
SCRUTINY BOARD (SAFER AND STRONGER COMMUNITIES)

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

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

MEMBERSHIP

Councillors

- B Anderson (Chair) - Adel and Wharfedale;
J Bentley - Weetwood;
A Blackburn - Farnley and Wortley;
J Dunn - Ardsley and Robin Hood;
R Grahame - Burmantofts and Richmond Hill;
M Harland - Kippax and Methley;
P Harrand - Alwoodley;
J Jarosz - Pudsey;
K Ritchie - Bramley and Stanningley;
M Robinson - Harewood;
B Urry - Roundhay;
N Walshaw - Headingley;

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

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A G E N D A

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

Item No	Ward/Equal Opportunities	Item Not Open		Page No
3			<p>LATE ITEMS</p> <p>To identify items which have been admitted to the agenda by the Chair for consideration.</p> <p>(The special circumstances shall be specified in the minutes.)</p>	
4			<p>DECLARATIONS OF DISCLOSABLE PECUNIARY INTERESTS</p> <p>To disclose or draw attention to any disclosable pecuniary interests for the purposes of Section 31 of the Localism Act 2011 and paragraphs 13-16 of the Members' Code of Conduct.</p>	
5			<p>APOLOGIES FOR ABSENCE AND NOTIFICATION OF SUBSTITUTES</p> <p>To receive any apologies for absence and notification of substitutes.</p>	
6			<p>MINUTES - 13 OCTOBER 2014</p> <p>To confirm as a correct record, the minutes of the meeting held on 13 October 2014.</p>	1 - 4
7			<p>FUEL POVERTY SCRUTINY UPDATE</p> <p>To receive an update report from the Director of Public Health and the Director of Environment and Housing following the 2011 Fuel Poverty Scrutiny Inquiry.</p>	5 - 32
8			<p>GROUNDS MAINTENANCE - RECOMMENDATION TRACKING</p> <p>To receive a report from the Head of Scrutiny and Member Development presenting an update on progress made in responding to the recommendations arising from the Scrutiny review on the Council's Grounds Maintenance Contract.</p>	33 - 46

Item No	Ward/Equal Opportunities	Item Not Open		Page No
9			<p>PECKFIELD LANDFILL SITE - DRAFT TERMS OF REFERENCE FOR FORTHCOMING SCRUTINY INQUIRY</p> <p>To receive a report from the Head of Scrutiny and Member Development presenting draft terms of reference for the forthcoming Scrutiny inquiry regarding Peckfield Landfill Site.</p>	47 - 52
10			<p>WORK SCHEDULE</p> <p>To consider the Board's work schedule for the forthcoming municipal year.</p>	53 - 68
11			<p>DATE AND TIME OF NEXT MEETING</p> <p>Monday 8th December 2014 at 10.00 am in the Civic Hall, Leeds City Council</p> <p>(Pre-meeting for Board Members at 9.30 am)</p>	

Item No	Ward/Equal Opportunities	Item Not Open		Page No
			<p>THIRD PARTY RECORDING</p> <p>Recording of this meeting is allowed to enable those not present to see or hear the proceedings either as they take place (or later) and to enable the reporting of those proceedings. A copy of the recording protocol is available from the contacts named on the front of this agenda.</p> <p>Use of Recordings by Third Parties– code of practice</p> <ul style="list-style-type: none"> a) Any published recording should be accompanied by a statement of when and where the recording was made, the context of the discussion that took place, and a clear identification of the main speakers and their role or title. b) Those making recordings must not edit the recording in a way that could lead to misinterpretation or misrepresentation of the proceedings or comments made by attendees. In particular there should be no internal editing of published extracts; recordings may start at any point and end at any point but the material between those points must be complete. 	

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SCRUTINY BOARD (SAFER AND STRONGER COMMUNITIES)

MONDAY, 13TH OCTOBER, 2014

PRESENT: Councillor B Anderson in the Chair

Councillors J Bentley, A Blackburn, J Dunn,
R Grahame, M Harland, P Harrand,
J Jarosz, K Ritchie, B Urry and N Walshaw

31 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 late report:

- Report of the Head of Scrutiny and Member Development presenting draft terms of reference for forthcoming Scrutiny inquiries linked to waste management issues (Minute no. 37 refers).

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

32 Declarations of Disclosable Pecuniary Interests

There were no disclosable pecuniary interests declared to the meeting.

33 Apologies for Absence and Notification of Substitutes

Apologies for absence were submitted on behalf of Councillor M Robinson.

34 Minutes - 15 September 2014

Further to Minute no. 25 'Request for Scrutiny', the Chair explained that a working group meeting was held on 6th October 2014 to discuss the potential scope of the Board's forthcoming inquiry regarding Peckfield landfill site. Draft terms of reference relating to this inquiry would now be brought to the Board's November meeting for consideration and agreement.

RESOLVED – That the minutes of the meeting held on 15th September 2014 be confirmed as a correct record.

35 Tackling Illegal Money Lending - recommendation tracking

The report of the Head of Scrutiny and Member Development presented an update on progress made in implementing the Board's recommendations linked to its earlier review around tackling illegal money lending.

The following were in attendance for this item:

Neil Evans, Director of Environment and Housing
Dave Roberts, Financial Inclusion Strategy Manager
Gail Webb, Head of Learning Improvement, Children's Services
Hilary Farmery, Communications Manager, Corporate Communications
Tim Taylor, Health and Wellbeing Improvement Manager
Mike McAughtrie, LIASE, Yorkshire and Humberside, Illegal Money Lending Team

In consideration of the report, the following issues were raised by the Board:

- Publicity campaign – in acknowledging the level of investment given towards the major publicity campaign launched in March 2014 around tackling high cost and illegal money lending, the Board sought assurance that there would also be sufficient investment in actively campaigning leading up to the Christmas period.
- Campaign video – it was highlighted that a recent Leeds case had produced a witness willing to discuss his experiences as part of campaign video, similar to the video promoted by Radio Aire, which was shared with the Board. Members picked up on the sound quality of the Radio Aire video and emphasised the importance of ensuring that the voice of the witness is clearly heard in future campaign videos.
- Dealing effectively with perpetrators - the Board emphasised the importance of publicising successful prosecution cases linked to illegal money lending to encourage more reporting, but were concerned to learn that two recently convicted loan sharks were given suspended sentences.
- Money Information Centre (MIC) – Members were informed that further work was being undertaken to develop a recognised brand associated with the MIC in continuing to actively promote alternative options to high cost lending and illegal lending. Following its launch in March 2014, the Board noted that an evaluation of the MIC was being undertaken and would be available shortly.
- Commitment across directorates - Members welcomed the progress made in implementing its recommendations and praise was also given by the Illegal Money Lending Team for the level of commitment demonstrated across directorates in assisting them in tackling illegal money lending.
- Raising awareness in schools – linked to recommendation 4, it was highlighted that significant work had been undertaken by Children's Services in raising greater awareness in local schools. However, it was noted that further joint working with Children's Services was needed to ensure that front line staff, and particularly Children Social Workers, were being engaged in relevant training and awareness programmes in line with recommendation 3. As such, Members agreed to continue monitoring recommendations 3 and 4.
- Credit Union – Members discussed how the public can access the services of the Credit Union and the financial challenges associated with running branch services, of which there are now six in the city. Whilst Members advocated that opportunities should be explored to provide more branch services, the Board was pleased to learn that the membership of

the city's credit unions is now one of the highest in the country, with over 28,000 members.

- Financial Conduct Authority Consultation – Members were informed that the Council had responded to the FCA consultation paper 'proposals for a price cap on high-cost short term credit' dated July 2014. The results of this consultation are expected in November 2014.

RESOLVED –

(a) That the report be noted

(b) That the position status assigned to each of the recommendations be agreed, with the exception of recommendation 4 which is to be changed to category 4 – Not fully implemented (progress made acceptable. Continue monitoring).

36 Best Council Plan Scorecard

The report of the Deputy Chief Executive, Director of Environment and Housing and Assistant Chief Executive (Citizens and Communities) provided an overview of the 40 Best Council Plan indicators selected by the Council's Corporate Leadership Team for quarterly monitoring (referred to as the Scorecard). The report also gave an overview of the Best Council Plan priorities and deliverables relevant to the remit of the Scrutiny Board.

The following were in attendance for this item:

Neil Evans, Director of Environment and Housing
Coral Main, Principal Risk Management Officer

In consideration of the report, the following issues were discussed by the Board:

- The level of detailed performance information shared with the Corporate Leadership Team surrounding the Best Council Plan Scorecard.
- The flexibility to add or remove indicators in the Scorecard to reflect changing priorities.
- The role of Scrutiny, working in conjunction with directorates, in performance monitoring other relevant indicators outside of the Scorecard. It was also noted that the Resources and Council Services Scrutiny Board had agreed to receive quarterly updates on the Scorecard indicators.
- Making performance information publically accessible.
- Members also discussed particular issues linked to the Best Council Plan Objective: 'Dealing effectively with the city's waste'

RESOLVED – That the report be noted.

37 Waste Management - Draft Terms of Reference for Forthcoming Scrutiny Inquiries

The report of the Head of Scrutiny and Member Development presented draft terms of reference relating to the following forthcoming Scrutiny inquiries for the Board's consideration and agreement:

- Integrated Waste Strategy
- Determining recycling options for non-AWC households

RESOLVED – That the terms of reference for the Board's forthcoming inquiries on the Integrated Waste Strategy and determining recycling options for non-AWC households be agreed.

38 Work Schedule

The report of the Head of Scrutiny and Member Development presented the Board's current work schedule. The minutes of the Executive Board meeting held on 17th September 2014 were also appended to this report for Members' information.

RESOLVED – That the Board's work schedule and the Executive Board minutes be noted.

39 Date and Time of Next Meeting

Monday 10th November 2014 at 10.00 am. (Pre-meeting for all Board Members at 9.30 am)

(The meeting concluded at 11.35 am)



Report author: Robert Curtis
Tel: 57159

Report of the Director of Public Health and the Director of Environment and Housing

Report to Safer and Stronger Communities Scrutiny Board

Date: 10th November 2014

Subject: Fuel Poverty Scrutiny Update

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

Summary of main issues

1. In 2011 the Safer and Stronger Communities Board launched an Inquiry into fuel poverty which outlined twenty recommendations, eleven of which remain open.
2. This report outlines how the remaining eleven recommendations have been achieved, embedded into existing work programmes or are no longer relevant due to changes in policy.

Recommendations

3. To note the content of this report and the progress in implementing affordable warmth actions across the city.
4. To note the accompanying tracking report providing an update against recommendations from the Scrutiny Inquiry (2012) and agree to now close this Inquiry, with key outstanding issues to be subsumed into the work programme for the coming year.

1 Purpose of this report

- 1.1 To provide the Safer and Stronger Communities Scrutiny Board with a progress update in addressing Scrutiny Board recommendations in relation to affordable warmth, following the 2012 inquiry.
- 1.2 To provide Scrutiny Board with evidence that the recommendations have now been completed, subsumed within existing work programmes or are no longer relevant, in order to close this inquiry.

2 Background information

- 2.1 In 2011, the Safer and Stronger Communities Scrutiny Board launched an inquiry into fuel poverty as a result of substantial increases in the number of households living in fuel poverty across the country and changes to grant assistance that had been available to assist households in fuel poverty nationally.
- 2.2 An inquiry report listing 20 recommendations was published in April 2012, which officers responded to. Subsequently, scrutiny board has received progress updates in October 2012 and October 2013. There are presently eleven outstanding recommendations on which we are reporting.
- 2.3 Matching households with practical help has become more problematic since long running energy efficiency schemes such as Warm Front and the Carbon Emissions Reduction Target, have been replaced by the Energy Company Obligation (ECO). This market based funding mechanism provides less funding overall on a more intermittent basis than the schemes it has replaced.
- 2.4 Therefore, Leeds City Council has needed to find additional resources to ensure that vulnerable people are able to heat their homes. Examples include the discretionary fuel poverty fund, which can contribute towards heating and energy efficiency improvements where a household is on a low income or suffers from a cold related illness, and public health's winter warmth funding, providing assistance to vulnerable people over the winter period. These resources are limited in scope and have to be targeted towards those most in need.
- 2.5 Since the scrutiny report was written, Professor Hills has completed a review of fuel poverty and the Government has accepted his suggestion to change the definition of fuel poverty to one based on households experiencing low incomes and high modelled fuel costs.
- 2.6 As a result of this, the Government has recently consulted on a new fuel poverty strategy outlining new targets and approaches to tackling fuel poverty across the Country which the Leeds Affordable Warmth Partnership has responded to. The targets proposed were relatively unambitious and no further sources of funding other than the existing Energy Company Obligation were proposed for the alleviation of fuel poverty in vulnerable households.

3 Main issues

3.1 Currently eleven recommendations remain outstanding, all of which we believe have been completed, embedded in existing work programmes, or rendered irrelevant by changes to legislation or other circumstances.

3.2 The following recommendations (in bold) are outstanding:

3.2.1 **Recommendation 5 – That the Director of Public Health in Leeds works closely with the Director of Environment and Neighbourhoods to develop a clear strategy around fuel poverty data collection.** We believe that this recommendation has been achieved as we purchase EPC data on an annual basis to ascertain the efficiency of the housing stock and have an established procedure for using Council held benefits data to inform low income households of energy efficiency schemes.

3.2.2 **Recommendation 8 (i) – That Area Committees nominate a Fuel Poverty Champion to drive forward local action in addressing fuel poverty problems associated with their particular areas.** We believe that this is no longer relevant as some Community Committees now include fuel poverty within the Health and Wellbeing Champions portfolio as a result of the 2011 Area Review Report.

3.2.3 **Recommendation 8 (ii) – That the Area Committee Fuel Poverty Champions Liaise with their respective Locality Health and Wellbeing Managers to agree the appointment of one Fuel Poverty Champion from each of the 3 localities onto the Leeds Affordable Warmth Partnership.** We believe that this action has been achieved as we continue to liaise with the Locality Health and Wellbeing Managers to ensure that Community Committee members with a particular interest in fuel poverty are invited to the Affordable Warmth Partnership Meetings from each Locality Area.

3.2.4 **Recommendation 9 (i) – That the Health and Wellbeing Board works with the local Clinical Commissioning Groups to ensure that a consistent and systematic approach to identifying the needs of vulnerable householders at risk of fuel poverty is being adopted as part of the developing risk stratification process.** We believe that this action has been embedded within the adult health and care integration prevention work programme. Updates will be provided to the Cold Weather Plan Partnership Group which reports to the Health Protection Board, reporting to the Health and Wellbeing Board.

3.2.5 **Recommendation 9 (ii) – That the Health and Wellbeing Board works with the local Clinical Commissioning Groups to ensure that a consistent approach is being adopted by the developing integrated health and social care teams in ensuring that, once identified, those at risk of fuel poverty are effectively being referred to appropriate support schemes.** This action will be embedded within the adult health and care service specification for the Neighbourhood Teams, for next year the CCGs will aim to include fuel poverty as part of their commitment to supporting vulnerable older people. We therefore believe that this recommendation has been achieved.

3.2.6 **Recommendation 10 (i) – That the Executive Board and Health and Wellbeing Board fully supports and regularly monitors the development of a simple, systematic referral pathway and effective uptake for fuel poverty support from key health and council services (this may be by using the Multi Agency Referral Scheme (MARS) if appropriate).** We believe that this recommendation has largely been achieved as the Energy Champions scheme currently provides a simple and direct way for health and social care professionals to refer households directly to assistance through the Warm Homes Service, and we continue to update other teams and organisations on scheme availability and referral options through the Hotspots network. Additionally, we will continue to work to ensure that local initiatives, such as the Patient Empowerment Plan in West Leeds can refer households to assistance where available.

3.2.7 **Recommendation 13 – In promoting future based schemes aimed at achieving affordable warmth, we recommend that the Director of Environment and Neighbourhoods works closely with the Head of Communications and Marketing to develop an appropriate framework to assist in encouraging greater take up of schemes.** The communications team are closely involved in all stages of planning and executing our energy efficiency schemes. They are also closely involved in all stages of winter warmth planning therefore we believe that this recommendation has been achieved.

3.2.8 **Recommendation 16 – That the Director of Public Health in Leeds works closely with the Clinical Commissioning Groups to look at the potential of providing longer term funding to maintain the existing Warm Homes Service (which has been partially funded by the time limited Department of Health Warm Homes Healthy People scheme) administered by Care and Repair.** Leeds Health Protection Board has been established during 2014 and all local partners from health are represented at this Board which is a subgroup of the Health and Wellbeing Board.

The Office of the Director of Public Health has committed 200K recurrent funding to ensure that vulnerable households stay safe and warm over winter. This includes funding for the Warm Homes Service.

Leeds City Council has successfully worked with NHS Leeds Clinical Commissioning Groups to provide funding towards heating improvements and repairs, as well as developing referral systems into existing services. We recommend that this action continues to be monitored by the Cold Weather Plan Partnership Group, reporting to the Health Protection Board under the Health and Wellbeing Board.

3.2.9 **Recommendation 18 – That the Director of Public Health in Leeds works with the Health and Wellbeing Board and Clinical Commissioning Groups to begin developing and exploring opportunities to lever in financial support for a broader programme of preventative measures aimed at tackling the hazard of excess cold across the city.** Leeds City Council has successfully levered in funds from various sources to ensure that excess cold is tackled. This has included the Discretionary Fuel Poverty Fund, Warm Homes Healthy People funding, CCG funding and funding allocated through Public Health. In addition, we provide support to our Third Sector partners such as Care & Repair to apply for

additional funding themselves. We therefore believe that this recommendation has been achieved.

- 3.2.10 **Recommendation 19 – That the Director of Environment and Neighbourhoods leads on developing a strategy with key partners, including the CAB and Advice Leeds, for undertaking benefit checks on an annual basis accompanied with a service offer for conducting fuel tariff checks.** Leeds City Council commissions an annual project with Chapeltown CAB as part of the winter warmth campaign to provide combined fuel bill and income advice. In addition, our partner organisation, Groundwork Leeds has successfully funded projects through the Department of Energy and Climate Change's Big Energy Saving Network to provide fuel bill and income maximisation advice to households as well as training to other local organisations over two years. We therefore believe that this recommendation has been achieved.
- 3.2.11 **Recommendation 20 - That the Director of Environment and Neighbourhoods leads on undertaking a cost-benefit and risk analysis for the Council to bulk purchase domestic heating fuel for householders. The findings of this analysis should be reported back to the Executive Board and Scrutiny for consideration within 3 months of the South Holland documents becoming available.** Although Leeds City Council did take part in a pilot project with Community Energy Direct, we believe that this recommendation has since been superseded as the community switching schemes that took place around the country were unable to achieve a below market tariff as had been hoped. This has become even less likely since DECC have worked to simplify the range of energy tariffs on offer. However, Leeds City Council is currently working with the Core Cities Low Carbon and Energy Portfolio Group to develop Core Cities owned energy suppliers, or formal relationships with smaller companies, through which we aim to offer stable and fair energy tariffs to households.
- 3.3 All progress reports are provided in greater detail in the accompanying tracking report (see appendix 1).
- 3.4 There are currently a number of partnerships and structures in Leeds to enable us to promote action on affordable warmth across the City. These include the Leeds Affordable Warmth Partnership which allows the Council and partners from the voluntary, housing and health sectors to contribute to action on fuel poverty. The Cold Weather Plan Partnership group has been established across directorates to ensure that all teams within the Council are equipped to help the most vulnerable people where necessary and are promoting a unified message around keeping warm in winter. Referral schemes such as the Energy Champions and Hotspots schemes ensure that partners within the Council, health and voluntary sectors can refer vulnerable people to help.
- 3.5 The policy context of affordable warmth has changed considerably since the Leeds Affordable Warmth Strategy was last updated in 2011, therefore the Sustainable Energy and Climate Change Team is committed to update this as soon as the Department of Energy and Climate Change have published the new national strategy. This will be done in consultation with the Leeds Affordable Warmth Partnership.

- 3.6 Leeds takes three distinct approaches to alleviating fuel poverty across the City. These allow us to properly target and prioritise resources:
- 3.6.1 Improving energy efficiency in all homes across the City and maximising incomes to reduce the likelihood of fuel poverty. The Wrap Up Leeds free insulation scheme and Decent Homes Programmes have been the largest scale examples of this preventative approach over the past few years. We will continue to pursue this approach through the promotion of the City Region Green Deal/ECO scheme. We also aim to maximise household income, for example through the provision of combined fuel bill and income advice as part of our annual winter warmth campaign and by incorporating referrals to benefits services alongside energy efficiency schemes where appropriate.
- 3.6.2 Targeting support towards those more likely to be in fuel poverty. In the past this has included projects to install gas mains in formerly all electric estates, or targeted promotion of energy efficiency measures in low income areas, for example, street to street door knocking as part of the Wrap Up Leeds Plus scheme. At present, we are targeting hard to treat properties with insulation through the Green Deal Communities Programme.
- 3.6.3 Crisis intervention to avoid ill health. The Warm Homes Service, managed by Care and Repair exists to provide heating improvements to vulnerable private sector households suffering from a cold related illness and receives direct referrals from frontline NHS and Adult Social Care staff. Over the winter period, Leeds City Council, funded through Public Health, provides enhanced Warm Homes and Green Doctor services in order to cope with additional demand for emergency heating repairs and support for households during winter as well as providing grants to local Community organisations to support their clients

4 Corporate Considerations

4.1 Consultation and Engagement

- 4.1.4 This report has been compiled in consultation with the relevant teams within the Council and with reference to the scrutiny recommendations outlined in the accompanying tracking report.

4.2 Equality and Diversity / Cohesion and Integration

- 4.2.1 Where consideration has been given to the impact on equality areas, as defined in the Council's Equality and Diversity Scheme, this has been referenced within the accompanying tracking report.

4.3 Council policies and City Priorities

- 4.3.1 The Vision for Leeds is committed to making sure that everybody lives in a decent home and can stay warm by 2030. In addition, the City Priority Plan to 2015 commits the authority to "support more people to live safely in their own homes" and "improve housing conditions and energy efficiency".
- 4.3.2 Affordable warmth has been included as a priority in the Joint Health and Wellbeing Strategy 2013 – 15, as a result of the Scrutiny inquiry on fuel poverty.

4.4 Resources and value for money

- 4.4.1 The Marmot Review: Health Impacts of Cold Homes and Fuel Poverty, clearly sets out the negative impact that living in cold homes can have on the health of vulnerable people with knock on costs for health and social services. Therefore there is a strong case for supporting and investing in affordable warmth interventions. In an era of shrinking budgets, the Council and partners have to focus on drawing down external funding to support energy efficiency improvements. Recent analysis shows that since the start of 2012, the council has invested over £1.1 million in energy efficiency improvements in private sector homes and attracted over £11.5million of investment. Once loans have been repaid and expected ECO funding secured, this will represent a return on investment of over £18 for each pound invested.

4.5 Legal Implications, Access to Information and Call In

- 4.5.1 The report has no direct legal implications and all information is openly accessible.

4.6 Risk Management

- 4.6.1 This report is intended to outline Leeds' ambition to improve access to affordable warmth. Each action is contained within a separate programme of work that is governed using standard project management practices and each therefore has its own risk profile.

5 Conclusions

- 5.1 The Council has an admirable track record of supporting some of the most vulnerable people in the city to reduce fuel bills through improved energy efficiency. Much of this has been done at very little cost to the householder, through partnership with government and private companies.
- 5.2 The context has changed dramatically over the last two years with the Green Deal loans and ECO grants initially replacing a raft of different programmes. Despite subsequent government policies changes that have reduced the value of ECO and introduced cashback schemes, the Council remains engaged with government, energy companies and contractors and continues to attract external investment to improve energy efficiency.
- 5.3 Remaining actions will be embedded in the work programmes for their respective Directorates and other commissioning organisations, this will also be outlined in the updated Leeds Affordable Warmth Strategy.

6 Recommendations

- 6.1 To note the content of this report and the progress in implementing affordable warmth actions across the city;
- 6.2 To note the accompanying tracking report providing an update against recommendations from the Scrutiny Inquiry (2012) and agree to now close this

Inquiry, with key outstanding issues to be subsumed into the work programme for the coming year.

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.

Position Status Categories

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

Recommendation 5 - That the Director of Public Health in Leeds works closely with the Director of Environment and Neighbourhoods to develop a clear strategy around fuel poverty data collection before April 2013.

Formal Response (provided by the Director of Public Health and Director of Environment and Neighbourhoods in July 2012):

The Scrutiny report recognises the need to ensure that local trends in fuel poverty are monitored effectively to demonstrate progress in tackling fuel poverty, set out in the Public Health Outcomes Framework. This is a complicated request, as fuel poverty is a function of home energy efficiency levels, energy prices, income and a host of other minor factors. Additionally, the impact of fuel poverty on an individual depends to a large extent on their vulnerability, with elderly people, the very young and people with disabilities being much more at risk of ill health. Whilst there are good fuel poverty statistics available from Government, these are very high level. Scrutiny members were more interested in gathering and manipulating local data in order to target interventions to support most vulnerable people.

Currently, local fuel poverty assessments are based on the last Home Energy Conservation Association (HECA) survey conducted in 2009 which Local Authorities are no longer required to undertake, whilst they await details of the successor legislation to the Home Conservation Act 1995. Therefore, the Council has suspended the annual HECA survey and instead is monitoring change using a combination of energy efficiency measures installed, fuel use data and Energy Performance Certificates. The Director of Public Health agrees to work closely with the Director of Environment and Neighbourhoods to develop a clear strategy around fuel poverty data collection, to include housing/energy data, income data and health factors, before the end of April 2013.

Position reported in November 2012:

The Energy Policy Team (EPT) have begun purchasing Energy Performance Certificate data to build an up to date picture of energy efficiency across the Leeds Housing Stock and to better define our understanding of Fuel Poverty. EPT and NHS Leeds have also met to begin the process of combining Public Health and energy efficiency data at Middle Super Output Area level in order to better target energy measures and develop a better understanding of the effectiveness of energy efficiency/heating measures in alleviating ill health.

Position reported in October 2013:

EPT have now procured up to date EPC data to target interventions under the Green Deal/ECO. This has also been supplemented by desk top surveys of the City using mapping technology to select areas for specific works, for example properties likely to be suitable for narrow cavity wall insulation. Our procurement process requires prospective contractors for all schemes, such as Wrap Up Leeds, Wrap UP Leeds +, Wrap Up Leeds

ECO and the upcoming City Region wide Green Deal framework, to report back data on the housing stock in order to maintain an up to date level of knowledge.

Additionally, we use benefits data held by the council to target measures towards low income groups where possible

Within primary care, those identified as being at high risk of hospital admission (using risk stratification data – **see Recommendation 9 (i)**) are being assessed by their GP practice, which includes their needs for fuel poverty support.

Furthermore, a bid has been submitted by the Public Health and Environment Policy Teams to National Energy Action. We have requested expertise around systematic data collection in order to better report on the Fuel Poverty priority in the Joint Health & Wellbeing Strategy (2013) which fits with the new low income high cost definition in Leeds as recommended by the Hills Review.

Current position:

We purchase updated EPC data on an annual basis to improve our knowledge of the housing stock and its energy characteristics and continue to collect data from contractors working on our energy efficiency schemes such as Wrap Up Leeds and the forthcoming City Region Green Deal ECO scheme. We have an established procedure for using benefits data held by the Council to inform low income households of schemes that may benefit them which we have used on several occasions where appropriate.

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

Recommendation 8(i) - That Area Committees nominate a Fuel Poverty Champion to drive forward local action in addressing fuel poverty problems associated with their particular areas.

Formal Response (provided by the Assistant Chief Executive (Customer Access and Performance) in July 2012):

During discussions at the Area Chairs Forum meeting on 13th July it was agreed that the issue of fuel poverty is a major concern for Area Committees and that local action needs to be determined to tackle particular problems at a local level. A review of Area working commenced in June which will look at the role of Area Committees and will include a review of how Area Committees can be enabled to provide a local influence over a range of issues and services. This review will cover the role of Area Committee sub-boards and champions in order to make effective use of members time and influence, and to ensure that robust links are created with officers in council services and partner organisations to enable the roles of champions to be productive and influential. It was therefore agreed that the Area Committee's role in influencing the fuel poverty agenda be included in the review of Area Working, and that appropriate responsibility for an Area Committee champion or sub board would be included in the recommendations of the review.

Position reported in November 2012:

After an extensive consultation exercise with elected members, council officers, partners and other stakeholders, the Review of Area Working has reached the stage of a report being taken to CLT in October prior to formal recommendations being taken to Executive Board in December 2012. The recommendations will cover the appointment of Area Committee Champions.

Position reported in October 2013:

The review of area working has been completed with a number of recommendations now being implemented including:

- The nomination of Area Lead Members to work with Executive Board portfolio holders to support key priority areas children's services; health and well-being; community safety; environmental services; adult social care; and employment, skills and welfare reform
- The introduction of the concept of "community councils" building on the work of area committees to provide an enhanced local democratic leadership model and engage local people more effectively.

These and other recommendations being implemented are intended to provide a greater local influence on service design, delivery and action to tackle local issues including fuel poverty. Although the model for Area Lead Members is designed so that the focus for action will be agreed by the Area Lead Members, Executive Board members, locality teams and services, we will make sure that fuel poverty is written into the supporting briefs as appropriate.

In addition there are four propositions being developed through the new Citizens and Communities directorate one of which is aimed at tackling financial hardship including a fuel poverty strand which will drive forward local action through Area Lead Members and other champions.

Current position:

Following on from the Area Review report in 2011, community committees have moved away from informal champions in a range of policy areas to a more formal structure of champion roles from summer 2013. As a result of this, in some areas, Health and Wellbeing Champions have taken over the role of driving forward action on fuel poverty. However, some community committees choose to continue to nominate a fuel poverty champion and at present eight members with a particular interest in fuel poverty are regularly invited to Affordable Warmth Partnership meetings, ensuring that representatives from each of the 3 locality areas are always invited.

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

Recommendation 8 (ii) - That the Area Committee Fuel Poverty Champions liaise with their respective Locality Health and Wellbeing Managers to agree the appointment of one Fuel Poverty Champion from each of the 3 localities onto the Leeds Affordable Warmth Partnership.

Formal Response (provided by the Assistant Chief Executive (Customer Access and Performance) in July 2012):

One aspect covered in the Area Working review will be the links between Area Committees, Area Support Teams and Area Leadership Teams with the various Partnerships in Leeds. Consultations will take place with a wide range of stakeholders, including Locality Health and Wellbeing Managers and Partnership Boards. It has been agreed that effective links and representation for Area Committees on the Leeds Affordable Warmth Partnership will be included in the review.

Position reported in November 2012:

The Review of Area Working report being taken to Executive Board in December 2012 covers the role of Area Committee Champions and will include recommendations relating to the role of champions and their links with Executive Board and other partnership boards.

Position reported in October 2013:

As set out in recommendation 8(i) above the new approach to developing the Area Lead Member role will embed fuel poverty into the locality working agenda.

Current position:

The Affordable Warmth Partnership invites fuel poverty champions from each of the 3 locality areas.

See response to recommendation 8 (i)

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

Recommendation 9- That the Health and Wellbeing Board works with the local Clinical Commissioning Groups to ensure that:

(i) A consistent and systematic approach to identifying the needs of vulnerable householders at risk of fuel poverty is being adopted as part of the developing risk stratification process.

Formal Response (provided by the Director of Public Health in July 2012):

The Integrated Health and Social Care Board agreed that the Health and Social Care Integrated neighbourhood teams would use a consistent and systematic approach to identify the needs of vulnerable patients and deliver high impact interventions to reduce excess winter deaths. This process will be embedded within the roll out of the integration of health and social care across the city. The approach consists of three elements – risk stratification (to identify those who in the future are most likely to have higher needs), integrated health and social care teams (including primary care), and systematic self-management – ensuring the patient is at the centre of decisions about their care.

Position reported in November 2012:

Systematic referral systems have been embedded and strengthened within Leeds Community Health Care and 35 Energy champions have been identified and trained. The Energy Champions identified have a particular focus in the Health and Social Care Integrated neighbourhood teams.

Next stage is to establish how to further strengthen this approach within the integrated teams as this programme is rolled out across the city.

Position reported in October 2013:

The Integrated Health and Social Care (IHSC) transformation programme is in year 2 of roll out and is operating across Leeds.

As mentioned under Recommendation 5, the clinical information tool used in risk stratification, incorporates assessment for fuel poverty needs, as well as needs for other high impact interventions to reduce the hazardous effects of cold, as outlined in the Cold Weather Plan.

Energy Champions have been identified to work in each of the IHSC teams. A resource pack has been developed to support GP practices and Integrated Health and Social care teams to pro-actively assess 'high risk' patient's needs. This assessment includes cold and damp housing conditions and referral into the Warm Homes Service where appropriate.

In addition the Energy Champions programme continues to operate In Leeds Community Health Care (LCHC) where patients are routinely assessed for issues related to fuel poverty. A CQUIN (Quality improvement incentive scheme) was developed for LCHC (2012/2013) which improved the systematic identification and referral of patients into the Warm Homes Service. This resulted in more patients being identified across all of the LCHC adult services and increased numbers of patients receiving winter warmth support. Public Health are continuing to support LCHC beyond the end of the CQUIN to ensure sustainability of this programme.

Current position:

The work around fuel poverty is now being embedded within the broader work on adult health and care integration. There are two pieces of work – firstly within the prevention sub-group, with a focus on implementing vulnerable older people’s case finding and referral to high impact interventions (including fuel poverty) and secondly the service specification for the Neighbourhood Teams, for next year the CCGs will aim to include fuel poverty as part of their commitment to supporting vulnerable older people.

Updates will be provided to the Cold Weather Plan Partnership Group. This group reports to the Health Protection Board under the Health and Wellbeing Board.

As this is embedded, we recommend closing this action.

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

Recommendation 9 - That the Health and Wellbeing Board works with the local Clinical Commissioning Groups to ensure:

(ii) that as part of this process, a consistent approach is being adopted by the developing integrated health and social care teams in ensuring that, once identified, those at risk of fuel poverty are effectively being referred to appropriate support schemes.

Formal Response (provided by the Director of Public Health in July 2012):

The Integrated Health and Social Care Board agreed that once individuals have been identified through the risk stratification process, the Health and Social Care Integrated neighbourhood teams would deliver high impact interventions recommended by the Department of Health to reduce excess winter deaths. These interventions include a fuel poverty assessment, benefits review, flu vaccination, lifestyle advice and support, telecare and telehealth referral as appropriate and falls prevention assessments.

Position reported in November 2012:

The ten high impact interventions to reduce excess winter deaths are being incorporated within the organisational development framework within the health and social care integrated teams. The focus of this programme is to ensure that the workforce of the future have the correct level of skills, knowledge and competencies to deliver a comprehensive integrated service in the future.

Position reported in October 2013:

See Recommendation 9 (i).

As of March 2013, 12 Integrated Health and Social Care Teams cover the whole of Leeds. All Teams have at least one Energy Champion allocated, as well as adopting a multi-disciplinary assessment in which inadequate heating in the home is being identified, where this is flagged up as an issue, the Teams would be expected to refer into the Warm Homes Service where appropriate.

Energy Champions have been identified and trained within Integrated Health and Social Care Teams, systems have been established and this has been running since April 13. There have been low numbers of referrals from IHSC teams over the summer months as expected, however it is difficult to establish effectiveness until the teams have been in operation for 12 months, at which time there will be a full review of activity around affordable warmth.

This has been raised at the Better Lives Board by the Director of Integration and agreed as a priority to increase referrals. Public Health have offered to extend training of Energy champions to other members of the IHSCTs.

Current position:

See response to Recommendation 9.1.

The newly appointed co-ordinators of the 13 Integrated Health and Social Care Teams were added to the Energy Champions distribution list, which ensures they are receiving updates on Cold Weather Plan, publicity material (e.g. thermometer cards, leaflets). Face-to-face briefings took place during early 2014 to raise awareness of high impact interventions and encourage referrals into affordable warmth schemes.

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

Recommendation 10(i) - That the Executive Board and Health and Wellbeing Board fully supports and regularly monitors the development of a simple, systematic referral pathway and effective uptake for fuel poverty support from key health and council services (this maybe by using the Multi Agency Referral Scheme (MARS) if appropriate.

Formal Response (provided by the Director of Public Health in July 2012):

The Director of Public Health provided a report to the Executive Board and Health and Wellbeing Board in June 2012 advising on this particular recommendation. This recommendation was agreed by both the Executive Board and the Health and Wellbeing Board. It was proposed that in developing a simple systematic referral pathway across Health and Council services, a twin track approach will need to be adopted. This will involve:

- a universal multi-agency referral system to be used across the city by frontline staff linked to other key initiatives, or used in targeted neighbourhoods to support customers to access a wide range of preventative services including affordable warmth, and
- a specialised referral pathway specifically for the referral of clients with an existing health condition used by the health and social care integrated teams.

This proposed approach was agreed by the Executive Board.

Position reported in November 2012:

A twin track approach is being developed for the City.

The first of this twin track approach consists of the Hotspots scheme which is being promoted to all frontline workers across Leeds. This scheme is a universal referral system into the Hotspots scheme which provides a wide range of advice and support around energy efficiency measures. Where MARS (Multi agency referral scheme) is in operation, currently in Hyde Park, frontline workers are referring people into energy saving advice via the Hotspots Scheme

The second of the twin track approaches is the Warm Homes Service/Energy Champion scheme. This scheme is a specialised referral system specifically developed for people with long term health conditions. People whose health conditions are exacerbated by living in cold damp conditions are identified and referred into the Warm Homes Service scheme by trained Energy Champions.

Position reported in October 2013:

A twin track approach has been developed for the City.

The first of this twin track approach consists of the Hotspots scheme which is being used by frontline workers across Leeds. Hotspots is currently undergoing a re-tendering process which may affect how referrals are handled, therefore we are not actively promoting the scheme, although it is still being used by existing referrers. Once the re-tendering has been completed, the scheme will be re-launched to new and existing member organisations including those in the voluntary sector.

This scheme is a universal referral system into the Hotspots scheme which provides a wide range of advice and support around energy efficiency measures, fire safety and security.

Where MARS (Multi agency referral scheme) is in operation, currently in Hyde Park with plans to roll out to Middleton and Bramley, frontline workers are referring people into MARS with onward referrals to the Hotspots Scheme. (This is being led by Customer Access and Adult Social Care - Health and Wellbeing)

The second of the twin track approaches is the Warm Homes Service/Energy Champion scheme. This scheme is a fast track, specialised referral system specifically developed for people with long term health conditions. People whose health conditions are exacerbated by living in cold damp conditions are identified and referred into the Warm Homes Service scheme by trained Energy Champions.

Environment Policy Team and Public Health agree that the twin track approach adopted in Leeds is effective. It provides a universal referral scheme through Hotspots for all frontline workers in Leeds and a fast track referral scheme for health and social care staff, targeting people with existing health conditions. These 2 referral schemes continue to run side by side and complement each other.

The West Yorkshire Hotspots scheme continues to provide an effective and simple mechanism for partner organisations to refer vulnerable households to energy efficiency, income maximisation and home safety advice. However, due to changes in the type of grants available to householders and the amount of support that is presently available to the scheme from the central advice provider/ administrator (currently Yorkshire Energy Services), the West Yorkshire Hotspots partners are undertaking a retendering process for the scheme advice provider/administrator. As part of this process, we are reviewing the contractual relationship between West Yorkshire Hotspots and the advice provider to ensure that the scheme remains as effective as possible for householders.

The Warm Homes Service/Energy Champion scheme continues to provide an effective service for people with existing long term health conditions. During 12/13 the Warm Homes Service received 86 referrals from Leeds Community Health Care Energy Champions, exceeding the target of 55 referrals as stated in the contract.

As stated in recommendation 9, increasing referrals into Fuel poverty has been raised at the Better Lives Board by the Director of Integration and agreed as a priority. Public Health have offered to extend training of Energy champions to other members of the IHSCTs.

Current position:

The Leeds Energy Champions scheme continues to provide a means for front line health and social care staff to refer vulnerable residents suffering from cold related illness to heating improvements through the Warm Homes Service. This is backed up by a limited amount of funding available for heating improvements through the discretionary fuel poverty fund as well as funding from LCC Public Health and some of the clinical commissioning groups as part of annual winter warmth campaigns.

We had developed a twin track approach to referrals with voluntary sector organisations using the West Yorkshire Hotspots card scheme, however, our Hotspots provider has withdrawn from handling Hotspots referrals as these no longer fit in with their social obligation to provide impartial affordable warmth advice. Hotspots referrals are still being actioned directly by the partnership however, we are currently seeking a long term partner to handle queries for the Hotspots scheme. To this end, we recently tried to develop a proposal for the LCC contact centre to handle Hotspots referrals and general energy efficiency advice, however, the cost we were quoted to run this service was prohibitively expensive.

We still cooperate with the MARS project in areas as and when this is rolled out, however, with the intermittent availability of funding and reduced scope of measures currently available through national energy efficiency schemes such as the Energy Company Obligation, we would be wary of adopting this on a City wide basis currently, as we would most likely be unable to match the expectations of referred households with the resources for improvements.

We also work to ensure that local schemes such as the Patient Empowerment Scheme, currently operating through the West Leeds CCG will allow GP's and other medical staff to refer households into the Warm Homes Service where appropriate.

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

Recommendation 13 - In promoting future based schemes aimed at achieving affordable warmth we recommend that the Director of Environment and Neighbourhoods works closely with the Head of Communications and Marketing to develop an appropriate framework to assist in encouraging greater take up of such schemes.

Formal Response (provided by the Director of Environment and Neighbourhoods in July 2012):

The Fuelsavers team in Environment and Neighbourhoods have worked closely with Corporate Communications team (and Yorkshire Energy Services, the contractor) to develop and deliver a communications plan to support Wrap Up Leeds. The communications approach has led to over 5,000 installed measures to date and the effectiveness of different channels is being monitored and will be evaluated at scheme end. The Director of Environment and Neighbourhoods agrees to work closely with the Communications Team to use the lessons learnt to help develop a communications framework based on delivery of the Green Deal/ECO. This framework can then be used to co-ordinate the publicity of future domestic energy efficiency and affordable warmth schemes.

Position reported in November 2012:

The Fuelsavers Team in Environment and Neighbourhoods and Corporate Communications continue to work closely to deliver the Wrap Up Leeds communications plan which has so far led to the installation of over 7300 measures.

The Fuelsavers Team and Corporate Communications will be working closely with NHS Airedale, Bradford and Leeds to develop a campaign to promote winter warmth over the coming winter period. This will include promoting schemes such as Warm Front, the Warm Homes Service, run by Care and Repair and the Green Doctor, run by Groundwork Leeds, to provide improved heating and insulation measures to vulnerable households.

Position reported in October 2013:

Environment And Neighbourhoods worked closely with the communications team to publicise all of our projects including Wrap Up Leeds, Wrap Up Leeds + and the Collective Fuel Switching Scheme. We also worked closely with NHS Leeds Public Health and communications to promote the 2012/13 winter warmth campaign and Warm Homes Healthy People Fund.

Both Environment and Neighbourhoods and Public Health are currently working with the communications team to plan publicity for the Wrap Up Leeds ECO scheme and the 2013/14 winter warmth campaign which incorporates priorities from the Cold Weather Plan. We are also undertaking an evaluation of the Collective Fuel Switching scheme (see recommendation 20) of which communications will be one of the key areas.

Current position:

The communications team are closely involved in all stages of planning and executing our energy efficiency schemes, including Wrap Up Leeds ECO, Green Deal Communities and are similarly involved in the forthcoming City Region Green Deal/ECO scheme. In addition, Environment and Housing and Public Health work closely with the Communications team and other teams within the Council to undertake cold weather planning, involving the promotion of consistent messages on affordable warmth and keeping warm in winter across the Council.

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

Recommendation 16 - That the Director of Public Health in Leeds works closely with the Clinical Commissioning Groups to look at the potential of providing longer term funding to maintain the existing Warm Homes Service (which has been partially funded by the time limited Department of Health Warm Homes Healthy People scheme) administered by Care and Repair

Formal Response (provided by the Director of Public Health in July 2012):

The Scrutiny report highlights the need for a partnership approach to align funding for preventative care in terms of tackling category 1 hazards such as excess cold. NHS Airedale, Bradford and Leeds will be working with Clinical Commissioning Groups to progress the Winter Plan 12/13 and to implement the Department of Health Cold Weather Plan. The Cold Weather Plan aims to prepare for, alert people to and prevent the major avoidable effects of winter on people's health. The Director of Public Health and Clinical Commissioning Groups will consider whether the Warm Homes Service, administered by Care and Repair, could be funded as part of this winter planning process.

Position reported in November 2012:

The Winter Plan for Leeds has been developed through the Urgent Care Stakeholder group incorporating priorities from the Cold Weather Plan. NHS Leeds has identified resource for 2012/13 to strengthen existing activity within the Third sector to reduce the hazardous effects of cold on vulnerable people.

As part of Winter Plan, Leeds City Council, with support from NHS Leeds Public Health and CCGs have submitted a proposal to Department of Health 'Warm Homes Healthy People fund' for Third sector organisations to provide energy efficiency measures to vulnerable people. The outcome of this bid will be communicated by the beginning of November.

This proposal outlines activity that will increase energy saving advice and measures to vulnerable people through The Warm Homes Service, Groundwork and Leeds Community Foundation Trust. The outcome of this funding bid will be communicated in November 2012

Position reported in October 2013:

Leeds City Council application for the Warm Homes Healthy People fund (November 12) supported by NHS Leeds Public Health and Leeds CCGs was successful and Leeds was allocated 199K (details outlined in recommendation 18) for 12/13 winter warmth activity as part of the Winter planning process. An evaluation has been completed by Leeds Metropolitan University, the findings of which were positive in relation to impact and patient experience.

The 13/14 Winter Plan for Leeds has been developed through the Urgent Care Stakeholder group, incorporating priorities from the Cold Weather Plan.

Leeds City Council Public Health have worked with CCGs to identify CCG funding to strengthen existing activity within the Third sector to reduce the hazardous effects of cold on vulnerable people. Leeds North and South & East CCGs have identified 50K each as a one off payment to strengthen activity for 13/14. Discussions are on-going with Leeds West CCG.

We have been notified that the Department of Health 'Warm Homes Healthy People fund' for Third sector organisations to provide winter warmth measures to vulnerable people will no longer be available. Public Health are currently exploring alternative funding opportunities to enable this activity to take place.

Current position:

Leeds Health Protection Board has been established during 2014 and all local partners from health are represented at this Board which is a subgroup of the Health and Wellbeing Board. Cold weather and associated with this, fuel poverty, is explicitly one of the local priorities and the Board will ensure that this work remains a priority for the future.

The Office of the Director of Public Health has committed 200K recurrent funding and personnel to ensuring that vulnerable people are identified and targeted with high impact interventions to ensure that they stay safe and warm over winter. This includes funding for the Warm Homes Service as well as other services across Leeds to support vulnerable people.

NHS Leeds South and East CCG and NHS Leeds North CCG each allocated £50,000 to Care and Repair to provide an enhanced Warm Homes Service covering their localities in the financial year 2013 / 14.

NHS Leeds South and East CCG have agreed to provide 75K non recurrent funding for Warm Homes Service (50K) and Green Doctor (25K) for financial year 14/15. Leeds North CCG is planning to provide 50K recurrent funding for the Warm Homes Service.

NHS Leeds West CCG has commissioned a Patient Empowerment Programme for West/North West patients to be delivered by BARCA Leeds. The programme will increase awareness, support and access to existing local services, including those supporting people during cold weather, to improve patient's health and wellbeing.

We recommend that this work is monitored through the Cold Weather Partnership Group to ensure that commissioned services continues to be embedded in mainstream activity.

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

Recommendation 18 - That the Director of Public Health in Leeds works with the Health and Wellbeing Board and Clinical Commissioning Groups to begin developing and exploring opportunities to lever in financial support for a broader programme of preventative measures aimed at tackling the hazard of excess cold across the city.

Formal Response (provided by the Director of Public Health in July 2012):

The Director of Public Health in Leeds agrees to work closely with the Health and Wellbeing Board and Clinical Commissioning Groups to begin to develop and explore opportunities to lever in financial support. This work will form part of the winter planning process to prevent the major avoidable effects of winter on peoples' health.

Position reported in November 2012:

The Health Improvement Board held a discussion on fuel poverty and explored potential opportunities to lever in financial support for a broader programme of work.

It was agreed at the last meeting to submit a joint proposal to the Department of Health Warm Homes Healthy People supported by CCGs, LCC and NHS Leeds. Other opportunities will be explored as they arise.

Position reported in October 2013:

The Warm Homes Health People bid (Nov 12), was successful and 199K was allocated by the DOH to resource winter wellbeing initiatives in Leeds (12/13). In addition to this Leeds Public Health allocated a further 171K to the Warm Homes Healthy People programme for allocation to the most vulnerable in Leeds.

Evaluation of impact has just been completed by Leeds Metropolitan University with positive outcomes. A high level of demand for the services was experienced, with targeted interventions reaching vulnerable people. The evaluation recommends that similar schemes should be run in the future.

Leeds City Council Public Health have worked with CCGs to identify CCG funding to strengthen existing activity within the Third sector to reduce the hazardous effects of cold on vulnerable people. Leeds North and South CCGs have identified 50K each as a one off payment to strengthen activity for 13/14. Discussions are on-going with Leeds West CCG. (As outlined in recommendation 16)

We have received notification that the Department of Health 'Warm Homes Healthy People fund' 2013, for Third sector organisations to provide energy efficiency measures to vulnerable people will no longer be available. Public Health are currently exploring alternative funding opportunities to enable this activity to take place.

Current position:

The Office of the Director Of Public Health has identified 200K recurrent funding and is currently in the process of commissioning organisations across Leeds to support vulnerable people with winter wellbeing interventions.

In addition to this Public Health have been working with CCGs to develop fuel poverty programmes. NHS Leeds CCGs are now all providing financial support for broader programmes of preventative measures aimed at tackling the hazard of excess cold across the city. (see response to Recommendation 16)

Leeds CCGs are currently developing winter work programmes which will include varying levels of activity depending on population need. This includes activity to encourage uptake of the flu immunisation, extended GP availability over the winter period, practice reviews of specific patient groups and supporting citywide voluntary sector programmes such as Hospital 2 Home service (Age UK and Red Cross).

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

Recommendation 19 - That the Director of Environment and Neighbourhoods leads on developing a strategy with key partners, including the CAB and Advice Leeds, for undertaking benefit checks on an annual basis accompanied with a service offer for conducting fuel tariff checks.

Formal Response (provided by the Director of Environment and Neighbourhoods in July 2012):

Over the years, Environment and Neighbourhoods has cooperated with organisations such as Welfare Rights and CAB through the Affordable Warmth Partnership and various projects to provide vulnerable residents with both income maximisation and fuel poverty advice. The Director of Environment and Neighbourhoods agrees to work with Welfare Rights, CAB and Advice Leeds to develop a strategy for undertaking annual benefits checks and offering fuel tariff checks.

Position reported in November 2012:

The Fuelsavers Team has developed a pilot project with the CAB network to offer joint fuel tariff, debt and income maximisation advice over the winter period. We have requested funding for this project as part of our Warm Homes Healthy People bid from the Department of Health, and we expect to find out whether we have been successful towards the end of October.

Position reported in October 2013:

The Environment Policy Team undertook a successful pilot project with Leeds and Chapeltown CAB which provided fuel bill and income maximisation advice to householders in Leeds. We are looking at ways of developing an on-going project in the future and are feeding our finding back to the Advice Services Review and contributing to the service specification for the new advice service in Leeds.

We will continue to offer training and support to the Advice Leeds network.

Current position:

The successful project to provide combined income maximisation and fuel bill advice undertaken by Chapeltown CAB, was repeated over the 2013/14 winter period using Public Health's Cold Weather Plan budgets. Arrangements are being made to run the project again as part of the 2014/15 winter warmth campaign, again using Public Health funding. Our ambition is to provide such a service all year round, should funding be identified.

In addition, the Green Doctor scheme run by Groundwork Leeds, successfully bid for funding from the Department of Energy and Climate Change's Big Energy Saving Network two years running and this has enabled them to provide detailed fuel bill and income maximisation advice directly to households as well as training staff and volunteers from other organisations to do the same.

We continue to offer training and support to the Advice Leeds network.

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

Recommendation 20 - That the Director of Environment and Neighbourhoods leads on undertaking a cost-benefit and risk analysis for the Council to bulk purchase domestic heating fuel for householders. The findings of this analysis should be reported back to the Executive Board and Scrutiny for consideration within 3 months of the South Holland documents becoming available.

Formal Response (provided by the Director of Environment and Neighbourhoods in July 2012):

Environment and Neighbourhoods has recently been in contact with a number of bulk fuel purchase schemes, including South Holland, in order to undertake a comparative analysis of the various proposals. The Director of Environment and Neighbourhoods agrees to develop proposals for a bulk fuel purchase scheme that also delivers energy efficiency improvements to participating households. This will be presented to the Executive Board and Scrutiny Committee within three months of the South Holland documents becoming available or earlier.

Position reported in November 2012:

South Holland have not yet published their documents. We are in the process of evaluating the best approach to take with the scheme. We are gathering feedback from existing pilot projects, such as those in South Lakeland, and Cornwall and will be reporting on the best approach to take to the scrutiny committee, as well as developing a business case in the near future.

A funding opportunity has recently been announced by DECC to help coordinate and conduct a bulk fuel purchasing initiative. We are currently developing a proposal ahead of the 30th November deadline and will take a formal proposal to Executive Board for approval in December 2012.

Position reported in October 2013:

Leeds ran a pilot collective fuel switch in early 2013 which was funded by the DECC Cheaper Energy Together Fund. This was run in conjunction with neighbouring local authorities in Leeds City Region and Community Energy Direct. Over six thousand householders registered for the switch with 618 switching and saving on average £171 per annum.

We had intended to undertake a collective fuel purchase in order to provide a below market tariff for householders, with an individual sweep to ensure that all householders have the best possible tariff.

Unfortunately, having made their initial enquiries with the market, our switching agent, Which? informed us that they would be unable to obtain a below market rate through a bulk purchase. Signed up clients were therefore provided with a quotation based on the individual sweep of the market.

We are undertaking an evaluation of the scheme which will take into account the experience of other schemes across the Country. This will enable us to collate best practice and design the next phase with a view to increasing participation across the City.

Current position:

Following the pilot project undertaken with Community Energy Direct, we have found that schemes across the country have largely unable to obtain a below market rate. Additionally, DECC have worked to simplify the range of energy tariffs that energy companies are allowed to offer.

Therefore we are currently working with the Core Cities Low Carbon and Energy Portfolio Group to develop Core Cities owned energy suppliers, or formal relationships with smaller energy companies, through which we aim to offer stable and fair energy tariffs to households.

In the meantime, Ofgem has recently launched its Go Energy Shopping website which provides step by step guidance on how to compare energy tariffs, as well as a list of Ofgem accredited switching websites, which we are promoting on our website and in our communications material.

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

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Report of the Head of Scrutiny and Member Development

Report to Scrutiny Board (Safer and Stronger Communities)

Date: 10th November 2014

Subject: Grounds Maintenance– recommendation tracking

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

1.0 Purpose of this report

1.1 This report sets out the progress made in responding to the recommendations arising from the Scrutiny review on the Council’s Grounds Maintenance Contract.

2.0 Background information

- 2.1 In June 2012, the Safer and Stronger Communities Scrutiny Board acknowledged a request for Scrutiny in relation to the new grounds maintenance contract. In taking forward this request, the Scrutiny Board reviewed the key issues that had arisen during the initial stages of contract delivery, the reasons for these and any actions taken to help address such issues in the future.
- 2.2 In November 2012, the Board published a report setting out its findings, recommendations and desired outcomes following its review of the new grounds maintenance contract. There were 10 recommendations arising from this review. The Board received a recommendation tracking report in October 2013 and whilst acknowledging that sufficient progress had been made, the Board felt that the recommendations had not yet been fully implemented and therefore agreed to continue monitoring these.

3.0 Main issues

3.1 The Scrutiny recommendation tracking system allows the Scrutiny Board to consider the position status of its recommendations in terms of their on-going relevance and the progress made in implementing the recommendations based on a standard set of criteria. The Board will then be able to take further action as appropriate.

3.2 This standard set of criteria is presented in the form of a flow chart at Appendix 1. The questions in the flow chart should help to decide whether a recommendation has been completed, and if not whether further action is required. Details of progress against each recommendation are set out within the table at Appendix 2.

4.0 Recommendations

4.1 Members are asked to:

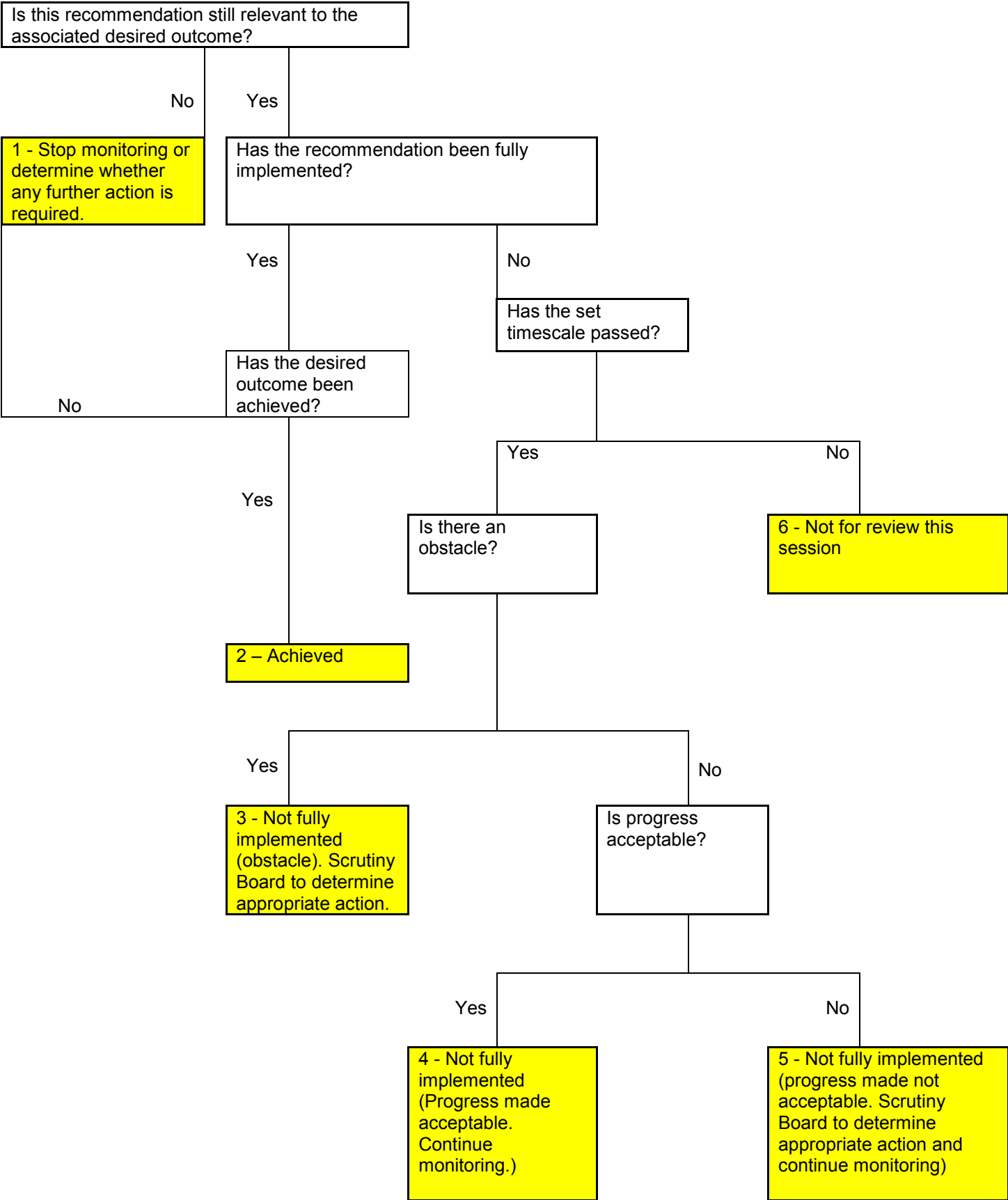
- Agree those recommendations which no longer require monitoring;
- Identify any recommendations where progress is unsatisfactory and determine the action the Board wishes to take as a result.

5.0 Background documents¹

5.1 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.

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



Position Status Categories

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

Desired Outcome: That necessary grounds maintenance work on miscellaneous grassed areas is scheduled immediately for action.

Recommendation 1 - That the Director of Resources and Director of Environment and Neighbourhoods establish a separate budget to enable the Grounds Maintenance Team to schedule immediate grounds maintenance work on miscellaneous grassed areas pending clarification of land ownership and formal allocation of future maintenance responsibility.

Formal response (January 2013):

This recommendation is agreed, although a budget needs to be identified to enable these areas of land to be brought up to standard, then maintained on an ongoing basis, which will be sought by trying to identify efficiencies in the contract.

Position reported in October 2013:

This issue is currently being managed without the need to identify a dedicated budget line. From April 2013 the budgets for Grounds Maintenance operations have been delegated to Parks and Countryside and are no longer split along the former ALMO boundaries. This flexibility allows for a more holistic approach to asset management that to date has meant that assets are being included in the contract where appropriate. It is important to note that a level of due diligence is required before instructing works to ensure that the land is in public ownership. Once this is established then the contractor has been instructed to undertake works with the funding arrangements resolved later. When land is found to be in private ownership then action is considered using formal enforcement powers where costs can be recovered.

Current Position:

This issue is being managed as reported in October 2013. This means that where Council ownership is established but management responsibility is unclear then works will be instructed if required. Where Council ownership does not exist or cannot be established then suitable action is considered with enforcement teams to undertake minimal maintenance to prevent public nuisance e.g. where vegetation impacts on the highway.

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

Desired Outcome: That the specification for grounds maintenance and shrub maintenance is fit for purpose in delivering a good quality service.

Recommendation 2 - That the Director of Environment and Neighbourhoods works with each of the internal clients to explore a move towards an extended shrub maintenance service (6 shrub visits) and a fortnightly grass cut frequency (16 cuts in one season) in order to achieve a better quality of service.

Formal response (January 2013):

This recommendation is agreed in principle as adopting good horticultural practice, but would require an additional contribution from each client to deliver the improvements. Following discussion that took place at the street scene grounds maintenance programme board on 17th December 2012, it was agreed that Aire Valley Homes and Belle Isle Tenants Management Organisation would trial increased shrub and rose bed maintenance in 2013. This will provide an evidence base to inform a review in the light of visible benefits and resident feedback in order to help determine resource prioritisation.

With regard to grass cutting frequency it is not proposed to alter the frequency of mowing at this stage, other than to retain the increased frequency of grass cutting on 'premium' sites, in response to customer concerns raised during 2012. For other grass, it was agreed that a flexible approach to phasing will be adopted in 2013 that will use climatic conditions to direct the overall frequency that may increase above 13. For example a cold spring and a hot, dry summer would enable reduced frequencies, conversely a mild winter and wet summer would require additional mowing activity.

Position reported in October 2013:

Given the realignment of contract and budget control to Parks and Countryside as described in the update to Recommendation 1 above, it was decided to take the opportunity to introduce revised frequencies city wide. The revisions introduced from April 2013 provided a contingency to instruct a maximum of 14 grass cuts for amenity grass (28 cuts for premium amenity), and a doubling of shrub bed maintenance visits to 4 per annum. The major shrub pruning operations will still take place during the 4th quarter visit with the emphasis of other visits being to remove weeds and litter and keep shrubs 'in check'. However the dry summer in 2013 has only required the instruction of 13 cuts as there was little apparent grass growth during the middle of the summer.

Current Position:

There were 14 amenity grass cuts programmed in 2014 with 28 cuts programmed for premium amenity. Weather conditions were exceptional in 2014 with higher rainfall than usual, combined with a mild winter, lack of frost and a warm spring. Rainfall in 2014 was 95% higher between January and May compared to the average of the previous 4 years. This caused vigorous grass growth that was taller than usual making it more difficult and slower to cut. Cutting in these conditions also generates a larger volume of clippings when mown, leading to clumping, and creates further difficulties in clearing grass off paths when wet. A recovery plan was implemented during June 2014 to reduce the mowing interval from 12 to 10 working days at no additional cost to the Council, with the contractor working overtime during weekday evenings and on weekends. This proved successful, and the contractor was back on schedule from July. Ward members and the public were kept informed of the issues and actions taken to address them. Consequently a review is under

way to consider whether increased frequency of mowing is viable in residential areas with a consequent reduction in less sensitive areas e.g. high speed roads. For winter 2014/15, additional work to spread woodchip mulch on some shrub beds has been identified to improve appearance and suppress weeds throughout the growing season which will mean that on treated beds the existing visit profile will be adequate.

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

Desired Outcome: That the future use and maintenance of old shrub beds is determined in consultation with local Ward Members and relevant Parish and Town Councils.

Recommendation 3 - That the Director of Environment and Neighbourhoods ensures that asset holders consult with local Ward Members and relevant Parish and Town Councils on the future use and maintenance of old shrub beds.

Formal response (January 2013):

This recommendation is agreed and consultation will take place with Ward Members and relevant Parish and Town Councils on any proposals on the future use and maintenance of shrubs beds.

Position reported in October 2013:

This is the current situation and local consultation is undertaken on planned changes to shrub beds prior to removal.

Current Position: No change.

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

Desired Outcome: That there is a joined up approach between the Council and Continental for undertaking litter picking services across the city.

Recommendation 4 - That the Director of Environment and Neighbourhoods works with the Head of Parks and Countryside, the internal clients, Locality Management and Continental to review existing litter picking responsibilities and opportunities for more joined up working.

That this review is undertaken immediately and an update report brought back to Scrutiny in January 2013.

Formal response (January 2013):

This recommendation is agreed and the report to Scrutiny Board (Safer and Stronger Communities) meeting in December 2012 highlighted that consideration is being given for Continental to expand litter collection to cover adjacent hard surfaces where applicable in co-ordination with street cleansing activities.

Position reported in October 2013:

Continental are once again to be engaged in winter litter picking work supporting locality management in meeting their seasonal pressures. To this end areas of land have been identified that cause particular problems and are often a cause for concern from the public and elected members during winter months when grass cutting operations are not taking place on high priority arterial routes into the city. There is a further advantage in utilising Continental as they are equipped to put in appropriate traffic management arrangements. Examples of the type of work involved includes the following:

- Commuter routes leading into the city centre with a speed limit of 30mph (eg, Woodhouse Lane)
- Main commuter routes outside the city centre with speed limits above 40mph
- Junctions / roundabouts leading from motorways such as Tingley Common, which feeds traffic to the White Rose Centre and Elland Road football ground.
- Routes which would require implementation of traffic management to carry out the works (eg Stanningley, Drighlington Bypass)

Current Position:

Where lane closures are taking place due to traffic management arrangements then locality managers are advised in order to allow coordination of services such as litter picking and gulley cleansing. Highway officers also have the opportunity to coordinate highways activities within the safe working zone as necessary.

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

Desired Outcome: Utilising available resources to obtain greater added value of service by Continental.

Recommendation 5 - That the Director of Environment and Neighbourhoods reviews where any additional services provided by Continental could lead to further cost savings, with particular attention given to potential winter operations.
That this review is undertaken immediately, with an update brought back to the Scrutiny Board in January 2013.

Formal response (January 2013):

This recommendation is agreed. Locality managers have commissioned Continental to undertake bulk leaf clearance and other cleansing works normally undertaken via temporary staff to support staff retention within Continental.

This issue has also been discussed at the street scene grounds maintenance programme board. Budget holding clients have indicated that they are unable to prioritise funding for Continental to undertake additional winter works. However, clients are asking Continental to tender for individual environmental projects as well as quote for ad hoc work on assets that need additional work to meet specifications.

Position reported in October 2013:

Continental staff are being engaged to undertake litter collection, rubbish removal, ginnel clearances and cut back of Horticultural features during the winter. In addition they will be given the opportunity to compete for additional works in line with the councils approved procurement procedures.

Current Position:

For winter 2014/15, additional work to spread woodchip mulch on some shrub beds has been identified to improve appearance and suppress weeds as well as support staff and skills retention by providing a more balanced workload.

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

Desired Outcome: That contract monitoring is conducted efficiently and there is parity between the contract monitoring processes of the ALMOs and Highways.

Recommendation 6 - That the Director of Environment and Neighbourhoods reviews the contract monitoring processes to identify efficiencies and consistency.

Formal response (January 2013):

This recommendation is agreed, and a review will be undertaken of existing monitoring processes to ensure a balanced, consistent and efficient approach commensurate with the outcome of monitoring results.

Position reported in October 2013:

The delivery of contract monitoring is now undertaken by Parks and Countryside with some resource TUPE transferred to the service in April 2013 from the ALMOs. The approach taken this year has been to be much more intelligence led using referrals from ward members, Town and Parish Councils, and individual residents to direct monitoring activity. Comparison of queries regarding performance or quality during March to August 2013 have indicated a reduction of 21% when compared to the same period in 2012.

Current Position:

Parks and Countryside continue to provide monitoring and contract management activities in a holistic and consistent way.

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

Desired Outcome: That contract monitoring is conducted efficiently and there is parity between the contract monitoring processes of the ALMOs and Highways.

Recommendation 7 - That the Director of Environment and Neighbourhoods ensures that Parish and Town Councils are proactively engaged in the contract monitoring process for the grounds maintenance contract.

Formal response (January 2013):

This recommendation is agreed, and Parish and Town Councils will be invited to contribute to monitoring activity as part of the overall review alluded to in recommendation 6.

Position reported in October 2013:

As set out in the response to recommendation 6 above a revised approach to monitoring has been introduced for 2013. Concerns raised by Town and Parish councils have been used to direct monitoring activities thereby directly influencing the quality achieved in the local area. In addition there remains an option for Town and Parish Councils to take on the control of this work in their respective areas should they wish to do so.

Current Position:

Officers have attended Town and Parish Council liaison meetings to disseminate information and gather feedback on issues relating to contract performance. Some Parish Councils have enquired regarding taking up the option of budget delegation for service provision and management although to date none have done so once the scope of delegation and available budget has been advised. One issue that has been raised relates to the performance of sight line and rough grass cutting in rural areas. For the cutting season in 2015/16 it has been decided that this work will no longer form part of the contract and instead be conducted by Parks and Countryside.

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

Desired Outcome: That all Elected Members are fully aware of what is expected from the grounds maintenance service in accordance with the contract.

Recommendation 8 - That the Chair of the Member Development Working Group includes grounds maintenance as part of the Member Development Programme and Induction Programme to promote greater awareness of the expectations of the grounds maintenance service in accordance with the contract.

Formal response (January 2013):

The Chair of the Member Development Working Group will be discussing how best to take forward this recommendation during the Member Development Working Group meeting on 31st January 2013.

Position reported in October 2013:

At its meeting on 31st January 2013, the Member Development Working Group discussed how best to get the information out to Members and agreed it would be better to circulate the information via Area Committees at the start of a municipal year.

With the introduction of Area Lead Members in May 2013, Member Development and the Citizens and Communities directorate are developing an induction programme for Area Lead Members. As such, the issues surrounding grounds maintenance will be incorporated into this programme for Environmental Area Lead Members.

Current Position:

See response to Recommendation 9 which refers to grounds maintenance information shared periodically with Community Committees and their respective environment sub-groups. Training for Environmental Community Committee Champions takes place in a variety of ways as follows:

Induction Training – An overview will be provided by the Senior Management Team from Environmental Action Services, Waste Management, Highways and Parks and Countryside focussing on the environment key areas of responsibility and priorities.

This will be followed by briefings provided by Locality Managers, Waste Management, Highways and Parks and Countryside within 6 weeks of being appointed to the post and will include the following:

- Service provision in the local area including council, partners, third sector and any commissioned providers, key contacts, local partnerships and networks relevant to the functional area. This will be tailored to take account of members' needs.
- On-going support/development which will include where relevant, briefings and updates prior to meetings.

In addition there will be:

- Opportunities for the Community Committee Champions to network and to attend relevant briefings and awareness sessions in areas related to their role.
- Opportunities for peer mentoring which can be accessed through the Group Offices.
- Specific skills training accessed through existing Personal Development Plan arrangements.

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

Desired Outcome: That Area Committees are regularly updated on the performance of the grounds maintenance service delivered within their area.

Recommendation 9 - That the Director of Environment and Neighbourhoods works with the Area Management Teams to ensure that Area Committees receive regular updates regarding the performance of the grounds maintenance service delivered within their area. Such updates are to include an overview of key issues raised within their areas; how such issues have been dealt with; and any new or pending contract variations that will impact upon their area.

Formal response (January 2013):

This recommendation is agreed. A report to Area Committees is being prepared for the February/March round of meetings that will include a performance review of the first year of the contract as part of the Parks and Countryside annual report. Representatives from Parks and Countryside have been identified to attend Environment Sub-Group Meetings where issues can be raised relevant to each area and responses given, as appropriate.

Position reported in October 2013:

As described in the January update the Annual reports were submitted to Area Committees to inform them of performance of the contract. A performance update will be provided to the February/March 2014 round of area committees with a particular focus on grass cutting operations during the 2013 season. Nominated Parks and Countryside officers are also attending the Environment Sub groups to provide ongoing liaison with regards to any emerging concerns ahead of the next annual report round. Whilst this does not include a formal performance report, officers are briefed ahead of attendance at these meetings in order that they are able to provide verbal feedback on matters relating to the performance of the contract. Any specific queries raised at meetings that the officer attending is not able to deal with are followed up and a response given.

Current Position:

A performance summary in respect of the streetscene grounds maintenance contract was included in the Parks and Countryside annual report to what are now Community Committees in Feb/Mar 2014. It is anticipated that this will form a part of future reports to Community Committees as well as a summary of performance reported at environment sub-groups which are attended by Parks and Countryside officers.

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

Desired Outcome: That public behaviour does not obstruct the delivery of a good quality grounds maintenance service.

Recommendation 10 - That the Director of Environment and Neighbourhoods works with the Head of Communications and Marketing and the internal clients to develop a Communications Strategy aimed at promoting public awareness of behaviour that is obstructive to the delivery of a good quality grounds maintenance service (e.g. parking on public verges).

Formal response (January 2013):

This recommendation is agreed, and it is proposed that this takes place ahead of the grass cutting season in 2013.

Position reported in October 2013:

Highways and Transportation have produced a briefing and options paper examining the issue of parking on verges. This examines not only the issue of obstructing maintenance but considers the more damaging and costly effects on the infrastructure and buried services. The paper does note that this behaviour is often due to the design limitations of estate road and parking provision and requires significant capital investment to address. Nevertheless, there are issues with regard to public behaviour and it is intended that work will be conducted in this regard ahead of the 2014 grass cutting season.

Current Position:

We are revising the approach for 2015 with a view to the contractor staff placing advisory notices on vehicles that are impeding mowing operations. Additionally as part of the Housing Area Environmental Programme some improvements to parking provision has been made, and Area Panels are able to support changes to off street parking reducing the incidence of parking on verges.

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

Report of Head of Scrutiny and Member Development

Report to Safer and Stronger Communities Scrutiny Board

Date: 10th November 2014

Subject: Peckfield Landfill Site - draft terms of reference for forthcoming Scrutiny inquiry

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

Purpose of this report

1. At its meeting on 15th September 2014, the Safer and Stronger Communities Scrutiny Board considered a request for Scrutiny from a member of the public in relation to the Peckfield landfill site near Micklefield. The Scrutiny Board was requested to consider the ongoing issues linked to the operation of this site and the role of the Council and the Environment Agency in this regard.

2. The Scrutiny Board agreed to accept the request for Scrutiny and held a working group meeting on 6th October 2014 to consider the potential scope of this inquiry. Draft terms of reference for this inquiry are now attached for the Board's consideration and agreement.

3. The Scrutiny Board Procedure Rules require that, before embarking on an inquiry/review, the Board seeks and considers the views of the relevant Director and Executive Member. These views will need to be taken into account when agreeing the terms of reference for these inquiries.

Recommendations

4. Members are asked to consider and agree the attached draft terms of reference.

Background papers¹

5. None used

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

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SCRUTINY BOARD (SAFER AND STRONGER COMMUNITIES)

PECKFIELD LANDFILL SITE

DRAFT TERMS OF REFERENCE

1.0 Introduction

- 1.1 At its meeting on 15th September 2014, the Safer and Stronger Communities Scrutiny Board considered a request for Scrutiny from a member of the public in relation to the Peckfield landfill site near Micklefield. The Scrutiny Board was requested to consider the ongoing issues linked to the operation of this site and the role of the Council and the Environment Agency in this regard.
- 1.2 In consideration of this request, the Scrutiny Board acknowledged the significant level of regulatory work undertaken by the Environment Agency, in conjunction with the Council, over the last 12 months in ensuring that issues linked to the site were being effectively raised with the site operator to prompt remedial action.
- 1.3 Whilst the Scrutiny Board emphasised the importance of building on the existing partnership approach being adopted in Peckfield, it also recognised the need for more proactive measures being undertaken by the landfill operator in demonstrating a commitment towards securing long term improvements for the residents of Micklefield over the remaining lifespan of the landfill site and the post-closure care period.
- 1.4 As such, the Scrutiny Board agreed to accept the request for Scrutiny. In doing so, the Scrutiny Board also agreed to explore where lessons could be made in terms of enhancing existing procedures and processes linked to the general management of landfill sites.

2.0 Scope of the inquiry

- 2.1 The purpose of the inquiry is to make an assessment of and, where appropriate, make recommendations on the following areas:
 - Information surrounding the relevant legislation and general responsibilities of the Council, the Environment Agency and landfill operators in managing landfill sites.
 - The specific characteristics of the Peckfield landfill site i.e. land ownership; site operator; proximity to housing; composition of landfill gases; planning permissions and specific challenges linked to the management of the site.

- Restoration/aftercare processes for landfill sites, with particular reference to how Peckfield landfill site will be operated and regulated during the post operational aftercare period.
- General requirements and expectations placed upon landfill operators in communicating with local residents (i.e. through Liaison Committees) and exploring opportunities for more proactive communication measures linked to the Peckfield landfill site.

3.0 Desired Outcomes and Measures of Success

3.1 Dealing effectively with the city's waste is one of the key objectives set out within the Best Council Plan 2013-17. Linked to this, the key priorities are ensuring a safe, efficient and reliable waste collection services; providing a long-term solution for disposing of our waste; and increasing recycling and reducing the use of landfill.

3.2 It is important to consider how the Scrutiny Board will deem if this particular inquiry has been successful in making a difference to local people. Some measures of success may be obvious, linked to desired outcomes identified by the Scrutiny Board, and others may become apparent as the inquiry progresses and discussions take place.

3.3 At this stage, the following desired outcomes have been identified in relation to this inquiry:

- To build on the existing partnership approach leading to more proactive measures being adopted by the Peckfield landfill operator.
- To strengthen the commitment of the Peckfield landfill operator to proactively communicate with local residents.
- To address any identified areas warranting improved enhancements to existing procedures/processes, including lobbying for any proposed legislative changes.

4.0 Comments of the relevant Director and Executive Member

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

5.0 Timetable for the inquiry

5.1 The Inquiry will take place over a number of sessions. These sessions will involve smaller working group meetings or visits with stakeholders, which will provide flexibility for the Board to gather and consider evidence.

5.2 The length of the Inquiry is subject to change. However it is anticipated that a final report will be produced by March 2015.

6.0 Submission of evidence

6.1 Session one – November 2014

To develop an understanding of the relevant legislation and general responsibilities of the Council, the Environment Agency and landfill operators in managing landfill sites.

6.2 Session two – December 2014

To undertake a visit to the Peckfield landfill site;

To consider the specific characteristics of the Peckfield landfill site i.e. land ownership; site operator; proximity to housing; composition of landfill gases; planning permissions and specific challenges linked to the management of the site.

To consider restoration/aftercare processes for landfill sites, with particular reference to how Peckfield landfill site will be operated and regulated during the post operational aftercare period.

6.3 Session three – January 2015

To consider the general requirements and expectations placed upon landfill operators in communicating with local residents (i.e. through Liaison Committees).

To explore opportunities for more proactive communication measures linked to the Peckfield landfill site, particularly in terms of health related communications.

6.4 Session four – February 2015

To consider the findings and potential recommendations arising from this inquiry.

7.0 Witnesses

7.1 The following witnesses have been identified as possible contributors to the inquiry, however others may be identified during the course of the inquiry:

- Executive Member Cleaner, Stronger and Safer Communities
- Chief Officer Waste Management
- Head of Strategy & Infrastructure, Waste Management
- Business Manager, Waste Management Services
- Area Environment Manager, Environment Agency
- Regulatory Officer, Environment Agency
- Minerals, Waste & Contaminated Land Manager, City Development

- Senior Minerals Planner, City Development
- Public Health/Public Health England representation
- Caird Peckfield Ltd representation (landfill operator)
- Resident representation
- Ward Members

8.0 Equality and Diversity / Cohesion and Integration

- 8.1 The Equality Improvement Priorities 2011 to 2015 have been developed to ensure our legal duties are met under the Equality Act 2010. The priorities will help the council to achieve it's ambition to be the best City in the UK and ensure that as a city work takes place to reduce disadvantage, discrimination and inequalities of opportunity.
- 8.2 Equality and diversity will be a consideration throughout the Scrutiny Inquiry and due regard will be given to equality through the use of evidence, written and verbal, outcomes from consultation and engagement activities.
- 8.3 The Scrutiny Board may engage and involve interested groups and individuals (both internal and external to the council) to inform recommendations.
- 8.4 Where an impact has been identified this will be reflected in the final inquiry report, post inquiry. Where a Scrutiny Board recommendation is agreed the individual, organisation or group responsible for implementation or delivery should give due regard to equality and diversity, conducting impact assessments where it is deemed appropriate.

9.0 Post inquiry report monitoring arrangements

- 9.1 Following the completion of the Scrutiny inquiry and the publication of the final inquiry report and recommendations, the implementation of the agreed recommendations will be monitored.
- 9.2 The final inquiry report will include information on the detailed arrangements for how the implementation of recommendations will be monitored.



Report author: Angela Brogden
Tel: 2474553

Report of Head of Scrutiny and Member Development

Report to Safer and Stronger Communities Scrutiny Board

Date: 10th November 2014

Subject: Work Schedule

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

Purpose of this report

1. The Scrutiny Board’s work schedule is attached as appendix 1. The work schedule has been provisionally completed pending on-going discussions with the Board. The work schedule will be subject to change throughout the municipal year.
2. Also attached as appendix 2 are the minutes of Executive Board on 15th October 2014.

Recommendations

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

Background papers¹

4. None used

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

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Scrutiny Board (Safer and Stronger Communities) Work Schedule for 2014/2015 Municipal Year

Area of review	Schedule of meetings/visits during 2014/15		
	June	July	August
<i>The role of Police Community Support Officers linked to new integrated partnership working models</i>			Scoping terms of reference WG 4/08/14 @ 9 am
<i>Understanding safeguarding issues linked to migration</i>			
<i>Area based delegations to Community Committees</i>			
<i>Waste Management Strategy</i>			
<i>Recycling – determining options for non-AWC areas and areas of low participation.</i>			
Briefings		Community Committees Update SB 28/07/14 @ 10 am	
Crime and Disorder Committee work.	Crime and Disorder Scrutiny in Leeds SB 30/06/14 @ 10 am	Refreshed West Yorkshire Police and Crime Plan and draft Safer Leeds Strategy 2014/15 SB 28/07/14 @ 10 am	
Recommendation Tracking			
Performance Monitoring		Quarter 4 performance report SB 28/07/14 @ 10 am	

Key: SB – Scrutiny Board (Safer and Stronger Communities) Meeting

WG – Working Group Meeting

Scrutiny Board (Safer and Stronger Communities) Work Schedule for 2014/2015 Municipal Year

Area of review	Schedule of meetings/visits during 2014/15		
	September	October	November
<i>The role of Police Community Support Officers linked to new integrated partnership working models</i>	Agree Terms of Reference SB 15/09/14 @ 10 am	Session 1 of the inquiry WG 28/10/14 @ 1.30 pm	Session 2 of the inquiry WG 11/11/14 @ 1 pm Session 3 – 20/11/14 (tbc)
<i>Area based delegations to Community Committees</i>	Scoping and agreeing terms of reference WG 1/9/14 @ 11.30 am SB 15/09/14 @ 10 am	Session 1 of the inquiry WG 22/10/14 @ 11.30 am	Session 2 – tbc Session 3 - tbc
<i>Integrated Waste Strategy</i>	Scoping terms of reference WG 16/09/14 @ 11 am	Agreeing terms of reference SB 13/10/14 @ 10 am	Session 1 of the inquiry WG 25/11/14 @ 9.30 am
<i>Recycling – determining options for non-AWC areas.</i>	Scoping terms of reference WG 16/09/14 @ 11 am	Agreeing terms of reference SB 13/10/14 @ 10 am	Session 1 of the inquiry WG 25/11/14 @ 11.35 am
Peckfield Landfill Site		Scoping terms of reference WG 06/10/14 @ 12 pm SB 13/10/14 @ 10 am	Agreeing terms of reference SB 10/11/14 Session 1 of the inquiry WG 17/11/14
Briefings	Request for Scrutiny – Peckfield Landfill site SB 16/09/14 @ 10 am		
Crime and Disorder Committee work.			
Recommendation Tracking	Inquiry into Tackling Domestic Violence – formal response SB 15/09/14 @ 10 am	Tackling Illegal Money Lending SB 13/10/14 @ 10 am	Fuel Poverty 10/11/14 @ 10 am Grounds Maintenance 10/11/14 @ 10 am
Performance Monitoring	Quarter 1 performance report SB 15/09/14 @ 10 am	Best Council Plan ‘Scorecard’ SB 13/10/14 @ 10 am	

Page 56

Key: SB – Scrutiny Board (Safer and Stronger Communities) Meeting

WG – Working Group Meeting

Scrutiny Board (Safer and Stronger Communities) Work Schedule for 2014/2015 Municipal Year

Area of review	Schedule of meetings/visits during 2014/15		
	December	January	February
<i>The role of Police Community Support Officers linked to new integrated partnership working models</i>	Session 4 - tbc	Session 5 - tbc	
<i>Understanding safeguarding issues linked to migration</i>			
<i>Area based delegations to Community Committees</i>	Session 4 - tbc	Session 5 - tbc	
<i>Integrated Waste Strategy</i>			
<i>Recycling – determining options for non-AWC areas.</i>			
<i>Peckfield Landfill Site</i>			
Briefings			
Crime and Disorder Committee work.			
Recommendation Tracking	Parish and Town Councils SB 08/12/14 @ 10 am		
Performance Monitoring	Quarter 2 performance report SB 08/12/14 @ 10 am		

Page 7

Scrutiny Board (Safer and Stronger Communities) Work Schedule for 2014/2015 Municipal Year

Area of review	Schedule of meetings/visits during 2014/15		
	March	April	May
<i>The role of Police Community Support Officers linked to new integrated partnership working models</i>			
<i>Understanding safeguarding issues linked to migration</i>			
<i>Area based delegations to Community Committees</i>			
<i>Integrated Waste Strategy</i>			
<i>Recycling – determining options for non-AWC areas and areas of low participation.</i>			
Assessment of the Strategic Partnerships	To undertake an annual assessment of the relevant Partnership Boards SB 16/03/15 @ 10 am		
Briefings			
Crime and Disorder Committee work.			
Recommendation Tracking			
Performance Monitoring	Quarter 3 performance report SB 16/03/15 @ 10 am		

Page 59

EXECUTIVE BOARD

WEDNESDAY, 15TH OCTOBER, 2014

PRESENT: Councillor K Wakefield in the Chair

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

SUBSTITUTE MEMBER: Councillor J Procter

79 Substitute Member

Under the terms of Executive and Decision Making Procedure Rule 3.1.6, Councillor J Procter was invited to attend the meeting on behalf of Councillor A Carter.

80 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:-

Appendix A to the report entitled, 'Leeds City Region Green Deal and ECO Scheme', referred to in Minute No. 86 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 the information contained within the appendix is commercially sensitive and is extracted from bids received by the Council. The publication of such information would prejudice the commercial interests of the bidders involved, and it would also damage the Council's interests, as it would decrease bidders' confidence in the Council's procurement processes. It is therefore determined that in all circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

81 Late Items

There were no late items as such, however, prior to the meeting an updated version of exempt Appendix A to agenda item 7 entitled, 'Leeds City Region Green Deal and ECO Scheme' had been circulated to Board members for their consideration (Minute No. 86 refers).

82 Declaration of Disclosable Pecuniary Interests

There were no declarations of Disclosable Pecuniary Interests made during the meeting.

83 Minutes

RESOLVED – That the minutes of the previous meeting held on 17th September 2014 be approved as a correct record.

TRANSPORT AND THE ECONOMY

84 Leeds Bradford International Airport

The Director of City Development submitted a report setting out the main principles for the development of the Council's policy relating to the growth of Leeds Bradford International Airport (LBIA). The report considered the Council's approach towards enhancing the positive role of LBIA in supporting economic and jobs growth and providing international connections. Additionally, the report presented the framework for the planned growth and improvement of the airport and its wider supporting infrastructure; together with the Council's intentions around developing a unified approach across site allocations, transport and economic development.

Emphasis was placed upon the integral role played by the airport in ensuring the future economic competitiveness of both the local and regional economy, whilst the support which existed for improvements to the airport's accessibility and connectivity was highlighted.

Responding to an enquiry, the Board received an update regarding the development of the Surface Access Strategy and the wider work being undertaken around the improvement of road access to the airport.

RESOLVED – That in the context of the White Paper Motion approved at the meeting of Council on 26th March 2014, and the growth potential of LBIA as outlined by the Department for Transport (DfT):-

- (a) That the main policy principles relating to the growth of LBIA, as set out at section 5.1 of the submitted report be agreed;
- (b) That officers be requested to work with LBIA in order to support them in the timely completion of the Airport Masterplan and Surface Access Strategy work, to inform the development of the Council's policy position;
- (c) That officers be requested to develop work on the proposals for surface access, working closely with LBIA, DfT and the West Yorkshire Combined Authority;
- (d) That Development Plans Panel be requested to take account of the submitted report in preparing land proposals through the Site Allocations Plan process for land use in the area surrounding LBIA;
- (e) That officers be requested to develop proposals for the sustainable growth and enhancement of the economic and employment role of LBIA, working closely with the Local Enterprise Partnership (LEP); and

- (f) That the Director of City Development be instructed to co-ordinate the work set out in the resolutions above and to submit a progress report on such matters to Executive Board in mid-2015.

NEIGHBOURHOODS, PLANNING AND PERSONNEL

85 Update on Response to Leeds Students' Unions Deputation of March 2014

The Deputy Chief Executive submitted a report responding to the deputation presented to full Council on 26th March 2014 by representatives of Leeds University Union, Leeds Beckett Students' Union and Leeds Trinity Students' Union regarding "Student Representation at Policy Making Level".

By way of an introduction to the submitted report, the Executive Member for Neighbourhoods, Planning and Personnel provided an update on the continuing actions being taken to ensure increased student involvement in policy making in Leeds. Furthermore, the Executive Member made a specific request to the relevant officers to ensure the establishment of appropriate students' union representation/input on the Communities Partnership Board and also the Housing Forum.

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

CLEANER, STRONGER AND SAFER COMMUNITIES

86 Leeds City Region Green Deal and ECO scheme

Further to Minute No. 39, 16th July 2014, the Director of Environment and Housing submitted a report which provided the Board with information on the progress made to date on the procurement of the Leeds City Region (LCR) Green Deal and Energy Companies' Obligation (ECO) scheme and which sought approval to call off from the Framework Agreement. In addition, the submitted report also detailed the benefits of the scheme in order to assist with the decision making in respect of call-off.

An updated version of exempt Appendix A to the submitted report had been circulated to Board Members prior to the meeting for their consideration.

The Executive Member for Cleaner, Stronger and Safer Communities highlighted the range of potential benefits which would be realised by the initiative detailed within the report, whilst also highlighting how the collaborative procurement process had provided a good example of the Leeds City Region and Local Authorities effectively working in partnership in order to deliver large scale projects for the benefit of the community.

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

RESOLVED –

- (a) That the participation of Leeds City Council in the Leeds City Region Green Deal and ECO scheme, including support for the Framework and commitment to use the Call-Off Contract be approved in principle;
- (b) That the necessary authority be delegated to the Director of Environment and Housing in order to agree the commercial terms of the Call-Off Contract and to sign the Contract;
- (c) That the necessary authority be delegated to the Director of Environment and Housing in order to take operational decisions, including attendance at the Home Energy Project Board (HEPB);
- (d) That the progress being made in respect of this matter be monitored through the HEPB and that annual progress reports be submitted to the Executive Board for consideration.

DIGITAL AND CREATIVE TECHNOLOGIES, CULTURE AND SKILLS

87 Review of Library Opening Hours

The Director of City Development submitted a report outlining the outcomes arising from the period of consultation and analysis which had taken place as part of the review of library opening hours. In addition, the report sought approval to implement the resulting proposed hours, with the aim of delivering identified savings, whilst also ensuring that the service was provided in the most efficient manner to meet customers' needs.

Members welcomed the comprehensive consultation exercise which had been undertaken on this matter, the outcomes from which had been reflected within the proposals detailed within the submitted report. In addition, emphasis was placed upon the difficult decisions which needed to be taken in respect of library provision, however it was highlighted that the proposals under consideration aimed to ensure that a sustainable and innovative service continued in Leeds which was responsive to changing local circumstances.

On behalf of the Board, the Executive Member for Digital and Creative Technologies, Culture and Skills thanked all of those who had been involved in the delivery of the consultation and analysis exercise, which had been integral to the proposals detailed within the submitted report.

RESOLVED –

- (a) That the changes to library opening hours, as identified in Appendix 1 to the submitted report, be approved with effect from Monday, 1st December 2014;
- (b) That it be noted that the Head of the Library and Information Service will be responsible for the implementation of such matters.

ADULT SOCIAL CARE

88 Out of the Shadows: Time to Shine

The Director of Adult Social Services and the Director of Public Health submitted a joint report providing a briefing on the vision of the 'Time to Shine' project, the aim of which was to reduce loneliness and isolation by breaking down barriers and building strong communities. In addition, the report described the project's strategy for making better use of existing assets, whilst also changing society's attitudes and behaviours towards older people.

On behalf of the Board, the Executive Members for Adult Social Care and Health and Wellbeing welcomed the grant which had been awarded to the city of Leeds and respectively paid tribute to the Leeds Older People's Forum for the work that the organisation had undertaken as part of the successful bid submission process.

RESOLVED –

- (a) That the Leeds Older People's Forum and its partners be congratulated on the success of their bid;
- (b) That the aims, vision and strategy of the 'Time to Shine' project be noted and endorsed;
- (c) That further annual updates on the progress of the project be received by the Executive Board over the next six years;
- (d) That it be noted that the lead officer for ensuring updates are submitted to Executive Board is the Deputy Director, Adult Social Care.

89 Director of Adult Social Services - Sandie Keene

On behalf of the Board, the Chair paid tribute to and thanked the Director of Adult Social Services, Sandie Keene, for her services to the Council, as this would be the final Executive Board meeting in which she would be in attendance prior to her retirement.

FINANCE AND INEQUALITY

90 Discretionary Housing Payments

The Assistant Chief Executive (Citizens and Communities) submitted a report providing an update on Discretionary Housing Payment (DHP) expenditure and the actions which were being taken to both meet the needs of vulnerable tenants and also manage the scheme's expenditure within the available budget.

In addition, it was noted that the report also sought the Board's approval to submit an application to the Department for Communities and Local Government (DCLG) to utilise Housing Revenue Account funding up to a maximum of £250,000, in order to help deal with DHP awards for Housing Leeds tenants with severe disabilities living in significantly adapted properties.

In considering the report, Members discussed a number of matters which related to the current national policies affecting vulnerable tenants and the impact of such policies upon the demand for DHPs.

RESOLVED –

- (a) That the pressures on the DHP fund and the actions being taken to deal with the pressures, be noted;
- (b) That the application to the DCLG to use Housing Revenue Account funding up to a maximum of £250,000 to help deal with DHP awards for Housing Leeds tenants with severe disabilities living in significantly adapted properties, be approved;
- (c) That a report be received in the new year from the Assistant Chief Executive (Citizens and Communities) on a proposed DHP scheme for 2015/16, following Department for Work and Pensions (DWP) confirmation of DHP funding.

91 Medium Term Financial Strategy 2015/16 - 2016/17

The Deputy Chief Executive submitted a report which set out the principles and assumptions underlying the proposed financial strategy covering the years 2015/16 to 2016/17. It was noted that the financial strategy would provide the framework for the preparation of the 2015/16 initial budget proposals which were scheduled to be presented to Executive Board in December 2014.

In considering the proposed medium term financial strategy, the Board discussed the national context specifically in respect of the cumulative funding reductions which had been experienced by the Council to date, together with the indicative financial settlement proposals for 2015/16. Members also gave consideration to a range of issues relating to the Government's current funding model for Local Authorities and looking to the future, highlighted the unprecedented financial challenge that the Council faced.

RESOLVED – That the Medium Term Financial Strategy for 2015/16 - 2016/17 be approved, and that the assumptions and principles outlined in the submitted report be used as a basis for the detailed preparation of the Initial Budget Proposals for 2015/16.

92 Financial Health Monitoring 2014/15: Month 5

The Deputy Chief Executive submitted a report presenting the Council's projected financial position for 2014/15 after five months of the financial year.

The Deputy Chief Executive provided an update to the Board and indicated that the draft month 6 figures showed a further deterioration in the Council's financial position by approximately £1,000,000.

RESOLVED – That the projected financial position of the authority after five months of 2014/15, as detailed within the submitted report, be noted.

93 Citizens@Leeds:Delivering Community Hubs Across the City

Further to Minute No. 47, 16th July 2014, the Assistant Chief Executive (Citizens and Communities) submitted a report which set out proposals aimed at the delivery of a sustainable network of Community Hubs across the city. The report outlined the high-level basis upon which a city-wide network of Community Hubs could be developed; building upon the successes and learning from the three pathfinder hubs agreed by Executive Board in November 2013.

Members welcomed the proposals detailed within the submitted report, particularly with regard to their integrated and innovative nature.

RESOLVED –

- (a) That the adoption of a city-wide community hub model which sees a network based approach, developed in partnership with Community Committee's and local Ward Councillors, and supported by a city centre community hub, be approved;
- (b) That the proposal to bring together all existing community based one stop centres, libraries and housing management offices, to be managed as a single set of 'front of house' services, in order to enable the development of a city-wide network of community hubs, be approved;
- (c) That the proposal to create a single 'front of house team' in order to provide the community hub workforce, be approved, with the team being made up from all existing 'front-of-house' staff based in customer services, libraries, housing Leeds and jobs and skills;
- (d) That the Assistant Chief Executive (Citizens and Communities) be authorised to progress the detailed design of the proposed city-wide community hub network and associated workforce arrangements, as set out within Section 5 of the submitted report;
- (e) That an update report be submitted to Executive Board in March 2015 providing an update on the progress being made and the development of a detailed business case to support delivery of the aspirations, as outlined within the submitted report.

HEALTH AND WELLBEING

94 Due North: Report of the Inquiry on Health Equity for the North

The Director of Public Health submitted a report which outlined the key recommendations arising from the report entitled 'Due North', a document which reported the findings from the inquiry undertaken in relation to health equity for the North. In addition, the report sought agreement on ways to implement those recommendations through the Leeds City Region.

Members discussed the detail of the Executive Summary from the 'Due North' report, which had been compiled by the Inquiry Panel on Health Equity for the North of England, specifically around the nature of the associated recommendations, the narrative used and also the findings in respect of young people.

RESOLVED –

- (a) That the findings and recommendations of the 'Due North' report be supported;
- (b) That the Board's influence be used in the Leeds City Region and the Combined Authority in order to progress the recommendations of the 'Due North' report and to help achieve the ambitions of the city;
- (c) That the Health and Wellbeing Board be requested to review the recommendations and to identify opportunities for further progress at both city wide and local level.

TRANSPORT AND THE ECONOMY

95 Asset Management Plan

The Director of City Development submitted a report which sought approval of the Asset Management Plan for the period 2014 - 2017, as presented within Appendix 1 to the submitted report.

Councillor Groves, as Chair of the Scrutiny Board (Sustainable Economy and Culture) presented the key findings of the Scrutiny Board arising from its prior consideration of the draft Asset Management Plan. The Scrutiny Board's comments were detailed within Appendix 2 to the submitted report.

The work which was being undertaken in line with the Government's 'One Public Estate' programme was noted, together with the progress which was being made with other public sector partners as part of this initiative.

RESOLVED –

- (a) That the Asset Management Plan be approved;
- (b) That it be noted that the implementation timescale for the plan is 2014-2017; and
- (c) That it be noted that the Head of Asset Management is responsible for implementation of the plan.

96 Chief Asset Management and Regeneration Officer - Christine Addison

On behalf of the Board, the Chair paid tribute to and thanked the Chief Asset Management and Regeneration Officer, Christine Addison, for her services to the Council, as this would be the final Executive Board meeting in which she would be in attendance prior to her leaving the Council for a new position.

CHILDREN AND FAMILIES

97 Domestic Violence and Abuse Programme Update

The Director of Children's Services, the Director of Environment and Housing and the Director of Public Health submitted a joint report providing an update on the progress made in tackling domestic violence and abuse, both in terms of response to Scrutiny Board findings and in the wider programme of work aimed at addressing Domestic Violence and Abuse in Leeds. In addition, the report also sought support for the approach being adopted to tackle such matters in Leeds.

Councillor Anderson, as Chair of the Scrutiny Board (Safer and Stronger Communities) presented the key findings and recommendations of the Scrutiny Board following its Inquiry into this matter. A summary of the Scrutiny Board's desired outcomes and recommendations were detailed within Appendix A to the submitted report.

Members welcomed the submitted report and paid tribute to the members of the Scrutiny Board (Safer and Stronger Communities) for the considerable work which they had undertaken on this wide ranging Inquiry. In considering the report, specific emphasis was placed upon the vital importance of a cross-departmental and multi-agency approach when tackling the issues arising in this area.

RESOLVED –

- (a) That the actions being taken across the Council and by partners to tackle Domestic Violence and Abuse be noted, and that the direction of travel being taken, be agreed;
- (b) That the recommendations of the Scrutiny Board (Safer and Stronger Communities), as detailed within Appendix A to the submitted report, be received and endorsed.

98 Information on the annual admissions round for September 2014 entry and upcoming consultation for 2016 policy.

The Director of Children's Services submitted a report which provided statistical information on the annual admissions round for entry to Reception and Year 7 for September 2014. The report highlighted that the rising birth rate had been impacting upon entry to Reception particularly since 2009 and the impact on entry to year 7 was now affecting some areas of the city. In addition, the report further considered the potential effect of the latest government consultation on changes to the Admissions Code, and the potential for changes within the Leeds City Council Admissions Policy.

RESOLVED – That the following be noted:-

- The numbers of applications for both phases of education, the percentage of successful first preferences for secondary admissions was 86% (up from 84% last year) and for Reception admissions was 85% (same as last year).

- The percentage of parents receiving one of their top three preferences was 96% for secondary and 94% for primary, compared to 94% for each last year.
- The percentage of parents getting none of their preferences and made an alternative offer instead was 3.2% in secondary (6.5% last year) and 5% in primary (same as last year)
- The contents of the government consultation on changes to the admissions code for 2016.
- The work with key partners in order to provide a package of measures to support families to ensure their applications are made appropriately and in a timely fashion.

DATE OF PUBLICATION: FRIDAY, 17TH OCTOBER 2014

**LAST DATE FOR CALL IN
OF ELIGIBLE DECISIONS:** FRIDAY, 24TH OCTOBER 2014 AT
5.00P.M.

(Scrutiny Support will notify Directors of any items called in by 12.00noon on Monday, 27th October 2014)