also been carried out

Councillor P Gruen informed the meeting that in view of the application being considered on 19th September and through being a member of City Plans Panel, he would not participate in the discussions at this meeting. Councillor J Lewis and J Cummins echoed this, through also being members of the City Plans Panel

The Chief Planning Officer informed Members that the report being taken to City Plans Panel would be for the changes to Thorpe Park; the options for the roads and proposals for Green Park, which was planned to be delivered on a phased basis. The proposals for the East Leeds Extension would not be submitted to Panel at this stage as there were matters outstanding, particularly in relation to the East Leeds Orbital Route (ELOR), with further information on the ELOR being presented to Executive Board in October. In terms of the MLLR this would be provided in full and be paid for and developed by Scarborough Developments

On the employment and training strategy, the Chief Planning Officer commended the scheme put together by Scarborough Developments as a model and stated that he would be recommending this approach to other developers in the city

Further information was provided on the proposed conditions relating to highways matters

In summary, reference was made to the following matters:

- the MLLR and ELOR and the need for clarity on what would be built and when; also that the number of roundabouts through Thorpe Park would need to be given careful consideration
- apprenticeships and local employment; the need for this to be delivered at an early stage and to target young people with few or no qualifications in the Cross Gates, Kippax and Halton Moor parts of the Outer East area. On this matter Members were informed that Scarborough Developments were working on and testing a range of innovative ideas around training and employment to further enhance

the offer the development would bring to the local community in terms of jobs and skills

- that the employment and training strategy should also encourage an increase in the levels of qualifications of young people
- the need for the jobs and skills to be focussed on the East Leeds area, rather than being rolled out across the city. Members were informed that the report to City Plans Panel specified the Wards which should be focussed on for employment and training

The Chair thanked Officers and representatives from the developers for their attendance and asked them to provide a further update at the October meeting

Junior Cricket Week

Mr Tony Bowry from the Yorkshire County Cricket Board was welcomed to the meeting to give a brief presentation on the recent Junior Cricket Week which was held in two venues, Kippax and Whitkirk during the school holidays

Details were provided about the number of participants; the splitting of the sessions into am and pm at one venue; that this had not worked and the reasons for this; the involvement of professional players in the scheme and future projects, including establishing links with a new cricket academy with the aim of developing local people playing for Yorkshire CCC. The development of young officials, ie 14-16 year olds for umpiring and scoring was also being considered as was encouraging younger people to become Board Members

Members commented on the following matters:

- the level of interest shown by young people in watching and participating in this sport
- the good behaviour of the participants
- the possibility of broadening the scheme across the East Outer area and that Councillor Coupar, the Area Lead on Children's Services and Corporate Carers would meet with Tony to discuss this and bring further information back to the Committee

Mr Bowry thanked East Outer Area Committee for their continued support of this project and on behalf of the Members, the Chair thanked Tony for all the work done on this

Older Persons Event Week 2013

The Area Improvement Officer informed Members of the proposals for this annual event and that the organisation HOPE were to arrange an additional event this year, with an additional event being arranged by HOPE in Cross Gates in 2014

It was confirmed that the venue for Kippax would be at Kippax Central Working Men's Club off Gibson Lane

RESOLVED - To note the report, the presentations and the comments now made

During consideration of this matter, Councillor Gruen left the meeting due to having another meeting to attend

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32 Children's Services Area Committee update report

Sarah Sinclair and Martyn Stenton of Children's Services presented a report of the Director of Children's Services which provided a six-monthly update on local outcomes for young people in the East Outer Area and responded to questions and comments from the Area Committee. Issues relating to Ofsted inspections, school places; achievement levels of Looked After Children, cluster governance arrangements and NEET figures were outlined

Members commented on the following matters:

- the involvement of Ward Members on Children's Services clusters; that in some cases Members were appointed to these but not then contacted to attend meetings
- the uneven approach to cluster governance which led to in some cases a lack of involvement, whereas in other areas, Councillors were attending meetings and taking decisions about funding. Sarah Sinclair agreed to undertake some urgent work to answer the concerns raised
- that requests by a Ward Member over a long period of time to see the minutes of their local cluster meetings had not been met
- that Elected Members did not have voting rights on the clusters and that this did not promote close working
- the lack of school places in the Outer East area; that children were having to travel further afield, often passing their local school en route, and that the journey to school having to be undertaken by primary school children and their parents was impacting on the ability of parents to work. Members were informed that additional money had been secured to create additional provision in the area but that in terms of building new schools due to changes by Central Government, Local Authorities had lost the ability to open these and that any new school had to be either an academy or a free school. There were also issues around land availability, particularly in the areas where provision was most needed
- the unwillingness of some schools to extend provision either by the use of portacabins or creating bulge classes
- the amount of funding held by clusters
- the number of schools in the area which had been closed in the past; that the effects of this were now being seen and that action was needed to ensure that children could be educated locally
- the need to ensure that any funding for new schools arising out of development was provided for in the area where the development was, rather than further afield
- the need for Members' concerns about the clusters to be taken up and addressed

The Chair requested a further report be presented on this issue to the October meeting, with Councillor Coupar, as Area Lead asking to meet with Officers before the October East Outer Area Committee meeting

RESOLVED - To note the report, the comments now made and that a further report be brought back to Area Committee

33 Update on Welfare Benefit changes

Shaun Kelly Financial Manager Welfare Benefits presented a report of the Chief Officer (Welfare Benefits) providing an update on the impact of the welfare reforms at both a city-wide and ward level basis, including information on arrangements which had been established to support tenants. Details about the campaign against high cost lenders was also included in the report. In responding to queries and comments from Members Mr Kelly was assisted by Jason Kirk from Aire Valley Homes Leeds

Members also considered a supplementary report providing details in respect of East North East Homes

Members discussed the report in detail

In summary, the following issues were raised:

- the Local Welfare Support Scheme how people were signposted to this scheme; the underspend on the scheme and the reasons for this. Members were informed that the Job Centre would direct people to the Local Welfare Support Scheme. Regarding the underspend on this, one reason was that two different systems were being compared as the previous system was cash-based, whereas the Council's scheme was not. Work was also ongoing to see if the reduced demand for this service was due to people not being aware of its existence
- Discretionary Housing Payments and the need to ensure that advice centres for residents were spread out in the villages, in view of the level of interest seen at Garforth Library. Members were informed that 'pop-up' centres were being considered for villages
- that more information was required on the work being carried out in the East Outer Wards and the need for some of the funding streams to be clarified
- the Social Fund and the need for information about this to be provided to Ward Members to enable them to inform constituents. It was stated that an advice guide had been published and that a meeting would be arranged with Councillors about signposting constituents to the appropriate organisation
- under-occupancy; that this would plateau and what measures would then be taken when arrears could not be cleared. Jason Kirk advised that new protocols had been agreed for collecting rent and that it would be for the Council to decide on the issue of triggers for possession
- the cashless scheme used by the Council; how this worked and that it was reminiscent of the token system of 1930s – 1940s which stigmatised people using it. Members were informed that the system used was based on pre-paid vouchers for the four main supermarkets
- the need to understand that the majority of people in receipt of benefits were working

Councillor Wakefield assured Members that further information would be provided especially on Discretionary Housing Payments and that the funding made available for this by Government would be used

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RESOLVED – a) to note the information about the impact of the welfare reforms

b) to note the information about the campaign against high cost lenders and to contribute to options for locality-based events and initiatives to support the campaign

c) to note the work ongoing in the locality in response to the welfare changes

34 2011 Census Results

Members considered a report of the Chief Officer, Strategy and Improvement on the 2011 census figures. Appended to the report was detailed, statistical information providing comparative data for the Outer East area to provide a demographic profile which included information on population; diversity; housing, economic activity and qualifications and health and wellbeing

Jackie Pruckner attended the meeting and informed Members of the range of data which was available, as well as the ability to drill down further beyond the main headings and cross tabulate data to better inform Members and provide an evidence base which could be used for leverage, particularly relating to jobs and skills

Members thanked Jackie for her work in compiling and presenting this data and for the support she had given to Members to help drive provision where it was most needed

RESOLVED - To note the report and the emerging issues and to consider how the data could inform neighbourhood improvement strategies in East Outer area

35 Well Being Budget (Revenue) 2013/14

Members considered a report of the South East Area Leader detailing the Well Being budget available to East Outer Area Committee in 2013/2014, together with an overview of spending to date and presented funding requests from new projects seeking support

The Area Improvement Manager presented the report and outlined the funding requests

The request for funding for the maintenance of grass/fields at the St Gregory's site was queried and in view of a concern which had been raised on behalf of Councillor P Gruen, it was suggested that consideration of this application be deferred to the next meeting. It was also stated that there were many similar sites in the area where maintenance funding could be requested from the Wellbeing budget and that further consideration to agreeing this funding should be given

The Area Improvement Manager stated that following consultation with Ward Members on the funding request, he had formed the view that this was supported and in as a result, the work had been carried out

RESOLVED - a) To note the report, the position regarding small grants and to award the following payments:

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£7,000 towards the cost of extending and refurbishing Swillington Children's playground
£3,920 to Leeds Groundwork Trust to deliver the Staithe's Riverside Sensory Garden project in Allerton Bywater
£5,000 to Swillington Miners and Social Welfare Scheme
£8,682 for additional CCTV in Halton Moor
£840 to provide Christmas tree in Garforth
£1,500 to fund maintenance of grass/field at St Gregory's site

b) That the Lead Members be asked to present a report on their work to the next meeting

36 Outer East Area Committee Business Plan 2013-14

Members considered a report of the South East Area Leader setting out the draft 2013/14 Area Committee Annual Business Plan for the East Outer Area, which included priorities and actions for the year; Area Leads and a framework for community engagement. A copy of the draft plan was appended to the report

RESOLVED - To approve the business plan for 2013/14

37 Dates and Times of Future Meetings

Tuesday 15th October 2013 at 4.00pm at Firthfields Community Centre
Garforth

Tuesday 10th December 2013 at 4.00pm in the Civic Hall, Leeds

EAST (OUTER) AREA COMMITTEE

TUESDAY, 15TH OCTOBER, 2013

PRESENT: Councillor A McKenna in the Chair
Councillors D Coupar, M Dobson,
P Grahame, M Harland, J Lewis, M Lyons
and K Mitchell

Apologies Councillor J Cummins, P Gruen,
T Murray and K Wakefield

38 Appeals Against Refusal of Inspection of Documents

There were no appeals against the refusal of inspection of documents.

39 Exempt Information - Possible Exclusion of the Press and Public

There were no exempt items.

40 Late Items

There were no late items.

41 Declarations of Disclosable Pecuniary Interests

There were no declarations of disclosable pecuniary and other interests.

42 Apologies for Absence

Apologies were received from Councillor P Gruen, Councillor K Wakefield,
Councillor J Cummins and Councillor T Murray.

43 Minutes

RESOLVED – That the minutes of the previous meeting held 10th September 2013 were confirmed as a correct record.

44 Open Forum

No matters were raised in the Open Forum.

45 Garforth Area Office

The Chair raised a proposal that she had received to rationalise Area Management office accommodation by closing the Garforth office and having officer support via the Dewsbury Road office.

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to be held on Tuesday, 10th December, 2013

Following a discussion on this proposal it was agreed that the East Outer Area Committee would not be in favour of the loss of the Garforth office facility.

RESOLVED – That any proposal to close Garforth Area office would not be supported by this Area Committee.

46 Strengthening relationships between the Outer East Area Committee and the Third Sector

David Smith and Adrian Curtis presented a report on behalf of the Third Sector on the need to strengthen strategic relationships between the Area Committee and the Third Sector. Members noted that currently there is engagement with individual organisations and networks (e.g. Healthy Lives Leeds and Young Lives Leeds) but not the sector as a whole.

Members noted that In July 2013, a councillor from the South East spoke at an event designed to launch a Third Sector Network for the South East Area, Third Sector Leeds Goes Local. The support of the Area Committee was sought for the direction of travel and the next steps in this work. Members had a detailed discussion on strengthening relationships and specifically with regards to:

- The integration agenda for social care
- The health inequalities gap
- The need for the Council to work with local communities to bring about behaviour change e.g. to improve the cleanliness of public spaces
- Reducing the number of young people not in education, employment or training
- Development of an approach to the Council's asset base.

Further discussion took place in respect of the following key initiatives:

Building on current collaboration of local commissioning of the Third Sector and establish an 'intelligent commissioning' arrangements that aims at ensuring the third sector organisations are prepared to engage with local commissioning arrangements in the relevant timescales.

The annual update report from Third Sector Leeds (TSL) gave regard to activity and impact within their area of responsibility. The report also provided the 'State of the Sector' within the locality, aimed at facilitating a greater understanding of the services and support the Third Sector can offer but also what changes in delivery are occurring.

Members noted that a third sector lead organisation had been identified to work alongside Area Committee Leads for:

- Children's Services

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to be held on Tuesday, 10th December, 2013

- Environment and Community Safety
- Health and Wellbeing and Adult Social Care
- Employment, Skills and Welfare Reform

The Area Committee and TSL currently work together to ensure relevant and effective Third Sector involvement on the following groups is maintained:

- Environmental Sub Group
- SE Welfare Reform Group
- South East Leeds Debt Forum
- Community Centres Sub Group
- Children and Young Peoples Group

Members noted that the Third Sector development providers work in mutually supportive arrangements with the Neighbourhood Improvement Officers (funded by Area Committees) aimed at working together to develop community capacity within priority neighbourhoods, and in order to further the impact and value added of Wellbeing funding, the Area Committee considered setting targets for percentage increases in the number of third sector lead projects delivered through this fund.

RESOLVED –

(a) That the content of the report be noted and the work being done to strengthen the links between the Third Sector and Area Committees be supported.

(b) To work together to strengthen relationships and meet the needs of local communities through collaboration.

(Councillor Mitchell arrived at 16.15pm pending consideration of the above item)

47 Summary of Key Work

Members considered a report of the South East Area Leader which set out priority work carried out in the area over recent weeks. Appended to the report were minutes of forum, partnership and sub-group meetings and those of the Area Committee Chairs meeting.

Children's Services

Children's Services sent apologies for their absence, and no updates were discussed by the East Outer Area Committee.

Luncheon Clubs

The East Outer Area Committee received a verbal report from the Area Co-ordinator for Luncheon Clubs in the Outer East. Members noted that the luncheon clubs were a success and that they were making a positive impact in the community. Training is being set up to help volunteers that have been recruited as well as providing basic hygiene courses. Based on the popularity of the luncheon clubs, a discussion ensued on the possibility of opening two more clubs in Swillington.

Members were updated on the attendance at the clubs and noted their high success rate.

Members noted that they had been welcomed and involved in the luncheon clubs and agreed that it is important for people to have a nutritional meal and social interaction.

Neighbourhood Centres

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 the 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:

- Work on Main Street was nearly finished in Garforth and Swillington
- Major refurbishments to new businesses
- On-going problems on Coal Road
- Christmas lights switch on
- The great success the Outer East enjoyed in the 2013 Yorkshire in Bloom

Update on Thorpe Park

Members welcomed representatives of Scarborough Developments and a Planning Officer to provide an update on the proposals for a major retail-led scheme at Thorpe Park. Members were thanked for their continuous support and guidance in respect of the scheme.

Members received an update with regard to the planning processes and potential challenges to the scheme, and how that might impact upon timings for the delivery of the scheme.

Members also noted that the developers were intending to continue moving forwards with elements of the scheme in advance of receiving planning permission in order that progress was not delayed.

Older Persons Event Week 2013

James Nundy presented a report to members updating them with the attendance figures from the Older Persons Event Week.

Members gave praise for the events that took place and noted that there is to be an 'Afternoon Tea' hosted by the Lord Mayor to thank all the volunteers involved in the week.

Area Lead Members Update

Members received a brief verbal update from the Area Lead Members in respect of;

Children's Services

Councillor Coupar informed Members of the following key issues she was currently working on in her role as Area Lead both in the local area and with other Leads across the City;

- Particular reference was made to the relationship with Children's Services and non-attendance by officers at meetings where Elected Members were present.
- The quality and relevance of some reports provided by Children's Services.
- Issues in respect of the Youth Service Delegated Budget
- Cluster issues particularly with regard to the governance/voting rights of elected members on those bodies.
- The lack of school places in the local area
- Recent successes were identified particularly with regard to the work with young people on budget issues.

Environment and Community Safety

Councillor Harland informed Members of the following key issues she was currently working on in her role as Area Lead both in the local area and with other Leads across the City;

- An update on her attendance at Sub Committee meetings
- Meetings with relevant officers
- Divisional Community Safety Partnerships
- She also welcomed any issues from Members that required further work

Health & Social Care

Councillor McKenna informed Members of the following key issues she was currently working on in her role as Area Lead both in the local area and with other Leads across the City;

- Meetings with the Director
- The audit of the 4 wards in respect of doctor provision and the priorities linked to that
- Networks

Community Engagement

Members noted that a number of Community forums had been held and minutes for a number of these meetings were appended to the report.

Area Chairs' Meeting

Minutes of the June meeting of the Area Chairs' meeting were attached to the agenda for information.

Partnership and Area Committee Sub Groups/Divisional Community Safety Partnerships/Health & Well Being Partnership Meetings

Minutes of various meetings were appended to the report or an update as to when the next set of minutes would be available was detailed within the report.

RESOLVED – That the current position in respect of a number of issues be noted.

(Councillor Lewis left the meeting at 17.30pm during consideration of this item)

48 Strengthening the relationship between Area Committee and Parish Councils

The South East Leeds Area Leader presented a Safer and Stronger Scrutiny Board Report on strengthening the relationship between the Area Committee and Parish Councils.

The Scrutiny Report identified that both Area Committees and local councils have a key role in providing strong local leadership. A discussion took place around the following:

- Local councils and Area Committees give a commitment to work closely together to develop clear pathways and protocols.
- That Area Leaders take the lead on developing these clear pathways and protocols.
- That the Council's Assistant Chief Executive (Citizens and Communities) promotes the following as good practice amongst Area Committees:
 - The development of a forward work programme and identification of a major 'theme' or 'topic' for each area committee meeting
 - That Area Committee reports include a separate section indicating any potential local impacts or challenges
- That Area Leaders ensure that input is sought from local councils as part of any future area based delegation scheme and particularly around the negotiation of Service Level Agreements.

- That Area Leaders proactively work with local councils and Area Committees to identify opportunities for maximising available resources to best meet the needs of their local communities.
- That local Councils are proactive in promoting volunteering initiatives.
- That the Council's Assistant Chief Executive (Customer Access and Performance) and Chief Officer Localities and Partnerships lead on actively supporting approaches made by local councils for any advice and assistance directly associated with local voluntary initiatives.
- That the three Area Leaders actively promote partnership working with local councils as part of the integrated locality working agenda in the three wedges of East North East, West North West and South East.
- That Area Leaders work closely with Area Chairs to ensure that Area Committees continue to monitor their relationships with local councils in order to identify strengths and potential areas for improvement.

RESOLVED- That the contents of the report be noted and that the actions that aim to strengthen links with Parish Councils in the Outer East as set out in paragraph 3.3 of the report be agreed.

49 Well Being Budget (Revenue) 2013/14

The Area Improvement Manager presented a report that provided details of the Well Being Budget available for the Outer East in 2013/14.

Members noted that the report detailed commitments, agreed funding streams and recent funding requests as follows:

- Increase the communications budget from £1,000 to £2,000
- Award £4,179 to Christ Church Luncheon Club
- Award £3,000 to Methley Village Lights Christmas Committee

During discussion on this item, members were also asked to consider the following additional items:

- 5 Grit bins in Whinmoor - £1,220
- Grit bin refills across whole Outer East - £3,000
- £150 per luncheon club for Christmas lunch
- Luncheon Club equipment provided through NET - £1,000

RESOLVED-

Draft minutes to be approved at the meeting
to be held on Tuesday, 10th December, 2013

(a) That the content of the report and the position regarding small grants be noted.

(b) That the following be agreed:

- Increase the communications budget from £1,000 to £2,000
- Award £4,179 to Christ Church Luncheon Club
- Award £3,000 to Methley Village Lights Christmas Committee
- 5 Grit bins in Whinmoor - £1,220
- Grit bin refills across whole Outer East - £3,000
- £150 per luncheon club for Christmas lunch
- Luncheon Club equipment provided through NET - £1,000

50 Dates and Times of Future Meetings

The next meeting will take place on Tuesday 10th December 2013 at 4.00pm, in the Civic Hall, Leeds, LS1 1UR

SOUTH (INNER) AREA COMMITTEE

WEDNESDAY, 4TH SEPTEMBER, 2013

PRESENT: Councillor A Gabriel in the Chair

Councillors J Blake, D Congreve, P Davey,
K Groves, A Ogilvie and P Truswell

15 Appeals Against Refusal of Inspection of Documents

There were no appeals against the refusal of inspection of documents.

16 Exempt Information - Possible Exclusion of the Press and Public

There were no resolutions to exclude the public.

17 Late Items

There were no late items submitted to the agenda for consideration.

18 Declaration of Disclosable Pecuniary and Other Interests'

No declarations were made.

19 Apologies for Absence

Apologies for absence were received from Councillor E Nash and Councillor M Iqbal.

20 Minutes - 19th June 2013

RESOLVED – That the minutes of the meeting held on 19th June 2013 be approved as a correct record subject to an amendment to Minute No. 6 'Appointment of Area Lead Members, Cluster representatives and Corporate Carers' to replace Councillor J Blake with Councillor A Gabriel as the Area Lead Member for Children's Services.

21 Matters Arising

Minute No.4 Open forum

In response to a question regarding the re-use of maisonettes and housing on Beeston Road and Hillside, The Chief Executive of Aire Valley Homes commented that 88 units are being brought back into use as part of a two year programme of work, all of these will be re-let on completion.

With regards to the PFI project in Holbeck Councillor Congreve reported that the project would be happening and wished to record his thanks to residents in Holbeck for all their time and patience.

Minute No.6 Appointment of Area Lead Members, Cluster Representatives and Corporate Carers

It was requested that the minute be amended to reflect that Councillor A Gabriel is the Area Lead Member for Children's Services.

Draft minutes to be approved at the meeting
to be held on Wednesday, 6th November, 2013

22 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:

- A local resident raised the issue of children getting in under the fencing at Stank Hall Barn. This has been reported to the Police and was highlighted further to Police Officers present at the meeting;
- A local resident asked for news on Middleton Park Golf Course. Truswell reported that a working group was in place and that a report was being prepared for the next meeting of the Executive Board. It was also reported that there will be a public consultation and that the issue will come to the Area Committee; and
- Police Officers present informed the Area Committee of the latest crime issues in the area and encouraged residents to report crimes using the 101 number.

23 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 Glen Gorner (Natural Environment Manager) to update Members and answer any questions on the South Leeds Green Infrastructure Corridor, following the response from Parks and countryside to a letter sent by the Chair on 13th June 2013. Members were keen to ensure the right trees were planted in the right places and that opportunities should be identified to increase tree cover in the area. Glen Gorner was requested to communicate plans for engaging Elected Members.

Members agreed the Area Business Plan attached at Appendix 3 to the report.

Members gave updates on their theme areas including the following:

- Children and Young People Sub Group;
- Health and Well Being;
- Employment and Skills Board; and
- Environmental Sub Group.

Councillor Truswell informed the meeting of a piece of work looking at an audit of Public Health resources in the area. Members requested a discussion at a future Area Committee meeting.

The Chair welcomed Louise Megson from SLATE (South Leeds Alternative Trading Enterprise) who updated the Members on the success of the organisation since it received funding from the Area Committee. The aim of

this project was to contribute to the costs of employing a part-time Volunteer Development Worker to support volunteers with learning difficulties, including assessing talents and skills of individuals and putting them into appropriate teams, supervising volunteers and recruiting volunteers.

The Chair also welcomed Jason Slack from the Hunslet Club The aim of this project was to offer vocational training in plumbing, joinery, bricklaying, plastering, car mechanics, bike mechanics, hairdressing and beauty therapy after school hours to 48 students in inner South Leeds between years 10 and 12. The course was to operate one day a week for two hours after school and run for an academic year.

RESOLVED –

- (a) That the contents of the report be noted;
- (b) That the refreshed Inner South Area Committee Business Plan be approved; and
- (c) That the mini breeze events in each of the three areas be approved.

24 Wellbeing Report

The report of the Assistant Chief Executive (Customers and Communities) provided Members with the following:

1. Confirmation of the 2013/14 revenue allocation and the 2012/13 carry forward figure;
2. An update on the revenue element of the Wellbeing budget;
3. Details of revenue projects agreed to date;
4. Details of Activities Fund Delegation 2013/14;
5. Details of revenue funding for consideration and approval; and
6. Members are also asked to note the current position of the Small Grants Budget.

RESOLVED –

- (a) That the contents of the report be noted;
- (b) That the position of the Wellbeing budget be noted;
- (c) That the Wellbeing revenue projects already agreed be noted
- (d) That the proposals as detailed within paragraphs 3.3 be agreed
- (e) That the following be agreed in respect of Wellbeing funding allocations, as detailed within paragraph 4.0 of the submitted report:

Name of Project	Name of Delivery Organisation	Decision
Marlborough Green roof Projects – Phase 2	The Leeds Groundwork Trust	£5,875 Revenue (City and Hunslet) APPROVED
Beeston Hill Waste and Recycling Junior Wardens Scheme	The Leeds Groundwork Trust	£3,500 Revenue (City & Hunslet) APPROVED
Christmas Lights -	Leeds Lights/Area	£2,500 (Revenue)

Beeston & Holbeck	Support Team	Beeston & Holbeck APPROVED
South Leeds Academy- Litter	South and Outer East Locality Team	£162 Revenue (Middleton Park) APPROVED

- (f) That the small grant position detailed within paragraph 5.0 of the submitted report be noted.

25 Update on Welfare Benefit changes

The Chief Officer (Welfare and Benefits) submitted a report providing an update of the impact of the welfare reforms at both a city-wide and ward-level basis and also provided information on arrangements that have been put in place to support tenants.

The report detailed some of the preparations that are underway for Universal Credit with a focus on locality-based support that can be provided. A key element of the preparations for Universal Credit and a response to the welfare reforms is a programme of work aimed at tackling the issue of payday and high cost lending in the city. The report provided information about this programme and sought input from the Area Committee on how the programme of activity can work at a locality level.

Dave Roberts (Financial Inclusion Strategy Manager) and Simon Costigan (Chief Executive Aire Valley Homes) were in attendance to present the report and answer any Member's questions.

Members were informed about the procedures which surround Discretionary Housing Payment (DHP) and that where DHP payments are applicable to a claim against rent arrears action is suspended.

Members discussed the problems of high street banks not lending to people which has contributed to the rise of pay day loan companies. It was also noted that there had been a loss of high street bank branches which had shut in the area.

Members considered the impact on children and were pleased to report that Leeds has kept all Children's Centres open. Members raised concern that the take up of free school meals was low and that families should be encouraged to take up them up wherever applicable.

At this point in the meeting a representative of West Yorkshire Trading Standards informed the Area Committee about the financial workshops and open to members of the public.

RESOLVED –

- (a) That the information about the impact of the welfare reforms be noted
- (b) That the information about the campaign against high cost lenders be noted; and
- (c) That the ongoing work in the locality in response to welfare changes be noted.

26 Date and time of Next Meeting

6pm Wednesday 6th November 2013.

Beeston Village Community Centre, St Anthony's Drive, Beeston, Leeds, LS11 8AB.

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SOUTH (OUTER) AREA COMMITTEE

MONDAY, 16TH SEPTEMBER, 2013

PRESENT: Councillor K Bruce in the Chair

Councillors N Dawson, J Dunn, J Elliott,
D Nagle, K Renshaw and S Varley

Apologies Councillor R Finnigan, B Gettings,
S Golton, T Leadley and
L Mulherin

18 Declarations of Disclosable Pecuniary Interests

There were no declarations of interest.

19 Apologies for Absence

Apologies for absence were submitted on behalf of Councillors L Mulherin, S Golton, R Finnigan, B Gettings and T Leadley.

As there was not a Member from the Morley North Ward present, it was advised that the meeting was not quorate and any decisions made would have to be ratified at the next meeting of the Area Committee. Should any decision need implementation before then, it would have to be progressed through the officer delegation process.

20 Minutes - 15 July 2013

RECOMMENDED – That the minutes of the meeting held on 15 July 2013 be confirmed as a correct record.

21 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.

22 Deputation to South (Outer) Area Committee: Site Allocation Plan - Sites 3081A/3081B (Ardsley & Robin Hood)

The Area Committee received a deputation from residents of Middleton Lane and Middleton Avenue, Rothwell regarding concerns over Site Allocation Plan Sites 3081/A and 3081B.

The Chair welcomed the following to the meeting to present the deputation:

Draft minutes to be approved at the meeting
to be held on Date Not Specified

- Leon Inglis (spokesperson)
- Steve Lunn
- Steve Pritchard
- Steve Plumpton
- Diane Freeman

The deputation had been brought due to strong objections to development proposals at the allocated sites and it was felt that any proposals for housing should be rejected. Issues highlighted included the following:

- Infrastructure issues – Mr Inglis had been a Middleton Lane resident for over ten years and had not been able to register with a local dentist; has to wait 2 weeks for doctors' appointments and had not been able to find a place in a local school for his son.
- To increase the local population by another 1,000 residents would place more pressure on an already stressed infrastructure.
- There were already traffic problems in the area and proposed developments would bring in approximately 600 additional vehicles. This would cause added danger to pedestrians and the turning into Middleton Lane was already hazardous and deaths had occurred.
- When the land was advertised for sale, the agent's brochure marketed it as 'highly productive grade II agricultural land which was easily cultivated for cropping'. It was felt ludicrous in the current monetary situation to lose highly productive land for housing. The land had been bought solely for profit with no regard for agricultural use nor the history of the land.
- Concern regarding the loss of habitat for wildlife and damage to the ecosystem.
- It was believed there was a covenant on the land restricting it to farming use.
- It was felt that there were more suitable sites for development across the city including unused industrial and commercial areas.
- Concern that any development could cause problems with flooding to existing housing.

It was reported that those bringing the deputation had only been informed of the consultation period regarding the site allocations two days prior to the closing date and that the information was difficult to understand and respond to. It was felt that there was no transparency with this planning application and there needed to be a review on how residents are informed about planning. This particular area is semi-rural, does not have internet access, has residents who are physically unable to leave their homes and documents were not understandable without officers available to explain. The timing of the consultation also fell over a holiday period.

Members supported the deputation and raised concerns regarding the consultation and felt more should have been done across the City and particularly at a local community level.

RECOMMENDED – That the deputation be referred to the Executive Board for further consideration.

23 High Speed Rail (HS2) Phase 2

The report of the Chief Officer, Highways and Transportation, provided information and an update to the Area Committee on the Government's proposals for Phase 2 of the High Speed Rail (HS2) project extending the route to Leeds and connecting to the East Coast Main Line.

Andrew Hall, Acting Head of Transport Policy presented the report.

Issues highlighted from the report included the following:

- The branch of the HS2 line connecting Birmingham to Leeds was anticipated for completion on 2033.
- There had been no consultation prior to the announcement of HS2 in January – there had since been meetings with Senior Councillors, Ward Councillors whose constituents were affected and the MP for the Elmete Constituency.
- Areas of Leeds that would be affected by the route – Woodlesford and Swillington.
- The Exceptional Hardship Scheme consultation – the Council had submitted a formal response to this.
- Local events that were due to be held as part of the consultation.

In response to Members comments and questions, the following issues were discussed:

- The line would divide at Woodlesford which would effectively create a large rail junction.
- Concern was expressed regarding various issues relating to the HS2 proposal, these included the following:
 - The need for more consultation
 - That alternative routes be considered.
 - How to get more appropriate compensation for those affected.
 - That local residents will become trapped in unsalable properties.
- Further discussion focussed on the reported escalating costs of the scheme and capacity of the railways.

RECOMMENDED –

- (1) That the report be noted.
- (2) That the current position with regard to the Government's high speed rail Phase 2 proposals and formal consultation for HS2 Phase 2 be noted.
- (3) That the Council's previous submission to the Government's Phase 2 Exceptional Hardship Scheme consultation and the intention to provide

a formal City Council response to the formal scheme consultation be noted.

24 Update on Welfare Benefit Changes

The report of the Chief Officer, Welfare and Benefits provided an update of the impact of the welfare reforms at both a citywide and ward level basis and also provided information on arrangements that had been put in place to support tenants.

Dave Roberts, Financial Inclusion Strategy Manager and Jason Kirk, Aire Valley Homes were in attendance for this item.

Dave Roberts informed Members of the High Cost Lenders Action Plan as part of the impact of welfare reform and examples of borrowing from pay day lenders were given. As part of the plan, work was taking place with groups across the city to tackle high cost lending and Leeds City Council had recently blocked access to pay day lenders websites through their computers. In response to this Members discussed whether more could be done by Government to prevent people using pay day lenders and the need to regulate rates as in other countries. Use of the Credit Union was also discussed.

Jason Kirk reported on work being carried out by Aire Valley Homes. There were approximately 1,700 homes affected by welfare reform and a recent survey had shown that tenants did not always receive the necessary financial and debt advice. It was aimed to direct people to available benefits and approximately 985 of the 1,700 affected had already been visited. Further challenges were to come with the introduction of the universal credit.

In response to Members comments and questions, the following issues were discussed:

- The housing exchange scheme.
- The local welfare support scheme and financial support available from DWP over two years.
- Assisting those without internet access for benefit claims.
- Low take up of free school meals.

RECOMMENDED –

- (1) That the information about the impact of welfare reforms be noted.
- (2) That the information about the campaign against high cost lenders and the contribution to options for locality based events and initiatives to support the campaign be noted.
- (3) That the work ongoing in the locality on response to welfare changes be noted.

25 A Summary of Key Work

Draft minutes to be approved at the meeting
to be held on Date Not Specified

The report of the Area Leader – South East Leeds presented an update on the 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:

- Members were asked to agree the South Outer Area Committee Business Plan 2013/14.
- Children and Young People's Working Group – 2 mini breezes had been held in Ardsley & Robin Hood and Morley.
- The Area Committee was requested to give the Activities Fund Steering Group the authority to make decisions on allocating funds.
- Transfer of the Rose Lund Community Centre
- Morley Empty Shops Fund – There was scope for an additional two grants.
- City Wide Asset Review
- Community Learning
- Community Safety
- International Day of Older Persons
- Morley Town Centre Management Board – amended constitution regarding the Chair

RECOMMENDED:

- (1) That the report be noted.
- (2) That the 2013/14 South Outer Area Committee Business Plan be agreed.

26 Wellbeing Budget Report

The report of the Assistant Chief Executive (Citizens and Communities) provided Members with the following:

- Details of the Wellbeing Budget position.
- An update on both the revenue and capital elements of the Wellbeing budget.
- Details of the Activities Fund budget.
- Details of revenue funding for consideration and approval.
- Details of revenue projects agreed to date 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 were also asked to consider whether to divide the Activities Fund allocation equally by ward or based on population. It was suggested that a

decision on this be deferred to the next meeting due to the meeting not being quorate.

RECOMMENDED –

- (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 capital position outlined be noted.
- (5) That the Activities Fund position be noted.
- (6) That the following projects be recommended for approval:
 - Rothwell Competitive Music Festival 2014 - £2,000
 - Rothwell Christmas Fayre 2013 - £884.95
 - Operation Flame Bonfire Initiative - £1,063.76
- (7) That the small grants position be noted.

27 Date and Time of Next Meeting

Monday, 21 October 2013 at 4.00 p.m. Meeting to be held at Thorpe Primary School.

WEST (INNER) AREA COMMITTEE

WEDNESDAY, 4TH SEPTEMBER, 2013

PRESENT: Councillor C Gruen in the Chair
Councillors T Hanley, J Harper, A Lowe
and J McKenna
Co-optees Boutle and Ritchie
Apologies Councillor N Taggart

21 Appeals Against Refusal of Inspection of Documents

There were no appeals against the refusal of inspection of documents.

22 Exempt Information - Possible Exclusion of the Press and Public

There were no resolutions to exclude the public.

23 Late Items

There were no late items added to the agenda. However, supplementary information had been sent to Members of the Committee in relation to item 11 Children's Services Report, Appendix 1. **(Minute no. 32 referred)**

Item 13 – Summary of Statistics was tabled after permission from the Chair was sought. **(Minute no. 33 Welfare Reform referred)**

24 Declaration of Disclosable Pecuniary Interests

No declarations were made.

25 Apologies for Absence

Apologies for absence were received from Cllr. N Taggart, Eric Bowes (Co-optee, Armley Community Forum) and Karen Smales (Co-optee, Bramley and Stanningley Community Forum).

26 Minutes - 26th June 2013

In relation to minute No 9 Wellbeing Fund

It was noted that the surname of the officer attending the 26th June 2013 Area Committee meeting was Brent Brady.

RESOLVED – That the minutes of the meeting held on Wednesday 26th June 2013 be approved as a correct record.

27 Matters arising from the minutes

Minute No. 9 Wellbeing Fund

It was proposed to draft a second letter from Ward Members to local residents regarding the deferred Ganners alleygating scheme.

Minute No.10 Appointment of Area Lead Members, Cluster Representatives and Corporate Carers

Councillor Janet Harper agreed to the role of Area Lead Member for Environment and Community Safety for the municipal year 2013/14.

Minute No. 11 Children's Services Report

Councillor J McKenna updated the Area Committee on the status of Swallow Hill telling the Committee that a new Head had been appointed and that a meeting had taken place with the Head and the Governors.

Cllr Lowe joined the meeting during this item.

28 Minutes - Area Chairs Forum

The minutes of the Area Chairs Forum meeting held on 3rd May 2013 were considered by the Area Committee.

RESOLVED – That the minutes be noted.

29 Minutes - Inner West Area Panel

The minutes of the Inner West Area Panel meeting held on 10th June 2013 were considered by the Area Committee.

RESOLVED – That the minutes be noted.

30 Community Forum Minutes

The Minutes of the Armley Community Forum meeting held on 16th July 2013, and the minutes of the Bramley and Stanningley Combined Police PACT meeting and Community Forum meetings held on 13th June 2013 and 8th August 2013 were considered by the Area Committee.

RESOLVED – That the minutes be noted.

31 2011 Census Results

The report of the Chief Officer, Strategy and Improvement on the 2011 Census Results was presented by Jacky Pruckner (Information Officer, Planning, Policy and Improvement). The report provided the West Inner Area Committee with a summary of the results from the 2011 Census and highlighted some of the issues emerging from the 2011 Census.

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.

Members' discussed how the information might be used in relation to specific neighbourhoods and locations to secure a more diverse community in the hard to reach areas within the West Inner Area Committee area.

Members' were told that census packs are available that give information at an Area Committee and ward level and full information could be found online on the Leeds Observatory.

RESOLVED – That the report be noted.

32 Children's Services Area Committee Update Report

The report of the Director of Children's Services was presented by Sue Rumbold Chief Officer, Partnership for Development and Business. The report provided a six monthly update. The report informed the Area Committee about local outcomes for children and young people and aimed to support the involvement of the Area Committee in improving outcomes by providing an update on the work of the directorate and the Leeds Children's Trust, including local children's cluster arrangements. The progress made against local and national agendas was also highlighted.

The report summarised performance at Area Committee level with a broader acknowledgement of City wide performance. Key issues for Children's Services were highlighted and included Ofsted inspections, basic need and child friendly city.

Members' attention was drawn to:

- Ofsted have introducing a new Framework, the inspection of services for children in need of help and protection, children looked after and care leavers in November 2013;
- The rising child population in Leeds leading to pressure over the next three years with the need for 50 additional forms of entry required to manage the increase in pupil numbers, with 22 of these additional forms of entry required for 2014;
- Bramley Primary School and Bramley Cof E Primary School have seen their Ofsted rating rise from requires improvement to good. Summerfield Primary School has also been inspected and has been judged to require improvement;
- There are no change in the Ofsted ratings of the two secondary schools in the area: Leeds West Academy is good and Swallow Hill judged satisfactory (grade now replaced by requires improvement) Swallow Hill Community College had closed and re-opened as a sponsored academy; and
- All three children's homes in the West Inner Area Committee area have now been rated as good by Ofsted.

Committee Members and Officers discussed issues in relation to:

- The rise in NEETs for the West Inner area and issue of how to match skills for the many apprenticeships that have not been taken up;
- The support given to young people leaving care; and
- Attendance at both Primary and Secondary schools, including the issue of authorised absence. Members were told of a drafted letter from Children's Services which is to be sent by Head Teachers outlining new legislation from Government to set fixed penalties for those parents wishing to take holidays during term time. This prompted debate about lobbying travel providers about pricing of holidays in term time compared to statutory school holiday periods.

RESOLVED – That Members' noted the content of the report and asked to be kept informed on localised issues.

Cllr. Lowe left the room at 16:55 returning to the meeting at 17:00 during the consideration of this item.

33 Welfare Reform Update

The report of the Chief Officer Welfare Rights was presented by Shaun Kelly (Finance Officer). The report provided an update of the impact of welfare reforms at both a city-wide and ward-level basis and also provided information on arrangements that have been put into place to support the tenants. This included the Discretionary Housing Payments scheme which provides support to tenants affected by the welfare changes, the scheme is on track to spend the full £1.9m budget with the bulk of this spend going on those deemed to be priority cases within the Council's policy.

The Benefit Cap came into effect in Leeds on 12th August 2013 around 424 families will lose some or all of their Housing Benefit. All those identified have been contacted to ensure that they are aware of the changes.

Universal Credit not expected to begin in Leeds until December 2014. Preparations now underway for Universal Credit with a focus being on preparing tenants for a digital claims process, developing a Local Support Services Network, tackling high cost lenders and putting in place arrangements for dealing with direct payments of the housing element of Universal Credit to tenants. The report provided information about this programme and sought input from the Area Committee on how the programme of activity could work at a local level.

From this week Payday Loans websites have been banned from public computers in council venues. Members' discussed the issues faced in the West Inner Area Committee area with the increase in high interest lenders and money shops, the need to raise awareness of debt counselling services and the take up of Credit Union.

RESOLVED –

- a) That the information about welfare reforms be noted;
- b) That the information about the campaign against high cost lenders and the locality based events and initiatives to support the campaign be noted; and
- c) That the spending of the Wellbeing monies set for Welfare awareness events be considered at the next General Purposes meeting.

Cllr Hanley left the meeting during the consideration of this item.

34 Area Business Plan Update Report

The report of the Assistant Chief Executive (Citizens and Communities) updated the Area Committee on new initiatives and partnership working within the area that contribute to the priority themes outlined in the Area Committee's Business Plan. The report includes information on a range of projects including the Youth Activities Fund consultation, Community Safety action days and the start of a corporate asset review.

At the last Area Committee, Members requested an update on alcohol services in the Inner West area. Tim Taylor (Health and Wellbeing) attended the meeting and updated the Committee on a number of issues including:

- There are three locally based services for residents from the West Inner Area Committee area, Healthy Lifestyle Service, Health Trainer Service and Alcohol brief interventions (ADS) GP surgery. These services are based at a number of locations across the West Inner area;
- The Leeds West Clinical Commissioning Group (CCG) in partnership with LCC Public Health have provided additional investment in alcohol services in the West Inner including the funding of two alcohol workers and one student alcohol worker to work with pre-dependent drinkers and those in recovery;
- LCC Public Health are providing funding for the Healthy Living Network, Armley Town Street Hub;
- Public Health would like to extend a pilot currently running in South Inner area called 'Operating Schedule'. Operating Schedule is optional and has been widely used and provides members of the licensing committee and the wider public with additional information on the applicant's approach to the responsible sale of alcohol from the premises; and
- Older people in the West Inner area have been highlighted as a group that require additional support.

Members discussed the cultural changes of the West Inner area specifically Armley Town Street and the need to engage with the community to address alcohol related issues.

Gill Hunter (Area Community Safety Co-ordinator) was also in attendance for this item and updated the Committee in relation to the crime statistics for the West Inner Area Committee area and a number of new initiatives including:

- Multi-agency action plan to address issues of hate crime on the Wythers estate;
- Child Sexual Exploitation awareness sessions have taken place, the sessions were open to all schools, cluster staff and partner agencies in West North West Leeds including health, youth services, housing staff, and social care; and
- Funding from West North West Holes Leeds is being targeted to replace Euro profile locks on properties in the Broadleas.

Members discussed a recent programme on Channel 4 which had highlighted Bramley as the worst area in the City for burglary and of the programmes use of out dated statistics.

Richard Hardicre (Advice Services Manager) informed the Committee that there is provision for extra advice sessions and information in relation to employability and welfare reform and requested guidance from Members as where there is the most need.

RESOLVED -

- That Members noted the content of the report;
- Considered how alcohol affects local communities and identified those groups that might need targeted support;
- Considered whether the pilot scheme to introduce an Operating Schedule should be extended to parts of the West Inner;
- Members requested that a letter be drafted in relation to the programme aired on Channel 4;
- Area Leads are in agreement to one to one meeting's with Executive Members on work programmes; and
- Members offered support to extend the pilot scheme to introduce an Operating Schedule into the Licence Application for parts of Inner West area.

35 Wellbeing Fund Update Report

The report of the Assistant Chief Executive (Citizens and Communities) advised the Area Committee of:

- The balance of the West Inner Wellbeing revenue budget 2013/14
- A scheme deferred from the last Area Committee meeting
- A project requesting a change to their approved scheme
- Three new Wellbeing Fund applications
- Wellbeing Projects in development
- Update on the Youth Activities Fund budget

The report also asked the Area Committee to approve the grant application and commissioning process for the 2014/15 Wellbeing budget.

RESOLVED – That members’

- Noted the balance of the Wellbeing revenue budget for 2013/14
- Considered the three new Wellbeing applications:

APPLICATION	AMOUNT	
Calverley Gardens Grit Bin	£250	APPROVED
Additional Litter Picker for Armley	£2,215	APPROVED
Mosaic feature for Armley Mills Garden	£3,240	REFUSED

- Noted the progress on the Ganners Alleygating scheme but have deferred until further consultation has been undertaken with residents.
- Noted the projects funded via the Youth Activities Fund, and
- Requested the Grant Application and Commissioning Process for the 2014/15 Wellbeing budget be brought to the next General Purposes meeting.

Cllr. Lowe left the meeting during consideration of this item.

36 Inner West Neighbourhoods Improvement Programme

The report of the Deputy Chief Executive was presented by Jane Maxwell (Area Leader West North West). The report set out the progress that had been made to date, particularly in relation to the development of key partnerships and the formation of a Neighbourhood Improvement Plan aligned to local improvement themes.

In June 2012 the Area Committee approved the establishment of the West Inner Neighbourhoods Improvement Board to lead the development of Neighbourhood Improvement activity targeted at the area’s four most deprived localities. The Neighbourhood Improvement Board has now met four times and has set itself the following objectives:

- To raise the profile of issues affecting priority neighbourhoods in Armley and Bramley and Stanningley Wards
- To set priorities for neighbourhood improvement and provide strategic leadership to a broad range of locality partners
- To oversee a programme of locality working which is responsive to the needs and aspirations of the local communities.

Gail Webb, Learning Outcomes for Children and Young People has undertaken work which looked at improving outcomes for young people in primary and secondary schools in the following areas

- The transition experience between key stages
- The engagement of families in supporting their children’s learning, and
- The child’s journey through learning

Community engagement events have taken place over the summer with voluntary groups, there have been difficulties getting enough people to the meetings. Members were asked for feedback on how to develop community engagement.

RESOLVED – That Members noted the content of the report.

37 Date and Time of next meeting

Next meeting will be held Wednesday 6th November 2013, 5:00pm at Moorside Community Centre, St Catherine's Drive, Bramley, Leeds LS13 2JY.

WEST (OUTER) AREA COMMITTEE

WEDNESDAY, 18TH SEPTEMBER, 2013

PRESENT: Councillor J Jarosz in the Chair

Councillors A Blackburn, D Blackburn,
A Carter, M Coulson, J Hardy, J Marjoram
and R Wood

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

There were no late items. However, supplementary information had been sent to the committee members, Prior to the meeting relating to item 13 Community Centres Pricing Policy Update Report (minute 31 refers).

21 Declaration of Interests

No declarations were made.

22 Apologies for Absence

Apologies were received from Councillor R Lewis.

23 Open Forum

Claire Turnbull from the Pudsey Wellbeing Centre attended the meeting to inform the committee of the activities that the centre provided these included:

- One to one counselling
- Art workshops
- Knitting and crochet workshops
- Help with CV writing

In reply to questions from the members Ms Turnbull explained that the centre also offered assistance and information on a number of health issues including:

- Weight management
- Smoking cessation
- Mental health

The centre provided a number of courses from drop in sessions, special events and courses running over a number of weeks.

A timetable of forthcoming events was handed out to members.

Cllr. A Blackburn entered the meeting at 13:08

Draft minutes to be approved at the meeting
to be held on Wednesday, 30th October, 2013

Cllr. J Majoram entered the meeting at 13:10

24 West Outer Area Committee Minutes -10th July 2013

That the minutes of the meeting held on Wednesday 10th July 2013 be approved as a correct record.

25 Matters arising

Minute no. 8 Deputation to West (Outer) Area Committee: Concerns in respect of proposals which relate to the future of Musgrave Court.

The Committee expressed their concern at the report which had been presented to Executive Board on 4th September 2013 by the Deputy Director of Adult Social Care Commission Services. The report had made no mention of the deputation that had been received by the West (Outer) Area Committee meeting on 10th July 2013 at which the Deputy Director had been in attendance, or to the subsequent communication received from the deputation which had been passed to the relevant service by the committee members.

The Chair offered to take this issue forward to ensure that information provided by future deputations to West (Outer) Area Committee is acknowledged and referenced in future reports.

26 Minutes ALMO Area Panel

Members of the Area Committee considered the minutes of the West Outer Area Panel meeting held on 5th June 2013.

The Area Performance Manager was in attendance, and it was requested that thanks be conveyed to the relevant Neighbourhood Management Officer for their hard work on Heights Drive.

RESOLVED – That the minutes be noted.

27 Minutes- Environmental Sub Group

The minutes of the Environmental Services Sub Group were considered by the committee.

A Member informed the committee that they had requested an update report on the black bin roll out for West Outer Area, and requested that an officer for Environmental Enforcement attended each meeting.

During the consideration of this item discussion took place relating to the Area Lead roles for both the Environment and also the Community Safety field, and it was suggested that to have one councillor be Area Lead for both jobs.

RESOLVED –

- That the minutes be noted
- That Councillor Coulson appointed Area Lead for both the Environment and Community Safety fields

- That Councillor A Blackburn liaise with the Chair and Area Support on suitable areas of work that she may contribute to on behalf of the Area Committees.

Councillor Coulson left the meeting at the end of this item, 13:25

28 Minutes - Area Chairs Forum, 3rd May 2013

The Committee considered the Area Chairs Forum minutes of the meeting held on 3rd May 2013.

Members' attention was drawn to Minute No. 4.0 (Neighbourhood Planning) relating to the role of Area Committees and the neighbourhood planning process.

RESOLVED – That the minutes be noted.

29 Children's Services Performance Report

The report of the Director of Children's Services was presented by the Deputy Director, Children's Services. The report provided a six monthly update. The report informed the Area Committee about local outcomes for children and young people and aimed to support the involvement of the Area Committee in improving outcomes by providing an update on the work of the directorate and the Leeds Children's Trust, including local children's cluster arrangements. The progress made against local and national agendas was also highlighted.

The report summarised performance at Area Committee level with a broader acknowledgement of City wide performance. Key issues for Children's Services were highlighted and included Ofsted inspections, basic need and child friendly city.

Committee Members and Officers discussed issues in relation to:

- Children's Homes in the West Outer Area Committee area and the need for good communication and sharing of information in light of recent media broadcasts
- Ofsted inspections and the process where schools are graded as inadequate
- Criteria used for Ofsted inspections
- Increases in NEETs

Members asked for clarification on attendance figures for Farnley Academy highlighted in the report.

Members also asked for future updates to include performance information in relation to Swallow Hill.

RESOLVED – That Members' noted the content of the report.

30 Community Centres Pricing Policy Update Report

The Area Committee considered a report of the West North West Area Leader, presented by the Area Support Officer. The report outlined a revised pricing and lettings policy which the Area Support Team had been requested to amend for Outer West Leeds on behalf of the Area Committee. The proposals were based on feedback received from members and community groups using the centres.

Members' attention was drawn to the current and on-going review being undertaken by Leeds City Council in relation to community centre policies and that any decisions taken by the Area Committee on pricing and letting of community centres would need to be reviewed subject to any future changes, where appropriate.

RESOLVED – Members considered and approved the proposed pricing policy changes.

The Rev. Paul Ayers entered the meeting at 14:00 and stayed for the duration of the meeting.

31 Welfare Reform Report

The Chief Officer, Welfare and Benefits presented his report on Welfare Benefit changes. The report provided an update on the impact of welfare reforms at both a city-wide and ward-level basis and also provided information on arrangements that have been put into place to support the tenants. This included the Discretionary Housing Payments scheme which provided support to tenants affected by the welfare changes, the scheme was on track to spend the full £1.9m budget with the bulk of this spend being allocated to those deemed to be priority cases within the Council's policy.

The Benefit Cap came into effect in Leeds on 12th August 2013 around 350 families would lose some or all of their Housing Benefit which was lower than first thought and reported in the report. All the families affected have been visited to make them aware of the changes.

Preparations were underway for Universal Credit with a focus being on preparing tenants for a digital claims process, developing a Local Support Services Network, tackling high cost lenders and putting in place arrangements for dealing with direct payments of the housing element of Universal Credit to tenants. The report provided information about this programme and sought input from the Area Committee on how the programme of activity could work at a local level. Payday Loans adverts have recently been banned from Council websites.

The Area Committee discussed over occupancy and under occupancy which affected the City as a whole. Concern was raised by Members regarding a campaign which was operating in the area advising people to stay in their property and not pay rent. Clarification was to be sought from Environment

and Housing on the impact this may have, and assurance was given that those who need support would be offered it and that those affected would be informed around October.

The Advice Services Manager was in attendance at the meeting and informed the members of the advice and information that his Team could provide in relation to welfare support. Leaflets were passed to the members, and Area Support offered to get the leaflets sent to locations identified by members.

RESOLVED – That Members considered and noted;

- a) The information about welfare reforms and requested that it be a standard heading for the meeting;
- b) The information about the campaign against high cost lenders;
- c) The work going on in West North West to mitigate the impact of the changes in the local area and of the work being undertaken and offered to engage with Welfare Benefits about those families in West Outer area who might need assistance.

Cllr. Hardy left the room at 14:25 returning at 14:28.

32 Wellbeing Update Report (Capital)

The report of the Assistant Chief Executive (Citizens and Communities) was presented by the Area Support Officer provided the Committee with an update on the budget position for the Wellbeing Fund for 2013/14. The report provided the current position of the Small Grants and skips budgets and those Small Grants and skips applications that had been approved since the last meeting.

The report also provided an update on the Youth Activity Fund and those projects seeking support through this fund.

The report sought approval from the Area Committee on the grant application and commissioning process for the 2014/15 Wellbeing budget and the decommissioning of capital schemes from previous years that had not spent their full allocation.

The Area Committee was asked to consider a proposal from Ahead Partnership in relation to the Business Engagement Project.

Members discussed issues raised in the report including;

- Community First, guidelines were to be circulated to members to clarify Leeds City Council's position with regard to Community First.
- Ahead Partnership proposal
- Closure of previous capital schemes
- Provision of grit bins in all three Wards

Members were asked if they would like Area Support to look at the revenue accounts.

RESOLVED – The Area Committee;

- Noted the current budget position for the Wellbeing Fund for 2013/14
- Noted the current position of the Small Grants and skips and the Small Grants and skips received and approved since the last meeting;
- Noted the current position of the Youth Activity Fund;
- Agreed to decommission the capital projects and noted the new balance of £68,515 in the Capital Wellbeing budget (which includes an allocation from Capital Receipts Incentive Scheme) ;
- Approved the grant application and commissioning process for the 2014/15 Wellbeing budget;
- Further developments with Members and Ahead Partnership on the Business Engagement project. Further information requested and a meeting to be organised; and
- Agreed that Area Support look at the revenue accounts and report back to the next meeting.

Cllr. Marjoram left the meeting at the end of this item, 14:55.

33 Area Update Report

The report of the Assistant Chief Executive (Citizens and Communities) was present by the Area Support Officer. The report informed the Area Committee of the progress made against the Area Support Team work programme for West Outer area and local contributions to Council priorities.

The Members were updated on the following;

- Farsley Town and District Centre Scheme which was now completed
- CCTV for Farfield Avenue and Pudsey Town Centre was now fully operational
- The Community Development role jointly funded by West Outer and North West Inner Area Committees had been advertised. Recruitment to begin at the end of September and the expectation that the successful applicant would be appointed in October 2013.

RESOLVED – Members noted the content of the report.

34 Date and time of next meeting

The next meeting will be held on Wednesday 30th October 2013, 1pm at Pudsey Town Hall.



Minutes

Executive Committee

Date: 02 September 2013

Time: 9.45 am

Venue: Fire Service Headquarters, Birkenshaw

Present: Councillor M Khan (Chair), T Austin, P Harrand, J Hughes and C Townsley

In Attendance: None

Apologies: None

8 Minutes

RESOLVED

That the Minutes of a meeting held on 31 July 2013 be signed by the Chair as a correct record.

9 Urgent Items

None.

10 Admission of the public

There were no items which required the exclusion of the public and press. The press and public were excluded, however, during a legal issues briefing by the Director of Corporate Resources immediately following the resolution at agenda item E5.

11 Declarations of interest

No declarations of disclosable pecuniary interest were made in any matter under consideration at the meeting.

12 Industrial action – contingency planning arrangements

Consideration was given to a joint report of the Chief Fire Officer / Chief Executive and the Director of Strategic Development which sought endorsement of the contingency planning arrangements and related proposals in the event of strike action undertaken by members of the Fire Brigades' Union (FBU).

Members were advised that the outcome of the strike ballot had been announced on 29 August 2013 with 78% of voting FBU members in favour of taking industrial action in respect of matters relating to pension reforms. No decision had yet been communicated by the FBU about the type and extent of action to be taken. Any action, however, had to be commenced within 28 days of the ballot result.

Initial steps had been taken to train Community Response Operatives (CRO's) as reported to the 31 July 2013 meeting of the Executive Committee. Further planning and review had been undertaken to enable the Fire Authority to fulfil its statutory duties in respect of fire-fighting and Industrial action business continuity plans had been developed for staff shortages and other significant events which would have the potential to impact on service delivery.

It was reported that the anticipation was that the receipt of emergency calls and despatch of resources would remain largely unaffected and a wide range of community safety activities would continue to be delivered by non-operational staff. It was, however, acknowledged that the service to be provided under the contingency arrangements would not be as effective as the normal service and industrial action on a major scale would inevitably have an impact on public safety.

Members were advised that, in addition to the contingency planning that had been undertaken it was recognised that, in the event of the Authority being unable to implement a plan which delivered the lowest level of appropriate service in extreme and unavoidable circumstances, it may be necessary to seek additional assistance in the form of military support provided by Government. A copy of the relevant impact analysis had been attached to the report now submitted.

In addition to the service delivery aspects of the business continuity planning, a comprehensive Communications Strategy had been developed for internal and external communications which included open dialogue facilities for all Watches and the inclusion of a range of initiatives to deliver fire safety messages and raise awareness during the dispute.

The cost of equipping and training the CRO's and drivers was estimated to be in the region of £60,000 which would be met from within contingencies and any additional costs in terms of turnout fees during any action would be met from the resulting savings in salary costs. It was further reported that in the event of use being made of military support, the Authority would be liable for the full costs which may be in excess of any salary cost savings.

RESOLVED

- (i) That endorsement be given to the planning arrangements developed in respect of industrial action undertaken by members of the FBU; and
- (ii) That approval be given for the Chief Fire Officer / Chief Executive, in consultation with the Chair of the Authority, to submit a request to the Secretary of State requesting military support should he deem this necessary.

[The Committee went into confidential session in accordance with Paragraph 5 (Legal privilege) of Schedule 12a to the Local Government Act 1972 to receive a briefing from the Director of Corporate Resources.]

Chair



Minutes

Executive Committee

Date: 13 September 2013

Time: 11.45 a.m.

Venue: Fire Service Headquarters, Birkenshaw

Present: Councillors M Khan (in the chair), P Harrand, J Hughes, A Hussain, C Townsley and A Wallis (as substitute for Councillor T Austin)

In Attendance: N/A

Apologies: Councillor T Austin

13 Minutes

RESOLVED

That the Minutes of a meeting held on 2 September 2013 be signed by the Chair as a correct record.

14 Urgent Items

None.

15 Admission of the public

RESOLVED

That the public and press be excluded from the meeting during consideration of item of business specified below as 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 during this time, there would be disclosure to them of exempt information of the description respectively 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	Management Board – Review	17	Paragraph 1 – information relating to an individual

16 Declarations of interest

No declarations of disclosable pecuniary interest were made in any matter under consideration at the meeting.

17 Management Board – review

(This item was considered as exempt information under Schedule 12A (1) of the Local Government Act 1972 – relating to an individual)

Consideration was given to a joint report of the Chief Fire Officer / Chief Executive and Chief Finance Officer which sought approval for a re-organisation of the West Yorkshire Fire and Rescue Authority Management Board.

In response to previously identified potential for further savings, subsequent upon the implementation of the Fundamental Review, a review of Management Board composition, roles and responsibilities had been undertaken. Detail of proposed changes, together with a schedule for phased implementation was presented in the report for Members' consideration.

It was reported that, once fully implemented, the proposed re-structure would offer savings to the Authority of over £165,000 per annum.

Members were further advised that, in addition to the current review processes, it was anticipated that the final funding gap would have to be revised upwards to £10m – 14m which may mean more changes would be required after 2016.

RESOLVED

- a) That approval be given to the re-engagement of the Director of Strategic Development and Deputy Chief Fire Officer for a further 25 month contract from 1 December 2013 to 31 December 2015 to oversee the business critical implementation of the Integrated Risk Management Plan;
- b) That approval be given to flexible retirement arrangements for the Director of Corporate Resources to take effect from 1 April 2014 under a revised role of Chief Legal and Governance Officer (CLGO);
- c) That the post of Chief Finance Officer be renamed Chief Finance and Procurement Officer (CFPO) to better reflect the role and responsibilities of the post;
- d) That, for business continuity and planning purposes, consideration be given by the Executive Committee to the following issues for formal decision by 1 June 2015;
 - Revised Management Board arrangements and Principal Officer command structure

- Terms and conditions of service related to a requirement for Principal Officers to provide amended resilient command availability, and
- Commencement of selection and appointment processes at Management Board level as required (earliest appointments to be made from 1 January 2016)

and;

- e) That Executive Committee members be provided with a written assessment and summary of the roles and responsibilities and other relevant Human Resources issues of both Management Board Officers and Officers at Area Manager level together with a technical summary of minimum response and cover arrangements.

Chair

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Minutes

Full Authority

Date: 13 September 2013

Time: 10.30 a.m.

Venue: FIRE AND RESCUE SERVICE HEADQUARTERS, BIRKENSRAW

Present: Councillors M Khan (in the chair), C Burke, P Caffrey, J Cummins, J Dodds, R Grahame, D Gray, J Hardy, M Harland, P Harrand, L Holmes, J Hughes, A Hussain, M Shaw, G Thornton, C Townsley, A Wainwright, A Wallis and G Wilkinson

In Attendance: N/A

Apologies: Councillors T Austin, B Smith and A Taylor

25 Admission of the public

The meeting determined that there were no items which necessitated the exclusion of the public.

26 Urgent items

None.

27 Declarations of Interest

There were no declarations of disclosable pecuniary interest made in any matter under discussion at the meeting.

28 Minutes of the last meeting

RESOLVED

That the Minutes of the Authority at a meeting held on 28 June 2013 be signed by the Chair as a correct record.

29 Minutes of the Human Resources Committee

RESOLVED

That the Minutes of the Human Resources Committee held on 5 July 2013 be received.

30 Minutes of the Finance and Resources Committee

At a Member's request, a brief update was given about progress with the purchase of land for the new Killingbeck Fire Station in Leeds (Finance and Resources Min no. 5 refers) which was close to conclusion and within budget.

RESOLVED

That the Minutes of the Finance and Resources Committee held on 12 July 2013 be received.

31 Minutes of the Community Safety Committee

Following advice that work on the guidance related to the use of Chinese Lanterns was ongoing and would be published before Bonfire Night, it was

RESOLVED

That the Minutes of the Community Safety Committee held on 19 July 2013 be received.

32 Minutes of the Executive Committee

RESOLVED

That the Minutes of the Executive Committee at meetings held on 31 July and 2 September 2013 be received.

33 Minutes of the Local Government Association

RESOLVED

- a) That the Minutes of the Safer and Stronger Communities Board held on 8 July 2013 be noted; and
- b) That the Minutes of the Fire Services Management Committee at a meeting held on 19 July 2013 and circulated under separate cover be noted.

34 Performance Management Report – 1 April to 31 July 2013

Prior to consideration of the Performance Management Report, Members were given a brief summary of the large incident which had taken place in Horsforth on 6 September 2013 which had been attended by 15 fire appliances. It was reported that, thanks to excellent firefighting skills, damage to the property and business had been minimised and approximately 50% of the building had been saved.

The Director of Corporate Resources submitted a report which informed Members of the Authority's performance against key performance indicators for the period 1 April to 31 July 2013.

Members commented on the following specific areas of performance;

- West Yorkshire's ranking as compared with other Metropolitan Fire Authorities

- Performance against targets for fire deaths and injuries (clarification of figures)
- Recent increase in number of malicious false alarms, the role and impact on the Fire Services of “property angels” and responsibility for commercial fire risk assessments
- secondary fires, fly-tipping and anti-social behaviour (including attacks on firefighters)
- issues related to unsuccessful requests to Yorkshire Water to raise water pressure for firefighting purposes

RESOLVED

- a) That the report be noted;
- b) That the level of financial savings to be made individually by the Metropolitan Fire Authorities be reported to the December meeting of the Fire Authority; and
- c) That Members be provided with incident figures for 1 April – 31 July 2013 on a West Yorkshire District basis for deliberate secondary fires together with comparative figures for the other 6 Metropolitan Fire Authorities where available.

35 Outside Bodies – nominations 2013 – 14

Consideration was given to a report of the Director of Corporate Resources which set out the nominations to Outside Bodies 2013 / 14.

A similar report had been considered at the last meeting of the Authority when it was resolved that nominations be reported to the 13 September meeting following political Group discussions.

RESOLVED

- (i) That, in addition the approved appointments made at the last meeting to the LGYH Employers Committee and the Association of Metropolitan Fire and Rescue Authorities (AMFRA), the following nominations to Outside Bodies 2013 – 14 be approved;

LGA General Assembly	Councillors Khan, Thornton, Hughes 1 vacancy (Conservative) or their nominees
LGA Fire Commission	Councillors Khan, Hughes and Harrand or their nominees
LGA Urban Commission*	Councillors Khan and Hughes or their nominees
LGYH Council	Councillor Khan or his nominee
Yorkshire Purchasing Organisation	Councillor Wallis or nominee
Police and Crime Commissioner Partnership Executive Group	Councillor Khan or his nominee

*This is on the basis that the appointed representatives (or their nominees) will only attend when matters of relevance to the Fire Authority are scheduled for discussion

and;

- (ii) That it be noted that the following Outside Bodies have been dis-established;

Fire Improvement Group (FIG)
Safer Communities Strategy Group

36 Integrated Risk Management Plan (IRMP) Consultation – Combined Aerial Rescue Pump (CARP) at Leeds – final proposals

The Director of Strategic Development submitted a report which presented the final proposals for the provision of a Combined Aerial Rescue Pump (CARP) at Leeds Fire Station.

Following the last meeting of the Authority, an internal consultation on the provision of a fifth CARP and its location had been undertaken. The process had highlighted a number of valid concerns which related, in the main, to the reliability and use of CARP equipment. Members were advised that these concerns had been addressed through revised design features as detailed in the report now submitted.

Once the vehicle was fully operational, it was reported that there would be full year savings of £532,000, due to the associated reduction in staffing (12 firefighter and 4 crew manager posts) which would be achieved through natural wastage. Other advantages of its introduction were the improvements to firefighter safety and potential for easier access to high rise building within the Leeds District.

RESOLVED

- (i) That, taking account of the feedback from the internal consultation, approval be given to the provision of a Combined Aerial Rescue Platform (CARP) at Leeds Fire Station;
- (ii) That the CARP at (i) above be purchased in the current financial year; and
- (iii) That approval be given to the reduction in establishment of 12 posts following the introduction of the CARP.

37 Statement of Assurance 2012 – 13

Members received a joint report of the Director of Strategic Development and the Director of Corporate Resources which sought approval for the Authority's first annual Statement of Assurance 2012 – 13.

The Statement, published as a requirement of the revised National Framework, had been designed to provide an accessible way in which communities, Government, local authorities and other partners may make a valid assessment of the efficiency, effectiveness and value for money of their local fire and rescue authority in financial, governance and operational matters.

Members considered the content of the 2012 – 13 Statement of Assurance for the West Yorkshire Fire and Rescue Authority which was statutorily required to be signed off and published in the current financial year.

RESOLVED

- (i) That the Statement of Assurance 2012 – 13 be approved for publication; and
- (ii) That the Chair of the Authority be authorised to sign off the document at (i) above prior to publication on the Authority's website.

38 Amendment – Programme of meetings 2013 – 14

Consideration was given to a report of the Director of Corporate Resources which presented a revised programme of meetings for 2013 – 14.

Concern had been expressed that the approved programme of meetings in the current year had included an extended gap between the end of the previous cycle and start of the next subsequent cycle of Finance and Resources Committee meetings.

It was proposed to include a fifth meeting of the Committee in 2013 – 14 only to be held in March 2014.

RESOLVED

That approval be given to the revised programme of meetings 2013 – 14 as follows;

HUMAN RESOURCES COMMITTEE	FINANCE AND RESOURCES COMMITTEE	AUDIT COMMITTEE	COMMUNITY SAFETY COMMITTEE	AUTHORITY
5 July 2013	12 July 2013		19 July 2013	13 Sept 2013
1 Nov 2013	27 Sept 2013 29 Nov 2013	20 Sept 2013	8 November 2013	20 December 2013
17 January 2014	24 January 2014	31 January 2014	7 February 2014	21 February 2014
4 April 2014	28 March 2014	11 April 2014 26 June 2014 (Thurs)	25 April 2014	27 June 2014 (AGM)

39 RIPA (Regulation of Investigatory Powers Act 2000) – Inspection feedback and Policy amendment

The Director of Corporate Resources submitted a report which provided Members with feedback from the Office of Surveillance Commissioner's inspection report together with the revised RIPA (Regulation of Investigatory Powers Act 200) policy.

In that regard, it was reported that an inspection visit had been made on 3 July 2013 by the Assistant Surveillance Commissioner as part of the statutory requirement to review all authorities with power to use covert surveillance. This inspection had been made as part of a 3-yearly cycle of inspections although it was reported that the Authority had never used RIPA powers in the past, they were available should it choose to do so at any time in the future.

Members were advised that the Inspector had examined the Authority's Policy and associated processes and procedures for covert surveillance as well as individual operations. Recommendations received on 1 August had been incorporated into a revised Policy and covered the following issues;

- the need to raise RIPA awareness throughout the service
- the need to establish a RIPA training programme
- a requirement for a six-monthly review of the Policy
- that copies of the relevant Codes of Practice and Office of Surveillance Commissioners procedures, advice and guidance be made available to all likely users of RIPA.

Detail of those areas of the current Policy which required amendment were included at paragraph 2.5 to the report now submitted.

RESOLVED

- (i) That the Office of Surveillance Commissioner's inspection report be noted; and
- (ii) That the revised RIPA Policy and Procedures be approved as attached as an annex to the report now submitted.

40 Presentation – High Rise Fires

Members received a DVD presentation about lessons learned from the Shirley Towers tragedy in Hampshire in 2010.

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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**AT A MEETING OF THE WEST YORKSHIRE INTEGRATED TRANSPORT
AUTHORITY EXECUTIVE BOARD HELD IN WELLINGTON HOUSE
ON FRIDAY 26 JULY 2013**

PRESENT: Councillor J Lewis (Chair)

Councillors: A Carter, Y Crewe, R Downes, E Firth, D Hardy,
I Khan, M Lyons and L Smaje

In attendance: Councillors V Slater (Bradford), B Collins (Calderdale),
P McBride (Kirklees), R Lewis (Leeds) and T Simpson-
Laing (York)

Observers: Councillors M Ellis, M Graham, A Pinnock, G Reid and
A Firth, Highways Agency

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Dave Merritt (York) and Roger Marsh (LEP).

2. WELCOME

The Chair welcomed Councillor Imran Khan to his first meeting. He also welcomed Councillor Tracey Simpson-Laing and Anthony Firth, Highways Agency.

3. DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS

There were no pecuniary interests declared by members at the meeting.

**4. MINUTES OF THE MEETING OF THE ITA EXECUTIVE BOARD HELD ON
14 JUNE 2013**

RESOLVED - That the minutes of the meeting of the ITA Executive Board held on 14 June 2013 be approved and signed by the Chair.

5. SMARTCARD AND INFORMATION DEVELOPMENT

The ITA Executive Board considered a progress report on the implementation of the Smartcard and Information Programme (SCIP).

It was reported that the Local Transport Plan outlined one of the 'big ideas' to enhance the customer offer investment in Smartcard Technology and Information Management Systems. The key theme of the SCIP programme was to develop and enhance self- service options based upon web services, enabling front line staff to focus on more complex enquiries and vulnerable customers. Members recognised that these measures would allow Metro to conduct business more effectively at a lower cost and with greater customer satisfaction.

Members were advised of the launch of the MCard brand and the renewal of over 200,000 English National Concessionary passes. Comment was made that it was expected that the gates at Leeds and Bradford rail stations would be able to accept annual bus/rail MCards by the end of the year. It was reported that works to smart-enable the gates at Huddersfield and Wakefield Westgate rail stations would be progressed with DfT funding.

RESOLVED - That the report be noted.

6. WEST YORKSHIRE PLUS TRANSPORT FUND

The ITA Executive Board considered a report of the Passenger Transport Executive on the prioritisation of schemes to be funded from the DfT's devolved major scheme allocation which was included in the agreed West Yorkshire Plus York Transport Fund.

It was reported that at its meeting in March 2013, the ITA Executive Board had endorsed the prioritisation of a Core Package of transport investments over a 10 year programme. The six District Authorities had, in principle, committed to the establishment of the Transport Fund and the schemes identified in the Core Package. The list of schemes attached at Appendix A would be submitted to the DfT by their deadline date of 31 July 2013. In this respect the District Leaders had endorsed the principle that the £183m devolved major scheme funding be recognised as a component of the £1billion sum, which would also include an allocation from the LTP and funds raised locally.

The DfT, having provided feedback on the West Yorkshire and York Interim LTB Assurance Framework, had now approved two of the three elements (Membership and Governance and Scheme Prioritisation). With regard to the third element, 'Scheme Assessment', members were informed that the DfT had agreed to work with Metro with a view to signing off the full framework by the Autumn.

It was explained that whilst rail/tram connectivity links to Leeds Bradford Airport had not been included in the Core Package of schemes, this was still very much an ambition and, to that end, money had been set aside in the Transport Fund for such a scheme. Comment was also made that the DfT had indicated a desire to work together on developing airport access proposals.

A vote was taken on the recommendation contained in the report. The Conservative Group abstained from the vote.

RESOLVED - That the list of priority transport investments that would be part funded from the devolved major scheme funding pot (indicatively £183m) be endorsed and submitted to the DfT by 31 July 2013 for their consideration.

7. LTP 2013/14 QUARTER 2 PAYMENTS

The ITA Executive Board considered a report of the Passenger Transport Executive on:

- Payment of 2013/14 Q2 LTP Integrated Transport and Highways Maintenance Block allocations to District partners.
- Cycle Safety Fund Bids.
- Local Pinch Point Fund Schemes.

2012/13 Integrated Transport Block and Highways Maintenance Block - Quarter 2 Allocations

It was reported that the proposed Integrated Transport Block and Highways Maintenance Block Quarter 2 Allocations for 2012/13 were outlined in Table 1 of the submitted report. Comment was made that the payments reflected the quarterly review of individual scheme delivery progress and wider assessment of the progress made to date by each partner in terms of delivery within the programme areas.

Cycle Safety Fund

It was reported that the DfT had awarded £235,000 in respect of the following two schemes out of the 8 bids submitted to the Cycle Safety Fund.

- Stockbridge/Utley Cycle Route, Keighley
- A656 Lock Lane/Aire Street scheme, Castleford.

Local Pinch Point Fund

The ITA Executive Board noted the successful bids which had been announced by the DfT to the Local Pinch Point Fund aimed at addressing congestion 'hot spots' on the local road networks to facilitate jobs and housing. The total grant awarded to West Yorkshire was over £12m in respect of:

- Bradford Canal Road/Stanley Road junction
- Calderdale Hipperholme crossroads
- Kirklees Waterloo junction
- Leeds Thornbury Barracks roundabout
- Wakefield Pontefract North relief road

It was reported that the schemes would be co-funded by a local contribution of around £2.1m from the LTP and that £633,000 of that sum would be required in 2013/14 to progress the schemes in Calderdale, Kirklees and Leeds.

RESOLVED –

- (a) That the 2013/14 Integrated Transport Block and Highways Maintenance Block Quarter 2 payments as detailed in Table 1 of the submitted report be approved.
- (b) That the outcome of the DfT's Cycle Safety Fund bids be noted.
- (c) That the Local Transport Plan funding contribution towards the Local Pinch Point Fund Schemes be noted.

8. LTP3 IMPLEMENTATION PLAN 2014-2017 - CONSULTATION

The ITA Executive Board considered a report of the Passenger Transport Executive on the LTP3 Implementation Plan 2014-2017 consultation exercise.

It was noted that the 8 week consultation period ended on 5 July 2013. There had been 328 responses to the online questionnaire and separate written representations had been received from stakeholder groups.

Members were advised that the vast majority of the replies were generally supportive of the overall shape of the draft IP2 particularly with regard to investment in sustainable, low carbon modes of transport.

The ITA also considered further outstanding funding issues that needed to be addressed and the next steps to develop the key headline/interventions within each programme area.

RESOLVED –

- (a) That the feedback received from the public and stakeholder consultation on the draft IP2 be noted.
- (b) That the further outstanding issues to be addressed as outlined in paragraph 2.22 of the submitted report be noted.
- (c) That the current development of IP2 as set out in section 2 and the next steps to develop the detail of interventions within each Programme Area be noted.

9. RAIL DEVELOPMENT PROGRAMME PHASE 1

The ITA Executive Board considered a report of the Passenger Transport Executive on two studies, carried out on the electrification of the Harrogate –

York rail line and HS2 which had been prepared as part of Metro's Rail Development Programme Phase 1.

Harrogate Rail Line Electrification - Outline Business Case

It was reported that Metro had been working with North Yorkshire County Council on the development of an Outline Business Case for the electrification of the Harrogate rail line. Members were advised that the emerging results of the study indicated that there was a very strong financial case to electrify the line .

Members were advised that Metro and North Yorkshire County Council were preparing a case to bring forward Government investment. This would be based on the very strong business case and wider economic benefits that the study had highlighted. It was reported that North Yorkshire County Council had asked their Local Transport Body to fund a significant amount of their devolved major scheme allocation on partial double tracking the route between Harrogate and York. This was required in order to deliver the preferred service specification and members welcomed the investment which, in their opinion, would clearly strengthen the final business case.

HS2

It was reported that following the DfT's announcement in January 2013 for Phase II for HS2 in the North, Metro and South Yorkshire PTE had commissioned 2 areas of work to examine how to best maximise and spread the economic benefits of HS2 throughout the Northern City Regions. Details of the key findings and recommendations of the HS2 development that would form the basis of Metro's response to further consultation with HS2 and the DfT were summarised in paragraphs 2.15 - 2.18 of the submitted report.

In welcoming the work which had already been carried out, members stressed the need to continue to develop a strong, robust case highlighting the benefits of HS2 particularly in view of the media speculation and the anti HS2 lobbying which was gaining momentum. They also remarked that in order for the potential of HS2 to be fully realised in other parts of West Yorkshire it was essential that a commitment be given by the Government to invest in the existing rail network both locally and nationally in order to take advantage of the benefits identified in the Yorkshire Rail Network Study including RailPlan 7, Northern Hub, TransPennine electrification and improvements to the East Coast main line.

In this regard it was suggested that a piece of work be prepared for consideration at a future meeting which made a strong statement of Metro's aspirations and future plans for rail investment in West Yorkshire and the North and supported and capitalised on the very real potential benefits that HS2 would bring to the region.

RESOLVED -

- (a) That the strong case to electrify the Leeds-Harrogate-York rail line and the proposed approach to the DfT to bring forward funding for implementation of the scheme be endorsed.
- (b) That the joint working with North Yorkshire County Council on the proposed electrification be endorsed.
- (c) That the key findings and recommendations of the HS2 development work which would form the basis of Metro's response to the consultation with HS2 and the DfT be endorsed.
- (d) That the findings and recommendations of the HS2 development work be shared with the relevant District partners, Network Rail and HS2.
- (e) That a report be prepared bringing together the pieces of work that had been undertaken in respect of the vision and aspirations of Metro and its partners for rail improvements, with a view to holding a launch which made a robust business case for early investment in the region and that would complement HS2.

10. LOW MOOR NEW RAIL STATION

The ITA Executive Board considered a report of the Passenger Transport Executive on the progress made on the proposed new rail station at Low Moor.

It was reported that good progress had been made and whilst a number of matters with regard to technical issues, timetabling and capital costs still remained, a robust programme to progress Low Moor had been agreed.

In this respect reference was made to a Summit meeting that was recently held to confirm industry 'buy in' to the delivery strategy and to identify any outstanding concerns. Members were informed that the outcome had been extremely positive and all parties now had a clear understanding of Metro's strong commitment to progress the scheme and to consider the next steps for its delivery. An approach to revising the business case that clearly demonstrated the local benefits which allowed a fully locally funded scheme to be implemented was also agreed at that meeting.

It was reported that there was a requirement to undertake any operational revenue shortfall for the scheme. Members were advised that initial estimates, over the first 3 years, would be reviewed as the business case was updated.

In noting the next steps in the programme, the ITA Executive Board was advised that a report would be brought to a future meeting. This would provide an update on the business case and would seek members' approval

to progress to the detailed design and delivery of the station, with a view to its opening in late 2015 to coincide with the December timetable.

RESOLVED -

- (a) That the good progress made to resolve the fundamental issues that had emerged during the GRIP 4 stage of development be noted.
- (b) That the scheme be progressed as detailed in section 2.17 of the submitted report.
- (c) That a further report be brought to the ITA Executive Board following completion of work to update the business case and the RSSB decision confirming the programme and cost and seeking approval to progress the scheme to final delivery.
- (d) That a report detailing the estimated revenue shortfall be brought to a future meeting of the ITA Executive Board.

11. NGT LEEDS TROLLEYBUS

The ITA Executive Board considered a report of the Passenger Transport Executive regarding the submission of the Transport and Works Act Order application for the New Generation Transport scheme.

The ITA Executive Board was informed of the key areas of activity currently being undertaken. These included updating the scheme designs which had entailed the provision of a public transport corridor from the University into the City Centre, work carried out on the change in the south of the city to provide links to Belle Isle and the updating of NGT journey times that now showed substantial forecast savings to those previously stated.

The ITA Executive Board commented on the significant amount of public engagement and consultation which had already taken place. These had concentrated on communities directly along the entire route in order to mitigate concerns wherever possible and inform them of the ongoing design process. Members were keen that meaningful dialogue continued with those communities to ensure that they were fully informed throughout each stage of the process.

It was also reported that the scheme was an evolving process and that the business case would be further developed on the completion of the revised scheme designs. Members were advised that an update report would be prepared for the ITA Executive Board after the submission of the TWAO Order.

In response members stressed that all aspects of the scheme, especially the business case for NGT, should be robust particularly in the event of a Public Inquiry being held.

With regard to recent press articles in respect of concerns raised around the choice of trolleybus mode, work had been undertaken to address issues on emerging electric bus technology. Members were informed that whilst the technology was not yet in commercial operation, wider opportunities for the introduction of fully electric buses in West Yorkshire would be considered going forward. It was also suggested that an Executive Summary be prepared for members to enable them to respond to NGT enquiries such as hybrid buses.

RESOLVED -

- (a) That the results of the consultation in respect of the scheme as set out in the submitted report be noted.
- (b) That it be noted that the capital and development costs of the scheme as detailed in the submitted report were affordable.
- (c) That the liability for compensation claims that the PTE would assume as a result of the implementation of a TWAO be noted.
- (d) That the submission of the application for a TWAO for the scheme by the PTE as required under the provisions of the Transport and Works Act 1992 and the Transport Act 1968 be approved.
- (e) That an Executive Summary be prepared to enable Councillors to respond to NGT enquiries.

12. EXCLUSION OF THE PRESS AND PUBLIC

The ITA Executive Board considered a recommendation to exclude the press and public from Agenda Item 12, Voluntary Redundancy Scheme Application, 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 information relating to the financial affairs of a particular person, the public interest would be better served by maintaining the exemption and, therefore, the press and public be now excluded from the meeting.

***13. VOLUNTARY REDUNDANCY SCHEME APPLICATION**

The ITA Executive Board considered a report of the Passenger Transport Executive on an application received for voluntary redundancy from Mr K T Preston, Director General of West Yorkshire Passenger Transport Executive (WYPTE) and Clerk to the West Yorkshire Integrated Transport Authority (WYITA).

RESOLVED - That the application be approved to take effect from 26 January 2014 on the terms outlined in paragraph 4.2 of the submitted report.

AGENDA ITEM NO: 4

AT A MEETING OF THE WEST YORKSHIRE INTEGRATED TRANSPORT AUTHORITY HELD AT WELLINGTON HOUSE ON FRIDAY 28 JUNE 2013

PRESENT: Councillor J Lewis (Chair)

Councillors R Billheimer, A Carter, Y Crewe, R Downes,
Dr K E Dredge, M Ellis, E Firth, M Graham, K Groves, D Hardy,
I Khan, C Loughran, G Lowe, M Lyons, V Morgan, A Pinnock,
J Procter, G Reid, F Shoukat, L Smaje and N Walshaw

1. APPOINTMENT OF CHAIR

Councillor J Lewis was proposed and seconded for the position of Chair of the Authority.

RESOLVED - That Councillor J Lewis be appointed Chair of the Authority.

2. APPOINTMENT OF DEPUTY CHAIR

Councillor E Firth was proposed and seconded for the position of Deputy Chair of the Authority.

RESOLVED - That Councillor E Firth be appointed Deputy Chair of the Authority.

3. DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS

There were no pecuniary interests declared by members at the meeting.

4. MEMBERSHIP OF THE AUTHORITY

The Authority considered a report of the Clerk on notifications received from the constituent Councils of their appointments.

The Chair notified the meeting that there had been 3 changes in total to the membership of the Authority. In welcoming Councillors Ruth Billheimer, Kim Groves and Celia Loughran, he paid tribute to Councillors Mick Coulson and Janet Holmes for their contribution and work during their time on the ITA. He also mentioned 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.

RESOLVED - That the report be noted.

5. APPOINTMENTS TO ITA EXECUTIVE BOARD 2013/14

The Authority considered a report of the Clerk on the appointments to the ITA Executive Board.

RESOLVED -

- (i) That the following members be appointed to serve on the ITA Executive Board for 2013/14:

<u>Labour</u>	<u>Conservative</u>	<u>Lib Dem</u>
Y Crewe	A Carter	R Downes
E Firth	L Smaje	D Hardy
I Khan		
J Lewis (Chair)		
M Lyons		

- (ii) That the following members be nominated to act as alternate members on the ITA Executive Board for 2013/14:

Councillor G Lowe (Labour)
Councillor A Pinnock (Lib Dem)
Councillor J Procter (Conservative)
Councillor F Shoukat (Labour)

6. APPOINTMENT OF DISTRICT SPOKESPERSONS 2013/14

The Authority considered a report of the Clerk on the Appointment of District Spokespersons for 2013/14 in accordance with Section 41 of the Local Government Act 1985.

RESOLVED - That until the next annual meeting the following members be nominated to act as Spokesperson to answer questions within their constituent councils on the discharge of the functions of the Authority.

Councillor I Khan	-	Bradford
Councillor F Shoukat	-	Calderdale
Councillor G Lowe	-	Kirklees
Councillor M Lyons	-	Leeds
Councillor Y Crewe	-	Wakefield

7. APPOINTMENTS TO COMMITTEES 2013/14

The Authority considered a report of the Clerk on the appointments to Committees for 2013/14.

On a point of clarification, the Chair indicated that the committee places overall had been allocated to reflect the political balance of the Authority and that this had so far as reasonably possible been reflected on individual committees.

RESOLVED -

- (i) That the Committee Structure for 2013/14 be approved.
- (ii) That the following members be appointed as Chairs of the respective committees:

Appointed Members: Councillor J Lewis

Bus Scrutiny Committee: Councillor Dr K E Dredge

Integrated Transport Scrutiny Committee: Councillor N Walshaw

Audit & Governance Committee: Councillor M Ellis

Local Transport Plan Committee: Councillor E Firth

Standards Committee: Councillor A Pinnock

- (iii) That the appointments to Committees be approved.

8. APPOINTMENTS AS REPRESENTATIVES OF THE AUTHORITY

The Authority considered a report of the Clerk on the appointment of representatives to outside bodies.

Comment was made that there was no requirement under the Act for those appointments to be made according to political balance.

RESOLVED - That the appointments as outlined in the submitted report be approved.

9. CALENDAR OF MEETINGS 2013/14

The Authority considered a report of the Clerk on the proposed Calendar of Meetings for 2013/14.

The appendix to the report set out proposed dates for meetings of the Authority, ITA Executive Board, Audit & Governance Committee, Scrutiny Committees, District Liaison Committees, Passenger Consultative Committees and Local Transport Plan Committee.

Meetings of the Appointed Members and Standards Committee would be arranged on an ad hoc basis as and when required.

RESOLVED - That the Calendar of Meetings for 2013/14 be approved.

10. AUTHORITY REGULATIONS

The Authority considered a report of the Clerk informing members of the general regulations they had previously approved for the conduct of the Authority's business.

It was reported that the Authority had a number of regulatory documents that had been set up to control its affairs, which were published on an annual basis in the Authority's Year Book and on the WYITA website.

- (i)** Code of Conduct for Members
- (ii)** Member/Officer Protocol
- (iii)** Financial Regulations
- (iv)** Code of Corporate Governance
- (v)** Standing Orders
- (vi)** Members' Allowances Scheme

Members were advised that the Standing Orders had been amended in respect of the following:

- Changes to the Code of Conduct relating to Disclosable Pecuniary Interests
- Guidance with regard to Deputations

With regard to Guidance for Deputation, the Conservative Group requested an amendment to the proposed Standing Orders to allow any deputation to attend a meeting of the Authority and not just those referred by a District Council.

RESOLVED -

- (a)** That the Authority's regulatory documents be noted.
- (b)** That, subject to the proposed amendment in respect of deputations, the changes to the Standing Orders of the Authority as detailed in paragraph 2 of the submitted report be approved.

11. MINUTES OF THE MEETING OF THE AUTHORITY HELD ON 8 FEBRUARY 2013

RESOLVED - That the minutes of the meeting of the Authority held on 8 February 2013 be approved and signed by the Chair.

12. BUS STRATEGY

The Authority considered a report of the Passenger Transport Executive on the next steps in the implementation of Metro's Bus Strategy to achieve the West Yorkshire Local Transport Plan objectives and strategy.

Members were advised that the report reflected the discussion at the ITA Executive Board at its meeting held on 14 June 2013 where members had taken a decision to recommend to the full ITA that it continue to develop a Bus Quality Contract Scheme. It was their considered opinion that the partnership offer did not contain sufficient commitment or detail to address the ITA's concerns on integrated ticketing, certainty and value for money.

In recommending the development of a Quality Contract Scheme as the preferred course of action, the Chair commented that the ITA Executive Board had stressed that there still remained the opportunity for ABOWY/bus operators to come back with an enhanced offer, which addressed key outcomes such as patronage growth, value for money for all customer groups and integrated ticketing.

In response to a question raised by Councillor Smaje, the Committee was given an assurance that the £200,000, as detailed in paragraph 3.2 of the report, would be used towards progressing a Bus Quality Contracts Scheme and not for the development of a Partnership agreement, as suggested in a recent press article.

RESOLVED -

- (a) That the Authority note the engagement with operators in developing a partnership approach but consider that the Memorandum of Understanding did not as yet provide sufficient clarity, ticketing integration or certainty.
- (b) That the Authority note that operators wish to develop further the partnership approach through further discussions regarding their, and partner, commitments.
- (c) That the Authority continue to recognise the need to respond to further operator proposals and note that further development of the Memorandum of Understanding and progress in respect of key outcomes (such as 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 significant factors should the

WYITA revise its approach to the Bus Strategy and the development of a Bus Quality Contract Scheme.

- (d)** That further work and associated expenditure as set out in the submitted report to finalise the proposed Bus Quality Contract Scheme for (non-statutory) consultation in the autumn through the publication of a draft Public Interest Statement, which would also need to include an evaluation of a partnership alternative and current service quality and issues be approved.

**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 but 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, Banardos 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



COUNCIL MEETING – 13th NOVEMBER 2013

NOTICE OF:	Reference No:	Date Received:
Back Bench Community Concerns	BBCC1	14/10/2013

Submitted by: Councillor R Finnigan
 List of supplementary speakers (if any)

Expansion of Cottingley Springs

For Democratic Services completion

Executive Member/Chair: Executive Member: Neighbourhoods, Planning and Support Services
 Relevant Director Director of Environment & Neighbourhoods

Deadlines for submission

White Papers - *10.00 am on the day before the issue of the Summons
 Back Bench Community Concerns - *10.00 am on the day before the issue of the Summons
 Questions - 10.00 am on Monday prior to meeting
 Amendments - 1.30 pm on Tuesday prior to meeting
 (including references back)

(All submissions should be made to Governance Services for receipt to be recorded and distribution made)

*Usually the Monday of the week prior to a Wednesday meeting.

Distribution: Lord Mayor, Group Leaders, Whips, Deputy Leader, Executive Councillors, Chief Executive, Assistant Chief Executive (Citizens and Communities), City Solicitor, Deputy Chief Executive, Relevant Chair and Director.

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COUNCIL MEETING – 13 NOVEMBER 2013

NOTICE OF:	Reference No:	Date Received:
Back Bench Community Concern	BBCC2	04/11/13

Submitted by: Councillor N Walshaw
 List of supplementary speakers (if any) Councillor J Walker

The use of 'rape culture' as a marketing tool for student nights.

For Democratic Services completion

Executive Member/Chair: Leader of Council
 Relevant Director Assistant Chief Executive (Customers and Communities)

Deadlines for submission

White Papers - *10.00 am on the day before the issue of the Summons
 Back Bench Community Concerns - *10.00 am on the day before the issue of the Summons
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COUNCIL MEETING – 13 NOVEMBER 2013

NOTICE OF:	Reference No:	Date Received:
Back Bench Community Concern	BBCC3	04/11/13

Submitted by: Councillor M Harland
 List of supplementary speakers (if any) Councillor J Lewis

Local concerns about Peckfield Landfill Site.

For Democratic Services completion

Executive Member/Chair: Executive Member: Environment
 Relevant Director Director of Environment and Neighbourhoods

Deadlines for submission

White Papers - *10.00 am on the day before the issue of the Summons
 Back Bench Community Concerns - *10.00 am on the day before the issue of the Summons
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COUNCIL MEETING – 13 November 2013

NOTICE OF:	Reference No:	Date Received:
Back Bench Community Concern	BBCC 4	4/11/13

Submitted by: Councillor Dan Cohen
 List of supplementary speakers (if any)

Issues created by orphan copses and overgrown trees in Alwoodley ward.

Councillor Dan Cohen

For Democratic Services completion

Executive Member/Chair:	Executive Member for Environmental Services
Relevant Director	Director of Environment and Housing

Deadlines for submission

White Papers	- *10.00 am on the day before the issue of the Summons
Back Bench Community Concerns	- *10.00 am on the day before the issue of the Summons
Questions	- 10.00 am on Monday prior to meeting
Amendments	- 1.30 pm on Tuesday prior to meeting
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COUNCIL MEETING – 13th NOVEMBER 2013

NOTICE OF:	Reference No:	Date Received:
Back Bench Community Concern	BBCC5	4/11/13

Submitted by: Councillor Judith Chapman
 List of supplementary speakers (if any)

To raise issues relating to playground provision in Weetwood.

For Democratic Services completion

Executive Member/Chair:	Executive Member (Environment)
Relevant Director	Director of Environment and Neighbourhoods

Deadlines for submission

White Papers	- *10.00 am on the day before the issue of the Summons
Back Bench Community Concerns	- *10.00 am on the day before the issue of the Summons
Questions	- 10.00 am on Monday prior to meeting
Amendments (including references back)	- 1.30 pm on Tuesday prior to meeting

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COUNCIL MEETING – 13th NOVEMBER 2013

NOTICE OF:	Reference No:	Date Received:	Date Forwarded:
White Paper	WP1	04/11/2013	04/11/2013

Submitted by:	Councillor Andrew Carter
Relevant Board/Regulatory Panel:	Executive Board
Executive Member/Chair:	Leader of Council
Relevant Director	Director of City Development

“This Council confirms its support for HS2 and welcomes the investment this will bring to Leeds, Yorkshire, the Humber and the North East, and urges the Government to press ahead with the scheme, whilst keeping control of the costs and assessing the best possible route.”

Councillor Andrew Carter

* Director to provide a copy of draft reply to Kevin Tomkinson, Governance Services by: n/a

Deadlines for submission

White Papers - *10.00 am on the day before the issue of the Summons
 Questions - 10.00 am on Monday prior to meeting
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COUNCIL MEETING – 13 NOVEMBER 2013

NOTICE OF:	Reference No:	Date Received:	Date Forwarded:
White Paper	WP2	04/11/13	04/11/13

Submitted by:	Cllr G Hyde
Relevant Board/Regulatory Panel:	Executive Board
Executive Member/Chair:	Leader of Council
Relevant Director	Chief Executive

This Council notes with alarm the speed with which the privatisation of Royal Mail was implemented and the potential risk that may now pose to jobs and post offices in Leeds.

Members remain deeply concerned that the financial undervaluing of the organisation has denied the Government much needed capital funds at a time of hugely damaging budget cuts elsewhere in the public sector.

The rush to privatise the organisation has irreparably damaged industrial relations and risks residents and businesses receiving a poorer service at increased cost.

Council remains concerned that our local communities, particularly in rural areas, could see post offices close and the current 6 days-a-week universal service under threat.

Council requests that the Chief Executive writes to the Secretary of State for Business, Innovation and Skills and to all Leeds MPs to make its concerns clear.

* Director to provide a copy of draft reply to Kevin Tomkinson, Governance Services by: n/a

Deadlines for submission

White Papers	- *10.00 am on the day before the issue of the Summons
Questions	- 10.00 am on Monday prior to meeting
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COUNCIL MEETING – 13th NOVEMBER 2013

NOTICE OF:	Reference No:	Date Received:	Date Forwarded:
White Paper	WP3	4/11/13	4/11/13

Submitted by:	Councillor Martin Hamilton
Relevant Board/Regulatory Panel:	Executive Board
Executive Member/Chair:	Executive Member (Development and the Economy)
Relevant Director	Director of City Development

Whilst welcoming the recent announcement of the successful Leeds Cycle City bid including £18 million of government funding, Council notes the recommended level of expenditure on cycling in the all-party Get Britain Cycling report is £10 per head per year, a figure which is significantly higher than current expenditure in Leeds.

Council believes that the interest generated by the hosting the Grand Depart of next year's Tour de France represents a once in a lifetime opportunity to increase the number of active cyclists in Leeds and recognises that sustained investment in cycling infrastructure is necessary for many years to come if this is to become a regular mode of transport for more residents.

Given the many benefits that cycling can bring, Council commits to the principle of increasing investment in cycling in Leeds year on year, and asks officers to produce a report to Executive Board, which will feed into the Council's budget-setting process and inform future policy development at both a city and regional level, identifying:

- a) Estimated current spending levels on cycling on a per capita basis in Leeds.
- b) Spending levels required to achieve the £10 per head target figure.
- c) How the gap between current spending levels and how the £10 per head target level might be achieved and a timescale for this.

* Director to provide a copy of draft reply to Kevin Tomkinson, Governance Services by: n/a

Deadlines for submission

White Papers	- *10.00 am on the day before the issue of the Summons
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