

SCRUTINY BOARD (SUSTAINABLE ECONOMY AND CULTURE)

Meeting to be held in Civic Hall, Leeds, LS1 1UR on
Tuesday, 21st October, 2014 at 1.30 pm

(A pre-meeting will take place for ALL Members of the Board at 1.00 p.m.)

MEMBERSHIP

Councillors

A Castle	-	Harewood;
J Chapman	-	Weetwood;
D Cohen	-	Alwoodley;
P Davey	-	City and Hunslet;
K Groves (Chair)	-	Middleton Park;
R Harington	-	Gipton and Harehills;
A Hussain	-	Gipton and Harehills;
M Ingham	-	Burmantofts and Richmond Hill;
S McKenna	-	Garforth and Swillington;
B Selby	-	Killingbeck and Seacroft;
P Wadsworth	-	Guiseley and Rawdon;

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

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A G E N D A

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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 Head of Governance Services 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			LATE ITEMS To identify items which have been admitted to the agenda by the Chair for consideration. (The special circumstances shall be specified in the minutes.)	
4			DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS 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.	
5			APOLOGIES FOR ABSENCE AND NOTIFICATION OF SUBSTITUTES To receive any apologies for absence and notification of substitutes.	
6			MINUTES - 9 SEPTEMBER 2014 To confirm the minutes of the meeting held on 9 September 2014 as a correct record	1 - 6
7			SCRUTINY INQUIRY - EMPLOYMENT AND SKILLS To consider evidence as the first session of the Board's inquiry on employment and skills	7 - 20
8			DISTRICT HEATING To consider proposals for the development of district heating in Leeds	21 - 30
9			WORK SCHEDULE To agree the Board's work schedule for the remainder of the municipal year	31 - 52

Item No	Ward/Equal Opportunities	Item Not Open		Page No
10			<p>DATE AND TIME OF NEXT MEETING</p> <p>Tuesday 18 November 2014 at 1.30pm (pre-meeting for all Board Members at 1.00pm)</p> <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. 	

SCRUTINY BOARD (SUSTAINABLE ECONOMY AND CULTURE)

TUESDAY, 9TH SEPTEMBER, 2014

PRESENT: Councillor K Groves in the Chair

Councillors A Castle, J Chapman,
D Cohen, R Harington, A Hussain,
M Ingham, S McKenna, B Selby,
P Wadsworth and B Urry

22 Late Items

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

Draft terms of reference for Scrutiny Inquiry on Employment and Skills (agenda item 8) (Minute 27 refers)

23 Declaration of Disclosable Pecuniary Interests

There were no disclosable pecuniary interests declared at the meeting.

However, during consideration of the item entitled Scrutiny Inquiry – Asset Management, Councillor Urry drew the Board's attention to a family interest in a farmers' market held on council land (minute 26 refers).

24 Apologies for Absence and Notification of Substitutes

Apologies for absence were received from Councillor Davey, with Councillor Urry in attendance as a substitute.

25 Minutes - 22 July 2014

RESOLVED – That the minutes of the meeting held on 22 July 2014 be confirmed as a correct record.

26 Scrutiny Inquiry - Asset Management

The Board conducted the second session of its inquiry on asset management.

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

- Councillor Richard Lewis, Executive Member for Transport & Economy
- Christine Addison, Chief Asset Management and Regeneration Officer
- Ben Middleton, Head of Asset Management
- Dale Lynch, Project Manager, Asset Management
- Councillor Caroline Gruen, Ward Member for Bramley
- Pat McGeever, Chief Executive, Health for All
- Steve Hume, Chief Officer Resources & Strategy, Adult Social Care
- Bryan Machin, Leeds Community Healthcare NHS Trust
- Lee Hemsworth, Chief Officer Customer Access, Citizens & Communities

The Board noted apologies from Councillor P Grahame, Chair of the Resources and Council Services Board, who was unable to join the Board for this session of the inquiry.

Councillor Caroline Gruen gave an account of the asset management work being undertaken in Bramley, and also related experience from the Community Asset Transfer of Bramley Baths.

The following issues were raised in discussion:

- The development of a clear vision by local councillors which would bring together a range of accessible co-located services based at the local shopping centre in Bramley; acknowledgement that a rationalisation of local assets would be required to support this; and ongoing discussions with officers and the centre to bring about achievable solutions.
- The experience of Community Asset Transfer at Bramley Baths, including pump priming costs; long-term capital requirement; achieving revenue stability through an imaginative and tailored offer to customers; the sharing of experience with others interested in this route; and the future potential of Community Asset Transfers in Leeds.
- The authority wide review of Community Centres, including issues with lettings policies, and the position of community owned or managed centres.
- A suggestion that a 5 year asset plan for each ward would be helpful, and that it should also take account of non-council owned community buildings
- Acknowledgement that local members must be willing to address the issue of 'sacred cows' in reviewing local assets
- A desire to make the council's assets work better without losing service delivery capacity
- The availability of some funding streams to non-council occupiers, for example the Mary Portas funding

Pat McGeever discussed the role of the third sector in relation to current and future asset management issues

The following issues were raised in discussion:

- The services delivered by Health for All from 5 community premises, largely in south Leeds
- The good working relationship with asset management
- Various types of tenure for council property and the implications of different models for third sector organisations and sustainability
- The role of third sector commissioned services which can pay rent as anchor tenants for premises
- A preference in some quarters for transfer of the asset management responsibility for a building in return for a peppercorn rent, and the implications of this in relation to the requirement for the council to seek market value for its property
- The availability of some funding streams to the third sector which the council would not be able to access, including some European funding

- Community aspirations for places to go, people to meet and something to do
- The possibility of co-locating council staff in third sector buildings in appropriate circumstances
- Work being done with Voluntary Action Leeds (VAL) to scope the future involvement of the third sector in partnership working and the locality asset mapping project
- The potential role of the Clinical Commissioning Groups (CCGs) in relation to third sector sustainability and asset management issues

Steve Hume and Bryan Machin outlined details of the integration of health and social care teams at a neighbourhood level, focusing on the asset management implications of the service change programme.

The following issues were raised in discussion:

- Initial plans for the integration of health and adult social care services to be delivered from 13 neighbourhood bases
- Once the teams have been designed, a longer term rationalisation of assets will take place, seeking to maximise the use of those buildings that are retained and enabling staff to work more efficiently and effectively in the community
- A shift to more personalised care in people's homes leading to a more mobile workforce and less office space requirement
- The majority of savings would take the form of capital receipts, although there would also be some reduction in running costs, especially as less efficient buildings were released
- Explanation that the neighbourhoods were based on GP practice areas, in order to co-ordinate services from a range of practitioners to the same client group
- Financial support from the CCGs for the project
- A commitment to develop future protocols around charging between the council and health for occupation of space
- Some concern about the IT requirements and costs for sharing of information between professional groups

Lee Hemsworth outlined the community hub pilot work and some of the emerging asset management issues.

The following issues were raised in discussion:

- The community hub pilot project, looking to bring together the right mix of services for each community, across the council and its partners, to serve more people better
- Integrated services reflecting the increasingly complex nature of people's needs when they access services
- Early successes in rationalising the use of space and the potential for further savings, particularly in relation to children's centres and housing offices
- Co-location with partners including the police and Job Centre services

- The need to understand the best locations for local people to access services and the development of 'pop up' delivery to help meet some localised need
- The need to be aware of transport costs for customers if services are provided from fewer locations, and the role of pop ups in helping to address this concern
- Developing communication around pop up provision as the services develop
- The proposed extension of community hubs across the city
- The future role of Community Committees in shaping local provision
- The development of charging protocols between partners for space occupied

Ben Middleton presented a report from asset management which provided the additional information requested by the Board at the previous session of the inquiry.

The following issues were raised in discussion:

- An acknowledgement of more work to be done in relation to the clarification of circumstances where market value or peppercorn rentals may be appropriate, and the potential role of Community Asset Transfers.
- Highlighting that the list of surplus and void buildings was reducing
- A commitment to the careful and planned disposal of property in order to avoid creating eyesore vacant sites
- Concerns raised at North East Plans Panel regarding developers profiteering from council asset sales and how best to minimise this
- The need for more schools; national rules around the allocation of council assets for free schools; and the disposal of former school sites
- The return of some properties to social housing
- The Scrutiny Board's wish to review progress with the proposed work set out in paragraphs 3.3 and 3.4 of the report, on under used leased buildings and buildings that would be ideal for other opportunities, given the potential to contribute to the target savings

Members were invited to comment on the draft Asset Management Plan, prior to submission to the Executive Board for approval.

In addition to the issues raised in earlier discussion, the following issues were raised:

- Support for the Plan generally as a sound overview
- Strong support for the corporate landlord proposals
- Commitment from the Scrutiny Board to review progress in delivering the Plan

It was agreed that a summary of the Board's comments on the draft Asset Management Plan would be produced by the Principal Scrutiny Adviser for presentation to the Executive Board alongside the draft Plan.

The Board concluded the session by considering how it wished to proceed with the inquiry.

RESOLVED – That the Board would monitor the progress of the asset management rationalisation programme on a regular basis, initially in six months' time.

(Councillor Wadsworth joined the meeting at 1.40pm and the following members left the meeting during discussion of this item: Councillor Hussain at 2.45; Cllr McKenna at 2.50; Councillor Selby at 3.25; and Councillor Wadsworth at 3.30.)

27 Draft Terms of Reference - Scrutiny Inquiry on Employment

RESOLVED – That the terms of reference for the Board's inquiry on employment and skills be approved.

28 Work Schedule

The Board received a report of the Head of Scrutiny and Member Development which set out the latest version of the Board's work schedule. Members noted that a second working group meeting on the Grand Theatre would be required in December.

RESOLVED –

- a) That the work schedule be agreed, subject to the addition of a meeting of the Grand Theatre working group in December;
- b) That a representative of the Health and Wellbeing and Adult Social Care Scrutiny Board and a representative of the Children and Families Scrutiny Board be invited to participate in the Board's forthcoming work in relation to sport and active lifestyles; and
- c) That a representative from the Safer and Stronger Communities Board be invited to participate in the Board's planned scrutiny of district heating.

29 Date and Time of Next Meeting

Tuesday 21 October at 1.30pm (a pre-meeting will start at 1.00pm for Board members.)

(The meeting finished at 3.40pm)

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Report of Head of Scrutiny and Member Development

Report to Scrutiny Board (Sustainable Economy and Culture)

Date: 21 October 2014

Subject: Scrutiny Inquiry – Employment and Skills

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

Summary of main issues

1. At the first meeting of the Board in July, Members agreed that they wished to prioritise employment and skills as a topic for inquiry this year. This follows on from previous work undertaken by this Board over the past few years.
2. Two working group meetings were held during August to scope the inquiry and the attached terms of reference were agreed by the Board at its September meeting (Appendix 1).
3. The first formal session of the inquiry was scheduled for this meeting. Representatives from the Department for Work and Pensions (DWP) Jobcentre service have been invited to attend the Board to discuss the change to a digital by default service for jobseekers.
4. A report coordinated by the Director of City Development is attached (Appendix 2). Councillor Mitchell, Lead Member for Digital & Creative Technologies, Culture & Skills, and officers from City Development, Resources and Citizens and Communities will also be at the meeting to respond to members' questions and comments.
5. The next session of the inquiry is scheduled for the Board's meeting on 13 January 2015, as set out in the terms of reference. In the meantime it is intended to arrange for members to visit a community hub and a jobcentre.

Recommendation

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

Background documents¹

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.

SCRUTINY BOARD (SUSTAINABLE ECONOMY AND CULTURE)

EMPLOYMENT AND SKILLS INQUIRY

TERMS OF REFERENCE

1.0 Introduction

- 1.1 This Scrutiny Board has conducted a series of inquiries over the past few years around the theme of jobs and skills, reflecting the importance of this issue within the council's priorities. At its first meeting of the new municipal year Board members agreed that they wished to conduct a further inquiry this year.
- 1.2 Two working group sessions were held during August, where members discussed potential areas of focus with senior officers from the Employment and Skills service in City Development.
- 1.3 In particular the working group was made aware of a significant change in the operation of DWP Jobcentres, to a digital by default service for jobseekers, due to be implemented in the autumn.
- 1.4 The working group was also made aware that Employment and Skills will work with Citizens@Leeds Programme Board to engage services and partners to explore how existing customer and claimant data can be used intelligently to identify target customer groups to more effectively join up services and extend service reach and realign its resources to those furthest from the labour market. This information would be used to review and realign and commission new provision to make best use of limited partner resources.
- 1.5 Following these meetings, it was proposed that this year's inquiry should focus on these two areas: understanding the implications of current changes in the way that DWP Jobcentre services to jobseekers are provided, placing a greater emphasis on digital access; and pooling intelligence and resources to identify and support key target groups to access work.
- 1.6 It was agreed that this inquiry would focus particularly (although not exclusively) on adult employment, given the number of recent pieces of scrutiny work that have focused on young people's access to the job market. This includes a number of inquiries conducted by the Children and Families Scrutiny Board.

2.0 Scope of the inquiry

- 2.1 The purpose of the Inquiry is to make an assessment of and, where appropriate, make recommendations on the following areas:
 - The implications of the DWP's shift to digital access for those seeking to find work;

- Ways in which other services, including the council, should respond to these changes;
- The effective organisation and application of the council's resources in support of jobseekers; and
- The potential for using an intelligence led approach to identifying target groups for job seeking support.

3.0 Desired Outcomes and Measures of Success

- 3.1 The decision to undertake this Inquiry has been based on the importance of this issue to the best council plan objectives of 'promoting sustainable and inclusive economic growth', and 'supporting communities and tackling poverty'. It also contributes to the objective of 'becoming a more efficient and enterprising council'.
- 3.2 It is important to consider how the Scrutiny Board will deem if its inquiry has been successful in making a difference to local people. Some measures of success may be obvious at the initial stages of an inquiry and can be included in these terms of reference. Other measures of success may become apparent as the inquiry progresses and discussions take place.
- 3.3 Some potential initial measures of success are:
- A shared understanding of the implications and opportunities created by the shift to digital services to support jobseekers and actions required by the Council
 - A shared understanding of the intelligence and data available locally in relation to people who need help to access work
 - Better use of data and resources to identify target groups of people for employment support
 - A partnership proposal offering the high challenge / high support required to move those furthest away closer to paid employment

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. Any comments will be reflected in the final terms of reference.

5.0 Timetable for the inquiry

- 5.1 The Inquiry will take place over two formal Scrutiny Board sessions, supplemented by site visits.

6.0 Submission of evidence

6.1 Session one – 21 October 2014

- To receive evidence from DWP about the change to a digital by default service to jobseekers and the implications for customers
- To receive evidence from Employment and Skills and other relevant council services about the implications of these changes for their services and customer groups

6.2 Site Visits – November/December 2014

- Visit to a Digital Jobcentre
- Visit to a Community Hub

6.3 Session two – 13 January 2015

- To receive evidence from partners contributing to the intelligence led approach to identify priority customer groups
- To comment on emerging proposals for the target priority group(s) and the development of a proposed programme of support

Following the inquiry a report will be produced setting out the Board's conclusions and recommendations.

7.0 Witnesses

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

- Jobcentre Plus District Manager West Yorkshire
- Executive Member for Digital and Creative Technologies, Culture and Skills
- City Development - Employment and Skills and Libraries services
- Chair of the Citizens@Leeds Programme Board - Assistant Chief Executive, Citizens and Communities
- Citizens and Communities – Community Hubs
- Resources – Welfare and Benefits
- Children's Services – Families First programme
- Housing Leeds

8.0 Equality and Diversity / Cohesion and Integration

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

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

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

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

9.0 Post inquiry report monitoring arrangements

9.1 Following the completion of the Scrutiny inquiry and the publication of any final inquiry report and recommendations, the implementation of the agreed recommendations will be monitored.

9.2 The monitoring will be undertaken by the Board. This will be done at regular intervals appropriate to the content of the recommendation.

Report of the Chief Officer Employment and Skills

Report to Scrutiny Board (Sustainable Economy and Culture)

Date 21 October 2014

Subject: Inquiry into Employment and Skills

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

Summary of main issues

1. This report seeks to contribute to the evidence base of the Scrutiny Board's inquiry on employment and skills as set out in the terms of reference approved on 11 September 2014. The report aims to assist the Board to develop an overview of two key areas of work and to shape responses to improve the employment support services available to move people into work.
2. The report provides an overview of the Department for Work and Pensions (DWP) digital roll out programme, due to commence in Leeds in the autumn. It includes the detail of how services are to be delivered for DWP clients and the implications and opportunities for those complimentary services delivered by partner organisations, including the Council.
3. The report also includes information on the second key area of this inquiry, how the Council can use its existing data and that held by partners on customers and claimants to more effectively identify and target key groups for employment support services and align and focus activity to achieve efficiencies and deliver improved outcomes for local residents.
4. The report outlines some of the challenges and opportunities to be addressed that the Scrutiny Board may wish to consider further to contribute to the achievement of key objectives set out in the Best Council Plan 2013-17 to 'promote sustainable and inclusive economic growth by improving the economic wellbeing of local people and businesses'.

Recommendations

Members of Scrutiny Board are asked to note and comment on the contents of the report.

1.0 Purpose of this report

- 1.1 This report provides an overview of the DWP's digital roll out programme, due to commence in Leeds in the autumn and be completed by the end of 2014. It includes the implications for how services are delivered for DWP clients and the implications and opportunities for those complimentary services delivered by partner organisations, including Leeds City Council.
- 1.2 The report also includes information on for the second key area of this inquiry, how the Council can use its existing data on customers and claimants to more effectively identify target groups and align and focus activity to support them into work more effectively.
- 1.3 Sections 3 and 4 of the report provide the context for Digital Jobcentres and the changes to be implemented and the Council's own digital programme for the city. Section 5 details some of the issues arising from these developments. Section 6 provides the context for the planned work to review existing activity and data to better shape the joint planning and delivery of future, local interventions under the Citizens@Leeds Programme Board to support those residents furthest from the labour market.

2.0 Background

- 2.1 Many organisations are increasing digitalisation to make the very best use of technology. The desire to channel shift is not only to achieve cost efficiencies, digitalisation is a key enabler for improved demand management, service responsiveness, customer choice and trend analysis across a range of public and commercial services.
- 2.2 From a customer perspective, this can deliver more efficient and personalised services to those with access, the skills and willingness to engage. However, there is a cohort to whom few or none of the following apply: access to facilities, confidence to engage digitally, confidence to develop own digital capacity, inclination to engage through this channel.

3. The DWP digital programme

- 3.1 As part of an ongoing drive to improve service delivery and effectively meet the needs of employers and jobseekers, DWP is to improve the digital infrastructure in Jobcentres to enable claimants to search and apply for jobs. It is estimated that over 150 million calls to government are avoidable and from a recent DWP Digital Efficiency Report it was found that the average cost of a central government digital transaction can be almost 20 times lower than the cost of telephone and 30 times

lower than face-face service. Therefore moving services to Digital by Default will realise substantial efficiency savings in DWP expenditure.

3.2 More and more vacancies are advertised on-line and this trend is set to continue. It is not only the large, national businesses, 33% of small and medium enterprises (SME's) have an online presence. In addition to the move to on-line applications, many nationals have already moved their assessment processes on-line and once again the indications are that this practice will increase. The existing kit, Job points, are outdated and limited as they allow claimants to search but not apply directly for jobs available on Universal Jobmatch and do not allow searches on other internet job sites. Additionally, as Universal Credit (UC) develops, DWP will increasingly expect claimants to be more self-reliant.

3.3 In brief, DWP Digitalisation includes:

- Installation of 100 Web Access Devices (WAD's) across the 8 Jobcentres in Leeds
- Replacement of old equipment
- Removal of customer access phones to allow 'assisted service' rather than open access
- New front of house arrangements to assess customer digital capability
- Assisted Service (1:1 appointments if necessary) for those requiring more intensive support

3.4 This work will help modernise the digital infrastructure across sites and will help to further transform local labour market delivery of services through the development of modern, efficient delivery mechanisms designed to improve the experience for individuals, employers and partners. In the future, this will also support the delivery of Universal Credit and the move to a digital, self service delivery model.

3.5 These changes will deliver a more flexible estate to encourage and manage footfall into the local Jobcentres and to provide the "assisted service". The principles of the assisted service are that the majority of claimants will reasonably be expected to use their own telephony/digital channels to resolve their queries. Where this is the case, they will be informed of the most appropriate means for them to do so and advised of how to resolve any issues themselves. However, where this is not possible, a supported service will be provided in the Jobcentre. This may be because: the claimant has no access to other channels; the claimant is vulnerable; or the situation in which they find themselves leaves them in a vulnerable position.

3.6 By providing the change now, Jobcenters will be able to:

- provide claimants with the digital tools to assist them in fulfilling their obligations for receiving benefit
- support the increasing trend for new benefit claims and changes to be conducted online
- enable DWP partners to deliver services from our estate, including CV group sessions where appropriate

4.0 The Leeds City Council digital programme

- 4.1 There is a wide range of publicly accessible digital access supported by LCC across the City. There is a contract in place with Virgin Media Business (VMB) which covers the city centre and offers Free Public Wi-Fi in Millenium Square and Briggate through the use of existing street furniture. In addition, there is another tender in process which will cover the remaining area up to the city boundary and will again offer Free Public Wi-Fi based on street furniture.
- 4.2 Free Public Wi-Fi is also being rolled out within LCC public buildings under the government's funded Super Connected Cities Programme. This includes all LCC libraries, the Town Hall, City Museum and Art Gallery. This service is being extended into Children's, Community and Sports Centres, will eventually include 103 public buildings and will be complete by January 2015. In addition to free WI-Fi, Hubs, Libraries and other centres also provide Public Access PC's which provide access to a range of services.
- 4.3 The Council is already improving its customer service infrastructure and framework. The creation of Community Hubs provides an integrated front of house service to provide a more holistic offer to customers. It also ensures that in terms of more complex enquires we are able to ensure that we can provide the right resource in the right place at the right time, for specialist, wraparound support.
- 4.4 Hubs are increasing availability of the public access digital resource –additional computers, wi fi – and the Council is also improving the digital capability of individuals and communities through its delivered and commissioned Community Learning offer. Offering a variety of levels, progression opportunities and curricula to meet a broad range of needs, this digital inclusion and capacity building is a key priority for this area of provision.

5.0 Issues for consideration

- 5.1 There is a need to improve the position of those groups most digitally excluded. In order to achieve this, the Council and partners must consider different ways of promoting the benefits of being on line, not only for the purposes of securing and sustaining employment but increasingly, to access a range of public services including welfare support. This must be blended into the skills packages within delivered and commissioned training programmes and from entry level.
- 5.2 LCC research undertaken in 2012 detailed those neighbourhoods with the highest proportion of households without access to the internet and included Cottingley, Lincoln Green, Chapeltown, Gipton, Seacroft, Burley, Hawksworth. Despite the pace in roll out of universal WI-FI since this research was undertaken, there are groups within this analysis that remain disengaged as they are not defined merely by geography but by other indicators of social exclusion – income, age, disability, etc. It is not surprising therefore that these neighbourhoods overlay some the city's most deprived communities.
- 5.3 Experience within the existing Hubs demonstrates that there has been a significant increase in the take up of support facilities on matters that are DWP related, particularly, the use of the free public telephone facilities available within Hubs to contact DWP. However, it is not possible to determine whether there is a direct correlation to the DWP's removal of their Customer Access Phones within Jobcentres, a move designed to increase self- service and maximise use of online channels.

6.0 An intelligence led approach approach to commissioning integrated employment support services

- 6.1 Many jobseekers face a range of complex and often overlapping issues which prevent them finding and sustaining work. People can be referred to a variety of different services and providers that operate independently of each other including the Jobcentre, commercial and third sector providers and the local authority and health services. The extent to which these services work together varies and can mean that cross-cutting issues are sometimes not addressed effectively along with the potential for duplication of effort. This is confusing for the service customer, and an inefficient use of public resources.
- 6.2 Employment support and skills provision is complex and fragmented, currently overseen by 3 Government Departments; DWP, BIS and DfE and their agencies. It is also commissioned at different levels – nationally, regionally, city region and local and sub-local - with frequent programme changes and new initiatives. Jobseeker access to programmes is governed by a range of eligibility and conditionality measures including age, duration of unemployment, specific barriers etc. Joining it up at the local level is difficult given the openness of the market place, and this can therefore lead to duplication and inefficiencies and a system that is difficult for individuals and businesses to navigate. There are many examples of good partnership work locally but there are also opportunities to improve outcomes and achieve savings to the public purse through integration, improved targeting and extended reach.
- 6.3 In line with the ethos of Citizens@Leeds' customer focus and the ambition to be more responsive to local needs, the Council is looking to develop more coherent services that make best use of a limited public resource. The city hosts some excellent work, achieving national attention. However, there is still work to do in locating and reducing the potential for duplication, where successive, similar interventions are delivered by different programmes in an uncoordinated way. An example is the Families First programme where 92% of the families supported include out-of-work benefit claimants but the extent to which they overlap with the participants of programmes commissioned and delivered by Employment and Skills is not known. Many of these families could also be receiving support through a number of other initiatives.
- 6.4 The Citizens@Leeds Programme Board provides an appropriate partnership forum in which to take this work forward with key stakeholders. A working group has been established to better understand the opportunities for greater integration to provide more coherent local services that deliver service improvements and greater efficiencies. This will be informed by an analysis of customer target groups and claimants. Working group members will include representatives from the Council's Employment and Skills, Welfare and Benefits, Public Health, Housing Leeds and Children's Services and also representatives from Jobcentre Plus and The Housing Alliance. It is planned to complete this initial analysis over the next 2 months to shape future support for those furthest from the labour market.

7.0 Corporate Considerations

7.1 Consultation and Engagement

- 7.1.1 The report provides information to inform the Board in its considerations and does not require further consultation at this stage. The development of specific initiatives arising from this inquiry will be subject to engagement with stakeholders including elected members, communities and service users as required.

7.2 Equality and Diversity / Cohesion and Integration

- 7.2.1 There are clear links between unemployment and inequality of other outcomes for education, health and life expectancy. The focus of this inquiry, on key initiatives to improve outcomes by working differently with individuals to develop their digital capacity alongside personalised and integrated packages of support, will help to improve those outcomes for priority groups. Specific equality impact assessments will be undertaken on specific initiatives arising from this work and decisions as required.

7.3 Council Policies and City Priorities

- 7.3.1 The activities outlined in the report support the achievement of key objectives set out in the Best Council Plan 2013-17, namely to 'promote sustainable and inclusive economic growth by improving the economic wellbeing of local people and businesses'

7.4 Resources and Value for Money

- 7.4.1 There are no specific decisions arising from this report.

7.5 Legal Implications, Access to Information and Call In

- 7.5.1 There are no legal implications arising from this report.

7.6 Risk Management

- 7.6.1 Existing programmes of delivery are supported by risk management plans which are reviewed on a regular basis. Proposals for action arising from the inquiry will be subject to a risk management assessment and action plan.

8.0 Conclusions

- 8.1 The implementation of Digital Jobcentres will improve the quality of the offer and therefore the customer experience for a large number of jobseekers. It will provide the foundation for a major culture shift in the way jobseekers transact with DWP. It also has a potential to reduce demand on the digital resource of partner organisations by increasing the available resource within Jobcentres.
- 8.2 However, experience within the existing Council Hubs demonstrates that there has been a significant increase in the take up of facilities available to deal with employment and benefit related matters. This clearly increases demand for Council services and potentially costs. Therefore, although there are savings in one area of the public purse, this is not always the case .

- 8.3 The Council is already making a number of changes to the way it delivers services through the current Hub model and through the development of new intelligence led approaches which join up existing packages of support. It is also already expanding its resource to facilitate its own channel shift programme. However, increasing customer reliance on the Council's support resource makes the need for these changes more acute.
- 8.4 Until the DWP digital roll out is complete and the Assisted Service is in place for those customers with limited digital capability, it will not be possible for DWP to assess its sufficiency, nor the Council to assess the impact on its own support services and facilities.

9 Recommendations

- 9.1 Members of Scrutiny Board are asked to note and comment on the content of the report.

10 Background documents

- 10.1 There are no background documents.

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Report of Head of Sustainable Energy and Climate Change

Report to Scrutiny

Date: 21st October 2014

Subject: District Heating

Are specific electoral Wards affected?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If relevant, name(s) of Ward(s): See map in Appendix 1		
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?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If relevant, Access to Information Procedure Rule number: Appendix number:		

Summary of main issues

1. The Recycling and Energy Recovery Facility currently being constructed at Cross Green is already designed to generate enough electricity to power over 22,000 homes. There is a further opportunity to harness the heat that is also produced whilst processing the waste, and develop a District Heating Scheme.
2. The report outlines the next steps to realise the first of an ambitious three phase project that will look at supplying heat from the Recycling & Energy Recovery Facility to a number of council owned tower blocks and operational buildings, as well as public and private sector commercial buildings and to significant development sites in the city centre.
3. It is estimated that more than 2,000 flats in parts of the city where fuel poverty is most prevalent could have their heat supplied direct during the first phase of the scheme. This first phase would build the foundations for a wider district heating network that can be developed in the future and also create confidence in the principle of heat networks and possible further schemes.

Recommendations

4. Scrutiny to note the contents of the report and comment on potential district heating connections along the proposed route.

1 Purpose of this report

- 1.1 To update scrutiny on work currently underway to develop an ambitious city wide district heating network and to provide scrutiny members with an opportunity to comment on these plans.

2 Background information

- 2.1 The Council aims to reduce carbon emissions by 40% by 2020 across the city. This requires us to take every opportunity to reduce carbon, including the development of a sustainable, modern, decentralised energy infrastructure for the city where energy generation can be shared at a local level through public and private partnerships.
- 2.2 The Recycling and Energy Recovery Facility currently being constructed at Cross Green is already designed to generate enough electricity to power over 22,000 homes. There is a further opportunity to harness the heat that is also produced whilst processing the waste, and develop a District Heating Scheme.
- 2.3 The report outlines the next steps to realise the first of an ambitious three phase project that will look at supplying heat from the Recycling & Energy Recovery Facility (RERF) to a number of council owned tower blocks and operational buildings, as well as public and private sector commercial buildings and to significant development sites in the city centre.
- 2.4 It is estimated that more than 2,000 flats in parts of the city where fuel poverty is most prevalent could have their heat supplied direct during the first phase of the scheme. This first phase would build the foundations for a wider district heating network that can be developed in the future and also create confidence in the principle of heat networks and possible further schemes.

3 Main issues

3.1 Current Work on District Heating

- 3.2 The Council has been aware of the benefits of heat networks for some years and already operates several small networks within tower blocks, such as at Saxton Gardens, Cottingley Heights and Ebor Gardens. A biomass network supplying 231 flats in the two Clydes multi-storeys and the Phil May Court sheltered housing block are due to start construction this year.
- 3.3 The Council promotes heat networks to private sector developers, with new networks being recently approved for both housing and commercial properties. The Council has included a specific district heating enabling policy within the draft Core Strategy (EN4) which has been examined in public and will be adopted this year, subject to the planning inspector's approval.
- 3.4 In addition, it is a requirement of the contract with Veolia that the RERF be combined heat & power (CHP) enabled. This essentially means that the RERF be designed such that the necessary works and installation of infrastructure required

to take heat for a district heating scheme can be completed without significant disruption or modification of the RERF.

- 3.5 Veolia's proposals envisage that the turbine at the RERF (as well as being capable of producing electricity) incorporates space for an additional piece of equipment known as a grid control valve in order to provide for a more efficient off-take of heat as part of any CHP scheme. This, along with additional components, can be retro-fitted to the RERF to allow the simultaneous production of both electricity and useful heat. This makes the RERF both more environmentally beneficial as the heat can replace gas and other fossil fuels currently used to provide heating and / or cooling to commercial, public sector and/or residential properties, and more cost effective as the heat generated is likely to be worth more than the sacrificed electricity.

3.6 Aims and Benefits of District Heating

- 3.7 In summary, the primary aims are:

- To reduce vulnerable residents' fuel bills by c10% to tackle fuel poverty;
- To maximise CO₂ emissions reduction opportunities associated with the RERF to contribute to our citywide target of 40% CO₂ reductions between 2005 and 2020;
- To establish the first phase of a city-wide district heating network to stimulate additional investment in heat networks as a way to provide low carbon heat from the perimeter to the city centre.

- 3.8 In addition to the benefits implicit in the aims, the principal anticipated benefits are:

- Creation of construction and maintenance jobs;
- Greater retention of wealth within the local economy;
- Demonstration of the benefits of district heating with a view to persuading public and private sector partners to connect;
- Initiation of a strategic network to allow us to implement policy EN4, requiring new developments to connect and providing an outlet for heat from proposed waste/energy activities in the Aire Valley;
- Removable of outdated storage heaters leading to improved comfort levels in flats and more controllable heating;
- Further enhancement of the environmental performance of the RERF, and clear benefits of using the heat locally.

3.9 Heat Mapping and Energy Masterplanning

- 3.10 Leeds City Region (LCR) commissioned Ramboll in September 2013 to undertake heat mapping for all 10 LCR authorities, and energy masterplanning in Kirklees

and Leeds. The energy masterplanning in Leeds city centre and the Aire Valley has involved the following stages:

- 3.10.1 Mapping existing and future heat demands
- 3.10.2 Identifying the technical and economic viability of a number of potential low carbon heat supply opportunities;
- 3.10.3 Establishing and testing the economic potential of possible heat network configurations around the known demands, the existing supply assets and future low carbon supply opportunities;
- 3.10.4 Establishing the extent of a viable heat network opportunity and an outline strategy for delivery, including phasing. This is summarised in the map included at Appendix 1 of this report.
- 3.11 The energy masterplan (soon to be published on www.leedscityregion.gov.uk) identifies a realistic strategic network that could be developed over the long-term to supply c150MW of peak demand with c40MW of heat capacity from low carbon generation sources. Ramboll have identified a wide range of heat sources for this long-term project including other Energy Recovery Facilities, data centres and industrial processes and hundreds of development sites and existing buildings that could connect to make use of the heat. In simple terms, 40MW of low carbon generation would provide enough heat for approximately 48,000 average homes, equivalent to all the houses in a city the size of Exeter. This is an important piece of work as it articulates how a critical piece of infrastructure could help deliver the Council's carbon reduction ambitions. However, the short-term priority for the Council is to build an initial network to supply heat from the RERF in order to generate confidence in heat networks and create an oversized spine heat network that can then be developed over future phases.
- 3.12 The district heating project has therefore been split into three distinct phases. The first of these is to supply heat from the RERF to a number of Council owned multi storey flats, public sector buildings, private sector commercial buildings and significant development sites in the city centre.
- 3.13 Heat Network Delivery Unit (HNDU) Application for Grant Funding**
- 3.14 The Council now needs to undertake further techno-economic feasibility work and detailed project development for this first phase. To help fund this work, the Council has applied for £210k from the Government's Heat Network Delivery Unit (HNDU). If successful, this will allow the completion of all the work required to procure delivery partner(s) for this first phase. Ramboll and the Carbon Trust have worked with the Council to identify the key tasks and associated timelines, and have produced an implementation plan which would allow the Council to complete the phase 1 heat network by late 2017.
- 3.15 More work needs to be done with the HNDU funding to make sure that the district heating provides maximum social benefits to the city. This will include building a social impact plan into the delivery phase to quantify the number of local jobs and training opportunities that will be created and critically work to understand the

needs of the tenants who will be connected. Initial estimates are that the c2,000 flats that we aim to connect will each save around £60-80 pa, a total of c£140,000 pa, and tenants will benefit from modern, effective and controllable heating systems. In addition, we will aim to provide energy efficiency advice to residents to maximise their savings and are investigating how we can include wifi and smart technologies as part of the retrofit programme to save more energy and improve access to council services.

- 3.16 In terms of the commercial delivery vehicle for the future installation and operation of a district heating network, officers are now undertaking options appraisal work to determine the most beneficial model.

3.17 Next Steps

- 3.18 The council has established a project team comprising officers from the Public Private Partnership Unit, Sustainable Energy and Climate Change, Housing Leeds and Waste Management. This is supplemented by ad hoc support from other teams including Asset Management, Highways, Planning and Finance. This team has established the draft project plan shown in Appendix 2.

4 Corporate Considerations

4.1 Consultation and Engagement

- 4.1.1 Tenant consultation and stakeholder engagement regarding district heating forms a key part of the work we have sought HNDU funding for. This will take place in late 2014 / early 2015.

4.2 Equality and Diversity / Cohesion and Integration

- 4.2.1 An Equality, Diversity, Cohesion and Integration Screening was undertaken in August 2014 for the District Heating Project. This concluded that district heating would have an overwhelmingly beneficial impact, by reducing fuel costs for tenants in some of the more deprived parts of the city, with consequent positive impacts on fuel poverty and cold related ill health.

4.3 Council policies and City Priorities

- 4.3.1 The district heating project supports delivery of the Best Council Objective, 'Supporting communities and tackling poverty' by reducing fuel costs and cold-related ill health.
- 4.3.2 The inclusion of district heating with the RERF clearly supports the Visions for Leeds aim to ensure that "all homes are of a decent standard and everyone can afford to stay warm" and several Best City objectives:
- Best city... for business:
 1. Support the sustainable growth of the Leeds' economy;
 2. Improve the environment through reduced carbon emissions.

- Best city... to live:
 1. Maximise regeneration investment to increase housing choice and affordability within sustainable neighbourhoods;
 2. Improve housing conditions and energy efficiency.

4.4 Resources and value for money

- 4.4.1 Although at an early stage of development, providing district heating from the RERF could increase income from the Project as well as reduce fuel bills for tenants and commercial sites by around 10% per annum. This will be defined using HNDU funding as the next stage of the programme

4.5 Legal Implications, Access to Information and Call In

- 4.5.1 n/a

4.6 Risk Management

- 4.6.1 The project team established to take forward the district heating work are currently developing a full project plan and risk register.

5 Conclusions

- 5.1 The council has a unique opportunity to create a citywide district heating network over the next 10-15 years. This will connect some of the relatively small scale district heating networks already in place and allow new networks to expand rapidly to enable existing buildings to connect and new developments to be built with district heating connections in place.
- 5.2 This network will be based upon a first phase which connects thousands of council flats and large public and private sector buildings in the city centre and will make use of low carbon heat generated by the RERF.
- 5.3 Although the detailed feasibility and business planning is still in the relatively early stages, the energy masterplanning undertaken by Ramboll has provided confidence that the network is both technically feasible and financially viable. A strong project team has been put in place and if HNDU funding is secured, will be well resourced to quickly take the project to the next stage.

6 Recommendations

- 6.1 Scrutiny to note the contents of the report and comment on potential district heating connections along the proposed route.

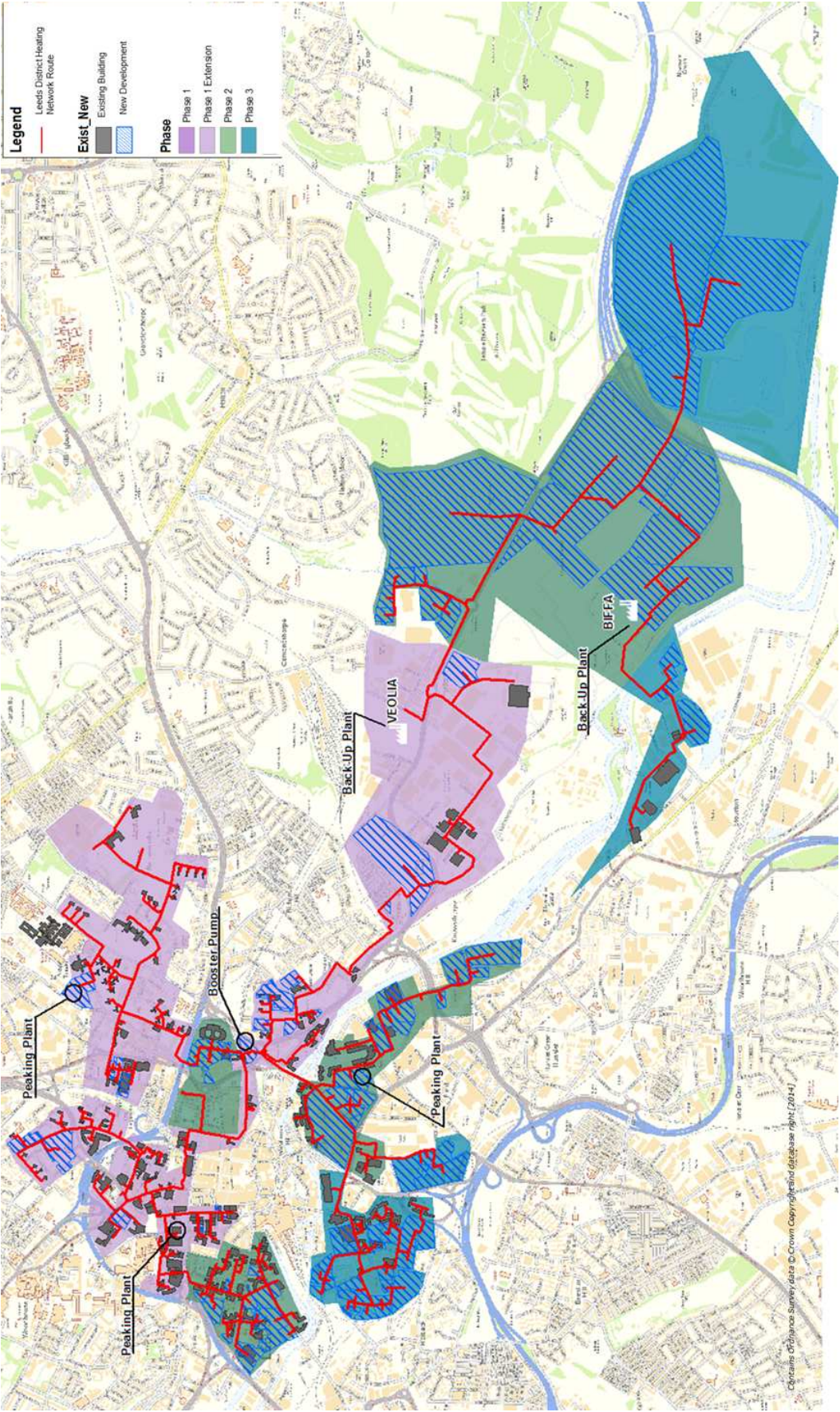
7 Background documents¹

- 7.1 Energy Masterplan (Ramboll, 2014)

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.

7.2 HNDU grant applications, June 2014

Appendix 1 – outline network



Appendix 2 – draft project plan

32					
33	Stage 2 - Procurement of advisors	20 days	Wed 17/09/14	Tue 14/10/14	
34	Procurement of technical advisor	20 days	Wed 17/09/14	Tue 14/10/14	
35	ITT issued	0 days	Wed 17/09/14	Wed 17/09/14	8,19,3
36	Mini-competition	10 days	Wed 17/09/14	Tue 30/09/14	35
37	Evaluation	5 days	Wed 01/10/14	Tue 07/10/14	36
38	Contract awarded	5 days	Wed 08/10/14	Tue 14/10/14	37
39					
40	Procurement of legal advisor	20 days	Wed 17/09/14	Tue 14/10/14	
41	ITT issued	0 days	Wed 17/09/14	Wed 17/09/14	8,19,3
42	Mini-competition	10 days	Wed 17/09/14	Tue 30/09/14	41
43	Evaluation	5 days	Wed 01/10/14	Tue 07/10/14	42
44	Contract awarded	5 days	Wed 08/10/14	Tue 14/10/14	43
45					
46	Stage 3 - detailed feasibility study (DFS)	115 days	Tue 21/10/14	Tue 31/03/15	44
47	Initiation meeting	0 days	Tue 21/10/14	Tue 21/10/14	44FS+5
48	Detailed feasibility work	75 days	Wed 22/10/14	Tue 03/02/15	47
49	DFS submitted	0 days	Tue 03/02/15	Tue 03/02/15	48
50	Review of DFS & feedback from project team	15 days	Wed 04/02/15	Tue 24/02/15	49
51	Finalisation of DFS	10 days	Wed 25/02/15	Tue 10/03/15	50
52	Options appraisal - DFS outputs	10 days	Wed 11/03/15	Tue 24/03/15	51
53	Project board receive executive summary of DFS and a report regarding options identifying the preferred route	5 days	Wed 25/03/15	Tue 31/03/15	52
54	Project board approves preferred procurement option	0 days	Tue 31/03/15	Tue 31/03/15	53
55					
56	Stage 4 - procurement of preferred option (model)	240 days	Wed 11/03/15	Tue 09/02/16	
57	Development of PQQ	19 days	Wed 11/03/15	Mon 06/04/15	51
58	Advertisement of tender opportunity via YORtender (PQQ published)	0 days	Mon 06/04/15	Mon 06/04/15	57
59	PQQ period	30 days	Tue 07/04/15	Mon 18/05/15	58
60	Evaluation of PQQs	10 days	Tue 19/05/15	Mon 01/06/15	59
61	Preparation of ITT documentation	40 days	Tue 07/04/15	Mon 01/06/15	57
62	Publication of ITT	0 days	Tue 02/06/15	Tue 02/06/15	61FS+1
63	ITT period	140 days	Wed 03/06/15	Tue 15/12/15	62
64	Evaluation of bids	30 days	Wed 16/12/15	Tue 26/01/16	63
65	Evaluation report with recommendations sent to project board for their final decision	10 days	Wed 27/01/16	Tue 09/02/16	64
66	Decision made to award to preferred bidder	0 days	Tue 09/02/16	Tue 09/02/16	65
67					
68	Stage 5 - delivery of scheme	233 days	Wed 10/02/16	Fri 30/12/16	
69	Construction of pipework and related infrastructure	233 days	Wed 10/02/16	Fri 30/12/16	66
70	Development of ESCO	233 days	Wed 10/02/16	Fri 30/12/16	66

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Report of Head of Scrutiny and Member Development

Report to Scrutiny Board (Sustainable Economy and Culture)

Date: 21 October 2014

Subject: Work Schedule

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

Summary of main issues

1. The Board's work schedule is attached as appendix 1. The work schedule reflects discussions at the Board's September meeting. It will be subject to change throughout the municipal year.
2. Also attached at appendix 2 are the minutes of the Executive Board meeting held on 17 September 2014, for the Board's information.

Recommendations

3. Members are asked to consider the work schedule and make amendments as appropriate.

Background documents¹

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 (Sustainable Economy and Culture) Work Schedule for 2014/2015 Municipal Year

Area of review	Schedule of meetings/visits during 2013/14		
	1 July	22 July	August
Asset Management	Terms of reference SB 1/7/14	Session One SB 22/7/14	
Tour de France Legacy		Legacy report SB 22/7/14	
20 mph speed limits			
Leeds Let's Get Active Scheme			
Cultural offer			
Sport and Active Lifestyles			
Employment and Skills pathways			Scoping session WG 5/8/14 WG 21/8/14
Requests for scrutiny			
Pre-decision Scrutiny			
Budget & Policy Framework Plans	Minerals Policies SB 1/7/14		
Recommendation Tracking			
Performance Monitoring	Quarter 4 performance report SB 1/7/14		
Contribution to the work of other Scrutiny Boards			Leeds Housing Standard (Led by Housing & Regeneration) WG 28/8/14

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

WG – Working Group Meeting

Scrutiny Board (Sustainable Economy and Culture) Work Schedule for 2014/2015 Municipal Year

Area of review	Schedule of meetings/visits during 2013/14		
	September	October	November
Asset Management	Session Two SB 9/9/14		
Tour de France legacy			
20 mph speed limits			Evidence gathering SB 18/11/14
Leeds Let's Get Active Scheme			
Cultural offer	Events programme WG 12/9/14		European Capital of Culture SB 18/11/14
Sport and Active Lifestyles		Initial meeting WG 2/10/14	
Employment and Skills pathways	Terms of reference SB 9/9/14	Session One SB 21/10/14	Community Learning Scheme WG (Date tbc) Inquiry visits (dates tbc)
Requests for scrutiny			
Pre-decision Scrutiny		District Heating SB 21/10/14	
Budget & Policy Framework Plans			
Recommendation Tracking			Young People's engagement in culture SB 18/11/14
Performance Monitoring			
Contribution to the work of other Scrutiny Boards		European funding and investment (led by Resources & Council Services) 27/10/14	

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

WG – Working Group Meeting

Scrutiny Board (Sustainable Economy and Culture) Work Schedule for 2014/2015 Municipal Year

Area of review	Schedule of meetings/visits during 2013/14		
	December	January	February
Asset Management			
Tour de France Legacy		Progress Report SB 13/1/15	
20 mph speed limits			
Leeds Let's Get Active Scheme	Session Three SB 16/12/14		
Cultural offer	Grand Theatre WG (2/12/14 and 11/12/14)		
Sport and Active Lifestyles			
Employment and Skills pathways	Inquiry visits (dates tbc)	Session Two SB 13/1/15	Digital divide WG (Date tbc)
Requests for scrutiny			
Pre-decision Scrutiny			
Budget & Policy Framework Plans	Aire Valley Action Plan SB 16/12/14 (Date TBC)	Executive Board's initial budget proposals SB 13/1/15	Site Allocations DPD SB 17/2/15 (Date TBC)
Recommendation Tracking			
Performance Monitoring	Quarter 2 performance report SB 16/12/14 Budget update SB 16/12/14		
Contribution to the work of other Scrutiny Boards			

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

WG – Working Group Meeting

Scrutiny Board (Sustainable Economy and Culture) Work Schedule for 2014/2015 Municipal Year

Area of review	Schedule of meetings/visits during 2013/14	
	March	April
Asset Management	Progress Monitoring SB 17/3/15	
Tour de France Legacy		
20 mph speed limits		
Leeds Let's Get Active Scheme		
Cultural offer		
Sport and Active Lifestyles		
Employment and Skills pathways		
Requests for scrutiny		
Pre-decision Scrutiny		
Budget & Policy Framework Plans	Local Flood Risk Management Strategy Annual scrutiny review SB 17/3/15	
Annual review of Partnership		To undertake "critical friend" challenge 14/4/15
Recommendation Tracking		
Performance Monitoring	Maximising Powers to Promote Influence and create Local Employment and Skills Opportunities Quarter 3 performance report Budget update SB 17/3/15	
Contribution to the work of other Scrutiny Boards		

Unscheduled

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

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

WG – Working Group Meeting

EXECUTIVE BOARD

WEDNESDAY, 17TH SEPTEMBER, 2014

PRESENT: Councillor J Blake in the Chair

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

55 Chair of the Meeting

In accordance with Executive and Decision Making Procedure Rule 3.1.5, in the absence of Councillor Wakefield, who had submitted his apologies for absence from the meeting, Councillor Blake presided as Chair of the Board for the duration of the meeting.

56 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 1 to the report entitled, 'Lease at Less Than Best Consideration: Agreement to Lease 4 Miscellaneous Properties to GIPSIL on a 21 Year Lease Agreement', referred to in Minute No. 68 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 relates to the financial or business affairs of particular persons, or organisations, and of the Council. This information is not publicly available from the statutory registers of information kept in respect of certain companies and charities. It is considered that since this information is to be used as part of one to one negotiations in respect of the leases of these properties in this report, it is not in the public interest to disclose this information at this point in time. Also, it is considered that the release of such information would or would be likely to prejudice the Council's commercial interests in relation to other similar transactions of other similar properties. It is therefore considered that this element of the report should be treated as exempt under Rule 10.4.3 of the Access to Information Procedure Rules.

57 Late Items

There were no formal late items of business, however, it was noted that Board Members had been provided with correspondence received from the Education Funding Agency in respect of the agenda item entitled, 'Transfer of the Former Fir Tree Primary School to the Khalsa Education Trust' (Minute No. 78 refers).

Draft minutes to be approved at the meeting
to be held on Wednesday, 15th October, 2014

58 Declaration of Disclosable Pecuniary Interests

There were no Disclosable Pecuniary Interests declared at the meeting, however in relation to the agenda item entitled, 'Allotment Rental Charges', Councillor A Carter drew the Board's attention to his position as President of the Calverley Horticultural Society.

Regarding the same item, Councillor Golton drew the Board's attention to his position as Vice President of Leeds and District Allotment Gardeners' Federation. Having sought advice at the meeting, it was confirmed to Councillor Golton that his position did not preclude him from participating in the relevant item (Minute No. 70 refers).

59 Minutes

RESOLVED – That the minutes of the previous meeting held on 16th July 2014 be approved as a correct record.

ADULT SOCIAL CARE

60 Safeguarding Adults Annual Report 2013/2014 and Business Plan 2014/2015

The Director of Adult Social Services submitted a report which introduced the Leeds Safeguarding Adults Board Annual Report for 2013/2014, presented the Board's Business Plan for 2014/2015 and provided an update on the ongoing work of the Board.

Board Members were provided at the meeting with information packs which accompanied the submitted the report.

Dr Paul Kingston, Independent Chair of the Leeds Safeguarding Adults Board, was in attendance to introduce the key issues arising from the 2013/14 Annual Report, together with the Business Plan for 2014/15.

Members welcomed the report and received assurances in respect of the ongoing work and initiatives that continued to be undertaken and developed in this area of safeguarding.

In conclusion, the Board thanked the Chair together with the members of the Safeguarding Adults Board for their continued work in this field.

RESOLVED – That the contents of the submitted report, together with the appended 2013/14 Annual Report be noted, and that the 2014/15 work programme of the Safeguarding Adults Board be endorsed.

CHILDREN AND FAMILIES

61 Leeds Safeguarding Children Board (LSCB) Annual Report 2013/2014 Evaluating the Effectiveness of Safeguarding Arrangements in Leeds

The Independent Chair of the Leeds Safeguarding Children Board (LSCB) submitted a report which presented the LSCB Annual Report for 2013/2014.

Jane Held, Independent Chair of the Leeds Safeguarding Children Board, was in attendance to introduce the 2013/14 Annual Report and the key themes arising from it.

Members welcomed the report together with the partnership approach being taken across a number of agencies in this field.

The Chief Executive provided the Board with details of the ongoing work being undertaken to review and monitor the provision of safeguarding in Leeds, together with partnership working which continued on a regional and city regional basis.

Responding to a Member's enquiry, officers provided the Board with details regarding the actions being taken by the Council to ensure that any drivers, employed by companies who transported vulnerable individuals on the Council's behalf had been subject to the required Disclosure and Barring Service (DBS) checks.

The Board thanked the Chair together with the members of the Safeguarding Children Board for their continued work in this field.

RESOLVED – That the key issues from the LSCB Annual Report for 2013/2014 be noted, specifically:

- The evaluation of the effectiveness of safeguarding arrangements in Leeds;
- The challenges identified for strategic bodies in 2014/15; and
- The implications for the work of Leeds City Council.

62 The Children and Families Act 2014: SEN and Disability Reforms

The Director of Children's Services submitted a report which provided an update on the Special Educational Needs and Disabilities reforms within the Children and Families Act 2014 that came into effect on the 1st September 2014. The report highlighted the implications of the reforms on Children's Services and partners, particularly the financial impact, and identified the opportunities that the Act offered to maximise the Council's resources in order to have a positive lifelong impact, to actively engage young people at risk of disenfranchisement and prepare them for adulthood and active citizenship.

RESOLVED –

- (a) That the progress made to implement the Special Educational Needs and Disabilities reforms as outlined in the Children and Families Act 2014 be noted;
- (b) That the progress made to develop and maintain high levels of engagement with partners, children, young people and families affected by the changes, be noted;
- (c) That the impact of the proposed changes on Council services and the resource implications, which will be kept under review (as detailed in sections 4.4.3 to 4.4.14 of the submitted report), be noted;
- (d) That it be noted that the Department for Education has made grant available to support the implementation;
- (e) That it be noted that the longer term financial implications, following

Draft minutes to be approved at the meeting
to be held on Wednesday, 15th October, 2014

the implementation of the Act will not be fully known in the short term, but that these will be kept under review;

- (f) That it be noted that the lead officer for these reforms is the Head of Complex Needs, Children's Services.

63 Basic Need Programme

Further to Minute No. 53, 17th July 2013, the Deputy Chief Executive, the Director of Children's Services and the Director of City Development submitted a joint report which sought approval to the proposed delegations necessary to adopt a programme approach to the delivery of school places under the basic need programme.

Members emphasised the importance of cross-departmental working on such matters and highlighted the significant scale of the programme across the city.

Responding to an enquiry regarding Member engagement in the proposed delegated decision making process, officers assured the Board that any decisions taken regarding the approval of design and cost reports as part of the Basic Need scheme would first be subject to consultation with the relevant Executive Members. Furthermore, should there be any situation whereby an unforeseen release of funds was required, then prior to any decisions being made, this would be the subject of a separate consultation exercise with Executive Members. Finally, it was noted that any officer delegated decisions in respect of Basic Need schemes would be accompanied by a standard design and cost report and would be subject to the Council's agreed delegated decision making procedures.

RESOLVED –

- (a) That the adoption of an enhanced programme approach to the management of the basic need schemes, be approved;
- (b) That additional authority to spend expenditure on the basic need programme of £28,250,000 which increases the overall approval on the schemes in the programme to £97,585,000 be approved, and that approval also be given to the fact that this additional authority to spend will include an allocation of up to £10,000,000 for the establishment of a basic need risk capital fund;
- (c) That the approval of design and cost reports for the schemes identified in Table 3 in Appendix A to the submitted report be delegated to the Director of Children's Services, and that these approvals shall be subject to the agreement of the Director of City Development and the Deputy Chief Executive in consultation with the appropriate Executive Members and that these reports will be open to scrutiny by Members as explained within the submitted report;
- (d) That the management and use of the basic need risk capital fund be delegated to the Director of Children's Services and that these decisions shall be subject to the agreement of the Director of City Development and the Deputy Chief Executive, in consultation with the

appropriate Executive Members and that decisions on with these matters will be open to scrutiny by Members as explained within the submitted report;

- (e) That the proposed governance and transparency arrangements in relation to the officer decisions for design and cost reports, together with the variations on projects, as set out within the submitted report, be approved;
- (f) That regular reports, at least every six months, be submitted to Executive Board on the progress made in delivering outcomes and on the overall programme approvals and budget;
- (g) That it be noted that the Head of Service, Strategic Development and Investment has client responsibility for the programme and that the Chief Officer, Public Private Partnerships & Procurement Unit is responsible for the delivery of projects in the programme.

64 Outcome of consultation to increase primary school places in Leeds. Part A: Outcome of Statutory notice on proposals to expand primary provision in Guiseley and Part B: Outcome of consultation on proposals to expand primary school provision in Roundhay

Further to Minute No. 14, 25th June 2014, the Director Children's Services submitted a report providing details of proposals brought forward to meet the Local Authority's duty to ensure sufficiency of school places. The submitted report was divided in to two sections: Part A described the outcome of statutory notices regarding proposals to expand primary school provision in Guiseley by establishing two 2 form entry primary schools from the existing three form entry Guiseley Infant and Nursery School and St Oswald's C of E Junior Schools and which sought a final decision on the proposals. Whilst Part B described proposals to increase places at Gledhow Primary School and Immaculate Heart of Mary Catholic Primary School, summarised the outcome of a consultation exercise and sought permission to publish a statutory notice in respect of Gledhow Primary School.

RESOLVED –

- (a) That changes to Guiseley Infant and Nursery School by increasing its capacity from 270 pupils to 420 pupils and raising the upper age limit from 7 to 11, therefore creating a primary school with an admission limit of 60 in reception, with effect from September 2015, be approved;
- (b) That changes to St Oswald's Church of England Junior School, increasing its capacity from 360 to 420 and lowering the age limit from 7 to 4, therefore creating a primary school with an admission limit of 60 in reception with effect from September 2015, be approved;
- (c) That the publication of a Statutory Notice to expand Gledhow Primary School from a capacity of 420 pupils to 630 pupils, with an increase in the admission number from 60 to 90, with effect from September 2016, be approved;
- (d) That it be noted that the proposal in respect of Immaculate Heart of Mary Catholic Primary School will not be progressed.

- (e) That it be noted that the responsible officer for the implementation of such matters is the Capacity Planning and Sufficiency Lead.

NEIGHBOURHOODS, PLANNING AND PERSONNEL

65 Leeds Core Strategy: Inspector's Report and Adoption

Further to Minute No. 210, 5th March 2014, the Director of City Development submitted a report which presented the contents of the Leeds Core Strategy Inspector's Final Report, and which sought authority from the Board to proceed to full Council with the recommendation that the Leeds Core Strategy be formally adopted.

Members discussed key issues arising from the submission of the Leeds Core Strategy and acknowledged that such matters would be considered in further detail at the next scheduled meeting of Council.

The Board thanked all of those who had been involved for their considerable efforts in getting the Leeds Core Strategy to its current position.

RESOLVED – That the Inspector's Final Report, including his recommendations and reasons be noted, and that the Executive Board recommends to Council that it adopts the Core Strategy (as submitted for examination and with modifications) pursuant to Section 23 of the Planning and Compulsory Purchase Act 2004.

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

(The Council's Executive and Decision Making Procedure Rules state that the power to Call In decisions does not extend to those made in accordance with Budget and Policy Framework Procedure Rules (B&PFPRs). As the resolution relating to this minute (above) was being made in accordance with the Council's B&PFPR's, such matters were not eligible for Call In)

66 The Leeds Community Infrastructure Levy: Future Date for Adoption of Charging Schedule and Approval of Associated Policies

Further to Minute No. 102, 9th October 2013, the Director of City Development submitted a report which presented the outcome of the Examiner's report on the Leeds Community Infrastructure Levy (CIL) Draft Charging Schedule, the proposed minor modifications to the final Charging Schedule and associated policies, and also proposed a formal adoption date of 6th April 2015.

RESOLVED –

- (a) That Executive Board recommend to Full Council that the contents of the Community Infrastructure Levy Charging Schedule be approved;
- (b) That Executive Board recommend to Full Council that the Community Infrastructure Levy be formally adopted in Leeds from 6th April 2015;
- (c) That the contents of the Regulation 123 List, Exceptional

- Circumstances Policy, Instalments Policy and the Statement of Discretionary Charitable Relief, be approved;
- (d) That as required following monitoring, approval be given for the Chief Planning Officer under delegated authority to make revisions to any of the policies and procedures detailed in resolution (c) (above) going forward;
 - (e) That it be noted that the following steps will be undertaken in order to deliver the decisions of the Board:-
 - i. The Charging Schedule will be submitted to Full Council on 12th November 2014 for resolution to adopt.
 - ii. The timescales for the implementation of the decisions are, subject to the agreement of Executive Board and Full Council, that Leeds City Council will start charging the CIL from 6th April 2015.
 - iii. The Chief Planning Officer is the officer responsible for the implementation of such matters.

(The matters referred to in resolutions (a) and (b) above were not eligible for Call In, given that the approval of such matters are for the determination of full Council only)

67 Quality Housing Growth and the Leeds Standard

Further to Minute No. 20, 25th June 2014, the Director of Environment and Housing and the Director of City Development submitted a joint report which sought to provide a way forward for improving residential design throughout Leeds in order to ensure that the Council achieved both quality and quantity in the delivery of new houses in Leeds through the development of linked activities brought together to form the "Leeds Standard".

In response to a Member's enquiry, officers provided the Board with information regarding how the 'Leeds Standard' would look to improve the quality of units provided by private developers. In addition, the Board also received information on the methods by which the provision, quality and development of greenspace could be maximised in the communities.

RESOLVED –

- (a) That officers be requested to prepare clarification of the 'Neighbourhoods for Living' guidance for residential design in Leeds, focusing on external design issues such as streets, spaces and architecture, layout and character, in line with the principles outlined within the submitted report in order to enable the Council as the Local Planning Authority to influence the delivery of high quality housing growth;
- (b) That the summary/review of existing local policy and guidance under the three themes of the 'Leeds Standard': Design Quality and Liveability, Space Standards and Sustainable design and construction, be noted;
- (c) That the progress made on the delivery of the Council Housing Growth Programme, including the development of the Leeds Standard be noted, together with the next stages of the programme and

- proposed procurement approach to support the adoption of the Leeds Standard through the construction of new council housing;
- (d) That the Director of City Development be requested to consider the required resources to support this approach to the delivery of quality housing growth, together with the key planning and design issues following the Farrell Review of architecture and the built environment;
 - (e) That the proposed consultation exercise with developers, providers and others in the housing industry on the clarifications to Neighbourhoods for Living, be approved.

68 Lease at Less Than Best Consideration - Agreement to lease 4 miscellaneous properties to GIPSIL on a 21 year lease agreement

The Director of Environment and Housing submitted a report which sought approval to surrender the committee tenancy arrangements between GIPSIL and Leeds City Council and to formalise the use of the properties listed in exempt appendix 1 to the submitted report via standard 21 year lease agreements at less than best consideration.

Following consideration of appendix 1 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 – That the surrender of the committee tenancy arrangements between GIPSIL and Leeds City Council for the properties listed in exempt appendix 1 to the submitted report be approved, and that approval also be given to the simultaneous re-grant of 21 year lease agreements at less than best consideration on the terms to be agreed by the Director of City Development.

CLEANER, STRONGER AND SAFER COMMUNITIES

69 Update on district heating and the Residual Waste Treatment PFI project

The Director of Environment and Housing submitted a report providing an update on the progress made towards the delivery of a district heating network linked to the Recycling & Energy Recovery Facility (RERF) as part of the Residual Waste Treatment Project, and also on a range of potential benefits and options for achieving substantial cost reductions through this project. In addition, the report sought approval of the delegation of appropriate authority to the relevant Directors in order to exercise specific contractual cost saving options, to instruct Veolia to install elements of infrastructure at the RERF necessary for the export of heat from the site, subject to further technical and financial assessment, and also to explore other potential value for money opportunities.

Officers responded to Members' enquiries around the Non-Reverting Asset option as detailed within the submitted report and also regarding how the energy used as part of the District Heating Scheme could be maximised.

In conclusion, Members welcomed the report and noted the wider opportunities, particularly in respect of infrastructure provision, that the initiative could potentially help to offer in the future.

RESOLVED –

- (a) That the contents of the submitted report, including the progress made on feasibility work for a district heating scheme linked to the Recycling and Energy Recovery Facility (RERF) as part of the Project, together with the community benefits associated with the Project, be noted;
- (b) That the Director of Environment and Housing be authorised to approve the installation of initial infrastructure at the RERF which will be necessary for the delivery of a district heating scheme (as described at sections 3.1.9-3.1.12 of the submitted report), subject to his receipt of a further satisfactory technical and financial assessment and subject to the timescales detailed within section 3.1.12 of the submitted report;
- (c) That approval be given for the implementation of the Non Reverting Asset option in relation to the Project (as described at sections 3.2.2-3.2.11 of the submitted report), in order that the Director of Environment & Housing can take the decision subject to DEFRA approval and subject to the Deputy Chief Executive determining that there are no accounting treatment issues following consultation with the Council's external auditors by the Extended Commissioning Date currently anticipated to be 25th March 2016, although subject to programme;
- (d) That following the agreement of resolution (c) above, it be noted that the Director of City Development will arrange for disposal of the RERF site for an additional 15 years at the appropriate time and in accordance with the Asset Management functions in the officer delegation scheme;
- (e) That approval be given to an injection into the City Council's Capital Programme together with the associated authority to spend £30,000,000 as a Capital Contribution to the Project (as described at sections 3.2.12-3.2.18 of the submitted report) by the Actual Full Payment Date (currently expected to be 8th July 2016, although subject to programme change and subject to DEFRA approval);
- (f) That the necessary authority be delegated to the Deputy Chief Executive in order to negotiate and agree to further proposals with Veolia for an increased Capital Contribution of up to an additional £12,000,000, should this (in the Deputy Chief Executive's opinion) represent value for money, this will be subject to DEFRA approval and also subject to the Deputy Chief Executive determining that there are no accounting treatment issues following consultation with the Council's external auditors by the Extended Commissioning Date, currently anticipated to be 25th March 2016, subject to programme;
- (g) That subject to resolution (f) above being actioned, approval be given to an injection into the capital programme and the associated authority to spend of up to £12,000,000;
- (h) That apart from those matters expressly set out in the resolutions above, it be noted that the Director of Environment and Housing will take any necessary action associated with the implementation of the

above options in accordance with the timescales and Waste Management Function.

70 Allotment Rental Charges

Further to Minute No. 63, 4th September 2013, the Director of Environment and Housing submitted a report which sought approval for a fresh decision on allotment rental charges following the outcome of a judicial review.

As part of the consideration of this matter, Members received information on the context and background to the recommended way forward, as detailed within the submitted report. In response, a concern was raised and a request was made for further dialogue to be undertaken with all relevant parties, prior to any final decisions being taken. Having noted the concern raised, at the conclusion of the debate it was

RESOLVED – That the following be approved, without prejudice to the Council's position that the decision made on 4th September 2013 was not unlawful and should not have been quashed:-

- (a) A phased rental increase commencing in autumn 2015, as set out in the following table, which starts for a full size plot in year 1 as £19.50 more per year (or £0.37 extra each week) to £33.50 more at the end of year three (which equates to £0.64 per week).

	2015/16			2016/17			2017/18		
Rental	Con- cession	Con- cession Pensioner	Full	Con- cession	Con- cession Pensioner	Full	Con- cession	Con- cession Pensioner	Full
Full plot (250sq m)	£29.00	£46.40	£58.00	£32.50	£52.00	£65.00	£36.00	£57.60	£72.00
Half plot (125sq m)	£14.50	£23.20	£20.00	£16.25	£26.00	£32.50	£18.00	£28.80	£36.00
Quarter plot (62.5sq m)	£7.25	£11.60	£14.50	£8.00	£13.00	£16.25	£9.00	£14.40	£18.00

- (b) That a side letter be issued to each allotment association to confirm the implementation of the provisions for concessions and that the reduction in the proportion of rental income that may be retained by the association should be deferred until the proposed new rental charges take effect;
- (c) That those sites managed by associations who fail to sign lease agreements on or before 15th October 2014 will automatically become directly managed by the Council and the Council will then offer a 12 month agreement to each plot holder on each site;

- (d) That following the Court ruling, it be noted that allotment rental charges in 2014/15 will be on the same basis as the previous year (2013/14), including the level of concessions;
- (e) That it be noted that the Chief Officer Parks and Countryside will be responsible for implementing the recommendations in the timescales indicated.

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

71 The Future of Middleton Park Golf Course and Gotts Park Golf Course

The Director of Environment and Housing submitted a report which set out proposals to cease providing golf at Middleton Park Golf Course and Gotts Park Golf Course. The report provided the background to the submitted proposals along with a summary of consultation undertaken, together with responses to the alternative options proposed and issues raised as part of such consultation.

In considering the key aspects of the submitted report, emphasis was placed upon the need to ensure that Gotts Park Golf Club was provided with the appropriate opportunity to successfully manage Gotts Park Golf Course, should they confirm that they wish to lead on the management of the course. Furthermore, it was agreed that in the event that Gotts Park Golf Club did not come forward to lead on the management of the golf course, then prior to any final decisions being made, the Director of Environment and Housing submit a further report to Executive Board in order to provide the Board with the opportunity to consider the most appropriate way forward.

Correspondence with Wade's Charity, which reflected the need for their agreement to the proposals, was referred to during the discussion. With regard to the proposals relating to the future of Middleton Park, it was emphasised that the outline ideas for conversion of the course to park land were a basis for consultation and that the final form would be agreed in partnership with the local community, local Members and community groups to ensure that the future use of the park could be maximised for the benefit of the area.

RESOLVED –

- (a) That approval be given for the Council to cease to provide golf at Middleton Park on 31st October 2014;
- (b) That in the event that Gotts Parks Golf Club confirm that they wish to lead on managing the course, then this be approved in principle, subject to the Council entering into an agreement reviewable annually. With an annual grant of no more than the maintenance costs of semi natural parkland, currently £20,000, being made payable by the Council to the operator subject to meeting the terms of the agreement.

The agreement should limit the Council's future liability in the event that the venture is unsuccessful;

- (c) That in the event that Gotts Park Golf Club does not come forward, then the Director of Environment and Housing submit a further report to Executive Board in order to provide the Board with the opportunity to consider the most appropriate way forward;
- (d) That approval be given to invest £74,000 in the space currently occupied by Middleton Park Golf Club, with the investment to be shaped in consultation with local Members, Friends of Middleton Park, Wades and the local community, and that the ongoing costs of maintenance be limited to the costs of maintaining semi natural parkland, which is equivalent to £20,000 at current prices;
- (e) That the necessary authority be delegated to the Director of Environment and Housing, in consultation with the Executive Member for Cleaner, Stronger and Safer Communities in order to conduct the consultations referred to in the resolutions above, and also to conclude negotiations, and then to implement the above resolutions, having regard to the outcome of the consultations.

FINANCE AND INEQUALITY

72 Financial Health Monitoring 2014/2015 - Month 4

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

RESOLVED –

- (a) That the projected financial position of the authority after four months of 2014/15, as detailed within the submitted report be noted;
- (b) That the creation of an earmarked reserve using general fund reserves, as detailed in paragraph 3.3.5.1 of the submitted report, be approved, and that the release of the reserve be delegated to the Deputy Chief Executive.
- (c) That the release of reserves, as detailed in paragraph 3.3.5.2 of the submitted report, be noted.

73 Customer Access Programme - Improving Customer Service Delivery and Achieving Efficiencies

Further to Minute No. 260, 16th May 2012, the Assistant Chief Executive (Citizens and Communities) submitted a report providing an update on the delivery of Phase 1 of the Transactional Web Services project. In addition, the report sought approval of a £4,866,000 injection into the Capital Programme, whilst it also sought authority for the Assistant Chief Executive (Citizens and Communities) to spend in order to deliver the second phase of the Transactional Web Services project.

RESOLVED –

- (a) That the progress made on the delivery of Phase 1 of the Transactional Web Services project, be noted;
- (b) That an injection of £4,866,000 into the Capital Programme be approved and that the Assistant Chief Executive (Citizens and Communities) be provided with the necessary authority to spend in order to deliver the second phase of the Transactional Web Services project, as detailed within the submitted report.

74 Leeds City Council Social Care and Health Capital Fund

The Deputy Chief Executive, the Director of Adult Social Services and the Director of Children's Services submitted a joint report which provided information on the proposal to create a specific Capital fund of £25,000,000 in order to support the City's ambitious plans to be the Best City in the country for Health and Wellbeing.

Responding to a Member's enquiry, officers provided the Board with an update on the evaluation work being undertaken around the most effective way to secure additional Intermediate Care beds across the city.

The Board emphasised the importance of partnership working across all relevant agencies when considering the most effective ways in which to meet the needs of residents throughout Leeds.

RESOLVED –

- (a) That the creation of a £25,000,000 Capital Fund in support of health and social care initiatives, be approved;
- (b) That the schemes put forward so far and the benefits predicted for those schemes to deliver, be noted;
- (c) That approval be given to the release of a 'pump priming' fund of £100,000 in the first instance, to support business case development in relation to the schemes most likely to be brought forward quickly (More Independent Living Opportunities for People with Learning Disabilities (Building) & Investment in Technology Solutions - IT Hardware (Support Systems)), which is in addition to the £50,000 already committed by Leeds CCG's for the PPPU evaluation of options in relation to Intermediate Care beds;
- (d) That further reports be submitted to the Board in future which seek agreement to commit capital as each scheme becomes ready.

75 Regulation of the High Cost Short Term Credit Market by the Financial Conduct Authority

Further to Minute No. 48, 16th July 2014, the Assistant Chief Executive (Citizens and Communities) submitted a report providing details of the actions taken by the Financial Conduct Authority (FCA) to regulate the High Cost Short Term Credit (HCSTC) industry since 1st April 2014, together with details of their consultation on the proposed cap on the total cost of high cost credit.

Members welcomed the positive action which had been taken by the FCA and noted the Council's response to the FCAs associated consultation exercise, as appended to the submitted report.

In terms of future communications by the Council regarding the regulation of the high cost short terms credit market, emphasis was placed upon the need to highlight the stark figures around borrowing charges, as detailed within the submitted report.

RESOLVED –

- (a) That the contents of the submitted report, particularly Leeds City Council's response to the FCA consultation, as set out in Appendix 1 to the submitted report, be noted;
- (b) That the Chief Executive be requested to write to all Leeds MPs asking them to consider Leeds City Council's response to the FCA consultation, as set out in appendix 1 to the submitted report, and urge them to take up the issues raised within the Council's response.

TRANSPORT AND THE ECONOMY

76 Beckhill Neighbourhood Framework

Further to Minute No. 8, 25th June 2014, the Director of City Development submitted a report providing an overview of the work undertaken to prepare a Neighbourhood Framework for the Beckhills area. The submitted report presented the proposed final version of the document for the purposes of approval, whilst agreement was sought on the phased approach to the delivery of improvements across the locality.

In response to a Member's enquiry, officers undertook to provide the Member in question with further information on how the Framework would inform the views of Plans Panel when determining planning matters in the area.

The Board discussed the ways in which an expression of interest for the possible establishment of a Neighbourhood Framework could be made. In addition, Members also discussed the funding sources which had been used in respect of the Beckhills Neighbourhood Framework. In conclusion, invitations were extended to any neighbourhoods that wished to submit an expression of interest in establishing a Neighbourhood Framework in the future.

RESOLVED -

- (a) That the contents of the submitted report be noted;
- (b) That the Beckhill Neighbourhood Framework be approved as informal planning guidance to support the area's regeneration;
- (c) That support be given on the approach to prioritisation, phasing and funding the delivery improvements to the Beckhill area, as set out in paragraphs 3.9 – 3.12 of the submitted report, which is to be led by the Chief Asset Management and Regeneration Officer.

77 Temporary Financial Assistance Measures: Kirkgate Market

Further to Minute No. 227, 2nd April 2014, the Director of City Development submitted a report which sought approval for a package of support for traders during the period of construction works to refurbish and improve Kirkgate Market.

Responding to a Member's enquiry, the Board was provided with assurances around the levels of contact and consultation undertaken with the Friends of Kirkgate Market group, both generally and specifically in respect of the proposals detailed within the submitted report.

RESOLVED –

- (a) That the injection of, and authority to spend £395,800 in respect of the financial assistance at Kirkgate Market, be approved;
- (b) That the injection of, and authority to spend £100,000 in respect of the upgrade of stalls to aid the temporary relocation of the Fish and Game row tenants, be approved;
- (c) That as Kirkgate Market is a Grade 1 listed building, it be noted that the proposed works to the existing Butchers Row in order to facilitate the temporary decant have been discussed with the Local Planning Authority and English Heritage who are supportive of the proposals;
- (d) That it be noted that the Chief Economic Development Officer will be responsible for the implementation of such matters.

78 Transfer of the former Fir Tree Primary School, Lingfield Drive, Leeds to the Khalsa Education Trust

Further to Minute No. 30, 16th July 2014, the Director of City Development and the Director of Children's Services submitted a joint report presenting information and background to the use, and potential disposal of the site previously used for Fir Tree Primary School, Alwoodley. The report provided details of the options open to the Council in respect of this matter.

It was noted that at the commencement of the meeting, Board Members had been provided with correspondence received from Education Funding Agency (EFA) in respect of the submitted report.

In discussing the matter, Members considered a range of issues, including:-

- The recent correspondence which had been received from the EFA and the extent to which it provided any further clarity on the current position;
- The clarification which was still required on whether the Government's legal powers would enable a 'scheme' to be served upon the Council which compelled it to transfer the freehold of the site to the Khalsa Education Trust, and the need for further dialogue to be held between the Department for Education's (DfE's) legal representatives and the Council,

- The level of contact and discussion which had taken place between the Council and the DfE on this issue to date, the nature of such contact and the associated timeframe in which this had taken place;
- The need to ensure that in order to progress this matter, a collaborative approach was adopted by all relevant parties;
- With regard to education provision in the area, the extent to which this specific site would best meet the needs of the local community.

At the conclusion of the discussion on the submitted report, it was formally moved by Councillor A Carter and seconded by Councillor Golton that the former Fir Tree Primary School site be transferred on a leasehold basis to the Khalsa Education Trust. On being put to the vote, this motion was lost, and it was

RESOLVED – That further information and clarification be sought from the Department for Education in respect of those matters considered during the meeting, specifically as to whether the Government’s legal powers enabled a ‘scheme’ to be served on the Council which would compel it to transfer the freehold of the site in question to the Khalsa Education Trust.

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

DATE OF PUBLICATION: FRIDAY, 19TH SEPTEMBER 2014

LAST DATE FOR CALL IN OF ELIGIBLE DECISIONS: FRIDAY, 26TH SEPTEMBER 2014 AT 5.00 P.M.

(Scrutiny Support will notify Directors of any items called in by 12.00noon on Monday, 29th September 2014)