



A meeting of the Council will be held in the Civic Hall, Leeds on Wednesday, 10th September, 2014 at 1.30 pm

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

1 Minutes 1 - 20

To approve the minutes of the Council Meetings held on 2nd July 2014.

2 Declarations of Interest

To receive any declarations of interest from Members

3 Communications

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

4 Deputations

To receive deputations in accordance with Council Procedure Rule 10

5 Report on Appointments 21 - 22

To consider the report of the City Solicitor on appointments.

6 Report - Area Committee Annual Report 23 - 40

To consider the report of the Assistant Chief Executive (Citizens & Communities) presenting to Council the Area Committees' Annual Report for 2013/14 and the work now being progressed to further improve the effectiveness, profile and community engagement role of community committees.

7 Report on the Outer North East Community Committee 41 - 46

To consider a report in respect of the Outer North East Community Committee

To consider a report in respect of the Outer East Community Committee

9 **Questions**

To deal with questions in accordance with Council Procedure Rule 11

10 **Minutes**

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

| | |
|---|-----------|
| Executive Board | 55 - 72 |
| Scrutiny Boards | 73 - 122 |
| Plans Panels | 123 - 190 |
| Licensing Committee and Sub Committees | 191 - 220 |
| Advisory and Procedural Committees | 221 - 238 |
| Health and Wellbeing Board | 239 - 252 |
| Community Committees | 253 - 316 |
| Joint Committees | 317 - 358 |
| 11 Back Bench Community Concerns | 359 - 370 |

To receive Community Concerns in respect of:-

- 1) Councillor A McKenna - Concerns about the GP practice in Swillington.
- 2) Councillor Venner – Suicide in West Leeds
- 3) Councillor Cleasby – To raise issues regarding parking around rail stations and other planned transport infrastructure.
- 4) Councillor Varley – Japanese Knotweed on land in Morley South.
- 5) Councillor Collins – To address concerns around changes to land designation that could lead to reduced protection for important green spaces in Horsforth (and the city), particularly land with historical and ecological significance.

- 6) Councillor A Blackburn - Telecommunications Cabinets on Pavements in Farnley and Wortley

12 **White Paper Motion (in the name of Councillor J L Carter) - Tour de France** 371 - 372

This Council extends its thanks and appreciation to all the organisers, council staff and volunteers who helped make the Tour de France Grand Depart such a wonderful success for Leeds and the region.

13 **White Paper Motion (in the name of Councillor Wakefield) - Devolution of Financial Powers** 373 - 374

Council welcomes Government recognition of our exceptionally strong case for greater devolution of financial powers as reflected in the Growth Deal agreed by Leeds City Region Local Enterprise Partnership in July 2014.

However, in order to provide long-term growth and a genuine rebalancing of the national economy, this must be the start and not the end of the further devolution of power and resources to cities and city regions.

This Council therefore commits to:

- § Deliver increased jobs and drive growth through continued and sustained local investment.
- § Build on our proven track record of delivering effective local outcomes through strong partnerships.

In order to enable the Leeds City Region to fulfil its economic potential Council also calls on Government to:

- § Rapidly implement the Growth Deal in full and immediately engage in negotiation regarding the next round of Growth Deals.
- § Commit to true devolution without any imposition of politically motivated conditions.

Support the proposals set out by England's nine largest cities for greater financial freedoms and local control over how finance is raised and invested.

14 **White Paper Motion (in the name of Councillor A Blackburn) - Police and Crime Commissioners** 375 - 376

This Council notes with concern the recent events in South Yorkshire with regard to the Police Commissioner for that area. This Council believes these events and the inability to be able to remove Police and Crime Commissioners in such circumstances prove that the present situation is woefully inadequate.

This Council, therefore, requests the Chief Executive to write to the Home Secretary calling for the return of properly accountable Police Committees made up of elected councillors, and for procedures to be introduced in the interim to give the Secretary of State the power to remove any Police and Crime Commissioner, if the circumstances prove it necessary.

Tom Riordan
Chief Executive

Civic Hall
Leeds
LS1 1UR

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

Third Party Recording

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 clerk.

Use of Recordings by Third Parties– code of practice

- 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.



Proceedings of the Extraordinary Meeting of the Leeds City Council held
Civic Hall, Leeds on Wednesday, 2nd July, 2014

PRESENT: The Lord Mayor Councillor David Congreve in the Chair

WARD

ADEL & WHARFEDALE

Billy Flynn
Barry John Anderson

ALWOODLEY

Dan Cohen
Peter Mervyn Harrand
Neil Alan Buckley

ARDSLEY & ROBIN HOOD

Lisa Mulherin
Karen Renshaw
Jack Dunn

ARMLEY

Alice Smart
Alison Natalie Kay Lowe
James McKenna

BEESTON & HOLBECK

David Congreve
Angela Gabriel
Adam Ogilvie

BRAMLEY & STANNINGLEY

Kevin Ritchie
Caroline Gruen
Ted Hanley

BURMANTOFTS & RICHMOND HILL

Ron Grahame
Maureen Ingham
Asghar Khan

WARD

CALVERLEY & FARSLEY

Rod Wood
Andrew Carter
Joseph William Marjoram

CHAPEL ALLERTON

Eileen Taylor
Mohammed Rafique
Jane Dowson

CITY & HUNSLET

Mohammed Iqbal
Elizabeth Nash
Patrick Davey

CROSS GATES & WHINMOOR

Peter John Gruen
Debra Coupar
Pauleen Grahame

FARNLEY & WORTLEY

Terry Wilford
David Blackburn
Ann Blackburn

GARFORTH & SWILLINGTON

Stuart McKenna
Andrea McKenna
Mark Dobson

GIPTON & HAREHILLS

Kamila Maqsood
Roger Harington
Arif Hussain

GUISELEY & RAWDON

Pat Latty
Graham Latty
Paul John Spencer Wadsworth

HAREWOOD

Ann Castle

HEADINGLEY

Jonathon Pryor
Janette Walker
Neil Walshaw

HORSFORTH

Brian Cleasby
Dawn Collins

HYDE PARK & WOODHOUSE

Javaid Akhtar
Christine Denise Towler
Gerry Harper

KILLINGBECK & SEACROFT

Brian Michael Selby
Graham Hyde
Veronica Morgan

KIPPAX & METHLEY

Keith Ivor Wakefield
Mary Elizabeth Harland
James Lewis

KIRKSTALL

Fiona Venner
Lucinda Joy Yeadon
John Anthony Illingworth

MIDDLETON PARK

Kim Groves
Paul Anthony Truswell
Judith Blake

MOORTOWN

Sharon Hamilton
Alex Sobel
Rebecca Charlwood

MORLEY NORTH

Thomas Leadley

MORLEY SOUTH

Shirley Varley
Judith Elliott
Neil Dawson

OTLEY & YEADON

Ryk Downes
Sandy Edward Charles Lay
Colin Campbell

PUDSEY

Mick Coulson
Josephine Patricia Jarosz
Richard Alwyn Lewis

ROTHWELL

Barry Stewart Golton
David Nagle
Karen Bruce

ROUNDHAY

Ghulam Hussain
Bill Urry
Christine Macniven

TEMPLE NEWSAM

Michael Lyons
Judith Cummins
Katherine Mitchell

WEETWOOD

Jonathan Bentley
Susan Bentley

WETHERBY

John Michael Procter
Gerald Wilkinson
Alan James Lamb

18 Tour de France

It was moved by Councillor Wakefield seconded by Councillor A Carter supported by Councillors Golton, Elliott and Wilford and

RESOLVED UNANIMOUSLY – That Mr Prudhomme, Director of Tour de France be thanked for addressing Council and that a Special Council meeting be held in September 2014 formally to bestow a Civic award to the late Beryl Burton OBE in recognition and high appreciation of her outstanding sporting achievements, her lasting legacy of inspiration to women in sport and to her significant, and lasting, contribution to the international reputation of the City of Leeds for cycling.

Council rose at 13.25

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Civic Hall, Leeds on Wednesday, 2nd July, 2014

PRESENT: The Lord Mayor Councillor David Congreve in the Chair

WARD

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Billy Flynn
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BRAMLEY & STANNINGLEY

Kevin Ritchie
Caroline Gruen
Ted Hanley

BURMANTOFTS & RICHMOND HILL

Ron Grahame
Maureen Ingham
Asghar Khan

WARD

CALVERLEY & FARSLEY

Rod Wood
Andrew Carter
Joseph William Marjoram

CHAPEL ALLERTON

Eileen Taylor
Mohammed Rafique
Jane Dowson

CITY & HUNSLET

Mohammed Iqbal
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Graham Latty
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Michael Lyons
Judith Cummins
Katherine Mitchell

WEETWOOD

Jonathan Bentley
Susan Bentley

WETHERBY

John Michael Procter
Gerald Wilkinson
Alan James Lamb

19 Announcements

The Lord Mayor congratulated the following who were honoured in the Queen's Birthday Honours List:-

- Cllr Andrew Carter - CBE
- Stephanie Burras - CBE
- Sally Bolton - OBE
- Martin Binks - MBE
- Rev'd Canon Charles Dobbin - MBE
- June Perkin - BEM
- Mary Rowe - BEM
- Monica Walker - BEM
- Susan Yardley – BEM

20 Minutes

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

RESOLVED – That the minutes of the meeting held on 9th June 2014 be approved.

21 Declarations of Interest

There were no declarations of interest.

22 Communications

The Chief Executive informed Council that two responses to Council resolutions had been received including one from Nick Boles MP, Parliamentary Under Secretary of State (Planning) with regard to a White Paper considered at Council in March 2014 and both the responses had previously been circulated to all Members of Council.

23 Deputations

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

- 1) Friends of Leeds Kirkgate Market

- 2) Young people regarding Apprenticeships in Leeds

RESOLVED – That the subject matter in respect of both deputations be referred to the Director of City Development for consideration in consultation with the relevant Executive Member.

24 Report on Appointments

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

RESOLVED -

- a) That the appointments made by the City Solicitor in consultation with Group Whips and set out in paragraph 1.2 of the report be noted as follows;
 - Councillor Cohen to replace whips nominee on the North and East Plans Panel

- Councillor Leadley to replace Councillor Gettings on Member Management Committee
- Councillor J Procter to replace Councillor A Carter on Development Plan Panel.

b) That the appointment set out in paragraph 1.3 of the report be approved as follows;

- Councillor Maqsood to replace Councillor Truswell on Scrutiny Board (Health and Wellbeing and Adult Social Care)
- Councillor Truswell to replace Councillor G Hussain on Scrutiny Board (Housing and Regeneration)

25 Report on Scrutiny Annual Report

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

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

26 Recommendations of the Independent Remuneration Panel - Members' Allowances

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

RESOLVED –

a) That the recommendations of the Independent Remuneration Panel as detailed in the report of the City Solicitor be approved with effect from 3rd July 2014.

b) That the City Solicitor be authorised to make any consequential changes to the Members’ Allowances Scheme arising from the recommendations.

27 Questions

Q1 Councillor Anderson to the Executive Member (Neighbourhoods, Planning and Personnel):-

Can the Executive member with responsibility for Planning please confirm that he is now willing to look again at the interim PAS release housing policy brought forward by his administration in the light of recent events?

The Executive Member (Neighbourhoods, Planning and Personnel) replied.

Q2 Councillor Golton to the Executive Member (Transport and the Economy):-

Could the Executive Board member for Transport & the Economy explain what criteria are being used for identifying the next wave of Street Lights to be switched off overnight and how much has been saved so far as a result of the first phase being implemented?

The Executive Member (Transport and the Economy) replied.

Q3 Councillor J McKenna to the Executive Member (Transport and the Economy):-

Would the Executive Member please update Council on the progress made on both the Kirkgate Market Management Board proposals and the £12.3m refurbishment plans for the Market?

The Executive Member (Transport and the Economy) replied.

Q4 Councillor S McKenna to the Executive Member (Digital and Creative Technologies, Culture and Skills):-

With the Tour de France Grand Départ taking place this weekend, can the Executive Member responsible tell us; are we ready and what can we expect?

The Executive Member (Digital and Creative Technologies, Culture and Skills) replied.

Q5 Councillor Lamb to the Executive Member (Children and Families):-

Does the Executive Board Member for Children and Families agree with me that the recent figures, both nationally and locally, on young people not in education, employment or training are a positive sign for the UK economy?

The Executive Member (Children and Families) replied.

Q6 Councillor S Bentley to the Executive Member (Cleaner, Stronger and Safer Communities):-

Is the Executive Board member for Cleaner, Stronger and Safer Communities committed to maintaining the safety and personal security of old people in their own homes?

The Executive Member (Cleaner, Stronger and Safer Communities) replied.

Q7 Councillor Cummins to the Executive Member (Adult Social Care):-

Please could the Executive Member for Adult Social Care update council on the Care Bill Implementation Grant?

The Executive Member (Adult Social Care) replied.

Q8 Councillor Selby to the Chair of the Combined Authority Transport Committee:-

Could the Chair of the Combined Authority Transport Committee provide his view on the Chancellor's recent announcement regarding HS3?

The Chair of the Combined Authority Transport Committee replied.

Q9 Councillor Wadsworth to the Executive Member (Transport and the Economy):-

Could the Executive Board Member responsible for street lighting update Council on the part-night street light switch off programme and the amount of savings made to date?

The Executive Member (Transport and the Economy) replied.

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

- Q10 Councillor Lay to the Executive Member (Transport and the Economy):-
- Q11 Councillor Dawson to the Executive Member (Neighbourhoods, Planning and Personnel).
- Q12 Councillor Robinson to the Executive Member (Digital and Creative Technologies, Culture and Skills).
- Q13 Councillor Golton to the Executive Member (Transport and the Economy).
- Q14 Councillor Anderson to the Executive Member (Cleaner, Stronger and Safer Communities).
- Q15 Councillor Lay to the Executive Member (Health and Wellbeing).
- Q16 Councillor Anderson to the Executive Member (Transport and the Economy).
- Q17 Councillor S Bentley to the Executive Member (Transport and the Economy).
- Q18 Councillor Anderson to the Executive Member (Cleaner, Stronger and Safer Communities).
- Q19 Councillor Lay to the Executive Member (Neighbourhoods, Planning and Personnel).
- Q20 Councillor Anderson to the Executive Member (Cleaner, Stronger and Safer Communities).
- Q21 Councillor Lay to the Executive Member (Cleaner, Stronger and Safer Communities).
- Q22 Councillor Anderson to the Executive Member (Adult Social Care).
- Q23 Councillor Anderson to the Executive Member (Cleaner, Stronger and Safer Communities).
- Q24 Councillor G Latty to the Leader of Council.
- Q25 Councillor Cohen to the Executive Member (Digital and Creative Technologies, Culture and Skills).

28 Minutes

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

An amendment(reference back) was moved by Councillor A Carter, seconded by Councillor G Latty, that in respect of Minute 7, Page 6 (supplementary minute pack) of the meeting of the Executive Board on 25 June 2014, to ask that this decision is referred back for reconsideration by Executive Board.

The amendment (reference back) was declared lost and upon being put to the vote it was

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

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

At the conclusion of the consideration of Minutes, the meeting was suspended at 5.00 pm and resumed at 5.30pm

29 Motion to Suspend Council Procedure Rules

During the debate under minute 28 above, it was moved by Councillor Nash , seconded by Councillor G Latty that under the provisions of Council Procedure Rule 22.1 that Council Procedure Rule 3.3 be suspended to allow consideration of the Executive Board minutes for an additional 20 minutes until 4.30pm, comments on the other minutes will then follow until 4.50pm with the Leader of Council commencing his summing up at 4.50pm for a period up to 10 minutes.

Upon being put to the vote, the motion was carried.

During the debate under minute 28 above, it was moved by Councillor G Latty, seconded by Councillor Lamb that under the provisions of Council Procedure Rule 13.2(c) that the order of business be changed so that the reference back in the name of Councillor A Carter falling within the Transport and the Economy Portfolio of the Executive Board minutes be heard first within the Executive Board minutes(prior to the Adult Social Care portfolio).

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

30 Back Bench Community Concerns

Council heard the following Community Concerns;

1)Councillor Dawson - Poor regulation and supervision of a Bail Hostel in Morley

2)Councillor Rafique - Implementation of Universal School Meals in Chapel Allerton.

3)Councillor Downes – To raise issues regarding CCTV coverage in Otley & Yeadon and Horsforth Wards.

4)Councillor Wilkinson – Traffic issues outside St James' Primary School, Hallfield Lane.

31 White Paper Motion (in the name of Councillor A Carter) - Support for Local Pubs

It was moved by Councillor A Carter, seconded by Councillor Campbell that this Council notes with concern that local community pubs are closing at an alarming rate as high as 28 per week nationally and further notes the closure of once popular pubs throughout Leeds over recent years.

This Council believes that if additional powers were made available to local authorities much needed community involvement and consultation could be secured when proposals are brought forward to close or demolish community pubs/working men's clubs in Leeds, in line with the recent moves by Government to encourage localism and devolve power to local authorities. This would be especially important when there are proposals to convert them to alternative uses such as betting shops and pay day lenders.

Council recognises that commercial viability should play a part in the process but, subject to that qualification, Leeds City Council resolves to add its support to the CAMRA campaign and use the Sustainable Communities Act to submit a proposal to Government to ensure that planning permission and consultation are required before community pubs are allowed to be converted to a variety of other uses, or are allowed to be demolished.

This Council welcomes the Government support given to the pub industry through measures to crack down on 'beer tie' arrangements, the scrapping of the alcohol duty escalator and a reduction in beer duty in the last two budgets.

An amendment was moved by Councillor R Lewis, seconded by Councillor Walshaw

This Council notes with concern that local community pubs are closing at an alarming rate as high as 28 per week nationally and further notes the closure of once popular pubs throughout Leeds over recent years.

This Council believes that if additional powers were made available to local authorities much needed community involvement and consultation could be secured when proposals are brought forward to close or demolish community pubs/working men's clubs in Leeds.

Delete all after and replace with:

This is of particular concern when there are proposals to convert them to alternative uses such as betting shops and pay day lenders.

This Council supports retention of local community pubs and work to support pubs through business support, community campaigns and town centre regeneration activity.

Where local community pubs are no longer commercially viable, this Council supports actions and investment secure redevelopment or re-use of former pub buildings that supports regeneration.

This Council supports local control of decision making and urges the Government to give more power to local authorities to amend The Town and Country Planning (Use Classes) Order 1987. This would enable Councils to prevent the clustering of betting shops and payday lenders and to support community pubs where commercial viability is shown.

Council calls on all party leaders to make these resolutions clear to their national parties.

The amendment in the name of Councillor R Lewis was carried and upon being put to the vote, it was

RESOLVED - That this Council notes with concern that local community pubs are closing at an alarming rate as high as 28 per week nationally and further notes the closure of once popular pubs throughout Leeds over recent years.

This Council believes that if additional powers were made available to local authorities much needed community involvement and consultation could be secured when proposals are brought forward to close or demolish community pubs/working men's clubs in Leeds.

This is of particular concern when there are proposals to convert them to alternative uses such as betting shops and pay day lenders.

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Council calls on all party leaders to make these resolutions clear to their national parties.

YES - 60

Akhtar, Blake, Bruce, Charlwood, Coulson, Coupar, Cummins, Davey, Dawson, Dobson, Dowson, Dunn, Gabriel, P Grahame, R Grahame, C Gruen, P Gruen, Groves, Hamilton, Hanley, Harington, Harland, Harper, A Hussain, G Hussain, G Hyde, Illingworth, Ingham, Iqbal, Jarosz, A Khan, J Lewis, R Lewis, Lowe, Lyons, Macniven, A McKenna, J McKenna, S McKenna, Mitchell, Morgan, Mulherin, Nagle, Nash, Ogilvie, Pryor, Renshaw, Ritchie, Selby, Smart, Sobel, E Taylor, Towler, Truswell, Urry, Venner, Walker, Walshaw, Wakefield and Yeadon.

NO - 8

J Bentley, S Bentley, Campbell, Cleasby, Downes, Golton, Lay and Varley,

ABSTAIN - 21

Anderson, A Blackburn, D Blackburn, Buckley, A Carter, Castle, Cohen, Collins, Flynn, Harrand, Lamb, G Latty, P Latty, Maqsood, J Procter, Rafique, Robinson, Wadsworth, Wilford, Wilkinson and Wood

32 White Paper Motion (in the name of Councillor J Bentley) - Low Emission Zones

It was moved by Councillor J Bentley, seconded by Councillor Campbell that this Council notes the recent report from Public Health England which shows poor air

quality is directly responsible for approximately 350 deaths a year in Leeds and the World Health Organisation's recent report showing Leeds failing to meet European air quality standards.

Low Emission Zones in Sweden showed a 40% decrease in emission levels from heavy vehicles within just four years of the creation of a Low Emission Zone. A similar increase in air quality in Leeds will avoid unnecessary deaths.

With this in mind, Council expresses its concern that the feasibility study asked for by Full Council more than three years ago in April 2011 has yet to be completed. It therefore requests the Executive Board to bring forward proposals to create Low Emission Zones in areas of high air pollution in Leeds in order to save lives no later than the October 2014 Executive Board meeting.

An amendment was moved by Councillor Dobson, seconded by Councillor Coulson that

This Council notes the recent report from Public Health England which shows poor air quality is directly responsible for approximately 350 deaths a year in Leeds.

Delete all after and replace with:

It acknowledges that while the Air Quality position in the city is broadly within the acceptable standards set out by the Air Quality Regulations there is more work to be done to provide the best possible environment for Leeds citizens.

This Council still believes that Low Emissions Zones which prevent the most polluting vehicles from entering the city are a viable option to secure health and environmental benefits in Leeds. In line with this, Council welcomes the work that has been ongoing since 2011 to explore the feasibility of implementing these measures, noting the successful bid for DEFRA funding and the partnership working with Bradford City Council and the Institute for Transport Studies at the University of Leeds. Council emphasises that this is an important part of the wider work ongoing around emissions reduction in the city.

Council notes that this is a large and complex major project, and welcomes the expectation that conclusions and proposals for action will be brought forward later in 2014.

A second amendment was moved by Councillor Wadsworth, seconded by Councillor G Latty that

Delete all after first paragraph and replace with:

“Council welcomes the Government’s commitment to provide funding of around £500 million to promote the uptake of ultra-low emission vehicles. Council believes that continued investment in, and use of, this kind of technology could be instrumental in cutting the amount of harmful emissions that have such a negative impact on air quality in Leeds.

“Council therefore calls for a report to be brought to Executive Board setting out available options to address air pollution in Leeds.”

Motion will therefore read:

“This Council notes the recent report from Public Health England which shows poor air quality is directly responsible for approximately 350 deaths a year in Leeds and the World Health Organisation’s recent report showing Leeds failing to meet European air quality standards.

“Council welcomes the Government’s commitment to provide funding of around £500 million to promote the uptake of ultra-low emission vehicles. Council believes that continued investment in, and use of, this kind of technology could be instrumental in cutting the amount of harmful emissions that have such a negative impact on air quality in Leeds.

“Council therefore calls for a report to be brought to Executive Board setting out available options to address air pollution in Leeds.”

The second amendment in the name of Councillor Wadsworth was lost

The first amendment in the name of Councillor Dobson was carried and upon being put to the vote, it was

RESOLVED – That this Council notes the recent report from Public Health England which shows poor air quality is directly responsible for approximately 350 deaths a year in Leeds.

It acknowledges that while the Air Quality position in the city is broadly within the acceptable standards set out by the Air Quality Regulations there is more work to be done to provide the best possible environment for Leeds citizens.

This Council still believes that Low Emissions Zones which prevent the most polluting vehicles from entering the city are a viable option to secure health and environmental benefits in Leeds. In line with this, Council welcomes the work that has been ongoing since 2011 to explore the feasibility of implementing these measures, noting the successful bid for DEFRA funding and the partnership working with Bradford City Council and the Institute for Transport Studies at the University of Leeds. Council emphasises that this is an important part of the wider work ongoing around emissions reduction in the city.

Council notes that this is a large and complex major project, and welcomes the expectation that conclusions and proposals for action will be brought forward later in 2014.

33 White Paper Motion (in the name of Councillor Mulherin) - Health

It was moved by Councillor Mulherin, seconded by Councillor Taylor that this Council supports the founding values and principles of the NHS and its achievements in its 66 years of existence. Members are committed to universal healthcare, free at the point of need, provided by a publicly funded National Health Service.

Council therefore notes with concern the Government’s irresponsible leadership of the NHS since 2010 and the damage done by the biggest top down reorganisation the NHS has ever seen.

Council supports the work taking place locally in Leeds to integrate health and social care and to promote joint working in order to improve health outcomes and meet the significant challenges faced across the system as a result of government funding cuts.

Council commits to build stronger and closer relationships with health and social care providers by inviting them to sit on the Leeds Health and Wellbeing Board, ensuring greater joined up working.

In addition, Council also calls on the government to:

- Repeal the Health and Social Care Act 2012 and bring commissioning back together under local Health and Wellbeing Boards.
- Re-establish the Secretary of State's statutory duty to provide and secure a comprehensive health service.
- Remove the infrastructure which imposes competition on the NHS and which leaves it open to threat from the free market.
- Ensure that decision-making at all levels in the NHS is open and transparent and that patients and the public are involved in designing services for the future.

An amendment was moved by Councillor Buckley, seconded by Councillor Anderson

Delete all after “free at the point of need” and replace with:

“Council notes that the current Government’s NHS reforms aim to provide patients with more choice, give GPs and local health practitioners more control over the services they offer, and make the health service more transparent.

“Council recalls the waste and profligacy that typified so much of the last government’s mismanagement of the NHS, including the failed and now defunct National Programme for IT system, which was estimated to have cost taxpayers £12 billion.

“Council supports the work taking place locally in Leeds to integrate health and social care and to promote joint working in order to improve health outcomes, and notes that the Government set up the Better Care Fund in order to encourage this activity. Council further notes that a key aspect of this local agenda is the work of Health and Wellbeing Boards – bodies that were formally established under the Health and Social Care Act 2012.

“Council commits to continuing to work closely with health and social care providers and notes that a number of providers already sit on the Leeds Health and Wellbeing Board. Council believes that this will help to implement the Government’s reforms and make them work to the benefit of people in Leeds.”

Motion will therefore read:

“This Council supports the founding values and principles of the NHS and its achievements in its 66 years of existence. Members are committed to universal healthcare, free at the point of need.

“Council notes that the current Government’s NHS reforms aim to provide patients with more choice, give GPs and local health practitioners more control over the services they offer, and make the health service more transparent.

“Council recalls the waste and profligacy that typified so much of the last government’s mismanagement of the NHS, including the failed and now defunct National Programme for IT system, which was estimated to have cost taxpayers £12 billion.

“Council supports the work taking place locally in Leeds to integrate health and social care and to promote joint working in order to improve health outcomes, and notes that the Government set up the Better Care Fund in order to encourage this activity. Council further notes that a key aspect of this local agenda is the work of Health and Wellbeing Boards – bodies that were formally established under the Health and Social Care Act 2012.

“Council commits to continuing to work closely with health and social care providers and notes that a number of providers already sit on the Leeds Health and Wellbeing Board. Council believes that this will help to implement the Government’s reforms and make them work to the benefit of people in Leeds.”

A second amendment was moved by Councillor Golton, seconded by Councillor Downes

Delete para 2

Delete all after Council in para 5 (introductory line) and replace with "notes"

Delete bullet point one and replace with :

“Repeal of the Health & Social Care Act 2012 would mean the abolition of Health & Wellbeing Boards. Council believes HWBs are playing an important role in providing services in Leeds and therefore resolves to oppose their abolition”

Delete “**Re-establish**” in bullet point two and replace with :

“The desirability of re-establishing”

Delete bullet point 3 and replace with :

“That the infrastructure which imposes competition on the NHS was introduced by the Labour Government in 2002 and welcomes the changes introduced by the coalition government which have restricted the open ended nature of the completion allowed by the original legislation”

Delete “**Ensure that decision-making at all levels in the NHS is open and transparent and**” in bullet point four and replace with :

“That in order to ensure that decision-making at all levels in the NHS is open and transparent it is essential”

Revised motion would read

This Council supports the founding values and principles of the NHS and its achievements in its 66 years of existence. Members are committed to universal healthcare, free at the point of need, provided by a publicly funded National Health Service.

Council supports the work taking place locally in Leeds to integrate health and social care and to promote joint working in order to improve health outcomes and meet the significant challenges faced across the system as a result of government funding cuts.

Council commits to build stronger and closer relationships with health and social care providers by inviting them to sit on the Leeds Health and Wellbeing Board, ensuring greater joined up working.

In addition, Council notes:

- § Repeal of the Health & Social Care Act 2012 would mean the abolition of Health & Wellbeing Boards. Council believes Health & Wellbeing Boards are playing an important role in providing services in Leeds and therefore resolves to oppose their abolition
- § The desirability of re-establishing the Secretary of State's statutory duty to provide and secure a comprehensive health service.
- § That the infrastructure which imposes competition on the NHS was introduced by the Labour Government in 2002 and welcomes the changes introduced by the coalition government which have restricted the open ended nature of the completion allowed by the original legislation
- § That in order to ensure that decision-making at all levels in the NHS is open and transparent it is essential that patients and the public are involved in designing services for the future.

The first amendment in the name of Councillor Buckley and the second amendment in the name of Councillor Golton were declared lost and upon being put to the vote, it was

RESOLVED - That this Council supports the founding values and principles of the NHS and its achievements in its 66 years of existence. Members are committed to universal healthcare, free at the point of need, provided by a publicly funded National Health Service.

Council therefore notes with concern the Government's irresponsible leadership of the NHS since 2010 and the damage done by the biggest top down reorganisation the NHS has ever seen.

Council supports the work taking place locally in Leeds to integrate health and social care and to promote joint working in order to improve health outcomes and meet the significant challenges faced across the system as a result of government funding cuts.

Council commits to build stronger and closer relationships with health and social care providers by inviting them to sit on the Leeds Health and Wellbeing Board, ensuring greater joined up working.

In addition, Council also calls on the government to:

- Repeal the Health and Social Care Act 2012 and bring commissioning back together under local Health and Wellbeing Boards.
- Re-establish the Secretary of State's statutory duty to provide and secure a comprehensive health service.
- Remove the infrastructure which imposes competition on the NHS and which leaves it open to threat from the free market.

- Ensure that decision-making at all levels in the NHS is open and transparent and that patients and the public are involved in designing services for the future.

Council rose at 19.30

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Report author: Kevin Tomkinson
Tel: 74357

Report of **City Solicitor**

Report to **Council**

Date: **10 September 2014**

Subject: **Appointments**

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

Summary of main issues

- 1 Appointments to Boards and Panels and to Joint Authorities are reserved to Council.

- 2 The relevant Group Whip has requested a membership change as detailed in paragraph 4 of the report on Scrutiny Board (Housing and Regeneration) and the Corporate Governance and Audit Committee.

Recommendations

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

2 Purpose of this report

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

3 Background information

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

4 Main issues

- 4.1 That Councillor Illingworth replace Councillor Truswell on Scrutiny Board (Housing and Regeneration) and that Councillor A McKenna replace Councillor S McKenna on the Corporate Governance and Audit Committee.

4.2 Consultation and Engagement

- 4.2.1 The relevant Group Whip has been consulted in respect of the appointments.

4.3 Equality and Diversity / Cohesion and Integration

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

4.4 Council policies and City Priorities

- 4.4.1 There are no specific implications.

4.5 Resources and value for money

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

4.6 Legal Implications, Access to Information and Call In

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

4.7 Risk Management

- 4.7.1 No specific implications

5 Recommendations

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

6 Background documents¹

- 6.1 None

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



Report author: Sally Wimsett
Tel: 0113 2478944

Report of: Assistant Chief Executive (Citizens and Communities)

Report to: Council

Date: 10 September 2014

Subject: Area Committee Annual Report

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

1. Summary of main issues

This report brings the Area Committees' Annual Report to the attention of council. It outlines the changes which have taken place during 2013 to 2014 and gives a flavour of some of the work area committees have carried out within their communities to improve lives for local people.

Building on the work of the Area Review undertaken in 2012, the report provides an update on wellbeing funding spend and the projects that have been supported. It also describes the key developments which have taken place to drive forward the council's ambition to improve the way decisions are taken in local areas and the way we engage with residents. This includes the development of community committees, the delegation of the Youth Activities Fund and the role of area lead members (now community champions). Finally, the report looks ahead to the next steps to be taken to ensure the new community committees deliver better locality working.

2. Recommendation

Members of council are asked to:

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

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Area Committees' Annual Report





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Introduction

This report gives an overview of the key changes that have taken place over the last 12 months; it reflects on some of the activities, successes and challenges during the year 2013 to 2014 and looks ahead to future developments, which will improve the way decisions are taken in local areas and to highlight the important role the new community committees play in local democracy.

The new community committees are an essential part of our local democracy; they work with local residents, the third sector and businesses to ensure the services delivered by the council are delivered in a targeted way and to a high standard.

Our city, our communities and our residents are facing massive social and financial challenges, including health inequalities, an ageing and more diverse population, poverty and financial exclusion. At the same time, the level of public funding over the last few years has seen unprecedented swingeing cuts of around £94m over the past three years. The council anticipates that there will be a further reduction in funding from Government of around £81m over the next two years. In these challenging conditions our area committees and their members have worked determinedly to improve the lives of local people.

They have continued to use their funding and powers to support a vast and wide-ranging number of activities and organisations, ranging, for example, from ensuring young people can find jobs and training, or preventing older people from being isolated, or supporting local environmental improvements.

The pressures now facing local government mean that the council must work more intelligently and flexibly than ever before. We have therefore continued to look at the way we deliver services locally and the Area Working review looked critically at the role the area committees play in this. We have made a lot of progress, but there is still a great deal of work to do to ensure that we serve the residents of Leeds as effectively as we can.

2013 to 2014 saw the introduction of some important developments. The appointment of area lead members has already started to strengthen links between the corporate centre and the local delivery of services. The delegation of the youth activities fund has enabled the area committees to champion the young people in our city. The new community committees will enable us to focus more clearly on community engagement and local decision-making, which will play a crucial role in driving the changes we must now action. This is part of a broader approach by the council to address issues of poverty, getting people into work, and providing more accessible services.

My sincere thanks go to all Community Committee chairs, who have picked up the baton and run with the new agenda enthusiastically and with real determination. Thanks to members and officers for their support, ambitions and desires to make things happen!



Councillor Peter Gruen,

Deputy Leader and Executive Member for Neighbourhoods,
Planning and Personnel

Major developments 2013 to 2014

2013 to 2014 saw the introduction of new initiatives that will build on the work of area committees, all of which are helping to improve local democratic leadership and enable our area committees to work more effectively.

Community Committees

There were three main drivers for changing our approach to locality working and developing the community committees.

Firstly, like other local authorities, Leeds City Council has suffered unprecedented cuts to its budget over the past three years. This reduction in funding is in addition to the need to meet the cost of inflation and continuing spending demands across a range of services. This has meant that, in addition to reviewing many of the services we provide, we have a responsibility to ensure that we spend money and work more intelligently and more flexibly than ever before.

Secondly, one of the objectives of our Best Council Plan is to make it easier for people to do business with us, as well as ensuring that we involve people in shaping their city.

And finally, a key outcome of the 2012 Area Working Review included the need to improve community involvement and engagement in the local decision making process.

Our locality arrangements are key to achieving all of these aspirations. In short, we want to bring place, people and resources together.

The move towards a more collaborative and inclusive approach to working locally began following a review of the council's area working arrangements. A number of recommendations were agreed by Executive Board in December 2012 and officers, working closely with area committee chairs, undertook further work to develop a set of principles to underpin a new approach to area working arrangements.

Work with area chairs helped identify the key issues to be addressed with regard to area committees. The key areas of concern were:

- the work of area committees is not widely understood or recognised in the council or in communities;
- the style of meetings does not naturally lend itself to effective engagement with local residents, and;
- reports are not sufficiently tailored to the locality.

At a meeting of Full Council in September 2013 members received a report proposing an approach to replace the area committee arrangements as a way of demonstrating a new expression of democratic leadership. This step aimed to ensure a move towards a greater focus on local issues by local people and away from the bureaucratic nature of many area committee meetings where there is little or no attendance by the public.

In December 2013, Executive Board endorsed the proposition to be more responsive to local communities and recommended further work to build on efforts already undertaken to improve locality working arrangements.

As a result of this, consultation took place with elected members, services, partners, the third sector and town and parish councils between February and April 2014. This included:

- member workshops
- presentations to all five political groups
- three area leadership team discussions involving partners
- school clusters
- discussions with all directorate management teams
- discussion with the third sector leadership forum (attended by 15 third sector representatives)
- presentation to and discussion with town & parish councils at their Annual General Meeting.

Outcomes from the consultation were as follows:

- a change in name from area committees to community committees to reflect the new approach to locality working;



- an agreed set of design principles for community committees to create a framework that is consistent across the city, but still responsive to local needs;
- an agreed brand and identity for community committees to assist in communication and marketing activity, raising the profile of community committees and their work;
- the need for more services and decision making responsibilities to be delegated to community committees;
- more locally focussed meetings supported by local intelligence and issues local members want to consider, rather than prescribed city wide or corporate based reporting;
- more freedom and flexibility in terms of the way community committees operate;
- the development of community engagement plans, which recognise the differing needs of each area; and

- meaningful community engagement - an improved model of locality working that will give residents the opportunity to 'have their say', as well as a greater influence on decisions about the design and delivery of public services.

On 9 June 2014 the Annual Council meeting approved the constitutional amendments relating to community committees and the first meetings took place in July.

Delivering the new community committees will need a significant cultural shift in a number of areas. We will need to ensure we have appropriate support arrangements in place within the locality teams to effectively support the new way of working. Services will need to be more locally focussed and responsive to local issues and priorities and partners will need to engage with the new arrangements in new and different ways. Therefore, any change agreed will need to be supported by an appropriate organisational development and change process to ensure culture and behaviours also change to reflect the new way of working.

Area Lead Members (Community Champions)

The Area Review report in 2011 introduced the concept of developing the area 'champions' roles into the area lead member roles. The role provides an important part in providing a local lead perspective on executive board portfolios. It is a practical expression of the strong local leadership role set out within the locality working design principles and best city and best council ambitions.

The area lead member roles were introduced in July 2013 and covered the following work areas:

- Adult Social Care and Health and Wellbeing (as one or two roles)
- Children's Services
- Employment, Skills and Welfare
- Environment and Community Safety (as one or two roles)

A supporting brief was developed for each area, which includes core, common factors but are tailored appropriately. These briefs reflect the different facets of the role and the opportunities it presents in terms of:

- working closely with area committee chairs to identify and lead relevant debates at area committees;
- representing the area committee at local project or partnership meetings, and in the commissioning process to ensure the needs and interest of the area are represented;
- developing informal opportunities and networks with council services and partners to build understanding, improve partnership working, provide challenge and bring a local democratic perspective to a wider range of services; and
- supporting the relevant executive portfolio holder and officer lead to ensure local issues are included in policy development, highlight any service issues or failures, drive service improvement, share best practice and learn from innovative approaches developed through area committees.

Executive portfolio holders regularly meet with their area lead members to focus on understanding the local and city-wide agendas and provide challenge

and debate around local issues. The role provides a useful vehicle to broaden understanding at all levels and to strengthen relationships between officers and members. This has enabled action to be taken more quickly when issues have been raised within a locality. A formal evaluation of the role will be taking place in autumn/winter 2014. The results of this evaluation will form the basis for developing an action plan for area lead members.

The area lead member role has already started to make an impact in local areas as demonstrated by the following examples.

The area lead member for community safety in Inner North East has been heavily involved in gang prevention work across Chapeltown. She has developed very good relationships with community safety officers and regularly monitors progress and looks for ways to influence change. The area lead member for Outer North East has facilitated activities with partners, including Connexions, EPOSS (Elmet Partnership of Schools and Services) LCC Area Support Team and the Youth Service, to reduce numbers of young people who are NEET.

In South East lead members worked with adult social care and older persons networks to deliver 1800 winter warmth packs, holding launch events where green doctors attended and provided advice on saving fuel. Lead members also played a significant role in helping set up new arrangements around tasking and the formation of the Locality Safety Partnership.

At the request of the Outer West Environment Sub-Group, targeted work has been undertaken around flytipping. A list of hotspot areas prone to flytipping and littering is being collated for enforcement officers to patrol. This piece of work is also complemented by the use of small covert cameras to catch offenders in action.

The West North West health and wellbeing area leads worked with public health to co-fund a range of projects to tackle health inequalities across the area. Projects ranged from tackling social isolation in Outer North West to highlighting the health dangers of sedentary occupations such as taxi drivers.

Youth Activities Fund

The Youth Activities Fund was devolved to area committees in 2013, enabling members to allocate a total of £250,000 to this important area of work. This figure will be doubled in 2014 to 2015. It is being used in conjunction with school clusters, for example, ensuring young people are involved in the decision-making process and benefit from a more targeted approach to funding.

East North East

Ward members attended school councils in Burmantofts and Richmond Hill to consult with young people on the type of activities they would like to see provided through the Youth Activity Fund. The fund acted as a catalyst for better partnership working, helping to identify gaps and how we can better utilise and promote Breeze.

The Youth Activities Fund helped set up a Table Tennis Club in Roundhay, which is now self-sustaining and runs every Monday evening from September following successful taster and promotion sessions. The group received a grant of £2,240 and used this to purchase table tennis tables, bats and balls as well as train four sports volunteers to run the sessions. The club is the only one of its kind in the local area and gives young people aged 8 to 17 a new and engaging activity to take part in.

South East

An exciting project funded by the Youth Activities Fund in Outer East is 'Junior Parkrun' at Temple Newsam established by Parkrun Limited. The set up costs were £6,000, with half of the cost funded by Parkrun Limited, and the other half funded from the Youth Activities Fund. Building on the success of the Saturday Parkrun for adults, the highly enthusiastic team are anticipating attracting over 60, 8 to 15 year olds every Sunday. In the first year, this will equate to over 3000 young people attending at a cost of under £1 each. This project meets the local health and wellbeing priority to organise positive activities for young people and tackle childhood obesity.

West North West

'Project Beats' is run by Equilateral Media in the Inner North West. Equilateral received £2000 from the Youth Activities Fund to provide weekly sessions for young people to explore, learn and develop skills in various musical disciplines. Young people enjoyed singing, basic music production, DJing, audio recording and rhythm games. The project ran for 10 weeks from the Cardigan Centre, attracting up to 13 young people per session with 105 over the course of the project. The project has given young people an opportunity to explore music in a structured learning environment to develop new skills, which they can continue to evolve.



How we made a difference – highlights from 2013 to 2014

Wellbeing fund

Area committees, and now community committees, continue to play a fundamental role in understanding and addressing issues of concern to local people. They do it in many ways, one of which is by providing funding to take forward projects that fall within their identified priorities. It is generally recognised that the money provided is increased significantly due to the opportunity to lever in matched funding and volunteering.

Five major benefits have been defined from locally delegated funding as follows.

- **Developing community capacity and pride** – generating a sense of belonging and often involving volunteering by local residents to make things happen.
- **Sealing the deal** – gap funded projects where the work would not otherwise be taken forward.
- **Leverage** - acting as a catalyst to lever in funding from other sources.
- **Implementing planned local actions** – focussing on specific local priorities.
- **Supporting council departments and partners** – supporting our own council departments and supplementing the funding of partner agencies to improve their services to the local community.

The total value of projects approved and funded through the Wellbeing Fund across Leeds in 2013 to 2014 was over £2 million, with match funding bringing the figure to almost £4 million. This covered a range of projects, both in terms of value and in terms of focus. Across the city, the wellbeing expenditure supported 337 projects.



Success stories from the localities

The success stories presented here provide a flavour of the type of projects supported and promoted by the area committees across Leeds. They are a representative sample of the types of local projects that are making a real difference within local communities. Every area committee has many, many success stories to tell reflecting great work across every community and neighbourhood in Leeds – for this annual report we have picked one for each committee as an illustrative example.

East North East

Inner East

Lincoln Green Computer Suite

Local priority: to increase usage of community centres.

In response to local residents call for access to computers and IT based education courses to be run in the community, the area committee funded the installation of a computer suite at Lincoln Green Community Centre. The suite is being used to run courses for young people in Lincoln Green who are NEET - this led to nineteen young people gaining the Step Up NOCN qualification.

Sarah Suess, project manager at Learning Partnerships, said:

“The course was run in this location to forge a partnership with the Co-operative Academy. If the computer suite had not been installed it would not have been possible to run the sessions. Even if a different location had been used it is highly likely the young people would not have engaged.”



Students who attended the courses added:

“I like coming to the course because it helped me keep my anger down and it helped me work in a team better.”

“I think passing the course will help me in the future as it has boosted my confidence.”

Inner North East

Roundhay Junior Park Run

Local priority: increase volunteering, promote healthy lifestyles.

Roundhay Junior Park Run was established in November 2013 to give young people a chance to attend a free weekly organised run. The sessions give young people the chance to participate in free physical activity and meet new friends. Nine sessions have been run to date with an average of 66 young people attending each session. The young people have run a total of 1,194km. The sessions are run purely by volunteers; the lead volunteer has stated it would have been very difficult to set up the project without funding.

Miss D, volunteer, said:

“I am a medical student with a degree in human nutrition. Unfortunately a large proportion of the health issues I encounter are overweight and obesity related. I believe initiatives like this help a small, yet meaningful, number of our community to lead healthier lifestyles and improve wellbeing.”

Mrs T, parent, added:

“My son is plump and does not like football as the ‘good’ players won’t let him play. At his first park run it took him over 16 minutes, his best is now 13:13. He is so proud.”

Outer North East

Maecare Partnership Co-ordinator - £10,667, staffing costs. Local priority: supporting older people to be independent

Maecare is an elderly care community organisation. The funding received enabled Maecare to employ a co-ordinator post to ensure closer partnership working with schools and local organisations. A number of projects were developed as a result of the post, including partnerships and projects with four new schools, Meanwood Clinic, a singing group for carers and service users with dementia, dementia training for local residents and third sector organisations.

Of particular note this year was the establishment of an intergenerational reading project with Moor Allerton Primary School.

Carol Burns, manager of Maecare, said:

“Being involved in schools has meant the organisation can ensure older people feel more involved in their community. They like to feel needed and give something back to their local community. Being able to contribute to the community improves older people’s wellbeing.”

Mrs W, a volunteer reader from Maecare, added:

“I feel like I am doing some good, I am glad that I can help. It’s really lovely for me to be around children, I do not have any grandchildren of my own. I see them all as my grandchildren.”



South East

Outer South

Older people celebration events.

Local priority: vulnerable members of the community living independently for longer.

This year saw the development of new events celebrating older people across Outer South Leeds, funded by the



Outer South Area Committee. The Rothwell event was delivered and supported by Rothwell & District Live at Home scheme and was a real success with over 100 visitors. The event was supported by Tea Cosy Memory Café, who were also delivery partners in the area committee’s Winter Warmth Scheme. Tea Cosy have been trailblazers in their commitment to supporting people with dementia through pioneering Rothwell as Leeds’ first dementia friendly community.

Inner South

ASDA pre-recruitment sessions.

Local priority: provide opportunities for people to get jobs or learn new skills.



The new ASDA store in Middleton is the largest development in that ward for a number of years and was a real opportunity to get local people into work. In order to support that challenge LCC’s Employment & Skills section worked with partner agencies including Job Centre Plus, Leeds City Colleges, Housing Leeds, South East Area Support Team and many others to deliver three days of pre-recruitment sessions at the St George’s Centre and BITMO Gate. The whole approach was supported and endorsed by members of the Inner South East Area Committee. Approximately 1,500 people attended these sessions and 68% of the jobs were eventually taken up by people living in the LS10 area. Those attending the sessions that

were unsuccessful with ASDA have been picked up by the council's employment and skills team and are receiving support at The Point in The White Rose Centre, where there is likely to be job opportunities in the future. The newly recruited staff were trained by ASDA at St George's Centre and are now in post with the new store, which opened in early May 2014. The success of this project is seen as a template for future developments across the city.

Outer East

Winter warmth packs for elderly residents.

Local priority: vulnerable members of the community living independently for longer.

In January 2014 winter warmth packs for elderly residents were provided across the whole of the Outer East Area. Funded by Outer East Area Committee and Housing Leeds and supported by the four elderly support networks, around 1,700 packs were provided. In Garforth & Swillington ward and across the adjacent villages the packs were distributed by Garforth NET (Neighbourhood Elders Team).

Launch events were held by NET in Garforth and Kippax with both events attracting large numbers of elderly people. Officers from the council's fuel poverty section attended and a 'Green Doctor' was on hand to provide advice on keeping homes warm, keeping themselves warm and saving fuel. The packs included a number of items to help keep residents warm including a flask, hot water bottle, various items of clothing to keep warm, along with soups and foodstuffs. The issue of fuel poverty, particularly amongst elderly residents, has been a key priority of Outer East Area Committee for several years. The packs and the launch events have been welcomed locally and have increased the number of elderly people engaging with the older persons support networks, thus hitting another priority of reducing social isolation amongst the elderly.

West North West

Inner North West

EnviroMET – Leeds Met Students' Union.

Local priority: support volunteering within our local communities / improve the local environment and our parks and open spaces.

Due to limited capacity over the last few years, Leeds Met Students' Union has been unable to respond quickly and innovatively to environmental issues raised by the local community. The area committee funded the EnviroMET project and a part-time (20 hours a week) project worker to coordinate environmental projects, increase the number of students volunteering on environmental projects within the local community,

improve student-community relations and to provide a joined-up approach between Leeds Met Students' Union and other environmental initiatives within the city.

The project has been hugely successful and there has been a significant increase in the number of students volunteering to be part of environmental projects. The Students' Union is better represented at key meetings and able to respond to issues that are raised by the community which is exactly what the committee hoped to achieve through this post.

The success of the project has led to Leeds Met now funding a permanent project worker post and additional resources to expand the project.

Local Resident JK said:

“It is refreshing to see students engaging with local residents groups and to see people from different groups coming together.”

Joseph Cole, parks and countryside officer, added:

“I am pleased to have a contact within the students' union, who is able to liaise with volunteers and residents and coordinate successful events.”

Inner West

The Broadleas and Fairfield multi-agency partnership.

Local priority: increase the levels of young people in employment, education or training.

The Broadleas and Fairfield multi-agency partnership, supported by the area committee, identified the issue of some young tenants aged 25 and under getting into difficulties, causing anti-social behaviour and getting into rent arrears. Together with the Barca Youth and Community Team and Housing Leeds, joint first tenancy visits were agreed for all new tenants under the age of 25. The first two visits resulted in tenants being allocated a Connexions worker, who helped them into full-time training with Full Circle Learning, a specialist training provider working with the construction industry, together with ongoing mentoring and emotional support. The project is proving a success and Housing Leeds are looking to extend the pilot area to other priority neighbourhoods.

Amanda Ogg, Team Leader Children's Services, Barca Leeds, said:

“It's great when a plan comes together!”

Outer North West

Horsforth PCSOs

Local priority: safer communities.



The area committee funded two additional PCSOs to carry out approximately 40 hours patrolling per week and hold weekly surgeries in Horsforth. The officers also participate in other community safety activities in the area. Benefits have included an increased police presence on the streets of Horsforth, with local residents provided with more opportunities to contact and get advice and support from the police. It has increased community safety and reduced the community's fear of crime.

PCSO activities include attending local schools, clubs and other events in the Horsforth area. The PCSOs attend the Brownlea Stone Centre and local Morrisons in Horsforth to provide visible contact points every week. Reducing anti-social behaviour is one of the police priorities with police targeting areas reported by the public or town council. Other local priorities include monitoring speeding on local roads. The PCSOs have also received a small grant from Horsforth Town Council to work with Trading Standards to introduce a 'No Cold Calling Zone' in Horsforth.

Outer West

The Farsley Festival.

Local priority: Supporting local events that bring people together.

Local community groups, voluntary organisations and churches came together to celebrate the Tour de France inspired Farsley Festival on the 26th May. Celebrations funded by the area committee saw Town Street closed to traffic to allow the whole community to enjoy the event. 'Tour de Farsley' saw thousands of residents enjoying music, family fun and food with local businesses doing a roaring trade. The festival involved inter-generational activities for all ages and provided an exciting opportunity for all those living in Farsley to have a positive experience and take pride in their community. Farsley Community Initiative is set



up to look at opportunities to make Farsley the best community it can be and to support and inspire those who live there. The area committee recognises the value of investing in community events and supports projects which bring communities together to celebrate local diversity.

Conclusions

Area committees have undertaken a huge amount of work over 2013 to 2014, and importantly, have taken the first decisive steps towards the cultural change that we must now all embrace in these challenging times.

2013 to 2014 saw significant challenges as government budget cuts intensified and impacted on services. In response area committees worked hard with their area support teams to deliver strong leadership and real change for local people.

Considerable work has taken place in each locality to prepare the committees and teams for the anticipated challenges and opportunities of the new approach to locality working with community committees and further engagement with local residents. They are now in a good position to implement these changes, which reflect the focus on locality working and local democracy.

The new approach of shorter, business-focussed committee meetings will provide more time for effective engagement with local communities and will help ensure that all parts of communities are involved. The

new branding and identity will support communications activity to better raise awareness of area committee funding for specific local projects within communities.

The Youth Services Delegation and activities fund have brought about greater accountability and improved local services. Further delegation of budgets and services in 2014/15 will give Community Committees an unprecedented opportunity to act as local 'improvement committees'.

The area lead member role is already making an impact in local areas, providing a useful means to broaden understanding at all levels and to strengthen relationships between officers and members. This has enabled action to be taken more quickly when issues have been raised within a locality.

All of the above initiatives have resulted in better and closer working in the locality for both members and for officers. However, for community committees to be successful they need to be accompanied by a significant cultural shift for all involved, and this will not happen overnight.

Next steps

The journey towards our new commitment to listen to local people and seek their involvement in local civic life of the community has begun. But there is still a long road ahead and significant work to be undertaken by the community committees, area support teams and our services to ensure the new approach to meetings and engagement can be fully implemented in keeping with the design principles. The measures of success will be:

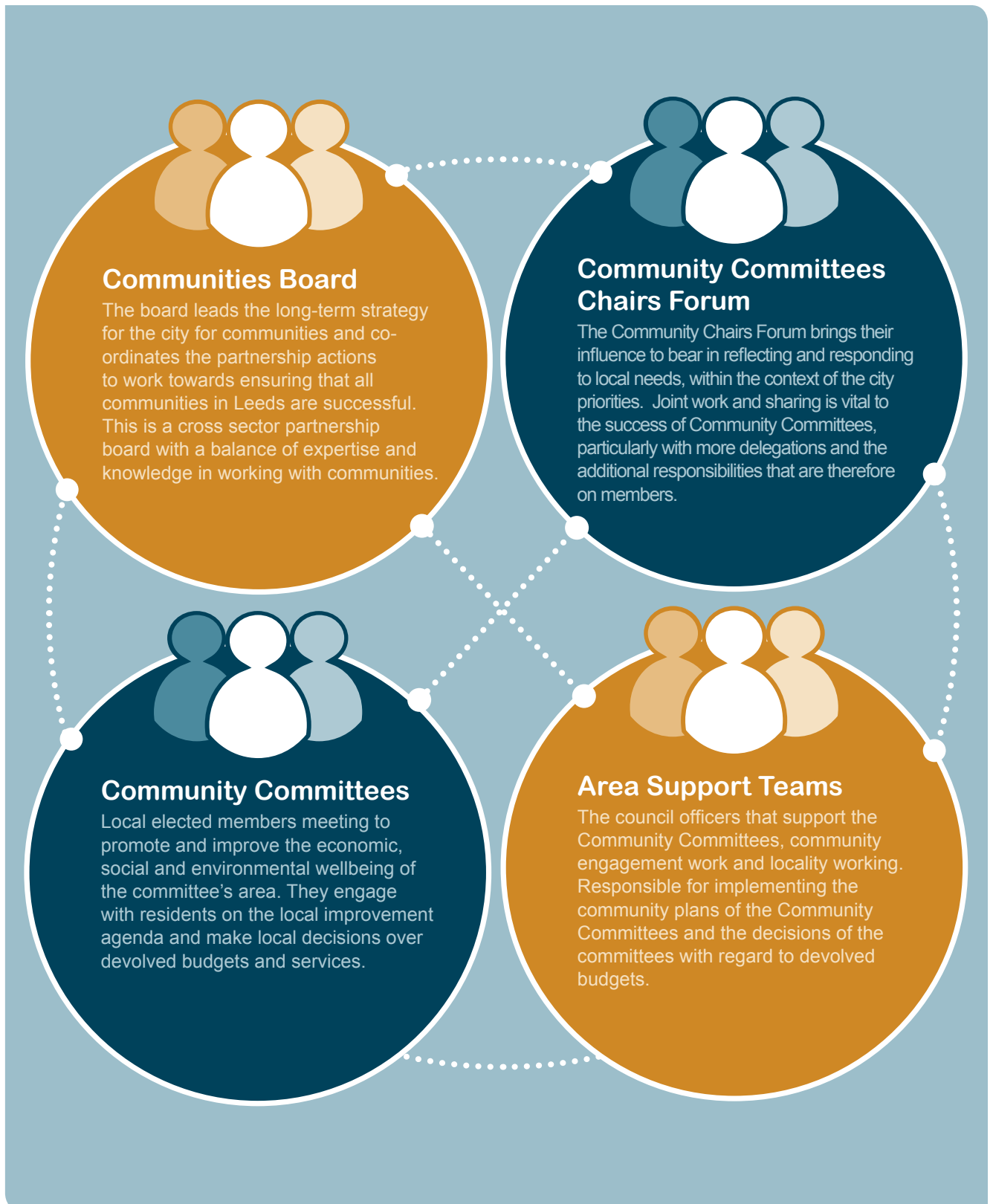
- a clear focus on engaging local communities over local topics of interest;
- business-focussed meetings with reports that have local significance;
- recommendations from community committees to the council's executive board
- a new approach to localised budget setting; and
- accessible ways of organising meetings and other engagement activities that promote debate and discussion from all parts of our communities.

For 2014 to 2015 there will be a significant focus on improving marketing and communications. The appointment of a temporary communications officer for 2014 to 2015 will support the development of communications plans, help embed the new brand and identity for community committees, develop new approaches to communications, including social media, and, most importantly, support community committees by raising the profile of their work. An evaluation and review of this work will be presented to the community chairs' forum in late 2014.

The role of area lead members will be monitored and supported to ensure a local perspective is included in policy development and delivery of services. A formal evaluation of the role will take place in autumn/winter 2014. The results of this evaluation will form the basis for developing an action plan for area lead members.

Finally, work will be undertaken to address issues of capacity, organisational development and cultural change to drive forward the community committee agenda and ensure its success. This will include ensuring the links shown on the diagram on page 14 between the community committees, community chairs forum, area support teams and the newly formed Communities Board are robust and effective.

Locality Working



**For further information on community committees
please contact the area leaders**

Rory Barke (corporate) 0113 224 3103

Martin Dean (south east) 0113 395 1652

Shaid Mahmood (west north west) 0113 336 7858

Jane Maxwell (east north east) 0113 336 7627





Report author: Cllr G Wilkinson/
Sharon Hughes
Tel: 0113 3367630

Report of the Chair Outer North East Community Committee

Report to Full Council

Date: 10th September 2014

Subject: Outer North East Community Committee

| | | |
|---|---|--|
| Are specific electoral Wards affected? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| If relevant, name(s) of Ward(s): | | |
| Alwoodley | | |
| Harewood | | |
| Wetherby | | |
| 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

This report provides an overview of the progress, achievements and opportunities for the Outer North East Community Committee. Key achievements are partnership working, most notably around the Parish and Town Council and Neighbourhood Plans, supporting communities and local services, and infrastructure investment using available funding streams.

Opportunities for the community committee are to build on existing good relationships with Parish and Town Councils to maximise the benefits of new funding streams for local communities and to improve local services through reviewing the council's asset base in this area. Opportunities also exist for closer working with school clusters to improve outcomes for children and young people.

The community committee recognises that there are challenges ahead in enabling different localities to work collaboratively and in managing community concerns about the core strategy. The rural nature of much of the area presents challenges in terms of transport links and accessing services, particularly in those localities with pockets of deprivation.

Recommendations

1. Members are asked to note the content of this report and raise questions.

1 Purpose of this report

- 1.1** The purpose of this report is to report on the progress, achievements, opportunities and challenges of the community committee

2 Background information

- 2.1** Area Committees were established in 2004 to improve service delivery at local level and deliver projects and programmes of work on priority issues in the locality. In 2014 Community Committees were established to build on the successes of Area Committees but to better engage with communities, and in particular increase the attendance and active involvement of local people at Community Committee meetings.

- 2.2** This report looks at the achievements of the community committee and former area committee over the past year, and highlights the opportunities and challenges for the future.

3 Main issues

3.1 Progress and achievements

Partnership working

- 3.1.1** A key achievement has been the progress made with parish and town councils over the years. This relationship has continued to develop, and was enhanced by work in 2011 to 2013 with parish and town councils to develop a localism post which facilitated the development of neighbourhood plans across Outer North East. Feedback from the parish and town councils indicated that the post holder was invaluable in supporting and empowering them to embark on producing neighbourhood plans. All the parish and town councils in Harewood and Wetherby wards now have neighbourhood planning areas designated by Leeds City Council and are at various stages of developing their plans.
- 3.1.2** The partnership with parish and town councils also extends to the program of volunteering in relation to planting schemes undertaken by 'In Bloom' groups across the whole of Outer North East.
- 3.1.3** The priority neighbourhood in Outer North East is Moor Allerton, which has a multi-agency partnership focused on delivering actions which meet the needs of local people. The main focus is around jobs, skills training and volunteering opportunities. Two key voluntary partners in the MAP area are Northcall and MAECare. Northcall offer a range of activities, training and support services for people of all ages. MAECare provide a range of services and volunteering opportunities to support older people in the local area. Both organisations receive support from the Community Committee to deliver local projects and activities.

Supporting communities

- 3.1.4** The community committee uses the well-being fund to further support local community activity and build local capacity. Key project highlights include

MAEcare's dementia awareness raising information sessions run in the Alwoodley, Moor Allerton and Shadwell area attended by over 130 people. MAECare also run a programme of intergenerational work where older people volunteer in local schools, this work was celebrated with a strawberry tea attended by 80 older people and a Christmas Party attended by 70 people at Allerton High School.

- 3.1.5 Older people in Wetherby and surrounding villages enjoy a variety of activities provided by Wetherby in Support of the Elderly (WISE). For example the 'Boston Spa Tea Party' memory café has between 35 and 40 people attending each month and an audience of 100 people enjoyed a Musical Matinee with local singers and entertainers in December.
- 3.1.6 There has been a range of community activities in the Wetherby area including the annual bonfire events with over 1500 people attending and the first Christmas lights switch on with over 600 people attending.
- 3.1.7 The Youth Activity Fund has been used to support local activities for young people; recent activities include a holiday activity programme run by Elmet Partnership of Schools, a voluntary youth club at North Call in Cranmer Bank, a residential for young people at Herd Farm, and Challenge 14 Scout Jamboree at Bramham Park.

Infrastructure investment

- 3.1.8 The community committee continues to support the development of local community infrastructure. Recent investments include the playground at East Keswick, a new allotment site in Alwoodley and support for Walton Parish Council which is working hard to secure funding for a new cycle track linking Walton with Wetherby.

3.2 Opportunities

- 3.2.1 Partnership working between the community committee and parish and town councils presents a real opportunity, particularly in the context of the localism act. Relationships have been developed through neighbourhood planning and all key parties come together regularly in the Outer North East Parish & Town Council Forum. This forum provides an opportunity for services and organisations to consult on issues and build relationships with all the parish and town councils in Outer North East. In particular, the forum also enables parish and town councils to work closely with Environmental Services to improve the flexibility and effectiveness of local service delivery. The forum was highlighted as a model of good practice by the Safer and Stronger Scrutiny Committee's review into the council's relationships with parish and town councils in 2013.
- 3.2.2 The next stage is for the community committee and parish and town councils to develop a working relationship around a framework for improving local services and the local infrastructure. This relates to areas of work such as maximising the potential of new funding opportunities and working closely to align the various funding streams at a local level. Going forward the delegation of more budgets and services to community committees is a real opportunity to be able to even further strengthen our working relationship with parish and town councils.

- 3.2.3 There are also opportunities for reviewing the public sector asset base in rural towns to maximise the use of local resources and deliver improved local services.
- 3.2.4 The Outer North East Community Committee has a good working relationship with the two local clusters, Elmet Partnership of Schools & Services and Alwoodley Cluster. The new working arrangements will help facilitate closer working between clusters and community committees and parish and town council to improving outcomes for children and young people.

3.3 Challenges

- 3.3.1 Whilst neighbourhood planning remains a strong opportunity there are also challenges in ensuring that different localities are able to work collaboratively to maximise the benefits of a local planning infrastructure across the Outer North East.
- 3.3.2 Community concerns in relation to the core strategy are ongoing and the committee will continue to work closely with strategic planning colleagues to maximise the involvement of local people.
- 3.3.3 Access to services for residents in rural areas where transport links are limited continues to be an issue. More localised and flexible services are required to meet the needs of local residents and the committee will continue to challenge services to find a better way of delivering locally such as the increased use of mobile and 'pop up' provision.
- 3.3.4 The Outer North East area has smaller pockets of deprivation which are often unrecognised by services at ward level and the community committee will continue to highlight these areas to ensure they have appropriate access to service. Work looking at areas on a lower super output level is being taken by the community committee and Ward Members. Greater delegation of services to the community committee would enable more responsive local services to be developed.

4 Corporate Considerations

4.1 Consultation and Engagement

- 4.1.1 The Outer North East Community Committee has good working relationships with the communities it serves. It will continue to supporting and enable local people and communities to engage and interact with us on issues that are important to them.

4.2 Equality and Diversity / Cohesion and Integration

- 4.2.1 The Outer North East Community Committee is committed to equality and cohesion. Specific equality impact assessments are undertaken on community engagement plans, specific initiatives and decisions as required.

4.3 Council policies and City Priorities

4.3.1 The Best Council Plan 2013-17 includes the key outcome to make it easier for people to do business with us, and the move to community committees makes a significant contribution to the delivery of this.

4.4 Resources and value for money

4.4.1 There are no new resource implications detailed within this report.

4.4.2 Legal Implications, Access to Information and Call In

4.4.1 There are no legal, access to information or call in implications arising from this report.

4.5 Risk Management

4.5.1 There are no risk management issues of any significance arising from this report.

5 Conclusions

5.1 The Community Committee already has good relationships with its local communities and utilises its available funding streams to support local projects. It recognises that there are challenges ahead, but will continue to strengthen its positive working relationships with the Parish and Town Councils to improve local services and facilities.

6 Recommendations

6.1 Members are asked to note the content of this report and raise questions.

7 Background documents¹

7.1 None.

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

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Report author: Cllr A
McKenna/Martin Hackett
Tel: 0113 3368942

Report of the Chair Outer East Community Committee

Report to Full Council

Date: 10th September 2014

Subject: Work of Outer East Community Committee

| | | |
|---|---|--|
| Are specific electoral Wards affected? | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| If relevant, name(s) of Ward(s): | | |
| Temple Newsam | | |
| Cross Gates & Whinmoor | | |
| Kippax & Methley | | |
| Garforth & Swillington | | |
| 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 report provides details of successful projects delivered in 2013/14
2. The report outlines the work of Community Committee Champions
3. The report details plans for themed Community Committee meetings in 2014/15.

Recommendations

4. Members are asked to note the content of this report and raise questions.

1 Purpose of this report

1.1 To provide details of projects, programmes of work and the role of Community Committee Champions in Outer East

1.2 To provide details on proposed themed Community Committee meetings in Outer East in 2014/15.

2 Background information

2.1 Area Committees were established in 2004 to improve service delivery at local level and deliver projects and programmes of work on priority issues in the locality. In 2014 Community Committees were established to build on the successes of Area Committees but to better engage with communities, and in particular increase the attendance and active involvement of local people at Community Committee meetings.

2.2 This report looks at successful projects that have recently been delivered, how the Community Committee Champions have helped shape those projects and plans for 2014/15, and details of themed Community Committee meetings in 2014/15.

3 Main issues

3.1 Project Work

3.1.1 Winter Warmth packs for the elderly. This project was delivered during winter 2013/14 and came from a meeting of the Area Lead Members (now known as Community Committee Champions) after a presentation on rising fuel costs and the issues around fuel poverty, especially amongst the elderly. Area Committee agreed to deliver a winter warmth pack to elderly vulnerable residents using the four Neighbourhood Networks in Outer East Leeds as the project deliverer. The packs included the following items:

- Tins of soup/stewing steak
- Bed socks
- Hat
- Gloves
- Scarf
- 2 fleece throws
- Thermal flask
- Hot water bottle

3.1.2 At the Outer East Older Persons sub – group it was agreed that each of the neighbourhood networks would hold launch events in their respective areas where energy advice would be given and ‘Green Doctors’ would be on hand to assist on all issues relating to fuel economy and keeping warm in winter.

3.1.3 In funding terms the Area Committee partnered up with what was then Aire Valley Homes and East North East Homes. Area Committee contributed £10,000

towards the project; Aire Valley Homes contributed £10,000; East North East Homes (who only covered a relatively small area in Outer East) contributed £1,300.

- 3.1.4 The packages were branded notifying residents that it had been funded by Area Committee, housing partners and supported by the neighbourhood networks. The neighbourhood networks identified the people to whom packs would be provided and in total 1,400 packs were delivered to elderly vulnerable people.
- 3.1.5 The project supported the Area Committee Business Plan priority '*Vulnerable members of the community are able to live independently at home for longer*'
- 3.1.6 The feedback has been very good with the most responses received for any single project delivered by Area Committee. Discussions are currently being held at the Older Persons Forum on whether a similar project should be delivered in 2014/15. Some of the feedback appears to be that a more generic well-being pack should be considered and that perhaps some of the most vulnerable who do not interact with the neighbourhood networks missed out. These issues will be addresses should a similar project be repeated.
- 3.1.7 The new Community Committee has continued to support project work with the elderly having agreed to fund a number of other projects that support the elderly and reduce social isolation including:
- a gardening service for elderly and disabled residents
 - a luncheon club officer who is employed to support, sustain and create new luncheon clubs for the elderly
 - funding an annual older persons event week with events happening in each ward in Outer East Leeds.

3.2 Improvements to playgrounds and recreational areas in Swillington, Garforth and Whinmoor

- 3.2.1 In 2013/14 Area Committee invested substantial Well Being funds into the extension/improvement of playgrounds and recreational areas in Outer East Leeds.
- 3.2.2 **Swillington.** This was an extension and improvement of an existing under 5's childrens playground which is on Parish Council land. The project included replacing the surface and several items of toddler equipment; supplying a 4 mtr pyramid and grassmat, basket swings and grassmat, 2 junior goals and a continuous activity grassmat.
- 3.2.3 The project cost was £59,000 with Area Committee awarding £7,000. It supported the Area Committee priority to *provide a range of positive activities for young people*' and was match funded from the following sources:
- Caird Barden Community Fund - £33,000
 - Aire Valley Homes - £15,000
 - Tesco Charitable Trust - £4,000

3.2.4 **Garforth (Barley Hill) Playground.** Area Committee awarded £10,000 towards the cost a full refurbishment at Barley Hill Park. It provided enhanced play opportunities for children of all ranges and abilities. The project provided improved landscaping and new surfacing along with the following new equipment:

- Flat swings
- Basket swings
- Inclusive roundabout
- Musical play items
- See saw
- Multi- climbing unit and slide
- Talk tubes
- Balance and rocking equipment

3.2.5 The project cost was met from the following sources:

- Aire Valley Homes(AVH) Environmental Fund - £7,000
- Area Committee Well Being Fund - £10,000
- AVH Area Panel - £5,000
- Section 106 - £55,408
- Ward Based Initiatives - £17,685

3.2.6 **Whinmoor Park Environmental Improvements.** This project undertook improvements to Whinmoor Park – Hebden Way Whinmoor after complaints concerning the condition of the park, in particular with regards to the footpaths through the park and the visual appearance of the tennis courts.

3.2.7 The main concern was the condition of the footpath that links Sherborn Road North with Hebden way. As one of the main routes for residents accessing buses this path is heavily used and there had been a number of incidents with people suffering from slips, trips resulting in sprains, twisted ankles etc.

3.2.8 In addition to resurfacing the paths, the project undertook extensive landscaping works to the former playground in the form of removing the hard standing, soiling and seeding over. New fencing was erected and the tennis courts resurfaced.

3.2.9 The total cost of the project was £45,000 with funding provided from the following sources:

- Well Being Budget - £10,000
- AVH Environmental Fund - £5,000
- S106 - £28,000
- Parks & Countryside - £2,000.

3.3 Community Committee Champions

3.3.1 Community Committee Champions appointed to the following positions in Outer East are:

- Children & Young People – Cllr Debra Coupar
- Environment & Community Safety – Cllr Mary Harland
- Health & Well Being and Adult Social Care – Cllr Andrea McKenna
- Employment, Skills & Welfare – Cllr Judith Cummins and Cllr Pauleen Grahame

3.3.2 The Community Committee Champions have been meeting bi-monthly for approximately 12 months and have set themselves three main objectives:

- The first is to set the priorities for Outer East by theme and then incorporate these into the Community Plan where activities and projects are developed. Members Champions then take an active role in ensuring the projects and programmes of work deliver the outputs set
- The second responsibility is to take up and deal with issues raised at Community Committee that often take up much of the business time of the Committee. Part of this is liaising with the officer assigned to support the champion.
- The third task is to agree the theme and support the planning of the themed Community Committee events going forward this year and in the future

3.3.3 Examples of some of the successes of Community Committee champions include the winter warmth packs for the elderly; active lifestyle projects in Swarcliffe to address issues such as childhood obesity; establishing firm relationships with future major employers such as Scarborough Developments (Thorpe Park); resolving a number of issues relating to School Clusters; providing a framework for shared workspace with partners in community safety such as West Yorks Police and LASBu.

3.4 Themed Community Committee meetings in 2014/15

3.4.1 Outer East Community Committee has agreed its work programme for 2014/15 whereby it will set aside approx. 30 to 45 minutes of its meeting for business and the rest will be workshops to address the key issues in the area.

3.4.2 The programme has been set out as follows:

- October 2014 – priority theme on Employment & Skills
- January 2015 – priority theme Health & Well Being and the Care Act
- March 2015 – Safer Communities and Improving the Environment

3.4.3 **Employment & Skills.** The intention is to hold this Community Committee meeting at Thorpe Park in East Leeds as the development of that site will provide several thousand jobs over coming years. The exact format of the meeting is still being worked up but initial thoughts are as follows:

Theme: How do we raise aspiration and effectively connect communities to the opportunities from Thorpe Park?

Part 1 – Presentation – 10 mins

Thorpe Park overview: proposal timeframe, scale etc.

Part 2 – presentation followed by round table discussion – 25 mins

The school engagement event (now not scheduled until end Oct) will focus on schools/academies engaging with Thorpe Park to raise the aspirations of parents and pupils through a range of means including:

- an enhanced curriculum offer
- a practical connection with the development e.g. site visits, work experience etc.

How can partners outside the compulsory education system, reinforce these aspirations with parents and the wider community?

Part 3 – round table discussion – 25 mins

How can partners best coordinate efforts to reach, engage and support those hardest to help to successfully compete for Thorpe Park opportunities?

- What are the key barriers to success?
- What are some of the solutions?
- Are there gaps in provision/areas of duplication?
- How do we effectively disseminate information and coordinate activity?

Part 4 – discussion on construction jobs and apprenticeships-15 mins

Discussion led by Construction Leeds. Anticipated construction jobs, apprenticeships, length of building contracts, employing local people etc.

What have we learnt from previous schemes such as The Arena, Trinity etc.

Part 5 – Feedback and next steps – 15 mins

This will include outcomes from the session and how we follow up.

3.4.4 Community Committee themed events will be promoted at Community Forums and on the Outer East Facebook page. Attendees at the event will include Employment & Skills staff, representatives from the five Outer East High Schools, Job Centre Plus, Dept of Work & Pensions, Leeds City College, Leeds Building College, Youth Service, Scarborough Developments etc.

3.4.5 **Health & Well Being and The Care Act 2014.** The Community Committee scheduled for January 2015 will concentrate on these two priority areas. Outer East Community Committee has invested considerable resources into the Health & Well Being agenda and will continue to support work that improves the health of local people. The Care Act has significant implications for the elderly and Community Committee determined that this had to have a full debate as early as possible. In terms of Well Being spent in recent years a significant amount has funded additional

services for the elderly including a gardening scheme, luncheon club coordinator, various security schemes for the elderly and older persons event week.

3.4.6 **Safer Communities and the Environment.** This will be the lead item for the March 2015 meeting. CCTV, Community Policing and environmental concerns are regularly raised at Community Forums and local representatives will be invited to this meeting to help set priorities going forward.

4 Corporate Considerations

4.1 Consultation and Engagement

4.1.1 Outer East Community Committee has seven Community Forums that meet quarterly. This is the main means of engagement with local people but it is supported by ad hoc community events and galas, Outer East Facebook page and the Community Committee newsletter.

4.2 Equality and Diversity / Cohesion and Integration

4.2.1 All projects funded from Well Being must have an equal opportunities policy and as outline which equality group the project will work with, and how equality and cohesion issues have been considered.

4.2.2 Internal and statutory partners are committed to equality and cohesion and all projects they are involved with will have considered these issues.

4.3 Council policies and City Priorities

4.3.1 The projects outlined in this report contribute to targets and priorities set out in the following council policies:

- Vision For Leeds
- Children and Young Peoples Plan
- Health and Well Being City Priority Plan
- Safer and Stronger Communities Plan
- Regeneration City Priority Plan

4.4 Resources and value for money

4.4.1 There is no new resource implications detailed within this report. In all requests for funding from Community Committee applicants are asked to consider value for money during the application process

4.5 Legal Implications, Access to Information and Call In

4.5.1 There are no legal implications and this report is not subject to call in.

4.6 Risk Management

4.6.1 There are no significant risk management issues contained within the report.

5 Conclusions

5.1 Community Committees will further develop the engagement and involvement of local communities in the decision making process by actively involving residents in themed Community Committee meetings and other engagement activity in Outer East Leeds. Outer East Community Committees will continue to support projects and programmes of work that enhance service delivery and continue to invest in local facilities.

6 Recommendations

6.1 Members are asked to note the content of this report and raise questions.

7 Background documents¹

7.1 None.

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

EXECUTIVE BOARD

WEDNESDAY, 16TH JULY, 2014

PRESENT: Councillor K Wakefield in the Chair

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

SUBSTITUTE MEMBER: Councillor J Procter

26 **Substitute Member**

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

27 **Late Items**

There were no late items as such, however, prior to the meeting the following had been circulated to Board members for their consideration:

- An updated version of the covering report relating to agenda item 23 entitled, 'Citizens@Leeds: Update on Tackling Financial Hardship Proposition' (Minute No. 48 refers);
- An Equality, Diversity, Cohesion and Integration Screening form associated with agenda item 13 entitled, 'Community Centre Review and Pricing Arrangements' (Minute No. 38 refers);
- Larger scale plans appended to agenda item 12 entitled, 'Proposal for Civic Hall Accommodation Review' (Minute No. 37 refers).

28 **Declaration of Disclosable Pecuniary Interests**

There were no Disclosable Pecuniary Interests declared at the meeting, however in relation to the agenda item entitled, 'Grand Theatre', Councillor Yeadon drew the Board's attention to her position as Chair of the Leeds Grand Theatre and Opera House Board of Management.

With regard to the same item, Councillor J Procter drew the Board's attention to his position as a member of the Leeds Grand Theatre and Opera House Board of Management and also a Board member of Northern Ballet, which was a principle user of the Grand Theatre. In addition, Councillor Wakefield drew the Board's attention to his position as a Board member of Opera North, which was also a principle user of the Grand Theatre (Minute No. 44 refers).

Further declarations were made at later points in the meeting. (Minute Nos. 43 and 44 refer).

29 Minutes
RESOLVED – That the minutes of the previous meeting held on 25th June 2014 be approved as a correct record.

30 Matters Arising from the Minutes
Minute No. 7, 25th June 2014 – ‘Transfer of the Former Fir Tree Primary School, Linfield Drive, Leeds 17 to the Khalsa Education Trust’

Responding to an enquiry regarding the progress of a further report being submitted to the Board in respect of the former Fir Tree Primary School, it was noted that meetings on such matters were currently being scheduled, and that the report would be submitted to the Board at the earliest opportunity when all relevant discussions had taken place.

TRANSPORT AND THE ECONOMY

31 Response to Deputation - Morley Heritage Centre
The Director of City Development submitted a report responding to the deputation presented to full Council on 26th March 2014 regarding a permanent location for Morley Heritage Centre.

RESOLVED –

- (a) That the deputation request to Council be noted;
- (b) That it be noted that the Council does not have at this time vacant and suitable accommodation in Morley Town Centre, but that it is possible that the asset review of Morley may identify suitable space;
- (c) That the request made by the deputation be referred to the Outer South Community Committee, in order to consider whether there is local support to fund this initiative should Leeds City Council, or other accommodation be identified;
- (d) That the actions required to implement the decision be noted together with the fact that the Chief Asset Management and Regeneration Officer will be responsible for the implementation of such matters.

32 Review of the Leeds Visitor Centre
The Director of City Development submitted a report which provided a summary of the research and analysis undertaken to review the future options for the Leeds Visitor Centre service. The report identified a proposal which would achieve both the approved budget saving and would also increase the effectiveness and efficiency of the service. In addition, the report sought approval to vacate the current premises and pursue the option to relocate the Leeds Visitor Centre to the Art Gallery Shop and Café located on The Headrow, Leeds.

Four potential options were outlined within the submitted report. One was to cease the current service, whilst the other three remaining options considered different locations from which it could operate.

The Board considered a number of issues including: the current location of the centre and whether it was best placed to maximise the service it provided, the rapid shifts in technology and the evolving way in which people now obtained information, the increased commercial offer which was now being provided from within the Leeds City train station and the discussions which had been held with Network Rail in respect of such matters and whether further negotiations should be held with the organisation.

In conclusion, the Board highlighted the excellent service that was provided by the staff working at the Visitors Centre.

RESOLVED –

- (a) That approval be given to vacate the existing Leeds Visitor Centre premises at the city station on account of the expiry of the current lease;
- (b) That the proposal to integrate the Leeds Visitor Centre with the Art Gallery Shop and Café located on The Headrow, Leeds, be agreed;
- (c) That as a consequence of the resolutions above, the Council bring the service back in house as part of the move and as part of the proposed integration of the service, outlined within the submitted report;
- (d) That it be noted that the Director of City Development has delegated authority to finalise contractual terms associated with the expiry of the current lease and to establish appropriate interim arrangements for the transfer of the service to the new premises;
- (e) That it be noted that the Head of Strategic Planning, City Development, will be responsible for the implementation of the agreed resolutions, as detailed above.

33 Leeds Bradford Cycle Superhighway (including 20 mph zones) Design and Cost Report

The Director of City Development submitted a report which sought approval to implement the Leeds Bradford Cycle Superhighway Scheme, as detailed within Appendix A to the submitted report, at a total estimated cost of £21,239,000. The report highlighted that such costs would be funded from the West Yorkshire Combined Authority 'City Connect' Programme budget of £29,261,000 which included a Department for Transport grant of £18,052,000 and £10,894,000 from the West Yorkshire Local Transport Plan fund.

The Board received an update on the extensive consultation exercise which was ongoing with local residents and local businesses with respect to the project. It was highlighted that the Council was aware of concerns which had been raised in respect of the proposals and the Board was assured that every effort was being made to mitigate those concerns.

RESOLVED –

- (a) That the scheme, as described within the submitted report, be approved;
- (b) That £21,239,000 be injected into the City Development Capital Programme;
- (c) That approval be given for the invitation of tenders and subject to the tender sums being within the tendered budget, that approval and authorisation also be given to the award of the Contract to undertake the construction of the scheme;
- (d) That authority be given to incur expenditure of £21,239,000, comprising works costs of £19,349,000 and design/ supervision costs of £1,890,000 funded by West Yorkshire Combined Authority 'City Connect' programme budget;
- (e) That it be noted that the Chief Officer Highways and Transportation intends to enter into an agreement with City of Bradford Metropolitan District Council to undertake works on their highway.

CHILDREN AND FAMILIES

34 Outcome of consultation to increase primary school places in Leeds

The Director of Children's Services submitted a report which sought permission to publish statutory notices for proposals brought forward to meet the local authority's duty to ensure sufficiency of school and early years places.

RESOLVED –

- (a) That approval be given to publish the necessary statutory notices to:
 - (i) Expand Castleton Primary School from a capacity of 210 pupils to 420 pupils with an increase in the admission number from 30 to 60 with effect from September 2016;
 - (ii) Expand Hollybush 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, and also change the lower age limit from 3 to 2 with effect from January 2015;
- (b) That it be noted that the Capacity Planning and Sufficiency Lead is responsible for the implementation of such matters.

35 Proposed changes to the Children's Services transport policy - discretionary post 16 SEN transport

Further to Minute No. 113, 6th November 2013, the Director of Children's Services submitted a report providing an update on the review of Children's Services Transport Policy and discretionary provision for those with Special Educational Needs aged between 16-25. The report also sought permission to

begin a new public consultation exercise between October and December 2014 and also sought approval for the introduction of an Interim Children's Services Transport Policy.

It was brought to the Board's attention that this proposed decision would defer savings from within the Children's Services budget for at least this current financial year and that any further decision in respect of the policy would be subject to the outcome of the consultation exercise.

RESOLVED –

- (a) That the following be approved for post-16 SEN students currently in receipt of discretionary funding:-
- (i) That in partnership, and with the assistance of Scrutiny, a further consultation exercise be undertaken to consider future discretionary provisions for 16-25 year olds; to run between October and December 2014 with, in due course, a follow up report providing specific recommendations being submitted to the Board for consideration;
 - (ii) The introduction of the Interim Children's Services Transport Policy, as appended to the submitted report, to be effective between 01 September 2014 and 31 August 2015.
- (b) That it be noted that the officer responsible for implementation of such matters is the Strategic Investment Contracting and Procurement Lead.

NEIGHBOURHOODS, PLANNING AND PERSONNEL

36 Leeds Parking Supplementary Planning Document: Production and Consultation

Further to Minute No. 75, 5th September 2012, the Director of City Development submitted a report providing details of the content and scope of the draft Leeds Parking Supplementary Planning Document (SPD) and which sought approval for the undertaking of formal public consultation on the content of the SPD, following the template as set out in the Council document "SPD Production Procedural Requirements".

The Board noted the comments made in respect of the submitted report and highlighted that any matters raised as part of the consultation process would be duly considered and be used to inform the further development of the Leeds Parking SPD prior to adoption.

RESOLVED –

- (a) That the contents of the draft Leeds Parking SPD, as appended to the submitted report, be noted;
- (b) That the progression of the SPD for the purposes of statutory public consultation prior to adoption as a council policy, be approved;

- (c) That the following be noted:-
- (i) the stages required to implement the decision as outlined in Appendix 2 to the submitted report;
 - (ii) the proposed timescales for implementation as outlined in Appendix 2 to the submitted report; and
 - (iii) that the Head of Transport Planning will be responsible for the implementation of such matters.

37 Proposal for Civic Hall Accommodation Review

The Deputy Chief Executive submitted a report which presented the context and outlined the options available with respect to improving the provision of the Council's main public meeting space within Civic Hall. The report highlighted the inadequacies of the current provisions for large public meetings in the Civic Hall and as such, the report sought authority to spend £550,000 for the redevelopment of the new Committee Room from the Civic Hall Backlog Maintenance/ Adaptations scheme in the Capital Programme, which would enable these works to be carried out as part of the larger programme to redevelop the 1st Floor West Wing of Civic Hall.

Larger scale versions of the plans appended to the submitted report had been circulated to Board members prior to the meeting for their consideration.

Responding to concerns raised by a Member, it was highlighted that the proposals looked to address the inadequacies of the current public meeting facilities within Civic Hall, address the concerns from members of the public which had been raised and would form part of the broader Changing the Workplace initiative.

RESOLVED – That authority to spend £550,000 for the redevelopment of the new Committee Room from the Civic Hall Backlog Maintenance/ Adaptations scheme in the Capital Programme be approved, which will enable these works to be carried out as part of the larger programme of Changing the Workplace works to redevelop the 1st Floor West Wing of Civic Hall.

(Under the provisions of Council Procedure Rule 16.5, Councillor Golton required it to be recorded that he voted against the decisions referred to within this minute)

38 Community Centre Review and Pricing Arrangements

The Assistant Chief Executive (Citizens and Communities) submitted a report outlining proposals regarding the next phase of the review into the Council's provision of community centres. In addition, the report sought approval to bring forward proposals on the future extent of the portfolio and the outcomes which it would deliver in order to support the 'Best City' and 'Best Council' aims. Finally, the report also invited the Board to endorse revised pricing arrangements for lettings in the Community Centres which aimed to support

their sustainability, subject to consultation being undertaken with Community Committees.

A completed Equality, Diversity, Cohesion and Integration proforma in respect of the submitted report had been circulated to Board members prior to the meeting for their consideration.

Responding to an enquiry, the Board was provided with further information regarding the three price points which had been proposed, together with the proposal that 'free lets' would be determined by the Community Committee based upon local priorities.

A Member made reference to the differing approaches which were required in terms of the running and maintenance of the range of community centres in different locations, and it was suggested that further consideration be given to such matters in the future.

RESOLVED –

- (a) That the Assistant Chief Executive (Citizens and Communities) conducts a full review of the Council's portfolio of community centres in respect of the benefits and costs to the local community, with specific proposals being brought forward for the purposes of consultation;
- (b) That the revised pricing policy, as set out in the submitted report be endorsed, subject to the Assistant Chief Executive (Citizens and Communities) consulting with Community Committees prior to proposed implementation of the changes with effect from 1st September 2014.

CLEANER, STRONGER AND SAFER COMMUNITIES

39 Green Deal Communities Grant Update

The Director of Environment and Housing submitted a report regarding the injection of £4,943,000 of the Green Deal Communities funding into the capital programme as per the Council's agreement with the Department for Energy and Climate Change and providing an update on the £2,660,000 of works to be undertaken through the grant in Leeds (noting that the remaining £2,283,000 was to be spent within our neighbouring City Region Authorities).

In addition, the report also provided an update on the latest developments of the Green Deal ECO (Energy Companies Obligation) scheme, including the Green Deal Home Improvement Fund and how this could enhance the improvements offered under Wrap Up Leeds ECO/Green Deal Communities Fund.

RESOLVED –

- (a) That it be noted that the Energy and Climate Change Manager is responsible for progressing the Green Deal Communities work which is due to be completed in June 2015.

- (b) That approval be given for the Board to continue to promote Wrap Up Leeds ECO, particularly within the Green Deal Communities areas and in respect of the additional support available for measures such as solid wall insulation.

DIGITAL AND CREATIVE TECHNOLOGIES, CULTURE AND SKILLS

40 Response to Deputation - Leeds City of Dance

The Director of City Development submitted a report responding to the deputation presented to full Council on 26th March 2014 entitled, "Leeds – City of Dance" and in respect of the ambition to make Leeds the top UK city for dance.

RESOLVED –

- (a) That it be recommended that the Leeds City of Dance brand and message features prominently in future city marketing campaigns undertaken by and on behalf of the city;
- (b) That it be recommended that the City Council incorporate the message that Leeds is a 'City of Dance' in its own key messages and communications channels, as follows:
 - (i) explore the cost and feasibility of external way-finding to dance facilities in the city;
 - (ii) adding endorsements of the 'City of Dance' to the Council's website and other relevant promotional material;
 - (iii) being alert to, and taking any opportunity that presents itself to further the profile of Leeds as the 'City of Dance';
 - (iv) work with external partners to use the 'City of Dance' message and brand to promote the city;
 - (v) request the Chief Officer for Culture and Sport to explore with the Arts Council additional ways of promoting the vision of Leeds 'City of Dance'.
- (c) That it be noted that the Principal Officer Culture and Sport will be responsible for the implementation of the related proposals by the end of December 2014.

41 Programme for the Commemoration of the First World War

The Director of City Development submitted a report outlining the programme which had been developed by the Council, but in many cases in collaboration with partners across the city, for the commemoration of the First World War.

RESOLVED –

- (a) That the Council's programme for the commemoration of the First World War, as it stands so far and as detailed in the submitted report and Appendix 1, be approved;
- (b) That the partnership working, as outlined within the submitted report, be endorsed;
- (c) That approval be given for the programme to be developed over the four years of the Centenary;
- (d) That it be noted that the Project Officer Culture and Sport will be responsible for the implementation of such matters, as outlined within paragraphs 3.5 and 3.6 of the submitted report.

42 Leeds Town Hall - Capital Development

The Director of City Development submitted a report which sought approval to undertake a feasibility study in order to address the key challenges and opportunities facing the Leeds Town Hall, with the intention that the feasibility study would help to inform a proposed application to the Heritage Lottery Fund (HLF) for grant support to assist in the proposed improvement of the Grade 1 Listed Building.

Members highlighted the value of the Town Hall both as a building and as a venue, and noted that the proposed development works would address the essential maintenance issues, improve existing facilities and increase public access. It was emphasised however, that should the proposed works be undertaken, then the benefit from and usage of the Town hall would need to be maximised.

RESOLVED –

- (a) That the contents of the submitted report be noted;
- (b) That the Director of City Development be authorised to undertake a feasibility study to address the key challenges and opportunities facing the Leeds Town Hall, with a view to submitting an application to the Heritage Lottery Fund and other funding sources as appropriate to support the proposed improvement works;
- (c) That the actions required to implement the proposals be noted, together with the fact that the Chief Officer Culture and Sport will be responsible for the implementation of such matters.

43 Grants to Cultural Organisations

The Director of City Development submitted a report providing background information on the 'arts@leeds' and 'Leeds Inspired' grant scheme, in order to determine appropriate levels of support in future years. In addition, the report sought approval for the continuation of the 'Leeds Inspired' grant scheme and the proposed amendments to the 'arts@leeds' grant scheme. Finally, the report sought agreement to a budget for the next 3 years and also to bring in

line several funded cultural activities into the 'arts@leeds' portfolio, with the aim of ensuring transparency, monitoring and value for money.

Responding to an enquiry, the Board received clarification on the rationale behind, and the potential implications arising from the proposal to introduce a maximum grant application level. Members also received an update on the ongoing contact that the Council was having with those bodies which organised the larger events across the city in respect of the proposals.

RESOLVED –

- (a) That the continuation of a 3-year grant funding programme to cultural organisations, be approved;
- (b) That in principle approval be given to the total funding allocation to this scheme as detailed within paragraph 2.11 of the submitted report;
- (c) That simplification of the Council's arts funding by incorporating the historical support for Leeds West Indian Carnival, Leeds Reggae Festival, the Irish Festival and Yorkshire Sculpture Triangle into the scheme, be approved;
- (d) That the proposed timescales be agreed, with grant application deadlines in October and decisions in January, in order to enable arts organisations to forward plan, and that a revision to the application and monitoring form also be agreed;
- (e) That an increase in the minimum level of grant from £1,000 to £2,000 be approved, and that a maximum application of £750,000 be enforced.

(At the commencement of this item, Councillors J Procter, Wakefield, Ogilvie, Yeadon and P Gruen drew the Board's attention to their respective positions on the Boards of organisations which could potentially be in receipt of grants or be involved in the grants application process, to which the submitted report referred)

44 Grand Theatre

Further to Minute No. 24, 25th June 2014, the Director of City Development and the Deputy Chief Executive submitted a joint report which provided an overview of the various options available to deliver a sustainable future for the Grand Theatre. In addition, the report sought approval to examine the current options in greater detail, with a proposal that a further report be submitted to Executive Board later in the year.

A number of concerns were raised by a Member in respect of the contents of the submitted report. In response, the Board noted that the purpose of the report had been to present the range of options available with regard to the future operation of the company, as noted at the 25th June 2014 Board meeting. In addition, responding to a further enquiry, the Board received details on the current position regarding the profit or loss made by the three

individual venues managed by the Leeds Grand Theatre and Opera House Trust Ltd.

Members welcomed that Scrutiny Board (Sustainable Economy and Culture) was scheduled to undertake a piece of work on this matter, and it was also requested that any further work undertaken on this issue was done so on a cross-party basis.

RESOLVED –

- (a) That the current financial performance of Leeds Grand Theatre and Opera House Trust Ltd and the potential options for future governance arrangements, be noted;
- (b) That approval be given for the Chief Officer Culture and Sport to commence further detailed work on the proposals, including the consultation outlined in the submitted report with the various stakeholders and also reflecting the comments made during the consideration of this matter, with a view to submitting further recommendations to Executive Board later in the year.

(During the consideration of this item, Councillor Mulherin drew the Board's attention to the fact that she had been a member of the Leeds Grand Theatre and Opera House Board of Management until she stepped down from the position at the conclusion of 2013/14 municipal year)

ADULT SOCIAL CARE

45 Care Act (2014)

The Director of Adult Social Services submitted a report providing a summary of the key elements of the Care Act 2014. The report also considered the implications of the new burdens and statutory responsibilities for the Council and its partners in respect of care and support.

Responding to a Member's enquiry, the Board was provided with further information on the 'Surrey model', as referenced within the submitted report and the current projections regarding the financial implications for Leeds arising from the Care Act reforms. Furthermore, it was agreed that Board Members receive briefings, as appropriate, on the wider financial implications arising from the introduction of the Care Act, with a view to cross-party working being developed on such matters in the future. In addition, it was noted that the relevant Scrutiny Board would be involved in this area of work and that a Members' seminar had been scheduled on such matters.

RESOLVED –

- (a) That the provisions of the Care Act (2014) and the potential impacts for Leeds, be noted.
- (b) That the progress made to date in preparing for the reforms be noted.

- (c) That the initial Equality Screening and the requirement for an Equality Impact Assessment, be noted.
- (d) That the Scrutiny Board (Health and Wellbeing and Adult Social Care) be requested to oversee the consultation and engagement requirements, including the Equality Impact Assessment.
- (e) That a further progress report be submitted to the Board in March 2015.
- (f) That it be noted that the Chief Officer, Social Care Reforms is responsible for the implementation of such matters.

46 Capital Scheme for Adult Social Care Information Management & Technology to support the implementation of the Care Act 2014

The Director of Adult Social Services submitted a report regarding the implications of the Care Act 2014 to Leeds City Council and the associated development and change required to information management and technology systems to support a successful implementation. The report noted that the changes to the information management and technology systems would require an investment of £1,652,000 and Executive Board was requested to approve the release of £608,000 to supplement the identified funding of £1,044,000.

Responding to an enquiry, the Board received further detail on the proposals and clarification on the need for the investment into the information management and technology systems, which was due to the new requirements arising from the introduction of the 2014 Care Act.

RESOLVED –

- (a) That the significant change which the Care Act means for the Council and the resultant need to invest in information management and technology systems in order to enable the Council to fulfil its statutory duties and continue to provide quality care and support services to the citizens of Leeds, be noted.
- (b) That the amount of change currently being undertaken within Leeds, both within the Council and with Health and external partners be noted, together with the fact that the Care Act may have an impact on the scope and delivery timescales of the related change programmes.
- (c) That the release of £608,000 additional funding in order to supplement the identified funding of £1,044,000 to implement the information management and technology change necessary to enable the successful implementation of the Care Act within Leeds City Council, be approved.
- (d) That it be noted that the officer responsible for progressing the implementation of this programme of work is the Chief Officer, Resources and Strategy within Adult Social Care.

- (e) That following the Board's approval of the funding, it be noted that the delivery of this programme of work will commence in July 2014 for a period of 2 years.
- (f) That it be noted that the current funding estimates are based upon recently published consultation guidance which will be subject to change until October 2014. However, it also be noted that the Council needs to invest in the design and development of the information management and technology solutions now, if the Council is to meet the first phase of the Care Act implementation deadline of 1st April 2015.

FINANCE AND INEQUALITY

47 Citizens@Leeds: Update on the Accessible and Integrated Services Proposition

Further to Minute No. 118, 6th November 2013, the Assistant Chief Executive (Citizens and Communities) submitted a report providing an update on the work undertaken to date in delivering the initiatives detailed in the previous report around Accessible and Integrated Services for the citizens of Leeds. In addition, the report also outlined the activity which had been identified to take place in 2014/15 to further deliver the Council's aspirations for this proposition.

Members welcomed the update, providing details of how the progress made had positively impacted upon the provision of accessible and integrated services in their respective communities.

RESOLVED –

- (a) That the progress made to-date in delivering the initiatives identified in the November 2013 Executive Board report for the Accessible and Integrated Services proposition be noted.
- (b) That the activity planned for 2014/15 to embed this proposition more fully across the city be agreed.
- (c) That a further update report be submitted to the Board in six months (January 2015) from the Assistant Chief Executive (Citizens and Communities) on the progress achieved.

48 Citizens @ Leeds : Update on Tackling Financial Hardship Proposition

Further to Minute No. 118, 6th November 2013, the Assistant Chief Executive (Citizens and Communities) submitted a report providing an update on the developing approach being taken to tackle poverty and deprivation and detailed information on the pilots underway to help tackle financial hardship amongst specific groups. In addition, the report sought approval for an Annual Advice Plan that would incorporate the work of the Advice Leeds Consortium, set out the aims for the current year and put in place arrangements to support the delivery of advice in future years. Additionally, following the previous

approval of an action plan to tackle high costs lending, the report also provided an update on progress against the plan and presented information on the launch of a high profile campaign aimed at generating city-wide support for taking a stand against high costs lenders.

An updated version of the cover report had been circulated to Board Members prior to the meeting for their information.

The Board noted the case studies detailed within the submitted report linked to the 'multi-storey flats initiative' and highlighted the benefit of such initiatives, not only working with individuals to identify the right package of support, but also, where appropriate, to help improve their employment prospects.

Members noted the recent proposals made by the Financial Conduct Authority (FCA) to cap payday loan rates and highlighted the significant work which the Council continued to undertake in this field. In response, the Board noted that a briefing outlining the FCAs proposals would be prepared for Members and furthermore, it was requested that a report on such matters be submitted to the next meeting of the Board for consideration.

RESOLVED –

- (a) That the information on the first year impacts of the welfare reforms that came into effect from April 2013 be noted;
- (b) That the launch of the pilots to tackle financial hardship among specific groups be noted and that a further update be submitted to the Board once the pilots have concluded;
- (c) That the Annual Advice Plan be approved;
- (d) That the progress being made in relation to high cost lending in the city be noted;
- (e) That the policy statement on tackling high cost lending in the city, as set out in paragraph 3.27 of the submitted report, be approved; and
- (f) That a report be submitted to the next meeting of the Board regarding the proposals recently announced by the FCA regarding a cap on payday loan rates.

49 Illegal Money Lending Team - Progress Report

Further to Minute No. 10, 19th June 2013, the Assistant Chief Executive (Citizens and Communities) submitted a report providing information on the activities of the Illegal Money Lending Team within Leeds, together with an updated action plan.

The Chair thanked the Scrutiny Board (Safer and Stronger Communities) for the inquiry it had undertaken into this subject and the resultant recommendations it had produced.

RESOLVED –

- (a) That the contents of the submitted report be noted and that approval be given for the Board to continue to receive annual reports on the activities of the Illegal Money Lending Team within the Leeds city area;
- (b) That the authority delegated to Birmingham City Council to undertake investigations and institute proceedings against illegal money lenders operating within the Leeds district be extended from March 2015 to 31 March 2019.

50 Localised Council Tax Support Scheme

Further to Minute No. 140, 18th December 2013, the Assistant Chief Executive (Citizens and Communities) submitted a report providing information on the likely costs and implications of maintaining the current Council Tax Support Scheme for 2015/16. The report also provided information on alternative schemes that would support people moving into work and incentivise households to engage with the Council to help improve work prospects. In addition, the report sought agreement to develop and consult upon a potential new Council Tax Support Scheme which would be based around high levels of support and high levels of challenge, with a focus on supporting people into work, given the issues created by the current scheme.

It was highlighted that the proposals detailed within the submitted report included maintaining the existing protection for the most vulnerable, but also to look to provide greater incentives and support for households on improving their employment prospects.

RESOLVED –

- (a) That the issues created by the current approach to our Council Tax Support scheme and the need therefore to consider alternative approaches, be noted;
- (b) That approval be given for officers to undertake further work on options 2 and 3, as outlined within the submitted report, and to develop and consult upon a potential new Council Tax Support scheme, which is based around high levels of support and high levels of challenge, with a focus on supporting people into work;
- (c) That confirmation be given that funding for the 2015/16 Council Tax Support Scheme will be retained at the budgeted level for 2014/15;
- (d) That the detail of developing a potential new scheme for the purposes of consultation be delegated to the Assistant Chief Executive (Citizens and Communities), with the decision to consult upon a new scheme being made following discussions with the relevant Executive Members and which would be eligible for call-in. It also be noted that any consultation would need to take place within the timescales set out within paragraph 2.3 of the submitted report.

- (e) That a report be submitted to the Board in December 2014 outlining the outcome of the consultation exercise and making a recommendation based upon that consultation for the adoption of a new Council Tax Support scheme for 2015/16.

51 Financial Health Monitoring 2014/15 - First Quarter Report

The Deputy Chief Executive submitted a report presenting the Council's projected financial health position for 2014/15 after three months of the financial year. As Budget Monitoring was a continuous process throughout the year, the submitted report reviewed the position of the budget after the first quarter and commented upon the key issues impacting on the overall achievement of the budget for the current year.

It was noted that the £3.3million overspend currently projected did not take account of the financial implications arising from the decision to undertake a further period of consultation to consider future discretionary provisions for 16-25 year olds or any potential costs associated with a Supreme Court legal judgement brought against Cheshire West and Chester Council.

The Board also noted that the next financial health report would provide further detail on the overspend projections and also on proposals regarding ways in which such potential overspend could be addressed.

RESOLVED – That the projected financial position of the authority after the first quarter of 2014/15, be noted.

52 Treasury Management Outturn Report 2013/14

The Deputy Chief Executive submitted a report providing a final update on the Treasury Management Strategy and operations for the period 2013/14.

RESOLVED – That the Treasury Management outturn position for 2013/14 be noted, together with the fact that treasury activity has remained within the treasury management strategy and policy framework.

53 Capital Programme Quarter 1 Update 2014-17

The Deputy Chief Executive submitted a report providing an update on the capital programme position as at June 2014. The report included an update of capital resources, progress on spend and a summary of the economic impact of the capital programme.

It was noted that the next Capital Programme update report intended to provide an update on the outcomes of the review taking place which looked to reprioritise existing resources in order to ensure that the programme continued to contribute towards the delivery of the Best Council Business Plan.

RESOLVED – That the latest position on the General Fund and Housing Revenue Account (HRA) capital programmes be noted.

HEALTH AND WELLBEING

54 Local Government Declaration on Tobacco Control

The Director of Public Health submitted a report regarding the current situation in respect of smoking in Leeds. In addition, the report also provided a brief on the Local Government Declaration on Tobacco Control and sought the Board's endorsement of the Declaration.

RESOLVED –

- (a) That the Local Government Declaration on Tobacco Control be endorsed.

- (b) That it be noted that the Director of Public Health is responsible for the implementation of the Local Government Declaration on Tobacco Control.

DATE OF PUBLICATION: FRIDAY, 18TH JULY 2014

**LAST DATE FOR CALL IN
OF ELIGIBLE DECISIONS:** FRIDAY, 25TH JULY 2014 AT 5.00 P.M.

(Scrutiny Support will notify Directors of any items called in by 12.00noon on Monday, 28th July 2014)

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SCRUTINY BOARD (CHILDREN AND FAMILIES)

THURSDAY, 19TH JUNE, 2014

PRESENT: Councillor J Chapman in the Chair

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

CO-OPTED MEMBERS (VOTING)

Mr E A Britten, Church Representative (Catholic)
Mr A Graham, Church Representative (Church of England)
Ms A Craven, Parent Governor Representative (Primary)
Ms J Ward, Parent Governor Representative (Secondary)

CO-OPTED MEMBERS (NON-VOTING)

Ms C Foote, Teacher Representative
Ms K Jan, Teacher Representative
Ms S Hutchinson, Early Years Representative
Ms T Kayani, Young Lives Leeds

1 Late Items

There were no late items.

2 Declaration of Disclosable Pecuniary Interests

There were no declarations of disclosable pecuniary interests.

3 Apologies for Absence and Notification of Substitutes

Apologies for absence were submitted by Councillor A Lamb and Councillor F Venner. Councillor F Venner was substituted by Councillor J Pryor.

4 Minutes - 24 April 2014

RESOLVED – That the minutes of the meeting held on 24 April 2014 be approved as a correct record.

5 Co-opted Members

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

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

Draft minutes to be approved at the meeting
to be held on Thursday, 24th July, 2014

The following nominations for statutory voting co-opted members had been received:

- Andrew Graham, Church of England diocese representative
- Tony Britten, Roman Catholic diocese representative.

Two parent governor representatives were currently in post:

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

RESOLVED –

- (a) That the contents of the report be received and noted
- (b) That in addition to the statutory voting co-opted members the following be appointed as non-voting co-opted members to the Scrutiny Board for 2014/15:

- Celia Foote, Teacher Representative
- Kauser Jan, Teacher Representative
- Sandra Hutchinson, Early Years Representative
- Taira Kayani, Young Lives Leeds.

6 Scrutiny Board (Children and Families) Terms of Reference

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

The following information was appended to the report:

- Council Committee Terms of Reference, Scrutiny Board (Children and Families)
- Functions Delegated to the Director of Children's Services
- Deputy Leader and Executive Member for Children and Families areas of responsibility.

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

RESOLVED – That the contents of Scrutiny Board (Children and Families) Terms of reference be noted.

7 Sources of Scrutiny Work for 2014/15

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

The following information was appended to the report:

- Children and Young People's Plan 2011- 2015, Refresh 2013
- Best Council Plan on a page
- Table of Scrutiny Inquires and Statements Relating to Children and Families.
- Draft Scrutiny Board (Children and Families) work schedule for 2014/2015

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

The following representatives were in attendance:

- Councillor Jane Dowson, Deputy Executive Board Member (Children and Families)
- Nigel Richardson, Director of Children's Services
- Gail Webb, Head of Learning Improvement, Children's Services
- Andrea Richardson, Head of Early Help Services.

Nigel Richardson advised the Board that the Children and Young People's Plan is due to be refreshed, however confirmed that there is no significant change to the current plan in terms of the main obsessions and priorities. Once completed, the updated version of the Children and Young Peoples Plan will be shared with the Scrutiny Board.

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

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

- Impact, development and management of the Youth Offer since the devolution of responsibility and budgets to Community Committees.
- Learning Improvement Service, role, relationships, effectiveness, capacity and sustainability.
- Repeated removal of children to be looked after and breaking the cycle.
- Support services to adults and the impact on the child.
- Ongoing tracking following the Reducing NEET Inquiry, with an additional focus on supporting Care Leavers into positive destinations and NEET by geographical area.
- Review of the Children's Trust Board in accordance with the Board's Terms of Reference.
- Kinship Care services and support.
- Adult Mental Health and the effect on children and young people.
- Supporting Adults to be better parents.
- Child and adolescent mental health provision and support.
- Basic Need – Sufficiency of School and Early Years Provision across the City.

- Narrowing the attainment gap in Early Years.
- School Transport.
- Update on the implementation of Infant free school meals, free school meal take up and how this links to the poverty strategy.
- The relationship of SILCs with Mainstream Schools and Clusters and preparing SEN young people for employment.
- Implementation of the Children and Families Act.
- Children and Young People's voice and influence and the influence of Parents/Families across all council services.
- Recruitment and retention of Social Services employees.
- Child poverty and the work of the Children's Poverty Group.
- Staying safe in school, school bullying.
- The use of pupil premium to improve outcomes for children.

The Principal Scrutiny Adviser informed Members that the Board would receive reports on the budget at the July 2014 and December 2014 board meeting. Performance reports on a half yearly basis and recommendation tracking reports would also be scheduled into the annual work programme.

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

RESOLVED –

- (a) The contents of the report and appendices were noted.
- (b) That a number of the above issues discussed be part of the Board's work schedule for the forthcoming Municipal Year.
- (c) That authority be given to the Chair of the Scrutiny Board (Children's and Families), to update the work program and in conjunction with officers, to draw up inquiry terms of reference for subsequent approval by the Scrutiny Board.
- (d) Where required, that further consultation be undertaken with the Scrutiny Board regarding the priority of the topics identified for Scrutiny and for those areas deemed to be of the highest priority to be incorporated into the Board's work schedule for the coming year.

8 Date and Time of Next Meeting

Thursday, 24 July 2014 at 9.45am in the Civic Hall, Leeds (Pre meeting for Board Members at 9.15am)

(The meeting concluded at 11.25am)

SCRUTINY BOARD (CHILDREN AND FAMILIES)

THURSDAY, 24TH JULY, 2014

PRESENT: Councillor J Chapman in the Chair

Councillors D Collins, J Elliott, K Groves,
C Gruen, A Lamb, K Mitchell, M Rafique,
K Renshaw, A Sobel and F Venner

CO-OPTED MEMBERS (VOTING)

Mr E A Britten – Church Representative (Catholic)

Ms A Craven – Parent Governor Representative (Primary)

Mrs J Ward – Parent Governor Representative (Secondary)

CO-OPTED MEMBERS (NON-VOTING)

Ms C Foote – Teacher Representative

Ms S Hutchinson – Early Years Representative

9 Late Items

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

- Agenda item 10, Scrutiny Inquiry Report into Cluster Partnerships.
(Minute No. 16 refers)

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

10 Declaration of Disclosable Pecuniary Interests

There were no declarations of disclosable pecuniary interests.

11 Apologies for Absence and Notification of Substitutes

Apologies for absence were submitted by Councillors P Latty and B Urry and Co-opted Members, Mr A Graham, Ms K Jan and Ms T Kayani. Notification had been received that Councillor D Collins was to substitute for Councillor P Latty and Councillor K Groves for Councillor B Urry.

12 Minutes - 19 June 2014

RESOLVED – That the minutes of the meeting held on 19 June 2014 be approved as a correct record.

13 Children's Services Budget Update and Out-turn for 2013/14

The Head of Scrutiny and Member Development submitted a report which provided information submitted by the Director of Children's Services in order to facilitate the Financial Health Monitoring of Children's Services.

The following information was appended to the report:

- Leeds City Council 2014/15 Budget Report
- Financial Dashboard – 2014/15 Financial Year – Month 2
- Financial Dashboard – 2013/14 Financial Year – Outturn.

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

- Councillor Judith Blake, Executive Member, Children and Families
- Councillor Jane Dowson, Deputy Executive Member, Children and Families
- Steve Walker, Deputy Director, Safeguarding, Specialist & Targeted Services
- Paul Brennan, Deputy Director, Learning
- Neil Warren, Head of Finance, Children's Services
- Charlotte Foley, Lead Officer for the Built Environment.

The key areas of discussion were:

- The long term strategy for investing in early intervention to reduce the number of looked after children.
- Maximising income through trading.
- Reduction in the numbers of looked after children and the co-ordination of services to support looked after children.
- Social worker vacancies and the impact of service provision.
- £200m national reduction in Education Support Grant announced by the Government.
- The proposed savings identified for the Therapeutic Social Work Team and the intention to provide a more co-ordinated and efficient service. There will not be a reduction in services to children.
- Youth services and the delegated funding to Community Committees. The Scrutiny Board will revisit this in more detail in October 2014.
- Shift in funding sources for the Duke of Edinburgh scheme and the need for the scheme to be self-sustaining.
- Resourcing of adoption function and the achievement of being the 2nd best in terms of performance in the country.

RESOLVED –

The Scrutiny Board (Children and Families):

- a) noted the financial report for 2014/15
- b) noted the outturn summary for 2013/14.

Draft minutes to be approved at the meeting
to be held on Thursday, 11th September, 2014

(Councillor M Rafique arrived at 9.55 am during the consideration of this item.)

14 Children's Services Performance Report

The Deputy Chief Executive and the Director of Children's Services submitted a report which provided a summary of recent performance information. The report also provided proposals for how performance information relating to Children's Services will be shared with the Scrutiny Board over 2014/15.

The following information was appended to the report:

- Indicator Performance for the CYPP indicators as at the end of the most recent financial year
- Children and Young People's Plan Key Indicator Dashboard – City Level May 2014
- Children and Young People's Plan Key Indicator Dashboard – Cluster Level May 2014
- Children's Services Inspections Dashboard May 2014
- June Safeguarding Specialist and Targeted Services Monthly Practice and Improvement Report.

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

- Councillor Judith Blake, Executive Member, Children and Families
- Councillor Jane Dowson, Deputy Executive Member, Children and Families
- Steve Walker, Deputy Director, Safeguarding, Specialist & Targeted Services
- Paul Brennan, Deputy Director, Learning
- Peter Storrie, Head of Performance & Improvement, Children's Services
- Becky Lawrence, Performance Programme Manager, Children's Services.

The key areas of discussion were:

- The improved NEET figures for Leeds and the need to consider data collated in relation to successful destinations for young people. Also, the need to look at NEET by geographical area to identify which parts of the city require focus.
- The need to raise the profile of the merits and benefits of apprenticeships and recognition that the academic route is not always the best for all young people.
- The success of 'social contracts' with companies in local areas to employ and train young people.

- The level of re-referrals of children and young people to the Children's Social Work service and the significant reduction from 40% to 25% over the past 2 years.
- Powers to challenge schools in order to improve attainment for children.
- Sufficiency of school places in the city. This will be put into the work programme for further debate.
- The format of the report, which the Scrutiny Board agreed is sufficient and welcome.

RESOLVED –

The Scrutiny Board (Children and Families):

- a) noted the most recent performance information.
- b) agreed the format of information is sufficient for future meetings with additional focus on performance issues relevant at that time.

(Councillor A Lamb left the meeting at 11.00 am during the consideration of this item.)

15 Recommendation Tracking - Private Fostering

The Head of Scrutiny and Member Development submitted a report to facilitate the tracking of recommendations made in the Scrutiny Boards inquiry report into Private Fostering.

The following information was appended to the report:

- Recommendation Tracking Flowchart
- Review of Private Fostering Inquiry.

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

- Councillor Judith Blake, Executive Member, Children and Families
- Councillor Jane Dowson, Deputy Executive Member, Children and Families
- Steve Walker, Deputy Director, Safeguarding, Specialist & Targeted Services
- Sandra Pentelow, Principal Scrutiny Adviser.

The key areas of discussion were:

- The LSCB statement with regard to recommendation 1 – assigned a status of 4.
- The number of reported cases are still low and this is the case nationally. However there has been a significant increase in the number of cases reported in Leeds which demonstrates that the

communication strategy is having an effect. (52 new cases reported in comparison to 14 last year.)

RESOLVED –

The Scrutiny Board (Children and Families):

- a) Acknowledged the significant progress made since last year
- b) Assigned the following statuses:
 - Recommendation 1 – 4
 - Recommendation 2 – 4
 - Recommendation 3 – 4
 - Recommendation 4 – 2

16 Scrutiny Inquiry into Cluster Partnerships

The Head of Scrutiny and Member Development submitted the draft scrutiny inquiry report into Cluster Partnerships for consideration by the Scrutiny Board.

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

- Councillor Judith Blake, Executive Member, Children and Families
- Councillor Jane Dowson, Deputy Executive Member, Children and Families
- Steve Walker, Deputy Director, Safeguarding, Specialist & Targeted Services
- Jim Hopkinson, Head of Service, Targeted Services
- Sandra Pentelow, Principal Scrutiny Adviser.

The key areas of discussion were:

- Recommendation 6, the inconsistency of the type of Cluster representation and communication at Community Committee meetings and that the mechanism for cluster feedback to Community Committee is very much defined by the committee itself.
- The structure of the director's response and the grouping of recommendations.
- Recommendation 11, the Board was advised that to support succession planning and ensure sufficient expertise it was felt that the LAP role should remain a children's services officer. Alternative suggestions relating to this recommendation were made. The Board highlighted the importance of this recommendation and stated that this role is fundamentally important which needs to be strengthened. Cross council representation will provide cross service focus, break-down silo working and promote thinking about children and families across all departments. Also that the current system, in addition to what is stated in the report, is not sufficiently robust with regard to links and

consistency. The Board voted that the wording of the recommendation remains as drafted as it calls for a review and gives an example of the seniority of officer. There is therefore flexibility and should in the Board's view be fully considered.

RESOLVED –

The Scrutiny Board (Children and Families):

- a) Agreed the Scrutiny inquiry report into Cluster Partnerships
- b) Requested that the director's response be scheduled for October 2014
- c) Requested that progress on recommendations be reported to the Scrutiny Board in April 2015.

17 Work Schedule

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

The draft Scrutiny Board (Children and Families) work schedule for 2014/2015 was appended to the report.

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

RESOLVED –

- (a) That the contents of the report and appendices be noted.
- (b) That a working group look at Kinship Care in August 2014 if possible.
- (c) That a working group look at SILCs and their relationship with mainstream educational establishments in the New Year if possible.
- (d) That an inquiry into narrowing the attainment gap in early years be scheduled into the work programme in the New Year if possible.

18 Date and Time of Next Meeting

Thursday, 11 September 2014 at 9.45am in the Civic Hall, Leeds
(Pre meeting for Board Members at 9.15am)

(The meeting concluded at 12.15pm)

SCRUTINY BOARD (RESOURCES AND COUNCIL SERVICES)

MONDAY, 23RD JUNE, 2014

PRESENT: Councillor P Grahame in the Chair

Councillors S Bentley, J L Carter,
J Cummins, N Dawson, J Jarosz, A Khan,
A Lowe, C Macniven, T Wilford and
R Wood

1 Chair's Opening Remarks

The Chair welcomed everyone to the first meeting of the municipal year. The Chair also welcomed Councillors Judith Cummins, Josie Jarosz and Terry Wilford to their first meeting of the Scrutiny Board (Resources and Council Services). In addition, Members thanked John Hardy for his contribution to this Board and asked that the Chair write to him on their behalf accordingly.

2 Late Items

There were no late items.

3 Declaration of Disclosable Pecuniary Interests

There were no disclosable pecuniary interests declared to the meeting.

4 Apologies for Absence and Notification of Substitutes

There were no apologies for absence.

5 Minutes - 7 April 2014

RESOLVED – That the minutes of the meeting held on 7 April 2014 be confirmed as a correct record.

6 Scrutiny Board Terms of Reference

The Head of Scrutiny and Member Development submitted a report presenting the Board's terms of reference as agreed by Council on 9 June 2014.

RESOLVED – That the Scrutiny Board's terms of reference be noted.

7 Sources of Work for the Scrutiny Board

The Head of Scrutiny and Member Development submitted a report which provided information and guidance on potential sources of work to be developed within the Board's Work Programme for 2014/15.

Draft minutes to be approved at the meeting
to be held on Tuesday, 22nd July, 2014

Appended to the report was a copy of the Best Council Plan and details of work previously carried out by this Scrutiny Board.

Alan Gay, Deputy Chief Executive and Director of Resources attended the meeting and outlined his portfolio and also gave a summary of the financial and organisational issues facing the Council.

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

It was agreed for the July meeting that updates would be received in the following areas:

- Contact Centre performance data
- HR People Score Card
- Welfare Reform
- Community Centre lettings
- Grants to third parties
- Enterprise Leeds
- Translation Services
- Financial Performance: Outturn Financial Year Ended 31 March 2014

A discussion was held regarding asset management and it was noted that this would be progressed by Scrutiny Board (Sustainable Economy and Culture), with the Chair representing this Scrutiny Board.

A discussion was also held with regards 'Individual Electoral Registration and its impact. Further inquiries would be made with regards to this topic.

The Board also considered inviting an MEP for Yorkshire & Humber to a future meeting to discuss general funding issues.

RESOLVED –

- (a) To agree to receive the updates listed at the July meeting
- (b) To authorise the Chair, in conjunction with officers, to draw up a detailed work programme.

8 Work Schedule

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

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

9 Co-opted Members

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

The Board was informed that they could appoint the following:

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

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

10 Date and Time of Next Meeting

Tuesday 22 July 2014 at 10.00am (Pre-meeting for all Board Members at 9.30am)

(The meeting concluded at 11.00am).

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SCRUTINY BOARD (HOUSING AND REGENERATION)

TUESDAY, 24TH JUNE, 2014

PRESENT: Councillor J Procter in the Chair

Councillors D Collins, P Grahame,
M Harland, M Iqbal, D Nagle, J Pryor,
A Smart and G Wilkinson

1 Late Items

There were no late items.

2 Declaration of Disclosable Pecuniary Interests

There were no disclosable pecuniary interests declared to the meeting.

3 Apologies for Absence and Notification of Substitutes

An apology for absence was submitted by Councillor C Towler. Notification had been received that Councillor M Harland was to substitute for Councillor C Towler.

4 Sources of Work

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

The following information was appended to the report:

- Best Council Plan – Plan on a Page
- Executive Board minutes from 2 April 2014.

The Chair welcomed to the meeting, Councillor Peter Gruen, Executive Board Member (Neighbourhoods, Planning and Personnel), Councillor Richard Lewis, Executive Board Member (Transport and Economy), Neil Evans, Director of Environment and Housing, Phil Crabtree, Chief Planning Officer and Christine Addison, Chief Asset Management and Regeneration Officer.

The following sources of work were identified as potential areas for Scrutiny involvement:

- Review of lettings policy.
- Development of a new housing quality standard.
- The quality of private rented sector housing.
- Housing delivery and housing growth. Possible review of building capacity across the city.

- The Council's house building programme.

The Scrutiny Board also considered scrutiny work brought forward from the previous year for potential further scrutiny in 2014/15. These included:

- Work with furniture re-use organisations to provide cookers to tenants in need. Members were advised that site visits to furniture re-use organisations had been planned for the July Scrutiny Board meeting.
- Pre-decision scrutiny of the review of local lettings policies.
- Analysis of the outcomes of the programme of Annual Tenancy Visits.
- Rent arrears.
- East Leeds Extension and East Leeds Orbital Road progress.

RESOLVED –

- (a) That the report and contributions made during the discussion be taken into account when the Board is finalising its work programme and deciding its priorities.
- (b) That the Board receives reports on scrutiny work carried out from the previous year, early in the year in order to complete sign off issues where possible.

(Councillor Peter Gruen left the meeting at 1.55pm during the consideration of this item.)

5 Minutes - 25 March 2014

RESOLVED – That the minutes of the meeting held on 25 March 2014 be approved as a correct record.

6 Matters arising from the minutes

Minute No. 100 – Local lettings policies

The Scrutiny Board sought clarification regarding the role of Housing Services in relation to right to buy properties that had been sold on for private sector rental and not adequately maintained. The Director of Environment and Housing advised that the Council had limited powers, but that the concerns raised (a local issue concerning a fence in need of replacement) would be developed as a case study exercise and reported back to Members.

7 Scrutiny Board Terms of Reference

The Head of Scrutiny and Member Development submitted a report which presented the terms of reference for the Housing and Regeneration Scrutiny Board as agreed by Council on 9 June 2014.

RESOLVED – That the Scrutiny Board's terms of reference be noted.

8 Co-opted Members

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

The Board was informed that they could appoint the following:

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

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

9 Protocol between the Tenant Scrutiny Board and Scrutiny Board (Housing and Regeneration)

The Head of Scrutiny and Member Development submitted a report which presented the protocol concerning the relationship between the Housing and Regeneration Scrutiny Board and the Tenant Scrutiny Board for Members' information.

It was requested that the Board be provided with details of the specific wards that current Members of the Tenant Scrutiny Board represented and the method for selecting new Members of the Board.

RESOLVED –

- (a) That the protocol be noted.
- (b) That the Scrutiny Board be provided with the information requested.

10 2013/14 Quarter 4 Performance Report

The Director of Environment and Housing and the Director of City Development submitted a joint report which provided a summary of performance against the strategic priorities for the council and city relevant to the Scrutiny Board.

The following information was appended to the report:

- A summary of performance at Quarter 4 across both City Priority Plan (CPP) and Best Council Plan (BCP) priorities.

The following were in attendance for this item:

- Neil Evans, Director of Environment and Housing
- Debra Scott, Head of Performance and Service Review
- Fiona McAnespie, Deputy Head of Policy, Performance & Improvement.

The key areas of discussion were:

- Concern regarding the low percentage of annual tenancy visits completed by Belle Isle Tenant Management Organisation (BITMO). Members were advised that annual tenancy visits was a priority area for Housing Services and that the issue had been addressed with the organisation.
- The process for determining target milestones and whether some target milestones were in need of review, particularly when the target had been exceeded by a significant margin.

RESOLVED –

- (a) That the contents of the report be noted.
- (b) That a detailed report on rent arrears be presented to the Scrutiny Board in September 2014.
- (c) That the Director of Housing and Environment be recommended to increase the performance target for the percentage of major adaptations completed within target timescales in light of the high performance achieved last year.

11 Work Schedule

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

RESOLVED – That the Chair and the Principal Scrutiny Adviser circulate a draft work programme for the Board's confirmation.

12 Date and Time of Next Meeting

- Tuesday, 29 July 2014 at 1.00pm (site visits to furniture re-use organisations)
- Tuesday, 23 September 2014 at 1.30pm (pre-meeting for all Board Members at 1.00pm)

(The meeting concluded at 2.55pm.)

SCRUTINY BOARD (SAFER AND STRONGER COMMUNITIES)

MONDAY, 30TH JUNE, 2014

PRESENT: Councillor B Anderson in the Chair

Councillors J Bentley, A Blackburn,
D Coupar, R Grahame, P Harrand,
J Jarosz, J Lewis, K Ritchie, M Robinson,
B Urry and N Walshaw

1 Chairs opening remarks

The Chair welcomed everyone to the Scrutiny Board's first meeting of the 2014/15 municipal year and formally acknowledged Councillors Dunn, Urry and Ritchie as new members of the Scrutiny Board this year.

2 Late Items

There were no late items.

3 Declarations of Disclosable Pecuniary Interests

There were no disclosable pecuniary interests declared to the meeting.

4 Apologies for Absence and Notification of Substitutes

Apologies for absence were submitted on behalf of Councillors J Dunn and M Harland, with Councillors D Coupar and J Lewis in attendance as substitutes.

5 Minutes - 9 June 2014

RESOLVED – That the minutes of the meeting held on 9th June 2014 be confirmed as a correct record.

6 Scrutiny Board Terms of Reference

The report of the Head of Scrutiny and Member Development presented the terms of reference for the Safer and Stronger Communities Scrutiny Board for Members' information.

Whilst it was noted that there have been no changes made to the remit of the Scrutiny Board this year, it was highlighted that the Board's terms of reference

Draft minutes to be approved at the meeting
to be held on Monday, 28th July, 2014

is to be amended to reflect the Board's role in scrutinising the performance of the Safer Leeds Partnership and the Communities Board now that the Safer and Stronger Communities Board no longer exists.

RESOLVED –

- (a) That the report be noted
- (b) That the Scrutiny Board's Terms of Reference is to be amended to reflect the Board's role in scrutinising the performance of the Safer Leeds Partnership and the Communities Board now that the Safer and Stronger Communities Board no longer exists.

7 Crime and Disorder Scrutiny

The report of the Head of Scrutiny and Member Development informed the Board of its role as the Council's Crime and Disorder Committee and included the Protocol between Scrutiny and the Community Safety Partnership in Leeds.

The report also made reference to the 'Principles for Engagement' document developed by the West Yorkshire Police and Crime Panel in liaison with the five local Crime and Disorder Scrutiny Committees. This was also attached for Members' information.

In discussing the joint Protocol, it was noted that references made to the West Yorkshire Probation Trust would need to be revised to reflect that, from 1st June 2014, the rehabilitation of offenders across England and Wales is no longer being managed and delivered by Probation Trusts. These have been replaced with 21 regional Community Rehabilitation Companies and a new National Probation Service.

RESOLVED –

- (a) That the report be noted
- (b) That appropriate changes are made to the Crime and Disorder Protocol between Scrutiny and the Community Safety Partnership in Leeds to reflect the role of the new West Yorkshire Community Rehabilitation Company and the National Probation Service.

8 Co-opted Members

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

The Board was informed that they could appoint the following:

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

RESOLVED – The Board agreed to consider the appointment of co-opted members on an ad-hoc basis for any inquiries where it was deemed appropriate.

9 Sources of work for the Scrutiny Board

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

The following were in attendance for this item and invited to share their views around potential areas of work for the Scrutiny Board this year:

Neil Evans, Director of Environment and Housing
James Rogers, Assistant Chief Executive (Citizens and Communities)
Councillor Peter Gruen, Executive Member for Neighbourhoods, Planning and Personnel
Councillor Mark Dobson, Executive Member for Cleaner, Stronger and Safer Communities

Members of the Scrutiny Board also shared their views on potential areas of work for the Scrutiny Board this year.

In conclusion, the Board agreed to focus on the following areas during this municipal year:

- The role of Police Community Support Officers within the context of new integrated partnership working models, particularly within localities (i.e. Community Hubs and Partnership Working Areas);
- Improving understanding of the significance of safeguarding issues linked to migration, such as human trafficking, to help develop an effective multi-agency response;
- Tackling prostitution in Leeds from a multi-sector perspective;
- Exploring options for further area based delegations to Community Committees;
- Recycling – addressing low participation rates in existing AWC areas and exploring viable options for non-AWC areas across the city;
- Revisiting the city's wider Waste Strategy;
- The effective role of the Police in the wider Road Safety agenda;
- Understanding the city's response to tackling legal highs;
- Revisiting the Prevent Agenda;
- The role of waste management linked to the development of a new Leeds Standard for house building.

RESOLVED –

(a) That the report and discussion be noted.

(b) That the areas of work listed above are taken forward by the Scrutiny Board during this municipal year.

(Councillor A Blackburn arrived at 10.20 am during consideration of this item and Councillor J Lewis left the meeting at 11.00 am during consideration of this item)

10 Work Schedule

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

The Principal Scrutiny Adviser was requested to work with the Chair to incorporate the areas of work agreed by the Scrutiny Board into its work schedule for the forthcoming year. The Chair highlighted that initial working group meetings would be arranged to begin scoping terms of reference for the Board's key pieces of scrutiny work.

In addition, the Chair explained that tracking reports linked to previous inquiries undertaken by the Board will also be incorporated into the work schedule.

RESOLVED –

(a) That the report be noted.

(b) That the Principal Scrutiny Adviser works with the Chair to incorporate the areas of work agreed by the Scrutiny Board into its work schedule for the forthcoming year.

11 Date and Time of Next Meeting

Monday, 28th July 2014 at 10.00 a.m. (Pre-meeting for all Board Members at 9.30 a.m.)

(The meeting concluded at 11.15 am)

SCRUTINY BOARD (SAFER AND STRONGER COMMUNITIES)

MONDAY, 28TH JULY, 2014

PRESENT: Councillor B Anderson in the Chair

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

12 Late Items

There were no late items.

13 Declarations of Disclosable Pecuniary Interests

There were no disclosable pecuniary interests declared to the meeting.

14 Apologies for Absence and Notification of Substitutes

Apologies for absence were submitted on behalf of Councillor B Urry, with Councillor K Renshaw in attendance as substitute.

15 Minutes - 30 June 2014

RESOLVED – That the minutes of the meeting held on 30 June 2014 be confirmed as a correct record.

16 Refreshed West Yorkshire Police and Crime Plan and draft Safer Leeds Strategy 2014-2015

The report of the Head of Scrutiny and Member Development presented the refreshed West Yorkshire Police and Crime Plan 2013-2018, published in May 2014, and a draft of the Safer Leeds Strategy 2014/15 for the Board's consideration.

The following were in attendance for this item:

- Mark Burns-Williamson, West Yorkshire Police and Crime Commissioner
- Kelly Laycock, Partnership Manager, Office of the Police and Crime Commissioner for West Yorkshire
- Neil Evans, Director of Environment and Housing and Chair of Safer Leeds
- Chief Superintendent Sam Millar, Chief Officer Community Safety
- Councillor Mark Dobson, Executive Member for Cleaner, Stronger and Safer Communities

The Chair invited Mr Burns-Williamson to provide an overview of the key priorities set out in the refreshed Police and Crime Plan. In doing so, particular references were made to the introduction of two new priorities – understanding ‘cyber’ crime and improving road safety. In acknowledging the Scrutiny Board’s particular interests in the role of Police Community Support Officers, tackling prostitution, human trafficking and legal highs, the Commissioner reinforced his commitment and highlighted planned actions linked to such areas of work.

In response to Members comments and questions, the following key issues were raised:

- Road Safety – Members welcomed the introduction of road safety as a key priority area in the Police and Crime Plan. In acknowledging links with the anti-social behaviour agenda, the Commissioner highlighted his intention to work closely with Community Safety Partnerships to explore local solutions to improving road safety and reinforced the importance of partnership working in this regard.
- Human Trafficking – the Commissioner referred to a new multi-agency approach, working with an organisation called ‘Hope for Justice’ aimed at addressing human trafficking and welcomed further suggestions of which partners need to be engaged in this agenda. The Commissioner also highlighted the intention to work collaboratively with other Police and Crime Commissioners to consider wider actions to help tackle human trafficking nationally.
- Detection rates – Members noted that performance information set out in the Police and Crime Plan focused more on conviction rates. The Commissioner assured the Board that robust accountability processes are in place that also include detection rates and trends as well as comparisons with other Force areas. The Commissioner agreed to provide additional performance information to the Scrutiny Board as appropriate.
- Performance data – Members also requested details of actual performance figures linked to the indicators set out in the Police and Crime Plan and suggested that future Plans should include actual figures alongside the percentage rates.
- Frontline policing – the Commissioner reinforced his commitment towards frontline policing but also highlighted that as it stands, West Yorkshire Police will lose £157m from its budget by 2016/17, which is a 31% budget reduction over six years.
- Hate Crime – Members requested further information linked to the ongoing work surrounding the development of a measure for satisfaction of victims of hate crime.
- Domestic Violence – further to the inquiry recently undertaken by Scrutiny, Members reinforced the need for better integration of services in tackling domestic violence and abuse. This was echoed by the Commissioner who also reinforced his commitment to commission services that provide appropriate support to victims to make them feel safe and help them recover.

- Proceeds of Crime – the Commissioner highlighted that a proportion (50%) of the funding received through the Proceeds of Crime is being allocated to the Safer Communities Fund for community projects to bid for funding linked to the priorities set out in the Police and Crime Plan. The other 50% received back will be used for operational policing.
- Ensuring integrity and creating confidence – Members reiterated the importance of gaining public trust and confidence in policing and the wider criminal justice system and welcomed the Commissioner’s commitment in this regard as set out in the Police and Crime Plan.
- Draft Safer Leeds Strategy – Members welcomed the draft Strategy, recognising that the local community safety priorities and shared outcomes reflected many of the priorities within the wider Police and Crime Plan. Whilst acknowledging that the draft Strategy does not include Road Safety as a priority area at this stage, Members were informed that further work would be undertaken by the Safer Leeds Partnership, in liaison with the Commissioner, to establish how best to take forward this particular agenda.

RESOLVED –

- (a) That the report and the refreshed West Yorkshire Police and Crime Plan be noted
- (b) That the Scrutiny Board’s observations on the Draft Safer Leeds Strategy are fed back to the Safer Leeds Executive at its meeting on 30 July 2014
- (c) That the requests for additional information as set out above are progressed via the Board’s Principal Scrutiny Adviser.

(Councillor A Blackburn arrived at 10.40 am during consideration of this item)

17 2013/14 Quarter 4 Performance Report

The report of the Director of Environment and Housing and Assistant Chief Executive (Citizens and Communities) set out the performance position at Quarter 4 in relation to those areas relevant to the Board’s remit.

The following were in attendance for this item:

- Neil Evans, Director of Environment and Housing
- Councillor Peter Gruen, Executive Member for Neighbourhoods, Planning and Personnel

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

- Street cleanliness – Members emphasised the importance of effective cleanliness of main artery roads but also acknowledged the additional health and safety measures required in undertaken such work i.e. the need for planned road closures. Reference was also made to pedestrian subways and the need for these to be incorporated into the core programme for street cleanliness.

- Environmental enforcement – Members discussed the need for robust enforcement of littering and fly-tipping across the city and the key role of Environmental Action Teams. Reference was made to the positive impact of relevant enforcement initiatives in the city centre.
- Garden waste – Members discussed the Council’s brown bin collection service and noted the intention to review this service following the implementation of alternate weekly collections across the city.
- Recycling performance data – Members requested more up-to-date performance information as well as comparative data with other core cities.
- Glass recycling – Members emphasised the need for the Council to investigate and encourage any supermarkets in Leeds that are not already providing glass bring banks to explore this option.
- Accessibility of refuse collections vehicles – Members discussed issues that impact the accessibility of refuse collection vehicles, such as overgrown hedging and parked cars, and were pleased to note that such factors are being considered by the service.

RESOLVED – That the report be noted.

(There was a break during this item between 12 pm and 12.15 pm as the Chair brought forward the item on Community Committees to enable questioning of the relevant Executive Board Member)

18 Community Committees Update

The report of the Head of Scrutiny and Member Development presented an update in relation to the new Community Committees. A copy of the Terms of Reference and Procedure Rules for Community Committees were attached to this report for Members’ information.

The following were in attendance for this item:

- Councillor Peter Gruen, Executive Member for Neighbourhoods, Planning and Personnel
- Rory Barke, Area Leader Corporate, Citizens and Communities

In discussing the role of Community Committees, the following key issues were raised:

- Reports to Community Committees – particular importance was placed on Community Committees receiving more succinct and locally focused reports that will also appeal to members of the community. Linked to this, Members also stressed the need for senior officers to respond positively to invitations of attendance by Community Committees.
- Area based delegations – Members acknowledged the intention to challenge and move decision-making closer to communities wherever possible and the Scrutiny Board’s intention to undertake a piece of work this year to look at options for area based delegations.

RESOLVED – That the report be noted.

(Councillor N Walshaw left the meeting at 12.05 pm during consideration of this item)

(Councillor J Jarosz left the meeting at 12.10 pm during consideration of this item)

19 Work Schedule

The report of the Head of Scrutiny and Member Development presented the Board's current work schedule. The minutes of the Executive Board meeting held on 25 June 2014 were also appended to this report for Members' information.

The Chair reminded Board Members of the following forthcoming working group meetings:

- Scoping the Board's review on the role of PCSOs and the wider integrated partnership models – Monday 4 August at 9 am.
- Scoping the Board's review on area based delegations to Community Committees – Monday 1 September 2014 at 11.30 am.

The Chair also informed the Board that the Housing and Regeneration Scrutiny Board is holding a working group meeting on 28 August to consider the draft Leeds Housing Standard prior to it being agreed by Executive Board in September. As such, invitations were being extended to the Sustainable Economy and Culture Scrutiny Board and the Safer and Stronger Communities Scrutiny Board to nominate a representative to contribute to this working group meeting as a joint piece of Scrutiny work.

RESOLVED –

- (a) That the Board's work schedule and the Executive Board minutes be noted.
- (b) That Councillor Barry Anderson attends the Scrutiny working group meeting on 28 August 2014 to represent the Board in consideration of the draft Leeds Housing Standard.

20 Date and Time of Next Meeting

Monday, 15 September 2014 at 10.00 am. (Pre-meeting for all Board Members at 9.30 am.)

(The meeting concluded at 12.40 pm)

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SCRUTINY BOARD (SUSTAINABLE ECONOMY AND CULTURE)

TUESDAY, 1ST JULY, 2014

PRESENT: Councillor K Groves in the Chair

Councillors D Cohen, P Wadsworth,
M Ingham, P Davey, A Hussain,
S McKenna, B Selby and N Walshaw

1 Chair's opening remarks

The Chair welcomed everyone to the first meeting of the Sustainable Economy and Culture Scrutiny Board for the new municipal year.

2 Late Items

There were no formal late items of business to consider.

3 Declaration of Disclosable Pecuniary Interests

There were no disclosable pecuniary interests declared at the meeting.

4 Apologies for Absence and Notification of Substitutes

Apologies for absence were received from Councillor Harington, with Councillor Walshaw in attendance as a substitute, and from Councillors Castle and Chapman.

5 Minutes - 15 April 2014

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

6 Scrutiny Board Terms of Reference

The Head of Scrutiny and Member Development submitted a report which presented the terms of reference for the Sustainable Economy and Culture Scrutiny Board as agreed by Council on 9 June 2014.

RESOLVED – That the Scrutiny Board's terms of reference be noted.

7 Co-opted Members

The report of the Head of Scrutiny and Member Development sought the Board's formal consideration of the appointment of co-opted members.

The Board was informed that it could appoint the following:

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

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

Draft minutes to be approved at the meeting
to be held on Tuesday, 22nd July, 2014

8 2013/14 Quarter 4 Performance Report

The Board considered a report which provided a summary of performance at quarter 4 against the strategic priorities for the council and city relevant to its portfolio.

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

- Councillor Lucinda Yeadon, Executive Member for Digital and Creative Technologies, Culture and Skills
- Martin Farrington, Director of City Development
- Paul Maney, Head of Strategic Planning

The following issues were raised in discussion:

- The challenges associated with trying to achieve further reductions in road casualty numbers
- Progress with the Community Infrastructure Levy schedule
- The need to work smarter and more creatively and collaboratively in order to maximise capacity to deliver the major projects which are key to the city's regeneration. An example was the private sector leading the Business Improvement District (BID) proposals
- The support provided to businesses wanting to stay within the city, for example the coordination between economic development and planning in supporting Airedale Air Conditioning following the fire at their premises last year
- Employment outreach work associated with the Victoria Gate development
- Changing patterns of development in the city centre in relation to both flats and office accommodation

RESOLVED – That the quarter 4 performance information be noted and that the Board continue to receive regular performance reports.

(Councillor Davey joined the meeting at 1.40pm during consideration of this item.)

9 Sources of Work

The Board considered a report which provided information and guidance on potential sources of work and areas of priority within the Board's terms of reference, including a number of items carried forward from the previous year.

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

- Councillor Lucinda Yeadon, Executive Member for Digital and Creative Technologies, Culture and Skills
- Martin Farrington, Director of City Development

Martin Farrington gave a presentation giving an overview of key areas of work and progress against the City Priority Plan obsessions relevant to the Scrutiny Board's portfolio.

The following issues were discussed as potential areas for Scrutiny involvement:

- Employment and skills pathways
- The potential European Capital of Culture bid
- The council's events programme
- Tour de France Legacy
- District heating
- Sport and active lifestyles and the engagement of inner city communities
- The Community Learning scheme
- The 'digital divide'

RESOLVED – That the report and contributions made during the discussion be taken into account when the Board is finalising its work programme and deciding its priorities.

10 Natural Resources & Waste Local Plan: Publication & Submission of Policies: Minerals 13 & 14

The Board considered a report on proposed revisions to two policies within the Natural Resources and Waste Local Plan. The Board's comments were sought as part of a formal consultation process because the Plan formed part of the council's budget and policy framework. Helen Miller, Principal Planner, attended the Board for this item.

Members sought assurances that the issues raised in the High Court challenge which had given rise to the revised policy proposals had been fully addressed.

RESOLVED – That the proposed revisions to Policies Minerals 13 and 14 of the Natural Resources and Waste Local Plan be noted.

11 Draft terms of reference - Scrutiny Board inquiry on Asset Management

The Board considered draft terms of reference for an inquiry on asset management, which was scheduled to start at the next meeting of the Board. Ben Middleton, Head of Asset Management, attended the Board for this item.

RESOLVED – That the terms of reference for the inquiry on asset management be agreed.

12 Work Schedule

The Board discussed the range of potential issues for the work programme which had been raised during the meeting. It was agreed that the Chair and Principal Scrutiny Adviser should draw up a draft work programme for further consideration. It was agreed to discuss volunteers for working group membership at the next Board meeting.

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

13 Date and Time of Next Meeting

Tuesday 22 July 2014 at 1.30pm (pre-meeting for Board Members at 1.00pm)

(The meeting concluded at 2.55pm)

SCRUTINY BOARD (SUSTAINABLE ECONOMY AND CULTURE)

TUESDAY, 22ND JULY, 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 J Jarosz

14 Late Items

There were no formal late items of business to consider.

15 Declaration of Disclosable Pecuniary Interests

There were no disclosable pecuniary interests declared at the meeting.

16 Apologies for Absence and Notification of Substitutes

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

17 Minutes - 1 July 2014

RESOLVED – That the minutes of the meeting held on 1 July 2014 be confirmed as a correct record.

18 Scrutiny Inquiry - Asset Management

The Board conducted the first 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

Councillor Pauleen Grahame joined the Board for this item in her role as Chair of the Resources and Council Services Scrutiny Board.

In introducing the report, Christine Addison highlighted the following issues:

- The areas covered by the Asset Review Programme Board, including the rationalisation programme; review of investment and commercial property; strategic partnership with council directorates; participation in the One Public Estate pilot; and ensuring capacity to deliver the asset review programme.

- The challenges associated with meeting the £5m savings target by March 2017 and the fact that difficult decisions would be required if it is to be met
- The savings due to be achieved when the Merrion House refurbishment was complete in 2017 and the potential to achieve a higher saving over a four year period than the original three year target
- The work carried out by the Resources and Council Services Scrutiny Board, in particular in relation to empty properties
- The development of a new draft Asset Management Plan, which would be brought to the Scrutiny Board for comment in September, before being presented to the Executive Board for approval
- The recent restructure of the service to address the lack of strategic asset management capacity
- The role of the council at the leading edge of the One Public Estate pilot projects
- Links to the third sector's role in service delivery.

The following issues were raised in discussion:

- The potential to make greater community use of a building in East Leeds currently used by the Table Tennis Association, and to involve the association in community activity to a greater extent (officers undertook to investigate further and report back)
- The benefits to the city of co-location of public services
- The potential to work with the NHS to meet their accommodation needs for the future
- The intention for the council to move out of leasing in property wherever possible
- Marketing of surplus properties, including the use of planning statements
- The condition of properties whilst new development is awaited
- The market for city centre office accommodation
- The brownfield land programme and the challenge associated with making many of these sites attractive to the market
- Links to the affordable housing and council house building programmes
- Methods of disposal including auction, and the varying degrees of control over short-term condition and future use of the property
- The joint venture arrangements established recently for property services
- The ward member discussions ongoing to seek to identify further savings and review community provision within localities
- Opportunities to increase property income through investment
- The role of community asset transfer and the sustainability of proposals without ongoing council support
- The fact that often the public think that eyesore buildings are council owned when this is not the case.

The Board identified the following further information to be provided at the next session of the inquiry:

Draft minutes to be approved at the meeting
to be held on Tuesday, 9th September, 2014

- Draft Asset Management Plan
- List of properties that have been declared surplus and where there are no specific proposals for the future
- List of buildings in communities that would be ideal for other opportunities but where assistance is required to make progress
- List of under-used leased buildings
- Policy around future leases
- List of top ten properties for disposal with planning statements
- List of brownfield sites and any innovative ideas around different use that would help market the land
- Policy suggestions on Community Asset Transfer and any current proposals
- Information on any further support required to deliver the Health Campus Opportunity.

RESOLVED – That the issues raised by this session of the inquiry be noted and that the further information requested be provided at the next session of the inquiry.

19 Tour de France Legacy

The Board considered the Tour de France Legacy proposals, including a report on the cycling legacy which was presented to the Executive Board in June 2014.

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

- Councillor Roger Harington, Cycling champion
- Mark Allman, Head of Sport and Active Lifestyles
- Andrew Hall, Head of Transport Planning
- Cate Walker, Project Officer
- Simon Brereton, Head of Economic Policy & Sector Development.

The following issues were raised in discussion:

- The challenge to maximise the legacy through quickly establishing the proposed Programme Board and identifying resources to support the legacy work, and Scrutiny Board Members' concern to see this happen before momentum is lost
- Concerns about the poor capacity of the rail network to support cycling, and the proposal to raise these concerns with Network Rail and the West Yorkshire Combined Authority Overview and Scrutiny Committee
- The potential for school engagement and encouraging more children to cycle or walk to school
- Uncertainty over the status of a potential Tour de Yorkshire race in the future
- The success of the Skyride events and the very successful Temple Newsam event for schools prior to the Grand Depart

- Current progress with the cycleway in the city centre
- Tensions between cyclists and other road users
- Plans for a summer 'respect' campaign
- Progress with proposals to allow cycling in parks
- The need to identify funding for infrastructure improvements
- The wider tourism and economic legacy and the proposals for measuring and reporting on this aspect
- Links to the potential European Capital of Culture bid
- Links to the wider Yorkshire Cycling strategy and the West Yorkshire Combined Authority support for cycling
- The city's reputation for successfully hosting major events
- Engaging businesses as part of their corporate social responsibility to help increase people's access to bikes in disadvantaged areas
- The Board's desire to see tangible outcomes and community engagement across all parts of the city, particularly in areas of deprivation.

RESOLVED – That a progress report on delivery of the legacy be brought to the Board in six months' time.

20 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 agreed to make the following changes to the proposed schedule:

- That the proposed session on the cultural offer in November should take place at the full Board meeting
- That a progress report on the Tour de France Legacy be scheduled for January 2014
- That the options for a sustainable future for the Grand Theatre company be added to the work programme
- That Members would inform the Principal Scrutiny Adviser by email which working groups they wished to take part in.

RESOLVED – That the work schedule be agreed, subject to the above changes.

21 Date and Time of Next Meeting

Tuesday 9 September 2014 at 1.30pm (a pre-meeting will start at 1.00pm for Board members.)

(The meeting finished at 3.40pm)

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

TUESDAY, 15TH JULY, 2014

PRESENT: Councillor D Coupar in the Chair

Councillors B Flynn, G Hussain, S Lay,
P Latty, J Lewis, K Maqsood, E Taylor,
S Varley and J Walker

1 Chair's Opening Remarks

The Chair welcomed everyone to the first meeting of the new municipal year for the Scrutiny Board (Health and Well-Being and Adult Social Care). In particular, the Chair welcomed those members new to the Council the Scrutiny Board.

Prior to starting the order of business, the Chair recognised and paid tribute to the work of the Scrutiny Board undertaken in previous municipal years and in particular the efforts of the former Chair.

2 Late Items

There were no late items of business to consider.

3 Declaration of Disclosable Pecuniary Interests

Councillor Sandy Lay declared an interest as a paid NHS employee within a neighbouring local authority area. As this did not impact on the business under discussion, Councillor Lay remained in the meeting and took an active part in the Board's discussions.

There were no other disclosable pecuniary interests declared to the meeting.

4 Apologies for Absence and Notification of Substitutes

There were no apologies for absence and no substitute members in attendance.

5 Minutes - 30 April 2014

RESOLVED – That the minutes of the meeting held on 30 April 2014 be approved as a correct record.

6 Scrutiny Board Terms of Reference

The Head of Scrutiny and Member Development submitted a report introducing the Scrutiny Board's terms of reference, including the functions

Draft minutes to be approved at the meeting
to be held on Tuesday, 30th September, 2014

delegated to the Director of Adult Social Services and the Director of Public Health, as detailed in the Council's constitution.

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

7 Local Authority Health Scrutiny

The Head of Scrutiny and Member Development submitted a report that presented the recently published guidance relating to the local authority health scrutiny function – a function delegated from the Council to the Scrutiny Board.

The Principal Scrutiny Adviser introduced the report and outlined some of the key messages detailed in the guidance, including the requirements around joint scrutiny arrangements that may impact on the work of the Board over the course of the municipal year, and beyond.

The need to consider the overall 'financial envelop' of local health services when considering proposed service changes and developments was also specifically highlighted.

RESOLVED – To note the contents of the report and the guidance provided, and to reflect this in the operation of the Scrutiny Board during the course of the year.

8 Co-opted Members

The Head of Scrutiny and Member Development submitted a report setting out the Board's available option in terms of the appointment of co-opted members; as detailed in the Council's constitution.

The Scrutiny Board was advised that there had been some discussions with HealthWatch Leeds around the potential appointment of a non-voting co-opted representative to the Scrutiny Board (Health and Wellbeing and Adult Social Care). It was reported that HealthWatch Leeds had expressed an interest in providing a nominated representative, if requested by the Scrutiny Board.

Members discussed the appointment of co-optees in general and also focused on the following specific issues relating to HealthWatch Leeds:

- The various and potential roles undertaken by HealthWatch Leeds.
- Potential conflicts of interest – given HealthWatch Leeds' role on the Health and Wellbeing Board.
- Potential conflicts of interest – should the Scrutiny Board consider the role, progress and performance of HealthWatch Leeds.
- Members requested that such potential conflicts of interest be drawn to the attention of Healthwatch Leeds when seeking any non-voting co-opted member nomination.

RESOLVED –

- (a) To seek a nomination from HealthWatch Leeds for an appropriate representative to serve as a non-voting co-opted member of the Scrutiny Board for the remainder of the municipal year 2014/15.
- (b) On receipt of the nomination referred to in (a) above, to appoint the identified representative to serve as a non-voting co-opted member of the Scrutiny Board for the remainder of the municipal year 2014/15.
- (c) To keep under review the appointment of standing and ad-hoc non-voting co-opted members to the Scrutiny Board and/or its working groups.

9 Joint Health Overview & Scrutiny Committee Nomination

The Head of Scrutiny and Member Development submitted a report seeking the nomination of a representative from within the membership of the Scrutiny Board to serve on the Joint Health Overview and Scrutiny Committee (Yorkshire and the Humber) – the JHOSC – in relation to the new review of Congenital Heart Disease services.

Following a request from a member of the Scrutiny Board, the Principal Scrutiny Adviser provided a brief update in terms of the current position, as follows:

- The new review of Congenital Heart Disease services – despite the original intentions of concluding the new review with 12 months (i.e. by June 2014), recent information confirm the timetable had slipped further. It was now anticipated that a full 12-week public consultation on proposed service standards was likely to be launched (at best) in late September 2014. The timetable was subject to confirmation.
- In relation to issues associated with the temporary closure and recommencement of services at the children's heart surgery unit in Leeds in March/ April 2013, the third element of NHS England's further review (relating to professional concerns) had not yet been completed / published. It had been reported to the JHOSC in April 2014 that this would be completed and published in mid-May 2014. This date had not been met and, despite a number of requests, there had been no official confirmation of the revised, anticipated publication date. Anecdotally, the third report was expected to be published in mid-July 2014.

The Chair thanked the Principal Scrutiny Adviser for the update and advised members of the Scrutiny Board that the JHOSC would consider any proposed service standards and respond to any consultation, as appropriate. The JHOSC would also continue to pursue any outstanding matters with NHS England, in relation to the temporary closure and recommencement of services at the children's heart surgery unit in Leeds in March/ April 2013.

In considering Leeds City Council's representative on the Joint Health Overview and Scrutiny Committee (Yorkshire and the Humber) in relation to the new review of Congenital Heart Disease services, it was agreed that the Chair should undertake this role.

RESOLVED –

- (a) That the contents of the report and the update provided at the meeting be noted.
- (b) That Councillor Debra Coupar be nominated as the Leeds representative on the Joint Health Overview and Scrutiny Committee (Yorkshire and the Humber) in relation to the new review of Congenital Heart Disease services.

10 Care Quality Commission - Leeds Teaching Hospitals NHS Trust: Hospital Inspection report

The Head of Scrutiny and Member Development submitted a report that presented the summary of findings and areas for improvement following the recent Care Quality Commission hospital inspection of Leeds Teaching Hospitals NHS Trust.

It was report that Leeds Teaching Hospitals NHS Trust was currently drafting its proposed action plan to address the identified areas for improvement, which would be published in the near future.

The Scrutiny Board was advised of the proposal to consider the inspection report and associated action plans in more detail at the September Board meeting – with input from the appropriate organisations.

In considering the summary report presented at the meeting, members highlighted the following issues as matters to be considered in more detail at the September meeting:

- Corporate Governance and/or other arrangements for monitoring compliance.
- Any links between the safeguarding issues highlighted in the Care Quality Commission report and those details highlighted in the report detailing the findings and recommendations arising from the investigation into matters relating to Jimmy Savile and the Trust (presented elsewhere on the agenda).
- The extent to which underlying issues around the Trust's resources/ financial situation had been taken account of during the investigation.
- The underlying issues associated with the staffing issues highlighted by the report.

RESOLVED –

- (a) To note the contents of the report and the proposed process for more detailed consideration of this matter in September 2014.

- (b) To advise those attending the Scrutiny Board meeting in September of the particular issues highlighted by the Board for more detailed consideration.

11 The report of the investigation into matters relating to Jimmy Savile at Leeds Teaching Hospitals NHS Trust

The Head of Scrutiny and Member Development submitted a report that presented a summary of the findings and recommendations following the investigation commissioned by Leeds Teaching Hospitals NHS Trust in December 2012 into matters relating to Jimmy Savile at the Trust.

The Scrutiny Board was advised that the Leeds Safeguarding Boards (Children and Adults) would jointly consider the report findings, oversee actions against the recommendations and monitor progress. As such, any future scrutiny activity might usefully be undertaken jointly with the Scrutiny Board (Children and Families), with a focus on the respective roles of the Safeguarding Boards in over-seeing progress/ performance.

RESOLVED –

- (a) That the contents of the report and appendices be noted.
(b) That the Scrutiny Board maintains oversight of progress against the findings and recommendations identified in the report, with a specific focus on the respective roles of Leeds' Adults and Children's Safeguarding Boards in over-seeing progress and performance.

12 Sources of Work for the Scrutiny Board

The Head of Scrutiny and Member Development submitted a report presenting a range of information and introducing a number of inputs to aid the Board's consideration of its work schedule for 2014/15.

The following representatives were in attendance:

- Councillor Lisa Mulherin (Executive Board Member for Health and Wellbeing) – Leeds City Council
- Councillor Adam Ogilvie (Executive Board Member for Adult Social Services) – Leeds City Council
- Dennis Holmes (Deputy Director, Adult Social Services)
- Phil Corrigan (Chief Officer, Leeds West Clinical Commissioning Group)
- Lianne Langdon (Director of Commissioning and Strategic Development, Leeds North Clinical Commissioning Group)

The Board discussed a number of potential areas for consideration during the municipal year, taking advice and suggestions put forward by those present at the meeting. A wide range of issues were discussed, including:

- The future commissioning of homecare services
- Implications and implementation of the Care Act 2014
- The Better Care Fund
- Leeds as an Age Friendly City
- Loneliness and social isolation
- Transitional arrangements between services for children and adults
- Health and Social Care transformation and service integration
- Mental Health Services – in particular the mental health framework and services and support for younger people
- Children and Families Act (2014) – requirements around integrated health and education plans
- Public Health in Leeds – 1 year on from the Council assuming responsibility
- Integrated health service commissioning across West Yorkshire and the work of commissioners across West Yorkshire and Harrogate (known as the 10CC Group). The initial focus of this work being:
 - Stroke Services;
 - Cancer Services;
 - Paediatric Services – specifically Child and Adolescent Mental Health Services (CAMHS) out of area placements, and surgery services.
- Delivery and developments for Primary Care
- Commissioning of Specialised Services
- Whistleblowing policies across local health and social care bodies

The Chair thanked those in attendance for their suggestions and contributions to the discussion.

In recognising the need to priorities matters and consider overall capacity, the Chair also thanked members of the Board for their thoughts and suggestions.

RESOLVED –

- (a) To note the contents of the report, its appendices and those matters discussed at the meeting.
- (b) To review resolutions identifying any follow-up reports from the previous municipal year on an individual basis and incorporated into the Scrutiny Board’s work schedule for 2014/15, as appropriate.

13 Work Schedule

The Head of Scrutiny and Member Development submitted a report asking the Scrutiny Board to reflect on its discussions earlier in the meeting and to identify the Board’s priorities for the remainder of the 2014/15 municipal year.

The report also proposed the establishment of two working groups and presented draft terms of reference in relation to the following areas:

- The Review of Homecare
- Health Service Developments

In introducing the report and proposed terms of reference, the Principal Scrutiny Adviser suggested the following amendments to the scope of the Health Service Developments Working Group:

- Strengthening the relationship with the Council's recently established Community Committees – with the aim of raising awareness and gathering community intelligence in relation to proposed service changes and developments.
- Broadening the scope of the working group to include and ensure a specific focus on the Transformation of Health and Social Care Services across Leeds.

Members agreed to the suggestions made and requested that the draft terms of reference be amended accordingly.

Members also discussed the governance and membership arrangements for each of the proposed working groups.

RESOLVED –

- (a) To request that the Chair, with support from the Principal Scrutiny Adviser, draft a proposed work schedule for consideration in September 2014, reflecting on the relative priorities discussed at the meeting and the capacity of the Scrutiny Board.
- (b) To agree the terms of reference for the Review of Homecare Working Group (as presented).
- (c) To agree the terms of reference for the Health Service Developments Working Group (as presented), subject to the inclusion of details around Community Committees and the overall health and social care transformation work discussed at the meeting.
- (d) To request that each member of the Scrutiny Board provide the Principal Scrutiny Adviser with details of their preferred working group membership.

(NB Councillor Maqsood left the meeting at 11:20am during consideration of this item)

14 Date and Time of the Next Meeting

It was noted that the Health Service Developments Working Group would hold its first meeting on 28 July 2014.

RESOLVED – To note the date and time of the next meeting as Tuesday, 30 September 2014 at 10:00am (with a pre-meeting for members of the Scrutiny Board from 9:30am).

(The meeting concluded at 11:30am)

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SCRUTINY BOARD (RESOURCES AND COUNCIL SERVICES)

TUESDAY, 22ND JULY, 2014

PRESENT: Councillor P Grahame in the Chair

Councillors J L Carter, J Cummins,
N Dawson, J Jarosz, A Khan, S Lay,
A Lowe and C Macniven

11 Chair's Opening Remarks

The Chair thanked Members of the Board for agreeing to the change of date for this meeting.

12 Late Items

There were no late items.

13 Declaration of Disclosable Pecuniary Interests

There were no disclosable pecuniary interests declared to the meeting.

14 Apologies for Absence and Notification of Substitutes

Apologies for absence were received from Councillors S Bentley, T Wilford and R Wood.

Councillor S Lay substituted for Councillor S Bentley.

15 Minutes - 23 June 2014

RESOLVED – That the minutes of the meeting held on 23 June 2014 be confirmed as a correct record.

16 Executive Board Minutes - 25 June 2014

RESOLVED – That the Executive Board minutes of 25 June 2014 be noted.

17 Financial Performance - Outturn Financial year ended 31 March 2014

The Deputy Chief Executive submitted a report presenting the Council's financial outturn position for 2013/2014 for both revenue and capital elements, whilst also outlining details regarding Housing Revenue Account and spending on schools.

Helen Mylan, Head of Finance was in attendance.

RESOLVED – That the outturn position as detailed within the submitted report be noted.

18 People Plan Performance Reporting

The Chief Officer (HR) submitted a report detailing the latest position against four areas; FTE staffing, agency, overtime and attendance for the first 2 months of the financial year.

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

- Dave Almond, Head of Human Resources
- Sophie Thompson, Team Manager (HR).

RESOLVED –

- (a) To note the current position as detailed within the submitted report
- (b) To request that the detail shown in appendix 2 of the submitted report in relation to Agency Challenge Panels are updated and issued to Board Members
- (c) That a Working Group of the Scrutiny Board be established to receive further People Plan performance reports.

19 Enterprise Leeds

The Chief Officer Civic Enterprise Leeds submitted a report on trading and enterprise across the Council.

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

- Julie Meakin, Chief Officer (Civic Enterprise)
- Many Snaith, Head of Catering and Cleaning.

In summary the main areas of discussion were:

- Growth, turnover and profit
- Assurances around the integrity of the accounts and the role of the Council's statutory Section 151 officer (The Deputy Chief Executive)
- The offer from the Deputy Chief Executive Officer to meet with any Member for further briefings on the matter of the accounts
- The level of tendering and open competition with regards work undertaken
- The use of new technologies
- The use of the third sector.

RESOLVED – To note the contents of the report and to request additional information in relation to tendering and growth.

20 Interpreting and Translation Services

The Chief Officer Customer Services submitted a report updating the Scrutiny Board on the progress of the Interpreting and Translation Team policy following the recommendations made by this Scrutiny Board in April 2014.

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

- Jayne Grant, CITU Co-ordinator
- Lee Hemsworth, Chief Officer (Customer Access)
- Geoff Turnbull, Senior Policy and Performance Officer.

In summary the main areas of discussion were:

- The intention to submit a report to Executive Board in September for approval of the policy
- The development of British Sign Language video interpreting
- The possibilities of using trained volunteers to reduce costs and enhance the service.

RESOLVED –

- (a) To note the contents of the report
- (b) To congratulate the team on the development of the policy

21 Recommendation Tracking - Scrutiny Inquiry on Welfare Reform

The Chief Officer Statutory Housing and Chief Officer Welfare and Benefits submitted a joint report setting out the progress made in relation to the recommendations arising from the Scrutiny Board Inquiry on Welfare reform Benefit Changes.

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

- Steve Carey, Chief Officer (Welfare and Benefits)
- Simon Costigan, Chief Officer (Strategic Housing)
- Mandy Sawyer, Head of Neighbourhood Services
- Dave Levitt, Recovery Manager
- Simon Swift, Service Manager.

In summary the main areas of discussion were:

- A resume of the general developments since the Board's last discussion on this topic in July 2013
- Statistics around Council Tax and Housing Leeds' rent collection
- The future pressures facing Discretionary Housing Payments
- The current process for applying for deductions from national benefits in relation to Council Tax arrears and the legal requirement for

Council's to secure a Liability Order from the Magistrates Court and the resulted costs placed on the debt

RESOLVED –

- (a) To note the contents of the report
- (b) That the Chair writes again to the Secretary of State, Department for Work and Pensions in relation to the process of applying for deductions from national benefits
- (c) That those recommendations made by the Scrutiny Board classified as complete will no longer be tracked.

(Councillor Lowe left the meeting during the consideration of this item.)

(Councillor Jarosz and Councillor JL Carter left the meeting at the conclusion of this item.)

22 Corporate Centre Contact Performance

The Head of Service Corporate Contact Centre submitted a report updating the Scrutiny Board on the performance of the Corporate Contact Centre since April 2013

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

- Lee Hemsworth, Chief Officer (Customer Access)
- Barry Ibbetson, Head of Contact Centre.

In summary the main areas of discussion were:

- The reasons for the drop in performance in 2013/14 and the measures to address this
- The challenges brought by the increased use of self service and the consequences for call lengths
- Staff retention
- The management of spikes in activity
- Plans for creating three Centres of Excellence to include, Health and Wellbeing, Welfare, Benefits and Revenues and Environment and Community Infrastructure
- Plans for other services to join the Contact Centre

RESOLVED –

- (a) To note the contents of the report
- (b) That further information be provided with regards staff leavers.

23 Work Schedule

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

29th September 2014 Meeting

To add a discussion on the planned new performance indicators to be used to performance manage the council and direct resources

27th October 2014 Meeting

Mr Richard Corbett MEP to attend the Scrutiny Board.

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

24 Date and Time of Next Meeting

Monday, 29th September 2014 at 10.00am (Pre-meeting for all Board Members at 9.30am)

(The meeting concluded at 12.30pm).

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NORTH AND EAST PLANS PANEL

THURSDAY, 19TH JUNE, 2014

PRESENT: Councillor J McKenna in the Chair

Councillors M Harland, C Macniven,
J Procter, G Wilkinson, M Lyons,
B Cleasby, S McKenna and C Towler

1 Election of Chair

In the absence of Councillor Charlwood, nominations to chair the meeting were sought

RESOLVED - That Councillor J McKenna be nominated to chair the meeting

Councillor J McKenna in the Chair

The Chair welcomed everyone to the meeting and asked Members and Officers to introduce themselves

2 Declarations of Disclosable Pecuniary Interests

There were no declarations of disclosable pecuniary interests

3 Apologies for Absence

Apologies for absence were received from Councillor Charlwood, Councillor Selby and Councillor Cohen. Councillor J McKenna and Councillor Towler were substituting for their respective colleagues

4 Minutes

RESOLVED – That the minutes of the North and East Plans Panel held on 15th May 2014 be approved

5 Application 13/03606/FU - Land and Buildings adjacent to Devonshire Lodge Devonshire Avenue LS8

The Panel's Lead Officer sought agreement of the Panel to withdraw the report on the agenda relating to a retirement housing development at Devonshire Lodge as incorrect figures had been included in the report which,

Members were informed, could have implications for the understanding of the scheme

RESOLVED - That the report be withdrawn from the agenda and a further report be presented in due course

6 Application 12/03198/FU - Variation of conditions 9 and 18 of application 09/01417/FU regarding opening hours and use to include a nursery/pre school - New Horizons Community School Newton Hill Road LS7

With reference to minute 85 of the North and East Plans Panel meeting held on 19th December 2013, where Panel deferred consideration of an application for variation of conditions relating to hours of opening and use, to enable clarification on the nature of the use of the premises as a nursery, Members considered a further report of the Chief Planning Officer

Plans and photographs were displayed at the meeting

Officers presented the report and drew attention to an error at paragraph 2.2, with Bank Holidays having been missed off the days when the premises would be required to close

The main issues for consideration were stated as being the impact of the proposals on highway safety and residential amenity

In terms of highways safety, Members were informed that the variation was not considered to have any significant impact. In respect of residential amenity, an acoustic fence on the east boundary would be conditioned

The Panel heard representations from an objector, who provided information which included:

- the extent of the objections raised to the application
- the existence of a Covenant restricting the use of the premises
- the need for clarification on what was being sought through the application
- noise nuisance
- the use of the building by adults
- the justification for extended hours
- that normal school hours should be permitted

The Panel then heard from a representative of the applicant who provided information which included:

- the additional hours were required to give flexibility to working parents and enable after school activities to take place
- that the school had tried to work amicably with its immediate neighbour over a long period of time
- that the allegations made by the speaker were strongly refuted

Members discussed the application with the main issue relating to:

- enforcement issues and the need for a full summary to be included on current or historical cases in future reports to panel

Although there was no objection in principle to the proposals, it was the view of Panel that further information, particularly around enforcement issues was required

RESOLVED - To defer determination of the application for one cycle to enable a more detailed report which included enforcement issues at the site to be presented to Members for determination of the application

7 Application 13/02721/FU - Five single storey extensions to school building - Green Lane Primary Academy Ribblesdale Avenue Garforth LS25

Plans and photographs were displayed at the meeting. A Members site visit had taken place earlier in the day

Officers presented the report which sought approval of an application for extensions at Green Lane Primary Academy, Garforth LS25 to enable the size of the school to increase from a one and a half form entry to a two form entry primary school

Members were informed that the school was popular and attracted pupils from the local area and further afield from Castleford and Wakefield. In terms of the NPPF, particular weight was placed on the expansion of schools. Children's Services were of the view there was sufficient capacity in the area, however the school wished to expand

On the level of car parking being provided, this would increase from the current 28 spaces to 45, including two disabled parking spaces and a designated delivery area

In response to a question raised on the site visit earlier in the day, Members were informed that the school had tried to introduce a walking bus two years ago but this had not proved possible due to a lack of support from parents. However, the school was willing to try again to introduce a walking bus and this would be conditioned

The Panel heard from the Highway's representative who stated the scheme was a modest expansion of 70 pupils but would lead to some inconvenience to residents through the additional parent drop off and pupils at the site. The school had existing parking associated with the parent drop off; there was also on-street parking on Woodlands Drive to the north of the site which was associated with the nearby railway station. A number of streets surrounding the school gave access for pedestrians and vehicles and a small element of staff parking took place on-street. The increase to the staff parking by 50% would mitigate the current problems of long-stay on-street parking by staff members and improved internal access for servicing and deliveries would be provided. The application was considered acceptable in view of its scale, on-street conditions, short term nature of the parent parking, accident statistics, on site improvements and travel plan. A condition was proposed for extra TROs to be explored in the area for any issues which arose regarding staff parking/parent pick up/drop off but it was acknowledged that previous schemes had been unpopular with local residents. If minded to grant the application, additional conditions relating to landscaping and pedestrian access points to be open/available for use at the start/end of the school day were recommended

The Panel heard representations from Councillor Dobson who had objected to the application and who provided information which included:

- the impact of the proposals on parking in the area and for residents to be at the centre of the scheme
- the need for a more co-ordinated approach to the problem of school traffic in the area
- that possible TROs would not be sufficient to alleviate the problem

The Panel then heard from the applicant's representative who provided information which included:

- the demand for school places in Garforth and the amount of families moving in the area
- the work undertaken by the school to engage with parents to address local parking issues and the introduction of restrictive road markings outside the school

Members questioned Officers on the highway implications, the nature and effectiveness of the TRO, highway safety and the measures and content of the Travel Plan

The proposed layout of the extensions was considered with the view being that an improved layout which incorporated a drop off point should be explored

As a way forward, the Panel's Lead Officer suggested the application be deferred and delegated to Officers to enable further discussions to take place

RESOLVED – To defer and delegate the application for further discussions on the highways issues, including the potential for a drop-off facility, TROs/off-site measures and the travel plan, between Ward Members, the School and Officers and in the event agreement could not be reached, that the application be returned to Panel for determination

8 Application 14/01679/FU - Change of use of two dwellings to an education centre - 1-3 Sandhurst Avenue Harehills LS8

Plans and photographs were displayed at the meeting. A Members site visit had taken place earlier in the day

Officers presented the report which sought approval of a change of use of two vacant semi-detached properties at 1-3 Sandhurst Avenue, to form an education centre for the Afgan community. It was reported that a similar application had been approved for the conversion of two dwellings to a religious educational centre at Nos 5-7 Sandhurst Avenue, although that application had not attracted opposition. Members were also informed that a previous application had been withdrawn by the applicants

Members were informed there would be little external alteration to the premises. Details of the internal alterations to form classrooms, library/ICT suites and caretaker's accommodation were provided

The level of representations the application had attracted were detailed, with many of these relating to issues of traffic and that the users of the premises did not live in the area. The formal comments of Councillors Harington and Maqsood who were supportive of the application were read out to Panel

Members were informed there was an equalities issue in respect of this application and that under the Equalities Act there was a requirement for LPAs to treat all communities evenly

If minded to approve the application an additional condition which had been missed off the report in error and related to the laying out and use of the property in accordance with the approved plans should be included

The Panel heard representations from an objector who attended the meeting and who provided information which included:

- the proposal would result in the loss of two residential dwellings
- noise nuisance
- works already being undertaken to the properties
- the proposed use of the premises, including hours of use
- facility does not serve the local area
- that a precedent had been set

The Panel heard representations from a representative of the applicant who provided information which included:

- there was a need for a community facility
- the centre would be open to everyone
- additional car parking could be provided on site if necessary
- between 24 – 30 pupils would be attending the centre; that many would be siblings and they would not all come by car

Members discussed the application and commented on the following matters:

- the petition objecting to the proposals and the area the objectors came from
- the reference in the report to unauthorised works and the need for careful conditions and monitoring if approved
- that the neighbouring development had been dealt with under delegated powers

Members considered how to proceed

RESOLVED - That the application be granted subject to the conditions set out in the submitted report plus an additional condition for the property to be laid out and used in accordance with the approved plans and that the terms of the planning permission be discussed with the applicant and that Officers within the Compliance Team are alerted

9 Application 13/04814/FU - Two storey side extension incorporating integral garage and two dormer windows to front and rear; single storey rear extension; convert existing integral garage to habitable living space; two dormer windows to front, three dormer windows to rear and insertion of windows to both sides forming habitable rooms in roof space - Greythatch Wetherby Road Scarcroft LS14

Plans, drawings, photographs and graphics were displayed at the meeting. A Members site visit had taken place earlier in the day

Officers presented the report which sought alterations and extensions to Greythatch, a two storey detached property in the Bardsey-cum-Rigton Conservation Area

Members were shown the previous proposals which were more extensive and were not supported by Officers on the grounds of scale and massing and impact on spatial setting. The applicant had submitted a revised scheme which Officers considered was acceptable

It was noted that the report had not commented on the mobile home which was situated in the front garden of the dwelling. This had been investigated by the Compliance Team who had concluded in this case its presence did not require planning permission from the Council. The applicant had stated he wished to use it during the construction process, which constituted Permitted Development

If minded to approve the application, an additional condition relating to tree protection and retention was proposed

The concerns raised by Councillor R Procter to the application were read out to the Panel

Members discussed the application and commented on the following issues:

- the mobile home; the length of time it had been on the site; policy relating to this matter and that this should be considered at Joint Plans Panel
- the fact that the property was situated in the Conservation Area and that regard should be had to this
- design issues including window treatment and loss of garden to hardstanding

The Panel's Lead Officer clarified that it was not the Council's policy to allow the stationing of mobile homes within garden areas but in certain circumstances, national legislation permitted such uses

Members discussed the application and considered how to proceed

RESOLVED - To defer and delegate the application to the Chief Planning Officer in consultation with Ward Members on revised proposals in respect of the design of the back of the property, and to reduce the extent of the hardstanding. The situation regarding the mobile home would be monitored by the Council's Compliance Team. In the event no agreement could be reached by all parties, that the application be returned to Panel for determination

10 Application 14/01765/FU Upgrading of playing pitch to form artificial grass pitch with fenced enclosure and floodlighting - Brodetsky School The George Lyttleton Centre Wentworth Avenue LS17

Plans, including the extent of the light spillage, graphics, drawings and photographs were displayed at the meeting

Officers presented the report which sought approval of an application for the creation of an artificial grass pitch enclosed by fencing and supported by 6 ten metre high floodlight poles at Brodetsky School, Wentworth Avenue

The receipt of two additional representations was reported and the comments of Alwoodley Parish Council which objected to the proposals were read out for Members' information

If minded to approve the application, an additional condition requiring the submission and implementation of a parking management scheme was recommended

Members were informed that a range of conditions were proposed to minimise the impact of the floodlights on local residents and that timers would ensure the lights were extinguished at the approved hours, although it was accepted there was little which could be done to prevent glow from the lights

Landscaping details were provided with Members being informed that over time, the planting would better screen the facility

The Panel heard representations from an objector who attended the meeting and provided information which included:

- a previous approval on the site which stated that no floodlights would be permitted
- the accuracy of the electrical engineer's information which had been supplied
- impact of the lighting poles on the local area
- the objections of the Parish Council
- parking issues
- the use of the facility in view of comments which had been made

The Panel then heard representations from the Head of Brodetsky who provided information which included:

- parking arrangements
- the need for a year-round sports facility
- the inclusivity of the school
- the efforts of the school to make the proposals acceptable to residents

Members discussed the application, with the main issues relating to:

- the previous consent which stipulated no floodlighting or illumination. The Case Officer responded and advised this condition had been placed on the previous permission to control possible illumination in the future rather than preventing it per se
- the extent of research by Officers as to the impact of the lighting on local residents
- problems with floodlighting and the extent of the illumination on sports pitches elsewhere in the City
- the impact of the floodlights on the amenity of local residents

Members considered how to proceed. Information on the lighting levels were provided, with the floodlights estimated to be 1.1 Lux, compared to streetlamps which were 2 Lux

RESOLVED - That the application be granted subject to the conditions set out in the submitted report, an amendment to condition 3 to set the precise Lux level of the floodlights and an additional condition in respect of an parking management scheme to be approved and implemented

11 Further election of Chair

As Councillor J McKenna had to leave the meeting for another appointment, nominations to chair the rest of the meeting were sought

RESOLVED - That Councillor Lyons nominated to Chair the remainder of the meeting

Councillor Lyons in the Chair

12 Application 13/02412/FU - Erection of new Islamic Centre at 58 to 62 Francis Street Chapeltown

Plans, drawings, graphics and photographs were displayed at the meeting

Officers presented the report which sought approval for a new Islamic Centre at 58-62 Francis Street

Members were informed that whilst representations received had suggested the building, the former Phoenix Club, had been listed, no record had been found of this being the case

The site which would be in close proximity to the Leeds Islamic Centre would house a traditional style Islamic building. Undercroft car parking for 10 vehicles would be provided, with Highways objecting to the proposals on the grounds of the level of parking provision and level of on-street parking

The Panel's Highways representative stated that site visits had been undertaken with the conclusion being that 10 spaces was not sufficient for the demand and would impact on surrounding streets, and in view of the close proximity of the Leeds Islamic Centre and the number of worshippers in the area, particularly on Friday lunchtimes, Highways were objecting to the proposals. However, if Panel was minded to approve the application, a condition requiring funding for TROs to protect the corners of junctions and visibility splays was requested - in the interests of highways safety

The Panel heard representations from an objector who attended the meeting and provided information which included:

- the number of religious facilities in the local area
- doubts about the inclusivity of the facility to other faiths/sections of the community
- the need for the centre and the view that existing facilities were operating at lower capacity
- the impact of the proposals in the area

The Panel then heard representations from the applicant's agent who provided information which included:

- that the parking provision was sufficient and that by providing limited parking would encourage people to walk to the centre
- the need for the facility

Members discussed the application, particularly the highways issues involved and the fact that Highways had objected to the scheme yet Planning Officers were supportive of the application

The Panel considered how to proceed

RESOLVED - That the application be granted subject to the conditions set out in the submitted report

During consideration of this matter, Councillor Coulson left the meeting

13 Application 14/01673/FU - Change of use of house to a five bedroom house in multiple occupation (HMO) - 19 Sholebroke Mount LS7

Plans and photographs were displayed at the meeting
Officers presented the report which sought permission for the conversion of an existing mid terrace property into a 5 bed HMO
Details of the proposed accommodation were provided

RESOLVED - That the application be granted subject to the conditions set out in the submitted report plus an additional condition for the property to be laid out and used in accordance with the approved plans

14 Application 14/00946/FU - Erection of a food store with associated access, car parking and landscaping - Former Vauxhall Car Dealership Sandbeck Lane Wetherby LS22 - Position Statement

Plans and photographs were displayed at the meeting. A Members site visit had taken place earlier in the day

Members considered a report of the Chief Planning Officer setting out the current position in respect of an application for the construction of a retail food store, with 70 car parking spaces and landscaping on a vacant and derelict site, 600m north of Wetherby Town Centre. As part of a package of off-site works, a new pelican crossing, parking restrictions and mini roundabout were proposed. The site was in a predominantly residential area, with some neighbouring properties sharing a boundary with the site, but there was also some industrial uses close by

Reference was made to the existing supermarket provision in Wetherby Town Centre and two previous applications for food stores in the area which had been refused. The proposals being considered were for a smaller unit, operated by Aldi

The layout of the scheme was explained with Officers stating that the distance of the development from the existing hedge to the nearest residential dwelling was not sufficient to protect it. Whilst moving the building away from the residential properties would be of benefit, this would result in increased prominence of the store from the road

Members were informed that the applicant had undertaken a sequential test and had demonstrated there were no other suitable sites available. In terms of retail impact, this had been assessed on both Morrisons, the main food store in Wetherby Town Centre and the Centre itself, with lower impacts on these than those projected for the two larger supermarket developments which had been refused

In terms of car parking, the 70 spaces proposed fell short by 31 spaces of the maximum car parking guidelines. There were also concerns about possible conflict between service vehicles and customer's vehicles

Members discussed the proposals, with the main areas of discussion relating to:

- noise nuisance; delivery and opening hours and the need for refrigeration units to be placed away from the boundary with the residential properties

- that a standard store design would lead to issues on this site and the need for the applicant to be flexible in its approach
- that a more intensive use was proposed than the previous car dealership
- the loss of the hedging
- the tight appearance of the service arrangements and the need for these to be fully detailed by Highways Officers
- landscaping and boundary wall treatment, including materials
- the sloping nature of the site and how this would be managed to ensure the amenity of the residents on Sandbeck Lane was protected
- highways issues along Sandbeck Lane, particularly the gap which existed in the double yellow lines and for this problem to be resolved

In response to the specific points raised in the report, Members provided the following comments:

- that Members did have concerns relating to the impact of the development on the dwellings that adjoined the north-western boundary of the site
- that Members had concerns about the noise emitted from the refrigeration units and its impact on the living conditions on neighbouring residents
- that Members had concerns relating to the potential noise from delivery vehicles operating at night
- that Members were comfortable with the principle of this proposal to provide a discount food store on this out of centre site and were satisfied that the proposal would not harm the vitality or viability of Wetherby Town Centre
- regarding the design, materials and layout of the development, a non-standard store was required and that the issues of levels, boundary walls, siting and impact of the proposals on residents of Sandbeck Lane had to be addressed
- that further details were required on the parking, access and delivery provisions and also the package of off-site works which were proposed

RESOLVED – To note the report and the comments now made

15 Date and Time of Next Meeting

Thursday 24th July 2014 at 1.30pm in the Civic Hall, Leeds

NORTH AND EAST PLANS PANEL

THURSDAY, 24TH JULY, 2014

PRESENT: Councillor R Charlwood in the Chair

Councillors R Grahame, M Harland,
C Macniven, J Procter, G Wilkinson,
M Lyons, B Cleasby, B Selby, S McKenna
and D Cohen

16 Chair's opening remarks

The Chair welcomed everyone to the meeting and asked Members and Officers to introduce themselves

17 Exempt Information - Possible Exclusion of the Press and Public

RESOLVED - That the public be excluded from the meeting during consideration of the following parts of the agenda designated exempt on the grounds that it is likely, in view of the business to be transacted or the nature of the proceedings, that if members of the public were present there would be disclosure of them of exempt information as designated as follows:

The reports referred to in minutes 24 and 25 under Schedule 12A Local Government Act 1972 and the terms of Access to Information Procedure Rule 10.4(3) and on the grounds that it contains information relating to the financial or business of any particular person (including the authority holding that information). It is considered that if this information was in the public domain it would be likely to prejudice the affairs of the applicants. Whilst there may be a public interest in disclosure, in all the circumstances of the case, maintaining the exemption is considered to outweigh the public interest in disclosing this information at this time

18 Late Items

The Chair admitted one late item of business to the agenda, this being a report on Application 14/00575/FU – 56 The Drive Crossgates LS15. The report was not available at the time the agenda was despatch and required urgent consideration as the report related to a site where a development exists in breach of planning control and causes significant harm to the character and amenities of the area. To further delay the determination of the application would serve to exacerbate that harm. A copy of the report had been made available to Members in advance of the meeting and had been published on the Council's website

19 Declarations of Disclosable Pecuniary Interests

There were no declarations of disclosable pecuniary interests. However, Councillor R Grahame brought to the Panel's attention that in respect of Application 14/00575/FU, 56 The Drive LS15, his wife, Councillor P Grahame, was a Ward Member for the Crossgates and Whinmoor Ward, (minute 34 refers)

Councillor Macniven also brought to the Panel's attention that in respect of application 13/03606/FU, Devonshire Lodge, Devonshire Avenue LS8, she was a Ward Member (minutes 23,24 and 26 refer)

20 Minutes

The Panel considered the minutes of the North and East Plans Panel meeting held on 19th June 2014

With reference to minute 9, Application 13/04814/FU – Greythatch Scarcroft LS14, concerns were raised that the minute had not accurately captured what had been agreed and that revisions to the design of the dwelling were not, as stated in the minute, restricted to the rear of the property

The Panel's Lead Officer stated that he had sought clarification of this by listening to the recording of the meeting and was of the view that the minute was consistent with the recording. He stated that the application had been referred back to Panel as Councillor R Procter remained unhappy with certain elements of the proposals and that it would be for Members to determine the application

The Panel considered how to proceed

RESOLVED – To note the concerns raised about the content of minute 9 but to approve the minutes of the North and East Plans Panel meeting held on 19th June 2014

21 Application 14/01937/FU - Demolition of existing bungalow and erect detached house with double garage - 67 Ling Lane Scarcroft LS14

The Panel's Lead Officer informed Members that a request for a site visit had been made by Councillor R Procter to consider the impact of the proposals on the character of the area and the amenity of the neighbouring property

RESOLVED - That consideration of the application be deferred for one cycle to enable a site visit to take place

22 Agenda order

The Panel's Lead Officer requested a change to the running order of the agenda to bring forward agenda items 14 and 15 as for these items, a representative of the District Valuer was in attendance and had to leave by 3.30pm. The Panel agreed to this request

23 Application 13/03606/FU - Demolition of existing buildings and erect part 3 and 4 storey later living retirement housing accommodation with 41 residential units, communal facilities, landscaping and car parking - Land and buildings adjacent to Devonshire Lodge, Devonshire Avenue Lidgett Park LS8

Plans, photographs, drawings and graphics were displayed at the meeting

Officers presented the report and informed Members that the report incorrectly referred to Devonshire Lodge being part of the application site

Details of the proposals were outlined. Members were informed that the proposed retirement development would comprise 23 one bed units and 18 two bed units, with 27 car parking spaces being provided

The landscaping scheme was outlined, with all but two of the existing trees on the site to be retained. Additional planting would be provided which would include 16 new trees

Members were informed that although the main, circa 1901 building had some architectural merit, it was not a Listed Building; was not within a Conservation Area and had unsympathetic extensions added during its previous use as an orphanage. The building was currently being used as offices

In respect of the S106 contributions which did not deliver the full requirements, a viability assessment had been submitted, with details of this provided to Members as exempt information

At this point, the public were asked to withdraw from the meeting to enable the Panel to consider the information provided in the exempt appendix to the submitted report

RESOLVED - To enter into closed session

24 Closed session - Application 13/03606/FU - Land and buildings adjacent to Devonshire Lodge Devonshire Avenue LS8

Members now considered the contents of the exempt appendix
A representative of the District Valuer was in attendance to provide information and respond to queries and comments from the Panel

Members discussed the information, with the key issues relating to:

- the valuation of the site which had been provided and how this had been arrived at
- the covenant which existed on the site and how this would affect the valuation of the site
- the profit margin
- that higher levels of contributions had been achieved on other schemes when developers had been pressed
- the level of detail contained in the viability assessment; that Joint Plans Panel had sought a standardised formula for such reports and that further detailed information was required
- the need for Planning Officers to work more closely with Asset Management colleagues when Council land was marketed to

ensure the best possible return could be achieved, with a claw back clause in the sale agreement also being considered
RESOLVED – To note the report and the comments now made

Due to the detailed discussions which had taken place on this matter, a suggestion was made in the interests of efficient management of the meeting, that whilst in closed session, to also consider the exempt information in respect of Application 13/02572/FU – site of former Whitebridge Primary School off Cartmell Drive Halton LS15

25 Closed session - Application 13/02572/FU - Lay out of access roads and erect 44 dwelling houses on land formerly occupied by the Whitebridge Primary School off Cartmell Drive Halton LS15

The Panel considered the exempt information contained in the appendix to the submitted report which related to the financial viability of the proposed development if all of the required S106 contributions were met

A representative of the District Valuer was in attendance to respond to queries and comments from Members

The Panel discussed the information, with the main issues relating to:

- the level of developer return on the scheme
- the extent of the Officer negotiations to achieve an improved level of contributions
- the need for greater consideration to be given to future land use when sites were sold by the Council

RESOLVED - To note the report and the comments now made

At this point the public were invited to resume their seats in the public gallery

26 Application 13/03606/FU - Land and buildings adjacent to Devonshire Lodge Devonshire Avenue LS8

With reference to the discussions set out in minutes 23 and 24 above, the Panel heard representations from an objector who attended the meeting and provided information which included:

- the demand for employment land in this area and the loss of this if the application was approved
- the demand for later living accommodation in this area in view of the length of time taken to sell similar units in the locality
- the height of the proposed building
- the impact of the proposals on Devonshire Lodge
- drainage and flooding issues due to a more intensive use of the site
- the need for an additional condition for temporary access to the users of Devonshire Lodge to ensure they were not affected during the construction process

The Panel then heard representations from the applicant's representative who attended the meeting and provided information which included:

- that a need existed in this area for retirement accommodation
- that the accommodation would be managed

Members discussed the application and commented on the level of car parking being provided for the various uses associated with such a scheme. Members also discussed the extent of the scheme; that this was below that required to trigger certain S106 contributions and that further details were needed in respect of the viability assessment

Having considered all the information provided, it was

RESOLVED - To defer determination of the application for a more detailed report on viability

27 Application 13/02572/FU - Application to lay out access roads and erect 44 dwelling houses on land formerly occupied by the Whitebridge Primary School off Cartmell Drive Halton LS15

With reference to the discussions set out in minute 25 above, the Panel considered an application for access and the erection of a residential development comprising 44 dwellings on the site of the former Whitebridge Primary School, Cartmell Drive Halton LS15

Plans and photographs were displayed at the meeting

Officers presented the report and outlined the design proposals for the development which would provide a range of 2, 3 and 4 bedroom properties, in a conventional layout, with traditional style houses being proposed

In respect of drainage and flooding issues, a flood risk assessment had been carried out and there would be the need to restrict surface water run-off rates which would be achieved through several methods. There would also be a requirement for minimum floor levels to be agreed, with this being conditioned

Members were informed that the Environment Agency (EA) and Yorkshire Water (YW) had considered the flood risk assessment and were of the view that the measures proposed were acceptable

Members discussed the application with the main issues relating to:

- the sustainability of the site, with concerns being raised in respect of impact on public transport and education and that due to the size of the scheme, no financial contribution towards education provision could be sought
- flooding and drainage; the recent floods experienced in this area and concerns that notwithstanding the mitigation measures proposed, the impact of an additional 44 houses on the local drainage system was not acceptable
- the impact of the proposals on highways and the exacerbation of existing traffic problems
- the success of installing CCTV in nearby areas in reducing crime and anti-social behaviour; concerns that CCTV was not proposed for this development which could result in it becoming

- a target for crime and disorder
- the extent of the car parking being proposed, possibly adding to the concerns about drainage and standing water and the possibility of requiring porous materials to be used for areas of hardstanding
- the absence of a representative of the EA and that on applications where there were issues in respect of flooding, that an EA representative should be asked to attend

Officers provided the following further information:

- the Panel's Highways representative stated that the amount of parking on the site was over 200% and would provide each dwelling with at least two parking spaces; that local bus stops were sited close by on Neville Road and that in terms of road traffic accidents, only 1 incident had occurred close to the site in the previous five years; this involving a drunken pedestrian and in view of this Highways were satisfied with the proposals
- that in respect of flooding and drainage, whilst the volume of water in the system would be greater than at present, the key issue was about the impact of that water, which would be mitigated for through on-site balancing and controlled run-off rates. The EA and YW had advised there were technical solutions to deal with the issues and that it would be difficult to substantiate a reason for refusal of the application on these grounds at an appeal
- regarding CCTV, there was no policy in place which required this be provided. However through the layout of schemes, the aim was to design out crime and in this application, there was a good level of natural surveillance built in. Whilst CCTV could not be insisted upon, Members were informed their concerns would be relayed to the applicant

The Panel considered how to proceed

Having considered all the information provided, it was

RESOLVED - i) That the application be deferred and delegated to the Chief Planning Officer, in consultation with Ward Members, to provide more information in respect of how issues concerning drainage and flooding would be addressed and managed and subject to the conditions set out in the submitted report and the completion of a Section 106 Agreement to secure a contributions pot of £133,599 to be directed towards identified local priorities (to be agreed in consultation with Ward Members at the point of implementation and to be incorporated into the Section 106 Agreement

In the circumstances where the Section 106 has not been completed within 3 months of the resolution to grant planning permission, the final determination of the application shall be delegated to the Chief Planning Officer

ii) To note the request for a representative of the EA to be in attendance on applications where there were issues in respect of flooding

28 Application 12/03198/FU - Variation of conditions 9 and 18 of application 09/01417/FU to allow opening hours to be 08:00 to 20:00 hours Monday

Draft minutes to be approved at the meeting
to be held on Thursday, 21st August, 2014

to Friday and 08:00 to 14:00 hours Saturday, no opening on Sundays or Bank Holidays and to allow use to include a nursery/pre-school - New Horizon Community School Newton Hill House Newton Hill Road Potternewton

Further to minute 6 of the North and East Plans Panel meeting held on 19th June 2014, where Panel deferred determination of an application for the variation of two conditions to a previously approved application at New Horizons Community School LS7 for further information on the enforcement issues associated with the site, Members considered a further report

Plans and photographs were displayed at the meeting

Officers outlined the application and enforcement issues as set out in the submitted report

The receipt of further representations from the neighbouring occupier was reported, with these being summarised for Members' information

RESOLVED - That the application be granted subject to the conditions set out in the submitted report

29 Application 13/04814/FU - Two storey side extension incorporating integral garage and two dormer windows to front and rear; single storey rear extension; convert existing integral garage to habitable living space; two dormer windows to front, three dormer windows to rear and insertion of windows to both sides forming habitable rooms in roof space - Greythatch Wetherby Road Scarcoft LS14

Further to minute 9 of the North and East Plans Panel meeting held on 19th June 2014, where an application for alterations and extensions to Greythatch, a detached property situated in a Conservation Area was deferred and delegated to the Chief Planning Officer for further discussions on the proposals, in consultation with Ward Members and referred back to Panel if agreement could not be reached by all parties, Members considered a further report of the Chief Planning Officer

Plans, drawings and photographs were displayed at the meeting. A Members site visit had been undertaken on 19th June 2014

The Panel's Lead Officer presented the report and outlined the revisions which had been made to the scheme in respect of the hardstanding to the front of the dwelling; the appearance of the dormers; window alignment and siting of roof lights

Following consultation with Ward Members some concerns remained in respect of the width of the dwelling if extended and the Juliet balcony to the rear of the dwelling. The application was therefore being returned to Panel for determination

Members discussed the proposals, with the key issues being raised relating to:

- the absence of a Conservation Officer in attendance in view of the site being located in a Conservation Area. The Panel's Lead Officer advised that Conservation Officers did not ordinarily attend Plans Panels and in view of the nature of the

application that it was felt this could be dealt with by Planning Officers

- the extent of the negotiations which took place on the application prior to its consideration at Panel in June
- the need to consider the front elevation of the dwelling as well as the rear
- the different window details being proposed and whether this could be considered to be acceptable in a Conservation Area
- the view of Bardsey Parish Council which had objected to the proposals
- the impact on local residents of the static caravan which had been sited in the front garden of the dwelling for some time
- a requirement for porous materials to be used for the hardstanding
- the dominance of the proposals and the need to protect Conservation Areas

The Panel considered how to proceed. A condition to require the window details to be submitted and approved was made although it was accepted this would not change the shape of the windows

RESOLVED - That the application be granted subject to the conditions set out in the submitted report, additional conditions requiring the use of porous materials for the areas of hardstanding; window details to be submitted and approved and an amendment to condition no 6, to require the siting of further mobile homes/caravans to require the prior written consent of the Local Planning Authority

30 Application 14/01466/FU - Two storey rear extension - 9 Fieldhead Drive Barwick-in-Elmet LS15

Plans, photographs and drawings were displayed at the meeting. A Members site visit had taken place earlier in the day

Officers presented the report which related to an application for a two storey rear extension at 9 Fieldhead Drive, Barwick-in-Elmet, which was situated within the Green Belt

Members noted there was an extant permission for a smaller scheme which had been granted in 2013

Green Belt policy was outlined in brief, with Members being informed that extensions could be permitted in the Green Belt so long as they were not disproportionate, with a guideline being an increase of around 30% above the original floor area

The application before Members sought approval for a 3.5m rear extension, which was an increase of around 68%, with Officers being of the view an extension of this size would be harmful to the Green Belt. As such, the Officer recommendation was to refuse planning permission with a possible reason for refusal being included in the report before Panel

The Panel heard representations from the applicant who attended the meeting and who provided information which included:

- the proposals represented an improvement on the design of the extant scheme

- that neighbours and the Parish Council were supportive of the proposals
- that revisions could be made to the scheme before Panel
- that the 30% limit for extensions within the Green Belt was only a guideline

The Panel discussed the application, with a proposal to defer determination of the application for further negotiation being made. The Panel considered how to proceed

RESOLVED - That the application be refused for the following reason:

The Local Planning Authority consider that the proposed extensions, by virtue of their overall height, size, scale and siting represent a disproportionate addition to the dwelling which would also harm the openness and character of the Green Belt, and which are therefore considered to be inappropriate development. Inappropriate development is, by definition, harmful to the Green Belt and as no very special circumstances have been demonstrated, the proposal is considered contrary to the aims and intentions of policy N33 of the Leeds Unitary Development Plan (Review) 2006, policy HDG3 of the Householder Design Guide as well as guidance contained within the National Planning Policy Framework

31 Application 14/0667/FU - Variation of condition 2 (hours of lighting) of approval 31/301/01/FU to allow use of floodlights between 0800 - 2200 Monday to Friday and 0900 - 2100 Saturday, Sunday and Bank Holidays at Wetherby High School Hallfield Lane LS22

Plans, drawings and photographs were displayed at the meeting. A Members site visit had taken place earlier in the day

Officers presented the report which sought approval for the variation of the hours of operation of an approved floodlighting scheme on an all-weather pitch at Wetherby High School

Members were informed that the key issue in this case was the potential for light pollution. Although there were dwellings to the north, there was a planted buffer between the houses and the pitch and there had been no objections to the application from local residents. A condition limiting the permission to 12 months would be attached to an approval and testing and monitoring of the light pollution would take place before a permanent permission was granted

The Panel discussed the application and commented on the following matters:

- the original permission for floodlights and the content of this. Members were informed that the archived files had been requested
- the impact of floodlights at Boston Spa School, which contrary to information provided did have a significant impact on the local community
- the illumination produced by the floodlights
- the impact of increased light pollution on those nearby areas which had chosen to live in low light conditions

- the light levels in existence from the nearby supermarket
- the need to encourage people to become more active and take up sport

RESOLVED - That the application be granted subject to the conditions set out in the submitted report

32 Application 14/00670/FU - Replacement perimeter fencing to artificial grass pitch at Wetherby High School Hallfield Lane Wetherby LS22

Plans and graphics were displayed at the meeting. A Members site visit had taken place earlier in the day

Officers presented the report which sought approval for replacement perimeter fencing enclosing an approved all-weather pitch at Wetherby High School

Concerns were raised about the scale and design of the proposed fencing; that it was of an institutionalised appearance and due to it being higher than the existing fencing would be more visible in the locality

RESOLVED - That the application be granted subject to the conditions set out in the submitted report

33 Application 13/00158/FU - Proposed three storey multi purpose community building with basement car parking and revised surface car parking - 46-48 Spencer Place Chapeltown LS7

Plans, drawings, photographs and graphics were displayed at the meeting. A Members site visit had taken place earlier in the day

Officers presented the report which related to an application for a multi-use community building with car parking at Spencer Place, with the use of numbers 46 and 48 Spencer Place ceasing upon first use of the new building and then demolition of these two properties within 6 months of first occupation of the new community building

Members were informed that the site was in a predominantly residential area and was close to the new Islamic Centre which had been approved by Panel at its meeting on 19th June 2014. In terms of design, the proposed building was modern and included features which referred to its Islamic use. In respect of scale, there was a significant increase in the extent of the floor space proposed, with the Council's Urban Design Team expressing concerns about the scale of the proposals. The extent of the development would cause the loss of trees on site, some of which were protected by a TPO but a compensatory landscaping scheme was proposed and would include semi-mature trees

An additional condition for no external use of amplification equipment at any time was recommended to Members

In the absence of sufficient information from the applicant, Members were informed that Planning Officers had assumed that Highways would object to the application. The Panel's Highways representative stated that not enough information had been submitted to reach a meaningful consideration of the application but in any event it was likely that Highways

would object, as they had done on the application for a new Islamic Centre at Francis Street, which had been approved by Panel last month

Members discussed the application and raised concerns that important details regarding likely numbers attending and the extent of usage had not been provided. Concerns were also raised about the scale of the building; that the development was overintensive and that protected trees would be lost

The Panel considered how to proceed

RESOLVED - To defer and delegate approval to the Chief Planning Officer subject to the conditions set out in the submitted report, an additional condition stating no external use of amplification equipment at any time, consultation with Ward Members in respect of highway issues and the times of use and the completion of a Section 106 agreement to secure the following:

- funding and implementation of a Traffic Regulation Order
- the demolition of numbers 46 and 48 Spencer Place within 6 months of the date of first occupation of the multi-purpose building
- the remediation of the resulting site in accordance with a remediation plan to be submitted to and approved in writing by the Local Planning Authority

In the circumstances where the Section 106 has not been completed within 3 months of the resolution to grant planning permission the final determination of the application shall be delegated to the Chief Planning Officer

34 LATE ITEM - Application 14/00575/FU - 4 bedroom detached house incorporating basement (part retrospective) - 56 The Drive Cross Gates LS15

Plans, photographs and graphics were displayed at the meeting. A Members site visit had taken place earlier in the day

Members considered a report of the Chief Planning Officer setting out a further application on the site to address issues of non-compliance with the approved scheme

Officers presented the report and briefly outlined the latest developments in respect of this case, with Members being informed that following refusal of an application in July 2013 by Panel, referral of the matter to the High Court by the applicant and the dismissal of an appeal, the applicant was required to demolish the building to ground floor level within a period of 6 months, from 6th June 2014

The scheme before Panel was originally submitted in January 2014 as an alternative option. Members were informed that a late representation had been received from the applicant's legal representative at the point of the original officer report deadline, which requested further information regarding the content of any undertaking. However, it was the view of Officers that consideration of the application should proceed as previous guidance had been provided

The current proposal was outlined, with Members being informed that the issue with previous applications and what existed on site was that the surrounding properties were two storeys in height and a three storey building

had been constructed. The application now before Panel was a two storey building and that Officers considered the scheme could now be supported. The level of local objection to the application was noted but it was felt that the tone of the objections had mellowed in view of the revisions made to the scheme

In noting the scheme was an improvement on the fallback position, Ward Members and Officers were aware of the length of time this matter had continued for and that in this particular case, there was a need for firm guarantees about implementation of any approved scheme. Officers had sought to obtain this but no draft undertaking had been provided by the applicant to the Local Planning Authority. In view of this, the application was recommended for refusal, with the suggested reason being included in the report before Panel

The Panel heard representations from the applicant who attended the meeting and provided information which included:

- that a resolution to the situation was sought and that the scheme before Panel resolved all of the issues
- that the concerns of neighbours had been listened to and that neighbours had indicated their support for the current scheme
- that an offer to undertake the works was made in public but that the applicant's legal team had been seeking details of what Planning Officers required

The applicant stated that he was willing to give an undertaking to build whatever was granted permission and in a timely manner, within 9 months. The applicant also referred to a letter which had been submitted. The Chair advised that the letter had been submitted too late for circulation to Members

The Panel then heard representations from a local resident who in the absence of the Professor Judge, spokesman of the Cross Gates Watch Residents Association read out a statement, which included the following matters:

- the short notice given that the application was to be considered by Panel
- whilst the proposals were an improvement, issues still remained
- there was a need for guarantees to be given about implementation and timescale and if these were not legally enforceable there was the possibility of further delays occurring

The Panel then heard from Councillor P Gruen who used the remainder of the allotted time to address the Panel and refer to the need in this case to have a tightly controlled and legally binding S106 Agreement to ensure any approved scheme was properly implemented within an agreed timescale

For clarification, the Panel's Lead Officer stated that he had not seen an agreement from the applicant and that he was not aware that the case officer or Legal representative had seen one either, so the contents of such an agreement were not known

The Panel discussed the application with the main issues being in relation to:

- the reasons for the report being a 'late item'
- that the report went beyond the planning merits of the application

The Panel's Lead Officer advised that the application was scheduled to appear on the agenda for this meeting but that at the time the agenda was to be published further representations were made from the applicant's solicitor. Officers sought advice from Legal Services and then decided to proceed, albeit with a late item. Members were also informed that the applicant was required to submit proposals to overcome the harm of what had been built

The Panel continued to discuss the scheme; the nature of the legal advice given and the approach taken to this application

RESOLVED - That subject to legal clarification, to refuse the application for the following reason:

The application proposes extensive alterations to an existing unauthorised building that has itself already been refused planning permission and dismissed at appeal due to the harm it has on surrounding residents' living conditions and also the character and appearance of the site and surrounding area. In the absence of any formal commitment relating to implementation of the development subject to this application there is no mechanism in place to ensure the harm currently being experienced will be remedied. The application in its entirety therefore fails to address the site specific circumstances which exist would be contrary to Policies GP5, N12, N13 and BD5 of the Leeds Unitary Development Plan Review (2006), residential design guide for Leeds 'Neighbourhoods for Living' and the advice contained within the National Planning Policy Framework which combined seek to ensure developments do not adversely impact on residential amenity or the character and appearance of an area

35 Date and Time of Next Meeting

Thursday 21st August 2014 at 1.30pm in the Civic Hall, Leeds

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CITY PLANS PANEL

THURSDAY, 26TH JUNE, 2014

PRESENT: Councillor J McKenna in the Chair

Councillors P Gruen, D Blackburn,
S Hamilton, G Latty, T Leadley, E Nash,
N Walshaw, M Ingham, J Lewis,
C Campbell and C Gruen

1 Chair's opening remarks

The Chair welcomed everyone to the meeting and asked Members and Officers to introduce themselves

2 Late Items

There were no formal late items, however the Panel was in receipt of additional highways information in respect of Applications 14/02521/FU and 14/02514/OT – Former Vickers Factory Manston Lane LS15 (minute 10 refers). The information had been circulated to Members prior to the meeting

Members voiced their concern that such detailed information should be submitted so close to the meeting and that the format of the information was such that it was not clear where the report had emanated from

The Chief Planning Officer apologised for the late circulation of the information and stated that the author, the Chief Transportation Officer, had sought to set out the complex highways history of the area

The Chair acknowledged the comments of Members and stated that detailed information should not be circulated so late and that, had this not been a position statement, there could have been grounds for deferring consideration of the application

3 Declarations of Disclosable Pecuniary Interests

There were no declarations of disclosable pecuniary interests

4 Apologies for Absence

Apologies for absence were received from Councillor R Procter

5 Minutes

RESOLVED - That the minutes of the City Plans Panel meeting held on 5th June 2014 be approved

6 Arrangements for site visit to Manchester

Further to minute 198 of the City Plans Panel meeting held on 5th June 2014, where Members considered pre-application proposals for a residential development at Sweet Street, Members were asked to consider a date for a site visit to Manchester to view a private rented residential development by

the same developer. It was agreed that 15th July pm would be the most suitable date for the visit

7 Application 13/02034/FU - Demolition of 14-18 The Calls, 28 The Calls and the Mission Hut building and construction of 77 apartments and bar/restaurant/ office space (use classes A3/A4/B1) and laying out of public open space - 14-28 The Calls LS2

Further to minute 38 of the City Plans Panel meeting held on 1st August 2013, where Panel considered a position statement on proposals for a mixed-use riverside development at The Calls, Members considered the formal application

Plans, photographs, historical images and graphics were displayed at the meeting

Officers presented the report and referred to the previous consented schemes on the site. The scheme under consideration proposed a reduction in the extent of the buildings compared to the previous approvals

Members were informed that the viability issues which had been raised in August 2013 had been resolved and that the scheme was now fully compliant with policy in respect of planning contributions

Concerns raised by the Panel about flood defences had been addressed, with these being incorporated into the scheme

Details about the proposed landscaping and materials were provided

Members discussed the application, with the key issues relating to:

- flood defences
- the landscaping; how this would be maintained and that Willow Trees should be considered for the site. A request for Councillor Nash to be consulted on the species of trees for the site was made
- the design of the proposals
- the design and positioning of the balconies and the possibility of incorporating heritage features in the design, e.g. through the use of cast iron on the balconies
- the phasing of the development and the need to ensure there were strict conditions for this and a realistic timescale for commencement of the work
- the use of the river, particularly for transporting building materials and the need for mooring points and appropriate access for boat users to be provided

As a representative of the applicant was in attendance, the Chair invited him to provide details on the likely start date on site, if approval was granted. Members were informed commencement on site would be in due course although the applicant's representative was unable to indicate if work would begin in 2014

RESOLVED - To defer and delegate approval to the Chief Planning Officer subject to the specified conditions in the submitted report, additional conditions in respect of provision of mooring points and access for boat users (and any others which he might consider appropriate) and also the completion of a S106 Agreement to include the following obligations:

- the provision of 4 affordable housing units (equivalent to 5% of the total number of units) if the development is commenced within two years or affordable housing provision in accordance with the relevant policy at that time if the development is not commenced within that period
- a public transport contribution between £23,540 and £24,101 (depending upon the extent of the A3/A4 and B1 office provision in the scheme)
- a travel plan review fee of £2,500; £6,000 compensation for loss of the pay and display bay and £2,970 for free trial membership and usage of the car club
- provision of public realm prior to occupation and retention of accessibility to public realm
- local employment and training initiatives
- Section 106 management fee (£2250)

In the circumstances where the Section 106 has not been completed within 3 months of the resolution to grant planning permission the final determination of the application shall be delegated to the Chief Planning Officer

8 Application 14/01998/FU - 6 storey office building with flexible ground floor space (A1 retail, A2 financial and professional services, A3 cafe/restaurant, A4 drinking establishment, B1 office, D1 non-residential institution and D2 assembly and leisure uses) and basement car park - Sovereign Street and Swinegate LS1

Further to minute 84 of the City Plans Panel meeting held on 14th March 2013, where Members considered pre-application proposals for plot C of the development site at Sovereign Street and Swinegate LS1, Members considered a further report of the Chief Planning Officer setting out the formal application

Plans, drawings and photographs were displayed at the meeting

Officers presented the report which sought approval for an office-led mixed use scheme on the corner of Sovereign Street and Swinegate.

Members noted that the approved development for new KPMG offices on part of the site was already underway, with work on the new area of public open space also commencing this year

The proposals were for a 6 storey office building with ground floor active uses. The pavement widths at the junction of Sovereign Street and Swinegate were sufficiently wide to allow on-street seating for the proposed A3/A4 uses. In respect of parking, a basement car park for 31 vehicles, together with cycle storage as well as lockers and shower facilities was proposed. Three parking spaces for people with disabilities would also be provided

A simple palette of materials was proposed with the quality of the scheme being provided through the detailing. The height of the building, whilst higher than the adjacent KPMG building, was in line with that set out in the Sovereign Street Planning Statement

The plant would be located at roof level, with this being screened from view. Photovoltaics would be included on the roof. Members were informed that further details on the design of the shutters and doors to the car park ramp and bin stores were needed

Draft minutes to be approved at the meeting
to be held on Thursday, 17th July, 2014

The Panel noted the S106 obligations which were set out in paragraph 10.9.1 of the report

RESOLVED – To defer and delegate approval of the application to the Chief Planning Officer subject to the conditions set out in the submitted report, an additional condition relating to the submission of revised designs for the shutters and doors to the car park ramp and bin stores (and any others which he might consider appropriate)

9 Applications 14/01903/FU - Use of the land as a shopper's car park for a temporary 5 year period at land bound by Vicar Lane, Lady Lane and Templar Place and 14/01924/DEM - Determination for demolition of the buildings; Lyons Works, Templar Street/Templar Lane/Templar Place - 100-104 Vicar Lane (former Bus Station), 108-116 Vicar Lane (Provident House), 1-5 and 7 Templar Street (former Park Lane College) and 130 Vicar Lane - Victoria Gate - Phase 2

Further to minute 157 of the City Plans Panel meeting held on 27th February 2014, where Panel considered pre-application proposals for works to the Victoria Gate Phase 2 site in relation to car parking provision and demolition of buildings, Members considered the formal applications

Plans, photographs, drawings and graphics were displayed at the meeting.

Officers presented the report and outlined the proposals for the car parking. Members were informed there were currently 542 car parking spaces, all of them long stay. The proposals were to increase the number of parking spaces to 687, with these spaces being reorganised to provide 370 long stay spaces and 317 short stay spaces. Disabled parking provision and parent and child spaces would also be provided. The additional short stay parking would provide replacement parking spaces for those lost on the Union Street car park for the first phase of Victoria Gate and would also provide additional parking for nearby businesses as well as for theatre-goers

Details of the landscaping proposals and boundary treatments were outlined

In respect of the proposed demolitions, Members were informed that in view of Members' comments in February about the demolition of Lyons Works, the developer had agreed to delay this for a period of 18 months to enable further discussions on the building in respect of the Phase 2 development of Victoria Gate

Members were informed that the Templar Hotel was outside of the red line boundary and would be protected. Although Templar House, a Grade II Listed Building was also outside of the red line boundary, the developer had agreed to undertake some minor improvement works to this building

Members discussed the proposals, with the main issues relating to:

- car park provision
- the proposed demolitions
- the position in respect of Lyons Works; whether the developer had been asked if Lyons Works had to be demolished and why an 18 month period of grace had been allowed for the building when the car parking application was for temporary use for 5 years

- the extent of the improvement works to Templar House with the view that additional works should be carried out to those proposed by the developer
- the North Bar Stone and whether this had been removed and stored, as requested by Members
- the landscaping proposals for Vicar Lane and need for the planting to be sufficient to provide an obvious 'stop' along this street

Officers provided the following responses:

- that the developer had been asked about the need for Lyons Works to be demolished, with Members being informed that a viability statement had been submitted by the developer indicating the retention of the building was unviable. The Chief Planning Officer stated that a helpful compromise had been reached on Lyons Works to explore its possible incorporation into a revised scheme for the second phase of Victoria Gate and that Panel would be fully engaged in this process
- that Templar House played a key role in the second phase of the development and noting the comments made about the proposed improvement works to this building, the Chief Planning Officer suggested that a further report be presented to Panel setting out reasonable actions to secure the repair of the building
- regarding the North Bar Stone, this was still in situ but was covered by a condition for its safe removal and storage prior to the commencement of works

The Panel considered how to proceed

RESOLVED -

Application 14/01903/FU – To defer and delegate to the Chief Planning Officer for approval, subject to the conditions set out in the submitted report, plus a condition relating to provision of cycle parking and any other conditions which he might consider appropriate

Application 14/01924/DEM – To defer and delegate to the Chief Planning Officer for the demolition of buildings

10 Application 14/02514/OT - Hybrid application for up to 385 dwellings, retail development, associated site access, landscaping and site works in outline with full details provided for an additional 100 dwellings including site access, public open space and landscaping - Former Vickers Factory Manston Lane LS15 - Position Statement

Further to minute 149 of the City Plans Panel meeting held on 13th February 2014, where Panel received a presentation on pre-application proposals for coal extraction, land remediation works and erection of 485 dwellings on the former Vickers factory at Manston Lane LS15, the Panel considered the first of two reports of the Chief Planning Officer setting out the current position in respect of the proposals.

Plans, photographs and drawings were displayed at the meeting. A Members site visit had taken place earlier in the day

Officers presented the report and outlined the proposals. Reference was made to the supplementary report on highways matters, with Members

being informed that the developer sought to trade the permitted HGV movements allowed before the construction of the Manston Lane Link Road (MLLR) to enable the delivery of 100 homes pre MLLR

Details of the layout of the 100 homes were provided, with Members being informed that Officers were generally satisfied with the spacing proposed apart from those dwellings which were sited 1 metre from a neighbouring property

On the landscaping proposals, Members were informed the applicant wished to remove trees on the northern and southern boundaries and site the green space in the centre of the site. A drawing prepared by Officers showed a different proposal for the greenspace provision with the trees being retained and more substantial greenspace being provided to enhance Manston Lane and provide a cycle link

Members were informed that the proposals had attracted a high level of objections, with the main issues relating to highways. The principle of development on this brownfield site seemed acceptable within the local community but not until the MLLR had been constructed

In relation to the design of the dwellings, 18 different house types were proposed, with images of some of these being shown to Members. It was noted that Officers had concerns about some elements of some of the house types

The Panel discussed the proposals in detail, with the key areas of discussion relating to:

- the extent of the housing proposed in the area as a whole
- the comments of a highways officer raising concerns about the level of HGVs on Austhorpe Road
- the design of some of the dwellings; the absence of chimneys and the need to specify to developers what the Council would wish to see as a minimum in terms of design quality. The design of the houses on the Ben Bailey Homes site adjacent which were considered to be markedly superior to those proposed by Bellways
- the inclusion of back to back dwellings in the scheme which were unacceptable
- the size of the one bedroom flats and the need for dimensions to be provided
- play facilities for children
- the consultation which had been carried out by the developer and whether this had included the neighbours of the adjacent development
- the nature of the objections raised by local residents
- the historic traffic issues in East Leeds; the delays in the construction of the MLLR due to developer discussions about their contributions
- the need to include within the traffic analysis the movements from those residents of The Limes who were now moving in
- the spacing of the dwellings; that they were crammed into the site and the need for a Leeds Standard for housing to be produced as soon as possible

- that a lower housing density should be proposed
- the need for housing for older people to be provided, with suitable facilities located nearby
- that further information was needed regarding layout/design and how sustainability issues would be dealt with
- pedestrian and cyclist connectivity and the absence of a green route through the entire site or a pedestrian through route
- the need for the Member/Officer Working Group to be reconvened to address issues including design

Officers provided the following responses to the issues raised:

- that a total of 925 dwellings were proposed for the sites on both sides of Manston Lane
- that the comments of a highways officer referred to related to a different issue and that further details on the highways issues associated with the site would form part of a future report to Panel
- the design of the dwellings and that 30% of the dwellings would have a chimney detail
- that dimensions of the one bed dwellings would be provided in a future report to Panel and that there was a need for one bed accommodation in the area as indicated by Housing colleagues
- that a children's play area would be provided on site, although something more central was required
- that a check would be made on the addresses of the objectors to ascertain where representations had been submitted from
- connectivity and the desire to join up access routes through to Central Park and Green Park

On the specific issues raised in the report, Members provided the following responses:

- that Members remained supportive of the principle of redeveloping the site for housing with ancillary retail
- to note Members' comments regarding the proposed layout, retention of trees and potential change in the location of the large public open space within the outline masterplan and to note that the adjacent development by Ben Bailey Homes was an acceptable minimum in terms of design. That some type of older person's housing/sheltered accommodation be considered for the site
- that Members were keen to see improvements to the playing pitches, pavilion and/or sports club via any greenspace contribution which was secured
- that the higher density proposed for the outline area was not appropriate and that the maximum height parameter be restricted to three storeys rather than the four currently advanced
- that a lower density of housing was required and that provision for some type of housing for older people should form part of the proposals

RESOLVED - To note the report and the comments now made

11 Application 14/02521/FU - Site remediation works (including prior extraction of coal, demolition of existing buildings, removal of hard standing, mine shafts and other below ground structures and reinstatement of ground) - Former Vickers Factory Manston Lane LS15 - Position Statement

With reference to the minute above and minute 149 of the City Plans Panel meeting held on 13th February 2014, Members considered a report of the Chief Planning Officer setting out the latest position on proposals for site remediation works at the former Vickers factory, Manston Lane LS15

Plans, photographs and drawings were displayed at the meeting. A Members site visit had taken place earlier in the day

Officers presented the report and informed Members of the nature of the proposed works; the level of activity at the site; operating hours and the chosen route for the HGVs leaving the site

Members discussed the proposals and commented on the following matters:

- the extent of the extraction period which would be 46 weeks
- the hours of operation
- the impact on residential amenity
- the size of the box cuts which were stated as being 25m wide
- the level of the community benefit fund, this being 25p per ton, which was not considered to be generous
- the need for an independent viability statement to be provided to inform Members on the economics of removing the coal
- the number of vehicle movements per hour on an already congested road
- that further reassurances were needed on the mitigation measures proposed and highways issues
- the possibility of removing the coal using the rail network
- whether those residents closest to the site were aware of the proposed works and the possible impact on their amenity

In response to the specific issues raised in the report, Members provided the following comments:

- that although the proposed approach to remediation made better use of resources it was felt that the case had not been made for the economic viability of extracting the coal
- regarding the least intensive way of remediating the site, Members did not favour the alternative option of grouting
- that Members would not consider a phased programme for extracting the coal underneath the proposed 100 houses only, prior to the MLLR being constructed
- to note Members' concerns about residential amenity
- to note Members' concerns about visual amenity and the need for further visual information on how the site would appear during the remediation works
- there were no comments on drainage at this stage
- regarding ecology and landscape, that Members did not wish to lose the existing tree line

- on the amount being offered per ton, that 25p was not sufficient; that a proper understanding regarding costs and viability was required and that a per ton rate should be agreed
- that it would be appropriate to use the monies for community based projects
- the need for the MLLR to be constructed before development commenced

RESOLVED - To note the report and the comments now made

12 PREAPP/14/00510 - Pre-application presentation of proposals for a redesigned multi storey car park, surface car parking and landscaping at land bound by Eastgate, St Peter's Street and George Street/Dyer Street - Victoria Gate Phase 1

Plans, graphics and drawings were displayed at the meeting

Members considered a report of the Chief Planning Officer on pre-application proposals for a redesign of the approved car park adjacent to the proposed John Lewis department store

The Panel received a presentation on behalf of the applicant who outlined the design changes to address issues with the split level deck layout of the approved car park and to better accommodate the requirements of the NGT route, with the result being that the car park would be reduced in width, but would be higher than the consented proposal. The external treatments would remain unchanged

Members discussed the proposals, with some concerns being raised about the increase in height and that the car park would dominate the John Lewis store

In response to the specific points raised in the report, Members provided the following comments:

- regarding the redesign of the multi storey car park which would result in a reduced footprint but an increased height, to note the concerns raised but that the majority of Members were satisfied with the proposals
- that Members were content with the increase in parking space numbers
- that Members were content with the proposal to create surface car parking adjacent to the multi storey car park, provided this was only temporary for up to 5 years
- regarding the access and egress arrangements for the car parks, Members were satisfied with the proposals
- on the level and nature of the soft landscape elements which were proposed, Members were also satisfied
- that any subsequent application for the proposals could be delegated to Officers for determination

RESOLVED - To note the report, the presentation and the comments now made

13 PREAPP/13/01135 - Pre-application proposals to demolish the existing building and to erect a new residential development at 3 St Peter's House Kirkgate LS2

Draft minutes to be approved at the meeting
to be held on Thursday, 17th July, 2014

Plans, graphics, drawings and photographs were displayed at the meeting. A Members site visit had taken place earlier in the day

The Panel considered a report of the Chief Planning Officer outlining pre-application proposals for the redevelopment of St Peters House and received a presentation on the proposals from the developer

Members were informed that the previously consented scheme had been found to be unviable due to significant structural difficulties. Whilst that scheme had proposed a partial demolition of St Peters House, the scheme now being considered would be for full demolition and the erection of a residential block with ground floor offices

The Panel considered the proposals and commented on the following matters:

- that the demolition of the property could not be considered until a suitable replacement scheme had been presented
- the loss of a building of architectural merit and that the proposals were not in keeping with the area
- the design of the proposals which were similar to those which had been rejected for Chantrell House on a previous scheme
- the need to create a Cathedral Close
- whether any consultation had been carried out by the developer

Members sought clarification on which buildings in the immediate area were listed. The Deputy Area Planning Manager advised that St Peters Hall and House were not listed but were in a Conservation Area and within the setting of a listed church. Members requested that the Conservation Officer write to English Heritage to request St Peters Hall be considered for listing

The Head of Planning Services suggested the developer should consider the routes through and views of Leeds Parish Church; the massing of the building and how this would be broken up through detailing and that a smaller building might be more appropriate. The Chief Planning Officer suggested that Cathedral Close schemes in Hereford, Southwark and Norwich which generated income and added to the character of these areas could be analysed to provide pointers for revised proposals

In response to the specific issues raised in the report, Members provided the following comments:

- that the principle of demolition of the existing building could not be considered until an acceptable scheme was presented
- that the initial design concepts for the new building in respect of its massing, positioning, appearance and materials within the heritage rich context were not acceptable
- that it was too early to consider S106 requirements
- that any subsequent application for the proposals should be presented to Panel

14 PREAPP/14/00448 - Pre-applications presentation of lighting and signage proposals for Leeds Metropolitan University Portland Way and Woodhouse Lane

Prior to consideration of this matter, Councillor P Gruen left the meeting

Photographs and graphics were displayed at the meeting

Draft minutes to be approved at the meeting
to be held on Thursday, 17th July, 2014

The Panel considered a report of the Chief Planning Officer on proposals for lighting and signage on buildings forming the Leeds Metropolitan University campus at Portland Way and Woodhouse Lane and received a presentation on behalf of the applicant

Members were informed that the name of the institution would change in September 2014 and be known as Leeds Beckett University and the proposals were to provide an illuminated sign at high level on the south-east of the Portland building which would be visible 50-150 metres away. The University also wished to unify its four City Campus buildings through the use of floodlights which would wash up the facades of the buildings. Treatment of the plant room on the Portland building was also proposed, with this being reclad to hide the existing flues. Examples of possible designs and lighting for this element were provided

Concerns were raised about the treatment to the plant room; the ornate design shown and its suitability. The need to ensure that any sculptural form for the cladding did not emit noise due to wind conditions was stressed

Members also discussed the lighting and the occasions when this could be changed to mark a particular event. Members were informed that the colour displayed on the graphics represented the corporate colour but this was not fixed, although the effect being sought was of subtlety rather than dynamism

The suggestion of using the buildings for adverts was discounted, although the possibility of utilising the lighting for the one-off event 'Light Night' could be considered

In response to the specific points raised in the report, Members provided the following comments:

- that Members agreed that the size of text, position and form of the proposed internally illuminated sign were acceptable and that the application could be determined under delegated powers
- regarding the lighting scheme, to note Members' comments about the design of the extension to the existing Portland Building plant room and the use of coloured lighting within the scheme

15 Date and Time of Next Meeting

Thursday 17th July 2014 at 1.30pm in the Civic Hall, Leeds

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CITY PLANS PANEL

THURSDAY, 17TH JULY, 2014

PRESENT: Councillor J McKenna in the Chair

Councillors P Gruen, R Procter,
D Blackburn, S Hamilton, G Latty,
T Leadley, N Walshaw, J Lewis,
C Campbell, C Gruen, R Grahame and
C Towler

16 Chair's opening remarks

The Chair welcomed everyone to the meeting and asked Members and Officers to introduce themselves

17 Declarations of Disclosable Pecuniary Interests

There were no declarations of disclosable pecuniary interests

18 Apologies for Absence

Apologies for absence were received from Councillor Nash and Councillor Ingham who were substituted for by Councillor R Grahame and Councillor Towler

19 Minutes

RESOLVED - That the minutes of the City Plans Panel meeting held on 26th June 2014 be approved

20 Matters arising from the minutes

With reference to minute 9 of the City Plans Panel meeting held on 26th June 2014 – Applications 14/01903/FU and 14/01924/DEM – Victoria Gate Phase 2 – the situation regarding the North Bar Stone was raised and whether this had been removed and stored safely as required by Panel. The Chief Planning Officer stated that a condition requiring removal and storage of the North Bar Stone prior to commencement of the development had been attached to the approval and that once it had been removed, details of where the North Bar Stone would be stored would be provided to Members

With reference to minute 6, arrangements for a site visit to Manchester, the Head of Planning Services stated the visit which had taken place on 15th July had been worthwhile and had enabled Members and Officers to view examples of studio flats. Members commented on the visit in respect of the size of the units, with those at 29sqm being regarded as a standard Leeds should be considering. The use of balconies was also referred to, with the view being expressed that the treatment of balconies in Manchester seemed better than in Leeds

The Chair thanked Officers for arranging the visit

21 Application 13/04862/FU - Proposed student accommodation, key worker and apartment buildings on land at St. Michael's College and Police Depot, St. John's Road and Belle Vue Road, Little Woodhouse, Leeds

Further to minute 184 of the City Plans Panel meeting held on 8th May 2014, where Panel deferred determination of an application for student accommodation, key worker accommodation and apartment buildings to enable further discussions to take place on elements of the proposals, including the size of some of the units, Members considered a further report of the Chief Planning Officer

Plans, photographs and graphics were displayed at the meeting

Officers presented the report and outlined the changes to the scheme which related to the size of some of the key worker accommodation; the appearance of the new build extensions to the historic college building and the S106 contributions. Members were also informed that a list of eligible occupations had been drawn up for the key worker units, with a salary threshold also being stipulated

In respect of the S106 contributions an additional £150,000 had been offered towards off-site greenspace. On the travel plan, Members were informed that the finer details of this were required

If minded to approve the application in principle, an amendment to the recommendation within the submitted report was sought, to remove the reference to the resolution of issues relating to the provision of accessible student bedrooms, as this matter had been resolved and to include the submission of details of the travel plan for approval

Members discussed the application, with the main issues relating to:

- the extent of improvements which had been made to the development, with mixed views on this
- the timescale for completion of the S106 Agreement and that delays should not occur
- the importance of context being provided for Members when considering applications for student accommodation to ensure the current situation on supply and demand was provided as part of the information within reports
- the design of the proposals and the quality of living which would be provided which was considered to be less than the scheme seen in Manchester
- the size of the smaller units with some concerns being raised about the living conditions for residents of these units

- the level of the affordable rents and the monitoring of the proposed key worker accommodation in the future as units were subject to changes in ownership and occupation. The Panel's legal adviser stated that this matter could be future-proofed in the S106 Agreement
- the need for a Leeds standard for residential accommodation

The Head of Planning Services stated that work on devising a Leeds standard was progressing. On the comments regarding the standard of the units compared to those seen in Manchester, Members were informed that the rental levels on the units in Manchester were higher than those proposed on this site; that the current proposals provided communal facilities for the key worker apartments such as a gym, games and reading rooms and represented a conversion of an existing premises with significant costs and that a financial viability assessment had been submitted and the developers had offered to go beyond that assessment in terms of planning contributions

RESOLVED - To defer and delegate to the Chief Planning Officer for approval subject to the conditions set out in the submitted report, and any others which he might consider appropriate; details and the completion of a Section 106 Agreement to include the following obligations:

- the provision of 259 low cost housing units at an affordable rent (not more than 80% of local market rent of not less than equivalent quality and specification) to key workers with a total gross salary of no more than £30,000 for single person units and a combined household salary of £60,000 for two person units (para 2.12-2.1.3)
- scheme of monitoring of the key worker accommodation to ensure its occupation would continue to meet the agreed key worker criteria
- phasing of the development to ensure the renovation of the St Michael's College 1908 building as part of the first phase of development
- a public transport contribution of £30,000 to be spent on improvements to the existing pedestrian bridge over the Inner Ring Road to help link the site to the City Centre
- implementation of an approved Green Travel Plan
- travel plan review fee of £4,500
- provision of space for City Car Club within the development and £25,000 for free trial membership and usage of the car club
- a sum of £15,000 to be spent on revising Traffic Regulation Orders if the development results in on-street parking problems
- a contribution of £10,000 towards local bus stop infrastructure improvements or sustainable travel measures
- a contribution of £170,000 to the provision of improvements to off-site greenspace
- student occupation of student building during recognised Higher Education term time
- control of student car use in tenancy agreement
- community use of a room in one of the buildings for not less than 2 hours per calendar month free of charge

- local employment and training initiatives
- Section 106 management fee

In the circumstances where the Section 106 has not been completed within 3 months of the resolution to grant planning permission, the final determination of the application shall be delegated to the Chief Planning Officer

Under Council Procedure Rule 16.4, Councillor R Procter required it to be recorded that she voted against the matter

22 Application 14/01008/FU - Proposal for 106 apartments, B1 office space with 30 car parking spaces and rear amenity deck on land at 2 Skinner Lane, Leeds, LS7

Plans, photographs and graphics were displayed at the meeting. A Members site visit had taken place earlier in the day

Officers presented the report which sought approval for a nine storey residential development with ground floor office units on a site currently being used as a temporary surface car park on land fronting Skinner Lane. Details of a previously approved scheme for residential and office use were provided, with Members being informed that the current application was lower in height and depth than that of the previously consented scheme

The floor plans were outlined to Panel, together with the proposals for an amenity deck sited above the car park. Proposed materials of glazing and wood had been selected to reference the materials of the buildings on either side of the site

If minded to support the Officer's recommendation, the Chief Planning Officer proposed an additional condition restricting the use of the car park to occupiers of the development only

Members commented on the application, with the main issues relating to:

- sustainability; the need for a high level to be achieved and consideration given to photovoltaics being included
- the level of unlet/unsold apartments in Leeds. The Chief Planning Officer advised that through the economic downturn, occupancy levels had been close to 100% in the City, although this was predominantly rented accommodation and that a demand still existed for apartment units
- bin stores and arrangements for refuse collection
- the proposed materials; the dominance of wood as seen on the graphics; the type of wood to be used; how it would weather and the need for sample materials to be provided to Panel when considering applications
- the level of affordable housing units and the desire for a higher number of affordable 2 bed units than being proposed

The Panel considered how to proceed. Concerns were reiterated about the need to see samples of the proposed materials. The Chief Planning Officer stated that the material details would be controlled by

planning condition and suggested that further discussions be undertaken with the applicant's architect on the issue of materials and that samples be provided to be agreed by the Panel prior to the discharge of the planning condition

RESOLVED - To defer and delegate to the Chief Planning Officer for approval, subject to the conditions set out in the submitted report, an additional condition in respect of restricting the car parking to use only by occupiers of the building (and any other conditions which he might consider appropriate) and also the completion of a Section 106 Agreement to include the following obligations:

- provision of 5% (5no.) affordable housing units
- £6,000 to make a number of existing TRO's in the area 'No Waiting at Any Time'
- £23,259 public transport infrastructure contribution
- £2,635, travel plan review fee and travel plan measures including travel plan co-ordinator
- £7,360 provision of free trial membership of the city car club
- £11,200 car club parking bay works
- local employment initiatives
- any other obligations which arise as part of the application process

In the circumstances where the Section 106 has not been completed within 3 months of the resolution to grant planning permission, the final determination of the application shall be delegated to the Chief Planning Officer

23 Application 14/02604/ADV - Application for advertisement consent to display advertising via the existing media screen - The Carriageworks, 3 Millennium Square, Leeds, LS2 3AD

Photographs were displayed at the meeting

Members considered a report of the Chief Planning Officer on an application for advertisement consent related to the introduction of commercial television broadcasts to the existing digital media screen located to the Carriageworks building on Millennium Square

A letter of objection to the proposals from Leeds Civic Trust had been received

A detailed discussion took place on the proposals, particularly around the level of commercial and other advertising, which was stated in the report as being no more than 30%. Members were informed that the percentage proposed was in line with that existing in other Local Authorities

The Chief Planning Officer advised that the Panel needed to consider the planning aspects of the proposals and that it would be for the Chief Libraries, Arts and Heritage Officer and the Executive Member for Digital and Creative Technology, Culture and Skills to consider issues beyond this. The Chief Planning Officer advised that Members' concerns would be conveyed to Councillor Yeadon

The context of the proposals was referred to and the need for income generation by the Council. The possibility of the Council being able to use the screen to advertise jobs and events was also raised

In view of the concerns the Panel had about the extent of the advertising content and the need for clarity on this point, Members proposed to defer consideration of the application

RESOLVED - To defer determination of the application to enable further information to be obtained on the level of advertising being proposed and for a further report to be submitted to the next meeting

24 Application 13/04824/IOT - Outline application for development of circa 70 dwellings, including access works - Land near Ring Road and Calverley Lane Farsley LS28

Plans, photographs and graphics were displayed at the meeting. A Members site visit had taken place earlier in the day

Officers presented the report which sought approval of an outline application for a residential development of around 70 dwellings, together with access works on a 2.8ha Protected Area of Search (PAS) site close to the Ring Road and Calverley Lane. A larger PAS site was situated to the north east, known as Kirklees Knowl, which was the subject of an appeal against non-determination. Although the report had indicated that the decision of the appeal was expected, Members were informed that the Public Inquiry was to be reopened, with the Secretary of State's decision possibly being made available by the end of the year

Officers reported the receipt of further representations from Farsley Residents Action Group (FRAG) and 10 separate objectors. A letter had also been sent to the Chief Planning Officer and further representations from Councillor A Carter and Councillor Wood had been received and were read out to Members

The Panel was informed that although the majority of the matters raised in the additional representations had been addressed in the report, FRAG had submitted their own bat survey. The Council's Nature Conservation Officer had considered this and was satisfied with the original recommendation and comments as set out in the submitted report. For clarity, the further comments of the Council's Nature Conservation Officer were read out to Panel

In terms of the principle of development, Members were referred to the Council's Interim PAS policy which had been approved by the Council's Executive Board on 13th March 2013, which had sought to ensure the availability of a 5 year supply of deliverable housing land delivery by selectively releasing some designated PAS sites in advance of the preparation of the Site Allocations Plan. In terms of the criteria drawn up within the Interim PAS policy, the subject site was considered to meet all three of the criteria which had been set and was therefore acceptable in principle. Officers had also concluded that there was no clear link between the site and Kirklees Knowl for example no joint access was required

Reference was made to Counsel's opinion provided by the applicant on the cost implications of further delay in consideration of the proposals pending

the Kirklees Knowl decision and the view of Legal Services on this, as outlined in paragraph 10.28 of the submitted report

Issues relating to highways, visual amenity, character and residential amenity were outlined. If minded to accept the Officer's recommendation, further conditions were proposed regarding provision of parking spaces for the recreation ground; the submission and approval of a construction management plan and an additional S106 contribution of £65,000 for a cycle/pedestrian route from the Ring Road to Dawson's Corner if the Kirklees Knowl site was developed within 5 years, with the sum being returned if this was not the case

The Panel then heard representations from an objector who attended the meeting and provided information which included:

- the impact of the proposals on the Conservation Area
- bats
- the Interim PAS policy
- the previous views of an Inspector in respect of the Kirklees Knowl site
- sustainability issues
- possible further action if the application was approved
- the need to defer determination of the application for a further bat survey and the Secretary of State's decision on Kirklees Knowl

Through questioning by Members, reference was made to legislation in respect of ecology and planning; the minimum number of bat surveys to be undertaken and a recent relevant legal case

The Panel then heard representations from the applicant's agent who attended the meeting and provided information which included:

- the application met all of the criteria in the Interim PAS policy
- the Kirklees Knowl site was separate to the subject site
- the S106 requirements had been met
- the applicant's ecologist was satisfied the guidelines had been met and the Council's Nature Conservation Officer was also content with the ecological information which had been submitted
- planning permission had been granted on other PAS sites in Leeds

The Panel discussed the proposals, with the main issues being:

- the timing of the application and the desire of the applicant to pursue this rather than waiting until the Kirklees Knowl appeal decision had been made (where the date for re-opening the Inquiry and Secretary of State's decision had already been considerably challenged)
- that this site and the Kirklees Knowl site were inextricably linked and that considering this application was premature
- education provision
- the bat survey and the court case referred to by the objector
- the nature of the legal advice given to Officers

- the reference to this site and Kirklees Knowl in the UDPR
- the highway contributions
- the impact of a decision on the application in relation to the Kirklees Knowl inquiry

Officers provided further information, with the Panel being informed:

- the legal case referred to by an objector was case specific and examined the issue around a bat survey and the need for sufficient information to be provided to a Plans Panel to enable it to carry out its statutory duty in respect of protected species
- the Council's legal advice on the facts of the case, i.e. the delay in determining the application and that there would need to be a clear link with the Kirklees Knowl decision to justify delaying consideration of the application for the subject site
- the view of the UDP Inspector who stated that the two sites should be considered together, however that had been superseded by the introduction of the Interim PAS policy and the NPPF
- that for the subject site, a range of highway works was proposed and these would not change if the Kirklees Knowl site became available. Works which were variable would be the works to the junction of the Ring Road
- that the Kirklees Knowl inquiry had been reopened to consider two issues; the 5 year land supply, (following the Core Strategy Inspector's Proposed Modifications) and a challenge to ecological issues regarding bats. Regarding the Kirklees Knowl site, this did not fit with the Interim PAS policy. Although the Interim PAS policy was a material planning consideration it was not part of the Development Plan, which along with policy N34, was the starting point for the determination of the application
- that the Council had a 5.8 year land supply (including PAS sites such as the application land) in a mix of brownfield and greenfield sites which helped to create a positive development context
- that the credibility of refusing large sites depended on the LPA's approach to dealing with small sites, in accordance with the Interim Policy

The Panel continued to discuss the application, with the following points being made:

- that the application had been submitted and had to be dealt with
- that a decision on the Kirklees Knowl site could be some way off
- that the issues of bats had been considered and the comments of the Council's Nature Conservation Officer had been provided
- that the required S106 contributions were being offered
- the nature of the link between the two sites; the length of time the owner had waited to develop the site and why a decision at this time was critical, rather than waiting for the Secretary of State's decision on Kirklees Knowl

- the impact of the Ring Road on the amenity of the residents who would live on the site; that further work was needed to protect their amenity and concerns about noise issues. Members were informed such issues would be dealt with at Reserved Matters stage
- the narrowness of Calverley Lane; the view that works could be done to overcome this; concerns that the proposed highway works would not sufficiently mitigate for the traffic movements and that the highways proposals were not adequate. The Transport Development Services Manager provided further details of the works to be undertaken and the road widths. Members were also informed that a road safety audit of all the off-site highway works would be requested

The Panel considered how to proceed:

RESOLVED - To defer and delegate to the Chief Planning Officer for approval, subject to provision of a satisfactory road safety audit; the conditions set out in the submitted report; additional conditions providing 8 parking spaces on the highway and 12 parking spaces on site for the recreation ground; submission and approval of a construction management plan and following completion of a Section 106 Agreement to cover the following matters:

- affordable housing 15% provision with 50% social rent/50% submarket housing
- education contribution of £333,467.08 (based on 70 houses, contribution would vary depending on final number of units)
- transport SPD contribution figure of £826 per dwelling
- metrocard contribution figure of £462 per dwelling
- travel plan review fee of £2,500
- contribution of £40,000 towards the improvement of Rodley roundabout
- greenspace contribution of £1511.20
- £65,000 for a cycle/pedestrian route from the Ring Road to Dawson's Corner in the event the development proposals on the Kirklees Knowl site were allowed; this sum to be ring fenced for this specific purpose and to be returnable in 5 years if it was not used

In the circumstances where the Section 106 has not been completed within 3 months of the resolution to grant planning permission, the final determination of the application shall be delegated to the Chief Planning Officer

Following consideration of this matter, Councillors C Gruen, P Gruen, G Latty and Walshaw left the meeting

25 PREAPP/14/00566 - Land Off West Street, Land Off Domestic Road, Land Off Victoria Road, Land At Hunslet Lane, Land At Inner Ring Road/Woodhouse Lane, Land At Crown Point Road, Meadow Lane, Clay Pitt Lane, Leeds

The Panel considered a report of the Chief Planning Officer on emerging proposals for the development and rationalisation of the Council's advertisement portfolio and received a presentation from representatives of the Council's chosen contractor for the ongoing management of this portfolio

Plans, photographs and graphics were displayed at the meeting

Members were provided with an overview of the proposals for 10 individual sites located within or close to the City Centre boundary, mainly on arterial routes

The report before Panel provided details on each of the sites and the type of hoarding proposed, although Members were updated on the Claypit Lane site where a digital advertising hoarding was now proposed. Members were also informed that as part of the rationalisation process, 22 hoardings would be removed from a total of 10 sites

The following information was provided:

- there were 46 displays around the periphery of the City Centre, with many of these looking dated
- the aim of the scheme was to bring Leeds into line with other leading cities in terms of its advertising portfolio and make the City into one of the top five media destinations
- that half of the existing displays would be removed and a more bespoke approach would be taken to the new displays
- that industry standard sizes would be used, i.e 3m x 12m; 5m x 7.5m; 3m x 6m
- that only Claypit Lane would be a digital sign, with the static signs being changed on a fortnightly basis
- that the monopoles would be a design which would be unique to Leeds
- that discussions were continuing with Officers to select the most suitable locations, with regard also being had to highway safety

Members commented on the following matters:

- the Claypit Lane site, with concerns about a digital display leading to distractions for road users
- the Crown Point Road site and that regard should be had to the nearby Conservation Area and heritage assets
- the stability of the structures
- the need for large images to be provided when the scheme was next presented to Panel

In response to the specific issues raised in the report, Members provided the following responses:

- that in general the visual impact from the proposals was acceptable and appropriate, although concerns remained about the proposed displays at Clay Pit Lane and Crown Point Road
- that in respect of any adverse highway safety implications arising from the proposed advertisement hoardings, that further consideration should be given to this, particular the maintenance of the static signs in the central reservation and that road closures resulting from such maintenance would not be acceptable. Members were informed that as part of the formal

application process, the applicant would undertake road safety audits and present these alongside the application

RESOLVED - To note the report, the presentation and the comments now made

During consideration of this matter, Councillor R Grahame left the meeting

26 Date and Time of Next Meeting

Thursday 7th August 2014 at 1.30pm in the Civic Hall, Leeds

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CITY PLANS PANEL

THURSDAY, 7TH AUGUST, 2014

PRESENT: Councillor J McKenna in the Chair

Councillors P Gruen, D Blackburn,
S Hamilton, T Leadley, E Nash, M Ingham,
J Lewis, C Campbell, C Gruen, A Castle,
D Cohen and M Rafique

27 Chair's opening remarks

The Chair welcomed everyone to the meeting and asked Members and Officers to introduce themselves

28 Declarations of Disclosable Pecuniary Interests

Councillor Nash declared a disclosable pecuniary interest in application 13/04885/OT, Land at Regent Street/Skinner Lane, through being a Committee Member of the Co-operative Society as the proposals related to a mixed use development, which included a food store (minute 33 refers)

Councillor Leadley brought to the Panel's attention that in respect of application 13/05423/OT, land off Bradford Road East Ardsley, he knew the agricultural tenant of the land (minute 32 refers)

29 Apologies for Absence

Apologies for absence were received from Councillors Walshaw, G Latty and R Procter, with Councillors Rafique, Castle and Cohen substituting for their respective colleagues

30 Minutes

RESOLVED - That the minutes of the City Plans Panel meeting held on 17th July 2014 be approved

31 Matters arising from the minutes

With reference to minute 20 of the City Plans Panel meeting held on 17th June 2014, it was confirmed that the North Bar Stone had been located. Regarding its future and the need for it to be removed before development commenced, a request was made for for the feature to be put back as soon as practicable

Draft minutes to be approved at the meeting
to be held on Thursday, 28th August, 2014

32 Application 13/05423/OT - Outline application for means of access from Bradford Road and to erect residential development - Land off Bradford Road East Ardsley WF3

Further to minute 177 of the City Plans Panel meeting held on 10th April 2014, where Panel considered a position statement on an outline application for means of access from Bradford Road and to erect a residential development, Members considered a further report of the Chief Planning Officer setting out the formal application

Plans, photographs and drawings were displayed at the meeting

The South Area Planning Manager presented the report and outlined the reasons for refusal of the application of the 13.50 hectare PAS site, as set out in the report before Panel. In relation to the first reason, a minor amendment was recommended to Panel to include reference to policy GP5, T2, the Street Design Guide SPD and Neighbourhoods for Living. It was noted that in respect of the third reason for refusal, which related to highways matters, that further detailed plans had been submitted very recently and although some issues remained outstanding, it was possible these could be resolved at a later stage

When Panel had considered the site in April 2014, concerns had been raised about the coalescence of communities; however it was felt that a reason for refusal on these grounds could not be sustained, in view of the UDP Inspector's comments about land separating local communities and the applicant's agreement to address this concern at Reserved Matters stage, through the proposed layout

The Panel heard representations from the applicant's agent who provided information which included:

- the likelihood of an appeal being lodged if the application was refused; that the S106 Agreement was not disputed and could be signed at this stage
- that additional information in respect of highways had been submitted to Officers over several months, with increased dialogue in the days before the meeting
- the travelling times on public transport from the site to Leeds and Wakefield, included in the report, with concerns these were not accurate
- that the location of the site was highly accessible

The Panel then heard representations from two speakers who were supporting the Officer's recommendation to refuse the application and who provided information which included:

- the current pressure on infrastructure, including health and education facilities
- the impact of additional traffic on the roads and in terms of additional carbon emissions
- concerns about suitable access to the site for emergency vehicles

- no additional bus routes were being incorporated into the proposals and that residents of the proposed development would need to rely heavily on cars for daily journeys
- concerns about the proposed highways measures to accommodate the development
- the need for a holistic approach to development in the area
- the lack of accommodation for older people
- that the development was not sustainable and would lead to coalescence of East Ardsley and West Ardsley

The Panel discussed the application, with the main issues relating to:

- highways issues
- the local concerns raised about sustainability and lack of infrastructure which supported the argument that the application was premature
- that the application was not in line with Interim PAS policy
- the comments of the agent regarding the S106 Agreement and that the reason for refusal relating to this could be expected to fall away if the S106 was signed
- alternative uses for the site, particularly for education use in view of an additional high school being required for the area in the future

RESOLVED – That the application be refused for the following reasons:

1 The Local Planning Authority considers that the release of the site for housing development would be premature, being contrary to Policy N34 of the adopted Leeds Unitary Development Plan Review (2006) and contrary to Paragraph 85, bullet point 4 of the National Planning Policy Framework. The suitability of the site for housing needs to be comprehensively reviewed as part of the preparation of the ongoing Site Allocations Plan. The location and/or size of the site means that the proposal does not fulfil the exceptional criteria set out in the interim housing delivery policy approved the Leeds City Council's Executive Board on 13th March 2013 to justify early release ahead of the comprehensive assessment of safeguarded land being undertaken in the Site Allocations Plan. Furthermore, the ongoing Site Allocations Plan identifies other potential sites which are directly related and share a boundary with the application site which if allocated will need to be comprehensively planned, including any infrastructure requirements, which may be prejudiced if not considered together, with reference to policy GP5, T2, the Street Design Guide SPD and Neighbourhoods for Living

2 The proposal is contrary to the Core Strategy which seeks to concentrate the majority of new development within and adjacent to the main urban areas and major settlements. The Site Allocations Plan is the right vehicle to consider the scale and location of new development and supporting infrastructure which should take place in East Ardsley which is consistent with this size, function and sustainability

credentials. Furthermore, the Core Strategy states that the 'priority for identifying land for development will be previously developed land, other infill and key locations identified as sustainable extensions' which have not yet been established through the Site Allocations Plan, and the Core Strategy recognises the key role of new and existing infrastructure in delivering future development which has not yet been established through the Site Allocations Plan e.g. doctors surgeries, schools, roads. As such the proposal is contrary to Core Strategy Policy SP1

3 The Local Planning Authority considers that the applicant has so far failed to demonstrate that the local highway infrastructure is capable of safely accommodating the proposed access and absorbing the additional pressures place on it by the increase in traffic, cycle and pedestrian movements which will be brought about by the proposed development. The proposal is therefore considered to be contrary to Policies GP5, T2, T2B and T5 of the adopted UDP Review

4 In the absence of a signed Section 106 agreement, the proposed development so far fails to provide necessary contributions for the provision of affordable housing, education, Greenspace, public transport, travel planning and off site highway works contrary to policies of the Leeds Unitary Development Plan Review (2006) and related Supplementary Planning Documents and contrary to policies of the Draft Leeds Core Strategy and the National Planning Policy Framework. The Council anticipates that a Section 106 Agreement covering these matters will be provided prior to any appeal Inquiry but at present reserves the right to contest these matters should the Section 106 Agreement not be completed to cover all the requirements satisfactorily

33 Application 13/04885/OT - Outline application for retail (A1) and gym (D2) development with demolition of existing building and new pedestrian and vehicle access - Land at Regent Street/Skinner Lane LS9

Having declared a disclosable pecuniary interest in this matter, Councillor Nash left the meeting

Councillor Leadley also left the meeting at this point

Plans, graphics and precedent images were displayed at the meeting. A Members site visit had taken place earlier in the day

Officers presented the report which sought approval in principle of an outline application for a mixed use development on a long-standing, vacant site on the north-eastern edge of Leeds City Centre, with the proposals being for two retail units, comprising discount food store and bulky goods and a 24 hour gym

Regarding the design of the food store, Members were informed that a store design suitable for a prominent edge of City Centre site and which was in keeping with the surrounding buildings, would be sought

In terms of opening hours and hours of delivery, Members were informed that the gym operator required 24 hour opening, which was a fundamental element of their business model. Having considered this; the proximity of the gym to the entrance of the nearby residential accommodation and the low level of gym use at late night/early morning hours, Officers were of the view that there would be no adverse impact on the amenity of nearby residents from the gym use

Opening hours of the food store as set out in condition no 21 of the draft conditions appended to the submitted report were reported, although a request had been received for one additional hour of trading on Sundays and Bank Holidays, i.e. 10.00 – 17.00 and the same opening hours as normal trading days for Bank Holidays. While this could be accommodated, Officers had concerns about the delivery hours sought, these being 07.00 – 23.00 and had proposed a draft condition limiting these to 08.00 – 20.00, Monday to Saturday and no deliveries on Sundays and Bank Holidays unless agreed in writing by the LPA

Details of the representations received to the proposals were outlined in the report before Panel with Members being informed that the request made by West Yorkshire Combined Authority (Metro) for the provision of a real-time display to be provided in the foyer of the food store had been put to Aldi, the proposed food store operator. Aldi had stated their other stores did not provide this facility and there was limited space around the foyer and beyond the checkout areas to accommodate this, so considered the request to be unreasonable. Members were informed that all other measures set out in the travel plan had been agreed

An error in paragraph 10.1.3 of the submitted report was highlighted, with this being clarified to Members, that based on the retail impact assessment submitted by the applicant, on balance, it was considered that the proposed food store was unlikely to have significant adverse impact on the existing centre at Lincoln Green due to the diversity of their retail offers

At this point Councillor Cohen brought to the Panel's attention that Aldi was a customer of the company which he worked for

Members commented on the application, with the main issues relating to:

- highways, with particular concerns being raised about the level of congestion currently experienced at the junction of Skinner Lane and that little was being provided by way of highway improvement works as part of the proposals. The Transport Development Services Manager stated that widening works along the front of the site to accommodate a right-hand turn lane were proposed and in terms of the wider area, a full traffic assessment had been carried out which showed that the proposals were acceptable. Concerns continued to be raised about highway issues with better reassurances sought on the impact of the proposals and the need for a contribution towards

any highways remediation works which were required. Confirmation was given that as part of the deferral and delegation to Officers, the highway impacts as reported would be verified, prior to the grant of permission

- streetscene; that ground floor active uses were welcomed but that further work should be required to make the area attractive as well as encouraging footfall and that a meaningful pedestrian access on to Regent Street should be provided. Members were informed that Officers had specified that the windows of the foodstore should not be covered by adverts or vinyl stickers
- the need for the standard employment and training wording to be used in relation to the S106 Agreement
- the need for a good quality and imaginative landscape scheme to be provided
- delivery timings; the impact of these on residential amenity and whether the service area could be re-sited to the rear of the building. Members were informed there would be the opportunity to amend the illustrative layout at the Reserved Matters stage. Members considered it appropriate that local Councillors were involved in the next stages of the scheme of development
- the impact of the proposals on small businesses in the area. Officers advised that policy required consideration of the impact on local centres, rather than all retail businesses in the immediate area. Discussion on the impact of the proposals continued with some concerns continuing to be raised about the impact on local, independent retailers and the shops at the Lincoln Green local centre
- the comments of Yorkshire Water as set out in the report
- the need to value Lady Beck within the scheme and make a feature of it. Members were informed this could be considered as part of a Reserved Matters application
- the need for further work on the layout of the car park
- the need for a Real-Time display to be provided
- the view there was not a need for a 24 hour gym
- that the site was in a Ward regarded as being deprived, with particular health inequalities and that the opportunity for local people to purchase cheap, fresh food was important in tackling this issue

The Panel considered how to proceed

RESOLVED - To defer and delegate the application to the Chief Planning Officer for approval in principle, subject to the specified conditions set out in the submitted report, the removal of draft condition 20 to allow Pure Gym to operate 24 hours a day, an amendment to draft condition 21 to allow the retail units to open 10am – 5pm on Sundays and 8am – 10pm on Bank Holidays, an amendment to draft condition 22 to specify delivery hours of 07.00 – 20.00 Monday – Saturday and no deliveries on Sundays and Bank Holidays (and any others which he might consider appropriate) and following the completion of a Section 106 Agreement to cover the following matters:

- the provision of a Real-Time display in the food store - £5,000
- public transport contribution prior to occupation - £45,133
- travel plan implementation and monitoring fee prior to occupation - £2500
- employment and training opportunities for local people in City and Hunslet, or any adjoining Ward
- management fee payable within one month of commencement of development - £1500

In the circumstances where the Section 106 Agreement has not been completed within 3 months of the resolution to grant planning permission, the final determination of the application shall be delegated to the Chief Planning Officer and to note that the Reserved Matters application should be considered by Panel in view of the many issues raised about the layout appearance and landscaping shown on the illustrative scheme

34 Date and Time of Next Meeting

Thursday 28th August 2014 at 1.30pm in the Civic Hall, Leeds

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SOUTH AND WEST PLANS PANEL

THURSDAY, 3RD JULY, 2014

PRESENT: Councillor in the Chair

Councillors J Akhtar, J Bentley, A Castle,
M Coulson, R Finnigan, M Rafique,
K Ritchie, C Towler, P Truswell, F Venner
and R Wood

147 Declarations of Disclosable Pecuniary Interests

There were no declarations of a disclosable pecuniary interest.

148 Minutes - 29 May 2014

RESOLVED – That the minutes of the meeting held on 29 May 2014 be confirmed as a correct record.

149 Application 13/02604/FU - St Bernard's Mills, Gelderd Road, Gildersome, Morley

The report of the Chief Planning Officer presented an application for changes to existing materials recycling facility, extension to waste transfer building (no increase in annual waste throughput), two storey extension to offices and amended site layout with additional landscaping as St Bernard's Mill, Gildersome.

It was reported that the application had been withdrawn by the applicant to allow for further consideration of the MAS submission.

150 Application 14/02886/FU - The Morley Academy, Fountain Street, Morley

The report of the Chief Planning Officer presented a proposal for a temporary school teaching block for a period of two years and use of Morley Cricket Club car park for staff.

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

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

- The school site was in a predominantly residential area.
- The proposals were only for a temporary basis until the delivery of a new permanent site.

- Phase 1 of the proposals would commence for September 2014 and would include 5 new temporary rooms. Phase 2 would see a further 7 rooms and in total would accommodate a further 285 pupils.
- The proposals had been supported by a local Ward Councillor.
- There had been no objection regarding the loss of playing field space from Sport England subject to this being reinstated at the end of the temporary two year period.
- It was recommended to approve the application.

A local Ward Councillor addressed the Panel with concerns that had been raised by local residents. These included the following:

- Local residents already suffered from problems with parking and had requested a permit scheme.
- Concerns regarding road safety due to extra vehicle movements.
- It was not felt that the additional parking available was sufficient.
- Reference to road traffic accidents in the vicinity of the school.
- In response to questions from the Panel, the following was discussed:
 - Proposals for a residents parking scheme had not been progressed by Highways.
 - 10 letters had been sent regarding the concerns but it was felt there would be more if the period of consultation was extended.
 - The accidents had occurred following the implementation of a 20 MPH zone and other traffic calming measures.

A representative of The Morley Academy addressed the Panel. Issues raised included the following:

- The proposals had been approved by the Department for Education and were supported by Children's Services.
- The proposals were essential to meet demand for school places in 2015.
- The travel plan had indicated that there would be no significant impact. Children who would be attending had been surveyed and the vast majority would use public transport or walk.

- The travel plan would be monitored and modified if necessary.
- The proposals offered the opportunity to provide high quality education facilities to students from deprived areas.
- In response to Members questions, the following was discussed:
 - Arrangements for coaches to drop students off. It was proposed to use the existing bus stop on Scatcherd Lane.
 - Other options had been explored for the temporary accommodation.
 - There were still sufficient hard play areas for use.
 - Calendars had been co-ordinated with the Cricket Club to ensure that events did not clash and lead to problems with parking.

In response to Members comments and questions, the following was discussed:

- The applicant had held public consultation events in addition to the statutory notice requirements.
- Conditions relating to the travel plan.
- There was a condition for the site to be cleared at the end of the temporary 2 year period and the re-use of the outdoor play areas.
- The main accumulation of traffic accidents had occurred on Fountain Street. There had been 4 accidents on Scatcherd Lane in the past 5 years.

RESOLVED – That the application be approved as per the officer recommendation and conditions outlined in the report but further discussion to be held with Highways regarding progress on general traffic calming along Scatcherd lane and if appropriate bring an information report back to Panel once these discussions had taken place to advise of progress.

151 Application 14/00970/FU - Land off Tong Road, Farnley, Leeds

The report of the Chief Planning Officer presented an application for a single storey retail food store with car parking, landscaping and associated works at land off Tong Road, Farnley, Leeds.

The Panel had received a position statement on the applicant at the previous meeting.

Draft minutes to be approved at the meeting
to be held on Thursday, 31st July, 2014

Site plans and photographs were displayed.

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

- The application had received 80 letters of support and 1 letter of objection from local residents. There had also been an objection from Morbaine who operated a site in Armley Town Centre and had a commitment to deliver a food store.
- As the site fell in an out of centre location the National Planning Policy Framework required a sequential test.
- The Morbaine site fell within the designated centre and the applicant had felt that this site would be too expensive to develop amongst other issues.
- The proposed store would be discount food retail only.
- The store would create between 20 and 30 full time jobs and 100 jobs during the construction.
- The Panel was shown proposed landscaping for the site.

In response to Members comments and questions, the following was discussed:

- The site would be levelled with a gradual incline with entrances from Tong Road.
- Concern regarding delivery times and breaches that had occurred elsewhere – it was reported that there would be conditions to cover this and any breaches would be subject to enforcement action.
- Condition regarding the completion time of the development – it was reported that further discussion could take place with the applicant.
- There would be a condition relating to the sale of discount food only – products such as tobacco and newspapers would not be sold.

RESOLVED – That the application be approved as per the officer recommendation and conditions outlined in the report. Condition 2 to be amended to make specific reference to the amount of gross and net retail space.

152 Application 14/01572/FU - Little London Community Primary School and Nursery, Otland Lane and Meanwood Road, Leeds

Draft minutes to be approved at the meeting
to be held on Thursday, 31st July, 2014

The report of the Chief Planning Officer referred to an application for a two storey building to form enlarged school and single storey community centre and housing.

Site plans and photographs were displayed.

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

- The proposals included the expansion of Little London Primary School, a new community centre and a replacement housing office.
- Additional car parking would be provided on the existing school site play area and there would be a replacement play area.
- The school would be expanded by 200 places making it three form entry.
- If the application was approved there would need to be an additional condition to produce a travel plan.

In response to Members comments and questions, the following was discussed:

- There would be provision for a drop-off point for the school.
- Concern regarding the hours of demolition as conditioned in the report.
- The area was currently covered by a mix of residential permit parking zones and no waiting restrictions. Traffic regulation orders would be amended to allow drop offs for the school. The majority of pupils walked to the school.
- Local residents and Ward Members were supportive of the scheme.

RESOLVED – That the application be approved as per the officer recommendation and conditions outlined in the report and subject to the amendment of hours of construction and demolition to 0800 and 1800 Monday to Friday and an additional condition to cover provision of school staff, parents travel plan.

153 Position Statement - Application 14/01474/RM - Land at Royds Lane, Rothwell, Leeds

The report of the Chief Planning Officer presented a reserve matters application for 90 houses at land at Royds Lane, Rothwell, Leeds.

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

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

- The site was a Protected Area of Search (PAS) Site.
- Outline planning had been granted in May 2013 for a residential development with a condition to restrict the number of dwellings to 90.
- Location of greenspace on the development was shown with a large area to the western periphery of the site.
- The proposed affordable housing units would be located together – there was some concern regarding parking and turning space in this area.
- Reference was made to location of two and a half storey properties that would be on the site.
- Highways and parking issues.
- Landscaping between the site and golf course.

In response to questions outlined in the report, the following was discussed:

- The greenspace should be more central – a reduced number of houses would create more greenspace.
- There was a public rights of way which went over the golf course.
- Members did not support the clustering of affordable housing – it was reported that housing officers sometimes preferred this option for the economies of managing the housing.
- Concern that there were too many houses and not enough greenspace.
- It was felt that two and a half storey properties should not be on the Royds Lane frontage of the site but would be acceptable elsewhere.
- Concern regarding the lack of visitor parking.
- Public transport contribution.
- Traffic calming.

RESOLVED – That the report be noted.

154 Preapp/14/00506 - White Rose Office Park, Millshaw Park Lane, Beeston, Leeds

The report of the Chief Planning Officer presented a pre-application presentation for new office buildings to replace the existing office extension at White Rose Office Park, Millshaw Park Lane, Beeston Leeds.

Site photographs and plans were displayed.

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

- The proposals would see the demolition of the large single storey to the rear and replace with two 3 storey buildings with an open space between.
- The existing extension was initially an industrial building that had been converted into offices and had now reached the end of its useful life.
- The existing frontage would remain the same.
- It was proposed to continually evolve the business park and keep a supply of Grade A office accommodation on what was a mid town location.
- There were approximately 5,000 people employed at the business park.

In response to Members comments and questions, the following was discussed:

- It was felt the proposals would improve the look of the park.
- The proposed landscaping between the two new buildings was welcomed.
- There would be no impact on residential properties.
- There were tenants who would be interested in the available office space.
- Local contractors would be used for construction.
- The Panel was happy for the application to be delegated to officers for decision.
- It was proposed to arrange a visit to the site.

RESOLVED – That the report be noted.

155 Date and Time of Next Meeting

Thursday, 31 July 2014.

SOUTH AND WEST PLANS PANEL

THURSDAY, 31ST JULY, 2014

PRESENT: Councillor M Rafique in the Chair

Councillors J Akhtar, J Bentley, M Coulson,
K Ritchie, C Towler, P Truswell, F Venner
and R Wood

10 Late Items

There were no late items as such, however supplementary information was submitted for Agenda Item 8, Application 13/05550/FU. As this supplementary information contained exempt information it was only submitted to Members of the Panel.

11 Declarations of Disclosable Pecuniary Interests

There were no declarations of disclosable pecuniary interests.

12 Apologies for Absence

Apologies for absence were submitted on behalf of Councillors A Castle and R Finnigan.

13 Minutes - 3 July 2014

RESOLVED – That the minutes of the meeting held on 3 July 2014 be confirmed as a correct record.

14 Application 14/02399/RM - Land at Fleet Lane, Oulton

The report of the Chief Planning Officer presented a Reserved Matters Application for 77 dwellings with landscaping at land off Fleet Lane, Oulton, Leeds.

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

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

- The site was a PAS site and outline permission was granted at City Plans Panel for up to 80 dwellings in October 2013.
- The site was currently greenfield and used for agricultural purposes. It was adjacent to the Oulton Conservation area.

- Details of the proposed Section 106 agreement.
- A proposed layout of the site when developed was shown. Access to the site was highlighted along with siting of affordable housing.
- Photo montages of what the site would look like when developed were shown.
- It was proposed that the application be approved subject to additional conditions to include the following:
 - No development to commence until boundary treatments had been done.
 - Further details of footpaths to be provided.
 - Ownership of vegetation to the west of the site to be clarified with regards to maintenance and retention.
 - Approved plans,

A local resident addressed the meeting on behalf of the residents of Oulton and Woodlesford. Although there had been some welcome changes following discussion with the applicant there were still some concerns which included the following:

- The need for traffic calming on Fleet Lane – this was a busy road and traffic was often travelling too fast. The development could see double the amount of traffic on Fleet Lane.
- It was desired to see bungalows as part of any new development.
- Loss of amenity to the residents of Norfolk Drive.
- It was requested that house design and materials used would be sensitive to and compliment the conservation area and it was requested that further meetings be held with the applicant with regards to this.
- There should be further discussion with Ward Members on how the Section 106 monies should be spent.

The applicant addressed the Panel. Issues raised included the following:

- The development would provide a mix of first time buyer and family housing.

- There had been extensive consultation with Ward Members and community representatives which had led to a number of amendments to the proposals.
- The proposals would see highway improvements that also sought to reduce speeding traffic.
- The provision of bungalows would have an impact on the viability of the scheme and there was no planning requirement to build bungalows.
- There would be up to 55 jobs created during development of the site.
- Comprehensive consultation had been done with the Council and it was proposed to support the application.
- In response to Members questions, the following was discussed:
 - Traffic calming measures would include narrowing of the highway and insertion of crossing islands.
 - The applicant was happy for further consultation regarding the design of houses.

Further to Members comments and questions, the following was discussed:

- It was requested that a speed survey be carried out on Fleet Lane – it was reported that the proposed traffic calming measures had proved successful elsewhere.
- Siting of affordable housing – Members expressed a view that it was preferable for this to be spread out throughout the site – it was reported that the social landlords and potential occupants preferred for the housing to be close together.
- Concern for residents of Norfolk Drive due to the height of proposed dwellings and whether bungalows could be reconsidered.

RESOLVED – That approval be deferred and delegated to the Chief Planning Officer subject to conditions set out in the report and reported below and to allow further negotiations on matters of design.

15 Application 13/05550/FU - Former Social Club, Pool Road, Otley

The report of the Chief Planning Officer presented an application for the erection of five light industrial units at Pool Road, Otley.

The Panel had received a position statement on the application at the meeting held in May.

Site plans and photographs were displayed at the meeting.

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

- Since the last meeting the lease on the playing pitches had been extended from 5 years to 15 years.
- The application would allow the release of capital receipts to support local business and employment.
- The playing pitches were designated as protected playing fields. There had not been any objection from Sport England.
- There had been interest from businesses interested in leasing the units once developed.

RESOLVED – That the application be approved as per the officer recommendation and conditions outlined in the report.

Licensing Committee

Tuesday, 8th July, 2014

PRESENT: Councillor Hyde in the Chair

Councillors K Bruce, N Buckley, R Downes,
J Dunn, G Hussain, B Selby, C Townsley
and B Flynn

18 Chair's Opening Remarks

The Chair welcomed Councillor Flynn to his first meeting of the Licensing Committee

19 Appeals Against Refusal of Inspection of Documents

There were no appeals against the refusal of the inspection of documents

20 Exempt Information - Possible Exclusion of the Press and Public

There were no items identified where it was considered necessary to exclude the press or public from the meeting due to the confidential nature of the business to be considered.

21 Late Items

There were no late items

22 Declaration of Disclosable Pecuniary Interests

There were no declarations of disclosable pecuniary interests

23 Apologies for Absence

Apologies for absence were received from Councillors: Gettings, Hanley, Harland, Ingham, Khan and Wilkinson

24 Minutes of the Previous Meeting

That the minutes of the previous meeting held on 10th June 2014 were submitted for accuracy and approval.

In offering comment Councillor Buckley said he had made representations on the HCP Appropriate Suitability Assessment but they did not appear within the minutes. Councillor Hussain made a similar comment in respect of the same item.

RESOLVED – That, subject to the inclusion of Councillor Buckley's and Councillor Hussain comments. The minutes of the meeting held on 10th June 2014 be accepted as a true and correct record.

Draft minutes to be approved at the meeting
to be held on Tuesday, 5th August, 2014

25 Matters Arising from the Minutes

Shisha Smoking and Smoke Free Legislation – Update Report (Minute 130 refers)
Councillor Hussain asked which multi agency partners had been invited to attend.

In responding John Mulcahy, Head of Licensing and Registration said a response had been provided but suggested the information would be sent again

26 Leeds City Centre Business Improvement District Update

The Director of City Development submitted a report which provided an update on the progress being made towards the establishment of a Leeds City Centre Business Improvement District.

It was reported that a detailed feasibility study had been completed in February 2014. The Private Sector supported by the City Council had now embarked on the second phase of the programme which would conclude in a BID ballot in February 2015.

John Ebo, Head of City Centre Management, City Development, presented the report and responded to Members questions and queries.

Detailed discussion ensued on the contents of the report which included:

- Background information and context to the BID
- Late Night Levy
- Formal Consultation
- Partnership and Ambition
- National Comparisons
- Boundary and scope of a Potential City Centre BID
- Small Businesses
- Role of Leeds City Council
- Night time Economy
- The BID for Otley

Councillor Hussain asked if City Centre residents were required to pay the levy.

In responding Mr Ebo said residents would not pay the levy. BIDs levy only applied to businesses. Rateable values below an agreed threshold, which would be decided

following formal consultation (potentially £60,000) would be exempt. This could include a large amount of small businesses. City Centre residents would be consulted and their views would be taken into account as part of the consultation process.

Councillor Dunn welcomed the initiative but expressed disappointment that Leeds appeared to be behind other cities when developing BIDS.

Councillor Buckley also welcomed the initiative and asked “do businesses look upon this as a good thing”

In responding John Ebo said businesses did look upon the initiative as a good thing, the approval rate following the feasibility study was high. Commenting on the consultation process Mr Ebo suggested that the process did provide an indication of good value or not. Good value may lead to a successful ballot.

Referring to a successful BID and the provision of “extra services”, Councillor Selby asked if the extra services would be taken away from other areas of the city.

Mr Ebo, in providing clarification said additional income would be from the BID levy and would deliver the extra service, in addition to the Council’s own baseline service.

Referring to National comparisons, Councillor Flynn asked why Birmingham currently had 10 BIDS in existence.

Mr Ebo said that a large City such as Birmingham had a variety of distinct areas, with large pockets of rateable value. In providing an example for Leeds, Mr Ebo suggested that the waterfront area would be a good comparison.

Commenting on the Otley BID, Councillor Downes said that 78% of businesses had voted in favour of the BID. The initiative had worked well with businesses coming together on the back of the “Tour de France Grand Depart” to promote the area, enhance services and expand the local economy

RESOLVED –

- (i) To note the progress being made to develop a Leeds City Centre Business Improvement District (BID)
- (ii) To note the proposed timescales for implementation and the stages required in section 4 of the submitted report
- (iii) To await the completion of the work on the proposed approach of the BID, including the relationship to the night time economy, which would be reported to the Executive Board in September/ October 2014

27 Cumulative Impact Policy for Otley

The Head of Licensing and Registration submitted a report requesting Members to consider if a cumulative impact policy would be appropriate for Otley, in view of

recent application for a late hours licence and the concern that the current status quo could be affected by just one successful application to vary a licence.

Appended to the report was a copy of the following documents:

- Details of Environmental Health complaints (Appendix 1 refers)
- Details of Entertainment Licensing complaints (Appendix 2 refers)

Susan Holden, Principal Project Officer, Entertainment and Licensing Section presented the report and responded to Members questions and queries.

Detailed discussion ensued on the contents of the report which included:

- Background information
- Nuisance statistics
- Crime and Disorder statistics
- Other measures

Councillor Dunn made reference to “Grandfather rights” questioning if a licensed premises was granted an extension to hours of use, would family members have the right to continue with the extended hours. Also would a CIP have any effect on the licence previously granted?

In providing clarification Ms Holden said the license was for the premises and not the licensee. If problems did arise the premises license could be reviewed.

Commenting on the crime and disorder statistics, Councillor Downes welcomed the fact that crime and disorder figure had dropped by 40% in past 3 years, suggesting that the installation of CCTV had also contributed to the figures coming down.

It was acknowledged that alternative options and other measures set out in the Statement of Licensing Policy, such as local hours, was satisfactory for the purpose of addressing local concerns.

Councillor Hussain referring to a possible legal challenge suggested the necessary evidence to defend a legal challenge may not be robust enough.

In summing up the Chair said the crime and disorder statistics did not support or justify the introduction of a Cumulative Impact Policy for Otley Town Centre.

RESOLVED - It was the view of Members that a Cumulative Impact Policy (CIP) for Otley Town Centre was not necessary at this time

28 Strong Alcohol Schemes

The Head of Licensing and Registration submitted a report which explained the progress being made with regard to a voluntary scheme which works with businesses to remove high strength, low cost alcohol from sale in areas which are experiencing incidents of alcohol related antisocial behaviour.

Appended to the report was a copy of the following document:

- A list of super strength products(Appendix 1 refers)

Susan Holden, Principal Project Officer, Entertainment and Licensing Section presented the report and responded to Members questions and queries.

Detailed discussion ensued on the contents of the report which included:

- Background Information
- Schemes launched in other areas of the Country
- The establishment of a Licensing Working Group to research the issues of super strength alcohol
- Evidence to link super strength alcohol with antisocial behaviour and poor health outcomes
- Identification of vulnerable areas
- Super strength audit
- Identification of products
- Possible solutions
- Unintended consequences
- Impact on low income families
- Other options

In offering comment Councillor Dunn suggested that Middleton should not be singled out as being a vulnerable area for street drinking and suggested that more advice and greater publicity should be provided in these vulnerable areas.

Councillor Downes said that banning such products would drive the issue “underground”. He suggested there was a need for Government intervention for the production alcohol products.

Councillor Bruce welcomed the report but expressed reservations about singling out a particular class of people.

Councillor Selby also welcomed the report and the ban on the below cost sale of alcohol but expressed concern about the absence of delay in receiving advice from the HMCR on correct duty classification for ciders. He suggested that the HMCR and the Home Office be contacted to provide the necessary information and also suggested all Leeds MP's and the LGA be also made aware of the issues concerning the duty classification of strong alcohol.

Councillor Buckley commented that it was a depressing state of affairs when shopkeepers would refuse to stop a selling product for fear that a neighbouring shop would continue to do so.

Councillor Husain suggested that the report be referred to all Community Committees for information/ discussion

RESOLVED –

- (i) That the contents of the report be noted and welcomed
- (ii) To support the proposals contained in sections 3.33 – 3.37 of the submitted report
- (iii) To write to the HMRC and the Home Office seeking clarification that the correct duty classification was being applied in the case of whit cider products.
- (iv) That the Head of Licensing and Registration be requested to write to all Leeds Members of Parliament and the Local Government Association making them aware of the duty classification of white cider products.
- (v) That the report be circulated to all Community Committees for information /discussion

Licensing Committee Work Programme 2014

Members considered the contents of the Licensing Committee Work Programme for 2014/15.

RESOLVED – That, subject to the inclusion of any additional items of business identified at this meeting, the contents of the Licensing Committee Work Programme be noted.

30 Date and Time of Next Meeting

RESOLVED – To note that the next meeting will take place on Tuesday, 5th August 2014 at 10.00am in the Civic Hall, Leeds.

Licensing Committee

Tuesday, 5th August, 2014

PRESENT: Councillor M Harland in the Chair

Councillors R Downes, B Gettings,
G Hussain, G Hyde, A Khan, B Selby,
C Townsley, G Wilkinson, B Flynn and
M Ingham

31 Exempt Information - Possible Exclusion of the Press and Public

RESOLVED – That, the public be excluded from the meeting where Members consider that part of the agenda designated as exempt on the grounds that it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present there would be disclosure to them of exempt information so designated. Appendix B of the report entitled ‘Leeds Festival 2013 Update’ (Minute No.41 refers) is designated as exempt in accordance with paragraphs 10.4 (3,7) of Schedule 12A(3) of the Local Government Act 1972 on the grounds that it contains information relating to the financial or business affairs of any particular person (including the authority holding that information) and information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime. As such, on this occasion, it is deemed that the benefit of keeping the information confidential is greater than that of allowing public access to it.

32 Late Items

The were no late items

33 Declaration of Disclosable Pecuniary Interests

There were no declarations of Diclosable Pecuniary Interests made at the meeting.

34 Apologies for Absence

Apologies for absence were submitted on behalf of Councillors K Bruce, N Buckley, T Hanley and G Hussain.

35 Minutes of the Previous Meeting

RESOLVED – That the minutes of the meeting held on 8 July 2014 be confirmed as a correct record.

36 Activity Update: Taxi and Private Hire Licensing 1st January to 30th June 2014

The report of the Head of Licensing and Registration updated the Committee with statistical information regarding delegated decisions taken by officers at Taxi and Private Hire Licensing. The report contained information on decisions taken between 1 January 2014 and 30 June 2014.

The report provided statistics on the following:

- Refusal and Revocation Decisions
- Suspensions
- Complaints
- Appeals

Further information was given regarding appeals that had been upheld and examples of inappropriate behaviour. In response to Member's questions, it was reported that dishonesty offences generally related to theft/left property and that smoking in vehicles when not carrying passengers was still an offence.

RESOLVED – That the report be noted.

37 Information Report - Taxi and Private Hire Licensing Equality Monitoring

The report of the Head of Licensing and Registration provided statistical information on equality monitoring returns to the Taxi and Private Hire Licensing Section.

Issues discussed included the following:

- The information was collected when new licence applications were made or when licences were renewed.
- The information would be used for equality purposes and for training and testing.
- The current position of re-licensing vehicles that were over the prescribed age.

RESOLVED – That the report be noted

38 Entertainment Licensing Section - Update Report - January - June 2014

The report of the Head of Licensing and Registration provided Members with an update on matters relating to the Entertainment Licensing Section. The report detailed applications received, reviews and appeals, liaison and enforcement actions and project development.

Issues highlighted from the report included the following:

- The current statement of Licensing Policy was approved by Council in January 2014 and would be reviewed in 2017 for approval in 2018.
- Changes to Cumulative Impact Policies.

Draft minutes to be approved at the meeting
to be held on Tuesday, 9th September, 2014

- New development in the Lower Kirkgate area – this would see a mix of retail, residential and leisure facilities.
- Local Area Guidance – further to the South Leeds scheme there were similar proposals for Inner East (Harehills) Inner West (Armley) which would bring in control measures for applicants.
- Attention was brought to licensing statistics - there had been 67 recent applications with only 4 being settled at hearings.
- Sexual Entertainment Venues – Members who participated in the recent hearings were thanked and an update was given on the position across the City.
- Gambling Act – Members were made aware of new planning controls that were being proposed and the number of recent applications.

In response to Members comments and questions, the following was discussed:

- Work with Community Committee Health Champions was suggested to identify further areas that could benefit from having Local Area Guidance.
- Reports of an illegal scrap metal business trading in a residential area – it was reported that this would be an issue for planning enforcement.
- Sale of illegal cigarettes – this was a trading standards issue.

RESOLVED – That the report be noted.

39 Deregulation of Entertainment

The report of the Head of Licensing and Registration advised the Committee of forthcoming changes to regulated entertainment under the Licensing Act 2003 brought about by the Legislative Reform (Entertainment Licensing) Order 2014 (LRO) which was laid before Government in July 2014 and will come into effect in April 2015.

Issues highlighted from the report included the following:

- The order would bring further deregulation to some low risk forms of entertainment.
- Raising the audience number for live music from 200 to 500.
- Exemptions for local authority, health and school buildings.

In response to Members comments and questions, the following was discussed:

- Deregulation for private hire/taxis – it was reported that there had been debate in the LGA Policy Forum. A letter had been sent to Government which would be followed up.
- The Environmental Protection Act would continue to be used for enforcing public nuisance issues.
- Parish and Town Council buildings would be classed as local authority buildings.

RESOLVED – That the report be noted.

40 Licensing Committee Work Programme 2014

Members considered the contents of the Licensing Committee Work Programme for 2014/15.

RESOLVED - That the Licensing Committee Work programme be noted.

41 Leeds Festival 2014 Update

The report of the Head of Licensing and Registration advised Members of the progress of the multi-agency meetings and the Event Management Plan for the 2014 Leeds Festival.

It was reported that the final multi-agency meeting was due to be held and it was confident that all arrangements were in place. With regard to the possibility of inclement weather, Members were informed that there had been discussions with Highways and the Environment Agency and a memorandum of understanding would be in place before the festival. Members were asked to approve the event management plan.

In response to comments and questions, the following was discussed:

- It was not thought that there would be a ban on e-cigarettes as they were not classed as illegal, but as with normal cigarettes their use would not be allowed in marquees and tented structures
- The event organiser had arranged for additional road sweepers should there be problems with mud.
- Drainage improvements had been made.
- Members were invited to attend the final inspection before the start of the festival.

RESOLVED –

(1) That delegated authority be given to the Head of Licensing and Registration to approve the Event Management Plan prior to the start of the Event.

(2) That delegated authority be given to the Head of Licensing and Registration to approve any minor amendments to the Event Management Plan prior to the start of the event.

42 Date and Time of Next Meeting

RESOLVED – To note that the next meeting will take place on Tuesday, 9th September 2014 at 10.00 a.m. in the Civic Hall, Leeds.

Licensing Sub-Committee

Monday, 30th June, 2014

PRESENT: Councillor A Khan in the Chair

Councillors N Buckley and G Wilkinson

1 Election of the Chair

RESOLVED- That Councillor A. Khan be elected Chair for the duration of the meeting.

2 Appeals Against Refusal of Inspection of Documents

There were no appeals against the refusal of inspection of documents.

3 Exempt Information - Possible Exclusion of the Press and Public

There were no exempt items.

4 Late Items

There were no late items on the agenda.

5 Declarations of Disclosable Pecuniary Interests

There were no declarations of disclosable pecuniary interests.

6 Application for the grant of a premises licence in respect of Holbeck Bargain Store 59 Top Moor Side, Holbeck, Leeds, LS11 9LH

Members of the Licensing Sub Committee were asked to consider an application for the grant of a premises licence in respect of Holbeck Bargain Store, 59 Top Moor Side, Holbeck, LS11 9LH.

This application had attracted representations from local residents.

Ms L. Jones the proposed licence holder informed members that she was currently on maternity leave from HMPS and plans to run the Holbeck Bargain Store once her maternity leave has ended. The Store had a 24 hour licence which Ms Jones had reduced as she felt that it was not necessary. The hours in which alcohol can be sold is now 10.00 to 22.00 hours. Ms Jones told members that she had been employed as a trouble shooter for various Public Houses and had worked with New Hope Charity in rehabilitating alcoholics. She has also had discussions with Highways to arrange for bins to be placed outside the premises in order to reduce the amount of litter. Members noted that Ms Jones had maintained a good relationship with Local Authorities and had done everything that West Yorkshire Police had asked of her, including getting full CCTV installed at the premises. The Holbeck Bargain Store was described as a one stop shop stocking mainly hardware with alcohol contributing to 15-20% of total sales.

Members of the Licensing Sub Committee then heard from Mr Kalay, the owner of Holbeck Convenience Store and instigator of the petition against the granting of the proposed premises licence. He was accompanied by Ms N. Hayes, Ms A. Randle and Mr Blandford all of whom were local residents and had signed the petition.

Mr Kalay informed members that Holbeck already had six off licenses, and that another would only contribute to existing problems in the area due to the high number of alcoholics, drug users, prostitutes and underage drinkers, all of which often resulted in disorderly behaviour.

Ms Jones told members that she wouldn't risk her licence by selling alcohol to underage customers and suggested that the local owners of the off licenses got together with ward Councillor's to discuss ways of safeguarding adults and children.

The panel adjourned to make their decision.

RESOLVED- That members of the Licensing Sub Committee grant the application.

Licensing Sub-Committee

Monday, 7th July, 2014

PRESENT: Councillor R Downes in the Chair
Councillors B Gettings and K Bruce

7 Election of the Chair

RESOLVED – That Councillor Downes be Chair for the duration of the Meeting

8 Appeals Against Refusal of Inspection of Documents

There were no appeals against refusal of inspection of documents.

9 Exempt Information - Possible Exclusion of the Press and Public

There was no exempt information on this occasion.

10 Late Items

There were no formal late items. However there was supplementary information which had been received by all parties prior to the hearing.

11 Declarations of Disclosable Pecuniary Interests

There were no declarations of interest.

12 Application to vary a premises licence held by Turkuaz Restaurant 20 - 22 Harrogate Road, Rawdon, Leeds, LS19 6HJ

Members of the Licensing Sub-Committee were asked to consider an application to vary a premises licence held by Turkuaz Restaurant 20-22 Harrogate Road, Rawdon, Leeds, LS19 6HJ.

The application was to extend the operating hours until 11pm.

The application had received representations from Planning Services and Environmental Protection Team in their capacity as a responsible authority.

The applicant was not in attendance at the hearing, he was however represented by his Solicitor Mr Goldsborough. Mr Goldsborough informed the Members of his concerns in relation to inconsistencies in Licensing and Planning applications and of his view that this application should have been adjourned.

The Chair asked all parties to state their views on an adjournment. All parties were asked to leave the room while the Committee considered the representations made.

The Members were in agreement that the hearing should take place all parties were reminded that this Committee was there to ensure that the Licensing Objectives were adhered to and that the Licensing Act was separate to the Planning Act.

The Licensing Entertainment Officer outlined the application for the Committee, providing the Members with a brief history of the premises and a summary of

application for the sale of alcohol both on and off the premises 11:00am until midnight every day and late night refreshment 23:00 until midnight every day.

Mr Goldsborough asked for clarification that the licence was currently for the entirety of the premises 20-22 Harrogate Road. The Licensing officer clarified this point.

Mr Goldsborough informed the Committee that the restaurant was used by people in the locality with the weekends being the busiest time. His client was of the view that there would be no increase of footfall as the premises would still be serving the same amount of covers. Members were told that the restaurant is a popular place with tables being pre-booked. The restaurant serves Mediterranean style food of small portions eaten over a long period.

Members were informed that the restaurant is located in a parade of shops with no residential properties in close proximity and that no representations had been received from local residents in relation to this application.

Mr Goldsborough informed the Members that in relation to the representation made by Environmental Protection Team his client had liaised with them to address the reduction of odours from the kitchen. Planning issues in relation to opening hours and the use of the outside seating area and the use of the premises from a bistro to a restaurant were to be submitted to planning within the next seven days.

The Officer from Environmental Protection Team informed the Committee that there had been current and previous complaints in relation to music through open doors and patrons outside the premises either smoking or leaving the premises. Members were informed that the seating area is to be cleared by 6pm. Members were informed that there is a flat adjoining the hotel and residential flats above the shops opposite.

Environmental Protection Team was of the view that with the extension of hours it would increase noise levels until later in the night and there was still the facilitation of smokers outside the premises to be addressed.

The officer stressed the conditions imposed as set out in the submitted report at Appendix F.

The Officer from Planning Services informed Members that the premises were authorised for A3 use as a café and a previous application had been refused for use as a restaurant. Members' attention was drawn to the map of the submitted report at Appendix D highlighting residential properties within the locality.

The Committee was informed that a number of objections had been received in relation to the planning application and the use of the premises as a restaurant. He also informed them that the outside area at the front of the premises was restricted to 18:00 hours as there was the potential to cause a disturbance.

Members carefully consider the report and the representations that had been made at the hearing, they took into account

- The main road is a thoroughfare to the airport with a large volume of traffic passing these premises.
- The premises are currently open until 11pm serving food up until 10pm.
- Use of the outside seating area and a removal of the outside facilities
- Extraction system for odours which should be regularly serviced
- Proximity of residents
- Current conditions as outlined by Environmental Protection Team to meet the licensing Objectives
 - Prevention of Public Nuisance
- Conditions 1,3,4,5,6 would remain as set out in the submitted report at Appendix F
- Condition 2 - to have 'after 8pm' incorporated
- Condition 7 - The outside seating area to close at 20:00 and 'suitably withdrawn' means taken out of use and not made available after 20:00
- Condition 8 - Smokers to be monitored after 20:00
- Condition 9 - A suitable odour extraction system as agreed with the Environmental Protection Team to be installed before extended licence takes effect

RESOLVED – That the Licensing Sub-Committee granted the licence for the sale of alcohol as the amended application to 23:00 hours closing to the public at 23:30hours with imposed conditions as applied for by Environmental Protection Team.

The Licensing Sub-Committee refused licensable activities or late night refreshment.

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Licensing Sub-Committee

Monday, 21st July, 2014

PRESENT: Councillor J Dunn in the Chair

Councillors M Ingham and G Wilkinson

13 Election of the Chair

RESOLVED – That Cllr Dunn was elected Chair of the Licensing Sub-Committee for the duration of the meeting.

14 Appeals Against Refusal of Inspection of Documents

There were no appeals against the refusal of inspection of documents.

15 Exempt Information - Possible Exclusion of the Press and Public

There was no exempt information on this occasion.

16 Late Items

There were no late items.

17 Declarations of Disclosable Pecuniary Interests

There were no declarations of disclosable pecuniary interests.

18 Application to vary a premises licence held by Carnegie Sports Centre University Sport, Carnegie Facility, Headingley Campus, Leeds, LS6 3QS

Members of the Licensing Sub-Committee were asked to consider an application to vary a premises licence held by Carnegie Sports Centre University Sport, Carnegie Facility, Headingley Campus, Leeds, LS6 3QS.

The premises currently have a premises licence which was applied for in 2006. The application was for Indoor sporting events, recorded music, anything of a similar description, from 8:00 hours until 23:00 Monday to Friday and 9:00 until 20:00 Saturday and Sunday.

The application is to include the sale of alcohol on the premises every day from 12:00 noon until 22:00, and to extend the regulated entertainment from 9:00 until 22:00 on a Saturday and Sunday.

The application had received no representations from responsible authorities. The application had attracted representations from other persons. The Licensing Section was in receipt of one individual letter and a petition containing eight signatures, all of which opposed the application on the grounds of noise nuisance.

David Collett the licence holder was in attendance for the hearing along with David Henderson and Oliver Hylands from Leeds Metropolitan University.

Members were informed that the University was part of a Basketball League and the games were played on Friday and Saturday evenings. The bottle bar at the facility was used to sell bottled beers and soft drinks. On previous occasions TEN's had been granted for late night events.

At home games the audience is mainly made up of families and children of the players there are only a few students.

The TEN's licence was used to sell bottled beers 30 minutes prior to the start of the game, 15 minutes during the break and refreshment for 30 minutes after the game. The Licensing Section were able to confirm that TEN's had been used.

Security management is used on the doors and in the venue when an event is taking place.

Members took into consideration the concerns expressed by residents living close to the facility. They were informed that there was no anti-social behaviour in relation to the activities held at the sports centre. The Committee were informed that there had been one incident on a very warm day when the doors were open during a teaching session of movement and dance. The residents had complained that the music was too loud and this had been rectified and has not happened again.

In response to a question asked by Members they were informed that the distance from the fence line to the properties on Harrowby Road is approximately 50 metres.

The Committee was informed that complaints can be dealt with quickly usually within 10 to 15 minutes. The reception telephone number is on the website as is the contact number for Mr Henderson.

Alcohol is only sold when there is an event taking place or the facility is hired out. TEN's have been used with no problems.

Members considered the report and took into account that TEN's had been used successfully on previous occasions with no complaints. The petition was a small percentage of the nearby population with no representations made by responsible authorities the facility also has 24 hour security.

RESOLVED – That the licence be granted as per the application.

Licensing Sub-Committee

Monday, 28th July, 2014

PRESENT: Councillor B Selby in the Chair

Councillors B Flynn and T Hanley

19 Election of the Chair

RESOLVED – That Councillor Selby be appointed as Chair for the duration of the meeting.

20 Appeals Against Refusal of Inspection of Documents

There were no appeals against the refusal of inspection of documents.

21 Exempt Information - Possible Exclusion of the Press and Public

There were no appeals against the refusal of inspection of documents.

22 Late Items

There were no formal late items submitted for considerations. However with regards to Agenda Item 6 (Minute 24 refers) supplementary information had been received and published prior to the meeting.

23 Declarations of Disclosable Pecuniary Interests

No declarations were made.

24 Application for the grant of a premises licence in respect of Baba Jaga, 107 Harehills Road, Harehills, Leeds, LS8 5HS

The Sub-Committee, having regard to the Licensing Act 2003, the Section 182 Guidance and the Authority's own Statement of Licensing Policy, considered the application for the grant of a premises licence in respect of Baba Jaga, 107 Harehills Road, Harehills, Leeds, LS8 5HS.

The application had received a representation from premises nearby.

In attendance at the Sub Committee were:

Mr A Latif – Applicant
Mr N Raof – Applicant's representative
Ms C McCusler – Applicant's witness
Mr N Patel – Applicant's witness
Mr A Dahri – Objector
Mr L Din (Solicitor) – Objector's representative

Mr Raof submitted that there were no representations from West Yorkshire Police or Leeds City Council. He proceeded to outline alleged threats that had been received to the applicant with regards to the applicant continuing to trade and requesting a licence to sell alcohol. He described that the incident had been reported to the Police but no further action was being taken. Mr Raof also outlined the will of the applicant to work with other business surrounding his premises. The Sub Committee were informed that in the applicant's view there were very few shops on Harehills Lane which sold Polish products and that the surrounding area has a diverse mix of shops and other businesses. Mr Raof refuted any suggestion that cigarettes and alcohol are currently sold at the premises or that it was operating as a public house. He also referred to a prosecution and fine against the objector's business for selling cigarettes to under age persons.

Members considered the submissions and asked questions as to why a licence was required which was later than any other shops in the surrounding area. It was explained to the Committee that the shop caters for the Polish community who tended to work later hours therefore shopped at later times.

Mr Din proceeded to outline the reasons behind the representation. He informed the Sub Committee that no threats had been made to the applicant or the applicant's business partner by his client. However he alleged that threats by people associated with the applicant had been made against Mr Dahri's family on his premises and that these had been reported to the Police. It was confirmed that the Police were taking no further action. Mr Din informed the Sub Committee that there were many other shops selling Polish products in the vicinity. Concern was also raised about the future behaviour of the applicant if a licence was granted.

The Chair outlined that "Need" was no longer part of the current legislation and could not be used as an argument.

In summary the applicant's witness Ms C McCusler informed the Sub Committee of the number of people who were supportive of the applicant's business. She also highlighted the applicant's willingness to work with other business owners and the local community and that he had a long term and genuine commitment to the area. She finally highlighted that this was a new business and it should be given every opportunity to succeed.

Members of the Sub Committee carefully considered the report and the representations that had been made.

RESOLVED – That the application for the sale of alcohol be granted during the following hours:

Monday to Saturday 08:00hrs – 23:00hrs
Sunday 10:00hrs - 22:30hrs

25 Certification of Films

RESOLVED – The Sub Committee resolved to adjourn this item until further notice.

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Licensing Sub-Committee

Monday, 4th August, 2014

PRESENT: Councillor in the Chair

Councillors M Harland, A Khan and
G Wilkinson

26 Election of the Chair

RESOLVED – Councillor Harland was elected Chair for the duration of the hearing.

27 Appeals Against Refusal of Inspection of Documents

There were no appeals against the refusal of inspection of documents.

28 Exempt Information - Possible Exclusion of the Press and Public

Under the provisions of Paragraph 14 of the Licensing Act 2003 (Hearing Regulations 2005) and under the provisions of Access to Information Procedure Rule 10.4 (1, 2, 3) Appendix B was designated as exempt information.

A reporter from the Yorkshire Evening Post was present at the hearing however, the Sub Committee did not specifically discuss the exempt information therefore there was no reason to exclude the reporter from any parts of the hearing.

29 Late Items

There were no formal late items. However, supplementary information had been sent to all parties prior to the hearing.

30 Declarations of Disclosable Pecuniary Interests

Councillor Khan disclosed that he had been part of the working party that had approved the Licensing of Sex Establishments Statement of Licensing Policy.

31 Application for the Renewal of a Sex Establishment Licence for Silks, 2 Sovereign Place, Leeds, LS1 4SP

Present at the hearing were

For Silks

Mr Tony Lyons, Kuits Solicitors - solicitor representing the applicant
Elizabeth Morris, Director of Red Carpet Leisure (Leeds) Ltd
Maria Cunningham, Manager and Designated Premises Supervisor of Silks
Eina Kosma – Interior designer and planner for Silks

For City Development

Christine Addison, Chief Asset Management and Regeneration Officer on behalf of
Martin Farrington Director of City Development

Observers

Mary Cooney
Jane Cash

Press
Yorkshire Evening Post

Members considered the renewal of a sex establishment licence for the provision of sexual entertainment in the form of lap dancing.

The renewal application was for 'Silks', which operates from 2 Sovereign Place, Leeds LS1 4SP. The current licence was issued for a period of eight months, expiring on 30th June 2014, pending the commencement of redevelopment works to the area.

The applicant was seeking to further renew the licence as the works, which included the creation of open green space, have not yet commenced.

The officer from the Licensing Entertainment Section outlined the application to the Sub-Committee providing background information as set out at paragraph 2.0 of the submitted report.

The Licensing Sub-Committee were informed that at the previous renewal hearing for Silks on 19th November 2013 the Council's Development Department had set out their objection to the renewal application. The grounds for that objection were that the area was subject to a redevelopment programme which included the provision of an open green space. Members had heard in November 2013 that the redevelopment programme was not set to commence imminently and therefore the renewal application for Silks was approved until 4.00am on 30th June 2014.

The licensing officer informed Members that one of the options available to them included being able to renew the licence for 12 months or less if they were so minded.

The Sub-Committee then heard from Mr Lyons on behalf of the applicant, whose presentation included the following points:

Silks had been operating as a lap dancing bar for approaching 6 years without any concerns to responsible authorities.

Mr Lyons drew Members attention to the Licensing of Sex Establishments Statement of Licensing Policy highlighting that the overriding principle of the policy states that each SEV application shall be determined on individual merits.

Mr Lyons also referred to and quoted from the 'Amplified Reasons for Decision' that had been published in relation to Wildcats and Deep Blue in refusing to renew their SEV licences and which included commentary on Silks.

Members were informed that Silks currently operates;

10:00pm until 4:00am Sunday to Thursday
10:00pm until 5:00am Friday and Saturday

Silks has the benefit of an alcohol premises licence. Friday and Saturday nights are the busiest with up to 300 customers entering the premises. The Committee were informed that Silks has 25 staff, and 30 dancers.

The public notice advertising the application was displayed at the premises and in the local press, with no objections being received from women's groups, ward councillors, or the police.

Mr Lyons referred the Committee to Appendix F of the submitted report, the letter from the Director of City Development. Mr Lyons highlighted the first paragraph of the letter saying that in his view the objection had been based on moral grounds. Moral objections cannot be taken into account in the consideration of SEV applications.

Mr Lyons continued to address the issues raised in the Director of City Development's letter. He stated that as Silks does not open until 10:00pm the activities of the premises would not conflict with the use of Sovereign Square as a child and family friendly space.

Mr Lyons also highlighted that KPMG had not objected to the application.

He considered that the objection of the Director of City Development was premature. Work is due to start in September 2014 with a planned completion date of June 2015. Mr Lyons said that Silks could possibly trade until June 2015 and work on the development would not be compromised.

Mr Lyons circulated documents to Members with plans and photos of the current state of and the proposed development site. Mr Lyons spoke to the circulated documents indicating specific parts of the development including car parks and proposed routes to link the south and the north of the city centre.

Mr Lyons, on behalf of the applicant, offered to make a number of changes to the façade of the premises, painting it a pale green so as to blend in with the proposed site. The premises would be anonymised and the name would appear on an illuminated sign which would only be switched on during licensed hours. He informed the panel that work for the proposed changes would be undertaken within 6 months.

Mr Lyons also spoke about the four trees that are situated in front of the premises which screen the premises from the proposed open space.

In response to questions from the panel they were informed that

- All staff were part-time working 2-3 nights per week they included bar staff, booth operators, cleaners and door staff
- The manager was full-time
- There were 25 dancers during the week with 30 dancers on a weekend
- Doors to Silks open at 10:00pm:- most customers have drinks and stay at the premises a couple of hours

- Monday's are quiet with only a few customers

On questions relating to the safety of the dancers the Committee were informed dancers usually park on waste land close to the premises. The car park has no lighting but has an attendant.

The two door staff employed by Silks watched the dancers as they leave the premises and get into their cars.

The Committee were informed that Silks was policy compliant with no fines for the dancers.

In relation to a question on disabled access the Members were informed that there was access via the emergency exit on Neville Street to the ground floor.

The Sub-Committee heard from Ms Addison representing the Director of City Development.

Ms Addison informed the panel that the objections to the renewal application had been brought by the Director of City Development and the Executive Member for Transport and the Economy.

Ms Addison informed the Committee that the objection was not on moral grounds but on character of locality and that the area should be considered as a sensitive.

Members were informed that Sovereign Square was to be the location for restaurants and cafes onto green space.

The development of KPMG is due to be completed on 22nd August 2014. Consultation between City Development and Bruntwood was taking place to look at future development in the area.

The programme aims to spend £2.5m developing Sovereign Square with the focus on families and children with a planned water feature for children and adults. It is planned that the space will be open 24 hours a day.

The programme is due to start on 15th September 2014 with completion on the 5th June 2015.

Use of the new space would be encouraged to be similar in use to Millennium Square and City Square which had been listed as sensitive sites.

Sovereign Square would have disabled access and the trees in front of Silks would be removed. Members were also informed that the trees suggested as a screen outside Silks were not evergreen.

Members were informed that circumstances would change when the southern entrance to the station was completed to provide a thoroughfare from Neville Street.

The officer informed the Committee that the whole of the South Bank was to be developed and that the area should be considered a sensitive area due to the use as a park, 24 hour opening and focused on being child friendly.

In response to questions from the Committee they were informed that Phase 1 would start on 15th September 2014 but there were no exact dates for the commencement of work on Phase 1a.

Mr Lyons was shown a copy of the plan which was related to the tender documents for the development area. Mr Lyons was of the view that there were no definite plans put forward and that the use of the space was not currently listed as sensitive.

Mr Lyons told the Committee that Silks would like to continue trading alongside the new development. He asked the Committee to consider renewal for a limited period if they were of the view that it was not appropriate to renew for 12 months. Silks were willing to change the façade.

RESOLVED – That the Licensing Sub-Committee carefully considered the report and the information submitted. Along with the information provided at the hearing by the applicant's representative and taking into consideration the objections of the Director of City Development.

The Committee granted the renewal of the licence until 5:00am Sunday 31st May 2015.

Conditions to be imposed for Silks to anonymise the façade of the premises by the end of November 2014.

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Licensing Sub-Committee

Monday, 11th August, 2014

PRESENT: Councillor C Townsley in the Chair

Councillors R Downes and N Buckley

32 Election of the Chair

RESOLVED – Councillor C Townsley was elected Chair of the meeting

33 Late Items

No formal late items of business were added to the agenda, however Members were in receipt of a further version of Appendix A (schedule of films) containing the full titles of the proposed films and detailing any instances of bad language within the films (Minute 35 refers)

34 Declarations of Disclosable Pecuniary Interests

There were no declarations of interest

35 Certification of Films

The Head of Licensing and Registration submitted a report setting out an application made under the Licensing Act 2003 for the certification of films proposed to be shown during the Leeds Festival 2014 at Bramham Park, Wetherby. Appended to the report was a schedule of the films proposed to be shown, a brief synopsis of their content and a proposed rating for each of the films to be screened which did not currently have a British Board of Film Classification certification for the Sub Committee to consider.

Mr M Bell, Oxford Films, attended the meeting on behalf of the applicant to address any comments raised by Members. The Sub Committee heard information in relation to the management of the marquee proposed to be used as the cinema, including the hours of operation and stewarding.

Having considered in detail the synopsis of the films proposed to be shown, the proposed certifications and the representations by Mr Bell, the Sub Committee

RESOLVED –To agree to the certification of the films as set out in the appendix to the submitted report.

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Development Plan Panel

Tuesday, 17th June, 2014

PRESENT: Councillor N Walshaw in the Chair

Councillors B Anderson, C Campbell,
M Coulson, P Gruen, M Ingham, G Latty,
T Leadley, J Lewis, J McKenna and
K Mitchell

1 Chair's opening remarks

The Chair welcomed everyone to the first Development Plan Panel of the new municipal year and asked Members and Officer to introduce themselves

2 Late Items

There were no formal late items, however the Panel was in receipt of a revised report on the five year supply update, which included modifications which had been resolved after the report had been published. A copy of the revised report had been circulated to Members in advance of the meeting (minute 6 refers)

3 Declaration of Disclosable Pecuniary Interests

There were no declarations of disclosable pecuniary interests

4 Apologies for Absence

Apologies for absence were received from Councillors Charlwood and A Carter, with Councillors Ingham and G Latty substituting for their respective colleagues

5 Strategic Housing Land Availability Assessment (SHLAA) Update 2014

Prior to considering the report, the Chair gave an overview of the important work for the Panel in the forthcoming municipal year. Central to this was the preparation of the Site Allocations Plan and the further work to be undertaken with Panel and Ward Members. The Head of Forward Planning and Implementation updated the Panel on the latest position of the Core Strategy which had been published the previous day – 16th June - for a 6 week period of consultation on the second set of Main Modifications proposed by the Inspector

In terms of the site allocations, this year, Development Plan Panel would need to progress to draft plan stage and consider specific allocations. It was acknowledged that to carry out the work within the time allowed would be challenging but that monthly workshops preceded by site visits were proposed as a way of dealing with the work

In terms of meeting dates for both the formal panel meetings and the workshops, these would be available as soon as possible. It was accepted that some of the work would be carried out over the holiday period and it was hoped that at least one Ward Member would be available to attend the workshops, if requested

The Panel then considered a report of the Director of City Development updating the Strategic Housing Land Availability Assessment (SHLAA). Appended to the covering report were the main report and full report, with Members also having received a CD showing all of the sites

Officers presented the report and emphasised that the preparation of the SHLAA was a requirement of national planning guidance and that it was the role of site allocation plans to allocate land for development, not the SHLAA

Members were informed that the underlying aim of the 2014 update was to make the SHLAA more robust to withstand the high level of scrutiny it would be subject to

The Executive Member for Neighbourhoods, Planning and Personnel, commended the work which had been undertaken on the SHLAA and thanked Officers for their work on this and for meeting the timescales during the process

The Panel discussed the report, with the key issues being raised relating to:

- there had been little opportunity for input into the SHLAA from Ward Members in the wards within the Aire Valley Leeds
- development within the Green Belt; the differing totals reached by LCC and the developers; concerns at the impression this could give to local residents and developers and the need for further work on this to present figures in a like-for-like manner
- one Green Belt site had dwelling delivery in the medium term contrary to the request that the SHLAA should only set out the dwelling capacity of Green Belt sites and not apportion dwellings to time periods. There was concern that there would be more Green Belt sites with the same problem
- the nature of some of the sites included in the SHLAA; that a number of sites which were not available or were unrealistic had still been included, despite Members' requests for these to be filtered out and the implications of including sites which were not available in the SHLAA and the concern which could, unnecessarily be caused
- that facetious or ridiculous sites put forward should be eliminated if the SHLAA was to be considered a serious process
- the realism of sites suggested by individuals as opposed to land owners
- inaccuracies in the site descriptions and addresses
- the need for smaller sites to be included
- the status of the interim policy for PAS sites
- the phasing of sites and concerns about inconsistencies giving rise to confusion for local residents
- inconsistencies of approach to sites within the same Ward, for example the inclusion in the report of a site subject to an upheld appeal for a care home, meaning the site was now unavailable

Officers provided the following information:

- regarding Aire Valley Leeds (AVL), it was clarified that a separate AVL Area Action Plan was being prepared and would consider allocations

within this plan area. Proposals would be subsequently brought to Development Plan Panel and then put out for further consultation, including input by Ward Members

- Green Belt status of sites would need to be checked by Officers. Some sites might not be entirely in the Green Belt, or exceptionally, may have permission for housing development, for example for a conversion of an existing building in the Green Belt
- that when sites were put forward on the SHLAA they were recorded as suitable, unsuitable or LDF to determine and where there were obvious non-starters, these would be dismissed at an early stage. Whilst some sites could appear to be unlikely at the current time, the SHLAA also had to cover the long term. However, it was not the role of the SHLAA to remove sites which people, through the consultation, had put forward as valid
- in respect of the availability of sites, this only related to sites comprising the 5 year supply, with the test for the SHLAA 10+ years that the site was developable
- concern that Officers were being asked to go beyond the normal due process and that whilst this could be done, discretion would have to be used particularly on sites suggested by a single person as this applied to some Ward Members
- that sites for less than 5 units were included in the Council's windfall sites, with the Inspector agreeing to a figure of 500 per year for these
- the interim PAS policy, which had been part of a broader report considered by Executive Board and adopted as interim Council policy. This policy had been challenged via a planning appeal and in the High Court. The policy had been found lawful but subject to appeal with the outcome of relevant appeals being awaited

Members considered how the proceed

RESOLVED - To notes the comments now made and:

- i) that unavailable anomalous sites be identified and submitted to the Chair for consideration
- ii) that housing delivery numbers on Green Belt sites be checked by Officers and revised accordingly
- iii) that Officers check that any sites considered 'suitable' that have zero dwelling delivery have good reason to have zero dwellings, or revise accordingly
- iv) that the issues of spelling and incorrect site descriptions be resolved

Subject to these changes, to endorse the publication of the SHLAA

Update 2014 as detailed in paragraphs 3.10 and 3.11 of the submitted report

6 Five Year Supply Update March 2014

Members considered a report of the Director of City Development summarising the 2014 Five Year Supply assessment

Officers presented the report and confirmed that Leeds could demonstrate there was a 5 year land supply. The recent Core Strategy Main Modifications which had been made were outlined to Panel, with these including:

- an acceptance by the Inspector that the level of 4,375 homes per annum might not be deliverable

- the introduction of a lower level of 3660 homes in the first three years, which Leeds would be tested against
- that the supply of sites should be throughout the 16 year plan period

The Panel discussed the report, with the main areas of focus being on the following matters:

- that the Council was now in a better position to defend its position against premature or unacceptable development which was reassuring
- the importance of Plans Panels seeking information on build out rates, which considering planning applications and for the Council to be more robust about the time limits of permissions
- that further information needed to be supplied to enable residents to ascertain if local sites were likely to come forward in the first 5 years of the plan period
- issues of infrastructure to support the additional housing and how local residents' concerns about this would be addressed
- CIL funds; how these would be used and the likelihood of having to accept overdevelopment in an area in order to secure CIL funding to achieve infrastructure

The Head of Forward Planning and Implementation stressed the importance of the work to be carried out on site allocations to deal with the issues which were being raised. In respect of infrastructure, a planned approach to the delivery of this, phasing, working with other service providers etc was the focus to coordinate infrastructure provision and delivery. It was noted that whilst this was challenging, the alternative of development by appeal was not a way to secure infrastructure

RESOLVED- To endorse the Five Year Supply assessment and publish the outcomes

During consideration of this matter, Councillor P Gruen and J McKenna left the meeting

7 Date and Time of Next Meeting

It was noted that the meeting scheduled for 15th July 2014 had been cancelled and that the date of the next meeting be conveyed to Members as soon as possible

MEMBER MANAGEMENT COMMITTEE

TUESDAY, 1ST JULY, 2014

PRESENT: Councillor E Nash in the Chair

Councillors A Blackburn, C Campbell,
N Dawson, M Dobson, P Gruen, A Khan,
G Latty, T Leadley, A McKenna and
B Selby

Apologies Councillor A Lamb

1 Appeals Against Refusal of Inspection of Documents

There were no appeals against the refusal of inspection of documents.

2 Exempt Information - Possible Exclusion of the Press and Public

There were no resolutions to exclude the public.

3 Late Items

There were no formal late items submitted to the agenda for consideration. However additional information was circulated to Members relating to Agenda Item 8 "Appointments to Outside Bodies"

4 Declaration of Disclosable Pecuniary Interests

No declarations were made.

5 Apologies for Absence

Apologies for absence were received from Councillor A Lamb.

6 Minutes - 25th February 2014

RESOLVED – That the minutes of the meeting of the 25th February 2014 be approved as a correct record.

7 Appointments to Kirkgate Market Management Board

The Director of City Development submitted a report which advised the Committee of the requirement to nominate and agree the appointment of elected members to the new Kirkgate Market Management Board and setting out the parameters for the new Board and its membership as agreed by Executive Board in December 2013.

RESOLVED –

(a) To agree that this Board be categorised as Strategic and Key and therefore Member Management Committee would act as the appointing body in respect of the elected member representation.

(b) To agree that the elected members to the new Kirkgate Market Management Board should be allocated as follows 4 Labour Members (to include the Chair)(Cllrs G Harper, MacNiven, J McKenna, Groves), 1 Conservative Member (Cllr J Procter) and 1 Liberal Democrat Member (Cllr Golton).

8 Appointments to Outside Bodies

The City Solicitor submitted a report which outlined the Member Management Committee's role in relation to Elected Member appointments to Outside Bodies and asked the Committee to:

(a) Agree a schedule detailing those organisations that the council will continue to make an appointment to; and

(b) Agree the nominations to those organisations which fall to this Committee to make an appointment to.

Members were informed that group whips could fill any vacant positions or alter existing appointments relating to their groups via a Delegated Decision by the City Solicitor.

Members were also asked to consider nominating one of the Council's appointed representatives to Groundwork Leeds as the Member who would cast any vote on behalf of the Council. It was proposed that this should be Councillor Coulson.

Members also agreed that where appointed to an organisation adequate support should be provided by the allocated lead officer. Members requested that lead officers should be reminded of their role in supporting Members appointed to outside bodies.

Members also considered representation on the Combined Authority – Leeds District Engagement Committee.

RESOLVED –

(a) To note the Appointments to Outside Bodies Procedure Rules as detailed within Appendix 1 of the submitted report;

(b) To approve the schedule attached at Appendix 2 and 3 of the submitted report detailing those organisations that the Council will continue to make an appointment to (including those delegated to the Community Committees);

(c) To approve the appointments to those organisations as reported verbally at the meeting and set out below which fall to the Committee to make an appointment to as set out in Appendix 3 of the submitted report;

Aire Valley Regeneration Board -Cllr Mitchell (instead of Cllr Yeadon)
Airport Consultative Committee-Cllr Venner (instead of Cllr P Grahame)

Cycling Consultative Forum -Cllr Harington instead of Cllr Illingworth
South Leeds Investment Partnership-no longer exists as a body.
Care and Repair- “whips nominee”.
Chinese Community Association- Cllr J McKenna
Communities Board- Add Cllr Dobson
Housing Forum- Replace Cllr Mitchell with Cllr Maqsood.
Housing and Regeneration board has been discontinued.
Leeds Ahead Board- Cllr Charlwood to replace Cllr Macniven
Leeds Housing Concern – Cllr Urry to replace Cllr Mitchell
Locality Board- South East Area Leadership Team- Cllr Gruen’s nominated substitute is Cllr Maqsood.
Locality Board- West North West Area Leadership Team- Cllr Gruen’s nominated substitute is Cllr Urry.
Migration Partnership- Cllr G Hussain
National Association of Councillors- Cllr Gruen
Private Rented Sector Forum- Cllr P Gruen, Cllr Truswell, Cllr Khan and Cllr Pryor.
Re’new Leeds- “ whips nominee”
Safer and Stronger Communities Board- no longer exists
Strategic Migration Partnership Yorkshire and Humber- Cllr Ron Grahame
Allotments Working Party – no longer exists
Climate Change – Cllr Coulson
CO2Sense CIC – No longer require an appointment
Environmental Protection UK – Cllr Coulson
Green Leeds – Cllr Dunn
Groundwork Leeds – Cllr Coulson
Leeds in Bloom – Frank Robinson
National Parking Adjudication Service Committee – Cllr Dunn
Safer and Stronger Communities Board – Cllr Dobson
Sustainable Economy and Culture Board – Cllr Dobson
Yorkshire Power Stations Joint Environmental Committee – Cllr Dunn
Thomas Wade Charity – Replace former Cllr Hardy with Cllr Dunn

Brotherton Collection Advisory Committee – Cllr Mitchell
Cycling Consultative Forum – Cllr Harington
Friends of Leeds City Museums – Cllr Nash
Hunslet Hawks RLFC – Cllr Groves
Leeds ATA Board – Cllr Yeadon
Leeds Art Collections Fund – Cllr Yeadon (sub Cllr Mitchell)
Leeds Civic Arts Guild – Cllr Mitchell
Leeds Grand Theatre Enterprises Ltd – Cllr Yeadon and Cllr Davey
LGT&OH Board of Management – Cllr Yeadon, Cllr Harper and Cllr Davey
Leeds International Pianoforte Competition Committee – Cllr Mitchell
Leeds Philharmonic Society – Cllr Mitchell
Leeds Sports Federation – Cllr Dunn, Cllr Ritchie and Cllr S McKenna
National Coal Mining Museum for England Liaison Committee – Cllr Dunn

Draft minutes to be approved at the meeting
to be held on Tuesday, 11th November, 2014

Sustainable Economy and Culture Board – Cllr Yeadon
Welcome to Yorkshire – Cllr Yeadon
West Yorkshire Playhouse Theatre Board – Cllr P Gruen
Leeds Partnership NHS Foundation Trust – whips nominee
Community Links – Currently vacant – provisionally Cllr Venner
Adoption Panels - Whips Nominee
Children’s Trust Board – Cllr Harington
E-ACT East Leeds Academy – Cllr Hyde
Equalities and BME Governor’s Network – Cllr Dowson
Fostering Panel – Whips Nominee
Garforth Academy – Cllr Dobson
Joint Consultative Committee – Cllr Harington
Leeds Children’s Trust Board - 0-11 Partnership - Now called 0-5 Early Start
– Cllr Dowson is the rep
Leeds College of Building - Cllr Groves

Leeds Education Challenge Board – No longer exists
Leeds Safeguarding Board – Cllr Harington is Cllr Blake’s sub
Leeds School Sports Association – Cllr Harington
Primrose Academy – Cllr Selby and Cllr Coupar.
Troubled Families Programme Board – Now called Families First Programme
Board
Yorkshire and Humberside Regional Broadband Joint Committee - replace
Cllr Dowson

(d) That Councillor Coulson be nominated as the member who would cast any
vote on behalf of the Council at Groundwork Leeds;

(e) To note that there have been no change of appointments since the last
meeting of the Committee as detailed under paragraph 3.5 of the submitted
report;

(f) That the vacant position on the Normandy Veterans association be
allocated to the Labour Group and that Councillor Dawson be the
representative; and

(g) That the representation on the Combined Authority – Leeds District
Engagement Committee be 2 Labour; 1 Conservative and 1 Liberal Democrat
(Councillor Campbell) member.

Councillor Blackburn arrived during consideration of the above item.

Corporate Governance and Audit Committee

Friday, 11th July, 2014

PRESENT: Councillor G Hussain in the Chair
Councillors P Grahame, T Hanley,
E Taylor, J Bentley, J L Carter, J Pryor,
J Cummins and S McKenna

Apologies Councillors R Wood

1 Appeals Against Refusal of Inspection of Documents

There were no appeals against the refusal of inspection of documents.

2 Exempt Information - Possible Exclusion of the Press and Public

There were no resolutions to exclude the public.

3 Late Items

There were no late items.

4 Declaration of Disclosable Pecuniary and Other Interests'

There were no declarations made.

5 Minutes - 9th April 2014

RESOLVED – the minutes of the meeting held on 9th April 2014 were approved as a correct record.

6 Matters Arising

Minute 52 Update 4 - Shared Service Partnership with Calderdale Metropolitan Borough Council to meet Adult Social Care Technology Requirements

Following an earlier briefing to the Chair of the Committee, and at his request, the Chief Officer (Resources and Strategy) was in attendance to update the Committee on the progress of the Shared Service Partnership with Calderdale Metropolitan Borough Council. It was outlined to members that responding to new duties placed upon local authorities by the recently enacted Care Act had resulted in delays to implementation.

Draft minutes to be approved at the meeting
to be held on Friday, 19th September, 2014

The Committee were informed that the Chief Officer (Resources & Strategy) would continue to update the Chair once a decision had been taken on the final implementation plan by DLT in August.

RESOLVED – The Committee resolved that the Chair continue to liaise with Officers with regards to progress in implementing the system, with any further issues of significance being brought to the attention of the committee members in the event that they might arise.

Minute No 64. Mandatory implementation of the DCLG Code of Recommended Practice for Local Authorities on Data Transparency

The Executive Officer (Information Governance) and the Senior Information Governance Officer were in attendance and provided an update on the implementation of the DCLG Code of recommended Practice on data transparency. Members noted that, whilst the provisions did not yet have statutory enforcement, the Council continued to make good progress to meet the requirements of the code.

7 Office of the Director of Public Health Annual Governance Report

The Director of Public Health presented his report which provided the Committee with an annual update on Public Health's Risk management and Governance arrangements, it reported on progress since the last report was presented to members on 8 November 2013.

Members commented on the importance of Public Health services that are either provided or commissioned by the Council, demonstrating value for money. Members requested that a value for money component be more explicitly evidenced in the Director of Public Health's governance framework.

RESOLVED – The Committee resolved to:

- (a) note the annual Governance report of the Office of the Director of Public Health;
- (b) note the assurance that the Office of the Director of Public Health has robust and fit for purpose risk and governance processes in place;
- (c) note that the Office of the Director of Public Health will continue to develop the work undertaken in respect of Serious Untoward Incidents and National Institute for Health and Care Excellence (NICE) guidance compliance; and
- (d) that a value for money component be more explicitly evidenced in the Director of Public Health's governance framework.

8 Annual Audit Fee 2014/15

The Principal Finance Manager presented a report of the Deputy Chief Executive which informed members of the cost of external audit work relating to the 2014/15 financial year.

Members commented that they were happy about a lower fee for completing the external audit work of the Council.

Members considered the difference in fees over the past few years and were informed that the differences were down to a change in the scope of the audit specifically that there was no longer detailed work completed on the value for money conclusion, the impact of the Audit Commission tendering exercise, the abolition of the Audit Commission, the stopping of work on the CPA and the use of resources assessment.

RESOLVED – The Committee resolved to note the external audit fees for work relating to the 2014/15 financial year, as follows:
£307,800 for the code of Audit Practice audit fee; and
£22,140 for the certification of grant claims and returns.

9 KPMG Interim Audit Report

The Principal Finance Manager presented a report in line with the audit plan presented to the Committee in January, the report highlighted the results of KPMG's interim audit work in relation to the 2013/14 financial statements and the initial work undertaken to support their 2013/14 Value for Money conclusion.

John Prentice a director of KPMG was in attendance to present KPMG's report and answer Members' questions.

Members requested that any work completed by the Resources and Council Services Scrutiny Board in relation to sickness pay and overtime payments was not duplicated by KPMG.

RESOLVED – The Committee resolved to note:

- (a) The positive assurances provided by KPMG in respect of the work of Internal Audit and on the systems and controls which underpin the Council's financial statements; and
- (b) That KPMG have undertaken a data analytics exercise, the findings of which will be reported to this Committee in September.

10 Consultation on Auditor appointment from 2015/16

The Chief Officer (Audit & Investment) presented a report of the Deputy Chief Executive which consulted Members on the Audit Commission's proposal to re-appoint KPMG LLP for a further two years from 2015/16.

Members discussed the possibility that in the future authorities within the Combined Authority might work together to appoint external auditors.

RESOLVED – The Committee resolved to agree that they were satisfied with the current external auditors.

11 The Statement of Accounts 2013/14

The Principal Finance Manager presented a report of the Deputy Chief Executive. The report presented to the Committee the 2013/14 Statement of Accounts prior to them being made available for public inspection. The Statement of Accounts was included with the agenda as a separate document for Committee members and is published on the Council's internet site.

The Principal Finance Manager took Members through the accounts and highlighted minor changes that would be made. He also provided comment on the council's debt position and gave assurance that this was manageable.

Also discussed were the level of risk and actuarial assumptions used in determining the pension liability. Members were assured that these assumptions were reviewed for reasonableness and that there was an appropriate level of risk used in calculating the potential liability.

RESOLVED – The Committee resolved to:

- (a) Note the 2013/14 unaudited Statement of Accounts as certified by the Responsible Financial Officer; and
- (b) Agree to release the accounts for public inspection.

12 Annual Assurance Report on Risk & Performance Management

The Principal Risk Management Officer presented a report of the Deputy Chief Executive. The report provided the Committee with assurances on the strength of the Council's risk and performance management arrangements and is an important source of evidence for the Annual Governance Statement due to be considered by the Committee in September. It also enabled the Committee to fulfil its role under the Council's Risk Management Policy and the Committee's own Terms of Reference for reviewing the 'adequacy of the Council's Corporate Governance arrangements (including matters such as internal control and risk management)'.

RESOLVED – The Committee resolved to note the assurances contained within the submitted report which in summary were:

- That the Council's risk and performance management arrangements have been further developed, improved and updated during 2013/14; and
- That compliance with the performance management framework is good with further work planned in 2014/15 to update the Risk Management Policy and supporting arrangements.

13 Decision Making Framework: Annual Assurance Report

The Principal Corporate Governance Officer presented a report of the City Solicitor, Assistant Chief Executive (Citizens and Communities) and Chief Planning Officer. This was the annual report to the committee concerning the Council's decision making arrangements.

The report provided one of the sources of assurance which the Committee will be able to take into account when considering the approval of the Annual Governance Statement.

Members were asked to consider the results of monitoring documented within the body of this report and to note the assurances given by the Head of Governance Services, the Head of Licensing and Registration and the Chief Planning Officer, that the decision making framework in place within Leeds City Council is up to date, fit for purpose, effectively communicated and routinely complied with.

Also in attendance to answer Members' questions were the Head of Planning Services and the Head of Licensing and Registration.

In discussing the report it was confirmed to members that there was no requirement for officers declarations to be made publicly available. Members requested that this be looked into due to the large numbers of delegated powers given to officers.

RESOLVED – The Committee resolved to:

(a) note the positive assurances provided in this report in relation to executive decision making, licensing, planning and the regulation of investigatory powers. Particularly: In relation to executive decision making:-

- The monitoring which has taken place in relation to publication of agendas and minutes of committee meetings and the publication and call in of Key Decisions;
- the assurances given in relation to the use of special urgency provisions, and
- that there have been no Key Decisions which have not been treated as such; and the steps taken to continue to embed the decision making framework;

(b) In relation to Regulation of Investigatory Powers Act 2000 (RIPA):- note the monitoring and reduction in use of RIPA powers.

Draft minutes to be approved at the meeting
to be held on Friday, 19th September, 2014

(c) In relation to licensing to note:-

- The monitoring of decisions in relation to entertainment and miscellaneous licensing and the introduction of responsibility under the Scrap Metal Dealers Act 2013;
- The monitoring of taxi and private hire licensing;
- The ongoing review of licensing policy; and
- The introduction of three yearly DBS disclosures for licence holders.

(d) In relation to planning to note:-

- The sub-delegation of planning decisions;
- The assurance from internal audit in relation to the robustness of system in place to determine planning applications;
- The ongoing work in relation to declaration of officer interests;
- The review of the work of plans panels and the protocol in place to guide their Members;
- The Monitoring of planning workloads and performance in relation to statutory timescales including the use of agreed extensions of time;
- The Monitoring of decisions against officer recommendation, appeals and complaints;
- The steps taken to continue to embed the framework for planning matters; and
- The ongoing work to build and develop relationships with partners and customers

(e) request that a report be written exploring the possibility of officers with delegated powers making declarations publicly available;

(f) request that the cost of running the planning service and the fees received for planning applications be circulated to members of the committee

14 Internal Audit Annual Report and Opinion 2013/14

The Chief Officer (Audit and Investment) presented his report which brought to the attention of the Committee the annual Internal Audit opinion and basis of the internal audit assurance for 2013/14.

RESOLVED – The Committee resolved to:

(a) receive the Internal Audit Annual Report for 2013/14 and note the opinion given that on the basis of the audit work undertaken during the 2013/14 financial year. In particular:

- That there are no outstanding significant issues arising from the work undertaken by Internal Audit;
- That on the basis of the audit work undertaken during the 2013/14 financial year, the internal control environment (including the key financial systems, risk and governance) is well established and operating effectively in practice;
- That the Internal Audit team conforms with the International Standards for the Professional Practice on Internal Auditing.

15 Work Programme

The City Solicitor submitted a report which notified Members of the Committee of the draft work programme.

RESOLVED - The Committee Resolved to note the contents of the work programme.

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GENERAL PURPOSES COMMITTEE

TUESDAY, 29TH JULY, 2014

PRESENT: Councillor K Wakefield in the Chair

Councillors S Golton, P Gruen, G Latty,
J Lewis, A Lowe, E Nash, M Rafique and
S Varley

Apologies Councillors D Blackburn, J Blake and
J Procter

1 Appeals against refusal of inspection of documents

There were no appeals against the refusal of inspection of documents.

2 Exempt Information - possible exclusion of the press and public

The Committee considered the designation of Appendix 3 to Agenda item 7 (minute 7 refers) as exempt under the Access to Information Procedure Rules 10.4 (4) and (5).

RESOLVED - That the press and public be excluded from the meeting during consideration of the following part of the agenda designated as containing exempt information on the grounds that it is likely, in view of the nature of the business transacted, that if members of the press and public were present there would be disclosure to them of exempt information, as follows:-

Appendix 3 to Agenda item 7 because it contained information relating to negotiations in connection with industrial relations and information in respect of which a claim to legal professional privilege could be maintained in legal proceedings. It was considered in these circumstances that the public interest in maintaining the exemption from publication outweighed the public interest in disclosing the information.

3 Late items

There were no late items submitted to the agenda for consideration.

4 Declaration of Disclosable Pecuniary and Other Interests

No declarations were made.

5 Apologies for absence

Apologies for absence were received from Councillors D Blackburn, J Blake and J Procter.

6 Minutes - 28th May 2014

RESOLVED – That the minutes of the meeting held 28th May 2014 be approved as a correct record.

7 HR Challenges 2014 - Proposed Changes to Terms and Conditions

The Chief Officer HR submitted a report which sought approval from General Purposes Committee to changes to employment terms and conditions as outlined in Appendix 1 of the submitted report.

RESOLVED – Following detailed consideration of the report General Purposes Committee unanimously resolved to:

- (a) Note the contents of this report and consider the detailed legal advice in exempt Appendix 3 of the submitted report;
- (b) Note the continued consultation with the TUs with a view to trying to reach a collective agreement;
- (c) Agree the changes to terms and conditions outlined in paragraph 3.3.3 of the submitted report and detailed in appendix 1 of the submitted report.
- (d) Agree that the new proposals will be put into effect for new starters to the Council as soon as practicable after the 1st August 2014. For current staff offered new contracts following internal changes, the new terms would apply from 1st September 2014;
- (e) Note, in the absence of a collective agreement, for current staff the options available to implement these proposals are: to seek individual consent; to give notice of the changes; or to dismiss and immediately re-engage staff on new terms and conditions of employment. Different options may apply to each proposal and to all or groups of affected staff in scope; and
- (f) Note that authority to implement these changes rests with the Deputy Chief Executive in accordance with the approved delegation scheme.

HEALTH AND WELLBEING BOARD

WEDNESDAY, 18TH JUNE, 2014

PRESENT: Councillor L Mulherin in the Chair

Councillors N Buckley, S Golton, J Jarosz
and C Macniven

Representatives of the Clinical Commissioning Groups

Dr Andrew Harris – Leeds South and East CCG

Dr Gordon Sinclair – Leeds West CCG

Nigel Gray – Leeds North CCG

Phil Corrigan – Leeds West CCG

Directors of Leeds City Council

Dr Ian Cameron – Director of Public Health

Sandie Keene – Director of Adult Social Services

Nigel Richardson – Director of Children's Services

Representative of NHS (England)

Moira Dummer – NHS England

Third Sector Representative

Susie Brown – Zest – Health for Life

Representative of Local Health Watch Organisation

Linn Phipps – Healthwatch Leeds

Mark Gamsu – Healthwatch Leeds

1 Chairs Opening Remarks

The Chair welcomed all present to the meeting, particularly new members Councillor Buckley and Moira Dummer; and Councillors Jarosz and Macniven as substitutes for Councillors Blake and Ogilvie. The Board also noted that Mark Gamsu was attending his last meeting as a Healthwatch Leeds representative and extended thanks to him for his contribution to the work of the Health and Wellbeing Board (HWB)

2 Apologies

In addition to those submitted by Councillors Blake and Ogilvie, apologies for absence were received from Dr Jason Broch (Leeds North CCG) and Matt Ward (Leeds South and East CCG)

3 Late Items

The Chair admitted one formal late of business onto the agenda for consideration "Update on Integrated Digital Care Fund (IDCF) Bids from Leeds." The matter required urgent consideration at this meeting as the deadline for submission of Bids was reported as 14 July 2014 – before the next meeting of the Health and Wellbeing Board (minute 11 refers)

Additionally, the Board was in receipt of supplementary documents submitted in support of agenda item 9 "Planning for Health and Wellbeing In Leeds" (minute 8 refers)

4 Declarations of Disclosable Pecuniary Interests

There were no declarations of interest

5 Open Forum

The Chair allowed a period of up to 10 minutes to allow members of the public to make representations on matters within the terms of reference of the Health and Wellbeing Board. No matters were raised by the public on this occasion

6 Minutes of previous Meetings

RESOLVED – That, the minutes of the meetings held on 12th and 27th March 2014 respectively be confirmed as a correct record, subject to the deletion of Councillor Jarosz' name from the attendance list of 12th March 2014.

7 Primary Care Services - an update on General Practice in Leeds

Moira Dummer, NHS England, in presenting the report of NHS England (West Yorkshire) noted that this report concentrated upon General Practice in Leeds and a further report on Primary Care Services would be presented to the October meeting.

Helen Killian, Head of Primary Care West Yorkshire, gave a presentation to the Board on "General Practice in Leeds - Update to Health and Wellbeing Board" a copy of which was included within the agenda for the meeting.

In response to Members comments and questions, the following areas were discussed in detail:

- The Quality and Outcomes Framework
- The General Practice workforce and recognition of the demographic of the West Yorkshire GP workforce and funding structure
- Children and Young People and the need to ensure that Leeds' indicators acknowledged Leeds' growing 0-4 years population
- Future use of the NHS monitoring information
- The links to Public Health provision

The following comments were noted for future consideration:

- One indicator pertained to Patient Experience which measured length of consultations and the Board sought more focus on patients, quality and access to services throughout the indicators and also supported a suggestion to involve patients/public in designing future systems
- There should be local flexibility in the monitoring approach
- The recently established Leeds Institute of Healthcare was an opportunity to develop local indicators for local quality
- Acknowledged that open discussion was required on those indicators deemed to be useful and meaningful to Leeds, and those which were not, along with consideration of whether there were other local incentives which the HWB could promote

- Further information was requested on English national average results for comparison and on any measures proposed by the NHS to address the differentiation between the results for English/West Yorkshire/Leeds average.
- The Board sought guidance on how the information gathered by the NHS would inform the work of the HWB

In receiving the report and presentation, the HWB acknowledged that this report presented the national framework for systems, but that co-commissioning with CCGs would meet the local needs of patients. The report proposed for October would include more information on how the NHS planned to deliver care/services with the Leeds CCGs. Additionally, the HWB requested that the report include information on the patient involvement ambition

RESOLVED –

- a) To note the challenges facing General Practice in Leeds
- b) To note the comments made during discussions on the opportunities for the transformation of General Practice in Leeds to be integrated into the wider strategy for health and social care in the city
- c) To note the intention to present a further report on Primary Care Services to the October HWB meeting

8 Planning for Health and Wellbeing in Leeds

Peter Roderick attended the meeting to present the report of the Chief Officer, Health Partnerships. The report aimed to assess all Leeds CCGs/NHS organisational strategies against the Joint Health and Well-being Strategy, providing an overview of alignment. The findings revealed successful alignment overall.

The Board were in receipt of supplementary documents in respect of:

- Five Year Strategic Plan Summary from the three Leeds CCGs
- System Vision document
- Five Year Strategy for Leeds - a view from the Leeds Unit of Planning (June submission)

During discussions, the following comments were noted:

- The request for a future report to the Board on progress of the delivery of the priorities by the Organisations, to include an assessment of achievements and case studies
- In welcoming the establishment of enterprising co-production, a request for information on how co-production had improved service delivery

Liane Langdon, Director of Commissioning and Strategic Development, attended the meeting to present the report "General Practice in West Yorkshire - Two Year Operational Plan 2014/16" and began by providing updated figures in respect of future funding. Additionally, the Board noted that public consultation had commenced during the previous week on initial proposals contained within the Operational Plan.

Discussion identified the following key issues:

- The need to have regard to the impact of the Better Care Fund
- Noted the balance between the current funding structure for specialist services and the importance of funding of preventative services
- The need to recognise pressure points and ensure early discussions are held regarding future service provision

RESOLVED -

- a) That the comments made during discussions on the strategic plans of Leeds' organisations, as attached to the submitted report, be noted
- b) That the summary of plans as detailed within Section 3 of the submitted report be noted, and having assessed how strongly or otherwise the organisational strategies in Leeds align to each other and the JHWS, the Board welcome the references made to the JHWS throughout the strategies

9 Health Protection Board

Further to minute 88 of the meeting held 27th March 2014, the Director of Public Health submitted a report setting out a revised Terms of Reference document for the Health Protection Board for endorsement, following consultation and discussion with key partners. The report also addressed the previous comments made by the Health and Wellbeing Board in respect of membership and the role of the Health Protection Board.

A copy of the revised proposed Terms of Reference was attached to the report at Appendix 1

RESOLVED - That the revised membership and Terms of Reference for the Leeds Health Protection Board be endorsed

10 Health and Wellbeing Board Annual Report

The Board considered the report of the Chief Officer Health Partnerships, presenting the draft Health and Wellbeing Board Annual Report - "Our First Year". The report provided a brief overview of the topics covered within the Annual Report and comments were sought on the document prior to its proposed publication in Summer 2014.

Comments made in respect of the need to avoid the use of acronyms throughout the document were noted

RESOLVED

- a) That the comments made in respect of amendments required to avoid the use of acronyms were noted for action
- b) That, subject to the amendments in a) above, the content of the Annual Report "Our First Year" be approved for publication later in the summer

11 LATE ITEM OF BUSINESS: Update on Integrated Digital Care Fund (IDCF) Bids from Leeds

The Board received a report from the Leeds Health and Wellbeing Informatics Board providing information on the Integrated Digital Care Fund. The report also provided an overview of the bids in progress following consultation across the City's health and wellbeing partners. Finally, approval in principle

was sought for work to continue to progress the IDCF bids outlined on the submitted report.

RESOLVED - That the Board approve, in principle, work to progress on the IDCF bids outlined in the submitted report

12 Any Other Business

No matters were raised under any other business

13 Date and Time of Next Meeting

RESOLVED – To note the date and time of the next meeting as Wednesday 16th July 2014 at 9:30 am

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HEALTH AND WELLBEING BOARD

WEDNESDAY, 16TH JULY, 2014

PRESENT: Councillor L Mulherin in the Chair

Councillors J Blake, N Buckley, S Golton,
and A Ogilvie

Representatives of the Clinical Commissioning Groups

Dr Andrew Harris – Leeds South and East CCG

Dr Gordon Sinclair – Leeds West CCG

Nigel Gray – Leeds North CCG

Matt Ward – Leeds South and East CCG

Dr Jason Broch – Leeds North CCG

Directors of Leeds City Council

Dr Ian Cameron – Director of Public Health

Sandie Keene – Director of Adult Social Services

Sue Rumbold – Children's Services

Representative of NHS (England)

Elaine Wylie – NHS England

Third Sector Representative

Susie Brown – Zest – Health for Life

Representative of Local Health Watch Organisation

Tanya Matilainen – Healthwatch Leeds

14 Chair's Opening Remarks

The Chair welcomed all present to the meeting, particularly Tanya Matilainen as the new representative for Healthwatch Leeds and the following substitute members: Elaine Wylie (NHS England) and Sue Rumbold, Leeds City Council (Children's Services).

In order to accommodate officers' attendance, the Chair agreed to vary the agenda running order

15 Late Items

The Chair admitted one formal late item of business to the agenda in respect of the "Better Care Fund: Final Sign Off and Submission" (minute 23 refers).

16 Declarations of Disclosable Pecuniary Interests

There were no declarations of interest.

17 Apologies for Absence

Apologies for absence were received from Phil Corrigan (Leeds West CCG), Nigel Richardson (Children's Services), Moira Dumma (NHS England) and Linn Phipps (Healthwatch Leeds)

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

18 Open Forum

The Chair allowed a period of up to 10 minutes to allow members of the public to make representations on matters within the terms of reference of the Health and Wellbeing Board (HWB). No matters were raised by the public on this occasion

19 Minutes

RESOLVED – That, subject to amendments to minute 7 to correctly reflect the name of the officer presenting the report as “Kath Hillian” and to read “NHS England”, the minutes of the meeting held 18th June 2014 be agreed as a correct record

20 The Leeds Transformation Programme

The Clinical Accountable Officer, Leeds South & East Clinical Commissioning Group, submitted a report providing an update on the development of the Leeds Transformation Programme, particularly the development of the governance structures and programme content.

In presenting the report, Dr Andy Harris highlighted the current position in readiness for delivery of the Transformation Programme in the medium term and provided several example patient case studies identifying the role of the work of the Transformation Board.

During discussions the following matters were considered:

- the availability of pastoral care and the holistic approach to providing support, particularly for young people
- Reference to LCC Health and Adult Social Care Scrutiny Board which had identified young people's mental health as an issue for further scrutiny
- How and where service users access the services/support, having regard to patients' current perspective of care.
- That General Practice could be seen as the first point of access to request support and/or highlight problems with that support
- Comments that GP provision was not currently structured for general enquiries or to issue prescriptions for the social and/or leisure provision which may enhance health services were noted and that further work would be required to enhance GP provision.
- The need to raise the profile of the connectivity of services

Additionally, the Board considered whether the work of the Transformation Board with General Practices could be supported by the work of the Assistant Chief Executive Citizens and Communities through the "Citizens @ Leeds" initiative.

Appendix 1 of the report contained a schedule outlining the Transformation Programme

RESOLVED –

- a) That the progress of the Transformation Programme be noted

- b) That the contents of the discussions giving consideration of the role of the Health & Wellbeing Board in the continued development and delivery of the Transformation Programme be noted.
- c) That in order to secure delivery of the Transformation Programme the Health and Wellbeing Board agree that all partners will continue to work together and support the delivery of the Programme and to consider any potential appropriately with the LCC Citizens@Leeds programme to support the work with General Practices

21 The Implications for Leeds of new legislation a) The Children and Families Act 2014 and b) The Care Act 2014

The Health and Wellbeing Board received two reports on separate legislation, previously identified by the Board as having a significant impact on its efforts to create a sustainable and high quality health and social care system for the citizens of Leeds

Part A – The Children and Families Act 2014: Implications for services in Leeds

The Director of Children’s Services submitted a report on the Children and Families Act 2014 which had brought changes to a number of areas including family justice and care and in particular; major changes to legislation affecting children and young people with special educational needs and disabilities (SEND) and their families.

Barbara Newton, Head of Complex Needs, LCC Children’s Services, attended the meeting and in presenting the report, highlighted the key issues as being:

- The replacement of Statements of Special Educational Needs and Learning Difficulties Assessments with Education, Health and Care plans and the extension of provision to 25 years
- Drivers for change being the experience of the young person, preparation for adulthood and the life outcomes they could hope to achieve
- The responsibility for Children’s Services to maintain and publish a list of all locally available services had prompted consideration of effective commissioning, linked to the introduction of personal budgets and personalisation.

Discussions on the impact of these changes on young people with complex needs highlighted the following matters:

- The important role of parent partnerships
- The need to ensure a joined up and holistic approach to the care and support given to the individual from the various organisations, care and service providers involved.
- Noting that the change to personal budgets for SEN, Adults Social Care and Health Services were all due to come online simultaneously, assurance was sought that administration of the three strands would be synchronised. Confirming the CCG Lead Officer was seen as a key consideration
- The need to support information collectors to ensure the quality and usefulness of data collection and therefore effective service delivery. Integration of infrastructures was identified as key and it was noted that

Children's Services was looking to integrate its ICT and support models with those of Adult Social Care and NHS England.

The following matters for further discussion between partners were identified:

- concern over duplication of processes
- the future template of brokering services
- the appropriate body responsible for care 18-25 years
- identification of the appropriate budget for each service provider
- the role of the Complex Needs Board, the Infomatics Board, Children's Trust Commissioning Board and ICE

In conclusion, the HWB noted suggestions for a city wide discussion on the introduction of personal budgets to be held and for partners to be invited to a Member briefing from EPIC Leeds (the parents forum) later in the year on service users experiences of accessing services

Part B - Care Act (2014)

The Director of Adult Social Services presented a report setting out a summary of the key elements of the Care Act (2014) and the implications of the new burdens and statutory responsibilities for the Leeds HWB.

In presenting the report, Sukhdev Dosanjh, Chief Officer, Social Care Reforms, highlighted how the measures within the Care Act 2014 fit within the delivery plan of the Health and Wellbeing Board, the Children and Families Act and the Better Care Fund. The measures intended to provide person centred care with Wellbeing as a central focus and included a duty for local authorities to provide an assessment of care alongside the expectation of integration of services with all local health partners for an individual.

In response, the Care Act Programme Board had been established to consider key issues including funding, workforce implications, carers, communication and integration with existing Health and Wellbeing practices.

Whilst welcoming the dynamics of the Act, discussions focused on the following matters:

- Carers' eligibility and the possible impact of funding on Leeds, having regard to the number of carers in Leeds, the amount earmarked for implementation by central government and the amount available through the Better Care Fund
- The impact of the changes to funding arrangements planned for 2016 when the local authority will become responsible for assessing the needs of those individuals who were responsible for funding their own care
- The inherent social challenge embodied in the Act. The HWB acknowledged the advantage of all carers to be encouraged to come under the local authority's umbrella and for the third sector to get involved to create a bigger network of support

Additionally the Board recognised the links to the previous discussions on the need to develop information systems and integrate service provision, to focus on prevention services and the need to clarify the line between services provided by NHS England and Adult Social Care

RESOLVED -

PART A - The Children and Families Act 2014: Implications for services in Leeds

- a) That the role and responsibilities of partners in the implementation of the SEND reforms be noted;
- b) That the contents of the discussions giving consideration to how the Joint Strategic Needs Assessment can include the needs of young people with SEND and their families; and link this to the vision and strategy for joint commissioning and integration for these service users be noted for action through the Children's Trust Board.
- c) That support be given to consideration of the development of a longer term infrastructure to improve the experience of families (including improved information sharing and linkage of children's record keeping across agencies ideally to create a "single view" of the child) potentially aligned to the Leeds Care Record partners. The Board supports the move towards knowledge sharing and integration whilst remaining mindful of information quality; notes the role of the Infomatics Board; and the work underway to provide training on information collection
- d) That the contents of the discussions giving consideration to how the Health and Wellbeing Board might be able to influence the requirements for workforce development and the opportunities for greater integration be noted for action via the city wide workforce sub group
- e) That the Draft Department of Health guidance on Health and Wellbeing Boards and Children with Complex needs (attached as Appendix of the submitted report), be noted and officers be authorised to respond to the consultation on behalf of the Board, following liaison with the Chair.

PART B - Care Act (2014)

- a) That the provisions of the Care Act (2014) and their contribution to the priorities set out in the Joint Health and Wellbeing Strategy and the creation of a high quality sustainable health and social care system in Leeds be noted
- b) That the progress made to date in preparing for the reforms be noted
- c) That the assurance received that clear plans are in place to implement the duties of the Act across the Health and Wellbeing Partnership and the intention to present a report on relevant milestones to a future meeting; be noted
- d) That the fact that the Act will be required to be implemented at a time of unprecedented financial challenge be noted
- e) That the initial Equality Screening and the requirement for an Equality Impact Assessment be noted.
- f) That the intention for further progress updates to be presented to the Health and Wellbeing Board, as and when there are clear implications for the Health Partnership in Leeds, be noted. Additionally the HWB

agreed that partners would be involved in the implementation of the changes

22 Delivering the Joint Health and Wellbeing Strategy

The Chief Officer, Health Partnerships, submitted a report for the Boards information providing an update on the current work being undertaken to deliver the Leeds Joint Health and Wellbeing Strategy 2013-15 and information on the current position of the 22 indicators within the Strategy

Appended to the report was a copy of the document "Leeds Health and Wellbeing Board - Delivering the Strategy'.

In receiving the update, the Board considered the schedule "Children and Young People's Plan Key Indicator Dashboard - City Level April 2014". Discussion centred upon the questions asked of the respondents and the issue of children's mental health.

RESOLVED - That the contents of the report and the discussions be noted

23 LATE ITEM OF BUSINESS: Better Care Fund: Final Sign Off and Submission

The Board received the joint report of the Deputy Director, Commissioning (Adult Social Care) and the Chief Operating Officer (South & East Clinical Commissioning Group) on the updated Better Care Fund submission.

The tight timescales for preparation and submission of the documents were highlighted within the report - as Leeds had received notification on 30 June 2014 of its nomination as one of 14 potential "exemplar" areas for the BCF with a deadline for submission of 9 July 2014. Accordingly, the Board had received and approved a copy of the documentation on 9th July 2014 in readiness for submission the same day and the revised BCF templates as submitted were presented to the meeting for formal consideration

The Board noted that a response to the submission was awaited and extended its thanks to all officers who worked on the submission.

RESOLVED -

- a) To note that Leeds was selected as one of 14 "fast tracked" areas on the strength of the BCF submission of 4 April
- b) That the revised BCF templates (attached as an appendix to this report) which the Board approved via email on 9 July given the tight national timescales be formally noted.
- c) To note that a national announcement on which of the 14 areas to be selected as "exemplars" is forthcoming. A date for the announcement and implications for Leeds should the city be selected are not yet known.
- d) To note that it was announced nationally on 11 July that arrangements for pay-for-performance element of the fund are currently being finalised and this may result in revised guidance / templates for local areas to complete.

24 Any Other Business

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

The Chair reported that following consultation with HWB members at the recent stocktake, and subsequent discussion at full Council, letters will be sent to Leeds Teaching Hospitals, Leeds Community Healthcare and Leeds and York Partnership Foundation Trust, inviting them to nominate a representative to join the Health and Wellbeing Board from October

25 Date and Time of Next Meeting

RESOLVED – To note the date and time of the next meeting as Wednesday 22nd October 2014 at 1:30 pm. This meeting to be held at (with a pre-meeting for Board members at 1:00 pm)

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INNER EAST COMMUNITY COMMITTEE

THURSDAY, 17TH JULY, 2014

PRESENT: Councillor A Khan in the Chair

Councillors R Grahame, R Harington,
A Hussain, G Hyde, K Maqsood and
B Selby

CO-OPTÉES: S Lynch, P Rone and R Manners

1 Chair's Opening Remarks

The Chair welcomed all in attendance to the first meeting of the Inner East Community Committee and invited all Elected Members and Council officers present to introduce themselves.

2 Late Items

No formal late items of business were added to the agenda, however Members were in receipt of an additional schedule relating to agenda item 11 (Wellbeing Report), in respect of an application requiring determination by Members at this Committee (Minute No. 10 refers).

3 Declarations of Disclosable Interests

There were no declarations of interest made at the meeting.

4 Apologies for Absence

Apologies for absence from the meeting had been received from Councillors M Ingham and V Morgan.

5 Open Forum

In accordance with Community Committee Procedure Rules, the Chair allowed a period of up to 10 minutes for members of the public to make representations or to ask questions on matters within the terms of reference of the Community Committee.

Members of the public present requested that consideration be given to the timing of future Community Committee meetings, that the meeting venue be rotated between local communities in the Inner East locality and that the arrangements for future meetings be further publicised in the local area, in order to make the meetings as publically accessible as possible. The comments made during the Open Forum were noted by the Committee and it was agreed that all such requests would be taken into consideration when arrangements were being made for future meetings.

6 Minutes of the last meeting of East Inner Area Committee

The minutes of the former East Inner Area Committee, the fore-runner of this Community Committee, were submitted for noting.

RESOLVED – That the minutes of the last meeting of the former East Inner Area Committee held on 6th June 2014 be noted.

7 Matters Arising

Minute No. 97, 6th June 2014 (Matters Arising) and Minute No. 85, 20th March 2014 (Environmental Services: Consultation on the 2014/15 Service Level Agreement (SLA))

The Committee was informed by the Locality Manager for East and North East Leeds that as requested, further information had recently been circulated to Members on the proposals around how the budget provisionally earmarked for additional enhancements to the SLA would be utilised.

8 Community Committee Appointments

The City Solicitor submitted a report providing information on the various appointments which fall within the remit of the Inner East Community Committee. The Committee was invited to determine appointments for the forthcoming Municipal Year for the following:-

- The themed Area Lead Member roles;
- The Committee representative on the Corporate Carers' Group;
- Representation upon the Children's Services Cluster Partnerships;
- Those local Outside Bodies to which the Committee are asked to appoint to.

RESOLVED - That the following appointments be confirmed for the 2014/15 Municipal Year:-

| Area Lead Members: | |
|--------------------------------|------------------------|
| Children's Services* | Councillor M Ingham |
| Community Safety | Councillor B Selby |
| Environment Services | Councillor G Hyde |
| Employment, Skills and Welfare | Councillor R Grahame |
| Health and Wellbeing | Councillor R Harington |
| Adult Social Care | Councillor A Khan |

(*Children's Services Lead also to fulfil Corporate Carer role)

| | |
|---------------------------------|---|
| Cluster Representatives: | |
| Seacroft Manston | Councillor G Hyde |
| Inner East | Councillor A Khan Councillor R Harington |
| CHESS | Councillor R Harington |

| | |
|--|--|
| Outside Bodies: | |
| Chapelton CAB | Councillor K Maqsood |
| Richmond Hill Elderly Aid | Councillor M Ingham |
| East North East Local Housing Advisory Panel | Councillor R Grahame Councillor B Selby Councillor K Maqsood |

9 Appointment of Co-optees to Community Committees

The City Solicitor submitted a report outlining proposals regarding the appointment of co-optees onto the Community Committee.

It was noted that 3 formal nominations had been submitted to date for the co-opted representation upon the Inner East Community Committee for the duration of the 2014/15 municipal year. However, an invitation was extended for any further nominations to be submitted to the Area Support Team, should there be any other interested parties.

RESOLVED - That approval be given to the appointment of the following co-optees for the remainder of the municipal year, in order to support the work of the Committee:-

Sue Lynch – Burmantofts & Richmond Hill CLT;

Philip Rone – Burmantofts & Richmond Hill CLT;

Rod Manners – Killingbeck & Seacroft CLT.

10 Wellbeing Report

The East North East Area Leader submitted a report providing an update on the current position of the capital and revenue budget for the Inner East Community Committee.

Applications for funding, both revenue and capital, which had previously been reviewed at the relevant ward member meetings, were included in the report for Members' consideration.

Additionally, the Committee was in receipt of one late submission to the Wellbeing Fund in respect of "Gipton Gala" and the Chair had agreed that this item should be determined by the Community Committee at this meeting as the project was due to commence shortly.

Responding to an enquiry, the Committee was provided with further detail on the Crime and Grime Tasking activities currently being undertaken across the area.

RESOLVED –

- a) That the spend to date and current balances for the 2014/15 financial year, be noted;
- b) That, having considered the project proposals, Wellbeing Revenue funding be awarded to the following projects :

| | |
|---|------------------------------------|
| EMMAN TV Studio Equipment | Deferred, pending more information |
| 4 th RadhaRaman Folk Festival | £2,000 |
| On Street Project: Hot Spot Detached Team | Deferred, pending more information |
| Greenacres Brighter Gardens | Deferred, pending more information |
| Money Buddies Project | £1,065 |
| Men's Room Project | £1,000 |
| Eid Alfeter Event | £300 |
| Gipton Gala (Late Submission for Consideration) | £1,000 |

- c) That it be noted that no new Capital Projects have been submitted for consideration;
- d) That having considered the project proposals, Youth Activity Fund monies to be granted from each Ward to the following projects:

| | |
|------------------------------|------------------------------------|
| Leeds Somali Youth Project | £500 |
| Seacroft Play Scheme | £3,050 |
| Children & Young Peoples Day | Deferred, pending more information |
| Shantona OIL Go Kart Project | £1,610 |

11 Area Update Report

The East North East Area Leader submitted a report providing the Community Committee with updates from its five themed Sub Groups. Copies of the minutes from the most recent meetings of the Sub Groups were attached to the report for Members' consideration.

RESOLVED -

- a) That the contents of the submitted report and the discussions held be noted.
- b) That the minutes of the following Sub Group meetings be noted:
 - i. The Health and Wellbeing Sub Group 6th May 2014;
 - ii. The Planning Sub Group 22nd April 2014;
 - iii. The Environmental Sub Group 31st March and 3rd June 2014;
 - iv. The Children & Young People's Sub Group 29th April 2014.

12 Your New Community Committee!

The East North East Area Leader submitted a report setting the scene for the new arrangements for community committees and community engagement and seeking approval for a set of minimum conditions to be in place to ensure Members supported the process for delegated decisions to be taken between formal community committee meetings.

Additionally, the report included a discussion paper (Appendix A) on the proposed community engagement strategy for 2014/15 and the three themes identified by the former Area Committee on 20th March 2014 as being priorities:

- Re-engaging young people
- Health (with a focus on mental health)
- Environment

In presenting the report, the ENE Area Leader highlighted the following key issues:-

- The development of an engagement plan tailored to the needs and demography specific to the community committee, and the need to ensure that the local community was engaged in the decision making processes of the committee wherever possible;
- The need to ensure that time was allocated to public engagement activities as part of the 'Citizens@' brand;

Draft minutes to be approved at the meeting
to be held on Thursday, 9th October, 2014

- The use of the planned workshop sessions held after the Committee's formal business in order to establish a dialogue on each of the identified priority themes;
- Further information was provided on the budgets and areas of responsibility which had already been delegated to the Community Committee, with the aim of the associated decisions being taken at the locality level;
- The agreed authority which had been delegated to identified officers and the recognition that there may be a need to take some decisions between formal Community Committee meetings as part of the delegated decision framework, as outlined within the submitted report. In line with this, the Committee was invited to agree a set of minimum conditions by which the officer delegated decision procedure could be followed, as and when required.

RESOLVED -

- (a) That the introduction of Community Committees be welcomed;
- (b) That the minimum conditions, as set out in paragraph 10 of the submitted report, with regard to the need for delegated decisions to be taken between formal community committee meetings, be approved;
- (c) That the approach to community engagement, as detailed in Appendix A of the submitted report, be endorsed.

13 Date and Time of Next Meeting

RESOLVED – That the date of the next meeting be Thursday, 9th October 2014, and that in light of the comments made during the Open Forum, the start time be confirmed once further consultation had been undertaken. In addition, it was also agreed that the arrangements for the next, and future meetings, would be publicised throughout the community.

Following the conclusion of the formal Community Committee meeting, the Chair advised that an informal workshop session would now take place whereby members of the community present would have the opportunity, along with relevant Council officers and Committee Members, to discuss the detail of the Committee's community engagement strategy and priorities for the forthcoming year.

EAST (OUTER) AREA COMMITTEE

FRIDAY, 6TH JUNE, 2014

PRESENT: Councillor A McKenna in the Chair

Councillors D Coupar, J Cummins,
M Dobson, P Grahame, P Gruen,
M Harland, M Lyons, K Mitchell and
K Wakefield

Apologies Councillor J Lewis and T Murray

90 Appeals Against Refusal of Inspection of Documents

There were no appeals against the refusal of inspection of documents.

91 Exempt Information - Possible Exclusion of the Press and Public

There was no exempt information.

92 Late Items

There were no late items.

93 Declarations of Disclosable Pecuniary Interests

There were no declarations of disclosable pecuniary interests.

94 Apologies for Absence

Apologies were received for Councillor T. Murray and Councillor J. Lewis.

95 Minutes

RESOLVED- That the minutes of the previous meeting held on the 18th March 2014 be agreed as a correct record.

96 Open Forum

No matters were raised in the open forum.

97 Election of Community Committee Chair for the 2014/2015 Municipal Year

The City Solicitor submitted a report which explained the arrangements for the election of Chairs for Community Committees and that in line with this process

recommended that this Area Committee elect a Member to the position of Community Committee Chair for the 2014/15 municipal year.

Appended to the report was a copy of Paragraph 5 of the Area Committee Procedure Rules which dealt with the process by which Chairs for Area Committees were elected (Appendix 1 referred).

It was reported that one nomination had been received for Community Committee Chair on behalf of Councillor A McKenna.

RESOLVED- The Committee resolved:

- (a) That Councillor Andrea McKenna be elected as East Outer Community Committee Chair for the 2014/2015 Municipal Year.

98 Well Being Budget (Revenue) 2014/15

The Assistant Chief Executive (Citizens and Communities) submitted a report which provided details of the Well Being Budget available for Outer East in 2014/15. The report outlined commitments and suggestions for a number of funding streams for the year and asked the Area Committee to consider new projects.

Members had a brief discussion regarding the Well Being Budget and the possibility of setting up a working group in order to get better value for money and to discuss a new process for grant applications

Resolved- That members agreed to:

- Note that Community Committee has a commitment of £33,000 towards the monitoring and maintenance of its LeedsWatch CCTV cameras.
- Note that £20,000 has previously been awarded to fund a gardening scheme.
- Allocate £5,000 for a small grants budget
- Allocate £5,000 for skips
- Allocate £5,500 to hold older persons event week
- Allocate £10,000 to its 4 tasking teams and environmental sub group to deliver discreet local projects around community safety and environmental issues(budget shared equally)
- Underwrite the cost of the Christmas lights and switch on events across Outer East to the figure of £23,620.
- Provide a communications budget of £2,000
- Award £8,000 to NET to fund the post of a luncheon club worker
- Award £1,300 to the MethleyFest
- Defer any award to Sutton Park children's playground improvements
- Award £2,000 towards community galas in Cross Gates & Whinmoor ward.

- Ratify approval from Cross Gates & Whinmoor tasking team to award £1,600 (balance from last years budget) to provide CCTV in Swarcliffe.

99 Summary of Key Work

The Assistant Chief Executive (Citizens and Communities) submitted a report to the East Outer Area Committee which set out the priority work carried out in the area over recent weeks. Appended to the report were minutes of forum, partnership and sub-group meetings and those of the Area Committee Chairs Meeting.

Thorpe Park

Members noted that The Thorpe Park Employment and Skills Working Group had their first meeting as per Appendix 1 and 2 of the report. Councillor J. Cummins was named as the Outer East Area Committee Lead.

Neighbourhood Plans

The Area Lead Officer informed members that there had been 30 volunteers to date in respect of the Garforth Neighbourhood Plan, that the roadworks scheme on Osmondthorpe Lane had been completed, and that there is scheduled works to take place on Main Street, Garforth on the 1st June 2014.

RESOLVED- The East Outer Area Committee resolved to:

- (a) Note the content of the report.
- (b) Agree a place based name for their committee – Outer East Community Committee

100 Date and time of next meeting

The next meeting for the Outer East Community Committee will be on Tuesday 8th July 2014 at 4.00pm in the Civic Hall, Leeds, LS1 1UR.

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SOUTH (OUTER) AREA COMMITTEE

WEDNESDAY, 4TH JUNE, 2014

PRESENT: Councillor K Bruce in the Chair

Councillors N Dawson, J Dunn, J Elliott,
R Finnigan, B Gettings, S Golton,
T Leadley, L Mulherin, D Nagle,
K Renshaw and S Varley

75 Declaration of Disclosable Pecuniary Interests

There were no declarations of interest.

76 Minutes - 31 March 2014

RESOLVED – That the minutes of the meeting held on 31 March 2014 be confirmed as a correct record.

77 Matters arising from the minutes

Further to minute 62 it was reported that issues involving room bookings and invoicing had not yet been resolved. Area Management agreed to investigate this.

With regard to the New Environmental Locality Service and development of the 2014/15 Service Level Agreement a further report would be brought to the July meeting.

It was reported that there had been a meeting with Morley Elderly Action regarding the potential for reducing administration fees and providing more gardening services. A further report would be brought to a future meeting.

Winter warmth packs – it was reported that the application for funding would be submitted earlier this year and that it was hoped to distribute the packs from October onwards.

78 Open Forum

In accordance with paragraphs 6.24 and 6.25 of the Area Committee Procedure rules, the Chair allowed a period of up to 10 minutes for members of the public to make representations or ask questions on matters within the terms of reference of the Area Committee. On this occasion there were no members of the public in attendance.

79 Election of Chair

The report of the City Solicitor outlined the process for the election of Chair for the 2014/15 municipal year.

Nominations had been submitted on behalf of Councillor K Bruce and Councillor R Finnigan.

RESOLVED – that following a tied vote, the Election of Chair for the 2014/15 municipal year be deferred to the Annual Council meeting to be held on 9 June 2014.

80 Leeds Let's Get Active

The report of the Director of City Development presented a detailed picture of work being undertaken to successfully deliver the Leeds Let's Get Active Initiative along with current progress against targets.

Rachel Brighton of Sports and Active Lifestyle presented the report.

Issues highlighted included the following:

- The Leeds Lets Get Active (LLGA) initiative had received funding from Sport England, Public Health and others and aimed to break down barriers to physical inactivity.
- There were offers of 1 hour per day free access to 17 leisure centres across the City with up to 2 hours in deprived areas.
- There was a wide range of activities available in 10 to 12 week blocks.
- Numbers participating had been higher than expected and were still growing – further up to date figures would be provided to Area Management.

In response to Members comments and questions, the following was discussed:

- Golf wasn't one of the activities currently provided but all possible activities were currently being considered as to whether they could be provided under the initiative.
- Providing transport and childcare for service users.
- Provision for people with learning difficulties.
- Use of parks

81 Summary of Key Work

The report of the Assistant Chief Executive (Citizens & Communities) presented an update on the key work taking place within the Outer South Leeds area not covered elsewhere on the agenda.

Aretha Hanson, Area Officer presented the report.

Dawn Mason of West Yorkshire Trading Standards gave the Area Committee an update on the Financial Fitness programme. Issues highlighted included the following:

- The project was funded in Leeds by Public Health.
- Delivery of Financial Fitness workshops – these covered doorstep callers, fraud, budgeting and understanding APR.
- Impact of Welfare Reform.
- An example of a scam that had been used on a Rothwell resident was explained.

In response to comments and questions from Members, the following was discussed:

- Provision of a workshop for Elected Members.
- Links with the Housing Advisory Panel.
- The impact of debt as a contributor to mental health and depression.
- Role of other organisations including Citizen's Advice, Credit Union and Welfare Rights.

Further issues discussed from the summary of key work report included the following:

- Breeze events approved across the Outer South area.
- Environmental Sub-Group – It was reported that Kris Nenandic would be taking over from Tom Smith as Locality Manager. There would also be changes to the way of working and negotiations were currently underway with unions and staff.
- Health and Wellbeing – Members attention was brought to the Patient Empowerment Programme and Memory Cafes.
- Adult Social Care – An evaluation was being carried out following the distribution of winter warmth packs. There had previously been discussion regarding the establishment of an Older Persons Sub Group which could assist in the distribution of the packs.
- Members were made aware of forthcoming events including an Apprenticeship Event and a Community Heroes event.

RESOLVED – That the report be noted.

82 Wellbeing Report

The report of the Assistant Chief Executive (Citizens & Communities) provided Members with the following:

- Details of the Wellbeing Budget position.
- An update on both the revenue, capital and activities fund elements of the Wellbeing Budget.
- Details of revenue funding for consideration and approval.

- Details of revenue projects agreed to date which link to the priorities and actions in the Area Committee Business Plan.
- The current position of the small grants budget.

Aretha Hanson, Area Officer presented the report.

Members' attention was drawn to the Youth Activities Fund and remaining funds that would be carried forward. It was also reported that the CCTV for St Mary's Church was still awaiting permission due to its listed building status.

RESOLVED –

- (1) That the report be noted.
- (2) That the position of the Wellbeing, Capital and Activities fund elements of the wellbeing budgets be noted.
- (3) That the revenue projects already agreed be noted.
- (4) That the small grants situation be noted.

83 Date and Time of Next Meeting

Wednesday, 9 July at 4.00 p.m.

INNER NORTH EAST COMMUNITY COMMITTEE

MONDAY, 7TH JULY, 2014

PRESENT: Councillor S Hamilton in the Chair

Councillors R Charlwood, J Dowson,
G Hussain, C Macniven, M Rafique,
A Sobel, E Taylor and B Urry

1 **Chairs Opening Remarks**

The Chair welcomed all present to this, the first meeting of the new Inner North East Community Committee. Brief introductions were made and the Chair provided a resume of the new meeting procedure to members of the public in attendance.

2 **Late Items**

No formal late items of business were added to the agenda however Members were in receipt of an additional document in relation to agenda item 8 "Wellbeing Fund". A revised appendix was tabled at the meeting.

3 **Declarations of Disclosable Interests**

No declarations of disclosable interests were made.

4 **Open Forum**

No matters were raised by members of the public under the Open Forum at the beginning of the meeting.

5 **Minutes of the last meeting of North East Inner Area Committee**

The minutes of the last meeting of the former North East Inner Area Committee, the fore-runner of this Community Committee, were submitted for noting

RESOLVED – That the minutes of the last meeting of the former North East Inner Area Committee held 5th June 2014 be noted

6 **Matters Arising**

Minute 78 - Area Committee Appointments –

- a) The Community Committee received confirmation of the appointments made to Area Lead roles, clusters and outside bodies made by the former Area Committee in June. The Chair reported that the Area Lead titles had been amended to "Champion for . "
- b) A meeting to discuss the role/remit of the Housing Leeds ENE Panel had been arranged with the Chief Officer, Housing Management and the outcome would be reported back to Members in due course

7 **Wellbeing Fund and Youth Activity Fund 2014/15**

The East North East Area Leader submitted a report providing an update on the current position of the revenue and capital Wellbeing and Youth Activity funds. Details of applications submitted for funding and previously discussed

by the Wellbeing Working Group (WWG) were included within the report for consideration by the Community Committee.

(Councillor Rafique joined the meeting at this point)

Additionally, one application received but not yet discussed by the WWG was included for determination, as this project was due to commence at the end of the July school term.

In making their decisions, Members referred to a revised copy of Appendix 1 (Wellbeing Budget 2014/15) which was tabled at the meeting.

RESOLVED – That the Community Committee

- a) That the spend to date and current balances for the 2014/15 financial year be noted;
- b) Having considered the Wellbeing Working Group's recommendations approval was given for the following amount of grant to be awarded.

| <u>Wellbeing Revenue</u> | request | approved |
|--|----------------|-----------------|
| LCC Parks and Countryside- Potternewton Recreation Ground Changing Room Security Provision | £3000 | £3000 |
| <u>Youth Activity Fund</u> | | |
| Feel Good Factor - A Taste of Life | £12,380 | £12,380 |
| Feel Good Factor - A piece of the action | £15,312 | £15,312 |
| NACRO - Chapeltown YIP Holiday Outdoor Activities | £2842 | £2652 |

- c) That the following delegated decisions made outside of Community Committee meeting cycle be noted

Wellbeing Fund – DDN -

| | | |
|---|---------|--------|
| Leeds West Indian Carnival - Taking Leeds West Indian Carnival to its Full Potential/Pop Up Carnival work shadowing | £16,920 | £3,050 |
|---|---------|--------|

Youth Activity Project - DDN

| | | |
|--|-------|-------|
| Street Work Soccer Academy Ltd in conjunction with Manchester City Football Academy and West Yorkshire Police - Chapeltown and Harehills Ramadan Football Camp | £1550 | £1550 |
|--|-------|-------|

- d) That in respect of the LCC Sport and Active Lifestyles application - Scotthall Sharks Community Athletics Club, a grant of £1973.75 be approved
- e) To note that £32,218 remained within the Wellbeing Budget and £41,698 in the Youth Activity Fund

8 Your New Community Committee!

The East North East Area Leader submitted a report setting out the new arrangements for community committees and community engagement which seeks to encourage a new style of collaborative working with residents,

partners and service providers. The report provided Members an opportunity to set the agenda for the Inner North East Community Committee for the 2014/15 Municipal Year. The report also sought approval for a set of minimum conditions to be in place to ensure Members supported the process for delegated decisions to be taken between formal community committee meetings.

Additionally, the report included a discussion paper on the proposed community engagement strategy for 2014/15 and the three themes identified by the former Area Committee on 10th March 2014 as being priorities:

- ~ Unemployment in the Queenshill's and Brackenwood's
- ~ Health Inequalities
- ~ Low take up of apprenticeships across the Inner North East

In presenting the report, the ENE Area Leader highlighted the following key issues:

- The development of an engagement plan tailored to the needs and demographic specific to this community committee, including the use of social media
- The need to keep the time allocated to formal decision making to a minimum at community committee meetings to ensure that more time and energy is available to devote to engagement activities that will be branded as 'Citizens@....'.
- The use of the planned workshop sessions held after the Committee's formal business to establish a dialogue on each of the priority themes
- Delegated decisions and the recognised need to take some decisions between formal Community Committee meetings within the governance framework set out in the report.
- Those powers and areas of responsibility already delegated to the Community Committee

Members welcomed the proposals contained within the report, particularly the emphasis on creating a clear focus on local topics of interest and engagement with the local community and stakeholders. Members also considered whether it was appropriate for this Community Committee to recruit non-voting co-optees from the locality to help with the committees' work and determined to defer consideration of this matter to allow time for further consideration of the necessary recruitment and selection mechanism and to continue to focus on engagement through the workshop sessions

Members noted that once the formal business on the agenda was complete, the Community Committee would hold a more informal workshop with attendees to shape the focus of the three priorities and themes

RESOLVED -

- a) To welcome the introduction of Community Committees.
- b) To approve the minimum conditions as set out in paragraph 12 of the submitted report with regard to the need for delegated decisions to be taken between formal community committee meetings.

- c) To approve the local priorities for engagement as detailed in paragraph 10 of the submitted report
- d) Having considered options for the future membership of the Community Committee, Members determined to continue with the existing arrangements to allow time for further consideration of the necessary recruitment and selection mechanism

9 Any Other Business

At this point in the meeting, a member of the public who had not been in attendance at the start of the meeting when matters could be raised under the "Open Forum" item, was afforded the opportunity to speak to all present on his concern regarding the impact of the review of Music Centre charges and the proposal to close Carr Manor Music Centre.

The Chair noted receipt of earlier email correspondence on the matter.

RESOLVED – That the comments be noted

10 Date and time of next meeting

RESOLVED – To note the date and time of the next meeting as Monday 6th October 2014 at 6.00pm.

At this point, the formal meeting concluded. The Community Committee and all parties present moved on to attend an informal workshop session on the priority themes and issues identified for the Community Committee for the forthcoming year (minute 8 above refers)

OUTER EAST COMMUNITY COMMITTEE

TUESDAY, 8TH JULY, 2014

PRESENT: Councillor A McKenna in the Chair

Councillors D Coupar, J Cummins,
P Grahame, P Gruen, M Lyons,
S McKenna, K Mitchell and K Wakefield

1 Appeals against refusal of inspection of documents

There were no appeals against the refusal of inspection of documents.

2 Exempt Information - Possible Exclusion of the Press and Public

There were no resolutions to exclude the public.

3 Late Items

There were no formal late items submitted for consideration. However in relation to Agenda Item 6 "Minutes – 6th June 2014" the draft minutes were circulated to the Committee at the meeting.

4 Declaration of Disclosable Pecuniary Interests

No declarations were made.

5 Apologies for Absence

Apologies for absence were received from Councillors M Dobson, J Lewis and M Harland.

6 Minutes - 6 June 2014

The minutes of the last meeting of the former East Outer Area Committee, the fore-runner of this Community Committee, were submitted for noting.

RESOLVED – That the minutes of the last meeting of the former North East Inner Area Committee held 5th June 2014 be noted.

7 Open Forum

In accordance with Paragraphs 6.24 and 6.25 of the Area Committee Procedure Rules, the Chair allowed a period of up to 10 minutes for Members of the public to make representations or ask questions on matters within the terms of reference of the Area Committee.

Draft minutes to be approved at the meeting
to be held on Tuesday 7th October 2014

On this occasion no members of the public wished to make representations.

8 Community Committee Appointments

The City Solicitor submitted a report which outlined the Community Committee's role regarding appointments to: Outside Bodies; Area Lead Members; Children's Services Cluster Partnerships and the Corporate Carers' Group. In addition, the report invited the Committee to determine the appointments to these groups and organisations.

RESOLVED-

(a) That in respect of the Committee's Outside Body schedule, the following appointments be made for the 2014/15 municipal year:-

- Cross Gates & District Good Neighbours Scheme – Councillor P Grahame for 1 year;
- HOPE (Halton Moor & Osmondthorpe project for Elders) (2 Appointments) – Councillor Mitchell and Councillor Cummins for 1 year;
- Neighbourhood Elders Team – Councillor J Lewis for 1 year;
- Swarcliffe Good Neighbours Scheme – Councillor P Gruen for 1 year
- Outer East Local Housing Advisory Panel – Councillor Mitchell for 1 year;
- Swilington Educational Charity - Vacant – to be determined by the relevant ward Members; and
- Outer South East Local Housing Advisory Panel (2 appointments) – Councillor P Grahame and Councillor A McKenna for one year.

(b) That in respect of Area Lead Member roles the following appointments be made for the 2014/15 municipal year;

- Environment & Community Safety – Councillor Harland;
- Children's Services – Councillor Coupar;
- Employment, Skills and Welfare – Councillor Cummins and Councillor P Grahame; and
- Health, Wellbeing and Adult Social Care – Councillor A McKenna.

(c) That in respect of the Corporate Carers' Group Councillor Coupar be appointed for the 2014/15 municipal year;

(d) That in respect of Cluster Partnerships, the following appointments be made for the 2014/15 municipal year:-

- Cllr M Dobson – Garforth

- Cllr J Lewis – Brigshaw Co-operative Trust;
- Cllr M Lyons – Temple Newsam Learning Partnership;
- Cllr J Cummins – Temple Newsam Learning Partnership Associate Trustee;
- Cllr P Grahame – Seacroft Manston.

9 Scene Setting for Outer East community Committee

The South East Area Leader presented his report set the scene for the new community committee and asked for approval of a set of minimum conditions for any decisions that may need to be delegated, or taken, between formal community committee meetings. The report also asked members to approve the priorities for the Committee for the rest of 2014/15 municipal year.

Members considered it important that meetings we're held in the community so as to attract as many members of the public as possible. Members felt that themed meetings should be held in the community and that business meetings be held at the Civic Hall.

In discussing grants made to external organisations Members stressed the importance of ensuring that the Leeds City Council logo was featured on any events they hold.

Members suggested that in March the these should focus on environment and neighbourhoods and Safer Leeds. It was confirmed to members that if they wished additional meetings could be schedule.

Members discussed the positives and negatives of using social media to promote the work community committee. It was stressed that any social media sites should be monitored by Council officers.

RESOLVED –

- (a) That the introduction of Community Committees be welcomed by members;
- (b) That the minimum conditions as set out in paragraph 9 of the submitted report be approved with regard to the need for delegated decisions to be taken between formal community committee meetings; and
- (c) That the local priorities for engagement detailed within the Community Plan as featured at Agenda Item 10 of the published agenda (Minute No 9 refers) be approved.

10 Community Plan cover report 2014 2015

The South East Area Leader presented his report which presented a draft 2014/15 Community Committee annual Community Plan. The report set out key priorities supported by Community Committee through its Well Being Budget, delegated roles and functions, Area Lead roles and various partnership groups.

Members noted that community forums were not detailed anywhere yet and requested that ward members be updated when meetings take place.

Members discussed the use of social media and requested that strong controls continue to remain in place. It was commented that through using social media, members of the public were becoming more familiar as to the role of the community committee.

Area lead roles were discussed and considered important ways of ensuring the Outer East areas interests were put first and well represented which will hopefully create opportunities for the local community.

RESOLVED –

- (a) That the priorities highlighted in the plan be agreed; and
- (b) That regular updates on actions, activities and programmes of work that will be delivered locally to address these priorities be provided to the Committee.

11 Well Being Budget 2014/15

The South East Area Leader submitted a report which provided details of the Well Being Budget allocated to Outer East in 2014/15; it also included commitments and funding streams already agreed.

The report also provided information on a new project proposal that Community Committee was recommended to support.

RESOLVED

- (a) That the funding streams agreed in June 2014 be noted; and
- (b) That £5,000 towards the improvements at Sutton Park Childrens Playground be awarded to Groundwork.

12 Summary of Key Work

The South East Area Leader submitted a report which provided the Community Committee with details of key issues and activities in recent months including project work and community engagement.

The report also provided Members with minutes relating to recent community forums and engagement activities, sub groups and partnerships and minutes of Area Chairs meetings.

Members requested that Thorpe Park be a priority venue for the next meeting and asked officers to consider other options if there was no availability at Thorpe Park.

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

13 Date and Time of Next Meeting

It was confirmed that the date and time of the next meeting will be Tuesday 7th October 2014.

14 Any Other Business

The Committee were informed that a memorial service for Anne Maguire will take place in Leeds Town Hall at 12pm on 29th September 2014.

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OUTER NORTH EAST COMMUNITY COMMITTEE

MONDAY, 14TH JULY, 2014

PRESENT: Councillor Wilkinson in the Chair

Councillors N Buckley, A Castle, D Cohen,
A Lamb, J Procter, and M Robinson

1 CHAIR'S OPENING COMMENTS

The Chair welcomed Jane Maxwell, East North East Area Leader to her first meeting of the Outer North East Community Committee

2 APPEALS AGAINST REFUSAL OF INSPECTION OF DOCUMENTS

There were no appeals against the refusal of the Inspection of Documents

3 EXEMPT INFORMATION - POSSIBLE EXCLUSION OF THE PRESS AND PUBLIC

There were no items identified where it was considered necessary to exclude the press or public from the meeting due to the confidential nature of the business to be considered.

4 LATE ITEMS

There were no late items of business

5 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor P Harrand and Councillor R Procter

6 DECLARATION OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS

There were no declarations of any disclosable pecuniary interests.

7 OPEN FORUM

In accordance with Paragraphs 6.24 and 6.25 of the Community Committee Procedure Rules, the Chair allowed a period of up to 10 minutes for Members of the Public to make representations or to ask questions on matters within the terms of reference of the Community Committee.

On this occasion, there were no matters raised under this item by Members of the Public.

Draft minutes to be approved at the meeting
to be held on Monday, 13th October, 2014

8 MINUTES OF THE PREVIOUS MEETING

The Minutes of the Meeting of the North East (Outer) Area Committee held on 27th May 2014 were received and noted.

9 MATTERS ARISING FROM THE MINUTES

Area Committee Business Plan (Including Police Programme of Change) (Minute No.77 (ii) refers) – It was agreed at a previous meeting that Chief Inspector Davison be invited back to the Community Committee to provide clarification around the Police Programme of Change.

The Chair welcomed Chief Inspector Davison to the meeting.

Chief Inspector Davison thanked Members for the opportunity to return and provide clarification around the Police Programme of Change.

Chief Inspector Davison acknowledged that the issue which was of concern to Members was that previously 12 PCSO's had been assigned to two wards in the North East Area. Under the new proposals 15 PCSO's had been assigned to cover 3 wards. He understood it was the view of the Committee Members that 17 PCSO's should cover the 3 wards not 15.

Chief Inspector Davison said there was a budget in place for 16.12 PCSO's, but he was confident an increase in that figure could be achieved.

Councillor Robinson referred to staff turnover and asked if it was difficult for PCSO's to become regular Police Constables.

In responding Chief Inspector Davison said there was a degree of staff turnover with many PCSO's seeking to become regular PC's. Currently the North East area had 69 PCSO's, a number of which had applied to become regular PC's many of whom were at different stages of the required training.

Referring to the number of vehicles operated by PCSO's in the Wetherby area, Councillor Robinson understood the figure was 4?

In responding Chief Inspector Davison said 6 un-marked vehicles were currently operated by PCSO's

Councillor Robinson asked about PCSO's and powers of arrest.

In responding Chief Inspector Davison said Legislation provided a list of what powers were available to PCSOs. It was for the Chief Constable of the Force to determine what powers should be available to PCSOs.

Members asked if the aforementioned list could be provided to Members.

Beverley Yearwood, Area Community Safety Co-ordinator offered to supply Members with the requested information.

On a separate matter the Chair referred to issue of Heavy Goods Vehicles (HGV) parking on Sandbeck Lane. The Chair had requested if cones could be put out to prevent the parking, only to be told there were no cones available.

It was reported that a large number cones had been used in connection with the Tour De France, now the event had moved on more cones would become available.

Beverley Yearwood offered to make enquiries about the supply of cones.

The Chair thanked Chief Inspector Davison and Beverley Yearwood for their attendance and for providing the requested clarification.

10 COMMUNITY COMMITTEE APPOINTMENTS

The City Solicitor submitted a report which outlined the Community Committee's role regarding appointments to Outside Bodies, Area Lead Members, Children's Services Cluster Partnerships and the Corporate Carers' Group for the 2014/15 Municipal year.

The report provided background information and commentary on each of the categories to be appointed.

RESOLVED – That appointments be made as follows:

Outside Body

East North East Local Housing Advisory Panel – Councillors: Buckley and Wilkinson

Area Lead Member Roles

- Environment & Community Safety – Councillor G Wilkinson
- Children's Services – Councillor A Lamb
- Employment, Skills and Welfare - Councillor M Robinson
- Health, Wellbeing and Adult Social Care – Councillor N Buckley

Children's Services Cluster Partnership Representative

Alwoodley - Councillor D Cohen
EPOSS (Elmet partnership of schools and services) – Councillor A Lamb
(Wetherby) – Councillor M Robinson (Harewood)

Corporate Carers Group

- Councillor A Lamb

Draft minutes to be approved at the meeting
to be held on Monday, 13th October, 2014

11 WELLBEING FUND AND YOUTH ACTIVITY FUND 2014/15

The Assistant Chief Executive (Citizens and Communities) submitted a report which provided an update on the current position of the Outer North East Community Committee's budgets and set out details of applications seeking wellbeing funding and youth activity funding

Appended to the report were copies of the following documents for information/ comment of the meeting:

- (i) Outer North East Community Committee Wellbeing Budget for 2014-15 (Appendix A refers)
- (ii) Outer North East Community Committee Youth Activity Fund Budget 2014-15 (Appendix B refers)

Sharon Hughes, Outer North East Support, Presented the report and responded to Members comments and queries.

Detailed discussion ensued on the contents of the report together with the appendices which included:

- Available funding for the current financial year
- Clarification around some of the projects seeking financial assistance

RESOLVED –

- (i) To note the spend to date and current balances for the 2014/15 financial year.
- (ii) That the following projects requesting Wellbeing Funding be determined as follows:

| Project | Organisation | Amount Granted £ |
|--|--|---|
| Allotment Development Project | Alwoodley Allotment Association | £3,500 |
| East Keswick Playground Project | East Keswick Parish Council | £5,000 |
| Bardsey Village Hall Development Project | Bardsey Village Hall Development Committee | £5,000 |
| Bulbs, Trees, Hedge Planting | Leeds City Council Parks and Countryside Service | £10,000 (£5,156 from the Capital account, £4,844 to come from the |

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| | | |
|--------------------|-----------------------|-------------------|
| | | Wellbeing budget) |
| Walton Cycle Track | Walton Parish Council | £5,000 |

- (iii) That the following Youth Activity Project be determined as follows:

| Project | Organisation | Amount Granted £ |
|-------------------|-----------------------------------|-------------------------|
| Mini Breeze Event | Leeds City Council Breeze Team | Not Granted |

12 OUTER NORTH EAST PARISH AND TOWN COUNCIL FORUM

The Assistant Chief Executive (Citizens and Communities) submitted a report which set out the main issues discussed at the latest meeting of the Outer North East Parish and Town Council Forum held on 3rd April 2014. The minutes of the meeting were submitted for information/ discussion.

RESOLVED – That the report and minutes from the Outer North East Parish and Town Council Forum held on 3rd April 2014 be noted

13 YOUR NEW COMMUNITY COMMITTEE!

The East North East Area Leader submitted a report which aimed to set the scene for the new Community Committee and requests Members approval to a set of minimum conditions for any decisions that may need to be delegated, or taken between formal Community Committee meetings.

The report also sought approval the priorities for the Community Committee for the 2014/15 period.

Jane Maxwell, East North East Area Leader, Presented the report and responded to Members comments and queries.

Detailed discussion ensued on the contents of the report which included:

- Giving voice to the Community
- The development of a common framework of principles that allow enough flexibility to ensure they operate in the best way for Elected Members and their local communities
- To strengthen focus on engagement, encouraging Elected Members and Officers to think creatively about the best ways to involve local residents and make their voices heard.

Draft minutes to be approved at the meeting
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- Improving Communications to successfully engage with local residents
- The recruitment of a marketing and communications officer to develop a Communications Plans which would form part of all Community Engagement Plans
- To promote and support Civic engagement and enterprise with a local focus
- Priorities for Outer North East Community Committee 2014 to 2015
- Proposed Delegated Authority Arrangements

Councillor Procter raised the issue of the Community Infrastructure Levy (CIL's) suggesting that monies raised by Section 106 contributions would in future go to the local council, which in many instances would be Parish and Town Councils.

A discussion ensued on the responsibility of Parish and Town Councils and how local services would be delivered.

In offering comment Jane Maxwell said there was already work ongoing to create closer relationships with Parish and Town Councils with a view to establishing a "spending framework for the improvement of local services" which would include Section 106 contributions.

Councillors: J Procter, N Buckley and M Robinson volunteered to represent their wards/ Parish / Town Councils in any such discussions.

RESOLVED –

- (i) To note the introduction of Community Committee
- (ii) That the minimum conditions for delegated authority arrangements, as set out in Section 9 of the submitted report be not supported
- (iii) That approval be given to the local priorities for engagement as detailed in Section 8 of the submitted report
- (iv) That Members be kept informed of the establishment of a "Spending Framework for the Improvement of Local Services"

14 DATE AND TIME OF NEXT MEETING

RESOLVED – To note that the next meeting will take place on Monday 13th October 2014 at 5.30pm in the Civic Hall, Leeds.

INNER NORTH WEST COMMUNITY COMMITTEE

THURSDAY, 17TH JULY, 2014

PRESENT: Councillor J Akhtar in the Chair

Councillors: J Bentley, S Bentley,
J Chapman, C Towler, J Walker and
N Walshaw

1 Declarations of Disclosable Pecuniary Interests

There were no declarations of disclosable pecuniary interest.

2 Apologies for Absence

Apologies for absence were submitted on behalf of Councillors G Harper and J Pryor.

3 Minutes - North West Inner Area Committee - 27 March 2014

RESOLVED – That the minutes of the meeting held on 27 March 2014 be confirmed as a correct record.

4 Open Forum

In accordance with the Community Committee Procedure Rules, the Chair allowed a period of up to 10 minutes for members of the public to make representations or ask questions on matters within the terms of reference of the Area Committee. On this occasion no issues were raised.

5 Notification of Election of Community Committee Chair for 2014/15

The report of the City Solicitor formally notified Members of the appointment made by Council at the Annual meeting held on the 9th June 2014 to the position of Inner North West Community Committee Chair.

RESOLVED – That it be noted that Councillor J Akhtar was elected as Chair of the Inner North West Community Committee for the duration of the 2014/15 municipal year.

6 Introduction to Community Committees

The report of the West North West Area Leader set the scene for the new Community Committee and sought approval of a set of minimum conditions for any decisions that may need to be delegated, or taken, between formal Community Committee meetings. Members were also asked to consider and approve the priorities for the rest of 2014/15.

Draft minutes to be approved at the meeting
to be held on Thursday, 9th October, 2014

Members were informed of the role of the new Community Committee and how it would focus on engaging local communities and consider reports that have a more local significance. Changes to the delegated decision process were also explained which would enable the Area Leader to take delegated decisions following consultation with Members.

Attention was also brought to suggested discussion topics for the 2014/15 Municipal Year.

RESOLVED –

- (1) That the introduction of Community Committees be welcomed.
- (2) That the minimum conditions set out in the report with regard to the need for delegated decisions to be taken between formal Community Committee meetings be approved.
- (3) That the topics for engagement as listed in the report be approved.

7 Community Committee Appointments

The report of the City Solicitor invited the Community Committee to make appointments to outside bodies, the Corporate Carers Group, Community Committee Area Lead Members and Children's Services Cluster Partnerships.

RESOLVED – That the following appointments be made:

Outside Bodies:

Better Communities Leeds Board of Directors

Deferred for further discussion with Better Communities for Leeds

Cardigan Centre

Councillor N Walshaw

Swarthmore Education Centre

Councillor G Harper

Ireland Wood Children's Centre Management Committee

Councillor S Bentley

Inner North West Local Housing Advisory Panel

Councillor J Walker

Councillor J Chapman

Area Lead Members:

Environment & Community Safety – Councillor N Walshaw

Children's Services – Councillor S Bentley

Employment, Skills and Welfare – Councillor J Pryor

Health, Wellbeing and Adult Social Care – Councillor J Akhtar

Draft minutes to be approved at the meeting
to be held on Thursday, 9th October, 2014

Children's Services Cluster Partnership Representatives:

ESNW – Councillor J Bentley
Inner NW Hub – Councillor J Pryor
Open XS – Councillor J Akhtar

Corporate Carer's Group

Councillor S Bentley

8 Community Committee Sub Groups

The report of the West North West Area Leader set out the roles of the Inner North West Community Committee Sub Groups and sought nominations to the position of Chair of each group. Nominations were also sought for both Elected Member and resident representatives from each ward to the Sub Groups.

It was suggested that the Joint North West Transport Sub Group be disbanded and any further transport issues could be picked up at future meetings.

Sub Group feedback would continue through the Area Update report.

RESOLVED – That the following Sub Groups and Memberships be approved for the 2014/15 Municipal Year:

Planning Sub-Group

Councillor N Walshaw (Chair)
Councillor G Harper
Councillor S Bentley
Community representatives: S Buckle, M Thomas, R Tyler, B Mitchell/G Rawinsky, D Hall, M Charlton

Environment Sub-Group

Councillor C Towler (Chair)
Councillor J Walker
Councillor J Bentley
Community representatives: P Hall, J Davison, H Eagleston

Children & Young People's Sub Group

Councillor S Bentley (Chair)
Councillor J Chapman
Councillor J Pryor
Councillor J Akhtar

9 Employment, Skills and Welfare Priority Neighbourhoods Report

The report of the Head of Service, Employment and Skills sought endorsement from the Inner North West Community Committee for the proposal to develop a West North West Employment, Skills and Welfare Priority Neighbourhoods Board.

The Board would serve the whole of the West North Wedge with a particular focus on those areas where there were low employment and skills. Members' attention was brought to the proposed membership of the Board which was detailed in the report and would involve all key stakeholders. Key issues for the Board to tackle would include NEETs and opportunities for young people and those with mental health problems. It was anticipated that the inaugural Board meeting would take place in September.

In response to Members comments and questions, the following was discussed:

- It was felt that there should be more Elected Member representation. It was reported that there would be Elected Member representation from each Community Committee in the West North West wedge.
- A need to ensure that BME communities were represented and supported.
- A strategic partnership role would be taken at wedge level but more localised priorities would be identified. Data could be disaggregated at a ward level.
- Concern regarding the lack of services in Weetwood and the need for a Weetwood representative on the Board.

RESOLVED – That the report be noted and the establishment of a new West North West Employment, Skills and Welfare Priority Neighbourhoods Board be endorsed in principle subject to further consideration of Elected Member involvement.

10 Wellbeing Update Report

The report of the West North West Area Leader provided the Inner North West Community Committee with an update on the budget position for the Wellbeing Fund for 2014/15 and the current position of the small grants and skips pots and those small grants and skips that had been approved since the last meeting. It also provided end of year monitoring for 2013/14, an update on the Youth Activity Fund, and outlined proposals for the interim management of the Inner North West Wellbeing budgets following the move of Kirkstall Ward to Inner West Community Committee.

RESOLVED –

- (1) That the current budget position for the Wellbeing Fund for 2014/15 be noted.
- (2) That the content of the end of year monitoring returns for projects funded in 2013/14 be noted.
- (3) That the current position of the small grants and skips pots and those small grants and skips that have been approved since the last meeting be noted.
- (4) That the current position of the Youth Activity Fund and projects supported to date through this be noted.

11 Community Committee Discussion Topic: Children's & Family Health

The report of the West North West Area Leader introduced the Community Committee Topic: Children's & Family Health. A discussion paper was appended to the report along with a proposed engagement plan.

Prior to splitting into smaller workshop groups, the Community Committee was briefed by Jancis Andrew, Children's Services and Tim Taylor, Public Health.

Issues highlighted included the following:

- There had been a reduction in the number of children going into care – this had been supported by the work of the clusters and early intervention work.
- Higher levels of school attendance.
- Reduction in the number of NEETs.
- Increase in levels of childhood obesity – it was recognised that some areas of Inner North West had higher childhood obesity than elsewhere in the city. There was funding available over the next two years to tackle this. There would be a preventative approach and a focus on healthy eating and physical activity.

The following issues were reported back to the Community Committee after the workshop discussions:

- Improving engagement with parents, children and young people - developing Parent and Student Voice.
- Links to Breeze events and use of the Youth Activity Fund.
- The availability of safe greenspace/parks for young children and young people.
- Work with fast food providers to provide more healthy options.
- Work with schools and children's centres
- Cluster governance.

- Provision of a community space/centre.
 - Have a better understanding of the roles and priorities of the clusters – strengthening Elected Member and cluster relationships
 - Supporting the obesity project that Public Health will be launching later in the year -working with Dee Lazenby and Open XS
 - Link with the Scrutiny Report to look at the findings and relevant opportunities for improvement
-
- Improve links through the Children & Young Peoples sub group with relevant partners, Children’s Services and Elected Members
 - Recognise the lack of and difficulty in accessing Leisure Centres from the Open XS Cluster

Member’s attention was brought to the proposed engagement plan. The use of social media was discussed and it was reported that a Facebook page had been set up and would be used to promote events and community activities. It was further reported that a communications professional would be working with the Area Support team.

12 Date and Time of Next Meeting

Thursday, 9 October at 7.00 p.m.

OUTER NORTH WEST COMMUNITY COMMITTEE

MONDAY, 14TH JULY, 2014

PRESENT: Councillor in the Chair

Councillors B Anderson, C Campbell,
J L Carter, B Cleasby, D Collins, B Flynn,
G Latty, P Latty, S Lay, C Townsley and
P Wadsworth

1 Apologies For Absence

Apologies for absence were sent on behalf of Councillor R Downes.

2 Minutes - 6th June 2014.

RESOLVED – That the minutes of the North West Outer Area Committee held on 6 June 2014 be confirmed as a correct record.

3 Open Forum

In accordance with the Community Committee Procedure Rules, the Chair allowed a period of up to 10 minutes for members of the public to make representations or ask questions on matters within the terms of reference of the Area Committee. On this occasion there were no members of the public in attendance.

4 Scene Setting for Outer North West Community Committee

The report of the West North West Area Leader set the scene for the new Community Committee and sought approval of a set of minimum conditions for any decisions that may need to be delegated, or taken, between formal Community Committee meetings.

Members' attention was brought to the following issues highlighted in the report:

- New arrangements for Community Committees.
- Community Engagement.
- Developing a common framework of principles.
- Encouraging engagement with Elected Members and local residents.
- Setting priorities for the forthcoming year.
- Delegated decisions.

In response to Members comments and questions, the following was discussed:

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to be held on Monday, 13th October, 2014

- Engagement with Town and Parish Councils – this would be done with the full involvement of Ward Members.
- Concern regarding the use of social media – it was reported that an Outer North West Community Committee Facebook page had been set up. This would be used for the promotion of local events.
- Delegated decisions – the Assistant Chief Executive (Citizens and Communities) already had authority to take delegated decisions with the support of Elected Members. Changes would allow sub-delegation to the Area Leader. It was requested that where an Elected Member did not agree with a matter for delegated decision then this should be deferred to the next meeting of the Community Committee.
- Appointment of a temporary Marketing and Communications Officer – it was reported that this was a centrally funded post and the postholder would work alongside Area Management staff.

RESOLVED –

- (1) That the introduction of Community Committees be noted.
- (2) That the minimum conditions set out in paragraph 9 with regard to the need for delegated decisions to be taken between formal Community Committee meetings be approved subject to alterations discussed.
- (3) That the report be tabled at all the Outer North West Community Committee

5 Community Committee Sub Groups

The report of the West North West Area Leader outlined proposed changes to the Outer North West Community Committee Sub Groups and set out the rationale behind the proposals.

Members attention was brought to an appendix to the report which outlined the suggested Sub Groups and proposed membership. It was suggested that the Sub Group Adult Social Care and Well-being be amended to include Health.

RESOLVED – That the following sub-groups be established for the 2014/15 municipal year:

Environment & Community Safety

Councillor B Anderson (Chair)
Councillor G Latty
Councillor S Lay
Councillor C Campbell

Employment, Learning and the Local Economy

Councillor R Downes (Chair)
Councillor B Anderson
Councillor P Latty
Councillor D Collins

Children's Services and Family Health

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to be held on Monday, 13th October, 2014

Councillor P Latty (Chair)
Councillor B Flynn
Councillor D Collins
Councillor S Lay

Adult Social Care, Health and Well Being

Councillor G Latty (Chair)
Councillor B Flynn
Councillor D Collins
Councillor S Lay

Highways and Transportation

Councillor B Cleasby (Chair)
Councillor B Anderson
Councillor P Wadsworth
Councillor R Downes

Policy

Councillor P Wadsworth (Chair)
Councillor B Anderson
Councillor R Downes
Councillor P Latty
Councillor G Latty
Councillor B Cleasby

6 Community Committee Appointments

The report of the City Solicitor invited the Community Committee to make appointments to outside bodies, the Corporate Carers Group, Community Committee Area Lead Members and Children's Services Cluster Partnerships.

RESOLVED – That the following appointments be made:

Outside Bodies:

Aireborough Educational Charity

M Dunn
S Waddington
N Gledhill

Aireborough Voluntary Services to the Elderly with Disabilities

Councillor R Downes

Bramhope Youth Development Trust

Councillor B Flynn

Horsforth Live at Home Scheme

Councillor B Cleasby

Prince Henry's Grammar School – Foundation Governors

Councillor R Downes

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to be held on Monday, 13th October, 2014

Outer North West Local Housing Advisory Panel

Councillor G Latty

Councillor D Collins

Area Lead Members:

Environment & Community Safety – Councillor B Anderson

Children’s Services – Councillor P Latty

Employment, Skills and Welfare – Councillor R Downes

Health, Wellbeing and Adult Social Care – Councillor G Latty

Childrens’s Services Cluster Partnership Representatives:

Horsforth – Councillor D Collins

ESNW – Councillor B Flynn

Aireborough – Councillor P Latty and Councillor S Lay

Otley/Pool/Bramhope – Councillor B Anderson

Corporate Carer’s Group

Councillor P Latty

7 Wellbeing Fund Update Report

The report of the West North West Area Leader provided the Committee with an update on the budget position for the Wellbeing fund for 2014/15. It also highlighted the current position of the small grants and skips pots.

Members’ attention was brought to available funds and these were described in the report on a ward basis. Approval was also sought for project applications that had been received since the last meeting,

RESOLVED –

- (1) That the current budget position for the revenue Wellbeing fund for 2014/15 be noted.
- (2) That the following large grant applications be approved:
 - Horsforth Police Community Support Officers 2014/15 - £8,100
 - Kelcliffe Lane Guiseley Aireborough Public Bridleway No 122 - £1,920
 - Guiseley & Rawdon Festive Lights - £4,110
 - Yeadon Festive Lights - £4,045
 - Yarnbury Pitch Improvement - £4,200
 - AWMA All-weather sports pitch refurbishment - £10,000
- (3) That the Wellbeing small grants that had been approved since the last meeting be noted.
- (4) That the current budget position for the Capital Wellbeing Fund for 2014/15 be noted.

8 Date and Time of Next Meeting

Monday, 13 October 2014 at 1.30 p.m. Meeting to be held at The Old Stable, Back Church Lane, Adel, Leeds.

Draft minutes to be approved at the meeting
to be held on Monday, 13th October, 2014

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OUTER SOUTH COMMUNITY COMMITTEE

WEDNESDAY, 9TH JULY, 2014

PRESENT: Councillor K Bruce in the Chair

Councillors N Dawson, J Dunn, J Elliott,
R Finnigan, B Gettings, T Leadley,
L Mulherin, D Nagle, K Renshaw and
S Varley

1 Open Forum

In accordance with the Community Committee Procedure Rules, the Chair allowed a period of up to 10 minutes for members of the public to make representations or ask questions on matters within the terms of reference of the Area Committee. On this occasion there were no members of the public in attendance.

2 Notification of Election of Chair

The report of the City Solicitor formally notified Members of the appointment made by Council at the Annual meeting held on the 9th June 2014 to the position of Outer South Community Committee Chair.

RESOLVED – That it be noted that Councillor K Bruce was elected as Chair of the Outer South Community Committee for the duration of the 2014/15 municipal year.

3 Wellbeing Budget Report

The report of the Assistant Chief Executive (Citizens and Communities) provided Members with the following:

- Details of the Wellbeing Budget position
- An update on both the revenue, capital and activities fund elements of the Wellbeing budget
- Details of revenue funding for consideration and approval
- Details of revenue projects agreed to date which link to the priorities and actions in the Community Committee Business Plan
- The current position of the Small Grants Budget

Aretha Hanson, Area Officer presented the report.

Members' attention was brought to Youth Activity Funds and applications for funding outlined in the report.

RESOLVED –

- (1) That the report be noted.
- (2) That the position of the Wellbeing, Capital and Activities fund elements of the wellbeing budgets be noted.
- (3) That the revenue projects already agreed be noted.
- (4) That the following projects be approved:
 - Outer South International Day of Older People - £1,000
 - Outer South Christmas Trees & Lights 2014/15
 - Ardley & Robin Hood - £3,150
 - Morley North & Morley South - £4,315
 - Rothwell - £5,250
 - Wood Lane Playground - £8,400
 - Outer South Winter Warmth Scheme - £4,000

4 Summary of Key Work

The report of the Assistant Chief Executive (Citizens and Communities) presented an update on the key work taking place within the Outer South Leeds area not covered elsewhere on the agenda.

Aretha Hanson, Area Officer presented the report.

Issues highlighted from the report included the following:

- Children's Services – The Children and Families Sub Group had recently met and had agreed a timetable for the 2015/16 Youth Activities Fund. Young people had been consulted which had proved a qualitative experience.
- Employment, Skills and Welfare – Members were informed of a successful apprenticeship fayre that had been held and a reduction in the number of NEETs.
- Environment and Community Safety – It was reported that the number of PCSOs was to be maintained in the Outer South area. Members were also informed of proposed changes to Environmental Services which would see a multi-tasking approach.

- Health and Well Being – Members were made aware of the Patient Empowerment Programme and a Member Development Programme for Area Health in Leeds.
- Adult Social Care – Issues discussed included proposals to establish an Older Persons Working Group, addressing poverty amongst pensioners and priority setting. It was noted that Adult Social Care and Health and Wellbeing will be the focus of a the 2nd February Community Committee.
- Other issues highlighted included the Community Heroes event and Community First grants.

RESOLVED – That the report be noted.

5 Community Committee Appointments

The report of the City Solicitor invited the Community Committee to make appointments to outside bodies, the Corporate Carers Group, Community Committee Area Lead Members and Children's Services Cluster Partnerships.

Andy Booth, Governance Services presented the report.

RESOLVED – That the following appointments be made:

Outside Bodies:

Morley Town Centre Management Board

Councillor N Dawson
Councillor R Finnigan
Councillor J Elliott

Morley Literature Festival

Councillor J Elliott
Councillor R Finnigan
Councillor S Varley

Outer South Local Housing Advisory Panel

Councillor J Dunn
Councillor D Nagle

Area Lead Members:

Environment & Community Safety – Councillor K Bruce
Children's Services – Councillor B Gettings
Employment, Skills and Welfare – Councillor N Dawson
Health and Wellbeing – Councillor L Mulherin
Adult Social Care – Councillor K Renshaw

Children's Services Cluster Partnership Representatives:

Ardsley & Tingley – Councillors K Renshaw, J Dunn & J Elliott
Morley – Councillors R Finnigan, B Gettings and N Dawson
Rothwell – Councillors K Bruce, S Golton and L Mulherin

Draft minutes to be approved at the meeting
to be held on Monday, 20th October, 2014

6 Community Committee Scene Setting

The report of the South East Area Leader set the scene for the new Community Committee and sought approval of a minimum set of conditions for any decisions that may need to be delegated, or taken, between formal Community Committee meetings.

Martin Dean, South East Area Leader presented the report.

Members' attention was brought to the following issues in the report:

- Delegated decisions – new arrangements would allow delegated decisions to be taken by the Area Leader following consultation with Members. Any delegated decisions taken would be reported back to the next meeting of the Community Committee.
- Community Engagement Programme and Community Committee priorities – it was reported that a Community Committee Facebook page had been set up and this would be used for promoting local events
- Priorities for engagement and subjects for themed meetings were discussed – suggestions included Adult Social Care & Health, Economic Development, Transport Connections and Older People.

In response to Members comments and questions, the following was discussed:

- How to get members of the public involved – discussion included venues and timing of meetings, inviting community groups and publicising events and meetings.
- Themes for discussion at future meetings – loss of greenspace, the Local Development Framework, travellers sites, the Community Infrastructure Levy, Highways, Parks and Playgrounds.

RESOLVED –

- (1) That the introduction of Community Committees be welcomed.
- (2) That the minimum conditions set out in Paragraph 10 of the report with regard to the need for delegated decisions to be taken between formal Community Committee meetings be noted.

7 Outer South Community Safety, Environmental Services and Housing Briefing papers

The report of the Assistant Director (Citizens and Communities) presented themed briefing papers for a discussion on Community Safety, Environmental Services and Housing.

The following were in attendance for this item

Environmental Services – Kris Nenadic
Community Safety – Zahid Butt and Sargent J Pickard
Housing – Kevin Bruce and Phil Diamond

The following was discussed:

Environmental Services

- Zonal working
- Review of SLA priority areas
- How to report to Community Committee in future
- Setting priorities and aspirations – use of Ward Member briefings
- Parks and delegation to Community Committees
- Golf consultation
- Grass cutting/weeding

Community Safety

- Safer Leeds Priorities
- Tasking meetings and generating partnership working
- PCSOs and links to environmental agenda.
- Noise nuisance – pilot work involving PCSOs was being carried out
- Proposals to use Ward Member Briefings for crime and anti-social behaviour work.

Housing

- Housing was now co-terminus with the Community Committee area.
- Identification of environmental issues
- Reporting to Elected Members
- Targeted approaches to problem issues.
- How Members can feed in to influence direction and strategy.

RESOLVED – That key recommendations from the briefing/workshop are reported back through:

- i.) The appointed Area Lead Member
- ii.) The appropriate sub committee
- iii.) Community Committee via the Summary of Key Work Report.

8 Date and Time of Next Meeting

Monday, 20 October 2014 at 4.00 p.m.

INNER WEST COMMUNITY COMMITTEE

WEDNESDAY, 16TH JULY, 2014

PRESENT: Councillor C Gruen in the Chair

Councillors Hanley, Illingworth, Lowe, J
McKenna, Ritchie, Smart, Venner and
Yeadon

CO-OPTEEES: H Boutle, E Bowes, A Gaskin and S McBarron,

1 Appeals Against Refusal of Inspection of Documents

There were no appeals against refusal of inspection of documents.

2 Exempt Information - Possible Exclusion of the Press and Public

There was no exempt information.

3 Late Items

There were no late items.

4 Declarations of Disclosable Pecuniary Interests

There were no declarations of disclosable pecuniary interests.

5 Apologies for Absence

There were no apologies for absence.

6 Open Forum / Community Forums

Cllr Illingworth arrived prior to this item.

In accordance with paragraphs 6.24 and 6.25 of the Community Committee Procedure Rules, at the discretion of the Chair a period of up to 10 minutes may be allocated at each ordinary meeting for members of the public to make representations or to ask questions on matters within the terms of reference of the Community Committee. This period of time may be extended at the discretion of the Chair. No member of the public shall speak for more than three minutes in the Open Forum, except by permission of the Chair.

On this occasion, none of the members of public in attendance chose to speak.

7 Minutes - Inner West Area Committee 25th March 2014 and Inner North West Area Committee 27th March 2014

The minutes of the former West Inner Area Committee, the fore-runner of this Community Committee, were submitted for noting.

RESOLVED – That the minutes of the last meeting of the former West Inner Area Committee held on 25th March 2014 be noted.

8 Matters Arising

Minute 100 – Readiness for learning and the inequality gap at age 5

Members had sought clarification on the points system used to calculate the indicators.

This issue had been looked at and will be brought back to the committee and will be addressed in relation to one of the committee topics.

Minute 102 – Families First

Members had sought information on how many BME families were included in the data used by Families First.

Families First are not confident in the data that was used for the report. The system used is due for review and improvement. This issue is to be addressed at a future General Purposes Meeting.

Minute 106 – Dates, Times and Venues of the Community Committee Meetings 2014/15

It was noted that the dates for the Inner West Community Committee had now changed.

- 8th October 2014
- 10th December 2014
- 28th January 2015
- 11th March 2015

9 Introduction to Community Committees

The report of the West North West Area Leader set the scene for the new Community Committee and asked for Members approval of a set of minimum conditions for any decisions that may need to be delegated, or taken, between formal community committee meetings.

The Committee were informed on how the Community Committees had been established. They were informed that there is a change to the structure of the meetings with formal business at the start of the meeting and a themed session to be discussed at each meeting

Members' attention was drawn to no. 8 of the submitted report which set out suggested topics for discussion:

Draft minutes to be approved at the meeting
to be held on Wednesday, 8th October, 2014

- Engaging and increasing the influence of young people
- Parks, outdoor play and recreation
- Free school meal take up and family health
- District centre sustainability
- Mental Health

Members were informed how the topics were selected.

It was noted that planning issues may be addressed through other work streams. Also noted that Inner North West Community Committee fund a community planner post who supports Neighbourhood Planning and would still cover Kirkstall for this financial year.

Members were informed how the delegated decision process will work and it will be made clear that ward councillors have made the decisions.

Members discussed engagement within the community committees. Kirkstall ward members told the committee that the Inner North West meetings start at 7pm and it was their view that this had increased public attendance at the meetings. The committee discussed meeting start times and it was proposed that two Community Committee meetings in the year ahead start at 7pm finishing at 9pm, and two will start at 5pm

RESOLVED – That:

- Members welcomed the introduction of the Community Committees.
- Members approved the minimum conditions set out in paragraph 9 of the submitted report with the regard to the need for delegated decisions to be taken between formal community committee meetings.
- Members considered and approved the topics for engagement.

10 Community Committee Appointments and Sub Groups

The report of the City Solicitor invited the Committee to make appointments to the following bodies as appropriate, and to consider establishing a new sub group structure to support the work of the Community Committee:-

- Those Outside Bodies as detailed at Appendix 1 of the submitted report;
- One representative to the Corporate Carers' Group;
- Community Committee Area Lead Members, as listed at Section 3 of the submitted report; and
- Children's Services Cluster Partnerships, also listed at Section 3 of the submitted report.
- Community Committee sub groups as required
- Chair of Armley and Bramley forums

It was noted that at the Community Chairs meeting it was agreed that Area Lead Members would be known as Community Champions.

It was noted that Kirkstall Ward has a large student population. Kirkstall ward members are still to have involvement with the Change Over Sub Group which addresses issues of houses of multiple occupation.

Co-optees invited to the sub groups.

Work is being carried out on local groups and is to be brought to the next meeting.

Kirkstall Ward Members informed the Committee that the Kirkstall and Burley Forum used to be Chaired by Cllr Yeadon on an informal basis. The Kirkstall ward members would like to see the position of Chair to the forum on a formal basis in line with the Armley and Bramley forums

RESOLVED - That the Committee confirmed appointments to the following: Outside Bodies as at Appendix 1 of the submitted report;

- Inner West Local Housing Advisory Panel – Cllr. J McKenna and Cllr. Ritchie
- Mary Jane Butler Trust – Cllr. Yeadon and Cllr. Venner
- Bramley Pools Allotment Trust – Cllr. Hanley

Community Champion Roles;

- Environment and Community Safety – Cllr. Ritchie
- Children's Services – Cllr Smart
- Employment, Skills and Welfare – Cllr. J. McKenna
- Health Wellbeing and Adult Social Care to be split,
 - Health and Wellbeing – Cllr Lowe
 - Adult Social Care – Cllr. Venner
- Fuel Poverty - Cllr. Hanley

Children's Services Cluster Partnership Representatives;
Bramley – Cllr. Gruen

ACES (Armley Cluster Extended Services) – Cllr Lowe

Inner North West Hub covering Kirkstall ward – Cllr Illingworth

Corporate Carers' Group – Cllr. Gruen

Sub Groups to be as follows:-

- General Purposes Sub Group
- Children and Young People Sub Group
- Environment Sub Group

Armley Forum Chair – Cllr. J. McKenna

Bramley Forum Chair – Cllr. Hanley

11 Appointment of Co-optees

The report of the City Solicitor sought to gain approval of the appointment of co-optees to the Community Committee.

A new co-optee role profile had been drafted for Members consideration at Appendix 1 of the submitted report. It was proposed that the co-optees take an active role around community engagement and seek the views of local residents, in particular around the chosen topics. Co-optees would also take a role in supporting the Community Committee Area Leads.

Cllr. Ritchie was thanked for his input through experience into producing the co-optee role profile.

The following names had been put forward by Ward Members as nominees for Armley and Bramley and Stanningley wards.

Armley Ward: Hazel Boutle and Eric Bowes

Bramley and Stanningley Ward: Stephen McBarron and Annabel Gaskin

Kirkstall Ward Members would seek nominations from Kirkstall Valley Community Association for the next meeting.

Responding to a question from a member of the public the Committee were informed that it was not usual for a committee to have more co-optees than Members.

It was noted that the Area Support Team would circulate information to the forums explaining the Constitution.

RESOLVED - That the Community Committee:

- Approved the approach of appointing two co-optees per ward as outlined within the submitted report.
- Approved the appointment of;
 - Armley Ward: Hazel Boutle and Eric Bowes
 - Bramley and Stanningley Ward: Stephen McBarron and Annabel Gaskin
- Defer the decision to appoint co-optees to the Kirkstall Ward to the next meeting

12 Employment, Skills and Welfare Priority Neighbourhoods Report

The report of the Head of Employment and Skills sought endorsement from the Inner West Community Committee for the proposal to develop a West North West Employment, Skills and Welfare Priority Neighbourhoods Board.

Members were informed that a West North West Employment, Skills and Welfare operational group had been operating for 18 months. The proposal was to build on the effective practice elsewhere and to consolidate employment, skills and welfare matters within one dedicated forum.

Members were informed that the proposal was for the board to be chaired by Councillor McKenna and made up of key partners with responsibility for

providing a coordinated, effective response to employment, skills and welfare issues across the West North West with particular focus on those neighbourhoods with the highest rates of unemployment and poverty.

Updates would be provided to the Community Committee through a report rather than attendance at meetings.

Members queried the estates named at 3.1 of the submitted report. They were of the view that the Landseers be removed from the report and replaced with the Fairfields, also the Spens and Moor Granges to be included.

RESOLVED - That the Inner West Community Committee noted the contents of the report and endorsed the establishment of a new West North West Employment, Skills and Welfare Priority Neighbourhoods Board.

13 Wellbeing Update Report

The report of the West North West Area Leader provided Members with the new budget position for the Wellbeing Fund for 2014/15 following the creation of the new Community Committee. It also presented two new large grants for consideration.

Members were informed that with the creation of the new Inner West Community Committee, the Wellbeing budget of the former Inner North West Area Committee has been reviewed, and projects relating to Kirkstall Ward are listed at Appendix 2. The former Inner North West Area Committee allocated its total large grant budget to projects in March 2014, therefore there is no available balance for large grants transferring into the Inner West Community Committee budget during 2014/15. However funds would be transferring into the new Committee's small grants and skips pot, and the Youth Activities Fund budget.

Unallocated revenue budget for each ward was as follows:

- Armley Ward: £33,246
 - Bramley & Stanningley Ward: £12,206
 - Kirkstall Ward: £0
- Total: £45,452

Members discussed increasing the upper limit of small grant applications and the projects deferred from the March 2014 meeting and two new Wellbeing applications.

RESOLVED – That the Committee:

- Noted the current budget position for the Wellbeing Fund for 2014/15 as per Appendix 1 and 2 of the submitted report.
- Noted the current position of the small grants and skips budget and those small grants and skips that had been approved since the last meeting, and agreed an upper limit of £500 for new small grant applications for 2014/15.

- Noted the current position of the Youth Activity Fund and projects funded through a delegated decision.
- Considered the two projects deferred from March 2014 Inner West Committee presented at 3.10 of the submitted report;
 - 1) AIM Education Playful Parents & Back to Sports Leaders £7,710 Bramley & Stanningley Ward – Members requested a meeting with AIM Education to further discuss.
 - 2) Burglary Other and Number Plate Theft Initiatives £3,000 split between Armley and Bramley & Stanningley wards – Approved
- Considered two new Wellbeing applications presented at 3.14 of the submitted report;
 - 1) Aim for it –Revizit – requested £1,800 – Approved
 - 2) Breeze Games on Ley Lane – requested £1,960 – Approved

Cllr. Lowe arrived during this item.

14 Community Committee Topic: District Centres

The report of the West North West Area Leader launched the ‘District Centres’ Community Committee topic to investigate how to promote sustainable district centres across the Inner West area.

The report set out the challenges and opportunities facing the district centres in the years ahead and set out a community engagement plan to find out what local residents wanted from their high street.

A discussion paper was appended to the submitted report that set out key drivers, challenges and opportunities for the three district centres. It also explained the council’s role around planning, assets, environment and community safety.

Council officers from planning, asset management, environmental services, place management and regeneration were in attendance at the meeting and provided information on their specific areas of work. Also in attendance to offer information and experiences was Inspector Jessup and managers of Tesco’s located at Bramley Shopping Centre.

Tables had been arranged to represent each of the ward areas. Ward Members and members of the public discussed their district centre raising concerns, highlighting issues and presented their views of initiatives and improvements for the future. Officers circulated offering advice and ideas.

Each table was provided with an analysis chart covering the Strengths, Weaknesses, Opportunities, and Threats (SWOT) of each district centre. A member of the Area Support Team took notes on the discussions.

RESOLVED - The Community Committee considered the questions posed in the discussion paper and recommended key lines of enquiry to be explored

further and identified opportunities for improvement activities that would be reviewed at a future committee meeting.

The Community Committee reviewed the community engagement plan and made recommendations for other ways to engage with local residents around the topic.

All information gathered by the Area Support Team during the break-out session will be collated and a report produced. The Report will be brought to a future meeting.

OUTER WEST COMMUNITY COMMITTEE

WEDNESDAY, 9TH JULY, 2014

PRESENT: Councillor J Jarosz in the Chair

Councillors A Blackburn, D Blackburn,
A Carter, M Coulson, R Lewis and
T Wilford

1 Appeals Against Refusal of Inspection of Documents

There were no appeals against refusal of inspection of documents.

2 Exempt Information - Possible Exclusion Of The Press And Public

There were no exempt items.

3 Late Items

There were no late items.

4 Declaration Of Disclosable Pecuniary Interest

There were no declarations made.

5 Apologies For Absence

Apologies were received from Cllr Wood.

6 Open Forum

In accordance with Paragraphs 6.24 and 6.25 of the Community Committee Procedure Rules, at the discretion of the Chair a period of up to 10 minutes may be allocated at each ordinary meeting for members of the public to make representation.

On this occasion Margaret Lee MBE, Gertrude Mayadair and Margaret Womersley attended the meeting on behalf of Pudsey Council Voluntary Services.

Margaret Lee MBE elected to speak. Ms Lee informed Members that the voluntary services from Pudsey House had been in existence for 48 years. Members were provided with a brief history of the service.

Members were informed that the service now required a treasurer as the previous treasurer had retired. The Pudsey Council Voluntary Services

requested assistance from the Committee to seek someone who could be treasurer for Pudsey House.

Members asked for something in writing which provided details of the types of activities that volunteers could expect to be involved in. Members said that they would send the information on to their network groups.

The Chair thanked Pudsey Council Voluntary Services for attending and asked that contact details be sent to Area Support Team.

7 Minutes - of the final meeting of the West Outer Area Committee - 4th June 2014

RESOLVED - The final minutes of the Area Committee held on 4th June 2014 were received and noted

8 Matters Arising

Minute 89 – Wellbeing Fund Update Report

At the previous meeting held on 4th June 2014 Cllr. Marjoram left the meeting early leaving the meeting inquorate and therefore the committee was unable to make any formal decisions.

The following two projects were outstanding:-

- Summer Fun Day
- Three Mini Breeze Sessions.

Recommendations were to approve the Projects.

RESOLVED - That the Committee approved £2,781 for Farnley Cluster – Summer Fun Day and £11,25 (£3,750 per ward) for Breeze Team - Three mini Breeze events

Minute 90 – Any Other Business

Members had requested that Area Support Team contact Ahead Partnership in relation to meeting with ward members.

Members reported back that contact still had not been made with some ward members.

Area Support Team informed Members that they had contacted Ahead Partnership and had stressed the importance of contacting all ward members. Meetings had already been set by the Area Support Team but they would follow up with Ahead Partnership. Members requested that a discussion should take place at the next meeting once all ward members had met with Ahead Partnership to consider how this project is taken forward.

9 Minutes - Outer West Housing Advisory Panel Meeting - 4th June 2014

The Chair informed the Committee that Brian Falkingham who had worked in the Rycrofts for a number of years had recently passed away.

Mick Parker from Housing Leeds updated the Committee on the Outer West Housing Advisory Panel

Members requested that they were kept informed on future work planned for the area and asked to be included on the circulation of the minutes prior to them being approved.

RESOLVED - That the Committee noted the minutes of the Outer West Housing Advisory Panel meeting held on 4th June 2014.

10 Introduction to Community Committees

The report of the West North West Area Leader set the scene for the new Community Committee and asked for Members approval of a set of minimum conditions for any decisions that may need to be delegated, or taken, between formal community committee meetings.

Members' attention was drawn to item 3 of the submitted report which outlined the common framework of principles to ensure that the new Community Committees operate in the best way suited to them and their local communities.

Members were informed that engagement was to be a key part of the new Community Committees, with a facebook page set up and ready to go live. The Facebook page would promote events and activities within the local area.

Members considered the submitted report discussing issues of the new branding, controls and safeguards in relation to delegated decisions and their hopes that other partners within the area would attend the meetings to better understand the needs of the community.

RESOLVED – That:

- Members welcomed the introduction of the Community Committees.
- Members approved the minimum conditions set out in paragraph 9 of the submitted report with the regard to the need for delegated decisions to be taken between formal community committee meetings.

11 Community Committee Appointments

The report of the City Solicitor outlined the role of the Community Committee's role regarding appointments to: Outside bodies; Area Lead Members; Children's Services Cluster Partnerships and the Corporate Carers' Group.

Draft minutes to be approved at the meeting
to be held on Wednesday, 8th October, 2014

The report invited the Committee to determine the appointments to these groups and organisations.

The report also asked Members to consider whether they would like to establish a sub group structure around the Community Committee to support the Committee's delegations and priority work streams.

The Chair informed the Committee that at the Community Chairs meeting it had been agreed that Area Lead Members would now be known as Community Champions.

It was noted by the Committee that there was an omission from Appendix 1 of the submitted report in relation to the Calverley Charity. All three ward members Councillor Marjoram, Councillor Carter and Councillor Wood should have been listed as appointed to the Calverley Charity.

It was noted that Councillors, Jarosz, Wood and Coulson are informal members of the board for Love Pudsey Charity. Area Support Team was asked to contact the charity to see if they wish to make it a formal arrangement.

RESOLVED – That the following Members be appointed:

- Employment, Skills and Welfare – Councillor Wood (Employment and Skills Councillor Wilford – (Welfare)
- Environment and Community Safety – Councillor Coulson
- Health and Wellbeing - Councillor Jarosz
- Children's Services – Councillor D. Blackburn

Corporate Carer role – Councillor D Blackburn

Children's Services Cluster Partnership Representatives;

- Farnley Cluster – Councillor A Blackburn
- Pudsey Cluster – Councillor Jarosz and Councillor Carter

Environment Sub Group;

- Councillor D Blackburn, Councillor Coulson and Councillor Wood

Outer West Housing Advisory Panel;

- Councillor Wood and Councillor R Lewis

12 Appointment of Co-optees to the Community Committee

The report of the City Solicitor sought to gain approval of the appointment of co-optees to the Community Committee for the remainder of the municipal year.

Discussion took place in relation to the co-optees who had sat on the Committee for 2013/14. It was the view of the Chair that the Reverend Ayres was having difficulties attending the meetings on a Wednesday due to other commitments, and Claire Turnbull was now on maternity leave from the Pudsey Wellbeing Centre.

RESOLVED – That Members would provide nominations for the appointment of co-optees at the next meeting.

13 Wellbeing Update Report

The report of the West North West Area Leader provided members with an update on the budget position for the Wellbeing Fund 2014/15. The report highlighted the current position of the Small Grants and skips and those grants and skips that have been received or approved since the last meeting. It also provided an update on the Youth Activity Fund.

Members discussed the following applications received:

- Coaching of Children involving cricket – Calverley St Wilfrid’s Cricket Club, requested £359 as at appendix 2 of the submitted report;
- Prison! Count me out! Leeds Youth Service – Outer West, requested £1,000 as at appendix 3 of the submitted report;
- St James the Great Parish Hall – St James the Great Church, Woodhall, requested £500 as at appendix 4 of the submitted report
- Refurbishment of Club House - Calverley St Wilfrid’s Cricket Club requested £3,500 as at appendix 5 of the submitted report.

Area Support Team informed Members that a Youth Activity Fund application had been received from Pudsey Cluster for a Graffiti Workshop, however further information had been requested from the group and would be circulated to members for a decision.

RESOLVED – That the Committee:

- Noted the current budget position for the Wellbeing Fund for 2014/15
- Noted the current position of the Small Grants and skips budget. The following Small Grants were approved:

Draft minutes to be approved at the meeting
to be held on Wednesday, 8th October, 2014

| Project Name | Organisation/ Department | Amount Requested | Approved / Rejected |
|--|-------------------------------------|------------------|--|
| Coaching of Children involving cricket | Calverley St Wilfrid's Cricket Club | £359 | APPROVED |
| Prison! Count me out! | Leeds Youth Service – Outer West | £1,000 | Approved in principle. Further information requested |
| St James the Great Parish Hall | St James the Great Church, Woodhall | £500 | APPROVED |

- Noted the budget position of the Capital Grants budget and those capital grants received:

| Project Name | Organisation/ Department | Amount Requested | Approved / Rejected |
|-----------------------------|-------------------------------------|------------------|---|
| Refurbishment to Club House | Calverley St Wilfrid's Cricket Club | £3,500 | Approved in principle. Further information requested. |

- Noted the current position of the Youth Activity Fund. Area Support Team to circulate information to Members for a decision.

14 Establishment of an Employment, Skills and Welfare Priority Neighbourhoods Board

The report of the Head of Employment and Skills sought endorsement from the Outer West Community Committee for the proposal to develop a West North West Employment, Skills and Welfare Priority Neighbourhoods Board.

Members were informed that a West North West Employment, Skills and Welfare operational group had been operating for 18 months. The proposal was to build on the effective practice elsewhere and to consolidate employment, skills and welfare matters within one dedicated forum.

Members were informed that the proposal was for the board to be chaired by Councillor McKenna and made up of key partners with responsibility for providing a coordinated, effective response to employment, skills and welfare issues across the West North West with particular focus on those neighbourhoods with the highest rates of unemployment and poverty.

The Members discussed the issues raised in the submitted reports including;

- The demographics of the Super Output Areas (SOA) and that work would need to be done to ensure that it was a true representation of the area

- Other partners such as Universities, local schools and transport also needed to be involved.
- The economic importance of Bradford with its close proximity to the Outer West area

RESOLVED – That the Outer West Community Committee noted the contents of the report and endorsed the establishment of a new West North West Employment, Skills and Welfare Priority Neighbourhoods Board.

15 Introduction to Community Committee Topics

The report of the West North West Area Leader was to reiterate the aspirations set out to improve local decision making by developing and encouraging a new style of collaborative working with residents, services and partners.

The report presented members with proposed plans for engagement for those topics agreed at the Community Committee meeting on the 4th June 2014.

Members' attention was drawn to the proposed engagement plan summaries appended to address each key topic at appendix 1-3 of the submitted report.

The three themed topics agreed by the Committee were;

- Explore summer holiday provision for young people
- Older People (Social Isolation)
- Delivering actions which support Business, Enterprise and Economy in the Outer West linking in with employment opportunities for local people

Members discussed each of the topics discussions included;

- Priority of business and enterprise for the Outer West area
- The need to start planning now for next summer holiday provision for next year and how this should be run alongside another topic
- A recent article in the Yorkshire Evening Post on the loneliness of older people and the requirement of councils to show what they are doing to avoid social isolation.

Members discussed the establishment of a Sub Group to support the Business, Enterprise and Economy topic with Councillors A. Blackburn Carter, Coulson and Lewis.

RESOLVED – Members reviewed and commented on the engagement plans produced to address the key topics identified at the Community Committee meeting on 4th June 2014.

16 Date and time of next meeting

The next meeting will be at 1:00pm on 8th October 2014 in the Council Chambers, Pudsey Town Hall.



West Yorkshire Police and Crime Panel

Draft Minutes

20th June 2014, Wakefield Suite, Wakefield One

| | | |
|-----------------------|-------------------------|-------------------------|
| PRESENT: | Councillor Lowe (Chair) | - Leeds City Council |
| | Councillor Lal | - City of Bradford MDC |
| | Councillor Hussain | - City of Bradford MDC |
| | Councillor Walls | - City of Bradford MDC |
| | Councillor Thompson | - Calderdale MBC |
| | Councillor Ahmed | - Kirklees MBC |
| | Councillor Scott | - Kirklees MBC |
| | Councillor Carter | - Leeds City Council |
| | Councillor Iqbal | - Leeds City Council |
| | Councillor Loughran | - City of Wakefield MDC |
| | Councillor Wassell | - City of Wakefield MDC |
| | Roger Grasby | - Independent |
| | Jo Sykes | - Independent |
| IN ATTENDANCE: | Jonathan Skinner | - City of Wakefield MDC |
| | Samantha Wilkinson | - City of Wakefield MDC |
| | Liz Ogden | - City of Wakefield MDC |

1.1 Appointment of Chair and Vice Chair for 2014-15

RESOLVED

1.1.1 That Councillor Alison Lowe (Leeds City Council) be appointed Chair for the period to May 2015.

1.1.2 That Councillor Alan Wassell (City of Wakefield MDC) be appointed Vice-Chair for the period to May 2015.

2. Record new Panel membership

2.1 Following the start of the new civic year, Panel considered the changes to its membership

2.2 RESOLVED

2.2.1 That the Panel notes and accepts the 10 local authority nominations.

- 2.2.2 That the Panel notes and accepts the 2 independent co-opted members.
- 2.2.3 That the Panel accepts the nomination from the City of Bradford MDC of Councillor Imran Hussain and Councillor Marcus Thompson from Calderdale MDC as a local authority co-opted members.
- 2.2.4 That on behalf of the Panel, the Chair writes to the outgoing members thanking them for all their efforts and contributions to the work of the Panel so far.

3. Apologies

- 3.1 Apologies were noted from Councillor Steve Sweeney from Calderdale.

4. Panel Procedures and Protocols

- 4.1 The Panel considered the Panel Procedures and Protocols

RESOLVED

- 4.1.1 The Panel endorsed the existing Panel Procedures and Protocols with no change at this time.

5. Minutes of the Meeting held 11th April

- 5.1 Panel considered the minutes of the meeting held on 11th April.

RESOLVED

- 5.1.1 The minutes were agreed as a correct record.
- 5.1.2 That the Panel is provided with an agreed actions checklist which can be rolled forward to future meetings.

6. To note any items which the Chair has agreed to add to the agenda on the grounds of urgency.

- 6.1 The Chair confirmed that there were no items to add to the agenda.

7. Members' Declaration of Interest

- 7.1 No Declarations of Interest were noted.

Items 8, 9, 10, 11, 12, 13 and part of 14 were deferred to a future meeting

14. Commissioner's Response to any current issues

Mark Burns-Williamson attended the meeting for this item

EXCLUSION OF THE PUBLIC - EXEMPT INFORMATION

RESOLVED

14.1 That the Public and Press be excluded from the meeting during consideration of part of item 14 on the grounds that they were likely to involve the disclosure of exempt information as described in Part 1 of Schedule 12A to the Local Government Act 1972 (as amended).

14.1.1 That Mark Burns-Williamson notified the Police and Crime Panel of the suspension of the Chief Constable of West Yorkshire as per Regulation 11 of Schedule 8 of the Police Reform and Social Responsibility Act 2011.

15. Panel Budget 2014/15

15.1 The Panel were informed of the funding outcome for 2013/14 and the draft budget for the Panel going forward into 2014/15.

RESOLVED

15.1.1 The Panel noted the funding position for 2013/14

15.1.2 The Panel agreed the budget for 2014/15 with no local authority contribution for 2014/15.

16. Complaints

16.1 The Panel noted the update on complaints.

RESOLVED

16.1.1 Panel agreed that the complaints Sub- Panel should meet to consider complaint number 678718 and that Councillors Scott and Councillor Walls should sit on the Panel along with Councillor Wassell as Chair.

16.1.2 It was agreed to circulate the list of delegated powers to Panel members for information.

17. Forward Agenda Plan

17.1 The Forward Agenda Plan was noted.

RESOLVED

That the secretariat pick up the deferred items with the OPCC as follows:

- 17.1.1 Delivery Strategy – ensure that the OPCC provides the Delivery Strategy to enable consideration at the Panel Away Day
- 17.1.2 Transformation Fund – to write to the Commissioner and ask him to provide the Panel with progress and a view of how he intends to involve Panel.
- 17.1.3 Stage 2 Transfer – to write to the Commissioner and ask him to provide further details on the staff and the roles within the OPCC and a clearer explanation of the process for the further consideration of the other roles and functions.

18. Key Communications

- 18.1 The Panel agreed to send out an appropriate press release following the meeting.

19. Any Other Business

- 19.1 There was no other business raised.

20. Date and Time of Next Meeting

10 am, Friday 18th July – Wakefield Suite, Wakefield One

**MINUTES OF THE MEETING OF THE
WEST YORKSHIRE COMBINED AUTHORITY
HELD ON THURSDAY 26 JUNE 2014 IN WELLINGTON HOUSE, LEEDS**

| | | | |
|-----------------|------------------------|---|---|
| Present: | Cllr Tim Swift (Chair) | - | Calderdale MBC |
| | Cllr David Green | - | City of Bradford MDC |
| | Cllr David Sheard | - | Kirklees MC |
| | Cllr Keith Wakefield | - | Leeds City Council |
| | Cllr James Alexander | - | City of York Council |
| | Roger Marsh | - | Leeds City Region LEP |
| | Cllr Janet Battye | - | Liberal Democrat Representative (Calderdale MBC) |
| | Cllr Andrew Carter | - | Conservative Representative (Leeds City Council) |
| | Cllr Robert Light | - | Conservative Representative (Kirklees MC) |

In attendance:

| | | | |
|--|------------------|---|-----------------------------------|
| | Cllr James Lewis | - | Chair of WYCA Transport Committee |
| | Adrian Lythgo | - | Combined Authority |
| | Nick Winney | - | Combined Authority |
| | David Burrell | - | Combined Authority |

36. Apologies for Absence

Apologies for absence from Councillors Peter Box and Denise Jeffery were noted.

37. Opening Remarks

Members congratulated Councillor Andrew Carter on his award of a CBE in the Queen's Birthday Honours.

38. Declarations of Disclosable Pecuniary Interests

There were no pecuniary interests declared by members at the meeting.

39. Exclusion of the Press and Public

There were no items on the agenda requiring exclusion of the press and public.

40. Minutes of the Meeting held on 29 May 2014

Further to minute 25, West Yorkshire Plus Transport Fund, Councillor Wakefield Informed the Committee that representatives from the WYCA were to meet with the Rt Hon Danny Alexander MP on 30 June 2014. The meeting had been requested by the WYCA to agree a mechanism that allowed the Combined Authority to resource the £1.0 billion West Yorkshire Plus Transport Fund programme. Members would be informed of the outcome of the meeting.

Resolved: That the minutes of the meeting of the WYCA held on 29 May 2014 be approved and signed by the Chair.

41. Combined Authority Appointments

The Combined Authority considered a report on the changes in appointments and nominations to the Combined Authority following the recent council elections. A revised schedule outlining appointments and nominations to the Combined Authority had been circulated to members. It was noted that Councillor Andrew Carter had been nominated as a Leeds City Council Conservative member for appointment to the Transport Committee.

Councillor Janet Battye queried dual membership on Governance and Audit Committee as well as Overview and Scrutiny Committee. It was considered that there was no conflict of interests arising though this would be clarified through legal advice.

Resolved:

- (i) That the following substitute members, as nominated by the constituent Councils, be noted:

| | |
|--------------|--|
| Bradford | Councillor Imran Hussain (for Councillor David Green) |
| Calderdale | Councillor Barry Collins (for Councillor Tim Swift) |
| Kirklees | Councillor Peter McBride (for Councillor David Sheard) |
| Leeds | Councillor Judith Blake (for Councillor Keith Wakefield) |
| Wakefield | Councillor Denise Jeffery (for Councillor Peter Box) |
| York | Councillor Tracey Simpson-Laing (for Councillor James Alexander) |
| LEP | Bob Cryan (for Roger Marsh) |
| Conservative | Councillor Glenn Miller (for Councillor Robert Light) |
| Conservative | Councillor Monica Graham (for Councillor Andrew Carter) |
| Lib Dem | Councillor Stewart Golton (for Councillor Janet Battye) |

- (ii) That the following members be appointed to Committees as the Combined Authority representatives:

| | |
|--------------------------------|---|
| Transport Committee | - Councillor Tim Swift |
| WY & York Investment Committee | - Councillors David Green and James Alexander |
| Governance & Audit Committee | - Councillor Robert Light |

- (iii) (a) That the nominated, co-opted members be appointed by the Authority to the Transport Committee, West Yorkshire and York Investment Committee, Governance and Audit Committee and the Overview and Scrutiny Committee as set out in Appendix 1 to the submitted report be noted.

- (b) That Councillor Andrew Carter be appointed to the Transport Committee as a Leeds City Council Conservative member.

- (iv) (a) That the following members be appointed as Chairs:

| | |
|-------------------------------|-----------------------------|
| Transport Committee | - Councillor James Lewis |
| Overview & Scrutiny Committee | - Councillor Stephen Baines |

- (b) That the West Yorkshire & York Investment Committee and Governance & Audit Committee be authorised to elect the Chair at their next meetings.

- (v) That the proposals for district representation on the District Consultation Sub-Committees be noted.

42. Single Transport Plan

The Combined Authority considered a report which provided further strategic input to the development of a Single Transport Plan.

The Combined Authority had previously agreed that a review be undertaken of current transport plans and to develop a single transport plan for West Yorkshire that reflected the ambition of the Combined Authority.

It was considered that the Single Transport Plan should incorporate short, medium and long term objectives which were achievable within the set timescales. Members also emphasised the need to ensure that the Plan assessed relative priorities in respect of all transport modes including bus, rail, freight, air, cycling and highways issues.

It was also recognised that the previous Leeds City Region Transport Strategy had not been developed with an explicit and clear focus on economic growth or social

inclusion and that as a result existing assumptions and micro policy objectives should be re-evaluated in the context of the recently submitted Strategic Economic Plan.

In welcoming the recent announcement by the Chancellor of the Exchequer for a HS3 high speed rail link between Liverpool and Hull, members commented that whilst the proposals were important for the future economic growth in the North, any plans should include connectivity to other towns and cities as well as Leeds and Manchester. There should also be an additional stop on any proposed east-west high speed route between the two cities. It was also stressed that the provision of a rail link should not be at the expense of other major infrastructure schemes in the region such as the electrification of the Calder Valley line and a Leeds Bradford Airport link.

It was proposed that the Transport Committee would oversee the development of the Plan with a view to it being considered by the Combined Authority in December 2014 prior to consultation with the public and other stakeholders.

Resolved:-

- (i) That members' comments made on the approach to the objectives for a Single Transport Plan be noted.
- (ii) That the draft Single Transport Plan be considered by the Combined Authority at its meeting to be held in December 2014.

43. LEP Business Growth Programme and Growing Places Fund

The Combined Authority considered a report which provided an update on the key funding programmes which were supporting local businesses across the Leeds City Region to expand and grow, creating new jobs and increasing their competitiveness.

In respect of the Business Growth Programme (BGP), it was reported that to date 247 local businesses had been awarded grants creating over 2,000 jobs in the private sector. In welcoming this achievement, it was acknowledged that there was also a wider social dimension to the programme in that many of the grants had been awarded to businesses in areas of high deprivation. The Authority stressed the need to be proactive in promoting and communicating these successes to ensure widespread publicity.

Councillor Battye expressed her disappointment at the low numbers of applications from the Green business sector. It was reported that whilst there had been few applications, the Strategic Economic Plan (SEP) bid had included support for the Green agenda. Furthermore, a number of supported projects provided environmental benefits. Additional information was requested on how the BGP linked into the SEP and it was also suggested that further details be circulated regarding the grant enquiries which had been considered by the LEP Board.

Resolved:

- (i) That the progress made by the constituent authorities and its private sector partners in supporting businesses to expand, grow and create new jobs across the city region be welcomed.
- (ii) That the ongoing discussions with Government, emphasising the critical importance of continuing the funding programmes to support local businesses and local development projects be supported.
- (iii) That further information regarding the relationship between the Business Growth Programme and Strategic Economic Plan be provided.
- (iv) That details regarding the grant enquiries considered by the LEP Board be circulated to the Combined Authority.

44. Development of a Leeds City Region Joint Committee

The Combined Authority considered a report outlining the proposals in relation to the proposed dissolution of the Leeds City Region Leaders Board and the establishment of a Joint Committee between the WYCA and other Leeds City Region authorities to replace the Board.

Members recognised that an alternative governance arrangement needed to be established following the dissolution of the Leeds City Region Leaders Board in order to ensure that the non-West Yorkshire and York Leeds City Region authorities continued to play a useful part in the Leeds City Region.

Resolved:

- (i) That work continues to develop proposals for a Joint Committee between the WYCA and the other Leeds City Region authorities.
- (ii) That further details on the emerging plans for the Joint Committee be brought forward for consideration by the WYCA.

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LEEDS CITY REGION LEADERS' BOARD

TUESDAY, 1ST JULY, 2014

| | | |
|-----------------|---------------------------|-----------------------------|
| PRESENT: | Councillor Box (Chair) | - City of Wakefield MDC |
| | Councillor Knowles-Fitton | - Craven District Council |
| | Councillor Sheard | - Kirklees MC |
| | Councillor Gruen | - Leeds City Council |
| | Councillor Swift | - Calderdale MBC |
| | Councillor Simpson-Laing | - City of York Council |
| | Councillor Miller | - Barnsley MBC |
| | Councillor Ireland | - Harrogate Borough Council |

IN ATTENDANCE:

| | |
|------------------|-----------------------------|
| Doug Meeson | - Leeds City Council |
| Chris Blythe | - Leeds City Council |
| Joanne Roney | - City of Wakefield MDC |
| Wallace Sampson | - Harrogate Borough Council |
| Andrew Ainsworth | - Barnsley MBC |
| Joanne Paul | - City of Wakefield MDC |
| Robert Norreys | - LCR Secretariat |
| Colin Blackburn | - LCR Secretariat |
| Lynn Cooper | - LCR Secretariat |
| Sue Cooke | - LCR Secretariat |
| John Grieve | - Leeds City Council |

1 APPEALS AGAINST REFUSAL OF INSPECTION OF DOCUMENTS

There were no appeals against the refusal of inspection of documents

2 LATE ITEMS

Although there were no formal late items Leaders did accept an addendum report which had been circulated prior to the meeting (Minute No. 14 refers)

Addendum to the report – Approval of Business Growth Programme and Growing Places Fund Projects and General Update on the Funding Offer for LCR Business

3 EXCLUSION OF THE PUBLIC

There were no items identified where the press or public would be required to be excluded from the meeting

4 APOLOGIES

Draft minutes to be approved at the meeting
to be held on 12 December 2014

Apologies for absence were received from: Councillor Alexander, Councillor Cooper, Councillor Green, Councillor Houghton, Councillor Weighell, Councillor Crane and Councillor Wakefield.

5 DECLARATION OF INTERESTS

The were no declarations of interest

6 MINUTES OF THE LAST MEETING

RESOLVED – That the minutes of the meeting held on 28th March 2014 be approved as a true and correct record.

7 MATTERS ARISING

There were no issues raised under matters arising

8 ELECTION OF CHAIR AND DEPUTY CHAIRS OF THE LEADERS BOARD

The Chief Officer submitted a report which sort to elect a Chair and Deputy Chairs of the Leaders Board

It was reported that nominations had been received in respect of both positions; Chair and Deputy Chairs

RESOLVED

- (i) That Councillor P Box be elected to the position of Chair until the Annual Meeting in 2015

- (ii) That Councillors J Alexander and Councillor J Weighell be elected to the position of Deputy Chairs until the Annual Meeting in 2015

9 REPRESENTATION ON LCR AND REGIONAL BOARDS AND PANELS

The Chief Officer submitted a report which sought Members representation on the LCR LEP Board, LCR Boards and Panels, and the HCA Stewardship Group for the next 12 months. In addition the report sought Member representation on the new established LCR European Strategy and Investment Framework (ESIF) Local Sub Committee for a 3 year period.

RESOLVED – That the details of representation on the various bodies detailed below be confirmed as follows:

LCR LEP Board – Leader Representatives

Councillor D Green – City of Bradford Metropolitan Borough Council
Councillor T Swift – Calderdale Metropolitan Borough Council
Councillor R Cooper – Harrogate Borough Council
Councillor D Sheard – Kirklees Metropolitan Council
Councillor K Wakefield – Leeds City Council
Councillor P Box – City of Wakefield Metropolitan District Council
Councillor J Alexander – City of York Council
Councillor J Weighell - North Yorkshire County Council

LCR HCA Board

Councillor D Green (Chair) – City of Bradford Metropolitan Borough Council
Councillor T Simpson-Laing - City of York Council
Councillor R Foster – Craven District Council
Councillor P Gruen – Leeds City Council
Councillor D Jeffery -- City of Wakefield Metropolitan District Council

Employment and Skills Panel

Councillor D Green (Deputy Chair)–City of Bradford Metropolitan Borough
Councillor J Lynn - Calderdale Borough Council
Councillor C Lunn - North Yorkshire County Council
Councillor L Yeadon – Leeds City Council
Councillor J Looker - City of York Council

Green Economy Panel

Councillor D Sheard (Deputy) – Kirklees Metropolitan Council
Councillor M Dobson – Leeds City Council

Business Innovation and Growth Panel

Councillor C Knowles-Fitton (Deputy) - Craven District Council
Councillor T Swift – Calderdale Borough Council
Councillor R Miller – Barnsley Metropolitan Borough Council
Councillor P Mulligan - North Yorkshire County Council
Councillor D Jeffery -- City of Wakefield Metropolitan District Council

Planning Portfolios Board

Councillor P Gruen (Chair) – Leeds City Council
Councillor P McBride - Kirklees Metropolitan Council
Councillor V Slater - City of Bradford Metropolitan Borough Council
Councillor D Jeffery -- City of Wakefield Metropolitan District Council
Councillor J Mackman – Selby District Council
Councillor D Merrett - City of York Council
Councillor G Dadd – North Yorkshire County Council
Councillor B Collins - Calderdale Borough Council
Councillor R Foster – Craven District Council

Draft minutes to be approved at the meeting
to be held on 12 December 2014

Councillor R Miller – Barnsley Metropolitan Borough Council
Councillor A Skidmore - Harrogate Borough Council

Investment Panel

Councillor K Wakefield (Chair) – Leeds City Council
Councillor D Sheard – Kirklees Metropolitan Council
Councillor Ireland – Harrogate Borough Council

HCA Stewardship Group

Councillor C Knowles-Fitton - Craven District Council

LCR European Investment and Structural Funds Local Sub Committee

Councillor Knowles-Fitton - Craven District Council
Councillor Swift – Calderdale Borough Council
Councillor Simpson-Laing - City of York Council

(3 year appointment)

LEEDS CITY REGION LEADERS BOARD PROCEDURES AND PROTOCOLS

The Chief Officer submitted a report which set out the proposed changes to the Procedures and Protocols for the operation of the Leaders Board for 2014/15

RESOLVED

- (i) To endorse the inclusion of the proposed amendments as set out in Section 4 of the submitted report
- (ii) That the Chair in liaison with the Chief Officer be authorised to sign-off the revised Procedures and Protocols for 2014/15 incorporating the suggested amendments

11 LCR GREEN DEAL AND ECO SCHEME

The Chief Officer submitted a report which provided an update on the process to procure a private sector partner to deliver the Leeds City Region Green Deal and Energy Company Obligation (ECO) Scheme across the city region. The report also sought the support for the Combined Authority to enter into the Framework Contract with the preferred provider once the procurement process was complete; subject to appropriate legal advice and acceptable risk.

RESOLVED

Draft minutes to be approved at the meeting
to be held on 12 December 2014

- (i) That the progress made in procuring a private sector partner to deliver the LCR Green Deal and Eco Scheme, and the ongoing engagement with local SMEs and other businesses be welcomed;
- (ii) That the proposed timetable for completing the procurement process and for entering into contracts both for the Main Framework Contract and individual Local Authority Call-off Contracts be noted;
- (iii) That the proposal for the West Yorkshire Combined Authority to enter into a Framework Contract with the preferred bidder for the LCR Green Deal and Eco Scheme or take a novation of that contract from Leeds City Council as the case may be, subject to further Legal advice on legitimacy and risk, be endorsed.
- (iv) That the £4.95m allocated to the city region from the Government's Green Deal Communities Fund, for early delivery of the LCR Green Deal and Eco Scheme Programme be welcomed.

LCR STATEMENT OF COOPERATION ON LOCAL PLANNING

The Chief Officer submitted a report which set out the draft LCR Statement of Cooperation for Local Planning that had been prepared by Leeds City Region Planning Portfolios Board as a response to the need for greater collaboration between planning authorities across the city region to ensure better compliance with the Duty to Cooperate.

In offering comment Councillor Gruen said the duty to cooperate was a statutory requirement and as has been demonstrated across the Country, where the Duty cannot be demonstrated to have been applied consistently and appropriately, local authority local plans are being found 'unsound' by Inspectors. Councillor Gruen confirmed that this Statement was therefore a critical part of setting out how local authorities are collectively and collaboratively working together to address cross border issues, which is leading to better strategic and local planning.

RESOLVED –

- (i) That the key proposals summarised in section 3.0 of the submitted report, to be undertaken both by the city region partnership and individual Authorities in collaborating on planning matters, be endorsed.
- (ii) That the ongoing work to understand the potential role and requirement of both the West Yorkshire Combined Authority and the LCR Enterprise Partnership with regard the Duty to Cooperate be noted.

- (iii) That the Chair of the LCR Planning Portfolios Boards in liaison with the Chief Officer be authorised to sign-off the final Statement following completion of the final amendments.
- (iv) That the Statement also be reported to the West Yorkshire Combined Authority for consideration and endorsement.

13 LEEDS CITY REGION HOUSING AND REGENERATION STRATEGY

The Chief Officer submitted a report which informed and sought endorsement of the draft final Leeds City Region (LCR) Housing and Regeneration Strategy, which is part of the evidence base underpinning the LCR Enterprise Partnership's Strategic Economic Plan.

It was reported that the Strategy had been prepared and recommended by the Leeds City Region Homes and Communities Agency Board.

RESOLVED –

- (i) That the draft LCR Housing and Regeneration Strategy, be endorsed subject to any final changes.
- (ii) That authority be delegated to the Chair of the LCR HCA Board in liaison with the Chief Officer to sign off the final strategy as part of the suite of strategic documents supporting the LEPs Strategic Economic Plan

14 APPROVAL OF BUSINESS GROWTH PROGRAMME AND GROWING PLACES FUND PROJECTS AND GENERAL UPDATE ON THE FUNDING OFFER FOR LCR BUSINESSES

The Chief Officer submitted a report which sets out the recommendations of the LEP Investment Panel (LEP IP) regarding Business Growth Programme (BGP) grants seeking funding in excess of £100k, and to note the approval through the delegated officer decision of grants for less than £100k.

The report also provides notice of project recommendations on BGP grants made through written procedure reports on 9 April 2014 and 12 May 2014 and gives a general update and project recommendations in relation to the Growing Places Fund.

The report also request Members to make recommendations on streamlining the funding offer to city region businesses.

Leaders were in receipt of an addendum report which sought to replace the recommendations contained in section 2.0 of the report

RESOLVED –

- (i) To endorse the proposals to streamline the LCR funding offer set out in Section 6.0 of the submitted report;
- (ii) To approve the offer of grant to BGP 337 of £275,000 set out in para 3.5 of the submitted report;
- (iii) To note the BGP grants approved through written procedure as detailed in para 3.6 of the submitted report;
- (iv) To note the delegated approval of the BGP grant applications seeking less than £100k detailed in Appendix 2 of the submitted report;
- (v) To approve a Growing Places Fund loan of £4.8m to project GPF 19 subject to loan details being agreed set out in para 4.3 of the submitted report;
- (vi) To endorse the proposals to launch a revised third round of LCR Growing Places Fund as set out in Section 6 of the submitted report;

Additional Recommendations:

- (vii) To approve the offer of grants to, BGP 320 of £150,000, BGP 333 of £304,100, BGP 307 of £138,000, BGP 249 of £352,846 and BGP 340 of £250,000 as set out in para B.1 of the addendum report;
- (viii) To reject the application BGP 336 as set out in para B.2 of the addendum report;
- (ix) To endorse the proposal to amend the statement which aims to clarify the LEP's position on the approval of non-priority sector BGP projects as set out in para B.3 of the addendum report
- (x) To endorse the proposal to ring-fence £1m of BGP funds as set out in para B.4 of the addendum report
- (xi) To endorse the proposal to reject GPF 206 and GPF 220 and invite the projects to apply for GPF Round 3 if in a position to do so, as set out in para C.1 of the addendum report.

15 EMPLOYMENT AND SKILLS UPDATE

The Chief Officer submitted a report which provided an update on the work of the Employment & Skills Panel (ESP), following the request by Leaders at the previous meeting.

RESOLVED –

- (i) That the progress on City Deal Employment and Skills Programmes be noted.
- (ii) That the work of the Employment and Skills Panel be welcomed and supported.

PROPOSED FUTURE CITY REGION GOVERNANCE ARRANGEMENTS

The Chief Officer submitted a report which sought the views of Members in relation to:

- The dissolution of the Leeds City Region (LCR) Leaders Board;
- The establishment of a Joint Committee between the West Yorkshire Combined Authority (WYCA) and other Leeds City Region authorities to replace the Leeds City Region Leaders Board.

In offering comment the Chair suggested that there was good cooperation and strong links with other Combined Authorities outwith the city region, but further work was required to further improve these pan regional relationships.

RESOLVED –

- (i) That the report and the work to develop proposals for a Joint Committee between the WYCA and the other Leeds City Region Authorities be noted.
- (ii) That a report providing further details on the emerging plans for the Joint Committee be brought forward for the Board's consideration.
- (iii) That a further meeting be held to discuss future regional and sub-regional governance arrangements

17 LCR STATEMENT OF ACCOUNTS, ANNUAL GOVERNANCE STATEMENT AND RISK MANAGEMENT 2013/14

The Chief Officer submitted a report which seeks the Board's approval to the draft Statement of Accounts for 2013/14 and the Annual Governance Statement.

The report also identified the key risks for the Leeds City Region at the present time and explained out how these would be managed and addressed.

RESOLVED –

Draft minutes to be approved at the meeting
to be held on 12 December 2014

- (i) That the draft Statement of Accounts for 2013/14 be approved
- (ii) That the Annual Governance Statement for 2013/14 be approved
- (iii) That the Board's final audited accounts for 2013/14 to be published on the Board's website once an audit certificate had been received, be noted.

18 ANY OTHER BUSINESS

There were no issues raised under any other business

19 DATE AND TIME OF THE NEXT MEETING

RESOLVED – To note that the next meeting of the Board will take place at 2pm, Friday 12th December 2014 in Wellington House, Wellington Street, Leeds 1.

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WEST YORKSHIRE JOINT SERVICES COMMITTEE
THURSDAY 17 JULY 2014

PRESENT: Bradford
Councillor M Slater
Councillor V Slater

Calderdale
Councillor G Carter
Councillor A Miles

Kirklees
Councillor E Hill
Councillor A Pinnock

Leeds
Councillor P Grahame
Councillor P Harrand

Wakefield
Councillor T Dean
Councillor Mrs M Graham
Councillor R Lund

16. APOLOGIES

Apologies were submitted on behalf of, Councillors J Booth, B Urry, M Walls and J Badger (Director of Finance & Property).

17. CHAIR'S ANNOUNCEMENTS

The Chair drew attention to the Stanley Royd Collection of Archives on display which relate to the UNESCO Memory of the World Award.

The Chair updated Members on the 2014 TSI Conference and confirmed that a report will be presented to Members at the September Committee.

The Chair informed Members that The Business Manager will be happy to discuss Members' inductions and other requirements.

The Chair welcomed the new management team and Members introduced themselves. The new Managers introduced themselves and gave a summary of their role and responsibilities.

18. MEMBERS DECLARATION OF INTEREST

No declarations were made.

19. MINUTES

Resolved - That the Minutes of the meetings of the Committee held on 12 June 2014 be signed as a correct record. Councillor Carter apologised for not attending as she was unaware of the meeting.

20. ANNUAL INTERNAL AUDIT REPORT 2013/14

A report of the Director of Finance (s151 Officer) provided Members with details of Internal Audit work at WYJS, together with the performance of the Internal Audit Section during 2013/14. The Internal Audit Manager confirmed that Internal Audit's overall opinion is positive and will be included in the Annual Governance Statement. In response to Members' queries the Resources Manager updated on delays in reporting on samples in Analytical services and how this is being addressed. The Chair of Archives, Archaeology and Trading Standards Sub-Committee updated on how the horsemeat scandal also impacted on lab performance figures. Members were informed that this report was considered by the Governance and Audit Sub-Committee on 3 July 2014 who recommended endorsement of the Report and Opinion.

The Chair of the Governance and Audit Sub-Committee updated on issues from the last meeting. The Business Manager provided assurance on risk management, confirming that the Strategic Leadership Team have been dealing with key issues and are committed to embedding risk management.

Resolved – Members endorsed the Annual Internal Audit report and opinion for 2013/14 as appended to the report.

Reason for Decision - To report control assurances of the Servicing Authority's Service Manager – Internal Audit & Risk in accordance with the PSIAS.

21. EXTERNAL AUDIT FEE LETTER

A report of the Business Manager outlined the audit work KPMG will undertake in 2014/15. Members were informed that this report was considered by the Governance and Audit Sub-Committee on 3 July 2014 who recommended approval of the External Audit Fee Letter 2013/14. Members were keen to know the value of the audit work and requested examples of work being done to ensure there is no duplication. The Manager will provide the KPMG Work programme to Members following this meeting. The Resources Manager updated that KPMG do not do any other work for WYJS at the current time. The Managers also summarised the service level agreement with WMDC which provides 80 internal audit days. The Chair of the Governance and Audit Sub-Committee updated that Governance and Audit Members will meet privately with KPMG prior to the September meeting.

Resolved – Members approved the External Audit Fee Letter 2013/14 as appended to the report.

Reasons for the Decision – (1) To inform Members of the work programme that will arise from the Audit Fee Letter 2014/15.

(2) To ensure Members are aware of the responsibilities for both West Yorkshire Joint Services and KPMG as detailed in the Code and Statement of Responsibilities.

22. REVISED CORPORATE STRATEGIC RISK REGISTER

A report of the Business Manager provided Members with a revised corporate strategic risk register. The Business Manager updated on how WYJS manage strategic and operational risks. Members received assurance that risk will be embedded in every day decision making and training will be carried out for all staff to ensure they know how to assess risk. There will also be a workshop in September to ensure risk is treated consistently and Members will be invited to attend. Need to include statement of when it was last assessed and show direction of travel in future reports. Members can attend the workshop and KP will invite Members.

Resolved – (1) Members considered the changes to the Corporate Strategic Risk Register appended to the report.

(2) Members requested that the Governance and Audit Sub-Committee request a further report on the risk management arrangements within Joint Services following receipt of the Internal Audit report. This is likely to lead to development opportunities and a workshop to review all our risks.

Reason for the Decision – To ensure that Members of the Committee have an awareness of risk management development and have the opportunity to seek from officers assurances that risks are being managed through or the implementation of, effective controls.

23. MEMBERS' HANDBOOK AND REGISTER OF GIFTS AND HOSPITALITY

Members were presented with the draft Members' Handbook for 14/15 which had been considered by the Governance and Audit Sub-Committee on 3 July. The Business Support Manager updated on the amendments to the Handbook and the Members' Code of Conduct. The Finance Manager updated that all write offs are reported to Committee annually and summarised the arrangements in place to deal with debtors. Members requested that a regular report on write offs be included within quarterly financial reports.

Resolved – (1) Members noted the report and approved the proposed changes.

(2) A copy of the final version will be produced for each Member.

(3) Members agreed to acquaint themselves with the contents of the Members' Handbook and the policies held on the Joint Services' Internet site under 'Democracy and Governance'.

Reason for the Decision - To ensure that Joint Services continue to meet the requirements of corporate governance and operate within the framework of ethical, financial and legal considerations.

24. WYJS REVIEW UPDATE: OUTCOME OF STAFFING REVIEW AND ORGANISATIONAL DEVELOPMENT UPDATE

The Business Manager updated that Trade Union have reported to management that they are satisfied that appropriate procedures have been followed throughout the review. A report of the Business Manager provided background and outlined how consultation was dealt with. Members will receive more detail of the financial impact of the restructure in September. The Business Manager confirmed that capacity is being increased by investing in training and maximising efficiency and Members were informed of the costs of implementing change. Members were assured that Management are committed to completing all appraisals by September and progress will be reported to Governance and Audit Sub-Committee on 11 September. The Business Manager summarised the equalities impact assessment, confirming no one group has been disproportionately impacted. The Business Manager updated on the Business Development Manager recruitment process. The Business Manager provided assurance of how potential relationship problems between professional staff and business Managers are being managed. The Commercial and Resources Manager updated on ICT Review which is ongoing.

Resolved – (1) Members welcomed the progress on the implementation of the review.

(2) Members noted the further information contained in the report especially in relation to the organisational change process.

Reason for the Decisions – The need for the structure review was clearly set out and agreed at the JSC in March 2014. The Trade Union have confirmed to management that they are satisfied that appropriate procedure and consultation has taken place.

25. MINUTES OF THE MEETING OF THE JOINT CONSULTATIVE COMMITTEE

The Business Manager submitted a copy of the Minutes of the meeting of the Joint Consultative Committee held on the 27 March 2014 for information.

Resolved – That the Minutes of the meeting of the Joint Consultative Committee held on 27 March 2014 be adopted.

Reason for the Decision – To ratify the Minutes of the Joint Consultative Committee.

Note: These minutes are subject to approval as a correct record at the next meeting of the Committee.



Minutes

Full Authority

Date: 30 July 2014

Time: 10.30 a.m.

Venue: Fire and Rescue Service Headquarters, Birkenshaw

Present: Councillors J Hughes (in the chair), K Akthar, T Austin, C Burke, J Dodds, R Grahame, T Hanley, P Harrand, L Holmes, A Hussain, H Middleton, C Pillai, K Renshaw, M Shaw, B Smith, A Stubley, A Taylor, G Thornton, C Townsley, A Wallis and G Wilkinson

In Attendance: None

Apologies: Councillor J Cummins

1 Appointment of Chair

RESOLVED

That Councillor J Hughes (Labour) be appointed Chair of the Authority for the 2014 – 15 year.

2 Appointment of Vice chair

RESOLVED

That Councillor Tracey Austin (Labour) be appointed as Vice chair of the Authority for the 2014 – 15 year.

3 Membership of the Authority

The Chief Legal and Governance Officer submitted a report detailing the Membership of the Authority for 2014 – 15 as notified by District Councils.

Bradford Councillor Howard Middleton (Liberal Democrat) replacing Councillor David Gray (Liberal Democrat)
Councillor Kaneez Akthar (Labour) replacing Councillor Alan Wainwright (Labour)

| | |
|------------|---|
| Calderdale | Councillor Chris Pillai (Conservative) replacing Councillor Peter Caffrey (Conservative) |
| Kirklees | Councillor Amanda Stubley (Labour) replacing Councillor Mehboob Khan (Labour) |
| Leeds | Councillor Ted Hanley (Labour) replacing Councillor Mary Harland (Labour) Councillor Karen Renshaw (Labour) replacing Councillor John Hardy (Labour) |
| Wakefield | No change |

With effect from 16 July 2014 the political composition of the Authority was; Labour 13, Conservative 6 and Liberal Democrat 3

RESOLVED

That the report be noted.

4 Chair's announcements

Death of Valerie Binney

It was with regret that the Chair advised Members of the recent death of a former Fire Authority Member, Valerie Binney, from Bradford. Former Councillor Binney had been a member of the Authority for a total of eight years prior to her departure from the Authority in November 2012. Members stood in silent tribute.

5 Admission of the public

The meeting determined that there were no items which necessitated the exclusion of the public and press.

6 Urgent item – Industrial Action update

Members received a verbal update from the Chief Fire Officer on the latest situation with regard to the industrial action together with background information on the pension reform issues which had prompted the action.

The Executive Committee had approved contingency arrangements for the strike periods which had guided Management Board when deciding the appropriate levels of capacity and resource provision. Members were advised that the planned response continued to be at 60% of normal risk based planning assumptions which equated to a minimum of 20 appliances. This had been achieved during each period of strike action since the date of the first strike on 25 September 2013.

The Chief provided the perspectives on pension reform for each of the four Unions – Fire Brigades Union (FBU), Fire Officers Association (FOA), Unison and Chief Fire Officers' Association (CFOA). It was reported that the Fire Officers' Association had indicated that it was willing to accept the Government's final pensions offer and its members had assisted in providing support for cover during periods of action.

Members were advised that Action Short of Strike (ASOS) had also been undertaken by members of the FBU which included the stoppage of pre-arranged overtime which, amongst other things, had impacted on the Young Firefighters' programme and had the potential for damaging the reputation of the Brigade. Unfortunately there had also been signs of tension between employee groups and response to the periods of strike action was also having an effect on other officers in terms of fatigue, morale, training, and leave and the cost to the Authority was £1m to date.

Members agreed that they would welcome the opportunity for discussions with the FBU and, with reference to comments about the maintenance of fitness levels, praised the local response in West Yorkshire which had been open, fair and supportive.

RESOLVED

- a) That Members endorse the continuation of the contingency planning arrangements; and
- b) That the method of direct local consultation with the FBU be considered by the Authority's Executive Committee.

7 Declarations of interest

There were no declarations of disclosable pecuniary interest in any matter under discussion at the meeting.

8 Authority Constitution – Review

The Chief Legal and Governance Officer (Monitoring Officer) submitted a report which advised Members that there were no proposals to amend the Constitution for 2014 – 15 as it has been subject to updates since the last Annual Meeting of the Authority.

The report invited Members to consider, however, the current committee structure and terms of reference and sought advice on whether a formal review should be undertaken.

RESOLVED

- a) That the report be noted;
- b) That the Chief Legal and Governance Officer (Monitoring Officer) be instructed to conduct a review of committee structures;
- c) That the review at b) above be submitted for initial consideration to a Member task group prior to any recommendations being made to the Authority; and
- d) That the Executive Committee act as the Member Task Group for Committee Structure Review.

9 Committee Memberships and Appointments 2014 – 15

Consideration was given to the appointment of Committees, their composition, the allocation of committee seats between political groups in accordance with the principles of determination in Sections 15 and 16 of the Local Government and Housing Act 1989 (Part 1) and to the appointment of Members, Chairs and Vice chairs to the Authority's Committees and also to the Authority's Briefing Groups.

RESOLVED

- a) That, in accordance with the principles of determination in Sections 15 and 16 of the Local Government and Housing Act 1989 (as modified) the allocation of Committee seats between the political groups be as follows;

Ordinary seats **45**

Labour 27
Conservative 12
Liberal Democrat 6

- b) That, pursuant to the allocation at a) above, the Committee memberships and substitute memberships for 2014 – 15 be approved as detailed at Annex A to these Minutes;
- c) That appointments to the position of Chair and Vice chair of the respective Committees be as follows;

| Committee | Chair Councillor | Vice chair Councillor |
|---------------------------------|-----------------------------|----------------------------------|
| Executive Committee | Hughes | Austin |
| Audit Committee | Cummins | Stubley |
| Finance and Resources Committee | Smith | Hussain |
| Human Resources Committee | Thornton | Grahame |
| Community Safety Committee | Dodds | Wallis |

and,

- d) That the appointments to the membership of the Briefing Groups be as detailed at Annex A to these Minutes.

10 Nomination of Members to answer questions at meetings of constituent authorities and of District Community Safety lead representatives

RESOLVED

- a) That the Members be nominated as required by the Local Government Act 1985 to answer questions within their individual Councils on the discharge of functions etc by this Authority as follows;

| | |
|------------|----------------------|
| Bradford | Councillor J Dodds |
| Calderdale | Councillor B Smith |
| Kirklees | Councillor A Stubley |
| Leeds | Councillor J Cummins |
| Wakefield | Councillor A Wallis |

and,

- b) That the Members approved at a) above be approved as District Community Safety Lead representatives for 2014 – 15.

11 Representation on Outside Bodies for 2014 – 15

Members considered the appointment of representatives to serve on the Local Government Association and other outside bodies for the year 2014 – 15.

RESOLVED

That the following appointments be made for 2014 – 15;

| | | |
|--|---|---|
| LGA General Assembly | - | Chair, Vice chair, Councillor Thornton and Councillor Holmes (or their nominated representatives) |
| LGA Fire Commission | - | Chair and Councillor Harrand (or their nominated representatives) |
| Local Government Yorkshire and Humber (Council) | - | Chair |
| Local Government Yorkshire and Humber (Employers Committee) | - | Councillor Hughes |
| Yorkshire Purchasing Organisation (YPO) | - | Councillor A Wallis |
| Association of Metropolitan Fire Authorities (AMFRA) | - | Chair and Vice chair |
| West Yorkshire Police and Crime Commissioner's Partnership Executive Group | - | Chair |

12 Minutes of the last meeting

RESOLVED

That the Minutes of the Authority at a meeting held on 21 February 2014 be signed by the Chair as a correct record.

13 Minutes of the Finance and Resources Committee

RESOLVED

That the Minutes of the Finance and Resources Committee at a meeting held on 28 March 2014 be received.

14 Minutes of the Human Resources Committee

RESOLVED

That the Minutes of the Human Resources Committee at a meeting held on 4 April 2014 be received.

15 Minutes of the Audit Committee

RESOLVED

- a) That the Minutes of the Audit Committee at meetings held on 11 April and 26 June 2014 be received; and
- b) That Audit training be arranged and made available to all Members of the Authority.

16 Minutes of the Community Safety Committee

Councillor Dodds took the opportunity to update Members about progress on the Haworth project and advised that the steering group had been established and were looking to appoint a coordinator whose responsibility would be to source funding with a view to self-financing after the initial 2-year start-up assistance from the Fire Authority. The group were also anticipating that the Calder Valley Search and Rescue would also be a partner and use the accommodation at Haworth.

Members expressed the desire that similar pilot schemes may be considered for other station areas.

RESOLVED

That the Minutes of the Community Safety Committee at a meeting held on 25 April 2014 be received.

17 Minutes of the Executive Committee

RESOLVED

That the Minutes of the Executive Committee at meetings held on 8 and 14 May 2014 be received.

18 Minutes of the Local Government Association

Members sought an update on the recent debates about flood response and statutory duties of the Fire Services.

RESOLVED

- a) That the Minutes of the Fire Commission at a meeting held on 14 February 2014 be received;
- b) That the Minutes of the Safer and Stronger Communities Board at a meeting held on 3 March 2014 be received; and
- c) That the Minutes of the Fire Services Management Committee at meetings held on 10 March and 30 May 2014 be received.

19 Minutes of the West Yorkshire Police Crime Commissioner's Partnership Executive Group

RESOLVED

That the Minutes of the West Yorkshire Police Crime Commissioner's Partnership Executive Group at meetings held on 7 March and 6 June 2014 be received.

20 Programme of Meetings 2014 – 15

The Chief Legal and Governance Officer submitted a report which proposed a revision to the approved 2014 – 15 programme of meetings in respect of the deletion of a scheduled meeting of the Audit Committee in November 2014.

RESOLVED

That the proposed revision to the 2014 – 15 calendar of meetings be not approved.

21 Performance Management Report

Consideration was given to a report of the Chief Legal and Governance Officer which advised of the Authority's performance against key performance indicators for the periods 1 April 2013 – 31 March 2014 and 1 April – 31 May 2014.

Members commented on the following issues;

- Partnership working in Bradford to address attacks on firefighters
- Police attendance at violent incidents
- Role of the Fire Service in working with anti-social behaviour teams
- Downward trend in total incidents and effect of the Automatic Fire Alarm actuation policy

RESOLVED

That the report be noted.

22 Corporate Health – Annual Update Report

Members received a report which provided an annual update relating to the corporate health of the Authority incorporating annual statistics for;

- Compliments and complaints
- Performance against a number of indicators related to the efficiency and effectiveness of the service
- Customer service excellence
- Issues related to corporate governance

The report also sought approval for the RIPA Policy and Procedures (Regulation of Investigatory Powers Act 2000).

RESOLVED

- a) That the report be noted; and
- b) That the RIPA Policy and Procedures (regulation of Investigatory Powers Act 2000) be approved.

Chair

WEST YORKSHIRE FIRE AND RESCUE AUTHORITY

COMMITTEE MEMBERSHIP 2014 / 2015

As at 30 July 2014

EXECUTIVE COMMITTEE (6)

| | | |
|-----------------------------|------------|--------------|
| LABOUR (4) | T Austin | (Vice chair) |
| | J Cummins | |
| | J Dodds | |
| | J Hughes | (Chair) |
| CONSERVATIVE (1) | P Harrand | |
| LIBERAL DEMOCRAT (1) | C Townsley | |

SUBSTITUTES

Any Member from relevant Group who is not substantive Member of this Committee.

HUMAN RESOURCES COMMITTEE (11)

LABOUR (6)

K Akthar
R Grahame (Vice chair)
T Hanley
A Hussain
B Smith
G Thornton (Chair)

CONSERVATIVE (4)

P Harrand
M Shaw
A Taylor
G Wilkinson

LIBERAL DEMOCRAT (1)

C Burke

SUBSTITUTES

Any Member from relevant Group who is not substantive Member of this Committee.

FINANCE AND RESOURCES COMMITTEE (11)

LABOUR (6)

T Austin
R Grahame
A Hussain (Vice chair)
B Smith (Chair)
G Thornton
A Wallis

CONSERVATIVE (4)

P Harrand
L Holmes
C Pillai
M Shaw

LIBERAL DEMOCRAT (1)

H Middleton

SUBSTITUTES

Any Member from relevant Group who is not substantive Member of this Committee.

AUDIT COMMITTEE (6)

LABOUR (4)

| | |
|-----------|--------------|
| K Akthar | |
| J Cummins | (Chair) |
| K Renshaw | |
| A Stubley | (Vice chair) |

CONSERVATIVE (1)

L Holmes

LIBERAL DEMOCRAT (1)

H Middleton

SUBSTITUTES

Any Member from relevant Group who is not substantive Member of this Committee.

COMMUNITY SAFETY COMMITTEE (11)

LABOUR (7)

T Austin
J Cummins
J Dodds (Chair)
T Hanley
J Hughes
A Stubley
A Wallis (Vice chair)

CONSERVATIVE (2)

A Taylor
G Wilkinson

LIBERAL DEMOCRAT (2)

C Burke
C Townsley

SUBSTITUTES

Any Member from relevant Group who is not substantive Member of this Committee.

CONSULTATION AND NEGOTIATION PANEL (5)

LABOUR (3)

T Austin
J Cummins
J Hughes

CONSERVATIVE (1)

P Harrand

LIBERAL DEMOCRAT (1)

C Townsley

SUBSTITUTES

Any Member from relevant Group who is not substantive Member of this Committee.

BRIEFING GROUP ARRANGEMENTS

2014 / 2015

| FULL AUTHORITY | | |
|--|--|-------------------------|
| | | |
| Group / Position | Member | Substitute |
| Chair | Cllr J Hughes | Any Labour Member |
| Vice Chair | Cllr T Austin | Any Labour Member |
| Conservative | Cllr P Harrand | Any Conservative Member |
| | | |
| HUMAN RESOURCES COMMITTEE | | |
| | | |
| Group / position | Member | Substitute |
| Chair | Cllr G Thornton | Any Labour Member |
| Vice Chair | Cllr R Grahame | Any Labour Member |
| Conservative | Cllr G Wilkinson | Any Conservative Member |
| | | |
| FINANCE AND RESOURCES COMMITTEE | | |
| | | |
| Group / position | Member | Substitute |
| Chair | Cllr B Smith | Any Labour Member |
| Vice Chair | Cllr A Hussain | Any Labour Member |
| Conservative | Cllr P Harrand / Cllr L Holmes (alternate) | Any Conservative Member |
| | | |

| AUDIT COMMITTEE | | |
|-----------------------------------|-----------------|-------------------------|
| | | |
| Group / position | Member | Substitute |
| Chair | Cllr J Cummins | Any Labour Member |
| Vice Chair | Cllr A Stublely | Any Labour Member |
| Conservative | Cllr L Holmes | Any Conservative Member |
| COMMUNITY SAFETY COMMITTEE | | |
| | | |
| Group / position | Member | Substitute |
| Chair | Cllr J Dodds | Any Labour Member |
| Vice chair | Cllr A Wallis | Any Labour Member |
| Conservative | Cllr A Taylor | Any Conservative Member |

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COUNCIL MEETING – 10 SEPTEMBER 2014

| | | |
|------------------------------|---------------|----------------|
| NOTICE OF: | Reference No: | Date Received: |
| Back Bench Community Concern | BBCC1 | 1/9/2014 |

Submitted by: Councillor A McKenna
 List of supplementary speakers (if any) Councillor S McKenna

Concerns about the GP practice in Swillington.

For Democratic Services completion

Executive Member/Chair: Cleaner, Safer, Stronger Communities
 Relevant Director: Director of Environment and Neighbourhoods

Deadlines for submission

| | |
|---|--|
| White Papers | - *10.00 am on the day before the issue of the Summons |
| Back Bench Community Concerns | - *10.00 am on the day before the issue of the Summons |
| Questions | - 10.00 am on Monday prior to meeting |
| Amendments (including references back) | - 1.30 pm on Tuesday prior to meeting |

(All submissions should be made to Governance Services for receipt to be recorded and distribution made)

*Usually the Monday of the week prior to a Wednesday meeting.

Distribution: Lord Mayor, Group Leaders, Whips, Deputy Leader, Executive Councillors, Chief Executive, Assistant Chief Executive (Citizens and Communities), City Solicitor, Deputy Chief Executive, Relevant Chair and Director.

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COUNCIL MEETING – 10 SEPTEMBER 2014

| | | |
|------------------------------|---------------|----------------|
| NOTICE OF: | Reference No: | Date Received: |
| Back Bench Community Concern | BBCC2 | 1/9/14 |

Submitted by: Councillor F Venner
 List of supplementary speakers (if any) Councillor A Lowe, Councillor K Ritchie

Suicide in West Leeds

For Democratic Services completion

Executive Member/Chair: Cleaner, Safer, Stronger Communities
 Relevant Director: Director of Environment and Neighbourhoods

Deadlines for submission

White Papers - *10.00 am on the day before the issue of the Summons
 Back Bench Community Concerns - *10.00 am on the day before the issue of the Summons
 Questions - 10.00 am on Monday prior to meeting
 Amendments - 1.30 pm on Tuesday prior to meeting
 (including references back)

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COUNCIL MEETING – 10th SEPTEMBER 2014

| | | |
|------------------------------|---------------|----------------|
| NOTICE OF: | Reference No: | Date Received: |
| Back Bench Community Concern | BBCC3 | 1/9/2014 |

Submitted by: Cllr Brian Cleasby
List of supplementary speakers Cllr Sue Bentley, Cllr Chris Townsley

To raise issues regarding parking around rail stations and other planned transport infrastructure.

For Democratic Services completion

Executive Member/Chair: Transport and the Economy
Relevant Director Director of City Development

Deadlines for submission

| | |
|---|--|
| White Papers | - *10.00 am on the day before the issue of the Summons |
| Back Bench Community Concerns | - *10.00 am on the day before the issue of the Summons |
| Questions | - 10.00 am on Monday prior to meeting |
| Amendments (including references back) | - 1.30 pm on Tuesday prior to meeting |

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COUNCIL MEETING – 10 SEPTEMBER 2014

| | | |
|------------------------------|---------------|----------------|
| NOTICE OF: | Reference No: | Date Received: |
| Back Bench Community Concern | BBCC4 | 1/9/14 |

Submitted by: Councillor S Varley
List of supplementary speakers (if any)

Japanese Knotweed on land in Morley South.

For Democratic Services completion

Executive Member/Chair: Cleaner, Safer, Stronger Communities
Relevant Director: Director of Environment and Neighbourhoods

Deadlines for submission

White Papers - *10.00 am on the day before the issue of the Summons
Back Bench Community Concerns - *10.00 am on the day before the issue of the Summons
Questions - 10.00 am on Monday prior to meeting
Amendments - 1.30 pm on Tuesday prior to meeting
(including references back)

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COUNCIL MEETING – 10 September 2014

| | | |
|------------------------------|---------------|----------------|
| NOTICE OF: | Reference No: | Date Received: |
| Back Bench Community Concern | BBCC5 | 01/09/2014 |

Submitted by: Councillor Dawn Collins.
List of supplementary speakers (if any)

To address concerns around changes to land designation that could lead to reduced protection for important green spaces in Horsforth (and the city), particularly land with historical and ecological significance.



Councillor Dawn Collins

For Democratic Services completion

| | |
|--|---|
| Executive Member/Chair: Relevant Director | Executive Member for Neighbourhoods, Planning and Personnel Director of City Development |
|--|---|

Deadlines for submission

| | |
|---|--|
| White Papers | - *10.00 am on the day before the issue of the Summons |
| Back Bench Community Concerns | - *10.00 am on the day before the issue of the Summons |
| Questions | - 10.00 am on Monday prior to meeting |
| Amendments (including references back) | - 1.30 pm on Tuesday prior to meeting |

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COUNCIL MEETING – 10th SEPTEMBER 2014

| | | |
|------------------------------|---------------|----------------|
| NOTICE OF: | Reference No: | Date Received: |
| Back Bench Community Concern | BBCC6 | 1/9/14 |

Submitted by: Councillor Ann Blackburn
 List of supplementary speakers (if any) Cllr David Blackburn, Cllr Terry Wilford

Telecommunications Cabinets on Pavements in Farnley and Wortley

For Democratic Services completion

Executive Member/Chair: Executive Member for Neighbourhoods, Planning and Personnel
 Relevant Director Director of City Development

Deadlines for submission

White Papers - *10.00 am on the day before the issue of the Summons
 Back Bench Community Concerns - *10.00 am on the day before the issue of the Summons
 Questions - 10.00 am on Monday prior to meeting
 Amendments - 1.30 pm on Tuesday prior to meeting
 (including references back)

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COUNCIL MEETING – 10 September 2014

| NOTICE OF: | Reference No: | Date Received: | Date Forwarded: |
|-------------|---------------|----------------|-----------------|
| White Paper | WP1 | 10/7/2014 | 2/9/2014 |

| | |
|----------------------------------|-----------------------|
| Submitted by: | Councillor Les Carter |
| Relevant Board/Regulatory Panel: | Executive Board |
| Executive Member/Chair: | Leader of Council |
| Relevant Director | Chief Executive |

This Council extends its thanks and appreciation to all the organisers, council staff and volunteers who helped make the Tour de France Grand Depart such a wonderful success for Leeds and the region.

Councillor Les Carter

* Director to provide a copy of draft reply to Kevin Tomkinson, Governance Services by: n/a

Deadlines for submission

White Papers - *10.00 am on the day before the issue of the Summons
 Questions - 10.00 am on Monday prior to meeting
 Amendments - 1.30 pm on Tuesday prior to meeting
 (including references back)

(All submissions should be made to Governance Services for receipt to be recorded and distribution made)

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COUNCIL MEETING – 10 September 2014

| NOTICE OF: | Reference No: | Date Received: | Date Forwarded: |
|-----------------------|---------------|----------------|-----------------|
| White Paper Amendment | WP2 | 15/8/14 | 2/9/14 |

| | |
|----------------------------------|------------------------------|
| Submitted by: | Councillor K Wakefield |
| Relevant Board/Regulatory Panel: | Executive Board |
| Executive Member/Chair: | Chair of the Executive Board |
| Relevant Director | Chief Executive |

Council welcomes Government recognition of our exceptionally strong case for greater devolution of financial powers as reflected in the Growth Deal agreed by Leeds City Region Local Enterprise Partnership in July 2014.

However, in order to provide long-term growth and a genuine rebalancing of the national economy, this must be the start and not the end of the further devolution of power and resources to cities and city regions.

This Council therefore commits to:

- § Deliver increased jobs and drive growth through continued and sustained local investment.
- § Build on our proven track record of delivering effective local outcomes through strong partnerships.

In order to enable the Leeds City Region to fulfil its economic potential Council also calls on Government to:

- § Rapidly implement the Growth Deal in full and immediately engage in negotiation regarding the next round of Growth Deals.
- § Commit to true devolution without any imposition of politically motivated conditions.
- § Support the proposals set out by England’s nine largest cities for greater financial freedoms and local control over how finance is raised and invested.

* Director to provide a copy of draft reply to Kevin Tomkinson, Governance Services by: n/a

Deadlines for submission

| | |
|---|--|
| White Papers | - *10.00 am on the day before the issue of the Summons |
| Questions | - 10.00 am on Monday prior to meeting |
| Amendments (including references back) | - 1.30 pm on Tuesday prior to meeting |

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COUNCIL MEETING – 10TH SEPTEMBER 2014

| NOTICE OF: | Reference No | Date Received | Date Forwarded |
|-------------|--------------|---------------|----------------|
| White Paper | WP3 | 1/9/14 | 2/9/14 |

| | |
|----------------------------------|--|
| Submitted by: | Cllr Ann Blackburn |
| Relevant Board/Regulatory Panel: | Executive Board |
| Executive Member/Chair: | Executive Member for Cleaner, Stronger & Safer Communities |
| Relevant Director | Director of Environment and Housing |

This Council notes with concern the recent events in South Yorkshire with regard to the Police Commissioner for that area. This Council believes these events and the inability to be able to remove Police and Crime Commissioners in such circumstances prove that the present situation is woefully inadequate.

This Council, therefore, requests the Chief Executive to write to the Home Secretary calling for the return of properly accountable Police Committees made up of elected councillors, and for procedures to be introduced in the interim to give the Secretary of State the power to remove any Police and Crime Commissioner, if the circumstances prove it necessary.

* Director to provide a copy of draft reply to Kevin Tomkinson, Governance Services by:

Deadlines for submission

| | |
|---|--|
| White Papers | - *10.00 am on the day before the issue of the Summons |
| Questions | - 10.00 am on Monday prior to meeting |
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