



A meeting of the Council will be held in the Civic Hall, Leeds on Wednesday, 8th July, 2015 at 1.00 pm

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

- 1 **Minutes** 1 - 6

To approve the minutes of the Council Meeting held on 21st May 2015

- 2 **Declarations of Interest**

To receive any declarations of interest from Members

- 3 **Communications**

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

- 4 **Deputations**

To receive deputations in accordance with Council Procedure Rule 10

- 5 **Recommendations of the Executive Board - Children and Young People's Plan 2015-19** 7 - 42

To consider the report of the Director of Children's Services setting out recommendations from the Executive Board on 24th June 2015 to Full Council in respect of the Children and Young People's Plan.

- 6 **Recommendations of the General Purposes Committee - Amendments to the Constitution following the introduction of the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2015** 43 - 66

To consider the report of the Chief Officer (HR) setting out recommendations from the General Purposes Committee on 16 June 2015 to Full Council in respect of amendments to the Constitution.

To consider a report of the Chief Executive updating Members on matters in the Leeds City Region Local Enterprise Partnership (LEP) and through the West Yorkshire Combined Authority (WYCA).

14 **White Paper Motion (in the name of Councillor Lamb) -
School Places**

This Council believes that every child in the city should have the option of going to a good local school.

Council therefore regrets the situation that arose in North Leeds during this year's allocation of school places, where nearly 90 families did not receive any of their five primary school preferences.

Council welcomes the subsequent steps taken to secure more school places in the areas affected, but believes that recent events have illustrated the sheer scale of the challenge facing the city over the lack of school places. Parents and children across the city deserve nothing less than a comprehensive and far-reaching response.

Council recognises the reservations from some quarters to certain types of school governance, but believes that the authority needs to look at all viable options that could help the city meet demand for school places.

Council therefore calls on the Director of Children's Services to bring a report to Executive Board which:

- explains how the authority can take a more pragmatic approach to addressing the basic need issue, embracing the full range of options and tools available;
- reviews the systems used to plan for school places in the city and sets out what steps can be taken in the short and long terms to ensure that the authority is effectively anticipating demand, so there is no repeat of this year's problems in North Leeds.

15 **White Paper Motion (in the name of Councillor Cleasby) -
Velodrome**

This council notes the increased investment in cycling during recent years and congratulates those involved for the success of both the Tour de France and its continuing legacy, the Tour de Yorkshire. In particular Council congratulates Sir Gary Verity on his knighthood.

Council notes that while great achievements have been made possible, there is an opportunity to build upon these successes through the development of an Olympic standard Velodrome, to help Leeds support and develop its considerable local talent, as well as provide a venue for a wide range of both cultural and other events.

Council therefore calls on the Executive Board to instruct officers to work with partners in the Leeds City Region to identify a suitable site and funding opportunities to build a Velodrome for West Yorkshire.

16

**White Paper Motion (in the name of Councillor Blake) -
Economic Success in the City**

471 - 472

This Council notes that the Leeds economy has achieved significant economic growth in recent years, outperforming national comparators and demonstrating the hard work of businesses in Leeds as well as the success of the vision pursued by the Council since 2010 to ensure Leeds remains “open for business”, despite the challenging economic outlook nationally.

Council believes that the cost of living crisis means now, more than ever, is the time for all communities in our diverse city to share in the benefits of the city’s economic growth. Council believes that businesses in the city have a pivotal role to play to ensure this happens, through an ethical and civic approach to doing business in Leeds.

Council confirms its major priority for the year ahead is to work to transform Leeds into a compassionate, caring city where all its residents benefit from the effects of the city’s economic growth. Council will focus on creating the right conditions for the economy of Leeds to prosper, but will also work to ensure a consequence of that growth is a reduction in the inequalities that exist in Leeds.

Council therefore calls on the Chief Executive to bring forward an Executive Board report on a strategy to enable elected members on behalf of Leeds City Council to work with businesses and organisations to help communities across Leeds share in the economic success of the city, through measures that include: the Living Wage, reducing corporate tax avoidance, supporting local skills and employment initiatives, the Mindful Employer’s initiative, fully meeting planning process obligations for community infrastructure and providing affordable housing.

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.

This page is intentionally left blank



Proceedings of the Meeting of the Leeds City Council held
Civic Hall, Leeds on Thursday, 21st May, 2015

PRESENT: The Lord Mayor Councillor David Congreve in the Chair.

WARD

ADEL & WHARFEDALE

Caroline Anderson
Billy Flynn
Barry John Anderson

ALWOODLEY

Dan Cohen
Peter Mervyn Harrand
Neil Alan Buckley

ARDSLEY & ROBIN HOOD

Jack Dunn
Lisa Mulherin
Karen Renshaw

ARMLEY

James McKenna
Alice Smart
Alison Natalie Kay Lowe

BEESTON & HOLBECK

Adam Ogilvie
David Congreve
Angela Gabriel

BRAMLEY & STANNINGLEY

Julie Heselwood
Kevin Ritchie
Caroline Gruen

BURMANTOFTS & RICHMOND HILL

Asghar Khan
Ron Grahame
Maureen Ingham

WARD

CALVERLEY & FARSLEY

Amanda Carter
Andrew Carter
Rod Wood

CHAPEL ALLERTON

Mohammed Rafique
Jane Dowson
Eileen Taylor

CITY & HUNSLET

Patrick Davey
Mohammed Iqbal
Elizabeth Nash

CROSS GATES & WHINMOOR

Pauleen Grahame
Peter John Gruen
Debra Coupar

FARNLEY & WORTLEY

Ann Blackburn
Terry Wilford
David Blackburn

GARFORTH & SWILLINGTON

Mark Dobson
Stuart McKenna
Andrea McKenna

GIPTON & HAREHILLS

Arif Hussain
Kamila Maqsood
Roger Harington

GUISELEY & RAWDON

Paul John Spencer Wadsworth
Pat Latty
Graham Latty

HAREWOOD

Rachael Procter
Matthew Robinson
Ann Castle

HEADINGLEY

Neil Walshaw
Jonathon Pryor
Janette Walker

HORSFORTH

Dawn Collins
Brian Cleasby
Christopher Townsley

HYDE PARK & WOODHOUSE

Gerry Harper
Javaid Akhtar
Christine Denise Towler

KILLINGBECK & SEACROFT

Catherine Dobson
Brian Michael Selby
Graham Hyde

KIPPAX & METHLEY

James Lewis
Keith Ivor Wakefield
Mary Elizabeth Harland

KIRKSTALL

John Anthony Illingworth
Fiona Venner
Lucinda Joy Yeadon

MIDDLETON PARK

Judith Blake
Kim Groves
Paul Anthony Truswell

MOORTOWN

Rebecca Charlwood
Sharon Hamilton
Alex Sobel

MORLEY NORTH

Robert Gettings
Thomas Leadley
Robert Finnigan

MORLEY SOUTH

Neil Dawson
Shirley Varley
Judith Elliott

OTLEY & YEADON

Colin Campbell
Ryk Downes
Sandy Edward Charles Lay

PUDSEY

Richard Alwyn Lewis
Mick Coulson
Josephine Patricia Jarosz

ROTHWELL

Karen Bruce
Barry Stewart Golton
David Nagle

ROUNDHAY

Christine Macniven
Ghulam Hussain
Bill Urry

TEMPLE NEWSAM

Helen Hayden
Michael Lyons
Judith Cummins

WEETWOOD

Susan Bentley
Judith Mara Chapman
Jonathan Bentley

WETHERBY

Alan James Lamb
John Michael Procter
Gerald Wilkinson

1 Opening Remarks

- a) The Lord Mayor reminded all those present that the Annual Meeting was to be webcast.
- b) The Lord Mayor welcomed the newly elected Members to their first meeting of Council.
- c) The Lord Mayor passed on his thanks to the retiring Leader of Council Councillor Keith Wakefield and his congratulations to Councillor Judith Blake as Leader elect.
- d) The Lord Mayor reported he had attended the recent candle lighting ceremony in respect of recent events in Nepal.

2 Issue of Papers for the Meeting

The Lord Mayor indicated that, following the dispatch of the Summons with accompanying reports on Wednesday 13th May 2015, further papers originally identified on the Summons as to follow were circulated to Members on Wednesday 20th May 2015.

3 Election of Lord Mayor

It was moved by Councillor Golton seconded by Councillor Blake, supported by Councillors Lamb, Elliott and Wilford and

RESOLVED UNANIMOUSLY – That Councillor Judith Mara Chapman be elected Lord Mayor of the City of Leeds to hold Office until immediately after the election of the Lord Mayor at the Annual Meeting of the Council in 2016.

The meeting was suspended to allow for Councillor Chapman to accept the Chain of Office and to take the Chair.

4 Vote of Thanks to the Retiring Lord Mayor

Councillor Ogilvie moved a vote of thanks to the retiring Lord Mayor, Councillor David Congreve. This was seconded by Councillor Castle and supported by Councillors Townsley, Elliott and A Blackburn.

RESOLVED UNANIMOUSLY – That a vote of thanks be moved for the retiring Lord Mayor, Councillor David Congreve.

5 Election of Vice Chair of Council

It was moved by Councillor Campbell seconded by Councillor Blake and

RESOLVED UNANIMOUSLY – That Councillor Townsley be appointed Vice Chairman of Council to hold Office until immediately after the election of the Lord Mayor at the Annual Meeting of Council in 2016.

6 Minutes

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

RESOLVED – That the minutes of the meeting held on 1st April 2015 be approved subject to the addition of Councillor Flynn in the attendance.

7 Declarations of Interest

There were no declarations of interest at this meeting.

8 Announcements

The Lord Mayor passed on her thanks and best wishes to the retiring Leader of Council, Councillor Keith Wakefield

9 Election of Leader

It was moved by Councillor Charlwood seconded by Councillor Selby and

RESOLVED – That Councillor Judith Blake be elected Leader of the Council.

10 Recommendations of the General Purposes Committee - Amendments to the Constitution

It was moved by Councillor Wakefield seconded by Councillor Charlwood and

RESOLVED – That the recommendations of the General Purposes Committee with regard to amendments to the Constitution, as detailed in the report of the City Solicitor, be approved.

11 Establishment of Committees and Appointments

It was moved by Councillor Charlwood seconded by Councillor Selby and

RESOLVED – That Schedules 9(a)to(c) and Schedules 9(e)and(f) be approved and that the City Solicitor be authorised, in consultation with appropriate Whips, to change appointments made during the period between this meeting and the next ordinary meeting of Council

12 Appointment of Community Committee Chairs

It was moved by Councillor Charlwood, seconded by Councillor Selby that

- (a) in accordance with Community Committee Procedure Rules that the appointment of the Chairs of the following Community Committees be determined by Full Council as a meeting of those Community Committees had not taken place.

- Inner North East Community Committee
- Outer North East Community Committee
- Inner East Community Committee
- Outer East Community Committee
- Inner South Community Committee
- Inner West Community Committee

- (b) in accordance with Community Committee Procedure Rules that the appointment of the Chairs of the following Community Committees be noted

- Inner North West Community Committee
- Outer North West Community Committee
- Outer West Community Committee

RESOLVED –

- (a) That the Chairs of the 6 Community Committees above be appointed.
- (b) That the Chairs of the 3 Community Committees above be noted.

13 Appointment of Community Committee Chair - Outer South

It was moved by Councillor Charlwood, seconded by Councillor Selby, that in accordance with Community Committee Procedure Rules the appointment of the Chair of the Outer South Community Committee be determined by the overall

majority of votes cast by those Members of the Outer South Community Committee present at the Council meeting.

The 2 nominees were Councillor K Bruce and Councillor R Finnigan.

As an overall majority of votes could not be obtained by votes cast by those Members of the Community Committee present at the Council meeting, the vote was widened to include all Members of Council.

RESOLVED – That Councillor K Bruce be appointed Chair of the Outer South Community Committee

14 Scheme of Delegation (Council(Non-Executive) Functions)

It was moved by Councillor Charlwood seconded by Councillor Selby and

RESOLVED – That the Officer Delegation Scheme (Council (Non Executive) Functions) as detailed in Schedule 10 be approved.

15 Executive Arrangements

It was moved by Councillor Charlwood seconded by Councillor Selby and

RESOLVED – That the list presented by the Leader setting out the arrangements for the discharge of Executive Functions, as detailed in Schedule 11, be noted.

16 Council Meeting Dates 2015/2016

It was moved by Councillor Charlwood seconded by Councillor Selby and

RESOLVED – That the dates of the meetings of the Council for the Municipal Year 2015/16, as detailed in Schedule 12 be approved.

Council rose at 19.35

This page is intentionally left blank

Report of the Director of Childrens Services

Report to Full Council

Date: 8th July 2015

Subject: Children and Young People's Plan 2015-19



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

Summary of main issues

1. The Children and Young People's Plan 2015-19 has been drafted following consultation with partners. The Children and Families Trust Board (CFTB) have approved the draft plan. The plan is part of Leeds City Council's Budget and Policy framework and therefore needs to be approved by the Council's Executive Board and by full Council.
2. The draft plan is attached at appendix one. It was discussed at Executive Board on the 24th of June 2015. Executive Board approved the recommendation to submit the draft CYPP 2015-19 for final approval by Full Council on the 8th of July 2015. An easily accessible summary of the approach proposed for the CYPP 2015-19 is provided in the one page "Executive Summary- Plan on a Page" which can be found on the last page of the document.

Recommendations

3. Full Council approve the draft CYPP 2015-19 for dissemination and publication.

1 Purpose of this report

- 1.1 To outline the background to the preparation of the draft CYPP 2015-19 and seek approval to publish and disseminate it.

2 Background information

- 2.1 The Children's Services workforce, children and young people, our partnership boards, partnership services and agencies, Council officers, and elected members have been consulted on the CYPP 2015-19. In addition the Ofsted inspection, the views of our local, national and international adviser networks, and our analysis of performance data have been used to develop the CYPP 2015-19.
- 2.2 Consultation included a joint planning session between the Children and Families Trust Board and children and young people; a session for elected members; an Outcomes Based Accountability workshop for a range of partners; and a discussion of challenges at the Children and Families Trust Board and in Scrutiny and Executive Board as well as the Health and Well Being Board.
- 2.3 The draft CYPP 2015-19 is attached at appendix one. An easily accessible summary of the approach proposed for the CYPP 2015-19 is provided in the one page "Executive Summary- Plan on a Page" which can be found on the last page of the document.

3 Main issues

- 3.1 Improving social, emotional and mental health and well being for children, and young people emerged as a common strand in many of the consultation discussions. It is a priority for children and young people, schools and a range of partners across the city. In the specific context of schools and other learning settings there is also a strong emphasis on the links to the development of positive behaviour. In response to this aspect of the consultation discussions "Improve social, emotional and mental health and well being" and "Support schools and settings to improve attendance and develop positive behaviour " have been included as new priorities in the CYPP. Key indicators have also been added.
- 3.2 Consultees also commented on the lack of an explicit reference to outcomes for *children and young people with special educational needs and/or disability in the CYPP* priorities. A priority has been included along with a key indicator.
- 3.3 Consultees and the data continues to highlight significant gaps between the educational achievement of vulnerable groups and the average or best achievement levels for the city; gaps between the achievement of vulnerable groups and their peers nationally; and, gaps between overall achievement levels in Leeds and national achievement levels. Consultees view these gaps as significant, complex and stubborn challenges which were not visible enough in the CYPP 2011-15. The draft plan for 2015-19 highlights the gaps in the priorities.

- 3.4 Best start in life has been recognised as major issue across the city and it is therefore appropriate to reflect this shared focus in the CYPP priorities. The Leeds Best Start Plan is preventative programme from conception to age 2 years which aims to ensure a good start for every baby, with early identification and targeted support for vulnerable families. Developments in neuroscience show that the development of the baby's brain occurs most rapidly during pregnancy and the first 2 years of life. The baby's relationship with the primary care giver, and early attachment and bonding have a profound influence on the development of emotional and social capacity and cognitive growth.
- 3.5 Work on the best start programme is therefore a crucial element of our CYPP because it invests in the potential of all our children, helps improve outcomes by targeting some of the most vulnerable families and complex issues; and, includes a focus on parental behaviour and influence. In the longer term work in these areas aims to break inter-generational cycles of neglect, abuse and violence. Best start in life has been recognised as major issue across the city and it is therefore appropriate to reflect this shared focus in the CYPP priorities.
- 3.6 The tracking of young people with not known destinations is a central aspect of tracking those not in education, employment or training. (NEET) As a result the key indicator for NEET now also includes a reference to not knowns, and not knowns will be highlighted alongside NEET in the statistical dashboards
- 3.7 The wording of the outcome all children and young people choose healthy lifestyles has been amended to all children and young people enjoy healthy lifestyles. This reflects the fact that the outcome is essentially about children and young people both having and enjoying healthy lifestyles.
- 3.8 The addition of a key indicator for the percentage of new school places created in good or outstanding schools reflects the challenge the city has around school places and the importance of good learning places in the drive to improve achievement and close achievement gaps.
- 3.9 Consultees identified various improvement programmes that they felt help us make further and faster progress on our obsessions, outcomes and priorities. These relate to one or more of the 7 city wide improvement programmes identified in the draft plan.
- *The best start plan*
 - *The review of social, emotional and mental health and well being*
 - *A life ready for learning strategy*
 - *The "think family work family" protocol*
 - *A city wide breakthrough project on domestic violence*
 - *Early help*
 - *Outstanding social work & support for vulnerable children and young people*
- 3.10 The role of the CYPP is to articulate and restate the importance of working in partnership across the city. It highlights the behaviours, ways of working and improvement programmes that will help us make further and faster progress against

the obsessions, outcomes and priorities. Through this work and by investing to save in early help and preventative work we are laying the foundations for an increasingly prosperous city. An investment in safe, healthier, skilled, confident, successful and more resilient children, young people, families and communities helps build a city where the social and economic benefits of growth increasingly are enjoyed by all.

- 3.11 The detailed planning and delivery of services within the overarching framework provided by the CYPP is the job of the 75,000 people in the city who work with children and young people on a daily basis. The combination of their dedication, commitment and professionalism and our relentless focus on a simple framework of obsessions, outcomes, priorities and improvement work has been the key to our success to date.
- 3.12 We now need to refresh our collective determination to using our people and framework to make a bigger difference to more children, young people and families. CFTB are asked to commit to the new plan and help embed its use across the Children Services' partnership.
- 3.13 Following approval, it is proposed to print the draft CYPP 2015-19 using appropriate professional design and layout services. It is proposed to formally launch the new CYPP in September 2015 but dissemination will commence as soon as final approval is received.
- 3.14 A version specifically aimed at children and young people will be included in the launch materials, and will be used to further engage children and young people in the monitoring and development of the CYPP.

4 Corporate Considerations

4.1 Consultation and Engagement

- 4.1.1 See paragraphs 2.1 to 2.2 and 3.1 to 3.9

4.2 Equality and Diversity / Cohesion and Integration

- 4.2.1 The purpose of all the strategic and operational activity relating to this area of work is to help all children and young people achieve their full potential. A central element of this to ensure that the needs of vulnerable children, young people and families who experience inequality of opportunity or outcomes are identified and responded to at the earliest possible opportunity.
- 4.2.2 An Equality, Diversity, Cohesion and Integration assessment screening form is attached to this report.
- 4.2.3 With effect from 2015 it is proposed to provide an Annual equalities report which pulls together relevant data and policy on EDCl issues into one easily accessible source. This will help the Children and Families Trust Board and Leeds City

Council monitor and evaluate EDCI issues, and suggest work programmes to address these issues and improve the way services and agencies respond to need and vulnerability.

4.3 Council policies and Best Council Plan

4.3.1 The outcomes and priorities in the Children and Young People's Plan complement those in the Best Council Plan 2015-20 and Joint Health and Well Being Plan 2013-15. The Children's Services Directorate will work to ensure that the CYPP is used to help deliver the Council's breakthrough projects, and that these projects in turn contribute to improving outcomes for children and young people, their families and communities.

4.4 Resources and value for money

4.4.1 Whilst there are no financial and resource issues arising directly from this report, the financial challenges facing the Council and partner organisations over the coming years will necessitate a transformational re-design of services for children, young people and families.

4.4.2 Over recent financial years, the Council's prioritisation of resources to support vulnerable children and families has seen improvement in all of our CYPP priorities and our 3 strategic obsessions. The financial strategy must be based on sustaining these improvements and continuing to support the priorities whilst recognising the significant financial constraints and also the changing context and role of the local authority particularly around schools and education.

4.4.3 Looking forward, a cornerstone of the financial strategy will be to protect investment to support services around child protection and safeguarding whilst at the same time continuing to invest in preventative and early intervention services, including implementing new models for improving child and family services building on the current locality and cluster arrangements.

4.5 Legal Implications, Access to Information and Call In

4.5.1 There are no legal implications arising directly from this report. The CYPP is part of the Council's Budget and Policy framework. The power to call in decisions does not extend to those decisions made in accordance with budget and policy framework procedure rules.

4.6 Risk Management

4.6.1 Risks registers are maintained by Leeds City Council's Children's Services Directorate and by the other main organisations that are engaged in the work of the Children and Families Trust Board.

5 Conclusions

- 5.1 The recently published Ofsted report is an outstanding milestone in the Leeds improvement journey, arising from all the hard work done across the city in the last 5 years. It reflects a remarkable transformation in a relatively short period of time and is a fitting tribute to the dedication, commitment and professionalism of the Children's Services workforce and partners. **However, we are not complacent. Leeds is a big and complex city facing significant and stubborn challenges. Outcomes are not always good enough and are not always consistent across the city and across different groups and communities.**
- 5.2 The core of our vision and framework of obsessions, outcomes, priorities and key indicators is little changed from that set out in the 2011-15 plan. We have updated the framework to better reflect the current position. This includes areas highlighted as vitally important by the data and our consultees, including children and young people. for example,
- narrowing gaps in learning outcomes
 - the importance of social, emotional and mental health and well being outcomes, including positive behaviour in learning settings,
 - outcomes for those with special educational needs and/or disability.
- 5.3 Our vision and framework is well understood across the city. Our relentless focus on these areas, and the way our partners have applied them on a day to day basis, and in a wide range of services, agencies, settings and interactions with children, young people and their families, has been the key to our success to date. The **"development of a clear and ambitious vision has fostered a relentless focus on continuous improvement."** (Ofsted report, March 2015)
- 5.4 We know need to refresh the collective determination across the city to use the updated vision and framework to unpick the issues facing some of our children, young people and families, particularly those who are most vulnerable to poor outcomes or who face significant challenges.
- 5.5 The CYPP is the ambition, the intention, the framework; the commitment; the guide; the script. It is made real and translated into sustainable changes in outcomes for children, young people, families and their communities by our partners. Our partners pick up and run with the vision and framework every day of the year.
- 5.6 Through the application of our vision and framework and our shared behaviours and methods, we are confident that our partners, led by *the Children and Families Trust Board (CFTB)*, can build on the progress made to date.
- 5.7 Our **CYPP is central to the growth strategy for the city. An investment in safe, healthier, skilled, confident, successful and more resilient children, young people, families and communities lays the foundation for an increasingly prosperous city where the social and economic benefits of growth are enjoyed by all.** The social and economic "payback" from investment in children's services, particularly early intervention and preventative work, is healthy and flourishing

communities and a thriving city where more people reach their potential. The scale and range of the potential gains of the “invest to save” approach is documented in study after study.

6 Recommendations

6.1 Full Council approve the draft CYPP 2015-19 for dissemination and publication.

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 materials.

This page is intentionally left blank

Leeds Children and Young People's Plan 2015-19 -from Good to Great-

“Children’s Services in Leeds benefit from outstanding, inspirational and confident operational and political leadership. The Child Friendly Leeds ambition has cross-party political support,”
“professionals across the city put children and young people at the heart of their work,”
*“partners work effectively together to safeguard children and young people” (Ofsted report
March 2015)*





Table of contents

<i>Welcome to the Children and Young People's Plan 2015-19</i>	3
<i>Our vision</i>	5
<i>Building a Child Friendly City-Our obsessions, outcomes, priorities and key Indicators</i>	6
<i>Working in partnership</i>	8
<i>Ways of working</i>	10
<i>Leeds Children's Services improvement journey 2009-15</i>	12
<i>Building momentum- going further and faster- from good to great</i>	14
<i>Is anyone better off? Impact 2011-15</i>	17
<i>What is it like to be a child, or young person growing up in Leeds- some key facts?</i>	20
<i>Leeds Children and Young People's Plan 2015-19- Executive Summary- Plan on a Page</i>	21



Welcome to the Children and Young People's Plan 2015-19

Our vision for a child friendly city is our ambition for how we will make a difference to the lives of over 183,000 children and young people. **We always start with a simple question: What is it like to be a child or young person growing up in Leeds, and how do we make it better?**

We adopt a partnership approach because addressing these issues is the responsibility of everyone who works with and cares about children and young people. Our aspiration to become a child friendly city is at the heart of our Vision because if we all do what we can to ensure our children and young people are safe, healthy, successful, heard, involved and respected at home, at school, in their communities - and whenever decisions affect them – it sends the right message about how important their welfare is to us and how important they are to our future.

We have consulted widely about our 2015-19 plan. **Our partners and Ofsted say that there are many examples of how we have made good and sometimes outstanding progress**, using the framework of obsessions, outcomes and priorities set out in the CYPP 2011-15. Examples of the impact we have made are included in the new plan. **However, we know there is a lot more to do.**

During the consultation the workforce, children and young people, our partnership boards, Council officers, elected members, our local, national and international adviser networks and our performance data told us that an enhanced focus on some areas will help us **go further and faster**. Our new plan sets out the detail of these issues and how we will tackle them.

The overall effectiveness of children's services in Leeds is rated as good by Ofsted who published their "Inspection of services for children in need of help and , children looked after and care leavers and Review of the effectiveness of the local safeguarding children board" in March 2015. Within the overall judgment services for children who need help and protection are rated good; services for Children Looked After and achieving permanence are rated as good; adoption performance is rated as good; the experiences and progress of care leavers is rated as good; and, leadership, management and governance is rated as outstanding. The Leeds Safeguarding Children Board (LSCB) is also rated good.

This is an outstanding milestone in the Leeds improvement journey, arising from all the hard work done across the city in the last 5 years. It reflects a remarkable transformation in a relatively short period of time and is a fitting tribute to the dedication, commitment and professionalism of the Children's Services workforce and partners. **However, we are not complacent. Leeds is a big and complex city facing significant and stubborn challenges. Outcomes are not always good enough and are not always consistent across the city and across different groups and communities.**

The core of our vision and framework of obsessions, outcomes, priorities and key indicators is little changed from that set out in the 2011-15 plan. We have updated the framework to better reflect the current position. This includes areas highlighted as vitally important by the data and our consultees, including children and young people. for example,

- best start in life
- narrowing gaps in learning outcomes



- the importance of social, emotional and mental health and well being outcomes, including positive behaviour in learning settings,
- outcomes for those with special educational needs or disability.

Our vision and framework is well understood across the city. Our relentless focus on these areas, and the way our partners have applied them on a day to day basis, and in a wide range of services, agencies, settings and interactions with children, young people and their families, has been the key to our success to date. The **“development of a clear and ambitious vision has fostered a relentless focus on continuous improvement.”** (Ofsted report, March 2015)

We know need to refresh the collective determination across the city to use the updated vision and framework to unpick the issues facing some of our children, young people and families, particularly those who are most vulnerable to poor outcomes or who face significant challenges. To help us do this we have identified 7 improvement programmes highlighted during the consultation on the 2015-19 plan. A summary of our approach is set out on page 21 of the plan.

The CYPP is the ambition, the intention, the framework; the commitment; the guide; the script. It is made real and translated into sustainable changes in outcomes for children, young people, families and their communities by our partners. Our partners pick up and run with the vision and framework every day of the year.

Through the application of our vision and framework and our shared behaviours and methods, we are confident that our partners, led by *the Children and Families Trust Board (CFTB)*, can build on the progress made to date.

Our CYPP is central to the growth strategy for the city. An investment in safe, healthier, skilled, confident, successful and more resilient children, young people, families and communities lays the foundation for an increasingly prosperous city where the social and economic benefits of growth are enjoyed by all.

The social and economic “payback” from investment in children’s services, particularly early intervention and preventative work, is healthy and flourishing communities and a thriving city where more people reach their potential. The scale and range of the potential gains of the “invest to save” approach is documented in study after study. Our challenge is to deliver these on the ground in Leeds.

Councillor Lucinda Yeadon
Deputy Leader and Executive Member for
Children and Families

Nigel Richardson
Director of Children’s Services

Our vision

Leeds has a bold, exciting ambition to become the 'best city' and the best council in the UK. We will only achieve this if we become the best city for children and young people to grow up in. Our vision is for Leeds to be recognised as 'child friendly city.'

Through our vision we invest in children and young people, their families and their communities to help build a more prosperous and successful city. In a child friendly city

- ✓ All children and young people are safe from harm
- ✓ All children and young people do well at all levels of learning and have the skills for life
- ✓ All children and young people choose healthy lifestyles
- ✓ All children and young people are happy and have fun growing up
- ✓ All children and young people are active citizens

A child friendly city is also a city where the affects of child poverty are minimised and where the social and economic benefits of growth are enjoyed by all.

A Restorative City

We want to create a new **social contract** between the state and our citizens so that the emphasis of all our practice is on working **with** children and families, rather than doing things **to** them or **for** them. Working restoratively involves high support and high challenge so that families find their own lasting solutions to the challenges they face, and are equipped with the resilience to move forward successfully.

We are working towards a position where a restorative approach is the default option. A basic entitlement for all children, young people and families who come into contact with our services, with the child at the heart of decisions that affect them.

Underpinning this approach are the 4 principles agreed by the CFTB and adopted as council policy statements:

- *The default behaviour of children's services in all its dealings with local citizens/partners and organisations will be a restorative one-high support with high challenge*
- *Children's Services in Leeds will ensure that families, whose children might otherwise be removed from their homes, are supported to meet and develop an alternative plan before such action is taken*
- *For all families where a plan or decision needs to be made to help safeguard and promote the welfare of a child or children, the family will be supported to help decide what needs to happen*
- *Children's Trust and Local government partners must see all local schools as community assets and have a clear role in holding those institutions - no matter what the governance arrangements - to account for the contribution they make to the well being of the local population.*

Building a Child Friendly City- Our Obsessions, outcomes, priorities and key indicators

3 Obsessions

- safely and appropriately reducing the number of Children Looked After
- reducing the number of young people not in education, employment and training
- improving school attendance

5 outcomes	14 priorities	20 Key indicators		
All CYP are safe from harm	1. Help children to live in safe and supportive families 2. Ensure that the most vulnerable are protected	1. Number of Children Looked After		
		2. Number of children and young people with child protection plans		
All CYP do well at all levels of learning and have the skills for life	3. Improve achievement and close achievement gaps 4. Increase numbers participating and engaging 5. Improve outcomes for CYP with special educational needs and disability 6. Support children to have the best start in life and be ready for learning 7. Support schools and settings to improve attendance and develop positive behaviour	3. % with good achievement at the end of primary school		
		4. % gaining 5 good GCSEs including English and maths		
		5. Level 3 qualifications at 19.		
		6. Achievement gaps at 5, 11, 16, 19		
		7. Primary and secondary school attendance		
		8. Young people NEET/not known		
		9. Number of school places created in good or outstanding schools		
		10. Destinations of CYP with send after they leave school		
		11. % with good level of development in Early Years		
		12. Number of school exclusions		
		All CYP enjoy healthy lifestyles	8. Encourage physical activity and healthy eating. 9. Promote sexual health 10. Minimise the misuse of drugs, alcohol & tobacco	13. Obesity levels at age 11
				14. Free school meal uptake- primary; secondary
15. Teenage pregnancy rates				
16. Rates of under 18s alcohol related hospital admissions				
All CYP have fun growing up	11. Provide play, leisure, culture and sporting opportunities. 12. Improve social, emotional and mental health and well being	17. Surveys of CYP perceptions		
		18. CYP and parent satisfaction with mental health services		
All CYP are active citizens who feel they have voice & influence	13. Reduce crime and anti-social behaviour 14. Increase participation, voice and influence	19. Proportion of 10-17 year olds offending		
		20. Percentage of C&YP who report influence in a) school b) the community		

A relentless focus on continuous improvement

Our 3 obsessions were identified in the CYPP 2011-15. These along with our outcomes, priorities and key indicators were chosen because they are powerful starting points that provide a way to tackle the complex issues affecting the most vulnerable. Our rationale is that rapid progress on the obsessions has a “knock on” effect in other areas; helping us go further and faster on the improvement journey.

We have made no radical changes to the obsessions, outcomes and priorities in the 2015-19 plan. We do this not because nothing has changed or because issues have not moved on, but because they provide an essential framework to guide the partners in their improvement work. Starting points that take us to the complex issues and patterns of behaviour that lie beneath the headline words and numbers. Starting points that challenge us to identify the range of needs, and deliver the best mix of universal, specialist and targeted services, in the right way at the right time, through the right mix of practitioners.

Starting points that lead us “everywhere.” We know, for example, that improving attendance will improve attainment and that tackling those with poor attendance will often lead us to disengagement, low attainment, family behaviour patterns, domestic violence, child or parental substance misuse, child or parental mental health and learning disability. We know that poor attendance is often linked to NEET, engagement in the social care system and youth offending.

We know that focusing on pupil groups with lower attendance and higher persistent absence will often lead us to those living in deprived areas, Children Looked After, pupils with special education needs and some ethnic minority groups.

We know that starting with a different focus, a different point in the framework, will lead us into these same areas and link us in to other issues such as family orientated social care systems. And so on- any starting point in the framework leads to the key issues and underlying patterns.

We have updated the framework to better reflect the current position. This includes areas highlighted as vitally important by the data and our consultees, for example,

- best start in life
- narrowing gaps in learning outcomes,
- the importance of social, emotional and mental health and well being outcomes, including positive behaviour in learning settings,
- outcomes for those with special educational needs or disability.

Our vision and framework is well understood across the city. Our relentless focus on these areas, and the way our partners have applied them on a day to day basis, and in a wide range of services, agencies, settings and interactions with children, young people and their families, has been the key to our success to date.

We know need to refresh the collective determination across the city to use the vision and framework to unpick the issues facing some of our children, young people and families, particularly those who are most vulnerable to poor outcomes. To help us do this we have identified 7 improvement programmes highlighted during the consultation on the 2015-19 plan. A summary of our approach is set out on page 21 of the plan.

Working in partnership

The CYPP is the ambition. The shared framework of starting points. It is made real and translated into sustainable changes in outcomes for children, young people, families and their communities by our partners. Our partners pick up and run with the vision and framework every day of the year. Our partners translate the CYPP into improved outcomes for our children and young people, and their families and their communities.

There are an estimated **75,000 people** in Leeds whose daily work touches children, young people and their families. They work in a vast array of services, agencies and settings and come together in a diverse range of formal and informal partnerships.

The Young Lives Leeds Forum (YLL) is the strategy and development partnership for **third sector** organisations. Over 250 organisations are members. YLL represents third sector organisations on the CFTB. It is hosted by Voluntary Action Leeds (VAL), the Council for Voluntary Service in Leeds. VAL provides support services and specialist advice to third sector organisations, helping them to carry out their work and ensuring they are represented in partnership work.

We engage many of our **183,000 children and young people** in services and they get involved through the Youth Council, the Student LSCB, and the Children's mayor. Over 6,000 took part in the last elections and over 19,000 completed the make your mark survey.

Our 25 clusters are local partnerships that include the Children's Social Work Service, schools, governors, Police, Leeds City Council youth service, Youth Offending Service, Children's Centres, Housing services, third sector, health, local elected members. Local clusters:

- enable local settings and services to work together effectively to improve outcomes for children, young people and their families
- build capacity to improve the delivery of preventative and targeted services to meet local needs, and provide early help and additional support
- promote the CYPP and the ambition of a child friendly city across the locality

The **Children and Families Trust Board (CFTB)** is the formal partnership between all those agencies who play a part in improving outcomes for children and young people and who have a shared commitment to our CYPP. The Board is chaired by Councillor Judith Blake. The Board brings together NHS Leeds, Leeds Youth Offending Service, West Yorkshire Police, West Yorkshire Probation, Job Centre Plus, local schools, colleges and children's centres, the voluntary sector, and Leeds City Council services such as children and young people's social care, housing, early years, public health and education and learning.

The **Leeds Safeguarding Children Board (LSCB)** has a statutory responsibility for holding those agencies responsible for promoting children's welfare, and protecting them from abuse and neglect, to account. The LSCB has representatives on the CTFB and vice versa.

The LSCB is responsible for coordinating our work to safeguard and promote the welfare of children and for ensuring the work is effective. It develops policies and procedures, contributes to service planning, takes a leadership role in sharing learning and understanding practice, and providing workforce development and training, and monitors and performance manages



safeguarding practice. **“Our vision is for Leeds to be a child friendly city in which children and young people are safe from harm in their families, their communities and their neighbourhoods.”** The LSCB agrees and accepts that legally anyone is required to share information as necessary when a child is ‘at risk of harm.’ The CTB fully supports this principle.

“People in Leeds are safe and feel safe in their homes, in the streets, and places they go” is the desired outcome of the work of the Safer Leeds Executive. (SLE) The SLE is a community safety partnership involving Leeds City Council, West Yorkshire Police and other partners such as Clinical Commissioning groups, the Fire and Rescue Service, the Probation Trust, Youth Offending services and the Office of the Police and Crime Commissioner. The CTB and LSCB are also partners. The shared focus is reflected in the key priorities for the SLE, for example:

- partnership working to reduce domestic violence
- tackling and reducing anti-social behaviour in our communities
- improving our response to Child Sexual Exploitation and human trafficking
- reducing re-offending
- dealing with the increased use of legal highs and cannabis in the city
- Safer Schools initiative and hate incident monitoring

The Health & Well Being Board & Joint Health & Well Being Strategy address the shared outcomes and priorities of those working in the National Health Service, Public Health and Social Care services, and in a range of Council services for children and adults. The Chair of the CFTB and the Director of Children’s Services sit on both Boards and Health organisations are well represented on the CTFB. Joint working also takes place through forums such as the Best Start in Life Strategy group and the Child Poverty Outcomes Group. Shared concerns are:

- healthy lifestyles and choices
- emotional and mental health
- everyone has the best start in life
- people have a voice and are involved in and can influence decision making
- everyone achieves their full potential through education and learning
- people are supported into work and employment
- people are provided with advice and support on debt and income
- narrowing the gap for those who experience relatively poor outcomes

As well as formal partner boards there is **broad cross-party political support for our programmes. We are supported and helped by local businesses, sports organisations such as the Leeds Rugby Foundation, the local newspapers, West Yorkshire Police, NHS Leeds and Leeds Community Healthcare, schools, the third sector, and a range of regional, national and international academic and practitioner partners.**

Ways of working

Our vision of a child friendly city and relentless focus on using our obsessions and priorities to drive continuous improvement is underpinned by 3 behaviours. Through the behaviours we put the child at the centre of everything we do, and seek to listen to the voice of children and young people and promote their welfare.

3 behaviours

In all our work **Outcomes based accountability** helps us move from “talk to action” by focusing on a clear and simple process for review and planning:

- What are the outcomes for children and young people?
- What are the key indicators of how well we are achieving outcomes?
- What are the issues lying behind the trends- the forces and causes at work-the story behind the baseline?
- Who are the key partners?
- What works? What are the best ideas for improvement, how can we “turn the curve”?

OBA also keeps a relentless focus on outcomes by posing 3 questions:

- **How much did we do?**
- **How well did we do it?**
- **Is anyone better off?**

A commitment to **restorative practice** informs all our work. This means that the emphasis of all our practice is on working **with** children and families, rather than doing things **to** them or **for** them. Service providers become the facilitators who work restoratively, providing high support and challenge to enable families to find their own sustainable solutions to the challenges they face, and to equip them with the resilience to move forward successfully. The approach is underpinned by 4 statements of intent agreed by the CFTB and adopted as council policy.

- *The default behaviour of children’s services in all its dealings with local citizens/partners and organisations will be a restorative one-high support with high challenge*
- *Children’s Services in Leeds will ensure that families, whose children might otherwise be removed from their homes, are supported to meet and develop an alternative plan before such action is taken*
- *For all families where a plan or decision needs to be made to help safeguard and promote the welfare of a child or children, the family will be supported to help decide what needs to happen*
- *Children’s Trust and Local government partners must see all local schools as community assets and have a clear role in holding those institutions - no matter what the governance arrangements - to account for the contribution they make to the well being of the local population.*

We are working towards a position where a restorative approach is the default option for all our contact with children, young people and their families with the child at the heart of decisions that affect them. The further roll out of restorative practice and family group conferencing across the Children’s Services workforce, using the £4.85m worth of funding secured from the national

innovation fund, is one of the programmes we have identified to help us build momentum and go further and faster on our improvement journey.

Listening to and responding to the voice of the child in all that we do is the third underpinning behaviour. In all work, practice and behaviour we see the child as the client, put children and young people at the heart of everything we do, and seek to safeguard and promote the welfare of children and young people. This includes consideration of the transition to adulthood and the role of the family- see below- “think family-work family.”

We are also fully committed in all our work to the LSCB’s statement that legally anyone is required to share information as necessary when a child is ‘at risk of harm.’ **“partners work effectively together to safeguard children and young people”** (Ofsted report, March 2015)

As well as the 3 behaviours which we both use and strive to embed in services and agencies across the city, there are a number of other important aspects to our ways of working. **Early help-** Extra support may be needed at any point in a child or young person’s life. We seek to offer support quickly to reduce the impact of problems. We aim to make sure that practitioners have **“the right conversations, with the right people, at the right time”** so that they can identify needs and the right response.

Early help is delivered through **25 clusters of services**, based around groups of schools. They identify those needing additional support and organise the right mix of specialist and targeted services. **“A well-coordinated locality and cluster approach results in early identification and extensive work with families according to need.”** (Ofsted report, March 2015)

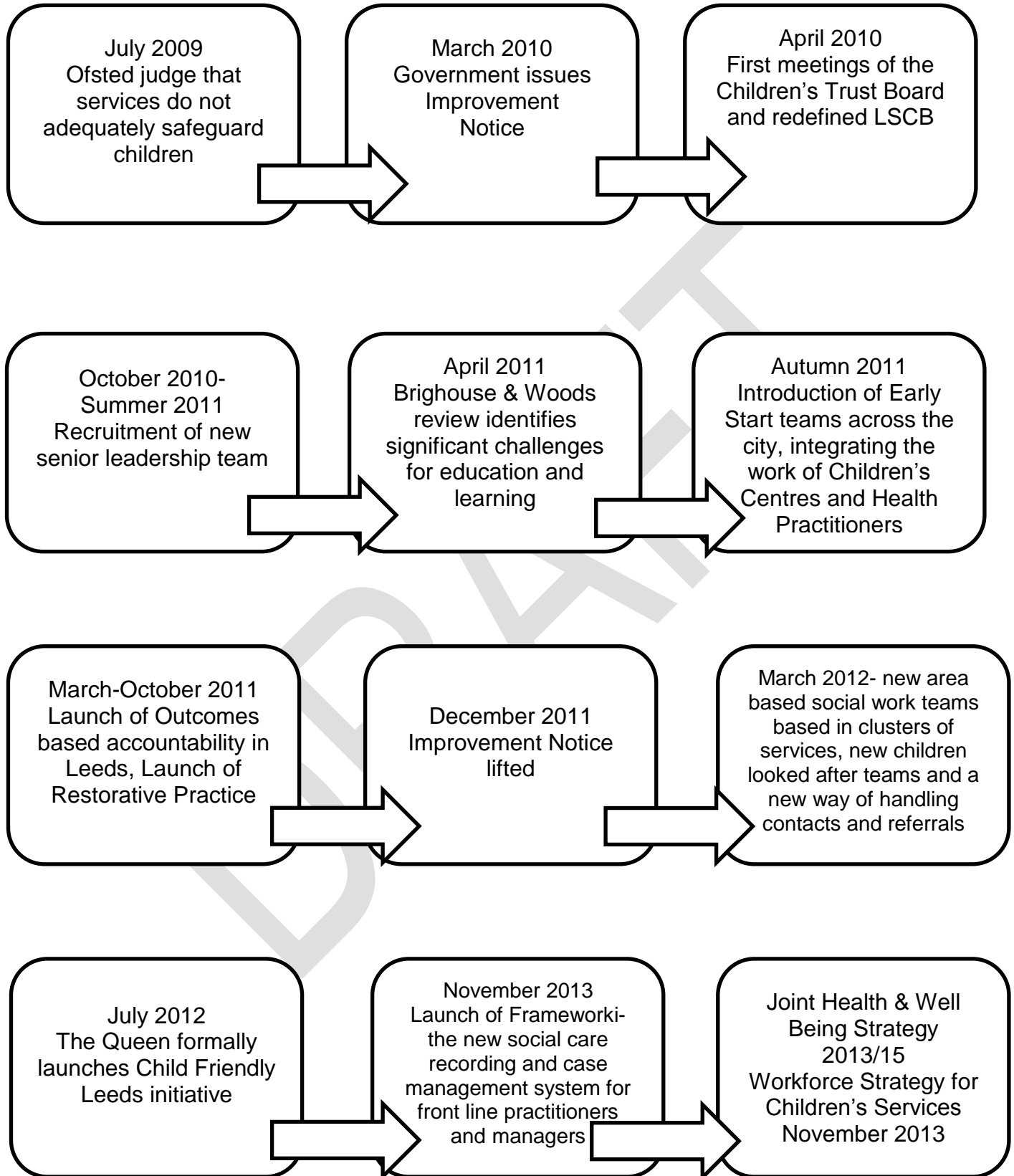
A **family approach** is an essential way of working because of the prevalence of domestic violence, parental substance misuse, parental mental health and parental learning disability. The Leeds **“think family work family”** protocol emphasises that when working with a child or young person, practitioners should consider the relationships they have with their family, the role of adult behaviour and the wider context such as friends and the local community.

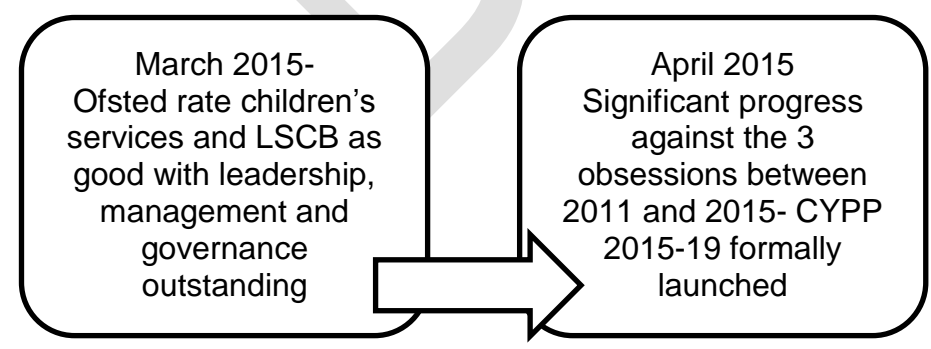
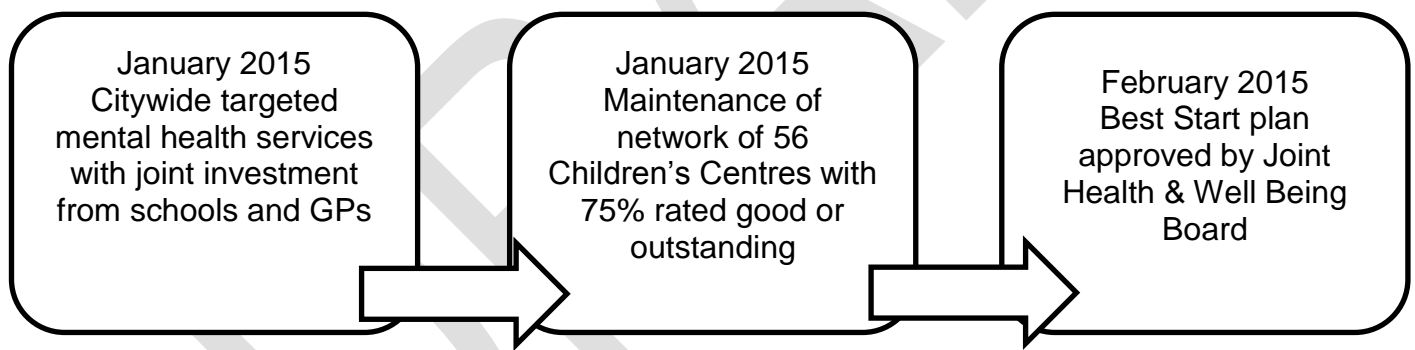
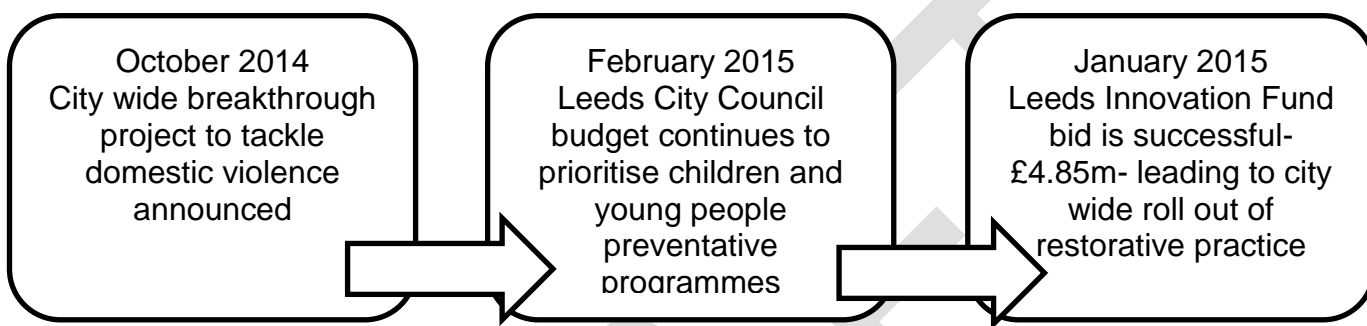
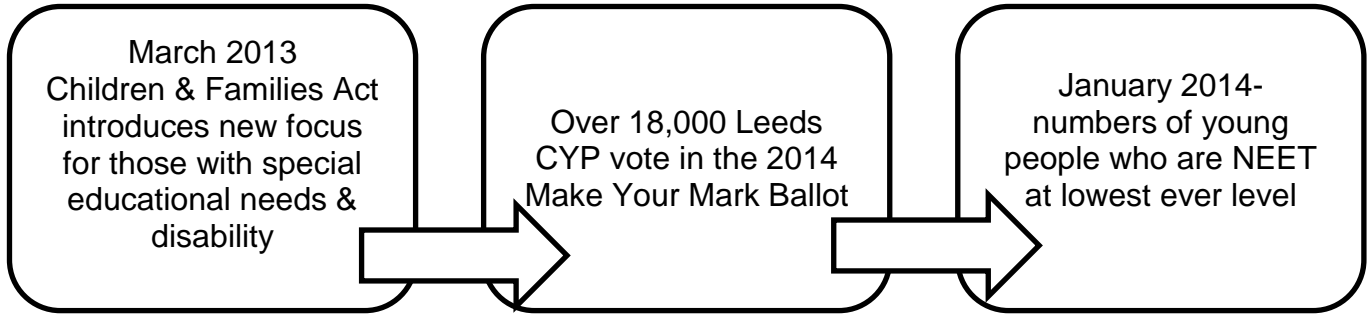
Investing to save, city wide growth strategy. Making changes to underlying patterns of behaviour by investing in early, preventative work is key to making lasting improvements in outcomes, reducing demand and reducing the cost base of services. **Investing to save** is also part of the growth strategy for the city. **An investment in safe, healthier, skilled, confident, successful and more resilient children, young people, families and communities lays the foundation for an increasingly prosperous city where the social and economic benefits of growth are enjoyed by all. Resilient and successful children and families lead to resilient and successful communities which in turn drive city wide social and economic growth and prosperity.** As part of this there is a need to explore the options for deploying partner budgets across the city in a more integrated and focused way.

We also seek with partners to embed CYPP issues in the seven city wide breakthrough projects

- *Cutting carbon in Leeds City Council*
- *Domestic violence and abuse*
- *Hosting world class events*
- *Housing growth and jobs for young people*
- *Making Leeds the best place to grow old*
- *Reducing health inequalities through healthy lifestyles*
- *Rethinking the city centre*

Leeds Children's Services Improvement Journey 2009-15





Building momentum- going further and faster- from good to great

The 2015 Ofsted report is a key milestone but we are not complacent. ***Leeds is a big and complex city facing significant and stubborn challenges. Outcomes are not always good enough and are not always consistent across the city and across different groups and communities.***

During the consultation on the CYPP2015-19 the workforce, children and young people, our partnership boards, partnership services and agencies, Council officers, elected members, our local, national and international adviser networks, our performance data and our Ofsted inspection, told us that a focus on some specific areas and programmes will us further improve progress against our obsessions, outcomes and priorities.

Tackling these is central to improving outcomes and ensuring they are more consistently embedded across all areas and communities, particularly those who are most vulnerable to poor outcomes.

The main 7 areas identified to **help us move from good to great by accelerating progress on the obsessions and a range of outcomes and priorities** are listed below. A brief introduction to each is provided on page 15, and they are put in the wider context of Children's Services in Leeds in the diagram on page 16, and shown in relation to the 3 obsessions, five outcomes and 14 priorities on page 21.

- ***The best start plan***
- ***The review of social, emotional and mental health and well being***
- ***A life ready for learning strategy***
- ***The “think family work family” protocol***
- ***A city wide breakthrough project on domestic violence***
- ***Early help***
- ***Outstanding social work & support for vulnerable children and young people***

The role of the CYPP is to articulate and restate the importance of working in partnership across the city. It highlights the behaviours, ways of working and improvement programmes that will help us make further and faster progress against the obsessions, outcomes and priorities. Through this work and by investing to save in early help and preventative work we are laying the foundations for an increasingly prosperous city. An investment in safe, healthier, skilled, confident, successful and more resilient children, young people, families and communities helps build a city where the social and economic benefits of growth increasingly are enjoyed by all.

The detailed planning and delivery of services within the overarching framework provided by the CYPP is the job of the 75,000 people in the city who work with children and young people on a daily basis. The combination of their dedication, commitment and professionalism and our relentless focus on a simple framework of obsessions, outcomes, priorities and improvement work has been the key to our success to date.

We now need to refresh our collective determination to using our people and framework to make a bigger difference to more children, young people and families.

How will we make faster and further progress- 7 key city wide improvement programmes

We will review the whole system of support for **social, emotional and mental health and well being**. This review will focus on enabling children and young people to access services quickly, easily and effectively through simple entry points.

The **Leeds Best Start Plan** is preventative programme from conception to age 2 years which aims to ensure a good start for every baby, with early identification and targeted support for vulnerable families. Bests start impacts on all outcomes and priorities.

Think family work family protocol. When working with a child or young person we will always consider their relationships with their family, the role of adult behaviour, and the wider context such as friends and the local community.

A Life Ready for Learning focuses on readiness to learn at all ages, closing the achievement gaps between Leeds and national performance, and closing the gaps between outcomes for vulnerable groups and the average for Leeds and for their peers nationally

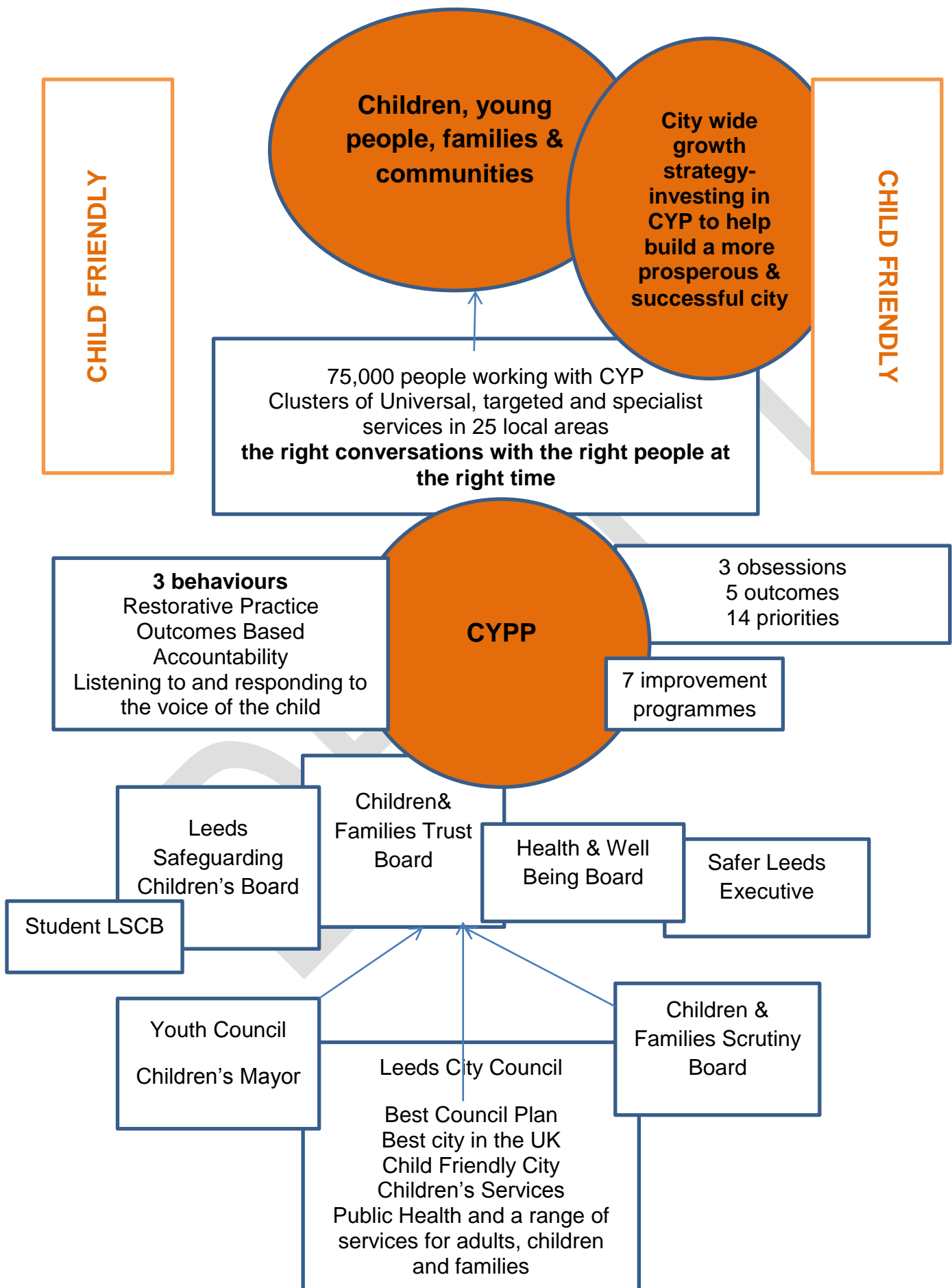
Early help is delivered through **25** clusters of services and agencies. Early help identifies those who need additional support and organises an early response. Practitioners will have **“the right conversations, with the right people, at the right time.”** We need to make sure our locality structures and processes maximise early help

A city-wide breakthrough on tackling domestic violence. DV underpins a range of poor outcomes for children, young people and families. Leeds will not tolerate domestic violence and will work restoratively with victims and perpetrators to address the causes and consequences.

Outstanding social work & support for vulnerable children and young people. Building on our Ofsted inspection, our families- first programme and our investment in social work, we will ensure consistent quality and outcomes across all work with vulnerable children and young people



Children's Services in Leeds





Is anyone better off? Impact 2011-15

Safe reduction in children looked after children numbers

1290 children were looked after in January 2015, down 155 (10.7%) since March 2011



More days in school with best ever school attendance

Around 400,000 extra days in school in 2013-14 compared to 2010-11.

Reduction in the number of young people NEET

Between June 2011 and December 2014 the number of young people not in education employment or training reduced from 2,099 to 1,449 a reduction of 650 (31 per cent).



Improvement in monitoring of EET involvement

EET "not known" was 5.8% (Dec 2014) down from 7.6% (Dec 2011). At the end of the last academic year it was 2.4%. We have an improved understanding of the young people who are available for EET and of those who are sustained NEET.

More primary schools are rated good or better

In December 2014 87% of primary schools were good or outstanding, an increase of 19% points since August 2011.



Effective early help assessment and intervention

2013-14 saw a 32% increase in early help assessments with 1185 undertaken. 1700 cases stepped down from the social care duty and advice team. 550 practitioners were trained to do EHAs.

High rate of children's centres good or better

As at March 2014 75% of children's centres were good or outstanding (the national average was 67%).



Learning Improvements at Key Stage 1

In 2010, an average of 83.2% of pupils achieved Level 2+ across all subject areas. In 2014, this had risen to 87.3%. In the same period, the percentage of pupils achieving Level 3+ rose from 11.5% to 18.7%.





More secondary schools are rated good or better

In December 2014 65% of secondary schools are good or outstanding compared to 55% in August 2011. The number of schools with 5 or more points since August 2011.



Gradual reduction in numbers on child protection plans

The number of June children on plan at the end of December 2014 was 642 a reduction of 419 (39.5%) since June 2011. The number of children subject to a plan for two years or more reduced to 8 (1.2%) in December 2014 from 38 (6.8%) in March 2011.



Commitment to care leavers

The number of care leavers in education, employment and training in Leeds is 55% (Eng. 45%) and the number in suitable accommodation is 84.7% (Eng. 77.8%)

Learning Improvements at Key Stage 2

In 2010, an average of 73.2% of pupils achieved Level 4+ across all subject areas. In 2014, this had risen to 80.8%.



Multi systemic therapy working in Leeds

MST is part of our targeted family intervention. Capacity has increased from a single team to 3 area teams, plus one of 3 MST-CAN pilots which supports the most complex families. Leeds is one of 2 authorities part of MST FIT working to support reunification.



Successful Families First (Troubled Families) Programme

Leeds can demonstrate 100% compliance with the national payment by results programme by evidencing “turn around” of 2190 families. Families First has a national reputation for its approach to developing Think Family and restorative approaches.



More live births

The 2013 infant mortality rate has reduced to 3.8 per 1,000 births and the rate in deprived areas has fallen to 4.71.

Reduction in Young Offending

The number of children and young people offending and receiving a formal legal outcome continues to fall. Between April 2009 and March 2010 there were 1,928 offenders, in April 2013 to March 2014 there were 910 equating to a 53.2% reduction.





Early Start

Around 3500 parents every quarter are offered a level of additional early start support.. There has been an increase in the number of antenatal face to face contacts with health visitors to 98%.

Reduced Teenage Conceptions

There has been a steady decline in Leeds' teenage conception *rates* since 2006, a reduction of 45%. There has been a longer term fall in the *number* of teenage conceptions. In 1998 there were 641 teenage conceptions compared to 471 in 2012.



Increased in children and young people's participation in citywide consultations and campaigns

18,261 young people completed the Make Your Mark Ballot equating to 29% of the population of 11 to 18 year-olds in Leeds. The top issue voted for by young people was 'votes at 16'.



Leeds awarded UNICEF Baby friendly Initiative Award

Leeds has been awarded the prestigious UNICEF Baby friendly Initiative Award (BFI accreditation). This is the result of seven years' work to ensure new mothers get the best support from health care services to enable them to breast feed.



Launch of Leeds Local Offer

Leeds Local Offer was launched in September 2014. The website uses a specialist search engine that provides information about the support and services available in Leeds for children and young people. Users are able to search headings that reflect the 'journey of the child' from birth to 25 years.



Successful Innovation Bid

Leeds City Council secured £4.85 million from the Department for Education's Innovation Programme. The money will be used to transform the whole children's social care system in the city, implementing a restorative, family-centred model that works with families to build the skills, support and resilience so that they can find their own solutions to the challenges they face.



Leeds City Council's commitment to Child Friendly City

The Child Friendly Leeds ambition has cross-party political support. This is reflected in the significant ongoing investment of 23%* of the council's budget in children's services, despite the challenging financial context.

Child Friendly Leeds

Our whole city approach is reflected in the commitment of 300 Child Friendly City ambassadors and in the more than 550 nominations for over 250 organisations and individuals for the 2014 Child Friendly City Awards.



What is it like to be a child, or young person growing up in Leeds- some key facts?

- over 183,000 children and young people live in Leeds & there have been over 10,000 new births each of the last 5 years
- 16% of school children have English as an additional language; 24% are from Black or minority ethnic groups; 20% are eligible for Free School Meals; 18% have special educational needs
- 37% of children live in the 20% most-deprived areas of Leeds; 26% of Leeds children live in the 10% most deprived areas in the country. Over 90% of children in some schools live in the 20% most deprived areas of Leeds
- in some areas of the city the proportion of children on Child Protection Plans is up to three times higher than the Leeds average, low birth weight is twice as high as the average, and obesity rates are 50% higher than average
- in some areas of the city emergency hospital admissions for 0-4 year olds are twice as frequent as the Leeds average
- 21% of children of Leeds children- 33,175 are classed as living in child poverty by the government. In some areas of the city over 40% of children are in poverty. Over 26,000 children in over 13,000 families have been affected by reduced council tax support
- school attendance is at record levels but over 1,000 primary school children and over 2,200 secondary school children still miss over 15% of school time
- any of the 40+ % of young people not getting 5 good GCSEs has a 1 in four chance of being not in education, employment or training two years later
- every day in Leeds social workers follow up 10-12 contacts where domestic abuse is a significant factor
- 55% of care leavers are in education, employment or training. Only 26% of all those NEET intend to vote at the next general election
- 76% of our children attend learning settings which are rated as good or better
- A range of learning outcomes are improving, but vulnerable groups continue to experience relatively poor outcomes, eg. those with special educational needs and disability, some ethnic minority groups, those in receipt of free school meals, Children Looked After and Care Leavers, those with English as an additional language and those living in deprived communities.

Leeds Children and Young People's Plan 2015-2019- Executive Summary- Plan on a Page

What we'll do

One Vision

Our vision is for Leeds to be the best city in the UK and as part of this the best city for children and young people to grow up in. We want Leeds to be a child friendly city.

Through our vision and obsessions we invest in CYP to help build an increasingly prosperous and successful city.

3 obsessions

Safely and appropriately reduce the number of Children Looked After
 Reduce the number of young people not in education, employment and training
 Improve school attendance

Five outcomes

Conditions of well-being we want for all our children and young people

- All CYP are safe from harm
- All CYP do well at all levels of learning and have skills for life
- All CYP enjoy healthy lifestyles
- All CYP have fun growing up
- All CYP are active citizens who feel they have a voice and influence

Fourteen priorities

1. Help children to live in safe and supportive families
2. Ensure that the most vulnerable are protected
3. Improve achievement and close achievement gaps
4. Increase numbers participating and engaging
5. Improve outcomes for CYP with special educational needs and/or disability
6. Support children to have the best start in life and be ready for learning
7. Support schools and settings to improve attendance and develop positive behaviour
8. Encourage physical activity and healthy eating
9. Promote sexual health
10. Minimise the misuse of drugs, alcohol & tobacco
11. Provide play, leisure, culture and sporting opportunities.
12. Improve social, emotional and mental health and well being
13. Reduce crime and anti-social behaviour
14. Increase participation, voice and influence

How we'll do it

The best start in life for all children

Before and after birth we will support parents and babies to create the conditions where stress is reduced, positive bonds and attachments can form and language and communications skills develop.

A life ready for learning

We will place a disproportionate focus on learning and readiness for learning so we narrow the gap and enable all children and young people to realise their potential.

A city-wide breakthrough on tackling domestic violence

Leeds will not tolerate domestic violence and will work restoratively with victims, perpetrators and family relations to address the causes and consequences.

Think Family Work Family

When working with a child or young person we will consider their family relationships, the role of adult behaviour and the wider context such as their friends and the local community

Early help, located in clusters- the right conversations in the right place at the right time

Building on what works well and reorganising more of our services around a locality-based, restorative approach so we can focus help to where it is needed earlier

Outstanding social work & support for vulnerable children and young people

Building on the Ofsted inspection, our families- first programme and our investment in social work we will ensure consistent quality across all our work with vulnerable children and young people

A stronger offer to improve social, emotional and mental health (SEMH) and well-being

We will redesign the whole system of SEMH support and create a single, simple pathway with clear points of entry.

A clear budget strategy to become smaller in size, bigger in influence

Efficient: Enterprising: Innovative

Three behaviours that underpin everything

Listening & responding to the voice of the child

Restorative Practice: doing with, not for or to

Outcomes based accountability: is anyone better off?

How we'll know if we've made a difference

1. Number of Children who need to be Looked After
2. Number of children and young people with child protection plans
3. % with good achievement at the end of primary school
4. % gaining 5 good GCSEs including English and maths
5. Level 3 qualifications at 19.
6. Achievement gaps at 5, 11, 16 and 19
7. Primary and secondary school attendance
8. % of Young people NEET/not known
9. Percentage of new school places in good and outstanding schools
10. Destinations of CYP with Send
11. % with good level of development in Early Years
12. Number of exclusions from school
13. Obesity levels at age 11
14. Free school meal uptake- primary; secondary
15. Teenage pregnancy rates
16. Rates of under 18s alcohol related hospital admissions
17. Surveys of CYPs views of fun growing up
18. CYP and parent satisfaction with mental health services
19. Proportion of 10-17 year olds offending
20. Percentage of CYP who report influence in a) school b) the community

This page is intentionally left blank

Equality, Diversity, Cohesion and Integration Screening



As a public authority we need to ensure that all our strategies, policies, service and functions, both current and proposed have given proper consideration to equality, diversity, cohesion and integration.

A **screening** process can help judge relevance and provides a record of both the **process** and **decision**. Screening should be a short, sharp exercise that determines relevance for all new and revised strategies, policies, services and functions.

Completed at the earliest opportunity it will help to determine:

- the relevance of proposals and decisions to equality, diversity, cohesion and integration.
- whether or not equality, diversity, cohesion and integration is being/has already been considered, and
- whether or not it is necessary to carry out an impact assessment.

Directorate: Children's	Service area: Partnership Development and Business Support
Lead person: Sue Rumbold	Contact number: 0113 3783690

1. Title: Children and Young People's Plan 2015-19

Is this a:

Strategy / Policy

 Service / Function

 Other

If other, please specify

2. Please provide a brief description of what you are screening

The Children and Young People's Plan 2015-19 identifies the 3 obsessions, 5 outcomes, 14 priorities and 20 key indicators that guide the work of all those involved in the work of the Children and Families Trust Board.

The purpose of all the strategic and operational activity relating to this area of work is to help all children and young people achieve their full potential. A central element of this to ensure that the needs of vulnerable children, young people and families who experience inequality of opportunity or outcomes are identified and responded to at the earliest possible opportunity. Changes between the 2011-15 and 2015-19 plan include adding priorities and key indicators which emphasise narrowing the achievement gaps for vulnerable groups; improving outcomes for children and young people with special educational needs and/or disability; and, improving social, emotional and mental health and well being.

3. Relevance to equality, diversity, cohesion and integration

All the council's strategies/policies, services/functions affect service users, employees or the wider community – city wide or more local. These will also have a greater/lesser relevance to equality, diversity, cohesion and integration.

The following questions will help you to identify how relevant your proposals are.

When considering these questions think about age, carers, disability, gender reassignment, race, religion or belief, sex, sexual orientation. Also those areas that impact on or relate to equality: tackling poverty and improving health and well-being.

Questions	Yes	No
Is there an existing or likely differential impact for the different equality characteristics?	X	
Have there been or likely to be any public concerns about the policy or proposal?		X
Could the proposal affect how our services, commissioning or procurement activities are organised, provided, located and by whom?	X	
Could the proposal affect our workforce or employment practices?	X	
Does the proposal involve or will it have an impact on <ul style="list-style-type: none">• Eliminating unlawful discrimination, victimisation and harassment• Advancing equality of opportunity• Fostering good relations	X	

If you have answered **no** to the questions above please complete **sections 6 and 7**

If you have answered **yes** to any of the above and;

- Believe you have already considered the impact on equality, diversity, cohesion and integration within your proposal please go to **section 4**.
- Are not already considering the impact on equality, diversity, cohesion and integration within your proposal please go to **section 5**.

4. Considering the impact on equality, diversity, cohesion and integration

If you can demonstrate you have considered how your proposals impact on equality, diversity, cohesion and integration you have carried out an impact assessment.

Please provide specific details for all three areas below (use the prompts for guidance).

- **How have you considered equality, diversity, cohesion and integration?** (think about the scope of the proposal, who is likely to be affected, equality related information, gaps in information and plans to address, consultation and engagement activities (taken place or planned) with those likely to be affected)

The CYPP is the strategic plan for the city. Specific proposals for the way services are delivered and designed are covered in separate reports by LCC and its partner organisations as and when they emerge. This includes specific equality, diversity, cohesion and integration impact assessments.

Changes to the strategic framework in the 2015-19 plan include adding priorities and key indicators which emphasise narrowing the achievement gaps for vulnerable groups; improving outcomes for children and young people with special educational needs and/or disability; and, improving social, emotional and mental health and well being.

These changes were developed following consultation with the Children's Services workforce, children and young people, our partnership boards, partnership services and agencies, Council officers, and elected members. In addition the recent Ofsted inspection, the views of our local, national and international adviser networks, and our analysis of performance data have been used to develop the CYPP 2015-19.

Consultation included a joint planning session between the Children and Families Trust Board and children and young people; a session for elected members; an OBA workshop for a range of partners; and a discussion of challenges at the Children and Families Trust Board and in Scrutiny and Executive Board as well as the Health and Well Being Board.

- **Key findings** (think about any potential positive and negative impact on different equality characteristics, potential to promote strong and positive relationships between groups, potential to bring groups/communities into increased contact with each other, perception that the proposal could benefit one group at the expense of another)

There are significant amounts of data about children and young people in the city, including Joint Strategic Needs Assessment which is currently being refreshed. The detailed delivery work which services and agencies uses this data to address EDCI issues.

The Children and Families Trust Board receives regular quantitative and qualitative reports and data on progress against the obsessions, outcomes and priorities identified in the CYPP.

These reports and the data included within often refer to equality, diversity, cohesion and integration issues and specific assessments are carried out when required.

Much of the core business of the Board is about improving the way we identify and address the needs of vulnerable children and their families and communities.

However, there is no single overarching report which brings together an overview of EDCI issues.

- **Actions**

(think about how you will promote positive impact and remove/ reduce negative impact)

With effect from 2015 it is proposed to provide an Annual equalities report which pulls together relevant data and policy on EDCI issues into one easily accessible source. This will help the Children and Families Trust Board and Leeds City Council monitor and evaluate EDCI issues, and suggest work programmes to address these issues and improve the way services and agencies respond to need and vulnerability.

5. If you are not already considering the impact on equality, diversity, cohesion and integration you will need to carry out an impact assessment.

Date to scope and plan your impact assessment:	
Date to complete your impact assessment	
Lead person for your impact assessment (Include name and job title)	

6. Governance, ownership and approval

Please state here who has approved the actions and outcomes of the screening

Name	Job title	Date
Sue Rumbold	Chief Officer Partnership Development and Business Support	14/05/15
Date screening completed 14/05/15		

7. Publishing

Though **all** key decisions are required to give due regard to equality the council **only** publishes those related to **Executive Board, Full Council, Key Delegated Decisions** or a **Significant Operational Decision**.

A copy of this equality screening should be attached as an appendix to the decision making report:

- Governance Services will publish those relating to Executive Board and Full Council.

- The appropriate directorate will publish those relating to Delegated Decisions and Significant Operational Decisions.
- A copy of all other equality screenings that are not to be published should be sent to equalityteam@leeds.gov.uk for record.

Complete the appropriate section below with the date the report and attached screening was sent:

For Executive Board or Full Council – sent to Governance Services	Date sent: 15/05/15
For Delegated Decisions or Significant Operational Decisions – sent to appropriate Directorate	Date sent:
All other decisions – sent to equalityteam@leeds.gov.uk	Date sent:

This page is intentionally left blank



Report author: David Almond/Mary O'Shea

Report of: Head of Service HR and Section Head Legal Services

Report to: full Council

Date: 8 July 2015

Subject: Amendments to the Constitution following the introduction of the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2015

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

The General Purposes Committee at their meeting on 16th June 2015 met to consider changes to the council's procedures following the introduction of the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2015 ("the Regulations"). The Regulations were made on 25 March 2015 and came into force on 11 May 2015. They amend the Local Authorities (Standing Orders) (England) Regulations 2001 in relation to the disciplinary process for relevant senior officers namely the Chief Executive (as the authority's head of paid service), the Deputy Chief Executive (as the council's chief finance officer) and the City Solicitor (monitoring officer).

The Regulations provide for new arrangements in the disciplinary process, in particular, reference to a panel comprising Independent Persons before a decision is made. Provision is made for councils to make modifications to their procedures no later than the first ordinary council meeting held after the 11 May 2015.

The Regulations require consequential amendments to the Employment Committee Terms of Reference; the Officer Employment Procedure Rules; and establishment of a panel to advise the authority on matters relating to the dismissal of relevant officers. At the same time, amendments are necessary to the Employment Committee Terms of Reference and Officer Employment Procedure Rules to give clarity on the recruitment and dismissal processes for senior officers.

The Report and appendices considered by the General Purposes Committee (the submitted report) is attached at Appendix A. The General Purposes Committee resolved to

recommend to full Council:

- a) That amendments be made to the Employment Committee terms of reference as set out at Appendix A of the submitted report
- b) that amendments be made to the Officer Employment Procedure Rules as set out at Appendix B of the submitted report with the caveat that, in advance of interviews taking place, Executive Board members be informed of those candidates that the Employment Committee has shortlisted for interview; and
- c) that a panel be established to comprise of a minimum of two Independent Persons as set out at appendix C of the submitted report.

Recommendations

Members are asked to approve:

- 1 Amendments to the Employment Committee Terms of Reference as set out at Appendix A to the submitted report.
- 2 Amendments to the Officer Employment Procedure Rules as set out at Appendix B to the submitted report with the additional wording shown at paragraph 2.2 (c) of that Appendix to reflect the changes suggested by the General Purposes Committee .
- 3 That a panel be established to comprise of a minimum of two Independent Persons with the Terms of Reference as set out in Appendix C to the submitted report.

1 Purpose of this report

- 1.1 The Local Authorities (Standing Orders) (England) (Amendment) Regulations 2015 (“the Regulations”) were made on 25 March 2015 and came into force on 11 May 2015. The Regulations amend the Local Authorities (Standing Orders) (England) Regulations 2001 in relation to the disciplinary process for relevant officers, the most senior council officers, namely the Chief Executive (as the authority’s head of paid service), the Deputy Chief Executive (as the authority’s chief finance officer), and the City Solicitor (as monitoring officer).
- 1.2 The Regulations provide for new arrangements in the disciplinary process, in particular, reference to a panel comprising Independent Persons before a decision is made. Provision is made for councils to make modifications to their procedures no later than the first ordinary council meeting held after the 11 May 2015.
- 1.3 The Regulations require changes to the Employment Committee Terms of Reference and the Officer Employment Procedure Rules; and the establishment of a panel of independent persons.
- 1.4 At the same time, amendments are necessary to the Employment Committee Terms of Reference and Officer Employment Procedure Rules to provide clarity on the recruitment and dismissal process for senior officers.

- 1.5 The General Purposes Committee met on 16th June 2015 to consider changes to the council's procedures following the introduction of the Regulations and resolved to recommend to full Council
- a) That amendments be made to the Employment Committee terms of reference as set out at Appendix A of the submitted report
 - b) that amendments be made to the Officer Employment Procedure Rules as set out at Appendix B of the submitted report with the caveat that, in advance of interviews taking place, Executive Board members be informed of those candidates that the Employment Committee has shortlisted for interview; and
 - c) that a panel be established to comprise of a minimum of two Independent Persons as set out at appendix C of the submitted report.

2 Background information

Background information is set out in the report submitted to the General Purposes Committee as shown at Appendix A of this report.

3 Main Issues

As set out in Appendix A of this report.

4 Corporate Considerations

4.1 Consultation and Engagement

The Government had consulted on the new Regulations before they were made. Leaders of the political groups have been consulted in relation to the suggested changes to the Employment Committee Terms of Reference and the Officer Employment Procedure Rules. The impact of the proposals and how they fit with the terms and conditions of employment of the senior officers concerned is not currently known as further guidance is awaited on this. There would be consultation with the senior officers if changes to terms and conditions of employment are proposed. It is also proposed to inform the council's recognised trade unions of these changes.

4.2 Equality and Diversity / Cohesion and Integration

There are no implications for this report.

4.3 Council policies and the Best Council Plan

The council includes within its values "being open, honest and trusted". The Regulations provide a simpler process for dismissal of the most senior officers and includes arrangements for considering representations from independent persons.

4.4 Resources and value for money

The Regulations make provisions limiting the remuneration that should be paid to independent persons on the Panel to the level of the remuneration which they would normally receive as an independent person in the conduct regime. This remuneration is a modest annual allowance or small meeting fee and this approach is intended to ensure that the new process does not involve a high cost.

4.5 Legal Implications, Access to Information and Call In

The Regulations require that the council changes its procedures.

4.6 Risk Management

In amending the constitution to accommodate the Regulations, the risk of any failure to comply with the Regulations is minimised.

5 Conclusions

The Regulations impose requirements in relation to the disciplinary procedure for the senior designated statutory post holders. Amendments to reflect this and to provide greater clarity in relation to the procedure for the recruitment of senior officers, ensures compliance with legislation and transparency and consistency in how the legislation is applied.

6 Recommendations

Members are asked to approve:

- a) Amendments to the Employment Committee Terms of Reference as set out at Appendix A to the submitted report.
- b) Amendments to the Officer Employment Procedure Rules as set out at Appendix B to the submitted report with the additional wording shown at paragraph 2.2 (c) of that Appendix to reflect the changes suggested by the General Purposes Committee.
- c) That a panel be established to comprise of a minimum of two Independent Persons with the Terms of Reference as set out in Appendix C to the submitted report.

7 Background documents

None

Report of: Head of Service HR and Section Head Legal Services

Report to: General Purposes Committee

Date: 16 June 2015

Subject: Amendments to the Constitution following the introduction of the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2015

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

The Local Authorities (Standing Orders) (England) (Amendment) Regulations 2015 ("the Regulations") were made on 25 March 2015 and came into force on 11 May 2015. The Regulations amend the Local Authorities (Standing Orders) (England) Regulations 2001 in relation to the disciplinary process for relevant senior officers namely the Chief Executive (as the authority's head of paid service), the Deputy Chief Executive (as the council's chief finance officer) and the City Solicitor (monitoring officer).

The Regulations provide for new arrangements in the disciplinary process, in particular, reference to a panel comprising independent persons before a decision is made. Provision is made for councils to make modifications to their procedures no later than the first ordinary council meeting held after the 11 May 2015.

The Regulations require consequential amendments to the Employment Committee Terms of Reference; the Officer Employment Procedure Rules; and establishment of a panel to advise the authority on matters relating to the dismissal of relevant officers. At the same time, amendments are necessary to the Employment Committee Terms of Reference and Officer Employment Procedure Rules to give clarity on the recruitment and dismissal processes for senior officers.

Recommendations

Members are asked to recommend to full Council for approval:

- 1 Amendments to the Employment Committee Terms of Reference as set out at Appendix A to this report.
- 2 Amendments to the Officer Employment Procedure Rules as set out at Appendix B to this report.
- 3 That a panel be established to comprise of a minimum of two Independent Persons with the Terms of Reference as set out in Appendix C to this report.

1 Purpose of this report

- 1.1 The Local Authorities (Standing Orders) (England) (Amendment) Regulations 2015 (“the Regulations”) were made on 25 March 2015 and came into force on 11 May 2015. The Regulations amend the Local Authorities (Standing Orders) (England) Regulations 2001 in relation to the disciplinary process for relevant officers, the most senior council officers, namely the Chief Executive (as the authority’s head of paid service), the Deputy Chief Executive (as the authority’s chief finance officer), and the City Solicitor (as monitoring officer).
- 1.2 The Regulations provide for new arrangements in the disciplinary process, in particular, reference to a panel comprising independent persons before a decision is made. Provision is made for councils to make modifications to their procedures no later than the first ordinary council meeting held after the 11 May 2015.
- 1.3 The Regulations require changes to the Employment Committee Terms of Reference and the Officer Employment Procedure Rules; and the establishment of a panel of independent persons.
- 1.4 At the same time, amendments are necessary to the Employment Committee Terms of Reference and Officer Employment Procedure Rules to provide clarity on the recruitment and dismissal process for senior officers.

2 Background information

Disciplining Senior Officers

- 2.1 It is a statutory duty of relevant authorities, including this council, to designate officers to hold the statutory posts of head of paid service, chief finance officer and monitoring officer. In this council the Chief Executive is designated as head of paid service, the Deputy Chief Executive as chief finance officer and the City Solicitor as monitoring officer. The head of paid service, chief finance officer and monitoring officer statutory post holders discharge their statutory responsibilities in a political environment.

- 2.2 Statutory protection requiring an appointment of a designated independent person (DIP) to investigate any allegation of misconduct against these statutory post holders was introduced in the 2001 Regulations. Those Regulations provided that no disciplinary action in respect of these statutory post holders could be taken other than in accordance with the recommendation in a report made by a DIP.
- 2.3 The 2015 Regulations now simplify this process by removing the mandatory requirement that a DIP should be appointed. In place of the DIP process the decision will be taken by full council, which must consider any advice, views or recommendations from a panel comprising independent persons, the conclusions of any investigation into the proposed dismissal, and any representations from the officer concerned.

Recruitment of Senior Officers

- 2.4 The Employment Committee of the council has the responsibility for the appointment of senior officers. It is necessary to give more clarity to the process and minor amendments are required to the Employment Committee Terms of Reference to reflect this.

3 Main Issues

Disciplinary action

- 3.1 The disciplinary action covered by the new procedure (and under the previous DIP procedure) is defined in the 2001 and 2015 regulations as “any action occasioned by alleged misconduct which, if proved, would, according to the usual practice of the authority be recorded on the member of staff’s personal file, and includes any proposal for dismissal of a member of staff for any reason other than redundancy, permanent ill-health or infirmity of mind or body, but does not include failure to renew a contract of employment for a fixed term unless the authority has undertaken to renew a contract of employment”.

Establishment of a panel

- 3.2 In the case of potential disciplinary action (as referred to in 3.1 above) against those council officers designated as the statutory post holders as head of paid service, chief finance officer and monitoring officer, under the new Regulations the council is now required to form a panel comprising independent persons.
- 3.3 Schedule 3(e) of the new Regulations say “the Panel” means a committee appointed by the authority under s102(4) of the Local Government Act 1972 for the purposes of advising the authority on matters relating to the dismissal of relevant officers of the authority. However interim guidance from the Local Government Association (LGA), issued following the new Regulations coming into force, queries how this fits with the independent nature of the panel and the LGA is raising this question with the Department for Communities and Local Government (DCLG). This guidance, and any further clarification from

DCLG, will be kept under review by the Chief Officer (HR).

- 3.4 The new Regulations though are clear in saying that the local authority should invite independent persons who have been appointed for the purposes of the members' conduct regime under section 28(7) of the Localism Act 2011 to form a panel. These requirements are intended to allow local people to be involved in the disciplinary process in relation to senior officers and to make councils more accountable to their community. The membership of the panel being formed if two or more independent persons accept invitations to serve on the panel.
- 3.5 Although the establishment of a panel is only necessary in the event that disciplinary action is envisaged, if this does arise, a panel has to be formed 20 days in advance of a relevant disciplinary meeting. For this reason, and to also demonstrate that the arrangements have been put in place in accordance with the timescales set out in the Regulations, it is considered advisable for full Council to establish an independent panel now. The suggested terms of reference for this panel are set out in Appendix C.
- 3.6 The Regulations stipulate how, and in what order of priority, independent persons are approached to form the membership of the panel.

The provisions being as follows:

- a. a relevant independent person who has been appointed by the authority and who is a local government elector;
 - b. any other relevant independent person who has been appointed by the authority;
 - c. a relevant independent person who has been appointed by another authority or authorities.
- 3.7 So, in summary it is recommended that full Council establishes an independent panel, with the terms of reference set out in appendix C, and, for the time being, that Council notes that the membership of the Panel, as prescribed in the Regulations, be confirmed should the need for the Panel to advise full council arise.

Changes to the disciplinary process

- 3.8 The new Regulations do not prescribe how a council's procedure should work in practice including how an investigation should be handled. The LGA guidance suggests the setting up of an investigatory and disciplinary type committee as one option, or alternatively involving the Panel earlier on (although this seems a more problematic option given the role of the Panel as independent and given the small remuneration envisaged for independent persons.)
- 3.9 Leeds City Council already has an Employment Committee (similar to an investigatory and disciplinary committee as referred to in the LGA guidance). The Employment Committee has within its current term of reference to consider and deal with certain disciplinary issues and in the case of the head

of paid service to make referral to full council for a decision if dismissal is recommended. It is proposed that the role of the Employment Committee be maintained in its current form and that its terms of reference be widened in line with the Regulations to include consideration of appropriate issues relating to the other two senior posts referred to, the chief finance officer and monitoring officer. This means that there would be referrals by the Employment Committee to the Panel and full council for a decision where appropriate. In practice the referral to the Panel would take place when the matter is referred to full council so that the views of those independent persons on the Panel can be taken into account by full council before reaching a decision.

- 3.10 A straight forward reading of the Regulations suggests an appeal against dismissal would also go to full council as there is no higher decision making body.
- 3.11 As a consequence of the new Regulations it is necessary to alter the Employment Committee Terms of Reference to reflect the changes as set out in Appendix A and to alter the Officer Employment Procedure Rules as set out in Appendix B.

Impact on the senior officers concerned

- 3.12 The LGA interim guidance says that as some employment contracts of senior officers may still contain reference to the DIP procedure the impact of this has to be considered in individual cases. The LGA has asked authorities to note that they are seeking to amend through collective agreement the model procedures in the Joint Negotiating Committee's Conditions of Service for Chief Executives, thereby potentially removing any need to make changes at a local level.

Recruitment of Senior Officers

- 3.13 The Council's Employment Committee deals with recruitment of senior officers. The current Officer Employment Procedure Rules do not give sufficient clarity on the process to be followed when an appointment is under consideration. In particular the information to be provided by the Employment Committee (via the Proper Officer process) to members of the Executive to enable them to consider if they object to the appointment, and what full council or the Employment Committee, as the case may be, can then take into account to decide if the objections are well founded and/or material. The proposed amendments to the Officer Employment Procedure Rules at Appendix B now give examples of information to be passed on to members of the Executive and explain that the words "well founded" and "material" bear their normal dictionary meanings.
- 3.14 The Chief Officer HR has been asked to consider whether the current well founded and/or material objections process should be amended to allow any objections from an Executive Member to be considered at an Executive Board meeting. However, after careful consideration, this request has not been included due to the potential recruitment issues and/or delays that could arise. The proposal is that the members of the Executive are individually

contacted in line with current arrangements and that the Employment Committee will decide if any objection received from a member of the Executive is material and/or well- founded.

4 Corporate Considerations

4.1 Consultation and Engagement

The Government had consulted on the new Regulations before they were made. Leaders of the political groups have been consulted in relation to the suggested changes to the Employment Committee Terms of Reference and the Officer Employment Procedure Rules. The impact of the proposals and how they fit with the terms and conditions of employment of the senior officers concerned is not currently known as further guidance is awaited on this. There would be consultation with the senior officers if changes to terms and conditions of employment are proposed. It is also proposed to inform the council's recognised trade unions of these changes.

4.2 Equality and Diversity / Cohesion and Integration

There are no implications for this report.

4.3 Council policies and the Best Council Plan

The council includes within its values "being open, honest and trusted". The Regulations provide a simpler process for dismissal of the most senior officers and includes arrangements for considering representations from independent persons.

4.4 Resources and value for money

The Regulations make provisions limiting the remuneration that should be paid to independent persons on the Panel to the level of the remuneration which they would normally receive as an independent person in the conduct regime. This remuneration is a modest annual allowance or small meeting fee and this approach is intended to ensure that the new process does not involve a high cost.

4.5 Legal Implications, Access to Information and Call In

The Regulations require that the council changes its procedures.

4.6 Risk Management

In amending the constitution to accommodate the Regulations, the risk of any failure to comply with the Regulations is minimised.

5 Conclusions

The Regulations impose requirements in relation to the disciplinary procedure for the senior designated statutory post holders. Amendments to reflect this and to provide greater clarity in relation to the procedure for the recruitment of senior officers,

ensures compliance with legislation and transparency and consistency in how the legislation is applied.

6 Recommendations

Members are asked to recommend to full Council for approval:

- 6.1 Amendments to the Employment Committee Terms of Reference as set out at Appendix A to this report.
- 6.2 Amendments to the Officer Employment Procedure Rules as set out at Appendix B to this report.
- 6.3 That a panel be established to comprise of a minimum of two Independent Persons with the Terms of Reference as set out in Appendix C to this report.

7 Background documents

None

This page is intentionally left blank

Employment Committee

The Employment Committee is authorised to discharge the following Council (non-executive)¹ functions².

1. to make recommendations to Council to appoint ~~or dismiss~~ the ~~Chief Executive~~ **Head of Paid Service**.
2. ~~to make recommendations to Council as to the dismissal of the Head of Paid Service, the Monitoring Officer or the Chief Finance Officer.~~
3. to take disciplinary action³ short of dismissal against the ~~Head of Paid Service~~ **Chief Executive**, the Monitoring Officer or the Chief Finance Officer.
4. to hear any grievance submitted by the ~~Head of Paid Service~~ **Chief Executive** and referred to it by the Chief Officer Human Resources.
5. to hear any appeal referred to it by the Chief Officer Human Resources against the outcome of the first formal stage of a grievance against the ~~Head of Paid Service~~ **Chief Executive**.
6. ~~to appoint the Monitoring Officer and the Chief Finance Officer.~~
7. to suspend, ~~and keep under review the suspension of, the Head of Paid Service~~ **Chief Executive**, the Monitoring Officer or the Chief Finance Officer ~~Deputy Chief Executive pending completion of the disciplinary process. Any such suspension must not last longer than two months (unless extended by the Designated Independent Person⁴).~~
8. to appoint or dismiss or take disciplinary action ~~short of dismissal~~⁵ against Directors⁶.

¹ Item 37 of paragraph I of Schedule 1 to the Local Authorities (Functions and Responsibilities) (England) Regulations 2000 (as amended)

² 'Functions' for these purposes shall be construed in a broad and inclusive fashion and shall include the doing of anything which is calculated to facilitate or is conducive or incidental to the discharge of any of the specified functions

³ 'Disciplinary action' has the meaning set out in the Local Authorities (Standing Orders) (England) Regulations 2001 (as amended)

⁴ ~~Regulation 6 and Schedule 3 of the Local Authorities (Standing Orders) (England) Regulations 2001~~

⁵ Provided that Directors shall retain their delegated authority in accordance with proper processes and procedures to take disciplinary action short of dismissal and to deal with appeals as appropriate

⁶ 'Directors' in this context is to be construed as any officer referred to in sub-paragraph (b), (c), or (d) of paragraph 3 of Part II of Schedule 1 of the Local Authorities (Standing Orders) (England) Regulations 2001, namely:

- the Deputy Chief Executive, ~~the Assistant Chief Executive~~, those named as Directors in the Council structure and any other officers who are required to report directly to, or who are directly accountable to, the ~~Chief Executive~~ **Head of Paid Service** in relation to most or all of the duties of their posts; and
- any officer who is required to report directly to, or is directly accountable to, any officer included within the immediately preceding paragraph in relation to all or most of the duties of their post.

9. to deal with appeals⁷ relating to grading, grievance and disciplinary action short of dismissal in respect of the ~~Head of Paid Service~~ **Chief Executive, the Monitoring Officer and the Chief Finance Officer.**
10. to deal with appeals⁵ relating to grading, grievance, **dismissal** and disciplinary action **short of dismissal** ~~(including dismissal)~~ in respect of Directors⁶.

⁷ Any such appeals shall be heard by a differently constituted Employment Committee from that which heard the original grievance or dealt with the original disciplinary proceedings, as the case may be

OFFICER EMPLOYMENT PROCEDURE RULES

Formatted: Right

Style Definition: Default Paragraph Font

Formatted: Top: 2 cm

1.0 RECRUITMENT AND APPOINTMENT

1.1 Declarations

- (a) The Council will draw up a statement requiring any candidate for appointment as an officer to state in writing whether they are the parent, grandparent, partner, child, stepchild, adopted child, grandchild, brother, sister, uncle, aunt, nephew or niece of an existing Councillor or officer of the Council, or of the partner of such persons. A candidate who fails to declare such relationship will be automatically disqualified from such appointment without notice with immediate effect.
- (b) No candidate so related to a Councillor or an officer will be appointed without the authority of the relevant Director or an officer nominated by him/her for that purpose.
- (c) Every Member and senior officer of the Council shall disclose to the relevant Director any relationship known to that person to exist with a candidate for any appointment. It shall be the duty of the relevant Director to report to the Council or to the appropriate Committee or Sub-Committee including any Member or officer to whom power has been delegated to make an appointment, any such disclosure made by a candidate, Member, or senior officer.
- (d) Directors shall record in a book to be kept for the purpose particulars of such disclosure made under this Rule.
- (e) Where relationship to a Member of the Council is disclosed, that Member shall withdraw from the meeting while the appointment is under consideration.

Formatted: Justified

1.2 Seeking support for appointment

- (a) The Council will disqualify any applicant who directly or indirectly seeks the support of any Councillor for any appointment with the Council. The content of this paragraph will be included in any recruitment information.
- (b) No Councillor will seek support for any person for any appointment with the Council.

1.3 Non-discriminatory practices Equal Opportunities

The Council will conduct not unlawfully discriminate in the recruitment and appointment of officers in accordance with non-discriminatory practices and all appointments shall be made on merit.

2.0 RECRUITMENT OF HEAD OF PAID SERVICE AND DIRECTORS

2.1 Where the Council proposes to appoint a [Head of Paid Service or a Director](#) ~~and it is not proposed that the appointment be made exclusively from among their existing officers,~~¹ the Council will:

Formatted: Justified, Don't adjust space between Latin and Asian text

- (a) draw up a statement specifying:
 - (i) the duties of the officer concerned; and
 - (ii) any qualifications or qualities to be sought in the person to be appointed;
- (b) make arrangements for the post to be advertised in such a way as is likely to bring it to the attention of persons who are qualified for it; and
- (c) make arrangements for a copy of the statement mentioned in paragraph (4a) to be sent to any person on request.

Formatted: Justified

2.2 Where a post has been advertised as provided in Rule 2.1, the authority shall:-

- (a) interview all qualified applicants for the post, or
- (b) select a ~~short list~~[shortlist](#) of such qualified applicants and interview those included on the ~~short list~~[shortlist](#).

(c) Members of the Executive will be given the names of those candidates to be interviewed.

2.3 Where no qualified person has applied, the authority shall make further arrangements for advertisement in accordance with Rule 2.1(b).

3.0 APPOINTMENT OF HEAD OF PAID SERVICE

¹ ["Directors" for the purpose of paragraph 4.1 and "Director" for the purposes of paragraphs 2.1, 4.2 to 4.2.5 and 7.3 and 7.4 shall mean any officer\(s\) referred to in sub-paragraph \(b\), \(c\), or \(d\) of paragraph 3 of Part II of Schedule 1 of the Local Authorities \(Standing Orders\)\(England\) Regulations 2001, namely:](#)

- [the Deputy Chief Executive, those named as Directors in the Council structure and any other officers who are required to report directly to, or who are directly accountable to, the Chief Executive in relation to most or all of the duties of their posts; and](#)
- [any officer who is required to report directly to, or is directly accountable to, any officer included within the immediately preceding paragraph in relation to all or most of the duties of their post.](#)

Formatted: Default Paragraph Font

Formatted: Position: Horizontal: Left, Relative to: Column, Vertical: In line, Relative to: Margin, Wrap Around

3.1 ~~The full Council will approve the appointment of the~~ Following a recommendation of the Employment Committee that a particular candidate should be appointed to the post of Head of Paid Service following the recommendation of such an appointment by a committee or sub-committee of the Council. That committee or sub-committee must include at least one Member Proper Officer shall notify every member of the Executive ~~of the following:~~

3.1.1 The name of the person to whom the Employment Committee recommends that the post be offered;

3.1.2 Any other particulars relevant to the appointment which the Employment Committee has notified to the Proper Officer²;

3.1.3 The period within which any objection to the making of the offer is to be notified to the Proper Officer. The standard period will be 3 working days, but may be shortened by the Chair of the Employment Committee where necessary for the proper discharge of the Authority's functions, subject to a minimum period of 24 hours.

3.2 The full Council may only make ~~or approve the an offer of~~ appointment to the post of Head of Paid Service where no well-founded objection has been made to the person recommended by any the Employment Committee provided that:

3.2.1 The Proper Officer has, within the period specified in the notice under paragraph 3.1.3, notified the full Council that each member of the Executive has stated that they do not have any objection to the making of the offer; or

3.2.2 The Proper Officer has notified the full Council that no objection was received by him from any member of the Executive within the specified period; or

3.2.3 The full Council is satisfied that any objection which has been received from any member of the Executive within the specified period is not material and/or is not well-founded or does not outweigh the other factors taken into consideration by the Employment Committee³.

4.0 APPOINTMENT OF DIRECTORS

² It will be a matter for the Employment Committee to determine in each case what particulars are relevant for these purposes, for example: the identity of the proposed appointee's latest two employers/host organisations, the posts or offices held and the duration of employment/office holding in each case.

³ It will be a matter for the full Council to determine in each case whether any particular objection is material and/or well-founded, having regard to the relevance of any such objection to the suitability of the particular candidate for that particular role, not being matters which relate to a protected characteristic under s.4 of the Equality Act 2010. The terms "material" and "well-founded" shall bear their normal dictionary meanings.

Officer Employment Procedure Rules

4.1 ~~A committee or sub-committee of the Council~~The Employment Committee will appoint Directors⁴. ~~That committee or sub-committee must include at least one member of the Executive.~~

Formatted: Justified, Don't adjust space between Latin and Asian text

4.2 ~~Before the Employment Committee makes an offer of employment as a appointment to the post of Director, the Proper Officer shall only be made where no well-founded-~~notify every member of the Executive of the following:

Formatted: Justified, Indent: Left: 0 cm, Hanging: 1.25 cm

4.2.1 The name of the person to whom the Employment Committee intends to offer the post;

4.2.2 Any other particulars relevant to the appointment which the Employment Committee has notified to the Proper Officer⁵;

4.2.3 The period within which any objection to the making of the offer is to be notified to the Proper Officer. The standard period will be 3 working days, but may be shortened by the Chair of the Employment Committee where necessary for the proper discharge of the Authority's functions, subject to a minimum period of 24 hours.

Formatted: Font: Not Bold

4.2.4 The Employment Committee may only make the offer of appointment provided that:

4.2.5 The Proper Officer has, within the period specified in the notice under paragraph 4.2.3, notified the Employment Committee that each member of the Executive has stated that they do not have any objection to the making of the offer; or

4.2.6 The Proper Officer has notified the Employment Committee that no objection was received by him from any member of the Executive within the specified period; or

4.2.7 The Employment Committee is satisfied that any objection which has been received- from any member of the Executive within the specified period is not material and/or is not well-founded or does not outweigh the other factors taken into consideration by the Employment Committee⁶.

Formatted: Justified, Don't adjust space between Latin and Asian text

⁴ ~~Director is defined as those officers named in Part 3 Section 2C and Part 3 Section 3E of the Constitution or those officers otherwise identified at the discretion of the Head of Paid Service'.~~

⁵ ~~It will be a matter for the Employment Committee to determine in each case what particulars are relevant for these purposes, for example: the proposed appointee's latest two employers/host organisations, the posts or offices held and the duration of employment/office holding in each case.~~

⁶ ~~It will be a matter for the Employment Committee to determine in each case whether any particular objection is material and/or well-founded, having regard to the relevance of any such objection to the suitability of the particular candidate for that particular role, not being matters which relate to a protected characteristic under s.4 of the Equality Act 2010. The terms "material" and "well-founded" shall bear their normal dictionary meanings.~~

Formatted: Default Paragraph Font

Formatted: Position: Horizontal: Left, Relative to: Column, Vertical: In line, Relative to: Margin, Wrap Around

Formatted: Right

5.0 OTHER APPOINTMENTS

Formatted: Font: Not Bold

Formatted: Justified, Indent: Left: 0 cm, Hanging: 1.25 cm

Formatted: Justified

5.1 **Officers below Director.** Appointment of officers below Directors (other than assistants to political groups) is the responsibility of the Head of Paid Service or his/her nominee, and may not be made by Councillors.

5.2 **Assistants to political groups.** Appointment of an assistant to a political group shall be made in accordance with the wishes of that political group.

6.0 DISCIPLINARY ACTION

6.1 **Suspension.** The Head of Paid Service, Monitoring Officer and Chief Finance Officer may be suspended whilst an investigation takes place into alleged misconduct. ~~That suspension will be on full pay and last no longer than two months.~~

Formatted: Font: Not Bold

Formatted: Justified, Indent: Left: 0 cm

~~6.2 **Independent person.** No other disciplinary action may be taken in respect of any of those officers except in accordance with a recommendation in a report made by a designated independent person.⁷~~

Formatted: Justified

~~6.36.2 Councillors will not be involved in the disciplinary ~~action against~~process in respect of any officer below Director level except where such involvement is necessary for any investigation or inquiry into alleged misconduct, ~~though the Council's disciplinary, capability and related procedures, as adopted from time to time may allow a right of appeal to members in respect of disciplinary action.~~~~

7.0 DISMISSAL AND OTHER DISCIPLINARY ACTION

7.1 Councillors will not be involved in the dismissal of any officer below Director except where such involvement is necessary for any investigation or inquiry into alleged misconduct, ~~though the Council's disciplinary, capability and related procedures, as adopted from time to time may allow a right of appeal to Members in respect of dismissals.~~

7.2 ~~Head of paid service.~~ **The Head of Paid Service, the authority must approve Chief Finance Officer and Monitoring Officer**

Formatted: Font: Bold

7.2.1 Subject to the provisions of paragraph 7.4, the Employment Committee may take disciplinary action short of dismissal or recommend to full Council that the Head of

⁷ ~~Local Authorities (Standing Orders) (England) Regulations 2001.~~

Officer Employment Procedure Rules

Paid Service, Chief Finance Officer or Monitoring Officer be dismissed. Only full council can approve the dismissal before notice of dismissal is given.

7.3 of the Head of Paid Service ~~and Directors~~ Where a committee or sub-committee is discharging the function, the Chief Finance Officer or the Monitoring Officer (referred to below in each case as "the relevant officer").

Formatted: Font: Not Bold

7.2.2 Before taking a vote at the relevant meeting on whether or not to approve such a dismissal, the authority must take into account, in particular-
(a) any advice, views or recommendations of an independent panel⁸.
(b) the conclusions of any investigation into the proposed dismissal of any of these officers; and
(c) any representations from the relevant officer.

7.2.3 The independent panel referred to must be appointed by the authority at least one~~one~~20 days before the relevant meeting and should comprise a minimum of two independent panel members

7.3 Directors

7.3.1 Subject to paragraph 7.4 and (in the case of the Chief Finance Officer and the Monitoring Officer) paragraphs 7.2.1 to 7.2.3, the Employment Committee may dismiss or take disciplinary action short of dismissal in respect of Directors.

7.4 Notice of dismissal of a Director (falling within the definition under footnote 1 above) must not be given until the Proper Officer has notified every member of the Executive ~~must be of~~ the following:

7.4.1 the name of the person who the Employment Committee proposes to dismiss;

7.4.2 any other particulars relevant to the dismissal⁹; and

7.4.3 the period within which any objection to the dismissal is to be made by any member of ~~of~~ the Executive to the Proper Officer; and either:

7.4.4 the Proper Officer has within the specified period notified the Employment Committee ~~that committee or sub-committee~~ each member of the Executive has stated that they do not have any objection to the dismissal; or

⁸ Appointed under s.102(4) of the Local Government Act 1972 for the purposes of advising the authority on matters relating to the dismissal of relevant officers of the authority in accordance with the Local Authorities (Standing Orders) (England) Regulations 2001 (as amended)

⁹ It will be a matter for the Employment Committee to determine in each case what particulars are relevant for these purposes.

Formatted: Default Paragraph Font

Formatted: Position: Horizontal: Left, Relative to: Column, Vertical: In line, Relative to: Margin, Wrap Around

Formatted: Right

7.4.5 the Proper Officer has notified the Employment Committee that no objection was received by him within the specified period from any member of the Executive; or

7.4.6 the Employment Committee is satisfied that any objection received is not material and/or is not well-founded¹⁰.

Formatted: Justified

Formatted: Justified, Indent: Left: 0 cm, First line: 0 cm

Formatted: Justified

8.0 POLITICAL ASSISTANTS

8.1 Not more than one political assistant's post shall be allocated by the Council, from time to time, to each of the qualifying political groups into which the Council is divided

8.2 No appointment to a political assistant's post shall be made until the Council has allocated such a post to each qualifying political group.

8.3 For the purpose of this Rule, a "qualifying political group" means a political group which qualifies for the allocation to it of a political assistant's post in accordance with sub-sections 6 and 7 of Section -9 of the Local Government and Housing Act 1989.

9.0 POLITICAL RESTRICTIONS ON COUNCIL EMPLOYEES

9.1 All persons exercising powers of appointment, shall do so only in accordance with the legislative provisions restricting political activity as detailed in the Local Government Act 1972 and the Local Government and Housing Act 1989.

9.2 The Head of Paid Service will, in accordance with the Local Government and Housing Act 1989 and if requested to do so, determine whether to grant or revoke exemptions to posts from inclusion on the list of politically restricted posts maintained by the Council. In carrying out these functions, the Head of Paid Service will consult the Monitoring Officer.

9.3 Directors have a duty to apply to the Head of Paid Service to revoke any exemption to inclusion on the list of politically restricted posts, for a post within their service area, where the duties of that post have substantially changed and/or where the Director believes that the exemption is no longer appropriate.

9.4 The Chief Officer (Human Resources) will maintain a list of all politically restricted posts within the Council. Directors have a duty to inform the Chief Officer (Human Resources) of any post within their structures which service areas which should be

¹⁰ It will be a matter for the Employment Committee to determine in each case whether any particular objection is material and/or well-founded, not being matters which relate to a protected characteristic under s.4 of the Equality Act 2010. The terms "material" and "well-founded" shall bear their normal dictionary meanings.

Officer Employment Procedure Rules

included on the list of politically restricted posts under the Local Government and Housing Act 1989.

Formatted: Justified, Indent: First line: 0.02 cm, Don't adjust space between Latin and Asian text, Don't adjust space between Asian text and numbers

Formatted: Default Paragraph Font

Formatted: Position: Horizontal: Left, Relative to: Column, Vertical: In line, Relative to: Margin, Wrap Around

[Part 4 \(l\)](#)
[Page 8 of 8](#)
[Issue 1 - 2012/13](#)
[5 August 2009](#) [May 2015](#)

Independent Panel

The Independent Panel is authorised to discharge the following functions¹:

1. to advise the authority on matters relating to the dismissal of relevant officers of the authority².

¹ 'Functions' for these purposes shall be construed in a broad and inclusive fashion and shall include the doing of anything which is calculated to facilitate or is conducive or incidental to the discharge of any of the specified functions.

² In accordance with the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2015

This page is intentionally left blank



Report author: Kevin Tomkinson
Tel: 74357

Report of City Solicitor

Report to Council

Date: 8 July 2015

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

To note appointments to Committees, Boards and Panels following consultation with relevant Group Whips.

Recommendations

That Council note the appointments to Committees, Boards and Panels referred to in 1.2 of the report

1 Purpose of this report

1.1 At the Annual Meeting the City Solicitor was authorised in consultation with Group Whips to change appointments made during the period between the Annual Meeting and the next ordinary meeting of Council in accordance with the proportions set out on the schedules, subject to their subsequent reporting to Council.

1.2 The City Solicitor in consultation with Group Whips has made appointments as follows:-

- Councillor Jarosz to replace Councillor Dawson on Scrutiny Board (Strategy and Resources)
- Councillor C Dobson to replace Councillor Khan on Scrutiny Board (Strategy and Resources)
- Councillor Dawson to replace Councillor Jarosz on Scrutiny Board (Children's Services)
- Councillor Khan to replace Councillor Akhtar on Scrutiny Board (Environment and Housing)
- Councillor A McKenna to replace Councillor C Dobson on Plans Panel North and East
- Councillor Walshaw to replace Councillor Davey on City Plans Panel
- Councillor Ingham to replace Councillor C Dobson on Licensing Committee
- Councillor S Bentley to replace 'whips nominee' on Scrutiny Board (Strategy and Resources)
- Councillor C Campbell to replace 'whips nominee' on Scrutiny Board (Citizen and Communities)
- Councillor Selby to replace Councillor Harington on Scrutiny Board (Adult Social Services, Public Health and NHS)
- Councillor Harington to replace Councillor Selby on Scrutiny Board (City Development)
- Councillor Hamilton to replace Councillor Hyde on the Housing Advisory Board

2 Background information

2.1 The Annual meeting of Council on 21st May 2015 authorised the City Solicitor in consultation with Group Whips to make changes to appointments made at the Annual Meeting up to the date of the next ordinary meeting of Council on 8th July 2015, in order that appropriate representation is secured on the various Committees, Boards and Panels.

3 Main issues

3.1 The Annual meeting appointed to all vacancies on Committees, Boards and Panels when it approved the schedule and, subsequently, Group Whips have provided information to alter representation.

3.2 Any appointments made by the City Solicitor need to be reported to this Council meeting.

4 Corporate Considerations

4.1 Consultation and Engagement

4.1.1 The nominations for the appointments have been identified in consultation with the appropriate Group Whips.

4.2 Equality and Diversity / Cohesion and Integration

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

4.3 Council policies and City Priorities

4.3.1 Fully operational and quorate Committee, Board and Panel meetings are in line with the Council's Policies and City Priorities.

4.4 Resources and value for money

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

4.5 Legal Implications, Access to Information and Call In

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

4.6 Risk Management

4.6.2 Making the appointments to the Committees, Boards and Panels ensured that those meetings scheduled between the local elections and the Annual Council Meeting could proceed with adequate and appropriate membership levels.

5 Conclusions

5.1 It is appropriate that the appointments referred to in the report be noted at this meeting.

6 Recommendations

6.1 That the appointments referred to in paragraph 1.2 of this report be noted

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.

This page is intentionally left blank



Report author: Councillor Gerald Wilkinson / Clare Wiggins
Tel: 0113 336 7646

Report of the Chair Outer North East Community Committee

Report to Full Council

Date: 8th July 2015

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 include partnership working, most notably around the Parish and Town Council Forum and Neighbourhood Planning, development of the role of elected Member Champions and the role of the Environmental Sub Group in helping shape the Environmental Services delegation.

The Community Committee has opportunities to build on existing good relationships with Parish and Town Councils to maximise the benefits of the Community Infrastructure Levy (CIL). Opportunities also exist for closer working with school clusters and further expanding some of the new approaches to community engagement. There are also opportunities to increase the range of community engagement opportunities, building on positive events held so far.

The Community Committee recognises that there are challenges ahead in working with Parish and Town Council's to support their use of the CIL.

Good progress has been made on delivering projects through the Well-being fund and Youth Activity Fund, work is on-going to target local groups to develop additional projects supported through these funds.

Recommendations

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

1 Purpose of this report

- 1.1 The report provides details of the work of the Outer North East Community Committee during 2014/15, including a focus on progress, achievements and opportunities.

2 Background information

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

3 Main issues

Community Committee development

- 3.1 The Community Committee has considered a range of issues over the year, including environmental services, community safety, employment and skills and the Community Infrastructure Levy. The two most recent meetings have been themed specifically around the 'place agenda', with inter-linked issues being considered together at the same meeting. The March meeting for example considered environmental services, received an update from Housing Leeds and considered the opportunities available through CIL. The June 2015 committee had a clear focus on environmental issues, with reports on the Environmental Services Service Level Agreement, the new Parks and Countryside delegation and an update on the city-wide Derelict and Nuisance Sites programme including information on the process and criteria for nominating additional sites to be considered for inclusion in the programme.

The role of Community Committee Champions

- 3.2 Members through their Community Committee Champion roles have been instrumental in driving forward service improvements across Outer North East.
- 3.3 The Environment and Community Safety champion has led some positive work through the Environmental Sub Group to ensure that the Service Level Agreement is fit for purpose and that resources are targeted at the areas of greatest need and can deliver the greatest impact. The Employment, Skills and Welfare Champion has been a key member of the East North East Employment and Skills Board and has helped ensure that a meaningful Employment and Skills Plan for East North East has been established with priorities for Outer North East reflected. They have also worked closely with the Parish and Town Council Forum to deliver environmental improvements.

- 3.4 The Children's Champion has continued to work effectively with the clusters, ward colleagues and partners to improve the engagement of young people, especially in relation to allocation of Youth Activity Fund resources.
- 3.5 The champions have agreed to continue to build on their good work and retain and develop their roles for 2015/16.

Partnership working

- 3.6 The Outer North East Community Committee has continued to develop productive working relationships through the Outer North East Parish and Town Council Forum which provides a mechanism for regular engagement, and opportunities for discussion and collaborative working on issues of common interest to the parishes. The forum was highlighted as a model of good practice by the Safer and Stronger Scrutiny Board's review into the council's relationships with parish and town councils in 2013.
- 3.7 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 through the Forum. 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.
- 3.8 In particular, the forum also enables parish and town councils to work closely with the Locality Team to improve the flexibility and effectiveness of the local delivery of environmental services.
- 3.9 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. 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.
- 3.10 In April this year, the Council introduced the new Community Infrastructure Levy (CIL). The CIL neighbourhood fund will be available for Community Committees and Parish and Town Councils to spend on local infrastructure improvements. Following useful discussions around the opportunities offered through CIL at the March 2015 Community Committee, the Committee and Parish and Town Council Forum have started discussions with Planning to develop closer working around the CIL neighbourhood fund. The Community Committee will be holding a workshop through the Town and Parish Council Forum to:
- Help members and parish and Town Council representatives gain a better understanding of CIL and the impact on the local area
 - Seek local views that will help shape the format and content of the CIL neighbourhood fund guidance

- Strengthen the opportunity for local partnership working within the local area and exploring opportunities for creating joint solutions for cross-boundary issues
 - Develop stronger links with local neighbourhood planning proposals
 - Develop a collective understanding of local CIL accountability
- 3.11 The Forum has provided advice on a number of issues, for example it helped inform the roll out of selective reduced night time street lighting between midnight and 5:30am, to determine which lights will be switched off in each area, taking into account established 'avoidance criteria' such as high levels of road traffic accidents, crime or areas near to pedestrian crossings.
- 3.12 The Community Committee has supported a number of Parish Council led projects, utilising its Well-being funding, for example providing £1,780 to Boston Spa Parish Council to build and promote a heritage trail in Boston Spa using blue plaque type signage and an associated guide. The design of the trail includes 12 plaques which will be located on key listed buildings in the village, with an accompanying guide available in hard copy locally or downloadable from the Parish Council web site.
- 3.13 Strong partnership working has been fostered between the Community Committee and clusters. Alwoodley Cluster held its first Cluster Youth Panel in November. Hosted by Allerton High School, the panel meeting was attended by a total of 24 young people aged between 8 and 15. All 7 primary schools and 3 high schools in the cluster took part in the event which was chaired by a local ward Member with support from the East North East Area Support team.
- 3.14 The young people had the opportunity to state what activities they would like to do in their area, and discuss how these should be delivered. The most popular suggestions were drama and cookery and the young people expressed strong views that they would like to see activities that they could attend on a regular basis, rather than 'one off' events in the school holidays. All the young people that attended were a credit to their school.
- 3.15 Work with the EPOSS cluster enabled a varied programme of activities to be offered over the summer and other holidays, funded by £8,000 from the Youth Activity Fund. Activities included sports, dance, cooking, arts and crafts and free transport was offered to children in receipt of free school meals and other targeted young people.

Opportunities

- 3.16 The Parish and Town Council 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 and the on-going work in relation to Neighbourhood Planning and CIL.
- 3.17 New ways of engaging with local residents have been explored and proved successful, for example three 'Conversation Dinner' events in Alwoodley for local

residents to share good food and conversation with people they have never met before to help break down barriers and promote community cohesion. The concept was created by Professor Theodore Zeldin at Oxford University when he chose to have a dinner with strangers instead of his friends on his birthday. The event was so successful that it has been replicated all over the world in professional and social contexts, but is still a very new concept to Leeds and our local communities.

- 3.18 The Community Committee funded these events through their Well-being funding. The numbers attending these Conversation Dinners have continued to increase to around 30 per event. The feedback has been positive, with people from different walks of life and backgrounds offering comments such as:

“It was enlightening to hear about his background”

“I gained a good understanding of the challenges of being isolated in a country where the local language is not spoken. The difficulties experienced and how personal drive changed their circumstances”.

Challenges

- 3.19 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.
- 3.20 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.
- 3.21 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.
- 3.22 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, for example work through the Moor Allerton Partnership to identify local needs and work collaboratively to develop an appropriate service response. Greater delegation of services to the Community Committee would enable more responsive local services to be developed.

4 Corporate Considerations

Consultation and Engagement

- 4.1 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.

Equality and Diversity / Cohesion and Integration

- 4.2 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.

Council policies and City Priorities

- 4.3 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.

Resources and value for money

- 4.4 There are no new resource implications detailed within this report.

Legal Implications, Access to Information and Call In

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

Risk Management

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

5 Conclusions

- 5.1 The Community Committee has built on the success of the Area Committee and developed a range of partnership work, supported by the Community Committee Member Champions. It has good relationships with its local communities and utilises its available funding streams to support local projects. The following are highlights of the Community Committee's work this year:
- Strong partnership working between the Community Committee and the Parish and Town Council Forum, particularly around the emerging CIL opportunities and neighbourhood planning work
 - The role of the sub groups and Member Champion roles in resolving local issues and driving improvements
 - Funding a range of local projects through Well-being and Youth Activity Fund resources
 - Increased engagement with the clusters and the further development of the youth panel model to seek the views of young people in service delivery and resources allocation
- 5.2 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. However it is recognised that there are still challenges particularly around the implementation of CIL, the engagement of

young people and increasing the range of organisations accessing Well-being and Youth Activity Funding.

6 Recommendations

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

6.2 Background documents¹

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.

This page is intentionally left blank



Report author: Cllr A McKenna

Tel:

Report of the Chair, Outer East Community Committee

Report to Full Council

Date: 8 July 2015

Subject: 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 the themed Community Committee meetings/workshops held in 2014/15.
2. The report provides details of successful projects delivered in 2014/15
3. The report outlines the work of Community Committee Champions

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 the work of Outer East Community Committee in 2014/15 including specific projects funded and the work of Community Committee Champions.
- 1.2 The report also provides details on Community Committee workshops held in 2014/15 and some the actions resulting from those workshops.

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 replaced Area Committees 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 been delivered, how the Community Committee Champions have helped shape those projects and workshops held in 2014/15.

3 Main issues

3.1 Outer East Community Committee Workshops 2014/15

- 3.1.1 Three workshops were held on the following topics which are considered high priority in the area:
 - **October 2014 Employment & Skills** – ‘How do we raise aspiration and effectively connect communities to the opportunities at Thorpe Park?’
 - **January 2015 Adult Social Care** – presentation on The Care Act and workshop on ‘tackling social isolation and loneliness through partnership working.’
 - **March 2015 Community Safety** – ‘Tackling domestic violence and abuse.’
- 3.1.2 **How do we raise aspiration and effectively connect communities to the opportunities at Thorpe Park?** The meeting was held at Vicars Court, Allerton Bywater (residence of The Brigshaw Trust). Over 60 people attended with presentations provided by Scarborough Developments, LCC Employment & Skills service, Children’s Services and Construction Housing Yorkshire. There was also a presentation from the general manager from Siemens who provided an insight into the type of people and skills employers were looking for.
- 3.1.3 Since the workshop there have been a number of setbacks at the Thorpe Park site including having difficulties getting a major retailer to move onto the site as well as the blue chip company, Surgical Innovations, deciding not to locate to the site after announcing financial difficulties. Fortunately a retailer has now been identified.

3.1.4 Despite these setbacks Scarborough Developments have continued to engage with the local community, especially schools, as part of its programme of engagement and promotion of the Thorpe Park development. Progress since the workshop has included:

- The site is currently being wrapped and some preparatory works such as tree clearance has started. Earthworks and site clearance will start in the summer of 2015. Any new construction works are unlikely to start until 2016.
- Approval for the construction of 300 new homes was given in January 2015. Start on site is likely to be 2017. The houses will be large 4/5 bedroom homes and construction will be in 3 phases over a 5 year period.
- The Ahead Partnership is now developing pilot projects with the David Young Academy, Co-op Academy, John Smeaton and Leeds East Academy. Brigshaw Academy has expressed interest in a teacher launch and pupil activity.
- All primary schools in the Seacroft & Manston Cluster are keen to be involved in a maths challenge with a focus on Thorpe Park and involvement by the Scarborough Group.
- Employment Leeds has met with the main contractor, GMI construction, ahead of construction opportunities. These are unlikely to be in large numbers at present. Planning applications are due to be submitted over the summer for two speculative office blocks. If planning is approved construction may begin in October/November with a completion date in July 2016.
- The Scarborough Group has confirmed phase 1 of the retail park should be open in summer 2017.

3.1.5 ***The Care Act and Tackling Social Isolation.*** This meeting was held at Swarcliffe Community Centre in January 2015 with approx. 50 people attending. The venue is home of Swarcliffe Good Neighbours Scheme, who deliver services to elderly residents across that area. The Care Act presentation set out the new duties and powers for local authority's in relation to adult social care responsibility's; it also explained government reforms to the ways long term care will be funded. Following this a presentation was provided on social isolation with a workshop designed to consider how partners can work together to tackle this issue.

3.1.6 The key issue that came from the discussions was the need for more outreach work to engage with the 30% of elderly residents who are socially isolation. It is clear that neighbourhood networks are stretched to the limits and therefore work is progressing to identify partners and funders that can support a package that will provide additional resources to deliver outreach work in the Outer East. Community Committee will work with Housing Leeds, Adult Social

Care, the Neighbourhood Networks and the Older Persons Forum to find funding and support bids to deliver this work. It has been identified as a priority action in the Community Plan 2015/16.

- 3.1.7 **Tackling Domestic Violence & Abuse.** This meeting was held at Swillington Miners and Social Welfare Club in March 2015 and attended by approx. 50 people. The meeting was presented with a local flavour of the domestic violence issues affecting Outer East Leeds and then split into three discussion groups covering the impact of domestic violence, gaps in services and what services need to improve.
- 3.1.8 Favourable feedback was received relating to the event and participants welcomed the opportunity and space to talk about domestic violence, abuse and the way it manifests itself in relationships. Participants were keen to express and explore the different types of domestic violence and abuse. A particular challenge is recognising domestic violence and abuse in a relationship, examples discussed include; controlling behaviour in relationships between young people, emotional and financial control in a relationship, intergeneration violence and abuse and the lack of information about where to get help from. Participants also highlighted particular work and support available in schools and other children's settings (schools, children's centres, midwives, etc.) as a positive way to support families suffering domestic violence and abuse.
- 3.1.9 A gap was highlighted in relation to those households without children who may experience forms of domestic violence and abuse but do not know where support is available. The groups also discussed issues relating to the lack of school places available for people fleeing domestic violence and abuse.
- 3.1.10 Following the workshop, an action plan has been drafted and services are currently discussing how the action plan can be resourced. The action plan will cover the following broad headings:
- Increase public awareness of domestic violence and increase knowledge of the support available
 - Ensure services and interventions meet the needs and expectations of victims
 - Establish a consistent and better developed response to perpetrators
 - Establish robust and effective information sharing across all stakeholders in order to maximise opportunities for protection and improved service delivery
- 3.1.11 **Going Forward with workshops in 2015/16.** The first workshop of this municipal year was held at Temple Newsam House and focused on environmental issues.

The turnout was the highest yet with approx. 80 people attending with an even spread from each of the 4 Outer East wards. The meetings focus was on developing social contracts between the Council and community in terms of not littering and taking responsibility for your dogs, especially dog fouling; it also focused on enforcement, personal responsibility in reporting littering and the potential for realigning services to address local priorities. Part of the presentation concerned the social contracts launch in the previous year when Garforth traders took on greater responsibility for their Main Street, including presentations in schools, window displays and a concerted effort to keep Main Street clean. The workshop action plan will now be used to strengthen and develop the partnerships. A couple of actions the Committee may be interested in taking forward include:

- Leeds to introduce a by-law (as in authorities such as Barnsley) where people walking dogs are required to carry doggy bags. Failure to do so could lead to a fine being imposed by an enforcement officer
- School closing time a problem for litter. To improve engagement with schools through clusters and make the issue of addressing littering part of the school policy.

Future workshops in 2015/16 will include meaningful youth participation and engagement, re-visiting social isolation, and Policing priorities.

3.2 Projects funded from delegated budgets in 2014/15

3.2.1 Well Being packs for the elderly. The objective behind this project was to support the neighbourhood networks engage with elderly residents who are socially isolated. There is still a hard core of around 20 to 30 % of elderly residents who are classes as socially isolated and with whom agencies such as neighbourhood networks are failing to engage with.

3.2.2 The plan is that by provided a well being pack this immediately gains the trust of the socially isolated person who will then continue to engage with the network. It is all part of a multi-faceted approach to the issue of social isolation. The Community Committee is pursuing a project to increase outreach work for those socially isolated with this project being part of a package to support that proposal. It also closely links with Social Prescribing which is being introduced by public health. The Well Being packs were jointly funded with Housing Leeds and Public Health.

3.2.3 Older Persons Event Week 2014. Outer East has funded this event for 10 years and over that time it has increased in size and developed into one of the main events of the Outer East social calendar for elderly residents. Spread over 5 days with events in each ward it continues to gain momentum and is another example of how the Community Committee supports the following priority in its Community Plan: 'vulnerable members of the community are able to live independently at home for longer.'

3.2.4 Luncheon Club development work for Older People. Community Committee awarded funding to provide a support worker at Garforth Neighbourhood Elders Team to support the current provision of luncheon clubs and develop new clubs. In recent years several clubs had folded and at others numbers attending has been dwindling. This officer has provided the support to the clubs with their accounts,

the organisation of the meals and dealing with issues that arise amongst members. There are now 12 clubs in total with 2 newly formed this year in Micklefield and Allerton Bywater. Numbers attending are continuing to increase at the original 10 clubs.

3.2.5 Foodbanks. These are being launched in Garforth and Allerton Bywater, supported by Garforth Neighbourhood Elders Team (NET) and the Brigshaw Trust. The funding was from the 2014/15 budget but the planning and organisation means that the launch will be in September 2015 using the newly set up Fare Share food storage depot at Cross Green. A further development is to link with other food providers in the area to discuss how they can also play a part ensuring ever more people in need are reached utilising existing resources.

3.2.6 Projects funded from priorities raised at community forums. Outer East Community Committee has 7 Community Forums that meet quarterly. These meetings are a way to engage with communities, provide information on issues affecting them and to address local concerns. A number of projects have been funded after priority concerns were raised at Community Forums:

- Whinmoor Forum – a survey undertaken to have a HGV ban on Coal Road and carry out new traffic calming after concerns raised by residents
- Halton Forum – additional/resurfacing carried out to provide additional parking in Whitkirk
- All Forums – additional litter bins provided funded from Well Being

3.2.7 Youth Activity Fund (YAF). This fund provided a wide range of activities for young people across Outer East, particularly in the fields of sport, arts and personal development. Some of these activities are detailed below:

- Cross Gates Cougars Athletics Club – working with LCC's Sports & Active Lifestyles Service and based at John Smeaton Leisure Centre, this project aimed at attracting new members to the sport by holding introductory sessions over several weeks in 2014. The sessions attracted 42 new people from the age range 8 – 15yrs. The project also identified 2 new young leaders who are being mentored to organise and run future activities.
- Summer Cricket Camps delivered by Yorkshire CCC. Over 3 weeks during the summer these coaching sessions attracted up to 80 children per day.
- Villages school holiday programme. This programme provided fun activities and developmental activities particularly around confidence building.
- Micklefield Primary Urban Rangers. Working with Groundwork Leeds this project provided a comprehensive range of activities to engage young people in positive, diversionary, environmental education programmes in their community. Up to 150 young people were involved in 10 sessions running from January to March 2015.

3.3 Community Committee Champions

3.3.1 Community Committee Champions positions were held by the following Members in Outer East during 2014/15.

- 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

In 2015/16 the Community Committee Champions are:

- Children & Young People – Cllr Helen Hayden
- Environment & Community Safety – Cllr Mary Harland
- Employment Skills & Welfare – Cllr Pauleen Grahame
- Health & Well Being & Adult Social Care – Cllr Andrea McKenna

3.3.2 Community Committee Champions meet bi-monthly for approximately 12 months and perform a number of objectives:

- Set the priority themes for Community Committee workshops and support the planning for the workshops
- 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 first point for considering YAF applications
- Work with colleagues to deliver programmes of work in priority neighbourhoods.
- Act as a starting point for developing Well Being and YAF projects
- Continue the follow up work and projects that come from Community Committee workshops

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 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.

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.



Report author: Peter Marrington
Tel: 3951151

Report of City Solicitor

Council

Date: 8th July 2014

Subject: Scrutiny at Leeds City Council – Annual Report 2014/15

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. Article 6 of the Council’s Constitution requires that the Council’s Scrutiny Officer reports to Council annually about how the authority has carried out its overview and scrutiny functions. The 2014/15 annual report is appended.

Recommendation

2. Council is asked to receive and note the annual report.

1.0 Purpose of this report

1.1 The purpose of this report is to present to Council the scrutiny annual report for 2014/15.

2.0 Background information

2.1 Article 6 of the Council's Constitution requires that the Council's Scrutiny Officer reports to Council annually about how the authority has carried out its overview and scrutiny functions.

3.0 Main issues

3.1 The annual report, as well as celebrating Scrutiny's achievements, reflects on the experience of past scrutiny activity and the progress made against last year's key action areas for development. It is vital that we continue to identify steps to improve the way that Scrutiny contributes to the delivery of the Council's ambitions. To this end, a number of actions for improvement have been identified and are set out within the annual report.

4.0 Corporate Considerations

4.1 Consultation and Engagement

4.1.1 The scrutiny annual report for 2014/15 was produced by the Head of Scrutiny and Member Development in consultation with the relevant Scrutiny Chairs and the Executive Board Member for Resources and Strategy.

4.2 Equality and Diversity / Cohesion and Integration.

4.2.1 All terms of reference for work undertaken by Scrutiny Boards will include 'to review how and to what effect consideration has been given to the impact of a service or policy on all equality areas, as set out in the Council's Equality and Diversity Scheme'.

4.3 Council Policies and Best Council Plan

4.3.1 The annual report illustrates those areas of work undertaken by Scrutiny which directly contribute to the delivery of the Council's Best Council Plan

4.4 Resources and Value for Money

4.4.1 This report has no specific resource implications.

4.5 Legal Implications, Access to Information and Call In

4.5.1 This report has no specific legal implications.

4.6 Risk Management

4.6.1 There are no risk management implications relevant to this report.

5.0 Conclusions

5.1 Article 6 of the Council's Constitution requires that the Council's Scrutiny Officer reports to Council annually about how the authority has carried out its overview and scrutiny functions. The 2014/15 annual report, as well as celebrating Scrutiny's achievements, reflects on the experience of past scrutiny activity and the progress made against last year's key action areas for development.

6.0 Recommendations

6.1 Council is asked to receive and note the annual report.

7.0 Background papers¹

None used

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

This page is intentionally left blank

Scrutiny at Leeds City Council

Annual Report 2014/15



Contents

	Page(s)
Welcome	2
Summary of work 2014/15	3
Highlights and Achievements	4 - 9
Reflecting on the year	10
Planning for the future	11

Welcome

Firstly, I would like to express my sincere thanks to all members involved in the scrutiny process for their time, effort and dedication over the past 12 months.

However, we need to recognise that Leeds City Council continues to experience huge change. The way in which we design and deliver services requires reappraisal. As a council we look and feel differently than we did even three years ago. Decisions the Council makes need to be made well, with full knowledge of the impact such decisions are likely to have on our communities. The scrutiny function provides a means to ensure all elected members have a clear role in this process. I am therefore very pleased to present the 2014-15 Scrutiny Annual Report, which summarises key work undertaken by the Council's seven scrutiny boards over the last year in driving our ambitions, as well as holding decision makers to account.

Added value in particular is gained through pre-decision scrutiny. Scrutiny is a valuable sounding board for new policy initiatives and there are some key examples set out within this annual report. This area of work needs to be further encouraged and in doing so, it will require senior politicians and officers to plan ahead and give ample time and opportunity for scrutiny involvement. Scrutiny board members on their part need to continue to seize the opportunity to focus on those areas where they can have an influence and make a difference.

Whilst it is evident that scrutiny is becoming more and more relied upon to provide robust, evidence-based challenge to service delivery and performance, the scrutiny function itself has not been exempt from the budgetary pressures being faced by the Council. The growing expectations placed upon scrutiny will need to be balanced against reduced levels of available support. Nonetheless, I am confident the scrutiny function in Leeds will continue to seek assurance that risks are being appropriately managed and public funding is being spent effectively.

On the national scene, Leeds scrutiny continues to shine. In October 2014, the Centre for Public Scrutiny published a policy briefing document on the national and local policy landscape around domestic violence and acknowledged the in-depth scrutiny inquiry undertaken by the Safer and Stronger Communities Scrutiny Board. In March 2015, Ofsted also formally acknowledged the role of Scrutiny in Leeds, stating '*Scrutiny activity and oversight of children's services is impressive, with strong prioritisation and a comprehensive understanding of the needs of children, young people and their families. Robust challenge is achieved through a range of pertinent inquiries and a strong corporate parenting ethos that extends beyond looked after children*'.

As in previous reports to Council, key development areas for scrutiny are also highlighted in this report and as the responsible Executive Member, I am committed to support the future development of scrutiny in Leeds.



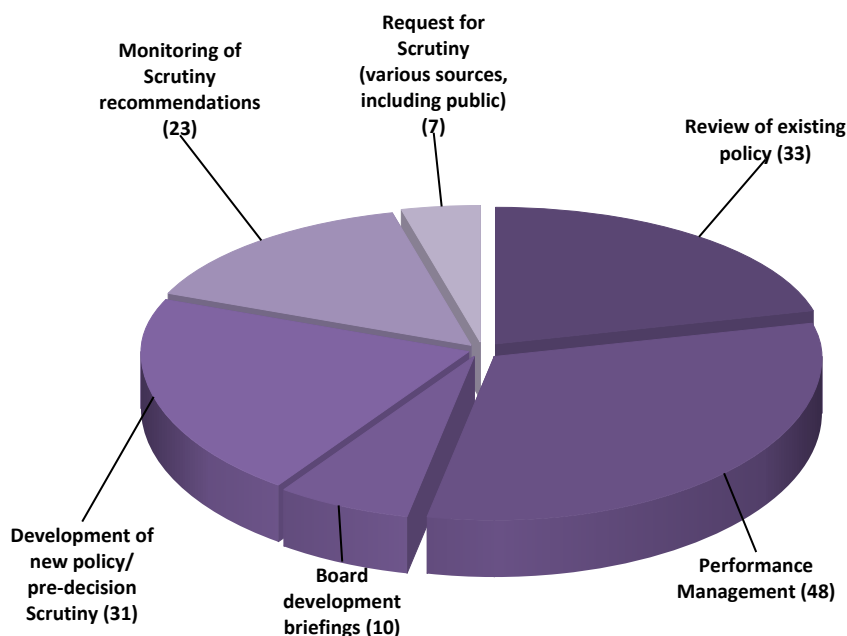
Councillor James Lewis
Executive Member for Resources and Strategy

*Find out more at www.leeds.gov.uk/scrutiny and follow Scrutiny on
Twitter: @scrutinyleeds*

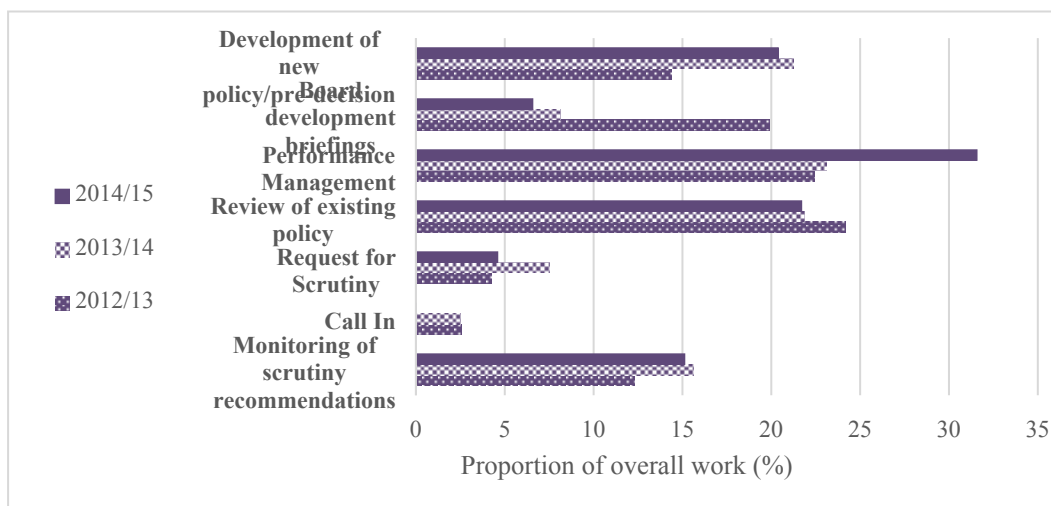
Summary of work 2014/15

The charts below highlight the type and proportion of work that the Scrutiny Boards have done this year and trends over the last 3 years.

Type and total number of scrutiny work items in 2014/15



Scrutiny work items 2012 - 2015



Key Observations

- There has been an increasing trend in the number of performance management work items, with a significant increase during 2014/15.
- Board development briefings have continued to reduce.
- There has been a slight reduction in the number of work items relating to pre-decision scrutiny during 2014/15.
- No Executive Board or delegated officer decisions were Called In during 2014/15.

Highlights and Achievements

A summary of the significant pieces of work undertaken by scrutiny over the last 12 months is presented below, including relevant links to published reports by Scrutiny. This snapshot identifies where Scrutiny has specifically added value linked to existing Best Council Objectives.

Best Council Objective

Building a child-friendly city

Areas of Scrutiny

Added Value/Impact

Learning Improvement Service

(Children and Families Scrutiny Board)
Report to be published during 2015/16



- Assessed the impact and value of the Learning Improvement Service in raising educational standards in the city and narrowing the attainment gap, particularly in early years.
- Engaged directly with education practitioners and governors to identify the strengths and weaknesses of the service, which helped inform improvements.

Kinship Care

(Children and Families Scrutiny Board)
Report to be published during 2015/16



- Evaluated the Kinship Care Services in relation to carers, children and young people.
- Ensured that sufficient support and intervention measures are being implemented so children can be safely cared for in the wider family network, therefore preventing children from entering care.

Children and Young People's Plan 2015-2019

(Children and Families Scrutiny Board)



- Informed the new Children and Young People's Plan. In particular, the following key indicators/priorities are included in the Plan which the Scrutiny Board recommended:
 - reducing the attainment gap in Leeds, in particular for disadvantaged children
 - improving child and adolescent mental health support.

Provision of Emotional Wellbeing and Mental Health Services for children and young people in Leeds

(Health and Wellbeing and Adult Social Care Scrutiny Board)
Report agreed in May 2015 and published in June 2015
([Click here for the Scrutiny report](#))



- Actively engaged service commissioners, providers and service users to help identify weaknesses and strengths across TaMHS services and CAMHS. This helped inform recommended actions for improvement, particularly around accessibility of these services.
- Strengthened links with HealthWatch Leeds (HWL) as the Scrutiny Board commissioned HWL to undertake some stakeholder engagement work to help inform this inquiry.
- Provided robust challenge to proposals set by the Integrated Commissioning Executive in light of concerns raised during the inquiry.
- Involved the Chair of the Children and Families Scrutiny Board, which allowed both Boards to share common issues and also identified links with the scrutiny review of Kinship Care.

Child Sexual Exploitation (CSE)

(Children and Families Scrutiny Board)
Ongoing work



- Working collaboratively with relevant directorates and partners, including the Leeds Safeguarding Children Board, to consider issues raised by the recent Rotherham report to ensure proactive action is being taken by the Council and its partners in response.

Best Council Objective

Delivery of the Better Lives programme

Areas of Scrutiny

Added Value/Impact

Future of Homecare Services

(Health and Wellbeing and Adult Social Care Scrutiny Board)

Statement of scrutiny findings published in April 2015
([Click here for Scrutiny statement](#))



- Conducted pre-decision scrutiny to inform a new design model for home care services.
- Sought clarification and assurance from the Executive Board surrounding particular areas of concern that reflected views shared with scrutiny by private providers and service users.

Leeds Maternity Services Strategy

(Health and Wellbeing and Adult Social Care Scrutiny Board)



- Conducted pre-decision scrutiny, engaging with commissioners and providers of Children and Maternity Services in the development of a 5-year Maternity Services Strategy for Leeds that will inform future commissioning plans and decisions.

Specialised Services

(Health and Wellbeing and Adult Social Care Scrutiny Board)



- Provided challenge to NHS England in view of concerns expressed by scrutiny about its 30-day consultation (launched on 24 March 2015) in relation to proposed changes/ additions to a number of specific specialised commissioning policy, service specifications and commissioning products. These concerns related to the following:
 - Limitations in NHS England's approach to involving and engaging a wide range of stakeholders in relation to specialised services – including local authority health scrutiny.
 - NHS England's reliance on a web-based approach to public consultation.
 - The lack of any clear 'impact assessments' to help facilitate wider public participation in the consultation process.
 - Significant concern regarding the length of the consultation period.

Children's Epilepsy Surgery Services

(Health and Wellbeing and Adult Social Care Scrutiny Board)



- Engaged with Leeds Teaching Hospitals NHS Trust and the North East England Paediatric Neuroscience Network in responding to NHS England's proposals on proposed changes to the specification for Children's Epilepsy Surgery Services (CESS).
- Challenged NHS England generally on the consultation process, but specifically on the proposals in light of the following concerns expressed by scrutiny:
 - The future sustainability of the North East Network without a designated CESS centre.
 - A lack of clear evidence to support any improved outcomes within CESS centres.
 - Concern that there was insufficient information available to enable the Scrutiny Board to make a fully informed consultation response.

Yorkshire Ambulance Service NHS Trust

(Health and Wellbeing and Adult Social Care Scrutiny Board)
Ongoing work



- Proactively responded to a request for scrutiny by Unite the Union in relation to potential risks to patients being created by the Board of the Yorkshire Ambulance Service NHS Trust (YAS). As such, Scrutiny provided robust challenge regarding the transparency of the Trust's current accountability and assurance processes/ arrangements.
- Continued monitoring and overview in the development of performance improvement plans developed by YAS and each of the organisations with a commissioning and oversight role.

Best Council Objective

Areas of Scrutiny

Added Value/Impact

Promoting sustainable & inclusive economic growth

Community Infrastructure Levy (CIL)

(Sustainable Economy and Culture Scrutiny Board)
Scrutiny comments reflected in appendix 2 of the report to Executive Board in February 2015 ([Click here for Scrutiny comments](#))



- Conducted pre-decision scrutiny to inform proposals for Strategic and Neighbourhood Spending of the CIL. This involved the Housing and Regeneration Scrutiny Board Chair.
- Recommended action to ensure sufficient resources to Community Communities in carrying out their functions in relation to the CIL, which was endorsed by Executive Board.

Leeds Grand Theatre

(Sustainable Economy and Culture Scrutiny Board)
Scrutiny comments reflected in appendix C of the report to Executive Board in February 2015 ([Click here for Scrutiny comments](#))



- Responded proactively to a request by the Executive Board for Scrutiny to have an input into the commissioned review of the most appropriate future management and governance arrangements for the Leeds Grand Theatre and Opera House Trust Ltd (LGTOH).
- Made recommendations for the Executive Board to take into account when considering the findings of the commissioned review, which were welcomed and accepted.

Arts@Leeds Scheme

(Sustainable Economy and Culture Scrutiny Board)
Comments published February 2015 ([Click here for Scrutiny comments](#))



- Conducted pre-decision scrutiny to inform the allocation for the next 3 year Arts@Leeds grants 2015-18.
- Identified a particular need to use key performance indicators to publicise and articulate more clearly the benefits and monitoring arrangements linked to these grants.

Employment and Skills

(Sustainable Economy and Culture Scrutiny Board)



- Worked in conjunction with a wide range of directorates and Jobcentre Plus towards achieving a shared understanding of the implications and opportunities created by the shift to digital services to support jobseekers and actions required by the Council.
- Visited a Digital Jobcentre and a Community Hub to engage directly with staff and service users to help inform improvements around the better use of data and resources.
- Informed emerging proposals for the target priority group(s) and the development of a proposed programme of support.

Housing Mix

(Housing and Regeneration Scrutiny Board)
Ongoing work



- Responded to a request for scrutiny from a former co-opted member of the Scrutiny Board to examine the adequacy of responses linked to the previous scrutiny inquiry in 2011 on housing growth.
- Agreed to broaden this further and, with representation from the Sustainable Economy and Culture Scrutiny Board.

Best Council Objective

Becoming a more efficient and enterprising council

Areas of Scrutiny

Off Contract Spend and Waivers
(Resources and Council Services Scrutiny Board)



- Ensured progress is maintained in implementing the new Contracts Procedure Rules and other Effective Procurement documentation.
- Worked with Procurement to identify efficiency measures to reduce off-contract spend and improve contract planning to address unplanned extensions or waivers of contracts.

The role of Police Community Support Officers linked to local integrated partnership working
(Safer and Stronger Communities Scrutiny Board)



- Expanded on the scrutiny work undertaken last year on the role of PCSOs to assist Safer Leeds, in conjunction with relevant directorates, with the ongoing development of more integrated working between West Yorkshire Police and a range of locality based services to help deliver improved outcomes for local people.

Citizens Advice Bureau provision
(Resources and Council Services Scrutiny Board)



- Reviewed the decision made by the Leeds Active Consortium regarding the future provision of CAB offices in Leeds and the plans for future advice provision.

Asset Management
(Sustainable Economy and Culture Scrutiny Board)



- Assessed the current progress and future activity linked to the Council's asset management rationalisation programme.
- Worked closely with the Chair of the Resources and Council Services Scrutiny Board due to the importance of this issue to the Council's overall financial strategy.
- Informed the new Asset Management Plan 2014-2017 prior to its formal approval by Executive Board on 15th October 2014.

District Heating
(Sustainable Economy and Culture Scrutiny Board)



- Informed the Council's plans in developing an ambitious city wide district heating network. This involved the Chair of the Safer and Stronger Communities Scrutiny Board.
- Pressed for interim action to be taken in relation to ongoing problems experienced by some residents at Saxton Gardens with the existing district heating scheme.
- Pursued further details surrounding actions and proposals to maximise the jobs and skills opportunities from this project.

Area based delegations
(Safer and Stronger Communities Scrutiny Board)
Ongoing work



- Working in conjunction with the Citizens and Communities directorate to explore viable options for future based delegations to Community Committees, with specific focus to service areas within the Environment and Housing and City Development directorates.

Commissioning and Contract Management
(Resources and Council Services Scrutiny Board)



- Acted as 'critical friend' in the ongoing development of an integrated people's commissioning service.

Best Council Objective

Supporting communities and tackling poverty

Areas of Scrutiny

Added Value/Impact

Annual Tenancy Visits

(Tenant Scrutiny Board)

Inquiry report published April 2015 ([Click here for scrutiny report](#))



- Conducted an in-depth assessment of the current arrangements for annual tenancy visits, which involved primary research to gauge the views of housing managers, front line officers and tenants. The Housing and Regeneration Scrutiny Board was also consulted.
- Identified actions to increase service efficiencies and improve tenant/landlord relations.
- Pressed for a development programme for the introduction of mobile technology in housing management.

Contents insurance for Council tenants

(Housing and Regeneration Scrutiny Board)



- Assessed the benefits of the Tenant Home Content Insurance Scheme to the Council and tenants.
- Specified a need to design a marketing package to increase the take up of contents insurance.

Leeds Housing Standard

(Housing and Regeneration Scrutiny Board)

Scrutiny comments were reflected in appendix 4 of the report to Executive Board in September 2014 ([Click here for Scrutiny comments](#))



- Conducted pre-decision scrutiny to inform the development of a new Leeds Housing Standard.
- Specified and ensured that the explanatory memorandum linked to the Leeds Housing Standard provided greater clarity to developers of the highways standards set out in the Council's Street Design Guide.
- Flagged the need for further initiatives to achieve greater efficiency and to speed up the decision making process, especially for housing development proposals

Council Tax Relief Scheme

(Resources and Council Services Scrutiny Board)



- Informed proposals to change the Local Council Tax Support Scheme from April 2015, with the following key points raised by scrutiny:
 - Pressed for any savings in the support scheme budget, accrued through none payment as a result of a claimant not engaging with the council, to be diverted into specific job seeking support initiatives;
 - Ensuring the effective development of the impact assessment for the scheme;
 - Identified a need to introduce a hardship fund into the proposed scheme;
 - The need to ensure that the Jobs and Skills section has the capacity and resources to fulfil its part of the proposed scheme.

Housing Leeds Rent Collection

(Housing and Regeneration Scrutiny Board)



- Assessed the number of tenants in 'technical arrears' and informed proposals to minimise the impact of arrears, particularly in relation to tenants accessing credit.
- Pressed for an improved format for reporting arrears performance data.

Best Council Objective

Dealing effectively with the city's waste

Areas of Scrutiny

Peckfield Landfill Site

(Safer and Stronger Communities Scrutiny Board)
Report published April 2015 ([Click here for scrutiny report](#))



- Pursued a public request for Scrutiny surrounding a longstanding and sensitive matter.
- Worked closely with the Environment Agency to build on the existing partnership approach with the Council, which has led to greater commitment from the Peckfield landfill operator to undertake more proactive management measures.
- Engaged in dialogue with the Peckfield Landfill Community Liaison Committee and the landfill operator to improve future communications with local residents.
- Recommended action to strengthen the general role of Community Liaison Committees.
- Identified the need to develop an 'Out of Hours Protocol' for the Peckfield landfill site.

Recycling options for households not receiving alternate weekly collections

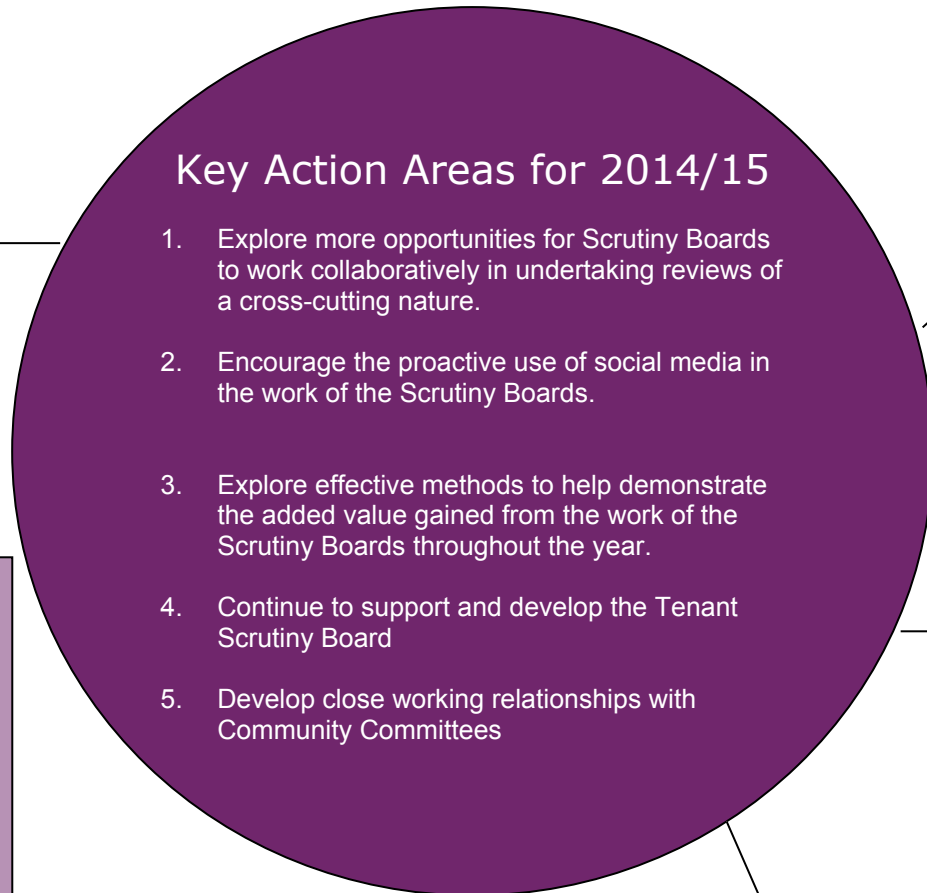
(Safer and Stronger Communities Scrutiny Board)



- Worked in conjunction with Waste Management to inform the early stages of developing an alternative 'menu' of recycling options for households considered unsuitable for AWC.
- Engaged the Leeds High Rise Tenants Group in considering options to help overcome the specific challenges faced by high rise properties in relation to recycling.

Reflecting on the Year

Last year we identified a number of key action areas to help develop the scrutiny function. Progress made in delivering these key actions is summarised below.



Key Action Areas for 2014/15

1. Explore more opportunities for Scrutiny Boards to work collaboratively in undertaking reviews of a cross-cutting nature.
2. Encourage the proactive use of social media in the work of the Scrutiny Boards.
3. Explore effective methods to help demonstrate the added value gained from the work of the Scrutiny Boards throughout the year.
4. Continue to support and develop the Tenant Scrutiny Board
5. Develop close working relationships with Community Committees

As highlighted in this report, there have been numerous pieces of work this year involving collaborative working between Scrutiny Boards. These include:

- Leeds Housing Standard
- Child Sexual Exploitation
- Asset Management
- Community Infrastructure Levy
- Housing Mix
- Emotional Well-being and Mental Health of Children and Young People
- District heating
- Annual Tenancy Visits

The Scrutiny Unit's Twitter account @scrutinyleeds continues to be actively utilised in promoting work undertaken by Scrutiny and has attracted more followers this year.

The Scrutiny Unit took part in the #Ourday social media promotional event in November 2014.

Scrutiny Chairs are also being encouraged to actively use Twitter.

The Tenant Scrutiny Board is now well established and continues to be chaired and run by tenants and leaseholders.

The Board undertook a major inquiry this year into Annual Tenancy Visits and has continued to work closely with the Housing and Regeneration Scrutiny Board.

The Board is also working closely with the new Tenant Involvement Team.

Below are examples of methods used this year to demonstrate the added value brought by scrutiny:

- Informed national policy briefings by the Centre for Public Scrutiny (Domestic Violence)
- Showcased scrutiny reports at conferences led by the Council (Domestic Violence and Cluster Partnerships)
- Promoted as exemplar pieces of work to help partners encourage wider local authority scrutiny involvement (tackling illegal money lending)
- Informed Member training seminars (tackling illegal money lending)
- Formally recognised by Ofsted as part of its inspection report (general work of the Children and families Scrutiny Board)
- Worked collaboratively with external consultants (Leeds Grand Theatre)

This year the work of the Scrutiny Boards have either directly involved Community Committees or have formally recognised their vital role in ensuring effective services locally. Key examples include scrutiny of the Universal Youth Activity Funding; the Community Infrastructure Levy; and Area Based Delegations.

Community Committee meeting agendas are also shared with scrutiny to help identify common issues and inform work items.

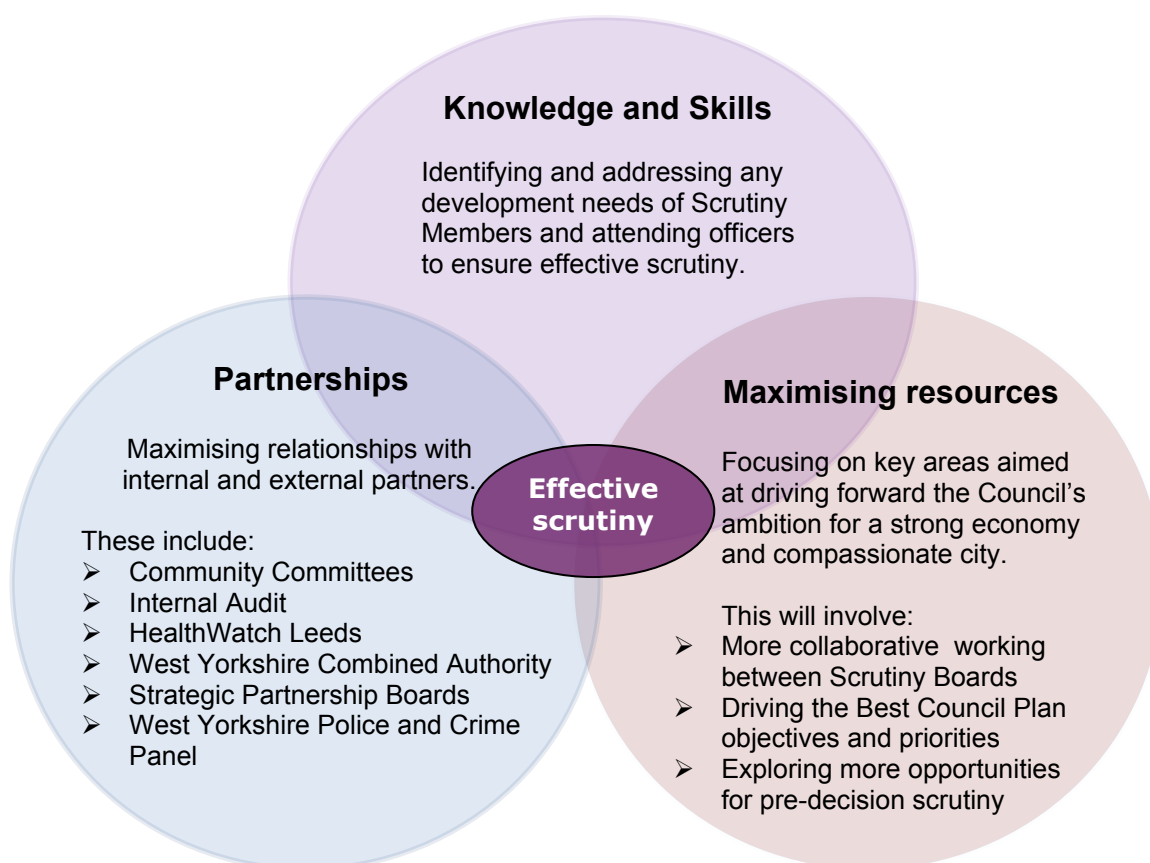
Planning for the future

As always a key focus remains on ensuring that scrutiny is a worthwhile process for elected Members and adds value to the running of the Council.

As has been our practice in previous annual reports, we have produced an action plan for the coming year identifying our key development areas.

The actions shown below are not an exhaustive list and a number of actions from previous years will continue to be progressed.

Key Action Areas 2015/16



EXECUTIVE BOARD

WEDNESDAY, 22ND APRIL, 2015

PRESENT: Councillor P Gruen in the Chair

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

Apologies Councillor A Carter and K Wakefield

179 Chair of the Meeting

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

180 Chair's Opening Remarks

Having noted apologies received from Councillors Wakefield and A Carter, the Chair welcomed Councillor J Procter to the meeting.

Additionally, the Chair welcomed Mrs C Roff, the recently appointed Director of Adult Social Services, to her first meeting of the Board.

Finally, the Chair noted that this would be the last meeting of the Board scheduled for the 2014/15 Municipal Year, and he thanked all Directors and officers for their support to the Board during the previous year

181 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, who had submitted his apologies for absence from the meeting.

182 Exempt Information - Possible Exclusion of the Press and Public

RESOLVED – That, in accordance with Regulation 4 of The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, the public be excluded from the meeting during consideration of the following parts of the agenda designated as exempt on the grounds that it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present there would be disclosure to them of exempt information so designated as follows:-

- (a) Appendix 1 "Basic Need update: Secondary Provision in the Inner East and Inner North East", referred to in Minute No. 188 is designated as exempt from publication in accordance with paragraph 10.4(3) of Schedule 12A(3) of the Local Government Act 1972 on the grounds that the information contained within the document relates to the financial or business affairs of a particular person, and of the Council. This

information is not publicly available from the statutory registers of information kept in relation to certain companies and charities. It is considered that since this information was obtained through one to one negotiations for the disposal of the land/property referred to then it is not in the public interest to disclose this information at this point in time. Also, it is considered that the release of such information would or would be likely to prejudice the Council's commercial interests in relation to similar transactions in that prospective purchasers of other similar properties would have access to information about the nature and level of consideration which may prove acceptable to the Council. It is considered that whilst there may be a public interest in disclosure, much of this information will be publicly available from the Land Registry following completion of this transaction and consequently the public interest in maintaining the exemption outweighs the public interest in disclosing this information at this point in time.

- (b) Appendix 3 to the report entitled "Proposed Investment in Electricity Generation in Merrion House Refurbishment Project" referred to in Minute No. 193 is designated as exempt from publication in accordance with paragraph 10.4(3) of Schedule 12A(3) of the Local Government Act 1972 on the grounds that the information contained within the submitted appendix relates to the financial or business affairs of any particular person (including the authority holding that information). As the appendix contains detailed calculations regarded as sensitive by Leeds City Council and its' partner in the scheme, it is considered that the public interest in maintaining the content of appendices as exempt from publication outweighs the public interest in disclosing the information.

183 Late Items

No formal late items of business were added to the agenda for the meeting. Members were however in receipt of a supplementary document pack despatched prior to the meeting containing an updated version of Appendix A to agenda item 7 "Basic Need Programme: Capital Programme update" (minute 187 refers)

184 Declaration of Disclosable Pecuniary Interests

No declarations of disclosable pecuniary interests made during the meeting.

185 Minutes

RESOLVED – That the minutes of the meeting held on 18th March 2015 be approved as a correct record.

HEALTH AND WELLBEING

186 NHS England Five Year Forward View and New Models of Care

The Director of Public Health submitted a report detailing the contents of the "5 Year Forward View" document, published by NHS England (NHSE) in October 2014, which set out a vision of the NHS over the next five years – including a significant focus on developing new models of care for integrated provision across the health and social care system.

RESOLVED:

- a) To note the contents of this report and be aware of national and local developments with regard to the NHS 5 Year Forward View and new models of care.
- b) That the Executive Board be assured that the Health and Wellbeing Board is taking a leadership role in the discussions and planning across the city in this area.
- c) To agree that any significant decisions about establishing new models of care which involve the allocation of Council resources would require the full consideration and approval of Executive Board.
- d) To consider how the NHS 5 Year forward view might impact on the council's commissioning and service provider functions, with a view to shaping future council strategy.

CHILDREN AND FAMILIES

187 Basic Need Programme - Capital Programme Update

Further to minute 63 of the meeting held 17th September 2014, the Executive Board considered a joint report submitted by the Deputy Chief Executive and the Directors of Children's Services and City Development providing an update on the progress of the Basic Need Programme. The report also sought approval for further authority to spend on the programme and included an update on applications made and approved for access to the programme contingency fund and indicated areas in which schemes were in development in relation to Basic Need.

The report highlighted that, since implementation of the programme approach in September 2014, the programme had successfully delivered £34.6m of investment into 11 schemes. A further 17 schemes totalling an investment of £52m were on programme to deliver in 2015. The report outlined the 20 current Basic Need Programme active schemes, including the three schemes proposed to be injected into the programme (Castleton, Gledhow and Hollybush Primary Schools).

In considering the report, Members noted the work undertaken citywide to identify possible solutions to satisfy the need for further places and to anticipate the pressures on a number of areas which will require a significant number of expansion or new school projects across primary, secondary and specialist provision; whilst it was acknowledged that infrastructure provision remained a key factor when considering future development across the city.

RESOLVED –

- a) That the additional authority to spend on the basic need programme a total of £14.3m for the next phase of the programme which increases the overall approval of the schemes in the programme to £67.3m. be approved
- b) That the delegation of the approval of design and cost reports for the new tranche of schemes to the Director of Children's Services be

approved, subject to the agreement of the Director of City Development and the Deputy Chief Executive in consultation with the Executive Members and reports open to scrutiny by Members. This being consistent with the programme approach and governance arrangements approved by Executive Board in September 2014.

- c) That the balance of the programme risk fund £8,975,570 be maintained, to facilitate effective risk management at programme level.
- d) To note that the current projected funding deficit which currently stands at £36.6m and that this is likely to increase due to rising construction costs.
- e) To note that the Head of Service, Strategic Development and Investment continues to have client responsibility for the programme and the Chief Officer, Public Private Partnerships and Procurement Unit continues to be responsible for the delivery of the projects in the programme.

188 Basic Need update: secondary provision in the Inner East and Inner North East

The Director of Children's Services and the Director of City Development submitted a joint report seeking permission to consult on the option to establish new 6 form entry secondary provision on the former Seacroft hospital site in order to inform a decision anticipated by Executive Board in June 2015 on the potential assembly of the site for education purposes.

The report outlined the associated need in the wider demographic context facing the inner east and inner north east areas of Leeds, highlighting the need to take action to secure sufficient school places, including the potential for new secondary provision on land at Seacroft Hospital which would require the Council to commit to assemble the site by June 2015; and starting consultation on expansion at Roundhay.

The Board received further information regarding the restrictive timescales associated with the Seacroft Hospital site and noted comments made in respect of the potential impact of a new school on existing secondary provision within the Wetherby ward and the ongoing work with the schools in this area.

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

RESOLVED -

- a) That approval be given to undertake consultation on the option of new secondary provision on land at Seacroft hospital and request a report by June 2015 on the proposal for assembly of the site.
- b) To note that consultation is underway on the expansion of Roundhay through school secondary phase.
- c) To note that the officer responsible for implementation is the Head of Service, Strategic Development & Investment by June 2015.

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

189 Outcome of the 2015 Ofsted Inspection Services for Children in Need of Help and Protection, Children Looked After and Care Leavers; and the Effectiveness of Partnership Working, including the Leeds Safeguarding Children Board

The Board considered the report of the Director Children's Services which provided an update on the outcome of the recent unannounced Ofsted inspection of Leeds' services for children in need of help and protection, children looked after and care leavers. The Inspection also covered the effectiveness of partnership working, including the Leeds Safeguarding Children Board. Additionally the report outlined the proposed next steps having regard to the outcome of the inspection.

The inspection was conducted 20th January to 11th February 2015 and Ofsted rated Children's Services in Leeds 'good' overall. The report outlined the five key areas that contributed to this overall judgement and on four of these: children who need help and protection; children looked after and achieving permanence; adoption performance; and experience and progress of care leavers, Leeds had been rated as 'good'. In the fifth area, 'leadership, management and governance' Leeds had been rated as 'outstanding'. Alongside this, the Leeds Safeguarding Children Board (LSCB) was also found to be 'good'.

A number of areas for improvement were identified by Ofsted which were in line with Leeds' own awareness and aspirations to take the service forward. A post inspection action plan was in development and would be presented to Executive Board in June 2015, alongside the new Children and Young People's Plan, prior to submission to the Secretary of State and Her Majesty's Chief Inspector in advance of the 3rd July 2015 deadline.

The Executive Member, Children and Families, in presenting the report paid tribute to the officers and partner organisations involved in the work undertaken across the city to achieve this outcome.

The Executive Board noted and welcomed the outcome of the inspection as a considerable achievement for the council, its' partners and the city, particularly given the significant investment, transformational change in children's social work and the child friendly Leeds initiative which had placed and the quality standards required by Ofsted in the current inspection framework. Additionally, the work of the Scrutiny Board (Children and Families) was acknowledged

RESOLVED -

- a) To note the Ofsted report (attached at appendix A) and the two letters of congratulation (attached at appendix B and C respectively);
- b) To note that the post inspection action plan in response to the areas for improvement identified by Ofsted will be provided alongside the new Children and Young People's Plan, to Executive Board at the June

meeting prior to submission to the Secretary of State and Her Majesty's Chief Inspector in advance of the 3rd July 2015 deadline;

- c) To note that the Officer responsible for implementation is Deputy Director Safeguarding Specialist and Targeted, Children's Services by 3rd July 2015.

FINANCE AND INEQUALITY

190 Financial Health Monitoring 2014/15 - Provisional Outturn

The Deputy Chief Executive submitted a report setting out the provisional outturn position for the 2014/15 financial year in respect of the Council's Revenue Budget and the Housing Revenue Account.

Members noted that the 2014/15 General Fund Revenue Budget, as approved by Council, provided for a variety of actions to reduce spending by approximately £47m and acknowledged that action taken across all areas of the Council had delivered significant savings in line with the approved budget.

The provisional outturn position was reported as being an overall underspend of £0.7m – representing an improvement of £0.4m from the previously reported position and in line with the assumption in the 2015/16 budget. The Housing Revenue Account is projecting a surplus of £4.7m.

RESOLVED - To note the provisional outturn financial position of the authority for 2014/15.

191 Low Pay Charter

The Deputy Chief Executive submitted a report providing information on the work currently being undertaken across the region to address the issue of low pay. The report also invited the Board to adopt the Low Pay Charter for Leeds

The report outlined the work undertaken by a Working Group commissioned by the Leaders of the Combined Authority to look at how Councils could take an innovative approach to address the causes and consequences of low pay and associated in-work-poverty. As a result a Low Pay Charter had been developed and published on 25th March 2015 setting out how Councils in the region could individually and collectively work to ensure that low pay matters are better addressed.

In considering the matter, Members noted that the Charter and Working Group's report recognised the importance of paying the Living Wage; but also stressed a wide variety of non-pay issues that could also improve the opportunities, wellbeing and engagement for low paid workers, with Councils being reminded of their wider role in society and how leadership on low pay will help boost our economy and promote fairness.

In presenting the report, the Chief Executive emphasised the Council's commitment to this initiative; highlighting the work which had been done with Trade Unions and he expressed his thanks to officers for the work undertaken so far. The Board noted that adoption of the Charter would afford the Council the opportunity to influence partners and lead by example

RESOLVED -

- a) To adopt the Low Pay Charter on behalf of Leeds; and
- b) To receive 6 monthly reports on progress from the Deputy Chief Executive

ADULT SOCIAL CARE

192 New Design Model for Home Care Services in the City

Further to minute 105 of the meeting held 19th November 2014, the Director of Adult Social Services submitted a report which provided an update on the progress achieved to date in the re-commissioning and re-design of the external homecare service; and the proposed service delivery model for the external provision of homecare services

The report provided further detail on the proposed re-designed service model and included recommendations on the intention to initiate a process which will conclude with the letting of new domiciliary care contracts with independent and third sector providers in the city in June 2016.

Finally the report emphasised that Trades Union colleagues had been specifically engaged in the desire to adopt Ethical Care Charter Standards particularly with regard to quality standards, the proposed fee structure and the proposed service delivery model.

Councillor D Coupar, Chair of the Scrutiny Board (Health and Wellbeing and Adult Social) addressed the meeting highlighting the comments and recommendations provided by the Scrutiny Board, included within Appendix 1 of the report for Members' consideration

The Executive Member for Adult Social Services presented the report and highlighted the extensive consultation undertaken with service users, care providers, unions, and councillors.

Details of the tender specification process were provided in response to a Members' query.

RESOLVED -

- a) That the proposal to commence procurement of external homecare services be endorsed.
- b) That the content of this report be noted and that the proposed service model and pricing arrangements be endorsed
- c) That approval be given to a procurement process based on 100% quality weighting with a range of fixed prices.
- d) That the comments of Members of the Health and Wellbeing Scrutiny Board who have examined the issues, risks and proposed remedies (as attached at Appendix 1 of the submitted report) be noted and fully taken into consideration when progressing such matters

- e) That approval be given for the Executive Member for Adult Social Services to sign the Unison Ethical Care Charter at the appropriate juncture after the governance processes of the Council in relation to this report have been completed.
- f) That the Executive Board agree to delegate the decision to award contracts for the provision of external homecare services to the Director of Adult Social Services.
- g) That the Executive Board agree that the Head of Commissioning, Adult Social Care will be accountable for the completion of this work.

CLEANER, STRONGER AND SAFER COMMUNITIES

193 Proposed investment in Electricity Generation in Merrion House refurbishment project

The Deputy Chief Executive submitted a report providing details on the proposed new electricity generation plant in Merrion House. The report outlined the financial business case and set out both the revenue savings and the opportunities for income generation associated with the scheme.

Responding to an enquiry, the Board received clarification on the estimated costs and savings associated with the project.

Having considered the contents of Appendix 3 to the report, designated as exempt from publication under the provisions of Access to Information Procedure Rule 10.4 (3) which was considered in private at the conclusion of the meeting, Executive Board

RESOLVED:

- a) To approve an injection of capital of £3.1m to invest in a 2MW peak gas-fired electricity generating station with heat recovery that will be incorporated into the base specification for the Merrion House refurbishment project; and
- b) To approve the Authority to Spend of £3.1m in a 2MW peak gas-fired electricity generating system.

(The Council's Executive and Decision Making Procedure Rules state that a matter may be declared as being exempt from the Call In process, if it is deemed as being urgent and that any delay would seriously prejudice the Council's, or the public's interests. It has been deemed that the resolutions detailed above are exempt from Call In due the need to sign off the next stage of works for Merrion House and any delay to this element would hold up the progress of the overall project, causing delays to the completion date and therefore the realisation of the associated financial benefits of moving staff out of other buildings and into Merrion. Time was not built into the timetable to return to Executive Board as the capital had already been approved at an earlier stage. However, further due diligence has meant that the costs and

associated benefits are higher than originally anticipated and consequentially the decision to proceed needed to be re-approved at Executive Board.)

DIGITAL & CREATIVE TECHNOLOGIES, CULTURE AND SKILLS

194 International Triathlon Union (ITU) World Series 2016-2019

The Director of City Development submitted a report on Leeds' successful selection as the preferred host city for the UK leg of the International Triathlon Union (ITU) world triathlon series 2016-18. The report also sought approval for the annual financial contributions required to host the event.

The report outlined how, as timescales to submit an initial bid to the British Triathlon Federation had been very tight with strong competition from 11 other UK cities, Leeds submitted a very robust and compelling bid as part of the initial submission following consultation with the Leader of the Council, Executive Member for Digital and Creative Technologies, Culture and Skills and others.

The Executive Member for Digital and Creative Technologies, Culture and Skills presented the report, noting that the bid had now been submitted to the International Triathlon Union for their consideration as part of the next stage in the process, and the outcome was anticipated on 14th May 2015

In response to a Members' query, the Board received clarification on the proposed funding model for the events. Executive Board noted that both Jonathan and Alistair Brownlee had been very helpful in supporting the bid process to date and Members expressed their appreciation for their assistance in doing so.

RESOLVED -

- a) To formally agree to Leeds being the preferred host city for a UK leg of the World Triathlon Series in 2016, 2017 and 2018; and to note that the Council's bid will now go forward to be presented to British Triathlon to the International Triathlon Union for consideration with a final decision from the ITU expected in May 2015;
- b) Pending a final decision by the ITU, to agree that the funding implications of the proposal would form part of Members' considerations during the budget setting process for 2016/17 to 2018/19;
- c) To request that the Chief Officer Culture and Sport:
 - I. enters into relevant contractual arrangements agreements to deliver the event following appropriate legal advice
 - II. establishes management arrangements to support delivery of the event
 - III. works with partners to investigate the potential for a cultural festival to run alongside the events;
- d) To note that the opportunity may also arise to host the ITU world triathlon series Grand Final in 2019.

DATE OF PUBLICATION: FRIDAY 24TH APRIL 2015

Final Minutes - Approved at the meeting
held on 24th June 2015

**LAST DATE FOR CALL IN
OF ELIGIBLE DECISIONS:** 5:00 PM, FRIDAY 1ST MAY 2015

(Scrutiny Support will notify Directors of any items called in by 12:00 Noon on Tuesday 5th May 2015)

EXECUTIVE BOARD

WEDNESDAY, 24TH JUNE, 2015

PRESENT: Councillor J Blake in the Chair

Councillors D Coupar, M Dobson, S Golton,
J Lewis, R Lewis, L Mulherin, M Rafique
and L Yeadon

SUBSTITUTE MEMBER: Councillor J Procter

APOLOGIES: Councillor A Carter

1 Chair's Opening Remarks

The Chair welcomed all in attendance to the first Executive Board meeting of the 2015/16 municipal year.

2 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, who had submitted his apologies for absence from the meeting.

3 Exempt Information - Possible Exclusion of the Press and Public

There were no matters which the Board designated as being exempt from publication under the provisions of the Council's Access to Information Procedure Rules.

4 Declaration of Disclosable Pecuniary Interests

There were no Disclosable Pecuniary Interests declared at the meeting, however in relation to the agenda item entitled, 'Financial Performance – Outturn Financial Year Ended 31st March 2015', Councillor Yeadon drew the Board's attention to her position as Chair of the Leeds Grand Theatre and Opera House Board of Management, whilst 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. (Minute No. 11 refers).

5 Minutes

RESOLVED – That the minutes of the meeting held on 22nd April 2015 be approved as a correct record.

COMMUNITIES

6 Citizens@Leeds - Supporting Communities and Tackling Poverty

Further to Minute No. 48, 16th July 2014, the Assistant Chief Executive (Citizens and Communities) submitted a report providing details of the progress which had been made to date in supporting communities and tackling poverty, which was presented within the overall context of poverty in the city. In addition, the report also provided details of the actions to be taken

Draft minutes to be approved at the meeting
to be held on Wednesday, 15th July, 2015

to help deliver those outcomes which were aimed to be achieved over the next 5 years.

Members welcomed the initiatives detailed within the submitted report and discussed the supporting statistics presented within it. Emphasis was placed upon the importance of using the outcomes achieved by the initiatives as a measure of their success.

In highlighting the positive work which had been undertaken, together with the results achieved to date in supporting communities and tackling poverty, Members emphasised the importance of involving local businesses in such matters. In addition, the Board discussed the ongoing work of local Ward Members, Area Support Teams and Community Committees in this field and the potential for the further development of their respective roles in the future.

RESOLVED –

- (a) That the key progress made to support communities and tackle poverty be noted;
- (b) That the proposed next steps to be taken over the course of the next year by the Assistant Chief Executive (Citizens and Communities), as detailed within section 4 of the appendix to the submitted report, be endorsed.

CHILDREN AND FAMILIES

7 The Children and Young People's Plan 2015-2019 and Ofsted Post Inspection Action Plan

Further to Minute Nos. 120, 19th November 2014 and 189, 22nd April 2015 respectively, the Director of Children's Services submitted a report outlining the background to the preparation of the Council's draft Children and Young People's Plan (CYPP) 2015-2019 and which sought approval to submit the document for final approval to the Council meeting of 8th July 2015. In addition, the report also followed up the next steps to the recent Children's Services Ofsted inspection, specifically regarding the production and with the Board's agreement, submission of a post Ofsted inspection action plan to the Secretary of State and Her Majesty's Chief Inspector (HMCI), as required.

Regarding the draft CYPP, Members welcomed the focus being placed upon the importance of social, emotional and mental health and wellbeing outcomes and the need to ensure that young people in the city gained a 'best start' in life.

In response to a specific enquiry regarding the Ofsted Post Inspection Action Plan, the Board received details of the collaborative approach being taken with agencies in the field of child protection, with specific reference being made to the agencies' attendance at initial child protection meetings.

Members highlighted the integral role played by the Child and Adolescent Mental Health Service (CAMHS) and the Targeted Mental Health in Schools

(TAMHS) service and discussed the pressures and challenges which were currently being faced in such areas. Furthermore, it was requested that the Board continued to be updated on such matters as and when appropriate.

RESOLVED –

- (a) That approval be given for the draft CYPP 2015-19, as appended, to be submitted for final approval to the meeting of Council on 8th July 2015;
- (b) That approval be given for the draft Ofsted Post Inspection Action Plan, as appended, to be submitted to the Secretary of State and the HMCI;
- (c) That it be noted that the officer responsible for such matters is the Chief Officer, Partnership, Development and Business Support.

(In accordance with the Council's Executive and Decision Making Procedure Rules, the matters referred to in resolution (a) above, were not eligible for Call In as the power to Call In decisions does not extend to those decisions made in accordance with the Budget and Policy Framework Procedure Rules)

8 Raising Educational Standards in Leeds - Learning Improvement

The Director of Children's Services submitted a report summarising the achievement of learners in Leeds at all key stages in 2014, including Early Years Foundation Stage. In addition, the report also outlined the action which continued to be taken by the Council in order to fulfil its responsibilities to support, monitor, challenge and intervene as necessary.

The Board welcomed the improving situation in respect of learners' achievement in Leeds during the 2013-2014 academic year, as presented within the submitted report.

With regard to the provision of school places, the progress which was being made in this area was noted, however, emphasis was placed upon the need to ensure that such progress continued. In addition, responding to a specific enquiry, the Board received an update on the actions being taken to ensure that improved attainment at early years levels continued.

RESOLVED –

- (a) That the documented information as submitted, together with the information presented verbally to Executive Board at the meeting, be noted;
- (b) That the progress which has been made be endorsed and that the areas which need further improvement be supported;
- (c) That the future provision of monitoring, support, challenge and intervention in all Leeds schools be supported, in order to ensure that progress continues;

- (d) That the sector lead partnership working which looks to secure accelerated progress, be endorsed;
- (e) That the further development of programmes to build sustainable links between schools and local businesses to better prepare young people for the world of work and to meet the entry level skills needs of business be supported, in order to support sustainable economic growth;
- (f) That it be noted that the officer overseeing the resolutions above is the Head of Learning Improvement.

9 Annual Reports of the Fostering and Adoption Service & annual updates of the respective Statements of Purpose

The Director of Children’s Services submitted a report which presented the respective annual reports of the Fostering and Adoption services for consideration, as required by the National Minimum Standards 2011. In addition, the report also sought approval of the revised Statements of Purpose for the Council’s Fostering and Adoption Services.

Members welcomed the submitted report and noted that in moving forward, one priority area was to be the recruitment of foster carers for teenagers.

RESOLVED – That the respective Statements of Purpose for both the Fostering and Adoption services for Leeds City Council be approved, and that support continue to be provided for the work of the fostering and adoption services in ensuring the best possible support.

10 Outcome of consultation on proposals to increase secondary school places at Roundhay School

Further to Minute No. 137, 17th December 2014, the Director of Children’s Services submitted a report providing details of the proposals brought forward to meet the local authority’s duty to ensure sufficiency of school places. The report described the outcome of the consultation exercise undertaken and sought permission to publish a statutory notice in respect of Roundhay School.

The Board noted a correction which was reported to the meeting, in that paragraph 4.4.1 of the submitted report should refer to the project being at the ‘Feasibility Stage’ rather than ‘RIBA Stage D’, as referenced within the published report.

Responding to a specific enquiry, the Board received clarification both on the proposals detailed within the submitted report and also on how the proposals would affect the admission of pupils, at both primary and secondary levels.

Members noted the Council’s aspiration for all children and young people to have access to good or outstanding education in every community throughout Leeds. In addition, the Board received further information on the range of issues which could potentially affect the cost of, or extent to which a school

could be expanded or developed in order to ensure a sufficiency of school places in the locality.

In conclusion, it was highlighted that the provision of sufficient school places across the city continued to be a key priority for the Council.

RESOLVED –

- (a) That approval be given for the publication of a Statutory Notice to expand Roundhay School from a capacity of 1,250 pupils to 1,500 pupils in years 7 – 11 with an increase in the cohort sizes from 250 to 300, with effect from September 2017;
- (b) That it be noted that legally the change would be to increase the year 7 admissions number in 2017 and 2018 to 300, then reduce it to 240 in 2019, as the primary children are already on the roll of the school and the admission number is the number of additional children from other primary schools that would be admitted;
- (c) That it be noted that the responsible officer for the implementation of such matters is the Capacity Planning and Sufficiency Lead by September 2017.

RESOURCES AND STRATEGY

11 Financial Performance - Outturn Financial year ended 31st March 2015

The Deputy Chief Executive submitted a report providing the Council's financial outturn position for 2014/2015 for both revenue and capital, whilst also including details regarding Housing Revenue Account and spending on schools. In addition, the report also highlighted the position regarding other key financial health indicators including Council Tax and National Non-Domestic Rates (NNDR) collection statistics, sundry income, reserves and the prompt payment of creditors.

The Chief Executive and the Chair paid tribute to all Council employees for the integral role that they had played, under challenging circumstances, in achieving the final 2014/15 budget position. In addition, they also thanked the Council's partners together with those within the business community for their continued support and positive working relationships.

RESOLVED –

- (a) That the outturn position be noted, that the creation of earmarked reserves as detailed in paragraphs 3.9 and 5.1 of the submitted report be agreed, and that approval be given for their release to be delegated to the Deputy Chief Executive;
- (b) That the write-off of the outstanding balance owed by the Leeds Grand Theatre and Opera House Company in respect of the City Varieties Refurbishment Scheme, as detailed at paragraphs 6.2.3 and 6.2.4 of the submitted report, be approved;

- (c) That it be noted that the Chief Officer (Financial Services) will be the responsible officer for the implementation of such matters following the conclusion of the "Call In" period.

12 Financial Health Monitoring 2015/16 - Month 2 (May 2015)

The Deputy Chief Executive submitted a report which presented the Council's projected financial health position for 2015/2016 after two months of the financial year. In addition, the report also highlighted key issues impacting upon the overall achievement of the budget for the current year.

Responding to a specific enquiry, the Board received further information on particular aspects of the currently projected overspend within Children's Services.

Also, the Board considered the possibility of a reduction in the Council's Public Health 2015/16 budget, and the potential impact that such a reduction could have upon service provision.

RESOLVED – That the projected financial position of the authority for 2015/2016 be noted.

DATE OF PUBLICATION: Friday, 26th June 2015

**LAST DATE FOR CALL IN
OF ELIGIBLE DECISIONS:** 5.00 p.m., Friday, 3rd July 2015

(Scrutiny Support will notify Directors of any items called in by 12.00noon on Monday, 6th July 2015)

SCRUTINY BOARD (SUSTAINABLE ECONOMY AND CULTURE)

TUESDAY, 17TH MARCH, 2015

PRESENT: Councillor K Groves in the Chair

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

76 Late Items

There were no formal late items of business to consider.

77 Declaration of Disclosable Pecuniary Interests

There were no disclosable pecuniary interests declared at the meeting.

78 Apologies for Absence and Notification of Substitutes

Apologies for absence were received from Councillor Davey.

79 Minutes - 17 February 2015

RESOLVED – That the minutes of the meeting held on 17 February 2015 be confirmed as a correct record.

80 2014/15 Quarter 3 Performance Report

The Board considered performance information for the period up to the end of December 2014 for services falling within its portfolio.

The following were in attendance for this item:

- Councillor Richard Lewis, Executive Member, Transport & Economy
- Martin Farrington, Director of City Development.

The key areas of discussion were:

- Members queried why popular activities such as dancing, cycling and walking were not included in the figures on physical activity. The Director agreed to feed back Members' concern to Sport England, which set the definition.
- Members asked for confirmation of the numbers of second homes in Leeds, and also for information on the impact of the development of purpose built student accommodation in relation to future use of former student housing in Headingley.

- Members asked for further information about the role of speed in relation to the number of people killed and seriously injured in road accidents. It was noted that criminal and potential criminal activity was often related to such accidents, but that highway design was rarely a causal factor.
- The increase in the number of cyclists and the need for safe infrastructure, but also for all road users to adapt to more cyclists on the road.
- The new Cycling Partnership is planning to hold a courtesy campaign aimed at cyclists and motorists.
- The historical position in relation to much of the city being designed to facilitate cars travelling at 30mph, and the desire to move to a more integrated approach with more shared areas.
- Concern about the state of the edges of roads on country routes and a request for further information on how this could be improved.
- Explanation of the reason that private hire vehicles are not permitted to use bus lanes.
- A request for feedback on the issue raised by the Board in December regarding lobbying for a national campaign about pedestrians stepping out into the road without looking.
- A request for the Board to view a recent presentation to the West Yorkshire Combined Authority in relation to highway design and shared space.

RESOLVED – That the quarter 3 performance information be noted and that further information be provided to Members as requested.

81 2014/15 Month 10 Finance Update

The Board considered a report which presented information on the budget position up to the end of January 2015 for services falling within its portfolio.

The following were in attendance for this item:

- Councillor Richard Lewis, Executive Member, Transport & Economy
- Graham Fisher, Principal Finance Manager
- Mo Afzal, Principal Finance Manager.

The main areas of discussion were:

- That the directorate was on target to spend within budget at the end of the year.
- The reasons why the drop in market income had been greater than predicted, which included the need to hold stalls for existing tenants to move into to free up space for the refurbishment, and also that a larger than expected number of tenants had opted to surrender their leases.
- Confirmation that the position was expected to pick up following refurbishment and the introduction of new areas of the market,

including the George Street development and potential evening opening.

- Concern about the availability of evening and night time bus services to support changes in retail and employment patterns in the city centre.
- Concern that the underspend within Employment and Skills may have led to a reduced service in such a priority area for the council's support to citizens. It was confirmed that the service had achieved all of its service plan targets despite staffing vacancies. It was further clarified that about £90,000 of the underspend was due to the construction and skills training programme not meeting performance targets. Members asked for further details on this.

RESOLVED – That the financial dashboard be noted and that the further information requested in relation to the construction and skills training programme be provided to Members.

82 The Provision of 20mph Speed Limits in Leeds

The Board considered a report providing further information following the previous consideration of 20mph speed limits in November 2014. In particular the report contained information about casualty figures and the associated costs, and also about potential additional funding opportunities.

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

- Councillor Richard Lewis, Executive Member, Transport & Economy
- Andrew Hall, Head of Transportation
- Kasia Speakman, Transport Planner
- Heather Thomson, Health Improvement Manager
- Mark Lansdown, 20s Plenty for Us.

The following issues were raised in discussion:

- The potential for some funding to be available through the Police and Crime Commissioner.
- The views of the National Institute for Health and Care Excellence (NICE) in support of the benefits of 20mph zones
- Information on further authorities that are implementing a blanket 20mph limit
- The developing partnership with public health
- The differences between the zoned approach being followed by Leeds and a blanket approach as advocated by 20s Plenty for Us
- The need for further time to elapse in order to be able to adequately assess the impact of the newer schemes with fewer physical measures
- That the main areas of casualties have largely been dealt with through the introduction of 20mph schemes and therefore future schemes are likely to have a lesser impact on casualties, although they will still provide other associated benefits

- That some authorities who have implemented a blanket 20mph limit are now retro-fitting physical measures
- That the approach in Leeds to date has had the advantage of having local buy-in through local involvement in the development of individual schemes
- The need to continue to make the economic case to government about the overall savings to be achieved from reducing casualties
- The different requirements for urban and rural roads within the council's area
- The cost benefit analysis of associated benefits such as the impact on obesity
- Concern about the limited area covered by some schemes in relation to children's journeys to school
- Concerns about the lack of enforcement activity, and how this fits within policing priorities
- The potential role of Community Committees and local action in relation to enforcement and education around 20mph zones
- Members' ongoing concern that they would like to see faster progress. It was agreed to establish a working group to give further consideration to evidence on the effectiveness of schemes in other cities; the potential for piloting a blanket approach in a specific area of the city; and potential sources of partnership funding.

RESOLVED – That the contents of the report be noted and that a working group of the Board be established to carry out further work on this topic.

83 Asset Management Plan Progress Report

The Board considered a report setting out progress in relation to asset management since the inquiry undertaken in July and September 2014.

In attendance for this item were:

- Councillor Richard Lewis, Executive Member for Transport & Economy
- Ben Middleton, Head of Asset Management.

The Board welcomed the report and congratulated officers on the good progress made.

RESOLVED – That the report be welcomed.

(Councillor Hussain left the meeting at 3.10pm at the conclusion of this item.)

84 Local Flood Risk Management Strategy - Annual Review

In line with its scrutiny role as set out in the Flood and Water Management Act 2010, the Board carried out an annual review of performance against the Local Flood Risk Management Strategy.

In attendance for this item were:

- Councillor Richard Lewis, Executive Member, Transport & Economy
- Peter Davis, Flood Risk Manager, City Development
- Wynne Floyd, Technical Services Manager, City Development.

The main areas of discussion were:

- The importance of routinely including flood risk assessment in the consideration of planning applications;
- The inclusion of flooding issues within the Core Strategy and other Local Development Framework documents;
- The aim to achieve a minimum 30% reduction in discharge of water for areas of increased development, and no increase as a minimum compared to field run off in areas of new build;
- The latest guidance in relation to Sustainable Drainage issues being managed through the Planning Authority, and the impending role of Flood Risk Management as a statutory consultee;
- Progress of the Flood Alleviation Scheme for the city centre;
- Planned review of the council's policy on sandbags;
- Local responses to flooding, such as the incident in Garforth in August 2104;
- Public information on the website on who to contact in an emergency;
- Information for Members on who to contact in a flooding incident.

RESOLVED – That the progress made with regard to the Local Flood Risk Management Strategy be noted, and that a further review be carried out in a year's time.

(Councillor Cohen left the meeting at 3.35pm during consideration of this item and Councillor Chapman left at 3.45pm, at the conclusion of the item.)

85 Delivering employment and training opportunities through the Council's procurement and planning functions

The Board considered a report which provided an analysis of the employment and skills opportunities delivered through the council's planning and procurement powers from January 2014 to January 2015. This followed on from a Scrutiny inquiry conducted in 2012/13, and the previous annual report to the Board in March 2014. The report also drew attention to the 'More Jobs, Better Jobs' research programme which is due to report in May 2015.

In attendance for this item were:

- Matthew Wilton, Head of Employment Leeds
- Yvonne Appleyard, Employment Brokerage Manager.

The main areas of discussion were:

- The Board was keen to consider the research report from the Joseph Rowntree Foundation when it is published
- The intensive nature of work required from officers, Members and partners in order to achieve employment and skills outcomes at a local level
- The opportunities to work in Burmantofts and Richmond Hill now in preparation for the retail opportunities associated with the Victoria Gate development

The Board agreed to set up a working group to look at the service's action plans in relation to developments such as Victoria Gate and the Casino.

RESOLVED –

- a) That the continuing work to secure and deliver employment and skills obligations be noted, and that a working group be set up to consider the service's action plans for ongoing developments; and
- b) That the ongoing work of the More Jobs, Better Jobs Partnership be noted, and that the Board consider the research report when it is available.

86 Work Schedule

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

RESOLVED – That the work schedule be agreed.

87 Date and Time of Next Meeting

Tuesday 14 April 2015 at 1.30pm (a pre-meeting will start at 1.00pm for Board members.)

(The meeting finished at 4.00pm)

SCRUTINY BOARD (SUSTAINABLE ECONOMY AND CULTURE)

TUESDAY, 14TH APRIL, 2015

PRESENT: Councillor K Groves in the Chair

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

88 Late Items

There were no formal late items of business to consider.

89 Declaration of Disclosable Pecuniary Interests

There were no disclosable pecuniary interests declared at the meeting.

90 Apologies for Absence and Notification of Substitutes

An apology for absence was received from Councillor P Wadsworth.
Notification was received that Councillor B Anderson was substituting for Councillor P Wadsworth.

91 Minutes - 17 March 2015

RESOLVED – That the minutes of the meeting held on 17 March 2015 be confirmed as a correct record.

92 Strategic Partnership Board

The Board received a presentation on the progress of the Sustainable Economy and Culture Board.

The following were in attendance for this item:

- Nigel Foster, Chair of the Sustainable Economy and Culture Board
- Martin Farrington, Director of City Development
- Paul Maney, Head of Strategy
- Dinah Clark, Policy and Performance Manager.

The key areas of discussion were:

- The purpose of the SEC Board Partnership
- The three priorities of the Partnership, (maximising job growth, becoming a low carbon city and enjoying an active and creative city) and the activities to deliver on these
- The direction of the Partnership in the next 12 months

- The joint role of the private sector, government, LEP and Leeds City Council in the delivery of many of the Partnerships 'Big Ideas'
- The need to refresh Partnership membership and the Millennial proposal
- Transport links within the city and the capacity of the train station and airport
- The current position regarding the waterfront
- The effect of new retail and office developments on existing premises in terms of movement and demand
- The role of the City's Universities and other learning establishments and the proposal to invite the two Vice Chancellors to a future meeting
- Collaboration with the Joseph Rowntree Foundation in terms of identifying the relationship between poverty, economic growth and the creation of 'good' jobs.

RESOLVED – That the Board thank officers for their presentation and acknowledge the excellent work of the Partnership Board.

93 Events Marketing

The Board considered a report which presented information on the current approach to events marketing and future opportunities, including whether there is a business case for additional investment in marketing.

The following were in attendance for this item:

- Cluny Macpherson, Chief Officer, Culture and Sport
- Matthew Sims, Head of Arts and Events
- Danni Brearley, Senior Communications Manager.

The main areas of discussion were:

- The need, as a matter of urgency, to reduce the current 20% of lost calls and resulting loss of income at the city centre box office
- The implementation of opportunities to increase secondary income
- The need for better integration and coordination of marketing across the events programme
- The development of a 'What's On' section on the leeds.gov website
- The opportunities to use alternative web sites to advertise events in order to maximise revenue
- Better customer data collection and use
- The development of an events strategy
- The acknowledgement that the investment made in marketing needs to be measurable in terms of success
- The need to continue to improve services provided by the newly located visitor centre.

RESOLVED –

- (i) That the Board note and support the proposals in the report
- (ii) That the Chief Officer, Culture and Sport reports back on actions taken to reduce the number of lost calls at the city centre box office
- (iii) That the successor Scrutiny Board reviews progress on this matter.

(Councillor A Hussain and Councillor S McKenna left the meeting during this item)

94 Recommendation Tracking

The Board considered a report providing information on progress on the one outstanding recommendation from the Board's inquiry report on the engagement of young people in culture, sporting and recreational activities

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

- Cluny Macpherson, Chief Officer, Culture and Sport
- Sally Coe, Out of school Activities Manager
- Matthew Sims, Head of Arts and Events.

The following issues were raised in discussion:

- The current activities undertaken by the Out of School Activities Team
- The current take up figures of Breeze cards
- The need for members to have detailed data on take up in order for them to promote the Breeze Card
- The acknowledgement that the original Scrutiny Board recommendation had been achieved in terms of the establishment of a system of accurate data collection which identifies take up of Breeze programmes, and that the Board's focus was now on what was being done with that information. In that regard therefore a category 2 (achieved) would be assigned to the recommendation.

RESOLVED –

- (i) That the Board's original recommendation had been achieved
- (ii) That Board Members receive the data available on Breeze cards take up
- (iii) That the successor Scrutiny Board be asked to monitor how data collection informs service provision.

(Councillor J Chapman and Councillor R Harington left the meeting during this item)

95 Arts@Leeds Scheme

The Board considered a report setting out the Directorates response to recommendations made by the Scrutiny Board in relation to the Arts@Leeds Scheme.

RESOLVED –

- (i) That the Board welcomes the Directorates positive response to the Board's recommendations.
- (ii) Requests that the Head of Arts and Events reports back to the successor Board, before the next budget allocation, progress made by the review group to address issues in relation to the Reggae Concert and West Indian Carnival.

96 Date and Time of Next Meeting

To be confirmed.

97 Chair's closing remarks

In closing the meeting the Chair thanked all Board members for their hard work and positive contribution to this Scrutiny Board over the past municipal year. The Chair also wished Councillor Chapman good luck for her year as Lord Mayor. Finally she gave best wishes to all those standing for re-election.

(The meeting finished at 4.00pm)

SCRUTINY BOARD (CHILDREN AND FAMILIES)

THURSDAY, 19TH MARCH, 2015

PRESENT: Councillor J Chapman in the Chair

Councillors J Elliott, J Jarosz, P Latty,
S McKenna, K Renshaw, B Selby, B Urry
and F Venner

CO-OPTED MEMBERS (VOTING)

Mr E A Britten – Church Representative (Catholic)

Mrs J Ward – Parent Governor Representative (Secondary)

Ms J Hazelgrave – Parent Governor Representative (Special)

CO-OPTED MEMBERS (NON-VOTING)

Ms C Foote – Teacher Representative

Ms S Hutchinson – Early Years Representative

Ms C Bewsher – Looked After Children and Care Leavers

65 Late Items

There were no formal late items of business to consider. However the Chair agreed to accept the following supplementary information in relation to agenda item 7:

- Kinship Care case studies
- Kinship Care and Special Guardianship newsletter (Autumn-Winter 2014).

The above information was not available at the time of agenda despatch but was subsequently made available on the Council's website. (Minute No. 68 refers)

66 Declaration of Disclosable Pecuniary Interests

There were no disclosable pecuniary interests declared to the meeting.

67 Apologies for Absence and Notification of Substitutes

Apologies for absence were submitted by Councillors C Gruen, K Mitchell and M Rafique and from Co-opted Members; Mr A Graham, Ms K Jan and Ms T Kayani.

Notification had been received that Councillor S McKenna was to substitute for Councillor C Gruen, Councillor J Jarosz for Councillor K Mitchell and Councillor B Selby for Councillor M Rafique.

68 Inquiry into Kinship Care

The Head of Scrutiny and Member Development submitted a report which presented evidence as part of the Board's inquiry into Kinship Care.

The following information was appended to the report:

- Update on the development of services and support to kinship carers in Leeds
- Kinship Care Family and Friends Policy
- Kinship Care Guide for England
- Forgotten Children, Children growing up in Kinship Care (Grandparents Plus)
- Relative Experience, Issues and Challenges for Kinship Carers (Grandparents Plus / Family and Parenting Institute / Family Lives)
- Staying Put (The Fostering Network)
- Kinship Care case studies
- Kinship Care and Special Guardianship newsletter (Autumn-Winter 2014).

The following representatives attended the meeting:

- Jane Dowson, Deputy Executive Board Member (Children and Families)
- Steve Walker, Deputy Director of Children's Services (Safeguarding, Specialist and Targeted Services)
- Sarah Johal, Assistant Head of Service (Looked After Children)
- Val Hales, Team Manager (Fostering and Adoption)
- Wendy Sanderson, Team Manager (Kinship Care Team)
- Stephen Boorman, Section Head, Legal Services
- David Cousins, Grandparents Association
- Bridget Lindley, Family Rights Group
- Andrew Walker, The Fostering Network
- Ann Pemberton, Home Start Leeds
- Ann Russell, Kinship Carer.

The key areas of discussion were:

- An explanation regarding the legal framework, particularly the Children Act 1989.
- Formal and informal arrangements, special guardianship and child arrangement orders.
- Main reasons why children become looked after; parents go to prison, mental health issues, alcohol and substance misuse and child neglect.
- Advantages to kinship care, particularly that the child had an existing relationship with the carer. Research indicated that outcomes were slightly better than those in foster care / unrelated care.
- Impact on sibling arrangements – often siblings stayed together under kinship care arrangements.
- Kinship care retained family history and provided greater stability.

Minutes approved as a correct record
at the meeting held on Thursday, 23rd April, 2015

- The need to develop work with schools as existing work with clusters was considered inconsistent.
- Complex family arrangements and challenges associated with children placed abroad.

The Scrutiny Board watched a 5 minute Youtube case study video by Grandparents Plus 'Tony and Christine's story – Keep families together'.

The Chair then invited kinship carers in attendance to share their experiences regarding kinship care and the support arrangements in place.

Other key points discussed were:

- Greater support needed to help with children's emotional and behavioural issues.
- The need to develop and publicise the range of support available, particularly ensuring that services were easily accessible.
- The need to develop links with the mediation service to support breakdowns in kinship care arrangements.
- Data gathered in relation to kinship care – often older carers with health issues and limited support network.
- Development of family and friends policy – emphasis on early support was extremely important.
- Role of the Young Carers Group.
- 'Mockingbird model' being developed – pilot project which provided kinship support.
- Confirmation that support for transition from primary to secondary school was undertaken by Targeted Adolescent Mental Health Service (TAMHS) – a city-wide service available across all schools.
- Clarification sought whether suitable and timely support was available via Child Adolescent Mental Health Service (CAMHS) and TAMHS? The Scrutiny Board was advised that this area could be improved.
- Work being undertaken by NSPCC and University of Bristol regarding unification with birth families.

The Chair thanked representatives for their attendance.

RESOLVED – That the above issues be incorporated into the Board's final inquiry report.

(Councillor K Renshaw left the meeting at 12 noon and Councillor S McKenna at 12.05pm during the consideration of this item.)

69 Minutes - 26 February 2015

RESOVLED – That the minutes of the meeting held on 26 February 2015 be approved as a correct record.

70 Work Schedule

The Head of Scrutiny and Member Development submitted a report which detailed the Scrutiny Board's work schedule for the current municipal year.

RESOLVED –That the Board's work schedule be approved.

71 Date and Time of Next Meeting

Thursday, 23 April 2015 at 9.45am (pre-meeting for all Board Members at 9.15am)

(The meeting concluded at 12.20pm.)

SCRUTINY BOARD (CHILDREN AND FAMILIES)

THURSDAY, 23RD APRIL, 2015

PRESENT: Councillor J Chapman in the Chair

Councillors N Dawson, J Elliott,
R Grahame, C Gruen, J Jarosz, E Taylor,
B Urry and F Venner

72 Late Items

There were no formal late items of business to consider.

73 Declaration of Disclosable Pecuniary Interests

There were no disclosable pecuniary interests declared to the meeting.

74 Apologies for Absence and Notification of Substitutes

Apologies for absence were submitted by Councillors, A Lamb, P Latty, K Mitchell, M Rafique, K Renshaw and A Sobel and from Co-opted Members; Mr A Graham and Ms C Bewsher.

Notification had been received that Councillor J Jarosz was to substitute for Councillor K Mitchell, Councillor N Dawson for Councillor M Rafique, Councillor E Taylor for Councillor K Renshaw and Councillor R Grahame for Councillor A Sobel.

75 Minutes - 19 March 2015

RESOLVED – That the minutes of the meeting held on 19 March 2015 be approved as a correct record.

76 Appointment of Co-opted Parent Governor Representatives

The Scrutiny Board was advised that one nomination had been received for Parent Governor Representative (Secondary) from Jacqueline Ward.

No nominations had been received for Parent Governor Representative (Primary)

RESOLVED – The Scrutiny Board (Children and Families):

- a) Confirms the appointment of Jacqueline Ward as Parent Governor Representative (Secondary) from 23 April 2015.
- b) Seeks further Parent Governor Representative (Primary) nominations within statutory timescales.

77 Scrutiny Inquiry - Raising Educational Standards in Leeds - Learning Improvement

The Director of Children's Services submitted a report which presented evidence as part of the Board's inquiry into Raising Educational Standards in Leeds, Learning Improvement.

The following information was appended to the report:

- The Draft Annual Standards Report 2013/14
- Learning Outcomes Dashboards
- Primary Schools Below Floor 2014
- Secondary Schools Below Floor 2014.

The following representatives attended the meeting:

- Jane Dowson, Deputy Executive Board Member (Children and Families)
- Nigel Richardson, Director of Children's Services
- Paul Brennan, Deputy Director of Children's Services (Learning)
- Sara Harris, Area Lead (Primary Learning Improvement)
- Kim Porter, Area Lead (Primary Learning Improvement)
- Anne Fell, Area Lead (Primary Learning Improvement)
- Kevin Paynes, Leadership and Management Lead (Secondary)
- Andrew Eastwood, Headteacher Fountain Primary School
- Jancis Andrew, Headteacher Virtual School
- Ian Stokes, Performance Programme Manager.

The key areas of discussion were:

- The potential impact of a change in government on educational policy.
- A brief history of the changes in attainment since education was brought back under the control of Leeds City Council, acknowledging the low base line and the progress made since that time.
- That 87.4% of primary schools in Leeds are good or outstanding and 71% of secondary schools are good or outstanding.
- The challenges to improve progress and catch up with national and core city statistics, acknowledging that may take a number of years, focusing on the following key priorities:
 - Achievement in the city and narrowing the gap
 - Social emotional mental health and behavioural issues
 - Raising the quality of secondary provision
 - Sufficiency of good and outstanding learning places in EYFS and post 16
 - Managing an increasingly challenging budget
- The need for a whole city approach to narrowing the gap to focus on social and economic situations that create barriers to learning.
- Increased focus on exam based qualifications and a reduction in vocational based qualifications which could disadvantage some children.

- The tangible impact of the Learning Improvement Service on the data provided and Ofsted inspection judgements.
- A life ready for learning, the additional focus of the Children and Young Peoples Plan refresh, best start strategy, the impact of poverty and free school meals.
- The use of pupil premium and families first support to enhance outcomes for vulnerable children.

The Chair thanked representatives for their attendance.

RESOLVED –

The Scrutiny Board (Children and Families):

- a) Supports the new format and contents of the draft Annual Standards Report
- b) Confirms that the above issues be incorporated into the Board's final inquiry report.

(Councillor F Venner joined the meeting at 10.00am during this item. Councillor R Grahame joined the meeting at 10.35am and left at the conclusion of this item at 11.10am.)

78 Outcome of the 2015 Ofsted inspection services

The Head of Scrutiny and Member Development submitted a report to advise the Scrutiny Board about the outcome of the 2015 Ofsted inspection of Services and the provision of a post inspection action plan.

The following information was appended to the report:

- Executive Board report of 22 April 2015 – Outcome of the 2015 Ofsted inspection services for children in need of help and protection, children looked after and care leavers; and the effectiveness of partnership working, including the Leeds Safeguarding Children Board.

The following representatives attended the meeting:

- Jane Dowson, Deputy Executive Board Member (Children and Families)
- Nigel Richardson, Director of Children's Services
- Steve Walker, Deputy Director of Children's Services (Safeguarding, Specialist and Targeted Services)
- Paul Brennan, Deputy Director of Children's Services (Learning).

The key areas of discussion were:

- The comprehensive nature of the inspection.
- The judgement on area of service, four of which were judged as good with leadership, management and governance being judged as

outstanding. 7 core cities had been inspected and only Leeds had improved and had been rated as good.

- The areas where further improvement is required, including the quality of assessments, capturing social worker case knowledge on record. Ofsted did not identify areas of improvement that were not already known to Children's Services.
- The model of CAMHS provision and offer, which requires improvement and the links to the therapeutic social work support service. It was acknowledged that CAMHS requires further investment and delivery need to change. This is currently under review.
- The links between child and adult mental health services to provide family focused services.
- The use of pupil premium for looked after children and the need to demonstrate how schools are being held to account for the use of pupil premium.
- Recognition of the robustness of CSE procedures.

RESOLVED –

That the Scrutiny Board (Children and Families):

- a) Notes the information presented and requested that the Post Inspection Action Plan be brought to a future meeting of the Scrutiny Board for consideration.
- b) Congratulates the Children's Services Officers and Partners on a great result and for enabling the work of the Scrutiny Board for 2014/15 to conclude on such a positive note.

79 Work Schedule

The Head of Scrutiny and Member Development submitted a report which presented the Executive Board minutes for 18 March 2015.

RESOLVED –That the Board notes the Executive Board minutes.

80 Date and Time of Next Meeting

Future meeting dates to be confirmed.

(The meeting concluded at 12.10pm.)

SCRUTINY BOARD (CITIZENS AND COMMUNITIES)

WEDNESDAY, 17TH JUNE, 2015

PRESENT: Councillor B Anderson in the Chair

Councillors A Blackburn, C Campbell,
Mrs A Carter, R Grahame, M Harland,
G Hyde, J Illingworth, K Maqsood, J Pryor,
M Robinson and K Wakefield

1 Chair's Opening Remarks

The Chair welcomed everyone to the Scrutiny Board's first meeting of the 2015/16 municipal year.

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

Apologies for absence were submitted on behalf of Councillor N Walshaw, with Councillor J Pryor in attendance as substitute.

5 Minutes - 20 April 2015

RESOLVED –

- (a) That the minutes of the former Safer and Stronger Communities Scrutiny Board meeting held on 20 April 2015 be confirmed as a correct record.
- (b) That an update report on the Poverty Truth Challenge is scheduled for the Board's September meeting.

6 Scrutiny Board Terms of Reference

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

RESOLVED – That the report be noted.

7 Co-opted Members

The report of the Head of Scrutiny and Member Development sought the Board's formal consideration for the appointment of co-opted members. The Board was informed that they could appoint the following:

- Up to five non-voting co-opted members for a term of office that does not go beyond the next Annual Meeting of 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.

8 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:

- Councillor Debra Coupar, Executive Member for Communities
- Councillor James Lewis, Executive Member for Resources and Strategy
- Councillor Mohammed Rafique, Executive Member for Employment, Enterprise and Opportunity
- James Rogers, Assistant Chief Executive (Citizens and Communities)
- Lee Hemsworth, Chief Officer for Customer Services
- Shaid Mahmood, Acting Chief Officer for Communities
- Steve Carey, Chief Officer for Welfare and Benefits
- John Mulcahy, Head of Licensing and Registration.

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

In conclusion, the Board agreed to undertake the following reviews this municipal year:

- Preparations for the launch of Universal Credit in Leeds between January and April 2016;
- The ongoing development and roll out of Community Hubs in delivering integrated 'front-of-house' services;
- The ongoing development of Community Committees in strengthening local accountability and being more responsive to the needs of local communities.

The Board also discussed and agreed to incorporate, where possible, the following issues into its work schedule for further consideration:

- Progress in delivering the centres of excellence model within the corporate contact centre
- A revised Gambling Act Licensing Policy
- The role of the Communities Board
- Corporate Welfare
- Migration
- Approaches in tackling begging

RESOLVED –

- (a) That the report and discussion 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.

9 Date and Time of Next Meeting

Monday, 27th July 2015 at 10.00 a.m. (Pre-meeting for all Board Members at 9.30 a.m.)

(The meeting concluded at 2.20 pm)

This page is intentionally left blank

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

TUESDAY, 24TH MARCH, 2015

PRESENT: Councillor D Coupar in the Chair

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

Non-voting co-opted member: Dr J Beal (HealthWatch Leeds)

83 Chair's Opening Remarks

The Chair opened the meeting and welcomed those in attendance.

The Chair reminded all those in attendance of the Council's Third Party Recording code of practice, copies of which were available at the meeting.

84 Late Items

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

Leeds and York Partnership NHS Foundation Trust: Care Quality Commission Inspection and Associated Action Plans – Supplementary Information (Minute 90 refers)

- Trust action plans.

Scrutiny Inquiry: Leeds' Child and Adolescent Mental Health Services (CAMHS) and Targeted Mental Health in Schools (TAMHS) – Supplementary Information (Minute 91 refers)

- The report and recommendations presented and agreed at the Integrated Commissioning Executive (ICE) meeting on 17 March 2015.
- Additional information following concerns raised by Leeds Local Medical Committee (LMC) regarding Targeted Mental Health in Schools (TaMHS) services in Leeds.
- Extracts from the 'Future in Mind: Promoting, protecting and improving our children and young people's mental health and wellbeing' report, including the Executive Summary and key proposals.

Work Schedule – Supplementary Information (Minute 92 refers)

- Draft minutes from the Executive Board meeting – 18 March 2015

Investing in Specialised Commissioning – Public Consultation – Additional Agenda Item (Minute 89 refers)

Minutes approved as a correct record
at the meeting held on Thursday, 14th May, 2015

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

85 Declaration of Disclosable Pecuniary Interests

There were no disclosable pecuniary interests declared to the meeting.

However, in relation to the item on Leeds' Child and Adolescent Mental Health Services (CAMHS) and Targeted Mental Health in Schools (TAMHS), Dr Beal drew members' attention to the fact that his daughter was currently employed in the delivery of Leeds CAMHS services (minute 91 refers).

86 Apologies for Absence and Notification of Substitutes

Apologies for absence were received and recorded on behalf of Councillor S Varley and Councillor G Hussain.

No substitute members were in attendance at the meeting.

87 Minutes - 24 February 2015

RESOLVED – To defer consideration of the draft minutes to a future meeting of the Scrutiny Board.

88 Chair's Update

The Head of Scrutiny and Member Development submitted a report that provided an outline of the Chair's activity since the Board's meetings in January 2015.

The Chair provided a verbal update at the meeting and invited members of the Scrutiny Board to raise any specific matters for further discussion.

No specific issues were raised, however Members thanked the Chair for the update and agreed to maintain a continued overview of the issues dealt with outside the formal Board meetings.

RESOLVED –

- (a) To note the report and update provided at the meeting.
- (b) To maintain a continued overview of the issues dealt with outside the formal Board meetings.

89 Investing in Specialised Commissioning - public consultation

The Head of Scrutiny and Member Development submitted a report introducing NHS England's public consultation associated with the future investment in specialised services.

The following representatives were in attendance:

- Moira Dumma (Commissioning Operations Director (Yorkshire & the Humber)) – NHS England (North)
- Matt Day (Consultant in Public Health, Specialised Commissioning) – NHS England (North)
- Phil Corrigan (Chief Executive) – NHS Leeds West Clinical Commissioning Group
- Dave Berridge (Medical Director (Operations & International Partnerships) / Consultant Vascular Surgeon) – Leeds Teaching Hospitals NHS Trust
- Jenny Ehrhardt (Associate Director of Finance) – Leeds Teaching Hospitals NHS Trust

The Commissioning Operations Director and Consultant in Public Health (Specialised Commissioning) introduced the item and outlined NHS England's national consultation process associated with future investment and prioritisation in specialised commissioning. It was highlighted that commissioning decisions are made on a national basis, however there was a shift (or at least a desire to move) towards a 'co-commissioning' model between NHS England and local Clinical Commissioning Groups.

Representatives from Leeds Teaching Hospitals NHS Trust also addressed the Board and other issues highlighted as part of the instruction included:

- An outline of the current decision-making processes in relation to specialised services and the role of Clinical Reference Groups (CRGs).
- The potential need to control 'aspirational' aspects of some CRGs.
- Substantial financial pressures on specialised services – particularly as new advances in treatment and technologies become available.
- Potential future decisions around prioritisation and/or decommissioning of some services/ treatments.
- Concerns that specialised services were becoming 'unaffordable'.
- The potential effects on other 'mainstream' services when considering future funding of specialised services.

The Scrutiny Board considered the information provided and discussed a number of issues raised at the meeting, including:

- Issues associated with the availability of 'evidence' when considering specialised services.

- Whether the issues under consideration related to ‘quality of services’ or ‘funding’.
- Consideration of the ‘rarity of medical conditions’ being a health inequality and how this might be reflected in future prioritisation discussions.
- The process for administering Individual Funding Requests (IFRs).
- Issues associated with knowing ‘when to intervene’.
- Financial implications for providers of specialised services and the process for payments – including historical differentials in the level of tariff payments between providers.
- The implications on the infrastructure of other hospitals services with shared facilities across specialised areas.

On conclusion of the item, the Chair thanked those present for their attendance and contribution to the discussion.

RESOLVED – To develop and submit a robust consultation response on behalf of the Scrutiny Board.

90 Leeds and York Partnership NHS Foundation Trust: Care Quality Commission inspection and associated action plans

The Head of Scrutiny and Member Development submitted a report introducing the action plans from Leeds and York Partnership NHS Foundation Trust in response to the findings and recommendations arising from the recent Care Quality Commission inspection of services.

The following representatives were in attendance:

- Chris Butler (Chief Executive – Leeds and York Partnership NHS Foundation Trust)
- Jill Copeland (Chief Operating Officer and Deputy Chief Executive) – Leeds and York Partnership NHS Foundation Trust
- Anthony Deery (Interim Director of Nursing and Quality – Leeds and York Partnership NHS Foundation Trust)
- Nigel Gray (Chief Officer) – NHS Leeds North CCG

The Chief Executive of Leeds and York Partnership NHS Foundation Trust (LYPFT) addressed the Scrutiny Board and outlined the information presented. It was confirmed that both the Care Quality Commission (CQC) and Monitor had ‘signed-off’ the Trust’s action plan. An implementation team within the Trust was taking forward and monitoring progress of the agreed actions.

The Scrutiny Board considered the information provided and discussed a number of issues raised at the meeting, including:

- Changes in the delivery model of services, in particular current ‘in-patient’ services.

- Identified potential ligature points and risk assessment training for staff.
- Assurance sought around actions 'due for completion' but not yet completed.
- Assurance from commissioners around the quality of services provided.
- The Trust's relationship with other partners, including the police.

On conclusion of the item, the Chair thanked those present for their attendance and contribution to the discussion. The Chair also congratulated the Trust on the clarity and format of its action plan.

RESOLVED –

- (a) To note the information and action plans presented.
- (b) To consider a further update at a future meeting in the new municipal year.

91 Scrutiny Inquiry: Leeds' Child and Adolescent Mental Health Services and Targeted Mental Health in Schools - additional information

The Head of Scrutiny and Member Development submitted a report introducing further information in relation to the Board's inquiry into Leeds' Child and Adolescent Mental Health Services (CAMHS) and Targeted Mental Health in Schools (TAMHS).

The following representatives were in attendance:

- Joe Krasinski (Lead Emotional Wellbeing and Mental Health Consultant & TaMHS Project Manager) – Leeds City Council
- Ruth Gordon (Project Manager for Children and Maternity Services) – Leeds CCGs

The TaMHS Project Manager outlined the evidence paper submitted to the meeting.

The Project Manager for Children and Maternity Services presented and introduced the report and recommendations presented to the Integrated Commissioning Executive (ICE). It was confirmed that:

- All eleven (11) recommendations had been agreed by ICE.
- Implementation was now moving forward – with a particular focus on having an established 'single point of access' by September 2015.
- Despite the recommendations, demand for services was still likely to outstrip supply by a ratio of 4:1

The Scrutiny Board considered the information provided and discussed a number of issues raised at the meeting, including:

- Communication issues across the system to enable the delivery of a 'single point of access'.
- Any likely improvements on waiting times and the availability of interim support.
- The capacity, capability and quality of service between different school clusters across the City.
- Easing transition between children's and adult services.
- Concerns around the prevalence data (2004) being outdated.
- The potential variability of services across the City.

On conclusion of the item, the Chair thanked those present for their attendance and contribution to the discussion.

RESOLVED –

- (a) To note the report and information provided and discussed at the meeting.
- (b) To consider the information provided in order to inform the Board's final inquiry report and associated recommendations.

(Councillor G Latty left the meeting at 11:55am during consideration of the above item.)

(Councillor J Lewis left the meeting at 12:00noon during consideration of the above item.)

(Councillor S Lay left the meeting at 12:05pm during consideration of the above item.)

92 Work Schedule

The Head of Scrutiny and Member Development submitted a report setting out the progress and ongoing development of the Scrutiny Board's work schedule for the current municipal year.

The Principal Scrutiny Adviser gave a brief introduction to the report and set out the proposed areas of discussion at the remaining meetings of the current municipal year. Specific matters highlighted to the Scrutiny Board, included:

- Forthcoming Care Quality Commission (CQC) inspection reports for Leeds Community Healthcare NHS Trust and Yorkshire Ambulance Service NHS Trust.
- Progress of the Board's Adult Social Care Working Group and consideration of the Future Provision of Homecare across the City.

RESOLVED –

- (a) To note the report and information provided and discussed at the meeting.

(b) The Principal Scrutiny Adviser, in consultation with the Chair, amends the work schedule as necessary and to reflect the discussion at the meeting.

93 Date and Time of the Next Meeting

Tuesday, 21 April 2015 at 10:00am (with a pre-meeting for members of the Scrutiny Board from 9:30am).

The Chair thanked all those in attendance for their contribution to the Scrutiny Board's discussion and closed the meeting.

(The meeting concluded at 12:15pm)

This page is intentionally left blank

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

TUESDAY, 21ST APRIL, 2015

PRESENT: Councillor D Coupar in the Chair

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

94 Chair's Opening Remarks

The Chair opened the meeting and welcomed those in attendance.

The Chair reminded all those in attendance of the Council's Third Party Recording code of practice, copies of which were available at the meeting.

95 Late Items

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

Children's Epilepsy Surgery Services – Public Consultation (March 2015) – Supplementary Information (minute 102 refers)

- Briefing note from the North East England Paediatric Neuroscience Network.
- Briefing and timeline on previous scrutiny involvement in relation to Children's Epilepsy Surgery Services.

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

96 Declaration of Disclosable Pecuniary Interests

There were no disclosable pecuniary interests declared to the meeting.

97 Apologies for Absence and Notification of Substitutes

Apologies for absence were received and recorded on behalf of

- Councillor Sandy Lay (no substitute member attending)
- Councillor Graham Latty (no substitute member attending)
- Dr John Beal (HealthWatch Leeds)

No substitute members were in attendance at the meeting.

Minutes approved as a correct record
at the meeting held on Thursday, 14th May, 2015

98 Minutes - 24 February 2015 and 24 March 2015

RESOLVED – To defer consideration of the minutes to a future meeting of the Scrutiny Board.

99 Chairs Update Report - April 2015

The Head of Scrutiny and Member Development submitted a report that provided an outline of the Chair's activity since the Board's meetings in March 2015.

The Chair provided a verbal update at the meeting and invited members of the Scrutiny Board to raise any specific matters for further discussion.

No specific issues were raised, however Members thanked the Chair for the update and agreed to maintain a continued overview of the issues dealt with outside the formal Board meetings.

RESOLVED –

- (a) To note the report and update provided at the meeting.
- (b) To maintain a continued overview of the issues dealt with outside the formal Board meetings.

100 Statement from the Adult Social Care Working Group - the future provision of external home care services

The Head of Scrutiny and Member Development submitted a report introducing the draft statement from the Adult Social Care Working Group on the Future Provision of External Home Care Services.

The Chair introduced the draft statement and invited comments from members of the Scrutiny Board. The Principal Scrutiny Adviser verbally reported comments received from HealthWatch Leeds.

Members of the Scrutiny Board welcomed the comments from HealthWatch Leeds outlined at the meeting and endorsed the statement provided.

RESOLVED – To agree and endorse the draft statement from the Adult Social Care Working Group on the Future Provision of External Home Care Services.

101 Specialised Services - Policy and Specification Consultation (March 2015)

The Head of Scrutiny and Member Development submitted a report introducing details of NHS England's 30-day consultation (launched on 24 March 2015) in relation to proposed changes/ additions to a number of specific specialised commissioning policy, service specifications and commissioning products.

Minutes approved as a correct record
at the meeting held on Thursday, 14th May, 2015

The following representatives were in attendance:

- Moira Dumma (Commissioning Operations Director (Yorkshire & the Humber)) – NHS England (North)
- Anthony Prudhoe (Programme of Care Senior manager (Women and Children) – NHS England
- Dave Berridge (Medical Director (Operations & International Partnerships) / Consultant Vascular Surgeon) – Leeds Teaching Hospitals NHS Trust

A representative from the NHS England's Communications Team was also in attendance.

NHS England's Commissioning Operations Director (Yorkshire & the Humber) introduced the item and outlined the details of the consultation underway.

NHS England provided an outline of its processes for engaging and communicating with key stakeholders in relation to the proposed changes.

The representative from Leeds Teaching Hospitals NHS Trust confirmed the Trust supported the majority of the proposed policy changes but outlined some of the challenges facing the Trust in 'up-scaling' services in some areas – in particular critical care.

The Scrutiny Board considered the information provided and discussed a number of issues raised at the meeting, including:

- Limitations in NHS England's approach to involving and engaging a wide range of stakeholders in relation to specialised services – including local authority health scrutiny bodies.
- Concern regarding NHS England's reliance on a web-based approach to public consultation.
- The lack of any clear 'impact assessments' to help facilitate wider public participation in the consultation process.
- Significant concern regarding the length of the consultation period (i.e. 1 month).

On conclusion of the item, the Chair thanked those present for their attendance and contribution to the discussion.

RESOLVED –

- (a) To note the information presented at the meeting.
- (b) That the Chair formally raise the concerns highlighted by the Scrutiny Board with NHS England.

102 Children's Epilepsy Surgery Services - Public Consultation (March 2015)

The Head of Scrutiny and Member Development submitted a report introducing details of NHS England's 3-month consultation (launched on 24 March 2015) in relation to proposed changes to Children's Epilepsy Surgery Services.

The following representatives were in attendance:

- Moira Dumma (Commissioning Operations Director (Yorkshire & the Humber)) – NHS England (North)
- Anthony Prudhoe (Programme of Care Senior Manager (Women and Children) – NHS England
- Yvette Oade (Chief Medical Officer) – Leeds Teaching Hospitals NHS Trust
- Helen Brown (Network Manager) – The North East England Paediatric Neuroscience Network (NEPNN)
- Lisa Cutsey (Lead Nurse) – The North East England Paediatric Neuroscience Network (NEPNN)

A representative from the NHS England's Communications Team was also in attendance.

NHS England's Programme of Care Senior Manager (Women and Children) addressed the Scrutiny Board and outlined NHS England's proposals on proposed changes to the specification for Children's Epilepsy Surgery Services. A number of issues were raised including:

- Proposals included all children's epilepsy surgery being undertaken in one of the currently designated Children's Epilepsy Surgery Services (CESS) centres.
- The proposals would impact on children 0-18 years.
- It was proposed to extend the list of procedures undertaken by the CESS centres.
- The number of procedures likely to be involved was in the region of 320-350 per annum.
- There were patient safety issues that needed to be considered.

It was also confirmed that an impact assessment was being undertaken during the public consultation.

Representatives from Leeds Teaching Hospitals NHS Trust and the North East England Paediatric Neuroscience Network also addressed the Scrutiny Board, with a number of specific points highlighted, including:

- The North East England Paediatric Neuroscience Network had been formed since the original designation of CESS centres – but was the only network not to include a designated CESS centre.

- The designation of CESS centres had not led to an increase in surgical interventions, as originally planned.
- Concerns regarding the potential distances children and their families may be expected to travel.
- The annual number of investigations was in the order of 3-4 times greater than the number of surgical interventions – therefore the number of children and families affected was likely to be greater.
- Risks that current expertise in the network would be lost to CESS centres.

The Chair of the Scrutiny Board made reference to the previous involvement of the Scrutiny Board in relation to Children's Epilepsy Surgery over a number of years.

The Scrutiny Board considered the information provided and discussed a number of issues raised at the meeting, including:

- Limitations in NHS England's approach to involving and engaging a wide range of stakeholders in relation to specialised services – including local authority health scrutiny bodies.
- Concern regarding NHS England's reliance on a web-based approach to public consultation.
- The lack of any 'impact assessment' to help facilitate wider public participation in the consultation process.
- Concern that previously reported anxieties around the designation of CESS centres appeared to be becoming reality – despite previous assurances provided to the Scrutiny Board.
- The potential impact on children and families across the North East of England.
- The potential impact on services to adults.
- The future sustainability of the North East Network without a designated CESS centre.
- A lack of clear evidence to support any improved outcomes within CESS centres.
- Concern that there was insufficient information available to enable the Scrutiny Board to make a fully informed consultation response.

On conclusion of the item, the Chair thanked those present for their attendance and contribution to the discussion.

RESOLVED –

- (a) To note the information presented at the meeting.
- (b) That the Chair formally raise the concerns highlighted by the Scrutiny Board with NHS England.

(Councillor J Lewis left the meeting at 11:35am during consideration of the above item.)

(Councillor K Maqsood left the meeting at 11:45am during consideration of the above item.)

(Councillor J Akhtar left the meeting at 12:10pm during consideration of the above item.)

103 Even Better Lives Lived - Leeds Local Account of Adult Social Care 2014/15

The Head of Scrutiny and Member Development submitted a report introducing Leeds' Local Account of Adult Social Care for 2014/15 and specifically the identified areas for improvement reported to the Executive Board in February 2015. The Local Account was subsequently referred to the Scrutiny Board for consideration.

The following representative was in attendance:

- Stuart Cameron-Strickland (Head of Policy Performance and Improvement, Adult Social Care) – Leeds City Council

The Head of Policy Performance and Improvement introduced the item, including the identified areas for improvement.

The Scrutiny Board considered and discussed the information provided.

RESOLVED –

- (a) To note the information presented at the meeting.
- (b) To consider performance and progress on a quarterly basis – including benchmarking data from other areas (where available).
- (c) To include approaches to addressing social isolation through actions agreed by Community Committee and operation of integrated health and social care teams as potential work areas for the municipal year 2015/16.

104 Work Schedule - April 2015

The Head of Scrutiny and Member Development submitted a report setting out the progress and ongoing development of the Scrutiny Board's work schedule for the current municipal year.

Members noted and discussed the recent reference from the Licensing Committee regarding Legal Highs, along with issues raised around Air Quality. Members agreed both matters should be considered as potential areas of inquiry in the new municipal year.

The Principal Scrutiny Adviser gave a brief introduction to the report and set out the unscheduled items that had been identified during the current year.

Members also discussed the annual Quality Accounts that provider Trusts are required to produce. It was noted that Trusts are required to provide the Scrutiny Board the opportunity to comment on the draft publication. Due to the timing of production and the Board's capacity to make a meaningful contribution, members agreed the Board would not make any formal comments on any draft Quality Accounts for 2014/2015.

RESOLVED –

- (a) To note the report and information provided and discussed at the meeting.
- (b) The Principal Scrutiny Adviser, in consultation with the Chair, prioritises any unscheduled items for consideration during the municipal year 2015/16.
- (c) That the Scrutiny Board would not make any formal comments on any draft Quality Accounts for 2014/2015.

105 Date and Time of the Next Meeting

Thursday, 14 May 2015 at 10:00am (with a pre-meeting for members of the Scrutiny Board from 9:30am).

The Chair thanked all those in attendance for their contribution to the Scrutiny Board's discussion and closed the meeting.

(The meeting concluded at 12:35pm)

This page is intentionally left blank

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

THURSDAY, 14TH MAY, 2015

PRESENT: Councillor D Coupar in the Chair

Councillors J Akhtar, B Anderson, B Flynn,
M Harland, K Maqsood, E Taylor and
S Varley

Non-voting co-opted member: Dr J Beal (HealthWatch Leeds)

106 Chair's Opening Remarks

The Chair opened the meeting and welcomed those in attendance.

The Chair reminded all those in attendance of the Council's Third Party Recording code of practice, copies of which were available at the meeting.

107 Late Items

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

Scrutiny Inquiry: Leeds' Child and Adolescent Mental Health Services and Targeted Mental Health in Schools – draft final report (minute 111 refers)

- Draft inquiry report of the Scrutiny Board

The above information was not available at the time of agenda despatch and was subsequently made available on the Council's website. Copies of the draft report were available at the meeting.

108 Declaration of Disclosable Pecuniary Interests

There were no disclosable pecuniary interests declared to the meeting.

However, in relation to the item on Leeds' Child and Adolescent Mental Health Services (CAMHS) and Targeted Mental Health in Schools (TAMHS), Dr Beal drew members' attention to the fact that his daughter was currently employed in the delivery of Leeds CAMHS services (minute 111 refers).

109 Apologies for Absence and Notification of Substitutes

Apologies for absence were received and recorded on behalf of:

- Councillor Ghulam Hussain

- Councillor Graham Latty (Councillor Barry Anderson in attendance as a substitute member)
- Councillor James Lewis
- Councillor Janette Walker (Councillor Mary Harland in attendance as a substitute member)

110 Minutes - 24 February, 24 March and 21 April 2015

The Board considered the draft minutes presented members. In relation to the minutes from the meeting held on 21 April 2015, the Principal Scrutiny Adviser highlighted the following matters to more fully describe the outcome of the discussion in relation to minutes 104:

Members noted and discussed the recent reference from the Licensing Committee regarding Legal Highs, along with issues raised around Air Quality. Members agreed both matters should be considered as potential areas of inquiry in the new municipal year.

Members also discussed the annual Quality Accounts that provider Trusts are required to produce. It was noted that Trusts are required to provide the Scrutiny Board the opportunity to comment on the draft publication. Due to the timing of production and the Board's capacity to make a meaningful contribution, members agreed the Board would not make any formal comments on any draft Quality Accounts for 2014/2015.

Subject to the inclusion of the above matters, the Board agreed (as an accurate record) the minutes of the previous meetings presented.

RESOLVED –

- (a) That the draft minutes, as presented, from the meetings held on 24 February 2015 and 24 March 2015 be approved as an accurate record.
- (b) That the draft minutes from the meeting held on 21 April 2015 be approved as an accurate record, subject to the amendments to minute 104 highlighted and discussed at the meeting.

111 Scrutiny Inquiry: Leeds' Child and Adolescent Mental Health Services and Targeted Mental Health in Schools - draft final report

The Head of Scrutiny and Member Development submitted a report introducing the draft final scrutiny inquiry report in relation to Leeds' Child and Adolescent Mental Health Services and Targeted Mental Health in Schools.

The Chair invited the Principal Scrutiny Adviser to talk through the draft report and recommendations.

The Principal Scrutiny Adviser went through and gave a brief overview of each section of the draft report, including each of the proposed recommendations and supporting rationale.

The Chair invited comments from members of the Scrutiny Board, who discussed the draft report and made a number of comments. These included:

- The report succinctly highlighted some of the previous failures to children and young people in need of emotional support and mental health services.
- The inquiry had identified communication issues across the system.
- The need for a future Scrutiny Board to consider a response to the recommendations and monitor progress.
- Any future consideration might usefully consider the impact of services from the ground, up.

It was proposed that an additional recommendation (recommendation 9) be included within the report in relation to the appropriate Scrutiny Board to consider the outcome of the Care Quality Commission inspection of Leeds Community Healthcare NHS Trust and the associated issues identified in the report. Members agreed to the inclusion of the additional recommendation.

Subject to the additional recommendation and necessary formatting of the final report, the Chair proposed the draft report should be agreed. Members of the Scrutiny Board agreed the report unanimously.

RESOLVED –

- (a) That, subject to the inclusion of an additional recommendation (as outlined above) and the necessary formatting of the final version, the report be agreed.
- (b) That, on completion of the agreed amendment and necessary formatting, the final report be shared with the appropriate organisations for a formal response to be presented at a future meeting of the appropriate Scrutiny Board.

112 Date and Time of the Next Meeting

The Chair confirmed this as the last meeting of the Scrutiny Board during the current municipal year (i.e. 2014/15) and that any future arrangements would be subject to the outcome of the Council's Annual Meeting scheduled for 21 May 2015.

The Chair thanked all members of the Scrutiny Board for their attendance and contributions throughout the year. Members of the Scrutiny Board thanked the Chair for all her efforts during the course of the year and the manner in which the Board's business had been conducted.

The Chair and other members of the Scrutiny Board thanked the Principal Scrutiny Adviser for all the support throughout the year.

(The meeting concluded at 10:45am)

This page is intentionally left blank

SCRUTINY BOARD (HOUSING AND REGENERATION)

TUESDAY, 24TH MARCH, 2015

PRESENT: Councillor J Procter in the Chair

Councillors D Collins, R Grahame,
J Illingworth, M Iqbal, D Nagle, J Pryor,
A Smart, C Towler and G Wilkinson

78 Late Items

There were no late items.

79 Declaration of Disclosable Pecuniary Interests

There were no disclosable pecuniary interests declared to the meeting.

80 Apologies for Absence and Notification of Substitutes

Apologies for absence were submitted by Councillors C Campbell and P Grahame. Notification was received that Councillor R Grahame was substituting for Councillor P Grahame.

81 Minutes - 24 February 2015

RESOLVED – That the minutes of the meeting held on 24 February 2015 be approved as a correct record.

82 2014/15 Quarter 3 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 (Housing and Regeneration).

The following information was appended to the report:

- A summary of performance at Quarter 3 across both City Priority Plan (CPP) and Best Council Plan (BCP) priorities
- Additional information requested by Members at the February Board meeting.

The following were in attendance for this item:

- Martin Farrington, Director of City Development
- Simon Costigan, Chief Officer (Strategic Housing)

Draft minutes to be approved
at a meeting date to be confirmed

- Anna Tansley, Service Manager, Performance and Business Improvement
- Steve Speak, Deputy Chief Planning Officer.

The key areas of discussion were:

- Concern that a case of under occupancy had resulted in an eviction. Board Members were advised that the tenant had not responded to any contact or correspondence regarding support that was available. Checks with adult social care and children's services confirmed that no vulnerable persons lived at the property. The Board requested that background information about the case be reported back to Board Members.
- Concern regarding the % of repairs completed within target in the East and North East area. Board Members were advised that there had been issues in relation to I.T infrastructure and resource requirements (There were currently 40 vacancies for operatives).
- The need for greater engagement with under occupancy cohort experiencing increased debt.
- A request that a breakdown be provided regarding the reduction in long term empty properties (reported as 3,976 in November 2014, a reduction of 771 from April 2014)
- A request for details of the affordable housing included within the number of new homes built.

RESOLVED –

- a) That the contents of the report and appendices be noted
- b) That the information requested be provided to Board Members.

83 Financial Position Statement 2014/15 - City Development and Environment and Housing Directorates

The Directors of Environment and Housing and City Development submitted a joint report which presented a financial update report in relation to services within this Board's portfolio.

The following were in attendance:

- Richard Ellis, Head of Finance (Environment and Housing)
- Simon Criddle, Head of Finance (City Development)

RESOLVED – That the Scrutiny Board notes the projected financial position of the Directorates of City Development and Environment and Housing at period 10 of the financial year 2014/15.

(Councillor J Illingworth joined the meeting at 2.20pm during the consideration of this item.)

(Councillor M Iqbal left the meeting at 2.30pm during the consideration of this item.)

84 East Leeds Orbital Road

The Director of City Development submitted a report which provided an update in relation to the East Leeds Orbital Road.

The following were in attendance for this item:

- Adam Brannen, Head of Regeneration, City Development
- Andrew Hall, Head of Transportation, City Development.

The main areas of discussion were:

- A request that details of amendments to the delivery timetable be reported back to the Board.
- Confirmation that gateway 1 was complete. Investment case and resources had been released to progress gateway 2 (due for completion in November 2017).
- A request that the draft route alignment be provided to Board Members.

RESOLVED –

- (a) That the progress report be noted
- (b) That the information requested be provided to Board Members.

85 Delivering Housing on Council Brownfield Land - Quarterly Update

The Director of City Development submitted a report which provided an update on progress to bring forward new housing development on previously developed land within Council ownership.

The following information was appended to the report:

- Council Brownfield Land Update Schedule.

The following were in attendance:

- Adam Brannen, Head of Regeneration, City Development
- Mark Mills, Executive Manager (Regeneration), City Development.

The key areas of discussion were:

- Involvement of Ward Members and potential role of Community Committees in supporting prompt decision-making about the future use of council property that was no longer required for operational purposes.
- Exploring opportunities for early marketing of sites for disposal.

Draft minutes to be approved
at a meeting date to be confirmed

RESOLVED –

- (a) That the contents of the report and appendices be noted.
- (b) That Community Committees be requested to play a role in supporting prompt decision-making about the future use of council property that is no longer required for operational purposes.

(Councillor D Nagle left at 3.05pm during the consideration of this item.)

86 Recommendation Tracking

The Head of Scrutiny and Member Development submitted a report which invited the Scrutiny Board to monitor progress against a recommendation from the inquiry into private rented sector housing.

The following information was appended to the report:

- Recommendation tracking flow chart

The following were in attendance:

- John Statham, Head of Housing Partnerships, Environment and Housing.

The status of the recommendation from the scrutiny inquiry into private rented sector housing was agreed as follows:

- Recommendation 2 (ii) – Achieved.

RESOLVED – That the above recommendation status be approved.

87 Work Schedule

The Head of Scrutiny and Member Development submitted a report which detailed the Scrutiny Board's work schedule for the current municipal year.

The following information was appended to the report:

- The Scrutiny Board's work schedule
- Minutes of the Tenant Scrutiny Board meeting held on 18 February 2015.

It was suggested that the Board meeting on 28 April 2015 be cancelled.

RESOLVED –

- (a) That the Board meeting on 28 April 2015 be cancelled.
- (b) That the areas of work scheduled for April 2015 be included in the Board's work schedule for 2015/16.

Draft minutes to be approved
at a meeting date to be confirmed

88 Date and Time of Next Meeting

To be confirmed.

89 Kate Arscott

The Chair advised the Board that Kate Arscott was leaving the Council at the end of the month. Members thanked Kate for her hard work and support to the Scrutiny Board and wished her all the best for the future.

(The meeting concluded at 3.30pm.)

This page is intentionally left blank

SCRUTINY BOARD (SAFER AND STRONGER COMMUNITIES)

MONDAY, 20TH APRIL, 2015

PRESENT: Councillor B Anderson in the Chair

Councillors A Blackburn, R Grahame,
J Jarosz, K Ritchie, B Urry and N Walshaw

66 Late Items

There were no formal late items of business to consider. However the Chair agreed to accept the following supplementary information in relation to agenda item 9:

- Final Inquiry report – Peckfield Landfill site

The above information was not available at the time of agenda despatch but was subsequently made available on the Council's website. (Minute No. 72 refers)

67 Declarations of Disclosable Pecuniary Interests

There were no disclosable pecuniary interests declared to the meeting.

68 Apologies for Absence and Notification of Substitutes

Apologies for absence were received from Councillors J Bentley, J Dunn, M Harland, P Harrand and M Robinson.

69 Minutes - 16 February 2015

RESOLVED – That the minutes of the meeting held on 16 February 2015 be confirmed as a correct record.

70 Tackling illegal money lending - recommendation tracking

The report of the Head of Scrutiny and Member Development set out the progress made in responding to the recommendations arising from the earlier Scrutiny review on tackling illegal money lending in Leeds.

The following were in attendance to respond to Members' questions:

- James Rogers, Assistant Chief Executive
- Dave Roberts, Financial Inclusion Strategy Manager
- Hilary Farmery, Communications Manager
- Jim Hopkinson, Head of Service, Targeted Services
- Joanne Swain, Leeds Credit Union.

In summary the main areas of discussion were:

- Consideration of the position status of the Board's recommendations in terms of their on-going relevance and the progress made in implementing the recommendations based on a standard set of criteria
- The work being undertaken in Children's Services, particularly in relation to Children's' Social Worker
- The importance of Children Centres
- The initiatives in place to engage with secondary schools including meeting with clusters, cluster managers and service delivery managers and the recommendation that contact should also be made with Chairs of Governors
- The need to ensure financial inclusion work is embedded into all Council services and the acknowledgment of its stated importance within the refreshed Best Council Plan
- The importance of not forgetting the enforcement role of this initiative in terms of identifying and prosecuting illegal money lenders
- The role of Birmingham Trading Standards and the request that the appropriate Scrutiny Board receives the next update report to Executive Board
- The role of Housing Leeds in the delivery of the strategy
- The role of Leeds Credit Union in the delivery of the strategy
- The added value and tangible difference this Scrutiny Inquiry has made in relation to the work of the financial inclusion team, including the raising of the profile and embedding the work of the team across the authority, how the inquiry has helped the financial inclusion team gain access to difficult to reach areas of the council and its influence on the Families First programme.

RESOLVED –

- (a) That the report be noted
- (b) That recommendations 1, 2, 4, 5 be classified as 'achieved' (category 2) and that the remaining recommendations be classified as 'not fully implemented. Progress made acceptable. Continue monitoring (category 4)
- (c) That the successor Board be asked to keep a watching brief on the outstanding recommendations
- (d) That the appropriate Board receive the next update to Executive Board in relation to Birmingham Trading Standards
- (e) That contact is made with Chairs of Governors to help facilitate dialogue with schools.

71 Quarterly Performance Report

The Assistant Chief Executive (Citizens and Communities) and Director of Environment and Housing submitted a report providing performance information in relation to the Safer and Stronger elements of this Scrutiny Boards remit.

The following were in attendance to respond to Members' questions:

- James Rogers, Assistant Chief Executive
- Neil Evans, Director of Environment and Housing.

In summary the main areas of discussion were:

- The summary of the work of the Communities Board and proposals to refresh the Boards activities and focus
- To acknowledge that the Poverty Truth Challenge will report back in the summer
- The need to manage public messages in relation to crime statistics, particularly burglary in those instances where increased activity is a result of revised reporting arrangements
- That phase 4 of the implementation of Alternate Weekly will roll out in July 2015
- The need to work collectively across directorates to solve operation issues (for example, missed bins) rather than repeatedly making good and not tackling the root cause. It was acknowledged that in a busy service area it was sometimes difficult to make the time to reflect on management issues and smart solutions.

RESOLVED – That the report be noted.

72 Final Inquiry report - Peckfield Landfill Site

The report of the Head of Scrutiny and Member Development presented the Board's draft report following the Board Inquiry into the Peckfield Landfill Site.

RESOLVED –

- (a) That the draft report and recommendations be agreed
- (b) That the Head of Scrutiny and Member Development submit the report to those bodies to which recommendations are made.

73 Date and Time of Next Meeting

To be confirmed.

74 Chair's Closing Remarks

In closing the meeting the Chair thanked on behalf of the Board all those officers who had contributed to the work of the Board over the past year.

The Chair also thanked fellow members for their hard work and attendance at full meeting and at working groups.

Finally he wished those standing for re-election good luck.

(The meeting concluded at 11.00am)

SCRUTINY BOARD (RESOURCES AND COUNCIL SERVICES)

MONDAY, 27TH APRIL, 2015

PRESENT: Councillor P Grahame in the Chair

Councillors N Dawson, R Grahame,
J Jarosz, A Khan, A Lowe, C Macniven,
T Wilford and R Wood

76 Late Items

There were no late items.

77 Declaration of Disclosable Pecuniary Interests

There were no disclosable pecuniary interests declared to the meeting.

78 Apologies for Absence and Notification of Substitutes

Apologies for absence were received from Councillors S Bentley and J Cummins.

Councillor R Grahame substituted for Councillor J Cummins.

79 Minutes - 23 February 2015

RESOLVED – That the minutes of the meeting held on 23 February 2015 be confirmed as a correct record.

80 External publication of employee interests for High Risk posts

The Director of Resources submitted a paper addressing issues previously raised by Scrutiny Board.

The following were in attendance to respond to Members' questions:

- Councillor Peter Gruen, Executive Member, Neighbourhoods, Planning and Personnel
- Alex Watson, Head of Human Resources.

In summary the main areas of discussion were:

- Whether the definition for 'senior officer', currently set at Chief Officer level and above was appropriate, and whether less senior officers, also in a position of influence, should be within scope.
- The scope for adding to the 'Declaration of Disclosable Pecuniary Interests' by Members item on formal committee agendas to also include declarations of relevant interests by officers.

- The scope for introducing limitations regarding employees leaving the authority and moving into organisations which might have a financial and/or contractual relationship with the Council.
- Scope for strengthening the advice that former employees should not be afforded preferential access to information by former colleagues.

RESOLVED –

- (a) To agree the suggestions that certain committees and meetings are appropriate for verbal declarations of interest by officers, (in addition to Planning decision meetings), and agree that this would be subject to Trade Unions consultation.
- (b) To agree the proposals regarding measures to limit risks where council staff take up employment with ‘competitor’ organisations.
- (c) To agree the proposals for communication of officer responsibility for handling confidential information, with an emphasis on release of information to ex council staff
- (d) To agree that breach of confidentiality cases arising are reported to Chief Officer HR.

81 Interpreting and Translation Services

The Chief Officer Customer Services submitted a report providing progress of recommendations made by the Scrutiny Board in July 2014.

The following were in attendance to respond to Members’ questions

- Councillor Peter Gruen, Executive Member, Neighbourhoods, Planning and Personnel
- Jayne Grant, CITU Co-ordinator
- Geoff Turnbull, Senior Policy and Performance Officer.

In summary the main areas of discussion were:

- The approval and subsequent implementation of the Interpreting and Translation Service Policy.
- The development of British Sign Language video interpreting service.
- The use of trained interpreting volunteers.

RESOLVED –

- (a) To congratulate the service on the development and implementation of the Interpreting and Translation Service Policy.
- (b) To ask that progress on the policy and other initiatives be brought back to the relevant Scrutiny Board in 6 months’ time.

82 Employee Engagement, Investors in People and Manager Challenge Results for 2014 and culture change priorities for 2015

The Director of Strategy and Resources submitted a report detailing the results of the Employee Engagement Survey for 2014 and also proposals for Manager Challenge.

The following were in attendance to respond to Members' questions

- Councillor Peter Gruen, Executive Member, Neighbourhoods, Planning and Personnel
- Jane Stageman, Head of Human Resources.

In summary the main areas of discussion were:

- The improvement in the response rate to 45% of all employees
- The 5th re-accreditation from IIP.
- The four highest performing areas.
- The two lowest performance areas.
- The success achieved against a backdrop of staff leaving and budget cuts.
- The different response rates and outcomes between those I.T enabled and those not.
- The next phase of Manager Challenge.
- The need for greater Member/officer dialogue in driving the values of the organisation.
- The need to drive the value of cross departmental work and for employees to see themselves as working for Leeds City Council rather than a specific service.
- Analysis of returns from civil enforcement staff.

RESOLVED – That the appropriate Scrutiny Board regularly monitor this area of work.

83 Effective Procurement and Contract Procedure Rules

The Chief Officer PPPU and Procurement and Chief Officer Strategy and Commissioning submitted a report relating to waivers, extensions and contract management. The report also considered contract management in place for Strategy and Commissioning in Public Health.

The following were in attendance to respond to Members' questions

- Councillor Peter Gruen, Executive Member, Neighbourhoods, Planning and Personnel
- Andy Eaton, Executive Manager, Legal Services
- Bridget Emery, Chief Officer Strategy and Commissioning
- Chris Dickinson, Head of Commissioning.

In summary the main areas of discussion were:

- An understanding of the respective roles and responsibilities for contract management within Directorates and the advice role provided by PPPU/PU.
- The accountability of those undertaking procurement.
- The difference between sensible and managed contract extensions and those due to poor management.
- The development of a tool kit to manage waivers, introduced since the last scrutiny board meeting.
- The planned audit work for this municipal year in relation to contract management.
- The concept of commissioning for outcomes.
- A one Commissioning team within the Council with single responsibility and associated timescales.

RESOLVED – That the appropriate Scrutiny Board receives further updates in relation to the development of an Integrated Peoples' Commissioning Service.

84 Community Centres Pricing and Lettings Policy

The Assistant Chief Executive (Citizens and Communities) submitted a report providing an update on the introduction of a new pricing policy for community centres within the citizens and communities portfolio.

The following were in attendance to respond to Members' questions

- Councillor Peter Gruen, Executive Member, Neighbourhoods, Planning and Personnel
- Rory Barke, Area Leader
- Sarn Warbis, Senior Policy and Performance Manager.

In summary the main areas of discussion were:

- The introduction of a new simplified three point pricing policy for community centres from 1 May 2015.
- The introduction of an on-line booking system.
- Key holders.
- The lettings staff.

RESOLVED – To receive regular updates in relation to the management of lettings.

85 Date and Time of Next Meeting

To be confirmed.

86 Chair's Closing Remarks

Closing the meeting the Chair thanked Board members for their hard work. Specifically the Board thanked Councillor JL Carter for his work for the City. A letter of appreciation would be sent. Thanks were also given to Councillor R Grahame for being a substitute for this Board.

(The meeting concluded at 11.45 am).

This page is intentionally left blank

SOUTH AND WEST PLANS PANEL

THURSDAY, 19TH MARCH, 2015

PRESENT: Councillor M Rafique 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

87 Exempt Information - Possible Exclusion of the Press and Public

Members were advised that there was an exempt appendix to Agenda Item 9 – Green Lane Dyeworks, Green Lane, Yeadon and that members of the public and press should be excluded from the meeting should the content of this appendix be discussed.

88 Minutes - 19 February 2015

RESOLVED – That the minutes of the meeting held on 19 February 2015 be confirmed as a correct record.

89 Matters arising from the Minutes

With reference to Minute No 85, erection of a fence/structure on land at College Hill House, Burras Lane, Otley, concern was expressed as to why this was referred to the Plans Panel and that all information had not been submitted prior to the meeting. It was reported that it was an unusual case that had seen a dispute between two parties and was still the subject of consideration through the customer complaints procedure.

Members were also informed that the appeal in relation to the Kirklees Knows site had been dismissed. The Inspector and Secretary of State had concurred that the Council did have a 5 year supply of housing land and that loss of this site would be harmful.

90 Application 14/00905/FU - 29-31 Moor Road, Headingley, Leeds

The report of the Chief Planning Officer presented an application for the change of use, extensions, part demolition and alterations to form 32 extra care apartments and ancillary facilities for older people at 29-31 Moor Road, Headingley, Leeds. The application had previously been considered by the Panel when it was deferred to allow negotiations for amendments to the proposals.

Site plans and photographs were displayed and referred to during the discussion on the application.

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

- Members were shown a photo montage of how the proposed application would look from neighbouring properties.
- Members' attention was brought to key changes following the previous report which was considered in February. These included obscure glazing to windows that overlooked neighbouring properties, reconfiguration of the parking area with an additional space and revised floor plans.
- It was reported that the distance between the proposals and neighbouring properties were within acceptable guidelines.
- Reference was made to objections from local Ward Members and local residents.
- The scheme needed a minimum of 32 units to be viable.
- It was felt that with the changes made to the application that it should be deferred and delegated to the Chief Planning Officer for approval.

A local resident addressed the Panel with concerns and objections to the application. These included the following:

- Concern regarding the close proximity of the proposals to neighbouring properties.
- The photographic images of how the proposals would look did not give a true reflection of the height of the development.
- Local residents had not had any further communication with the developer.
- The only real concession seemed to be the provision of obscured glass.
- Concern regarding the proposals overlooking existing properties.

The applicant's representative addressed the Panel, the following issues were raised:

- The Panel was given an overview of the site's previous use and the need for extra care provision in the area.
- The garden frontage to the site would remain the same and trees would be retained.
- Residents' concerns had been taken into account, the designs had been reconfigured to reduce the impact on neighbouring properties.
- Residents concerns had first been known during the public consultation period and there had been work to address these ever since.

In response to Members comments and questions, the following was discussed:

- The car parking was felt to be adequate in comparison to other similar schemes.
- Changes to first floor accommodation to be used as a corridor.
- Concern that the changes had not fully addressed the objections from neighbouring residents.

91 RESOLVED – That the application be deferred
Application 14/06380/FU - Land adjacent to the former Swan with Two Necks, Raglan Road, Woodhouse

The report of the Chief Planning Officer presented an application for a residential development, block of 6 flats at land adjacent to the former Swan with Two Necks, Raglan Road, Woodhouse, Leeds.

Site plans and photographs were displayed and referred to throughout the discussion on this application.

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

- The site fell within a predominantly residential area.
- The proposals were for three one bedroom flats and three two bedroom flats with four off road parking spaces and cycle and bin storage.
- There were a number of concerns in relation to the application:
 - The size and scale of the building
 - It was out of character with neighbouring buildings
 - Insufficient parking and a potential increase in on street parking
 - Poor vehicular access
 - Close proximity to other properties
- It was not felt that the proposals outweighed the re-use of a vacant site in consideration of the concerns and it was recommended that the application be refused.

The applicant's representative addressed the meeting. The following issues were highlighted:

- The pictures displayed did not show similar properties opposite the site.
- The applicant had developed one of the neighbouring properties.
- The site was in a sustainable location with access to amenities and public transport.
- In response to Members' questions, the following was discussed:
 - Bulk and scale of the proposals – it was reported that this was the same as neighbouring properties.
 - Problems with parking in the area – there were traffic regulation orders in place and existing residents had permits. The properties would be marketed to people who wouldn't want to use cars.

In response to comments and questions, the following was discussed:

- Concerns regarding the size of the footprint of the proposed development.
- It was felt there were already enough flats in the area.
- More family housing in the area would be welcomed.

RESOLVED - That the application be refused as per the officer recommendation outlined in the report.

92 Application 14/05524/FU - Green Lane Dyeworks, Green Lane, Yeadon

The report of the Chief Planning Officer presented an application for a residential development comprising 93 new build units and conversion of existing mill to create 46 units, 64 bed care home, new access from Focus Way, provision of public open space, realignment of existing watercourse and demolition of redundant industrial buildings at Green Lane Dyeworks, Green Lane, Yeadon Leeds.

Site plans and photographs were displayed and referred to during the discussion on this application.

Issues highlighted in relation to the application included the following:

- The site fell within a conservation area.
- The mill ponds would not be retained.
- The water tower would be demolished and re-erected within the site.
- The older stone chimney would be retained.
- Members were shown the previous proposals for the site – main changes included a different range of property types and sizes along with much more retention of original buildings.
- The larger brick chimney which is a prominent landmark feature would restrict views for properties on the site and the view of planning and conservation officers was that this could be demolished.
- There would be at least 2 parking spaces for each house, 1 for each flat and generous visitor parking.
- There would be 10 affordable housing units – this figure had been advised by the District Valuer.
- Reference was made to representations from a local Ward Member. These included the retention of all the original buildings and the brick chimney.
- It was recommended that the application be deferred and delegated to the Chief Planning Officer for approval.

A member of the Aireborough Civic Society addressed the Panel. Issues raised included the following:

- It was felt that the scheme was much improved but there were still a number of concerns.
- The loss of the landmark brick chimney would be controversial and there were other schemes where similar features had been retained.
- The site had become derelict and it was important that the existing buildings be brought back to uses as soon as possible.
- Stone from demolished properties should be used in new buildings on the site.

The applicant's representative addressed the Panel. Issues raised included the following:

- The proposals had been revised along with planning officers and Elected Members.
- The proposals offered a residential development that would bring a brownfield site back into use.
- A number of flagship buildings would be retained on the site.
- Retention of the brick chimney would have an impact on amenity and would affect the opportunity to deliver the proposals as outlined.
- The provider of the care home was a joint applicant and the care element of the scheme would definitely go ahead.

In response to Members comments and questions, the following was discussed:

- Timing for construction of the care home and phasing of affordable housing and re-use of existing buildings – this would all be detailed in conditions to the application.
- Retention of the gateway to the site.

RESOLVED – That the application be deferred and delegated to the Chief Planning Officer for approval as per the recommendation outlined in the report.

(Members of the public and press left the meeting during the discussion of information detailed in the exempt appendix for this item).

93 Application 14/07276/FU - Leeds Trinity University College, Brownberrie Lane, Horsforth

The report of the Chief Planning Officer referred to an application for erection of student accommodation (up to 7 storeys) comprising 29 cluster flats providing 228 rooms with associated communal space, landscaping and parking at Leeds Trinity University College, Brownberrie Lane, Horsforth, Leeds.

Members attended a site visit prior to the meeting. Site plans and photographs were displayed and referred to throughout the discussion on this item.

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

- The University was looking to expand and additional accommodation was key to attracting students.
- Reference to Ward Member and residents complaints – that the building was too close to existing properties and could lead to problems with noise disturbance and litter.

- Members were shown details of arrangements for a replacement car parking on the site.
- The proposed building would be at least 100 metres from the nearest residential property.
- The University had a green travel plan.
- Residents would have permits to park on the site and there would be funding for any necessary traffic regulation orders and payments towards public transport facilities.
- There had not been any complaints about noise from the existing halls of residence on the site.
- It was recommended that the application be deferred to the Chief Planning Officer for approval.

Local residents addressed the Panel. Issues raised included the following:

- The proposals were not sympathetic to the site and area.
- There had been over 50 complaints including Horsforth Town Council and the local MP.
- The height, massing and location should all be reconsidered.
- The proposals would cause noise and light pollution to local residents.
- Concerns regarding car parking in the area – many students used off site parking on local streets which caused problems for residents.
- Problems with litter.
- Concerns regarding the consultation process.

The applicant's representatives addressed the Panel. Issues raised included the following:

- There had been three consultation events during the development of the proposals.
- The University carried out annual parking surveys in relation to the travel plan and the numbers of students parking had reduced.
- There had not been any problems with litter or noise and the University had a robust noise mitigation plan.
- Traffic regulation orders could be used to prevent students parking on local streets and provide permits for local residents.
- There were reciprocal parking arrangements with the local rugby club.
- There was a community forum and meetings took place with local residents.

In response to comments and questions, the following was discussed:

- Further concern regarding car parking and the impact of having additional students and staff at the site. It was felt that the proposals would be sufficient for extra parking and it was suggested that an extra condition be attached to the application to monitor this position.

RESOLVED – That the application be deferred to the Chief Planning Officer for approval as per the officer recommendation outlined in the report and that

condition 17 be altered to include surveys and monitoring and review of car parking provision to inform possible further mitigation if required.

94 Application 14/06917/OT - Nethertown, Old Lane, Drighlington

The report of the Chief Planning Officer referred to an outline application for residential development and means of access at Nethertown Farm, Old Lane, Drighlington.

Members attended a site visit prior to the meeting. Site plans and photographs were displayed and referred to during the discussion of this application.

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

- Current uses of the site included caravan and container storage, stables, and outdoor and indoor horse arenas.
- A previous application for residential development had been felt inappropriate for the site.
- The site had now been assessed as brownfield.
- The proposals would include the installation of footpaths and an agreement for off site highways works.
- Reference was made to letters of objection from local residents.
- Reference was made to conditions of site management and construction and also that moving the use of the current site to other land could lead to enforcement legislation.

A local resident addressed the Panel with objections to the application. These included the following:

- Concern that the existing materials at the site would be transferred to adjacent land and further greenbelt would be lost.
- That the road was not suitable for construction vehicles.
- Concerns regarding the extra traffic that would be generated.
- The current use of the site did not have a detrimental impact on the village.
- Concern that new properties would overlook the village.

The applicant's representative addressed the Panel. Issues raised included the following:

- This was a reduced application from what was initially proposed.
- Greenbelt could be developed in certain circumstances.
- Only the stables and menagerie were to be relocated.
- There would only be limited access for construction vehicles for a such a small scale development.
- The applicant would be willing to sign a legal agreement regarding use of the adjacent land.

In response to comments and questions, the following was discussed:

- Concern that the Council should be more committed to building on brownfield sites.
- It was suggested that additional conditions be included for a management plan for construction traffic and to ensure that materials at the site are not moved to additional land.

RESOLVED – That the application be deferred and delegated to the Chief Planning Officer for approval as per the officer recommendation outlined in the report and in addition to the Section 106 to identify adjacent areas of land to village site where any similar development to that being displaced by the approval of this application could be restricted. Also to ensure that condition 19 was robust enough to properly manage construction traffic.

95 Application 14/06211/FU - Former Denso Marston Premises, Armley Road, Armley

The report of the Chief Planning Officer referred to an application for the demolition of existing buildings and erection of non-food retail unit (Class A1) with garden centre, two retail food stores (Class A1), provision of associated access, customer car parking, landscaping and associated works at former Denston Marston Premises, 45-49 Armley Road, Armley, Leeds.

Site photographs and plans were displayed and referred to throughout the discussion on this application.

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

- The site was located at a key gateway to Armley.
- There was a mix of uses proposed for the site.
- Reference was made to representations from local residents.
- Members were shown a photographic montage of how the development would look.
- It was recommended that the application be deferred to the Chief Planning Officer for approval.

Further discussion referred to employment at the site and obligations to employ local people. This would include both the construction of the site and the retail element once completed.

RESOLVED – That the application be deferred and delegated to the Chief Planning Officer as per the officer recommendation outlined in the report.

96 Application 14/05882/FU - Former Railway Public House, Moor Knoll Lane, East Ardsley

The report of the Chief Planning Officer referred to an application for the development of 12 houses with associated access road, parking and landscaping on land at the former Railway Public House, Moor Knowl Lane, East Ardsley.

Members attended a site visit prior to the meeting. Site plans and photographs were displayed and referred to during the discussion on this application.

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

- There had previously been outline permission for 8 houses at the site.
- Concerns of local residents and Ward Members including highways, loss of greenfield, lack of services and the loss of an asset with the Public House.
- The Public House was not a listed building and neither did it fall in a conservation area.
- The applicant had considered conversion of the public house.
- It was felt that the loss of the public house building was not enough to merit refusal.

In response to a question, the applicant's agent confirmed that there had not been a survey of the public house building but that it had been agreed that the scheme would only be viable with a minimum of 12 units. Members had attended the site and felt that it would be a shame to lose the building from the street scene. It was suggested that the application be deferred to allow the applicant to give further consideration to conversion of the public house building.

RESOLVED – That the application be deferred for further discussions with the applicant to explore full possibility of retaining Public House and converting it into flats.

97 Application 15/00585/FU - Robin Lane Filling Station, Robin Lane, Pudsey

The report of the Chief Planning Officer referred to an application for the change of use of a petrol filling station to a car wash at Robin Lane Filling Station, Pudsey.

Site plans and photographs were displayed and referred to throughout the discussion on this application.

Further issues highlighted included the following:

- Previous applications had been refused due to residential amenity and highway safety.
- Pictures showed the close proximity of the site to other properties.
- There was potential for an impact on the highway due to queuing vehicles.
- The site was in the Pudsey Conservation Area.
- There was no drainage plan for the collection of effluence.
- It was recommended that the application be refused.

RESOLVED – That the application be refused as per the officer recommendation outlined in the report.

SOUTH AND WEST PLANS PANEL

THURSDAY, 23RD APRIL, 2015

PRESENT: Councillor M Rafique in the Chair

Councillors J Bentley, A Castle, M Coulson,
R Finnigan, M Rafique, K Ritchie, C Towler,
P Truswell, F Venner and R Wood

98 Declarations of Disclosable Pecuniary Interests

There were no declarations of Disclosable Pecuniary Interests.

99 Minutes

RESOLVED – That the minutes of the meeting held on 19 March 2015 be confirmed as a correct record.

100 Application 13/05511/FU - Deanhurst, Gelderd Road, Gildersome

The report of the Chief Planning Officer referred to the variation of condition number 5 (external storage) of planning permission 12/01608/FU (Change of use of former haulage office and HGV parking area to a use Class B8 unit with ancillary offices and trade counter/showroom with external storage to the rear yard area and additional parking provision).

It was reported that there had been additional information received from the applicant following a noise report from Environmental Health and there had been a request to defer this item. Members were asked to consider deferring the item and concern was expressed that due to the time since the original application was approved that it would be unreasonable to allow any further delay. Members did not support a deferral of the application.

Site plans and photographs were displayed and referred to throughout the discussion on this application.

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

- The site was used for the storage of LPG canisters.
- There were offices adjacent to the site and residential properties to the other boundaries.
- Reference was made to conditions to the original application including the provision of an acoustic fence. It was reported that following the original application and additional conditions applied following consideration by Panel that agreement had still not been reached by all parties for operations at the site.
- Following complaints regarding noise from the sites there had been visits from Environmental Health. On four occasions there were no

problems with noise but on another visits it was noted that there had been regular banging noises.

- The site had a history of industrial uses and had been used for the storage of gas canisters since 2012.

The applicant's representative addressed the Panel. It was reported that the applicant had worked closely with Officers to resolve the outstanding issues and had requested further time to address a noise report that had been produced by Environmental Health.

A local resident addressed the Panel. Issues raised included the following:

- Noise disturbance from the site prevented local residents from enjoying the use of their gardens and conservatories.
- The problems had been ongoing for three years since the change of use at the site.

Further to Members comments and questions, the following was discussed:

- The clear tension between the business and local residents and how to resolve these issues.
- Concern that previous conditions to the application had not been applied and there had not been any progress regarding the provision of acoustic fencing.

-

RESOLVED – That the application be refused as per the officer recommendation outlined in the report.

101 Application 14/04306/OT - 3 Crowther Avenue, Calverley, Pudsey

The report of the Chief Planning Officer presented an outline application for 5 residential properties, new access and layout on land to the rear of 3-5 Crowther Avenue, Calverley, Leeds.

Members attended a site visit prior to the meeting and site plans and photographs were displayed and referred to throughout the discussion on this item.

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

- There had been a high level of objection to the application.
- A previous proposal for 8 properties at the site had been dismissed.
- All the plots within the site met the criteria for space in between properties.
- Reference was mad to a late submission by a Ward Councillor - it was reported that any concerns outlined could be dealt with under a Reserved Matters application which would be brought back to the Panel for consideration.
- Members queried one of the plots and whether it should be subject of a condition that only a bungalow should be erected. It was reported that

this would be subject to negotiation under a Reserved Matters application.

RESOLVED – That the application be approved as per the officer recommendation and conditions outlined in the report. Additional conditions:

1. Removal of permitted development rights for extensions and garages.
2. Submission of a drainage scheme.

102 Application 14/05794/RM - Victoria Road, Headingley

The report of the Chief Planning Officer presented a Reserved Matters application for residential development of 24 dwellings, layout of access roads and associated works at Victoria Road, Headingley.

Site plans and photographs were displayed at the meeting and referred to throughout the discussion on this application.

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

- This application just referred appearance, scale, layout and landscaping to the housing element of the site and not the retail proposal.
- The site fell within a predominantly residential area with high density housing.
- Part of the site fell within the Headingley Conservation Area.
- It was proposed to have 24 terraced houses which would be situated in six blocks of four. Twelve would be three bedroom properties and twelve would be four bedroom.
- All properties would have two off street parking spaces and there would be additional cycle and bin storage areas.
- Public open space at the site would be in excess of minimum requirements.
- The scale and design of the proposals met with guidelines in the Neighbourhood Design Statement and were sympathetic to the conservation area and nearby listed buildings.
- Reference was made to representations received from Ward Councillors, local residents and the South Headingley Community Association.
- There would be an additional condition to the application to address off site highways works.

A member of the South Headingley Community Association addressed the Panel with concerns regarding the application. These included the following:

- Concern that the opportunity for new sports facilities had been lost and a reduction in public open space.
- Increase in the number of bedrooms overall on the development and potential for the properties to be used as Houses in Multiple Occupation (HMOs) and not family homes.

- A lack of affordable housing.
- Further to Members questions, the following was discussed:
 - Concern regarding a demographic imbalance in the area – the sites was surrounded by HMOs and it was felt that the proposed properties with double bedrooms could be used as HMOs. It was reported that the proposed properties would be Class C3 and not open to be used as HMOs.

The applicants' representative addressed the meeting. The following was raised:

- There had been ongoing discussions regarding the application that had led to slight amendments.
- There had not been any concern regarding the design of the proposals.
- The applicant was a housebuilder and the proposals had not been designed for HMOs or student accommodation.
- Families would be the target market for the properties.

Further to Members comments and questions, the following was discussed:

- Measures to keep the properties as Class C3 including restrictions to prevent properties being extended and other rooms within properties being converted to bedrooms.
- Affordable housing contribution – this would be used to purchase vacant properties in the area to be used for family housing.
- Planning permission would be needed to change the use of the properties.
- The proposals met Neighbourhoods for Living guidelines.

RESOLVED – That the application be approved as per the officer recommendation and conditions outlined in the report and with an additional condition to clarify off site highways works in relation to a pedestrian crossing.

103 Application 14/06826/FU - 22 Bridge Wood Close, Horsforth

The report of the Chief Planning Officer referred to an application for the variation of condition 3 of previous approval 14/02722/FU to amend boundary treatment at 22 Bridge Wood Close, Horsforth, Leeds.

Members attended a site visit prior to the meeting and site plans and photographs were displayed and referred to during the discussion on this application.

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

- The application was for the re-siting of part of the properties boundary fence which was erected following permission for a side extension and boundary treatment.
- The application had been brought to the Panel following representations from a local Ward Councillor concerned about the unauthorised siting of the fence. There was also concern regarding the

height of the boundary treatment and restricted views for pedestrians and vehicles.

- The site had been visited by the Public Rights of Way Officer
- It was recommended that the application be approved subject to the conditions outlined in the report.

A local resident addressed the Panel with concerns regarding the application. These included the following:

- The fence had not been sited as originally approved.
- There had not been any enforcement action taken.
- The applicant had encroached on to the public right of way.
- A change of height of the fencing would not address the concerns and it should be returned to how it was or the position as originally agreed.

The applicant's representative addressed the Panel. The following was highlighted:

- The applicant had checked with the Land Registry and all work had been carried out within the correct guidelines.
- Reference was made to modifications to the original application that had been done following further consultation with planning officers.
- There had been improvements to the footpath.
- The public right of way had originally being in the wrong place.

In response to Members comments and questions, the following was discussed:

- Concern that the applicant had not carried out the works as originally approved.
- Timing of the proposed alterations – it was reported that this could be subject to a further condition.
-

RESOLVED - That the application be approved as per the officer recommendation and conditions outlined in the report but with amendment to ensure works carried out within 3 months of approval to reduce height of fence and to ensure no trellising to reduced section.

This page is intentionally left blank

SOUTH AND WEST PLANS PANEL

THURSDAY, 4TH JUNE, 2015

PRESENT: Councillor J McKenna in the Chair

Councillors J Akhtar, J Bentley, M Coulson,
J Heselwood, M Ingham, T Leadley,
J McKenna, A Smart, C Towler and
R Wood

1 Election of Chair

Due to the absence of the Chair, Members were asked to nominate a Chair for the meeting. A nomination was made on behalf of Councillor J McKenna.

RESOLVED – That Councillor J McKenna be elected as Chair for the meeting.

2 Declarations of Disclosable Pecuniary Interests

There were no declarations of disclosable pecuniary interests.

3 Apologies for Absence

Apologies for absence were submitted on behalf of Councillors C Gruen, E Nash and R Finnigan.

Councillors J McKenna, M Ingham and T Leadley were in attendance as substitutes.

4 Minutes - 23 April 2015

5 Application 15/00923/FU - Former Leeds Girls High School, Victoria Road, Headingley, Leeds

The report of the Chief Planning Officer presented an application for a residential development comprising of 58 apartments, 38 townhouses and the retention of Rose Court Lodge.

Site plans and photographs were displayed and referred to throughout the discussion on this application.

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

- This application did not include proposals for the Rose Court building.
- The site fell within the Headingley Conservation Area.
- Members were shown proposed access to the site.

Draft minutes to be approved at the meeting
to be held on Thursday, 9th July, 2015

- It was proposed to convert the main school building to 36 apartments.
- Changes to the outline planning application that was approved in September 2014 were explained. These included retention of the school buildings to be converted to apartments and a change from 50 houses and 19 apartments to 38 houses and 58 apartments.
- The Panel was informed of proposed alterations to the application should the NGT scheme be approved. Should the NGT be approved this would enforce the removal of the stable buildings but would enable further landscaping and car parking. Members were advised to approve the application either with or without the NGT scheme.
- There would be a total of 108 dwellings on the site with the proposals for the conversion of Rose Court.
- On site affordable housing would include 3 x 1 two bedroom dwellings and 3 x 1 bedroom dwellings.
- Members were made aware of further representations to the application which included concerns regarding car parking, the increase in the number of apartments and potential for student accommodation.

In response to comments and questions from Members, the following was discussed:

- There would be either one or two parking spaces per house on the site with 38 parking bays and 5 garages for the apartments. Car ownership across Headingley had been considered and it was felt that there would be a suitable level of parking space.
- Concern that previous discussion had focussed on the provision of family housing and now the plans had been altered to include more apartments.
- There would be conditions to retain and refurbish original features on the Rose Court building.
- The developer's intention was to make all the properties available for sale.
- It was reported that at the outline planning stage it had been a speculative masterplan that had been approved and the increase in apartments was due to the proposal to retain the main school building.
- The affordable housing units would be located within the main school building. Members queried whether off site affordable housing would be a preferable option to bring other housing in the area back into family use.
- Further concerns raised by Members included the following:
 - Reservations about car parking – there were problems elsewhere in the nearby area.
 - There were already too many flats and apartments in the area.
 - The plans were not in line with those previously considered.

RESOLVED – That the application be deferred for further consideration of the affordable housing mix, house type mix and car parking provision.

6 Application 15/00200/FU - Lofthouse Surgery. 2 Church Close, Lofthouse, Wakefield

The report of the Chief Planning Officer presented an application for two single storey extensions to a front and first floor infill extension.

Members visited the site prior to the meeting and site photographs and plans were displayed and referred to throughout the discussion on this application.

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

- The surgery fell within a residential area.
- Main concerns surrounded the pressure on car parking in the area.
- There were currently 14 car parking spaces – the proposals would see this extended to 17.
- There were traffic regulation orders in place to prevent parking by a nearby junction.
- There was a recognised need for extra GP provision in the area.
- It was recommended that the application be refused.

The applicant addressed the Panel. Issues raised included the following:

- The extension was not intended to attract additional visitors to the surgery but to help with the increase in registered patients over the previous two years.
- To alleviate existing problems the surgery made use of a sister site in Rothwell, made use of extended hours and were considering electronic prescribing to prevent additional journeys to the surgery.
- The extension was needed to serve a growth in the number of registered patients.

In response to Members comments and questions, the following was discussed:

- Parking problems at the adjacent Church site.
- Population growth in the area.
- Use of Traffic Regulation Orders – it was reported that these may not be easy to enforce.

RESOLVED – That the application be refused as per the officer recommendation outlined in the report.

7 Application 14/04467/FU - Marsh Street, Rothwell, Leeds

The report of the Chief Planning Officer presented an application regarding the demolition of existing buildings and construction of single storey supermarket with associated works, car parking and landscaping.

Members visited the site prior to the meeting and site photographs and plans were displayed and referred to throughout the discussion on this item.

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

- The application had been brought to the Panel at the request of local Ward Members.
- The site neighboured residential areas – reference was made to the proximity of residential properties and demonstrated with photographs.
- Access to the site had been agreed following negotiations with the applicant and there would be off site highway improvements.
- The site was within the Rothwell Conservation area and the design of the store building would reflect this.
- The site was currently used for industrial purposes and there was no restriction on the hours of use.
- There would be landscaping to protect residential amenity.
- Reference was made to the proposed hours of opening and delivery for the proposed store. These were as follows:
 - Opening times - Monday to Saturday 08:00 to 22:00 and Sundays/Bank Holidays 10:00 to 17:00
 - Delivery times – Monday to Saturday 07:30 to 21:00 and Sundays/Bank Holidays 09:00 to 18:00
- Members were informed of other representations that had been received both in support and objection to the application.
- It was reported that condition 19 would be amended to allow lighting to remain on until 22:30 and condition 10 to amend car parking time to two hours.

A local Ward Councillor addressed the Panel with concerns regarding the application. These included the following:

- Whilst the provision of a new store was welcomed to provide competition and job opportunities in Rothwell, it was felt that the hours of opening were not acceptable.
- During negotiations with the applicant, there had been an indication that the proposed store would close at 20:00. It was felt that support for the application had been based on these hours and not 22:00 as applied for.
- Concern regarding the effect on amenity for nearby residential properties, many of which housed young families.
- Concern that there had not been full communication with Planning Officers.

A developer of a nearby housing site addressed the Panel. He informed the Panel that there would be 14 new houses on the nearby former primary school site and shared same concerns as expressed by the local community, particularly with regards to the opening hours. It was suggested that the application be deferred to re-consider the hours of operation.

A local resident addressed the Panel with concerns. These included the following:

- The proposed store building would only be 3 metres away from the back garden of her home.
- Sunlight to their home would be obscured.
- Parking spaces would be very close and would cause disturbance.
- The applicant had not discussed the proposals with them.

The applicant's representative addressed the panel. Issues highlighted included the following:

- The proposed store would give increased choice and value to the residents of Rothwell.
- The proposals would see the redevelopment of a brownfield site and the creation of local jobs.
- The applicant had agreed to reduced hours on Bank Holidays.
- Noise assessments had been undertaken.
- Consultation literature relating to the proposals had clearly stated 10.00 p.m. closing times.
- The proposed closing times were in line with all other similar stores within Leeds.
- With regards to the comments regarding concerns with parking next to a residential property it was reported that this would be a disabled bay. Drivers tended to drive forward into these and there should not be a problem with exhaust fumes.
- There would be landscaping to protect residential amenity and the original footprint of the proposed store had been moved to further distance it from residential properties.

In response to Members comments and questions, the following was discussed:

- There had been attempted consultation and engagement from the applicant with all parties. The applicant was willing to discuss boundary treatments in further detail.
- All other similar stores operated by the applicant in the Yorkshire and North East had opening hours until 22:00. The applicant offered to reduce this to 21:00 on this application.
- Due to access arrangements for the site it was not possible to move the footprint of the proposed store building.

RESOLVED – That the application be deferred and delegated to the Chief Planning Officer for approval subject to conditions outlined in the report and Section 106 agreement with the following additions and amendments to conditions:

- Amendment to condition 5 so opening hours are restricted to 21:00 Monday to Saturday

- Amendment to condition 10 so car park shall remain open to public and free of charge to the public for a minimum period of 2.5 hours per day (reduced by 30 minutes)
- Amendment to condition 19 so external lighting to be switched off no later than 21:30 (to reflect revised closing time of 21:00 offered by the applicant)
- Developer and officers to engage with occupier of 3 Marsh Street with regards to a suitable boundary treatment
- Ensure landscaped area adjacent to 3 Marsh Street cannot be used as an outdoor smoking area (e.g. spikey planting)

8 Application 14/00774/FU - Former Belgrave Works, Town Street, Stanningley

The report of the Chief Planning Officer presented an application for a mixed use development comprising of 9 units of A1/A2/A3 uses, laying out of access road, car parking, landscaping and boundary treatments at the former Belgrave Works site, Town Street, Stanningley.

Members attended a site visit prior to the meeting and site plans and photographs were displayed and referred to throughout the discussion on the application.

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

- The site had been vacant for a number of years and previous buildings had been demolished in 2009/10.
- The site had previously been used for light industrial and commercial purposes.
- There were no proposals for hot food takeaways or public houses on the site.
- Access arrangements were explained including pedestrian access.
- Further representations to the application had been received from a neighbouring Ward Councillor with concerns the application would impact on retailers in other areas and that the site would be more suitable for housing.
- Delivery and opening times for the site had been agreed with Environmental Health.
- The application was recommended for approval.

A local resident addressed the Panel with concerns regarding the application. These included the following:

- Previous proposals had included a mix of residential and retail properties with a GP Surgery. This would be preferable to the current proposals.
- There was a string need for family housing in the area.
- There were already enough shops locally and these proposals would be detrimental to existing shops.

The applicant's agent addressed the Panel. Issues highlighted included the following:

- The proposals would see the regeneration of a vacant and contaminated site.
- The site would be completed by the end of 2016 if the application was approved.
- The proposals would create approximately 130 retail jobs and the Section 106 agreement would provide local construction opportunities.
- An independent viability study had shown a potential loss of £2 million for the remediation of the site and development of housing.
- Housebuilders and retail providers had not been willing to co-exist on the site.
- The proposals were in compliance with planning policy.

In response to Members comments and questions, the following was discussed:

- The site was unallocated in the UDP and outline permission had previously been granted for residential development and a medical centre.
- Due to the costs of remediating the contaminated land, the density of housing to make a scheme viable would be unsuitable.
- The potential impact on nearby retail centres was within acceptable limits.

RESOLVED – That the application be deferred and delegated to the Chief Planning Officer for approval and subject to conditions outlined in the report and Section 106 agreement.

9 Application 113/05882/FU - Former Railway Public House, Moor Knoll Lane, East Ardsley

The report of the Chief Planning Officer presented an application for the development of 12 houses with associated access road, parking and landscaping.

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

- An application was previously considered by the Panel in March 2015 where Members requested that the possibility of converting the public house building into dwellings be explored.
- Revised proposals were for the retention and conversion of the public house building to 4 flats and the development of 10 houses.
- The proposals would give a mix of 2 bedroom flats and 3 bedroom houses.
- The application was recommended for approval.

Members queried whether any of the signage relating to the public house would be retained. It was reported that this could be considered as a condition to the application and all Members supported this.

RESOLVED – That the application be approved as per the officer recommendation and conditions outlined in the report. Additional condition to ensure retention of at least one of the Railway Pub signs to retain historical connection with the areas former use.

CITY PLANS PANEL

THURSDAY, 26TH MARCH, 2015

PRESENT: Councillor J McKenna in the Chair

Councillors R Procter, D Blackburn,
S Hamilton, G Latty, T Leadley, E Nash,
N Walshaw, M Ingham, J Lewis, B Cleasby
and S McKenna

152 Chair's opening remarks

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

153 Declarations of Disclosable Pecuniary Interests

There were no declarations of disclosable pecuniary interest made at this point, however such a declaration was made later in the meeting (minute 161 refers)

Councillor Leadley also brought to the Panel's attention in respect of applications 15/00363/OT and 15/00365/RM – White Rose Shopping Centre – that he was the Chair of Morley Town Council Planning Committee which had made representations on the applications (minute 160 refers)

154 Apologies for Absence

Apologies for absence were received from Councillors C Gruen, P Gruen and C Campbell. The Chair welcomed Councillor S McKenna and Councillor Cleasby who were substituting. It was noted that Councillor Coulson was to substitute for Councillor P Gruen

155 Minutes

RESOLVED - That the minutes of the City Plans Panel meeting held on 5th March 2015 be approved, subject to an amendment to minute 140 – Application 14/04641/FU – Sweet Street and Manor Road Holbeck LS11 as follows:

'the requirement for prospective tenants to be in full time employment' to be amended to read ' the requirement for prospective tenants to be in full time employment at the time of application'

156 Update on notification by the Secretary of State of changes to the planning system

The Head of Planning Services informed Members that a Planning update from the Secretary of State had been given on 25th March 2015 in the

House of Commons with a further suite of changes to the planning system which would come into effect in April 2015. These would include:

- increased Permitted Development rights on non-residential buildings for solar panels
- amendments to national planning policy to further support car parking and to permit non-residential car parking spaces to be rented out
- measures to ensure planning conditions were cleared on time to prevent development being delayed
- increased threshold for when an Environmental Impact Assessment would be required
- a requirement for planning permission for Change of Use for betting shops or pay day loan shops

The Panel was also informed that a new, General Permitted Development Order was being laid before Parliament on 26th March 2015, which would allow the Change of Use of some business uses, including warehouse use, to residential use. There was also support for brownfield regeneration although the detail of this, in relation to the vacant building credit was awaited but that this could have some impact on the amount of affordable housing which could be requested on brownfield sites

Members commented on the proposed changes and particularly welcomed the introduction of planning permission for premises proposed for betting shop or pay day loan use

The Head of Planning Services advised that a report setting out the changes would be submitted to the next meeting

RESOLVED - To note the information provided

157 Application 12/04046/OT - Land at Calverley Lane/Bagley Lane Farsley - Appeal decision

The Chief Planning Officer submitted a report setting out the Secretary of State's decision on an appeal against non-determination of an outline application for residential development of up to 400 dwellings on a PAS site at Calverley Lane/Bagley Lane Farsley. Appended to the report was a copy of the Secretary of State's decision

The Head of Planning Services presented the report and welcomed the decision which confirmed that Leeds did have a five year housing land supply and a 5% buffer. In determining the appeal, the Secretary of State had also had regard to the adverse impact the proposals would have on local character and identity

In view of this decision, the Chief Planning Officer would be writing to applicants who had lodged appeals on PAS sites asking if they wished to reconsider their position

A brief discussion took place, with concerns being raised about the Council's housing target and that this should be reduced to a more realistic level

It was noted in the Secretary of State's letter that an incorrect reference had been made to the Council's withdrawal of LUDPR Policy 34, when it was the interim PAS policy which had been withdrawn. The Chief Planning

Officer informed Members this had been flagged up with the Secretary of State

RESOLVED - To note the report, that the appeal was dismissed by the Secretary of State who agreed with the recommendation of the Planning Inspector that following the reopened inquiry in November 2014, that the appeal should be dismissed and outline planning permission refused and to note that the appeal decision establishes the most up to date external review of the Council's 5 year housing land supply position. The Secretary of State has advised the Council that he considers it has a supply of housing land able to provide around 26,500 dwellings for the 5 year supply period between April 2012 and 2019. The Secretary of State has agreed with the Council that it does have a 5 year supply of land as required by the NPPF and that it has an up to date Core Strategy. The required supply figure is 24,440 which includes the requirement for a 5% buffer and takes account of under delivery of housing in the last 2 years since the last 5 year supply requirement was published. Therefore the Council has around 2000 units in excess of the required 24,440 units

158 Update on Cottingley Springs site

Following on from the discussions on a recent determination by the Secretary of State, the Head of Planning Services informed Panel that the Secretary of State's decision on an extension for 12 traveller pitches at Cottingley Springs had been received on 23rd March 2015, with the Secretary of State agreeing with the Inspector that very special circumstances had not been demonstrated to outweigh the harm to the Green Belt caused by the proposals. Issues relating to sprawl; loss of openness; visual impact and sustainability had also been highlighted by the Secretary of State as had the view also that in respect of the search for sites, it had not been demonstrated conclusively that there were no alternative sites. The urgent and unmet need for Gypsy and Traveller sites in Leeds had also been referred to

The Panel discussed the Secretary of State's decision, with the main issues being raised relating to:

- the policy of locating people to Cottingley Springs
- that a better approach was to provide smaller sites in more locations around the City
- the support given by Ward Members to the recently approved site at Kidacre Street

RESOLVED - To note the information provided

159 Application 14/05288/FU - Change of Use of part of ground floor to A5 (hot food take away), installation of duct and extract to rear and addition of new door to shop front - 34 Kirkgate LS2

Further to minute 129 of the City Plans Panel meeting held on 12th February 2015, where Panel deferred determination of the application for a change of use of part of ground floor of 34 Kirkgate to a hot food take away, for further information relating to several issues, Members considered a further report. A copy of the report considered on 12th February 2015 was appended, for Members' information

Minutes approved at the meeting
held on Thursday, 16th April, 2015

Plans, drawings and photographs were displayed at the meeting
Officers presented the report and advised Members that a parking management plan had been submitted and that a revised condition was proposed in respect of this matter

Concerns which had been raised about the extraction flue; its location and visual impact had been further considered. Further representations which had recently been received were reported from an objector who was of the view that the flue should be set at a lower level. It was also reported that the flue would be painted black so it would recess visually from the nearby residential units. If Panel had concerns about the impact of the proposals on visual amenity, the objector's suggestion to lower the flue could be considered by Officers in conjunction with colleagues from Environmental Health

In relation to the bin store, a Bin Management Statement had been submitted by the applicant to the satisfaction of Officers

Members discussed the application with the main issue relating to the location of the flue, with a suggestion being made that it might be possible to position the flue up an existing chimney in the property. The Chair invited the applicant's agent to respond to this query, with Members being advised there were no feasible routes internally to locate the flue. The Deputy Area Planning Manager confirmed to the Panel that having looked at the aerial photographs of the site there did not appear to be any existing chimneys

Concerns were raised about the proposal with reference being made to enforcement issues in this area. In considering the position of the flue, the Panel was satisfied that its proposed location and that it was being painted black would not have a significant impact on visual amenity, however it was proposed that if the shop ceased its A5 use, the flue should be removed

RESOLVED - That the application be granted, subject to the conditions specified at Appendix 1 of the report dated 12th February 2015; a revised condition 14 as set out in the submitted report of 25th March 2015 and a further condition to specify the removal of the flue if the premises ceased its A5 use

160 Applications 15/00363/OT and 15/00365/RM - Variation of conditions 5 and 4 of outline permission 13/01640/OT to allow amendments to approved gross internal area for cinema and minor material amendment to approved parameter plans to allow increase in approved maximum height and Reserved Matters application for Phase 1 of development approved under outline permission 13/01640/OT to cover part demolition, alterations and extensions to form new cinema and restaurants and associated works including creation of new public realm, landscaping and alterations to access routes and car park configuration - White Rose Shopping Centre Dewsbury Road LS11

Plans, graphics, photographs and drawings were displayed at the meeting

The Panel considered a report of the Chief Planning Officer on two applications relating to the White Rose Shopping Centre (WRSC); one seeking the variation of two conditions of application 13/01640/OT relating to the gross internal area for the cinema and maximum height of the cinema and

the Reserved Matters application for the first phase of the development under the outline permission

Officers presented the report and outlined the location of the proposed cinema which would now include an IMAX screen. Members were informed that the increase in height by 6 metres was limited to the IMAX element of the proposals only. To minimise the visual impact of the cinema, a light grey external cladding was proposed

On the issue of car parking, the applicant had demonstrated that the staff car park could be reconfigured to provide an additional 14 – 20 spaces, although that would require a fresh application

Members were informed that 250 extra parking spaces would be available during the first phase of the proposals and that a condition on the original outline permission required the existing level of car parking (at the time of that application) be replaced. Officers were proposing to add 14 additional spaces to that number to give a final figure

The receipt of further representations was reported, with Members being informed that Councillor Finnigan had advised that the Morley Borough Independents supported the proposals and that the Director of the Media Museum in Bradford had advised that the organisation was not submitting any further evidence in respect of their objection to the proposals

The Panel discussed the applications, with the main areas of discussion relating to:

- car parking levels; that highways had raised some concerns about the level of parking being provided and further intensification of the site; the risk to the Council both practically and economically if the proposed travel plan did not work as planned; whether the contingency fund of £700,000 would be sufficient to address issues arising from the proposals; the likely increased number of visitors to the centre, generating more traffic and the requirement for increased parking spaces and the increased dwell time of visitors when the new facilities came on board, which would also have an impact on the availability of parking spaces on site and that the additional 250 spaces being provided was on account of the proposed expansion of two main retail units not proceeding at this stage
- the lack of improvements to the bus station at the WRSC in terms of its physical appearance and maintenance with concerns about the applicant's desire for and commitment to a modal shift at the site from cars to public transport
- that the application which included the reconfiguration of the car parking areas should be brought to Panel for determination
- the need to consider staff safety issues from both the later night opening for the cinema and restaurant uses and the distance of the staff car park from the WRSC, with an employer-funded shuttle bus being suggested

Officers provided the following responses:

- that in terms of car parking spaces, there was a condition on the outline permission for the net amount of car parking to be retained. There was also the requirement for a phasing plan to be provided which would include details of parking and that 240-

250 extra spaces above what was currently there would be on site in the first phase. The Chief Planning Officer stated that the difference in parking numbers was about 14 extra cars, which represented 0.3% of car parking provision on the site and that further car parking would be provided to reach, if not exceed, the levels set out in the original outline approval

- that Members' comments on the condition of the bus station at the WRSC would be reported back and that discussions would continue about the centre's future requirements
- that the third application for the site which had been referred to related to minor works. The Chair advised there did not seem majority support from Members for this to be brought to Panel for determination
- in relation to security/staff safety, a condition had been included which would require provision of details about security issues

The Panel considered how to proceed

RESOLVED –

Application 15/00363/OT

To approve the application in principle and refer the application to the Secretary of State. The referral of the application is necessary as it seeks the variation of conditions on an existing outline permission for a development of over 5000sqm of town centre uses on an out-of-centre site, and, if approved, would result in the issuing of a new stand-alone permission for the development. In the event of the Secretary of State not wishing to intervene, to delegate final approval to the Chief Planning Officer subject to the conditions specified (and any others he might consider appropriate) and the completion of a Deed of Variation to carry the obligations on the Section 106 Agreement for the original outline forward to this new permission

In the circumstances where the Deed of Variation 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

Application 15/00365/RM

To defer and delegate approval to the Chief Planning Officer to be issued subject to and following the approval of the accompanying application 15/00363/OT and subject to the conditions specified. Prior to issuing of the decision, the description of the application shall be changed to refer to the new outline permission and to read as follows:

Reserved Matters application for Phase 1 of development under application 15/00663/OT; part demolition and alteration of existing buildings and erect extensions to form new cinema and restaurant units; alterations to existing and creation of new public realm and landscaping; alterations to existing vehicular access and creation of new vehicular, pedestrian, service access; alterations to car park configuration, together with infrastructure and associated works

161 22 Clear Channel six sheet advertisement units - at various locations across Leeds City Centre

Further to minute 75 of the City Plans Panel meeting held on 30th October 2014, where Members received a pre-application presentation for 26, six sheet advertisement units at various sites across the City Centre, the Panel considered a further report of the Chief Planning Officer setting out the formal applications in respect of 22 advertisement units

Plans, drawings and graphics were displayed at the meeting. A Members site visit, on foot, had taken place to a good proportion of the sites being considered

Officers presented the report and informed Panel that the proposed units would be digital, with approximate dimensions being 3m high, 1.5m wide and 0.3m deep. In terms of the design of the units, the ethos had been to relate these to the wayfinders which were sited around the city, so to produce a family of signage

The 12 applications for 22 units were then briefly outlined

The Panel then heard representations from a member of Leeds Civic Trust which had objected to the proposals, with the following concerns being stated:

- that the proposals would add to the existing street clutter
- that whilst income generation from the proposals was a factor it should not be the prime consideration
- that the advertising units would impede pedestrians, particularly when the City Centre was busy
- that several of the advertising units were in close proximity to Listed Buildings or in Conservation Areas and did not add to the overall appearance of Leeds City Centre
- that there was a need for a comprehensive review of street furniture in the City Centre
- that if the units were given approval, existing items of street furniture should be removed
- the importance of Public Realm

Members were informed that the applicant's representative was in attendance and would be available to respond to questions or comments from the Panel

The Panel discussed general issues arising from the proposals:

- in respect of the level of income generation for the Council, the Chief Planning Officer informed Members that from a planning perspective, the amount of income to be generated was not a material planning consideration and that the issues to be considered in determining the applications were visual amenity and highway/pedestrian safety
- the issue of public safety was raised in view of the height of the displays, with concerns being raised that, particularly at night, people could lurk undetected behind the units. The issue of safety for visually impaired pedestrians was also a concern. The applicant's representative advised that the units would be well illuminated and would not create dark, shadowy areas where people could lurk. In terms of the number of sites in the

original tender, this had been 40, with now only 22 sites being put forward and that in relation to highways safety; pedestrian movement; public safety and visual impact, these sites were considered to be acceptable

- the possibility of integrating the signs with, for example, litter bins or seating areas, to reduce street clutter was suggested and concerns were raised about the cumulative impact of the proposals in view of other proposals for advertisement sites around the City Centre
- that the images provided and the sparse number of people shown on the graphics did not accurately reflect the typical level of pedestrians during the daytime
- that advertisements added vitality to a city but that careful consideration was needed as to where these should be sited
- that proposals for units near to the Arena and Town Hall obscured good views
- concerns that areas of greenspace would be obscured by some of the units
- that similar units were sited in close proximity to historic and other sensitive areas in several other cities
- the need for innovative technology to be used to fully utilise the wayfinders rather than adding to the existing street clutter

The Chief Planning Officer informed Members that as part of a larger project he would take back the request for a general review of street furniture and clutter and the comments on the need for creativity and the use of technology to achieve this and whilst this might not be possible in this version of signage, it could be considered in the longer term

Further comment on the issues raised by the Chief Planning Officer was sought, however the Chair required Members to consider each of the applications in turn

Application 15/00096/ADV – one illuminated single sided free standing sign to a site at the corner of Whitehall Road and Northern Street

RESOLVED – That Advertisement Consent be granted subject to the conditions set out in the submitted report

Application 15/00101/ADV – one illuminated single sided free standing sign to a site outside 58-60 Albion Street

RESOLVED – That Advertisement Consent be granted subject to the conditions set out in the submitted report

Application 15/00102/ADV – one illuminated single sided free standing sign to a site at the corner of Woodhouse Lane and Queen Square Court

RESOLVED – That Advertisement Consent be granted subject to the conditions set out in the submitted report

Application 15/00103/ADV – one illuminated single sided free standing sign to a site at the corner of Swinegate and Sovereign Street

Councillor Nash declared a disclosable pecuniary interest in this application through being a Member of the Co-op as the organisation was to take a retail unit close to the site. Councillor Nash took no further part in the consideration of this application

RESOLVED – That Advertisement Consent be granted subject to the conditions set out in the submitted report

Application 15/00104/ADV – three illuminated single sided free standing signs to sites at the corner of East Parade and Infirmary Street, the corner of Infirmary Street and Bond Court, the corner of Infirmary Street and Wine Street

Concerns were raised about the sign at the corner of East Parade and Infirmary Street. It was noted that this area was heavily used by taxis at weekends which would reduce views of the sign. The possibility of re-positioning this unit was proposed, although the Deputy Planning Manager advised that the applicant sought a unit at this location so it could be visible from the loop road

Concerns were also raised about the positioning of the unit at Bond Court

RESOLVED - to agree in principle the units at the corner of East Parade and Infirmary Street and the corner of Infirmary Street and Bond Court but to defer and delegate approval of these units to the Chief Planning Officer for further consideration of their positioning and to note that Panel was satisfied with the proposal and location of the unit at the corner of Infirmary Street and Wine Street which formed part of this application

Application 15/00117/ADV – two illuminated single sided free standing signs to sites at Clay Pit Lane outside and opposite First Direct Arena, Clay Pit Lane outside Hepworth House and the Clay Pit Lane side of Providence Place

Concerns were raised about the position of the sign on Clay Pit Lane (by the Premier Inn), with Members of the view this should be repositioned

RESOLVED - to agree in principle the unit by the Premier Inn at Clay Pit Lane, but that the application be deferred and delegated for approval to the Chief Planning Officer for further consideration on the position of this sign and to note that Panel was satisfied with the proposal and location of the unit outside the First Direct Arena, Clay Pit Lane, which formed part of this application

Application 15/00118/ADV – two illuminated single sided free standing signs to sites outside 54 and 101 The Headrow

Members were informed that Officers had suggested changes to the orientation of the sites but that the applicant wanted to achieve maximum visibility

The Panel discussed the application with concerns about the proximity of a bus stop and the orientation proposed outside 101 The Headrow and the potential for visual clutter in both locations when considered in relation to existing structures on The Headrow

RESOLVED - That the application be refused on the grounds of the adverse impact on visual amenity

Application 15/00119/ADV – five illuminated single sided free standing signs to sites opposite Fish Street and outside 58-60, 127, 149-150 and 88-89 Briggate

Members were satisfied with the proposals opposite Fish Street and 149-150 Briggate, however concerns were raised about the proposals for the other sites proposed for Briggate in view of the range of events and activities which took place in this location

Outside 127 Briggate, it was suggested the sign be repositioned 2-3m further south. Outside 58-60 Albion Place, it was suggested that the sign be relocated further down between existing poles in this area and that the bollard close by be removed

RESOLVED - to agree the principle of the signs proposed at 127 Briggate and 58-60 Albion Street but to defer and delegate approval of the application to the Chief Planning Officer for further consideration of the positioning of the signs, to take account of Members' comments and to note the Panel was satisfied with the location and position of the signs proposed opposite Fish Street and outside 149 – 150 and 88 -89 Briggate, which formed part of this application

Application 15/00120/ADV – one illuminated single sided free standing sign to a site outside 40 Lands Lane

Concerns were raised about the location of this site in view of the narrowness of the area and that it was particularly busy. The possibility of removing the existing waste bin adjacent to the proposed sign was noted. The possibility of moving the sign across was also raised but Officers advised this would not be possible due to the existing servicing route

RESOLVED - That the application be refused on the grounds of visual amenity

Application 15/00122/ADV – two illuminated single sided free standing signs to sites at Park Row opposite City Square and the corner of Park Row and Boar Lane

The possibility of the NGT proposals conflicting with the site at Park Road opposite City Square was raised as was the possibility of re-siting this sign further north

RESOLVED - to agree the principle of the site at Park Row opposite City Square and to defer and delegate approval of the application to the Chief Planning Officer for further discussion on re-positioning this sign further northwards and to note the Panel was satisfied with the location and position of the sign proposed for the corner of Park Row and Boar Lane which formed part of this application

Application 15/00124/ADV – two illuminated single sided free standing signs to sites opposite 35 Bond Street and the corner of Bond Street and Lower Basinghall Street

RESOLVED – That Advertisement Consent be granted subject to the conditions set out in the submitted report

Application 15/00137/ADV – one illuminated single sided free standing sign to a site at the corner of Eastgate and St Peters Street

RESOLVED – That Advertisement Consent be granted subject to the conditions set out in the submitted report

162 Date and Time of Next Meeting

Thursday 16th April 2015 at 1.30pm in the Civic Hall, Leeds

This page is intentionally left blank

CITY PLANS PANEL

THURSDAY, 16TH APRIL, 2015

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, C Gruen and B Anderson

163 Chair's opening remarks

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

164 Exempt Information - Possible Exclusion of Press and Public

RESOLVED – That the public be excluded from the meeting during consideration of the following part of the agenda designated exempt on the grounds that it is likely, in view of the business to be transacted or the nature of the proceedings, that if members of the public were present there would be disclosure to them of exempt information as designated as follows:

The appendix to the main report referred to in minute 172 under Schedule 12 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 affairs of any particular person (including the authority holding that information). It is considered that if this information was in the public domain it would be likely to prejudice the affairs of the applicant. Whilst there may be a public interest in disclosure, in all the circumstances of the case, maintaining the exemption is considered to outweigh the public interest in disclosing this information at this time

165 Late Items

The Chair admitted one late item of business to the agenda (minute 170 refers). The report was not available at the time the agenda was despatched and required urgent consideration as the report outlined changes to national planning legislation, some of which came into effect on 15th April 2015, which Members would need to have regard to

The Panel was also in receipt of supplementary information – this being the minutes of the City Plans Panel meeting held on 26th March 2015 and a copy of the draft Revocation Order in respect of the former Yorkshire Chemicals site (minutes 168 and 171 refer)

Copies of all three of these documents had been circulated in advance of the meeting and had been published on the Council's website

166 Declarations of Disclosable Pecuniary Interests

There were no declarations of disclosable interest

Councillor P Gruen brought to the Panel's attention that he was a Director of the Ruth Gorse Academy Trust and that he had declared this at all Board meetings and had not taken part in discussions relating to the proposed new Academy, in order that he could fully participate in the planning discussions (minute 174 refers)

Councillor S Hamilton also brought to the Panel's attention that she was a Governor at Hillcrest Primary Academy (minute 174 refers)

167 Apologies for Absence

Apologies for absence were received from Councillor R Procter, with Councillor Anderson attending in her place

168 Minutes

RESOLVED - That the minutes of the City Plans Panel meetings held on 5th March 2015 and 26th March 2015 be approved

169 Matters arising from the minutes

With reference to minute 149 of the City Plans Panel meeting held on 5th March 2015, relating to application 12/02571/OT – land between Wetherby Road, Skeltons Land and York Road LS14, Officers were asked whether the applicant for the major, residential-led development known as the Northern Quadrant of the East Leeds Extension, had completed the S106 Agreement on the terms sought by Members in relation to the level of affordable housing provision. The Head of Planning Services advised that this had not been signed and that the application would be considered under CIL, with negotiations continuing on affordable housing levels, with a further report being brought to Panel in due course, following discussions with Ward Members

170 Update report on changes to National Planning legislation

The Head of Planning Services presented a report which outlined the changes to national planning legislation which had been made by the Secretary of State Communities and Local Government and been announced shortly before the end of the Parliamentary session

The main areas affected by the changes were outlined, with these being:

- Sustainable urban drainage
- Permitted Development and Use Classes
- Development Management Procedure Order
- Housing Standards
- National Planning Policy Guidance

Members discussed the report, with the main issues being raised relating to:

- the nature of the changes; the lack of consultation and the need for a written response to be sent to the Secretary of State on these changes in due course
- the implications of the changes, particularly to the Use Class Order and how this could affect areas of the city
- the housing standards; the size of units and the process for adopting these standards
- the conversion of agricultural buildings to residential use and how Permitted Development rights related to such conversions
- the requirement for applications for a betting shop or pay day loan shop to require planning permission, which was supported and welcomed by Panel
- the need for these issues to be covered further in a future training session for Members

RESOLVED - To note the contents of the report and the comments now made

171 Revocation of Hazardous Substance Consents - Former Yorkshire Chemicals Site, Otter Island, Wellington Road, Leeds

Further to minute 189 of the City Plans Panel meeting held on 8th May 2014, where Panel resolved to defer and delegate approval of a residential development on the former Yorkshire Chemicals Site, Otter Island, Members considered a report seeking approval to pursue a Revocation Order to revoke hazardous substance consents as this did not form part of the Council's scheme of delegation to the Chief Planning Officer

The Deputy Area Planning Manager informed Members that the former use of the site ceased many years ago but that the hazardous substance consents remained and that agreement was sought to the formal process to remove these consents for the whole site

An error on the draft consent order which referred to Calverley Lane Horsforth, was corrected

Members were informed that the applicant was willing to work with the Council on this and would indemnify the Council's costs

RESOLVED - To grant authority to pursue a Revocation Order under Section 14(1) of the Planning (Hazardous Substances) Act 1990 (as amended) for all extant hazardous substance consents at the former Yorkshire Chemicals site Kirkstall Road Leeds

172 Application 14/06808/FU - Residential development of 272 houses with associated roads and infrastructure - Land north of Tyersal Lane, Tyersal

Plans, photographs, drawings and graphics were displayed at the meeting. A Members site visit had taken place earlier in the day which had included viewing a site at Bierley in Bradford, which had been developed by the same applicant

Officers presented a report which set out the current position in respect of an application for a major residential scheme on a large, greenfield site, situated on the edge of Leeds. Members were informed that the site had

Minutes approved at the meeting
held on Thursday, 14th May, 2015

been allocated for employment land since 1996 but in the Site Allocation Plan, Issues and Options, housing use was proposed

Details of the housing types were outlined, with concerns being expressed about some of the design elements of these

A landscaped buffer was included in the scheme, however this was partly on land not within the applicant's ownership and it was the view of Officers that such a buffer should be sited on land owned by the applicant

In terms of planning contributions, no affordable housing was being proposed and the extent of the greenspace contribution offered was 36% of that required by policy. A possible method of securing some funds towards affordable housing and additional greenspace on the site was through a S106 Agreement whereby if the houses sold for higher than was in the submitted financial viability assessment, this excess could be clawed back and used for these purposes

At this point the public were asked to withdraw from the meeting to enable the Panel to consider the financial viability information in private

The Panel considered the information in the exempt appendix, with the main issues raised relating to:

- land values
- projected sale price for the houses
- profit levels
- likely build costs and concerns about the quality of the houses
- the definition of an affordable home

Following these discussions, the Chair invited the public to resume their seats in the meeting

Members discussed the proposals with concerns being raised about the absence of affordable housing provision; the low level of greenspace being proposed; the need for the buffer to be on land in the applicant's ownership; that the former railway land should be included so as not to leave an undevelopable area; design issues which included poor fencing; the extent of tarmac; size of garages; siting of car parking and the need for useable areas of greenspace

In respect of education and recreation contributions, Officers were asked to note the comments of Bradford Council, as set out in the submitted report and to consider these when dealing with residential applications in areas such as Menston

In relation to the specific questions posed to Members in the submitted report, the following responses were provided

- that Members support the principle of residential development
- that Members did not agree that the benefits of the scheme outweighed concerns which related to the layout and design of the scheme
- that Members did not accept the nil provision of affordable housing on the site. In respect of a S106 including affordable housing only if the properties sold for higher prices than those

forecasted in the submitted financial appraisal, this was an area for further discussions between Officers and the applicant

- that a reduction in on-site greenspace provision might be considered but not as large as that being proposed
- that the 10m landscaping buffer was adequate and needed to be provided on land within the ownership of the applicant

It was noted that the target date for determination of the formal application was 20th April 2015. A representative of the applicant was in attendance and was invited by the Chair to address the Panel on the issue of whether an extension of time could be agreed to for determination of the application and also on the issue of affordable housing provision

Members were informed by the applicant's representative that the low cost housing being provided in this scheme met the definition in the NPPF of affordable housing; that there was no way forward of reaching agreement on this, although the applicant might consider a re-test at a later date to demonstrate the scheme remained unviable if the usual planning contributions were made. The applicant's representative also stated that CIL was being paid in full and made reference to the comments made about the house types

Having considered these comments, the Panel considered how to proceed

RESOLVED – To defer and delegate detailed reasons for refusal of the application to the Chief Planning Officer on the following grounds:

- lack of affordable housing
- deficiency in the level of public open space on the site
- concerns about the N24 planting
- design concerns, including plot layout; car parking, fencing and landscaping

173 Pre-application/Position Statement - Kirkstall Forge Development

Photographs, drawings and precedent images were displayed at the meeting

The Panel considered a report of the Chief Planning Officer setting out the progress of the Kirkstall Forge development in accordance with the outline planning permission 11/01400/EXT for a major mixed-use development to include residential, commercial, retail and leisure uses together with site remediation; construction of bridges, river works, parking and landscaping

Officers presented the report; outlined the historic relevance of the site and commended the cohesive way in which the site was being brought forward, with the development being likened potentially to Saltaire, in that the facilities provided on the site would be used by the people who lived there

The Panel then received a presentation on the current position on behalf of the architects involved

Members were provided with details of the scheme which included:

- connectivity of the site and that a key link would be the new bridge link to the new railway station – referred to as 'the stitch'
- the provision of two key gateways, one being Forge square and the other being the water gardens

- the creation of a new boulevard which would be south facing to the River Aire and a series of perpendicular routes down to the river
- that a one form entry primary school at the western end of the site was being considered
- building heights, these being mainly 6 storeys with some 7 storey buildings on the south side; increased height on the area referred to as the 'nose cone' and lower heights to the north, of 3 – 4 storeys for the residential dwellings
- that a design guide had been drawn up which included ten distinct character areas
- site 'A', located at the end of the island and that two blocks of bespoke, private rented accommodation was proposed of around 200 units in total (with around 40 private for sale units), all of which would provide good views to the valley and would benefit from generous amenity space, with good levels of sun light through the day and late evening
- that to generate a sense of community, there would be one entrance per residential block with a café situated at the base of one of the blocks
- proposed materials would comprise brick, masonry and glazing for the residential elements with metal in bronze/gold tones being considered for the commercial unit, together with brick work
- site 'B' which would be the office block; that this was in a key location, directly connected to the railway station; it would attract inward investment to Kirkstall Forge; would provide commercial accommodation to a BREEAM 'excellent' standard and would take advantage of the views which would be an additional attraction
- detailed design issues relating to the fenestration to the commercial block and how this related to some of the historic mill buildings
- that the proposed houses on the site would use the ideas of courts, terraces and roof gardens, together with integrated parking, vibrant use of streets and landscaping, with a new housing typology being proposed
- that the next steps would be to continue the collaborative process and work up the Reserved Matters applications

The Panel then heard representations from Councillor Illingworth - a Ward Member - who outlined the following issues in respect of the proposals:

- S106 contributions and that consideration be given to directing funds to the Hawksworth Estate in view of the level of need in this part of the area
- Transport – walking and cycling – that the scheme provided an opportunity to create an extensive walking and cycling route; through to Apperley Bridge; the need to improve the tow-path access, particularly as cyclists conflicted with pedestrians at this point; the need to address the capacity on Route 66

- concerns about remedying the civil engineering problems at Burley Rugby Club in view of the narrowness of the pathway and the likely expense of addressing this issue
- road access – the need to plan ahead for additional road capacity, especially at Kirkstall gyratory
- the need to consider other, planned developments in the area which will increase the amount of car journeys on the local road network
- rail – that the new railway station was welcomed but there was a need for railway stations at Armley and Kirkstall Bridge to be re-opened
- that trains from Skipton needed to stop at Kirkstall Forge station
- there was a need for four tracks on the Aire Valley railway line

Members discussed the report and presentation, with the following key Issues being raised:

- the new station at Kirkstall Forge, with concerns being raised this would only serve passengers travelling between Leeds and Bradford and therefore would not serve the wider community
- the need to ensure the walk through from the station into the development was well lit to provide a safe, welcoming route at night time
- levels of car parking at the station and whether the 132 spaces would be sufficient to cater for the numbers using the new station
- the restoration of the historic houses on the site
- flooding
- the extent of job creation arising from the proposals
- the size of the units and how these related to the Leeds Standard
- pedestrian connectivity and the need to link a crossing point to the side of the railway
- the need for a further presentation on the scheme to inform Members how it was progressing and for further details to be provided on other elements of the scheme, rather than focussing primarily on the residential and commercial buildings
- the need for a site visit

Members commended the holistic approach being adopted by the applicant and the excellent partnership which existed on this project

In relation to the comments made by Councillor Illingworth, it was suggested that Councillor Illingworth discuss these issues with Officers and that a report on the points raised be brought to Panel in due course

In response to the specific issues raised in the report, the Panel provided the following comments:

- to note Members' comments about the development of the site and that Members were content with the approach being taken so far to the phasing of the different elements of the scheme and that as phases were brought forward that they should be set within the overall context of the site as a whole

- that further details were needed on the design quality of the residential and office blocks proposed as part of Phase 1, but that to date, they were developing well
- that further details were needed on the general siting of the buildings and the spaces between them, including the distances between facing windows for privacy and overlooking

Following consideration of this matter, Councillors Campbell, Lewis and Walshaw left the meeting

174 Preapp 15/00032 - Proposal for new secondary school at land on the east side of Black Bull Street - The Ruth Gorse Academy Hunslet

Plans 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 on pre-application proposals for the Ruth Gorse Academy, a new academy for Leeds, to be sited on land at Black Bull Street Hunslet. The Panel also received a presentation from the Principal of the Academy and representatives of the development team

Details of the proposals were outlined to Members, with these including:

- the ethos of the academy
- pupil numbers; that these would rise progressively on the Morley Academy site before transferring to the Black Bull site, with eventually 1580 students being on roll there
- the areas of Leeds the academy would serve
- the level of support locally and nationally for new schools
- details of the consultation process
- the key constraints close to the site, in terms of noise and pollution from Black Bull Street
- the design of the building, with the provision of a community hub which would include the indoor sports provision, with the main teaching areas being located in two wings leading off from the hub
- that a strong edge to Black Bull Street would be created
- that the school would present a façade to the street and that the main entrance would be off Black Bull Street
- that the car parking area would be to the north of the site as would the external access and drop off point
- the proposed materials would be red brick and slate grey cladding to the hub
- in terms of scale and massing, it was felt that the four storey humanities block related to the new buildings which were sited on Chadwick Street
- the site was accessible; in easy walking distance of the city centre and that a NGT stop was proposed close by
- discussions were continuing with Highways about how to enhance the walking routes; that an additional pedestrian

crossing was likely to be included and that Black Bull Street would be narrowed to two lanes of traffic

- that based on data for 2014/2015, the majority of the student cohort would be from South Leeds and that a robust Travel Plan would be developed to address issues arising from these school journeys
- that 30 car parking spaces would be provided on site, with these being allocated to those who most needed them. A staff car sharing scheme would also be encouraged
- the aim was to submit the planning application by 24th April 2015, to enable construction to commence in July 2015 and the academy to be open in September 2016

The Panel discussed the proposals and commented on the following matters:

- the length of time a new high school for South Leeds had been discussed
- the need for a clear mechanism for community use of the facilities to be established
- the need to balance the safeguarding of pupils with providing connectivity through the site, possibly achievable through the proposed car park
- the challenging timescales being proposed and that Panel, whilst recognising the need of a new school would not sanction a development which was not satisfactory

As Councillor P Gruen had to leave the meeting at this point, he put on record his thanks to Councillor J McKenna for chairing City Plans Panel this municipal year

The Panel continued to comment on the proposals, as follows:

- the design of the building, with concerns it did not make a strong enough statement, particularly in comparison to the Leeds College of Building; that the brick element was uninspiring; that the extent of the dark cladding to the community hub element appeared to 'push down on' and visually dominate the ground floor glazed elements
- the level of car parking being proposed; that this was not sufficient; that car sharing would be difficult to insist upon and that additional car parking would be required off-site
- the access arrangements for the car park; the pickup and drop off points and how the pupil spill out areas would work
- the noise levels around the site due to the traffic along Black Bull Street; the need for traffic calming measures, with a 30mph limit being suggested and that acoustic fencing may be required
- highways issues and the need for the traffic lanes at Black Bull Street to be reduced before pupils were on site
- the need to consider the type of internal flooring materials to specialist classrooms to ensure this provided a level of comfort for teaching staff who had to stand for long periods of the day

Members were informed that funding for the project was limited and

that the applicants required the largest area of expenditure to be used where teaching and learning would take place. That requirements relating to daylight levels had to be satisfied, which affected the design of the building. Whilst the nearby Leeds College of Building had limited glazing on the workshop elements, this would not be possible for the academy. Similarly the funding streams differed between colleges and academies, with colleges having greater autonomy. The Chair noted these points, but summed up the view of the Panel that improvements could be made to the design of the building

In relation to the specific points raised in the report, Members provided the following responses:

- that the proposed use of the site would be appropriate in principle
- to note the qualified comments in respect of the form, massing, architectural treatment and materials in respect of the regeneration aspirations for the area
- in relation to the boundary treatment, concerns were raised about the proposed paladin fencing to the boundaries; that such fencing was easily vandalised and that an improved form of boundary treatment was required and that more screening should be provided to Black Bull Street to help mitigate against noise levels
- that it was necessary to secure a pedestrian and cycle connection through the site in order to enhance pedestrian connectivity between the South Bank and the rest of the City Centre
- to note Members' comments in respect of the highways and transportation issues

RESOLVED - To note the report, the presentation and the comments now made

175 Preapp 15/00157 - Proposed residential development for 11 town houses, 60 apartments, ground floor concealed car and cycle parking and a small scale ground floor commercial unit - Land at David Street, Holbeck

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 setting out pre-application proposals for a residential scheme at Holbeck Urban Village (HUV)

Officers outlined the background to the proposals and informed Members that Igloo Regeneration, the proposed developer, had a track record of providing highly sustainable developments and creating vibrant communities. It was noted that Igloo owned and had developed the Round Foundry and Temple Works, with the subject site being the last element of the long-term plan for this unique area

The Panel then received a presentation on the proposals from the developer's agent, with information being provided on:

- layout – that the site provided four active frontages, each one facing a different area; that the central area provided the undercroft car park which would be accessed off David Street
- building heights; that the existing building heights in HUV had been considered and respected in the proposals, with the town houses being three storey and the two apartment blocks being six storeys in height
- amenity space and facilities – all houses would have a garden or terrace space, with each apartment having a balcony area; a ground floor commercial/retail unit was also proposed
- design; lighting and materials

Members discussed the proposals and commented on the following matters:

- the size of the rooftop garden space. It was clarified by the developer's architect that this space was 12m wide
- that the heritage references within the design of the scheme were welcomed
- concerns about the massing of the apartments, particularly in relation to their dominance of the town houses
- the size of the town houses; that these were not three storey, as a small basement area was being counted and that an extra storey should be provided on the houses but that the width of these should be narrower
- the height of the apartment block, with mixed views about this
- the nature of the tenure of the properties

In response to the specific issues raised in the submitted report, the Panel provided the following comments:

- that the principle of proposed uses were considered to be appropriate to Holbeck Urban Village and that Members were comfortable with a mixed use
- to note there were mixed views on the emerging design and scale of the proposals
- that Members were broadly satisfied with the emerging mix and standard of residential accommodation proposed
- that the proposed car and cycle parking provision and access arrangements were acceptable, however the Panel noted the comments of the Transport Development Services Manager who raised concerns about the provision of two access points off David Street and that further work should be carried out to establish the possibility of not using David Street to directly access the car park
- that the landscaped proposals were considered to be appropriate and to note that the elements of Wonderwood which required removal in order to develop the site, would be re-sited close by
- that the approach to sustainability was considered to be acceptable

RESOLVED – To note the report, the presentation and the comments now made

176 Date and Time of Next Meeting

Thursday 14th May 2015 at 1.30pm in the Civic Hall, Leeds

CITY PLANS PANEL

THURSDAY, 14TH MAY, 2015

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

177 Chair's opening remarks

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

178 Late Items

There were no formal late items, however the Panel was in receipt of supplementary information in respect of the following applications:

14/07273/FU and 14/07274/LI – Burley House 12 Clarendon Road
(minute 184 refers)

15/00415/FU – Low Fold South Accommodation Road LS10 (minute 185 refers)

The information had been circulated in advance of the meeting and had been published on the Council's website

179 Declarations of Disclosable Pecuniary Interests

There were no declarations of disclosable pecuniary interest

180 Apologies for Absence

Apologies for absence had been received from Councillor R Procter, with Councillor Flynn substituting for her

181 Minutes

RESOLVED - That the minutes of the City Plans Panel meeting held on 16th April 2015 be approved, subject to an amendment to minute 173 – Pre-application/Position Statement – Kirkstall Forge Development to include the following:

- the new station at Kirkstall Forge with concerns being raised this would only serve passengers travelling between Leeds and Bradford and therefore would not serve the wider community

182 Comments by the Head of Planning Services

With reference to the pre-application proposals at Kirkstall Forge considered by Panel on 16th April 2015, the Head of Planning Services informed Members that at the national Place-making Awards, Kirkstall Forge won the award for mixed-use redevelopment and was also highly commended in the Northern England Regional Place-making category

Members were also informed about the latest position in respect of appeals on PAS applications. It was reported that the Inspector's decision to dismiss the appeal on the Kirklees Knowl site was now the subject of a high court challenge, with a date being awaited for the hearing and that the decision on the Grove Road site at Boston Spa would be delayed, with a date on or before 10th September 2015 being given by the Secretary of State's Office for the issuing of this decision

In respect of the applications at Leeds Road Collingham; Breary Lane, Bramhope; East Scholes and Bradford Road East Ardsley, a suggestion had been made by the Council for these to be co-joined, however the applicants had objected to this. The Planning Inspectorate have decided to co-join the appeals in two separate Inquiries and the intention was to appoint the same Inspector for the both hearings and deal with them consecutively

In relation to another site – Haigh Road West Ardsley - agreement had been reached to deal with this appeal by written representations, however in this case, the main focus of the appeal was around character, rather than the Council's 5 year land supply

Members discussed the proposed approach in relation to the time these would take, with the Head of Planning Services stating that overall, the process should be shorter than dealing with the four appeals separately as the issue of the 5 year land supply would be dealt with once for the two Inquiries

183 Application 13/03846/FU - Residential development of 156 dwellings and associated works - Land to the rear of Sandgate Drive Kippax

Plans, photographs and graphics were displayed at the meeting. A Members site visit had taken place earlier in the day

Officers presented a report of the Chief Planning Officer on an application for a residential development, comprising 156 dwellings and associated works on a PAS site to the rear of Sandgate Drive Kippax

Members were informed that the site was well vegetated; there were existing residential dwellings, mainly bungalows to the south; more sparse vegetation to the east and to the north of the site lay the Green Belt and open agricultural land

The proposals had been revised since they were first submitted, which initially was for 166 dwellings. Improved relationships between the existing

residential development had reduced the number of dwellings across the site to 156

Half of the site would be retained as green, open areas and whilst there would be tree loss, mitigation planting was proposed

Details were provided of the walking distances from the site to the nearest schools together with the proposed housing mix and form of the two storey houses

Reference was made to the Executive Board's decision in February 2015 to withdraw the Council's Interim PAS Policy, and allow work to commence on the Site Allocations Plan (SAP), with Members being informed that the SAP did not propose to allocate this site for housing but to retain it as PAS

In respect of highways issues, the applicant had sought to put forward a scheme but Officers in Highways were not satisfied with the proposals

A further representation was reported which expressed concern about the timing of the Plans Panel meeting, i.e. through the day and that insufficient time had been available to consider the revised plan

As the applicant's agent had decided not to speak at Panel, the Chair advised there would be no public speaking on this application

Members discussed the proposals, with the main issues relating to:

- the impact of the proposals
- the inadequacy of the access arrangements
- the SAP process; the work of Development Plan Panel on this and the need to consider sites in the correct context
- the need for significant investment in infrastructure for Kippax
- the work being undertaken on a Neighbourhood Plan for Kippax to shape future development
- whether, in view of the withdrawal of the Council's Interim PAS Policy, any applications on PAS sites should be approved

The Panel considered how to proceed

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 undermine the plan led system, being contrary to policy N34 of the adopted UDP Review (2006) and contrary to Paragraph 85, bullet point 4 of the NPPF, at a time when the Secretary of State has concluded on the basis of examined evidence that Leeds has an identified 5 year housing supply in an up to date Core Strategy. The suitability of the site for housing purposes as part of the future expansion of Kippax needs to be comprehensively reviewed as part of the preparation of the ongoing Site Allocations Plan and Neighbourhood Plan. There are no tangible reasons to justify early release ahead of the comprehensive assessment of safeguarded land being undertaken in the Site Allocations Plan. The Site Allocations Plan will identify which sites will be brought forward for development in the life of the Plan together with the infrastructure which will be needed to support sustainable growth, including additional schools provision and where that would best be located. It is considered that releasing this site in advance of that work would not be justified and would prejudice the comprehensive planning of future growth and infrastructure of the settlement in a plan-led way

2 The proposal is contrary to the Adopted Core Strategy which seeks to concentrate the majority of new development within and adjacent to the main urban area 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 Kippax which is consistent with the size, function and sustainability credentials of a smaller settlement. 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. educational and health infrastructure, roads and public transport improvements. As such, the proposal is contrary to Policy SP1 of the Core Strategy and guidance on the core planning principles underpinning the planning system as set out in the NPPF

3 The Local Planning Authority considers that the applicant has so far failed to demonstrate that the local highway infrastructure, including the wider network which will be affected by additional traffic as a result of this development, is capable of safely accommodating the proposed development and absorbing the additional pressures placed 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 Policy T2 of the Core Strategy, Policy GP5 of the adopted UDP Review and the sustainable transport guidance contained in the NPPF which combined requires development not to create or materially add to problems of safety on the highway network

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, greenspace, travel planning and off site highway, drainage and flood alleviation works contrary to the requirements of Policy GP5 of the adopted UDP Review and related Supplementary Planning Documents and contrary to Policies H5, H8, P9, T2, G4 and ID2 of the Leeds Core Strategy and guidance in the NPPF. The Council anticipates that a Section 106 agreement covering these matters could be provided in the event of an appeal but at present reserves the right to contest these matters should the Section 106 agreement not be completed or cover all the requirements satisfactorily

184 Applications 14/07273/FU and 14/07274/li - Change of use of offices to 16 self-contained students flats and extension of existing annex to form nine self-contained students flats and Listed Building consent application for internal and external alterations - Burley House 12 Clarendon Road Woodhouse LS2

Plans, photographs, including historic images and drawings were displayed at the meeting. A Members site visit had taken place earlier in the day. A supplementary report which set out proposed conditions accompanied the main report

Officers presented the report which related to a conversion of a Grade II Listed Building previously used for offices, to form 16 self-contained student flats and the extension of an existing annex to form a further 9 self-contained student flats at Burley House, Clarendon Road which was sited in a Conservation Area

On the conversion of the Listed Building, Members were informed that work had been undertaken to try, through the conversion, to reinstate the existing room forms and characteristics of the original building. The applicant had agreed to retain the timber panelled lobby area and board room, with the existing skirting boards; doors and cornicing being repaired and retained. The windows would also be repaired and restored to a timber finish

Details of the accommodation being proposed were outlined, with Members being informed that two of the units in the main building were smaller than would usually be supported at 22 – 23sqm. However, as the scheme would retain the original form of the Listed Building and when considering the floor to ceiling heights of the rooms, the number and size of windows and the internal arrangements for normal residential functions, it was the view of Officers that on balance the level of amenity afforded to future residents of these two units would be acceptable

In terms of the new build element, the applicant's architect had updated the drawings to re-order the living arrangements, with the bedroom space now at the back of the units and living space at the front

The design of this element was a deliberately discrete, low scale, flat roofed, modern building which would be of red brick with vertical detailing to compliment the styles of the neighbouring properties

If minded to approve the application, an additional condition was proposed to control the height of the wall and secure an appropriate visibility splay adjacent to the proposed vehicle access

The Design Team Manager informed Members that the inclusion of a flat roof on the new build extension was considered to be appropriate in this case in order to retain the view of the historic host building. Members were also informed that the proposal would retain the Listed Building in viable use

The Panel discussed the application, with the following key issues being raised:

- the ownership of the disused shelter close to the site and whether the annex could be constructed if the shelter was retained
- the window treatment to the main building and the possibility of providing double glazed units to windows which required replacing rather than repairing
- the size of the smallest two flats; whether a mezzanine floor could be considered for the sleeping area; whether the windows could be realigned to the small flat on the top floor to create additional light or for a duplex arrangement to be considered
- the extent of the retention of original features and whether this would include the front entrance and the fireplace

- uncertainty about the form of the flat roof to the modern building; concern that the new extension looked large and was sited closer to the main building than the current extension, so masking much of the wall
- that further design details - possibly vertical elements - should be introduced to the new extension to lessen its impact. The possibility of the brickwork of the host building being cleaned was raised and the need to select carefully the shade of brickwork for the new extension, to ensure it complemented the Listed Building
- that realigning the first floor windows on the new annex so that they were aligned with those on the ground floor would be one way of introducing verticality into the external appearance and should be considered
- the need to ensure the space between the ground floor flat facing the annex is used to create a pleasant outlook for the occupier of that unit

The Chair invited a representative of the applicant to address points raised by Members, with the following information being provided:

- that the shelter, a former garage on the site in the 1930s, was not in the applicant's ownership but was possibly in the ownership of the NHS; that this structure would be retained and would not be affected by the proposed new annex. Members remained to be convinced on this matter and stated this would need further consideration
- the smaller studio flats; that the escape stair would be removed to the second floor flat which would provide additional light. In response to the suggestion that a duplex arrangement could be considered, although being willing to explore this, it was felt little space would be gained by doing this due to the need to take a staircase up through two units

In response to the other points raised by Members, Officers provided the following information:

- regarding window repairs on the host building, that for windows which needed replacing, that discussions could take place with the Council's Conservation Officer and that replacement window units could be double glazed in the interests of sustainability
- on the possibility of providing a mezzanine floor to help address the issues of the living space in the two smallest units, the Deputy Area Planning Manager advised this might not be possible due to the height restrictions
- that along with the features previously mentioned, the front entrance would be retained as would the fireplace

In summing up the comments of the Panel, the Chair stated that the proposals had been well received but that issues remained regarding double glazing to replacement windows in the Listed Building; the size of the two smallest flats and how these could be dealt with; the brick work on the new build element to match that of the Listed Building

The Head of Planning Services advised that these issues could be

dealt with under delegated powers and recommended condition 22 of application 14/07273/FU be reworded, following discussions with the applicant to link it to the work on the Listed Building

RESOLVED - To defer and delegate to the Chief Planning Officer for approval of planning permission and listed building consent in principle, subject to the appropriate resolution of the internal layout of the 1st floor flats in the new build annex; issues relating to double glazing of replacement windows; resolving the size/layout of the two smallest flats; further details of the method of construction of the annex to ensure retention of the adjacent shelter and subject to the conditions included in the supplementary report; additional conditions in respect of the brickwork of the new build annex to match the Listed Building; an additional condition to control the height of the wall and secure an appropriate visibility splay adjacent to the proposed vehicle access; the rewording of condition 22 of application 14/07273/FU, as set out above (and any other conditions which he might consider appropriate)

185 Application 15/00415/FU - 312 dwellings including new open space and associated works - Low Fold South Accommodation Road Hunslet LS10 - Position Statement

Further to minute 100 of the City Plans Panel meeting held on 11th December 2014, where Panel considered pre-application proposals for a residential development at Low Fold, the Panel considered a further report of the Chief Planning Officer setting out the current position on the formal planning application for these proposals. A supplementary report providing an update on highways issues, flood risk and noise, air quality and industrial odour implications was considered alongside the main report

Plans, graphics, precedent images and sample materials were displayed at the meeting

Officers presented the report and outlined the context of the application in relation to other developments and proposals in the surrounding area

Members were informed that although a new bridge link did not form part of the application, the developer was keen to provide this as it would provide good links to New Dock and had the potential to unlock other development sites in the vicinity. In order to provide this, a lower level of affordable housing was proposed than the 5% which would be expected on this site. The view of Officers was that a lower level of affordable housing could be justified on this site in view of the development benefits which would flow from the provision of the bridge link

The scheme proposed 312 dwellings - 160 of them being flats – in a series of 20 individual blocks in a mixed palette of materials. Detailed landscaping proposals had been provided which were key to place making

Detailed design issues were highlighted and included:

- access routes
- landscaping, including a ‘fold’ feature which would be in some parts a decorative function and in others, a practical one, i.e. forming a seating area
- connectivity
- car parking

- sustainability features
- the provision of a new type of back to back dwelling which included a lightwell in each house, running through the building to provide good levels of natural light
- materials, which would include fibre cement panels; metal cladding; mesh cladding; blackened timber cladding and natural coloured timber cladding

In terms of the information provided in the supplementary report, it was confirmed that, in principle and subject to a phased approach to the development, the Environment Agency would be willing to withdraw their objection to the scheme, subject to appropriate conditions

In relation to air quality, noise and industrial odour, the Council's Environment Protection Team was satisfied with the modelling assessment submitted by the applicant in relation to stack emissions from the nearby Allied Glass works and subject to conditions to address issues of potential noise nuisance and air pollution, Officers were of the view that the amenities of the future residents would be adequately protected

On the issue of highways, a range of measures had been set out which would be required if the bridge was not provided. In terms of deliveries and how these would be managed, Members were informed that a layby at the bottom of the service road would be used for on-line retailers/supermarket drop offs and would not impact on the highway network

No visitor car parking would be provided on the site; there would be a need to carry out a survey in respect of off-site car parking and then re-survey as part of a Section 106 Agreement, with additional Traffic Regulation Orders to be funded by the applicant if these were required to address issues of inappropriate parking. In terms of residents parking, basement car parks would be sited under each block, with residents purchasing their parking space at the time they purchased their home, with it being envisaged people would purchase the parking space which was nearest to their home. On the issue of the basement car parking, an error in the submitted supplementary report was corrected, with Members being informed that 45m was the worse case scenario for travel distances between a basement car parking space and the car park exits

In terms of disabled access, steps had been removed from several locations to provide level access/circulation within the site. However steps did not feature on the north western pedestrian route due to the challenge of dealing with the steep site gradients. The applicant had been requested to explore alternative solutions to providing acceptable level access, including a possible connection through the adjacent Rose Wharf site

In view of the range of materials proposed and the non-standard construction process, the Chair allowed the applicant and the scheme architect to address the Panel

Members were provided with information of the following matters:

- the construction process using the Passivhaus principles whereby the units were constructed off site
- the technological process involved in assembling the materials which meant that the amount of material waste on site was reduced

- the timber panelling; that a company in Scandinavia would produce the larch panelling and it would have a 60 year guarantee
- the lightwells which would be 2-3m deep and 4-5m long
- the importance of the connection of this development with Leeds Dock and that the bridge was key in achieving this

Members discussed the proposals and commented on the following matters:

- the lightwells; how these would work; the amount of light they would let in and possibility of producing a model to better understand this element
- whether the basement space would incorporate laundry and/or gym facilities. The applicant stated this space would be required for car parking
- the possibility of introducing retail or leisure uses into the development. The applicant stated that the amenity space would include a 400m running track and informal gym space but that in this location there would be little through traffic and any retail facility would only serve the people on the site and was therefore unlikely to be viable
- concerns about the cladding proposed and the need to know the guarantees the applicant would agree to in respect of the materials
- the security of what was a large, open site; the need to consider personal safety and whether CCTV would be installed. Members were informed that natural surveillance would be the main deterrent; there were no open spaces which were not overlooked and there would be a caretaker on site. The need to see how the management agreement was drawn up was raised. Members were informed that a Community Interest Company would be established to enable residents to take responsibility for their community
- the reduced level of affordable housing being proposed and that in a development of this size, 8 units was not sufficient and concerns that Members were continually being asked to agree to reduced levels of affordable housing
- the lack of visitor parking and the need for a sum of money to be set aside and used if TROs were required. The Transport Development Services Manager stated there were concerns that some visitors would park on East Street or Richmond Hill and that a pot of money may need to provide physical measures and not solely TROs to resolve any adverse highway impact
- the possibility of incorporating some visitor parking at the southern end of the development
- the need to use the black cladding carefully and possibly as a defining instrument to avoid areas of the site looking bleak
- the distance of schools and health facilities from the site, with the Deputy Area Planning Manager stating that the nearest primary and high schools were a ten minute walk, albeit across

East Street, with shops, a medical practice and a pharmacy also within a ten minute walk

- the treatment to the banking alongside the river and the need to ensure the area was stable and that works carried out were in accordance with the Leeds FAS
- the need for more work to be carried out on some of the blocks of flats and that better drawings were required, in particular to the East Street elevation
- the lateness of the supplementary report and the important information it contained in respect of the issue of the bridge link and the importance of the bridge, especially for residents in the nearby Burmantofts and Richmond Hill Ward as this would provide an improved pedestrian connection into the City Centre

The Deputy Area Planning Manager apologised for the lateness of the supplementary report but stated that discussions on the scheme had been ongoing up until the day before the meeting. In terms of the bridge, the applicant's position had not changed since they first presented the scheme to Members in December 2014. Officers had now concluded that the bridge was not essential in planning terms as there were options to improve connectivity without it. However, it was a material planning consideration that the bridge was being offered but with a reduced level of affordable housing and it would be for Panel to reach a decision on this matter

The Transport Development Services Manager stated that the bridge had a strategic purpose in respect of other development sites and had significant benefits for the site in terms of off road cycling and pedestrian routes to the City Centre as well as to other sites, however this was a plan-led requirement rather than a strategic transport-led requirement

The Chief Planning Officer outlined the issue regarding the bridge and noted that many Members had expressed strong views about the level of affordable housing being proposed. The developer was clear what his preferred position was but that would result in a trade off in respect of the affordable housing units. Officers had concluded that with some improvements for crossing East Street the bridge was not essential for the site. However, it would provide the opportunity to plan a larger part of Leeds, i.e. to re-model the South Bank and then create further development and so the bridge was a defining feature which could provide confidence to developers

In response to the specific issues raised in the report, Members provided the following comments:

- that a residential scheme was appropriate for this edge of City Centre brownfield site
- that the proposed mix of house and flat units was appropriate for this edge of City Centre location
- that in general the proposed layout, heights, design and architectural treatment were acceptable however it was noted there were some concerns about the materials proposed
- that the proposal would provide appropriate high quality landscaped public realm, a good standard of private amenity space, biodiversity opportunities and appropriate landscaped riverside setting

- that on balance in the context of a densely built edge of City Centre location, the proposal would give appropriate space between buildings and that the new dwellings would feature an appropriate level of amenities in terms of daylight; sunlight; outlook and privacy
- that the proposal represented a highly sustainable development in terms of its wider environmental benefits, in particular its energy efficient construction and ability to generate on-site renewable energy
- that the provision of a river bridge in lieu of a 2.5% reduction in the normal affordable housing requirement in this case was not agreed to by the majority of the Panel. The possibility of reserving some land for a bridge to be provided in the future which could be funded from a range of developments was suggested

The Chair invited representatives of the applicant to comment on this issue. Members were informed that the offer of 5% affordable housing and the off-site highway works remained; that the site was a challenging one; that what was being proposed was a product which had not been delivered before and that the scheme would set many precedents around how to develop a brownfield site. The importance of creating a development where people wanted to live was stressed and that the South Bank regeneration would add to the attraction of this City Centre development. In terms of affordable housing, the numbers suggested were based on 3 bed houses but that more affordable housing could be delivered on the site albeit in smaller units

In view of these comments, the Chief Planning Officer asked if Members wished Officers to discuss affordable housing numbers in a different mix, with the Chair noting there was opportunity for further negotiation on the affordable housing. The high quality of the proposals was also noted

RESOLVED - To note the report, the presentations and the comments now made

During consideration of this matter, Councillor J Lewis, Councillor C Campbell; Councillor C Gruen; Councillor P Gruen, Councillor Flynn and Councillor Latty left the meeting

186 Date and Time of Next Meeting

Thursday 11th June 2015 at 1.30pm in the Civic Hall, Leeds

This page is intentionally left blank

CITY PLANS PANEL

THURSDAY, 11TH JUNE, 2015

PRESENT: Councillor J McKenna in the Chair

Councillors D Blackburn, G Latty,
T Leadley, N Walshaw, M Ingham,
C Campbell, A Khan, K Ritchie, M Harland,
S McKenna and J Procter

1 Chair's opening remarks

The Chair welcomed everyone to the meeting, and asked Councillor Khan and Councillor Ritchie, who were new members of the Panel, to introduce themselves

2 Late Items

There were no formal late items, however the Panel was in receipt of supplementary information in respect of application 15/00415/FU – Low Fold, which had been circulated prior to the meeting and had been published on the Council's website (minute 6 refers)

3 Declarations of Disclosable Pecuniary Interests

There were no declarations of disclosable pecuniary interests

4 Apologies for Absence

Apologies for absence had been received from the following Members: Councillor P Gruen, Councillor E Taylor, Councillor R Procter and Councillor Hamilton, with Councillors Harland; S McKenna and J Procter substituting for their respective colleagues

5 Minutes

RESOLVED - That the minutes of the City Plans Panel meeting held on 14th May 2015 be approved

6 Application 15/00415/FU - 312 dwellings including new open space and associated works - Low Fold South Accommodation Road Hunslet LS10

Draft minutes to be approved at the meeting
to be held on Thursday, 2nd July, 2015

Further to minute 185 of the City Plans Panel meeting held on 14th May 2015, where Panel considered a position statement on proposals for a major residential development on a brownfield site close to the City Centre, the Panel considered a further report of the Chief Planning Officer setting out the formal application. A supplementary report which set out proposed conditions to be attached to an approval was considered alongside the main report

Plans, photographs, graphics, artist's impressions and precedent images were displayed at the meeting. A Members site visit had previously taken place and as part of the round of site visits earlier in the day, Members had driven past this site

The Deputy Area Planning Manager presented the report and outlined the scheme, highlighting detailed design elements of the proposed landscaping and elevations and referring to the generally supportive comments made by Panel about the proposals at the May meeting. Particular issues where concerns had been raised related to the level of affordable housing offer and the desire of the applicant to provide a bridge link in lieu of the required level of affordable housing; the durability of some of the proposed materials and the traffic implications arising from the absence of visitor parking within the scheme

Members were informed that the developer had agreed to increase the number of affordable housing units to 16, however these would not be a mix of houses and flats, but would be 1 and 2 bed flats. This would enable the developer to also provide the river bridge. Whilst the provision of this bridge was not necessary to make the development acceptable, in terms of the opportunities it would provide to link to sites in the wider area, it was seen as being of great importance

In terms of durability of the proposed cladding materials, details of these had been included in the submitted report

Concerning parking, no dedicated visitor parking would be provided on site, however the developer was of the view that based on previous experience, not all of the available parking for residents was likely to be taken up. Residents would have access to a Smart App to see where parking spaces were available so could inform their visitors where they could park. Additionally, as part of the S106 agreement, the developer would carry out a parking survey of the area from a walking distance of 800m from the site access road and resurvey this area after the development was complete. If parking problems arising from the development were evident, mitigation measures would be provided

Members were informed that the Environment Agency was now happy with the flood risk assessment and had withdrawn their objection, provided that the flood mitigation measures were carried out as proposed and were controlled by condition, which Officers were satisfied with

If minded to accept the Officer's recommendation, amendments to the Officer's recommendation would be required to clarify that the delivery of the bridge to be controlled by the S106 agreement should be for a pedestrian and cycle bridge, and that in the event the bridge was not delivered, the full level of affordable housing would be provided on site, along with additional necessary off site highway works. Also the S106 Heads of Terms would need to include the requirements for the carrying out of a parking survey pre

and post development and the provision of any off site mitigation measures, in accordance with the approach agreed with the developer

The Panel considered the application with the key areas of discussion relating to:

- the bridge link; the benefits it would bring to the local community and wider area and the importance of ensuring land was available for the bridge to land on the other side of the site. Members were informed that the proposed bridge landing could be provided on land owned by the Council, subject to detailed design
- the affordable housing and where this would be sited. Members were informed the exact location of these units would require discussion with the social landlord but that the intention was not to have them sited in one block
- the Community Interest Company; that this appeared to be a good model and would be of benefit when dealing with maintenance issues
- highways and parking issues, with concerns continuing to be raised at the absence of visitor parking spaces on the site and the possibility of this leading to parking problems occurring beyond the site. The Deputy Area Planning Manager outlined the proposed requirement for pre and post development traffic surveys and the provision of any necessary mitigation measures which would form part of the S106 agreement
- the durability of some of the materials and the need for prospective residents to understand that a level of maintenance of the exterior cladding would be required. Concerns were raised at the practicality of this, particularly for the highest blocks within the scheme
- the landscaping proposals and whether advice would be sought on what was being proposed. The Deputy Area Planning Manager advised that the landscaping was covered by conditions and that the Council's Landscape Officers would consider the proposals

The Panel considered how to proceed

RESOLVED – To defer and delegate to the Chief Planning Officer for approval in principle, subject to the specified conditions set out in the supplementary report (and any others which he might consider appropriate) and following the completion of a Section 106 Agreement to cover the following matters:

- affordable housing – the provision of 5% of the total units as affordable housing on site (16 units) plus the delivery of a publicly accessible pedestrian and cycle bridge across the River Aire. In the event the bridge did not proceed, the full 15% of affordable housing to be provided on site in accordance with adopted planning policy and the provision of the necessary additional highway improvement works
- travel plan monitoring fee £3650
- provision of two car club bays and £25,000 car club trial provision

- public access throughout the site
- co-operation with local jobs and skills initiatives
- management fee £750
- parking survey of an area 800m from the site access road prior to development and resurvey upon completion of development and provision of additional parking mitigation measures if required
-

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

7 Application 13/02771/OT - Outline planning application for the erection of residential development, landscaping, open space and incorporating associated new access (layout, appearance, landscaping and scale reserved) - Land off Great North Road Micklefield LS25

Plans and photographs were displayed at the meeting. A Members site visit had taken place earlier in the day

Officers presented a report of the Chief Planning Officer on an outline application for residential development, landscaping, open space and new access, with all other matters reserved, on a greenfield site, allocated in the UDP Review for housing at Great North Road Micklefield. A position statement on the proposals had been considered by City Plans Panel on 21st November 2013

Details of the access arrangements; the existing boundary treatments of the site and the relationship of the site to the adjacent newly built dwellings were highlighted. Members were informed that the small area of Green Belt land sited between the housing allocation site and the A1(M) was being proposed by the applicant to be incorporated into the red line boundary to provide additional green space. As this was a departure from the Development Plan, the application would require re-advertisement

In terms of highways issues, the applicant had been asked to consider a solution which improved the existing junction at Barnsdale Road and Church Lane, with the proposals being put forward to widen Barnsdale Road and introduce a right hand turning lane into Church Lane. This was considered to be acceptable to Highway Officers

In terms of the Grade II Listed mile stone, Members were informed this was outside of the development area and would not be affected by the proposals although a condition to protect it during the works was proposed

The proposals would involve tree loss, with this being outlined in the submitted report. Members were informed that most of the trees to be removed were classed as category C, i.e. trees of low quality or young trees, although some category B trees, i.e. trees of moderate quality or value, would be affected. It was stated that this tree loss was unavoidable as the housing allocation had to be delivered

Objections had been received to the proposals, with particular concerns relating to the highways scheme. Although an alternative

roundabout solution had been proposed, this would also impact on trees. Receipt of two further representations was reported, these raising issues relating to highways and flooding. Members were informed that Highways Officers were satisfied with the Stage 1 Safety Audit which had been undertaken on the proposed highway works. In respect of flood risk management, mitigation measures could be installed, with these being dealt with at the detailed design stage

Details of the planning obligations were provided, which would include affordable housing at 15%

In view of the need to re-advertise the application, Members were informed of a revision to the wording of the recommendation to accommodate this

The Panel then heard representations from two objectors who, with agreement of the Chair were on this occasion, given two minutes each to address Members

The concerns relating to the proposals were outlined and included:

- drainage issues
- school provision, particularly in view of the lack of land to expand the local primary school
- highways safety and concerns with the proposed junction layout
- that the application should be deferred for consideration of alternative highways solutions

The Panel then heard from a representative of the developer who provided information on the highways issues, which included:

- the design of the highways proposals which had been approved and reviewed by the Council
- that an independent Stage 1 Safety Audit had been carried out and accepted by Highways Officers
- the proposals provided betterment to existing and future road users
- that Members had all the information they required to consider the proposals

In response to queries regarding education provision and drainage, the Chair invited the developer to respond. In terms of education provision, the developer informed Members he was unable to respond on this point. Concerning drainage and recent ponding which had occurred on part of the site, that this could be mitigated by installing an infiltration trench/land drainage system between the new development and the existing houses on Great North Road

The Panel discussed the application, with the main issues being raised relating to:

- highways. The Transport Development Services Manager advised that much work had been undertaken in considering the proposed solution. The solution was tight and some of the standards were minimum and whilst other solutions might be available, this was what had been submitted and was considered to be acceptable and safe, with an independent Stage 1 Safety Audit having been undertaken and deemed acceptable

- education provision and concerns about the feasibility of this if land for expansion was not available. Members were informed that regarding the expansion of the primary school, a financial contribution for this would normally have been required prior to the adoption of CIL but this type of infrastructure improvement would now be delivered through the Community Infrastructure Levy (CIL). For clarity, the Chief Planning Officer stated that the need for the expansion of the local primary school related to the whole housing allocation site, with the extent of this being highlighted on the plan, for Members' information
- the green space being provided; the siting of the children's play area; (as indicated on the allocation wide masterplan), that providing green space within the Green Belt, might in this case be acceptable in view of the narrowness of the Green Belt at this point, however it was felt there was a need for justification of this course of action, to guard against similar proposals elsewhere
- the need to co-ordinate proposals across a wider area and that the application before Panel could be considered as premature

The Chief Planning Officer advised the Panel that in respect of the highways issues which had been raised, these had been addressed. On the issue of green space, there was a justification for the proposed incorporation of a narrow strip of Green Belt land and that a larger amount of green space was being provided which was acceptable. Finally on the primary school expansion, the financial contribution would be picked up by CIL and that future education provision would need to be picked up with other developers with sites near to the existing primary school. However, it was for Children's Services to advise what provision was needed and where this should be sited.

The Chief Planning Officer stated he did not consider the application to be premature

The Panel considered how to proceed

RESOLVED - To defer and delegate to the Chief Planning Officer for approval, subject to the revised red line boundary and re-advertisement of the application as a Departure from the Development Plan; subject to no new, material planning considerations being raised as part of that re-advertisement process and subject to the conditions set out in the submitted report; an additional condition to cover the protection of the Listed mile stone on Barnsdale Road during the construction work (and any others which he might consider appropriate) and the completion of a Section 106 Agreement to cover the following:

- affordable housing – 15% (with a 60% social rent and 40% submarket split)
- public open space on site of the size and locations set out on the revised masterplan
- improvements to bus stop 24237 at a cost of £10,000
- travel plan, including a monitoring fee of £2,500 and £1,000 contribution for cycle/scooter storage at the primary school
- residential Metrocards (bus and rail) at a cost of £605.00 per dwelling
- employment and training initiatives (applies to the construction of the development)

In the circumstances where the S106 has not been completed within 3 months of the resolution to grant planning permission, the final determination of the application shall be delegated to the Chief Planning Officer

During consideration of this matter, Councillor J Procter took his seat in the meeting

8 Application 15/02023//RM - Reserved Matters application at Plot A2 of the wider Thorpe Park Masterplan - Thorpe Park Business Park Barrowby Lane/Manston Lane Leeds 15

Plans, graphics, drawings 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 on a Reserved Matters application for a three storey office building with roof mounted plant housing and associated parking on Plot A2 at Thorpe Park

The design of the scheme was outlined and details of the proposed materials were provided. Members were informed what was proposed was a simple, high quality design which incorporated a range of sustainable elements, including provision on the roof for solar photovoltaics. No objections to the application had been raised and the scheme was policy compliant

RESOLVED - To defer and delegate to the Chief Planning Officer for approval, subject to addressing outstanding issues and the imposition of the conditions set out in the submitted report (and any others which he might consider appropriate)

9 Application 15/01615/FU - Four storey office building with associated parking - 3175 Century Way Thorpe Park LS15

Plans and graphics were displayed at the meeting. A Members site visit had taken place earlier in the day

The Panel considered a report of the Chief Planning Officer on an application for a four storey office building with associated parking on Plot 3175, sited off Century Way, west of the roundabout off Junction 46 of the M1

Members were informed that the Coal Board had removed their objection to the scheme

In view of the development being for office use, Officers recommended an alteration to the recommendation to include provision for an alteration of the S106 covering the original consent in terms of triggers for the provision of the Manston Lane Link Road (MLLR) which was linked to the amount of office accommodation on the site

RESOLVED - To defer and delegate to the Chief Planning Officer for approval, subject to addressing outstanding issues; the imposition of the conditions set out in the submitted report (and any others which he might consider appropriate) and to include provision for any requisite variation of the S106 in terms of triggers for the provision of the MLLR

10 Preapp/15/00275 - Proposed redevelopment of Tower Works Globe Road comprising offices, residential, supporting A1, A3, A4 and D1 uses and public open space - Tower Works 2 - 10 Globe Road Holbeck LS11 - Pre-application presentation

Plans, photographs including a 1951 photograph of the site; an historic painting of Holbeck; graphics; precedent images and a fly-through were displayed at the meeting. A Members site visit had taken place earlier in the day

The Deputy Area Planning Manager introduced the proposals and referred to the number of proposed developments for Holbeck Urban Village including the Tower Works site which had been brought forward but had not progressed. Reference was also made to the Holbeck Urban Village Planning Framework, which set out the urban design framework and key principles for development within Holbeck Urban Village (HUV) and the number of historic buildings within the area, several of which were Listed

The Tower Works site was owned by the Homes and Communities Agency which had run a competition to develop the site, with Carillion Developments winning the competition and having now entered into pre-application discussions with Officers. The parameters for the competition had referenced the existing planning permission for the site and the adopted planning guidance for the area in relation to massing; scale; connectivity and preserving the setting of the Listed Buildings

Members were informed that an application proposal had also been received from the adjacent site owner, with pre-application discussions beginning to take place and that it was important that the developers of both sites worked collaboratively to ensure delivery of the planning objectives in the Holbeck Urban Village Planning Framework

The Panel then received a presentation from a representative of the developers of the Tower Works site, with Members being provided with information on the proposals which included:

- the mix of uses proposed, these being residential; flexible office space and a range of active uses, including shops, restaurants, cafes and bars, along with public open space
- that nine buildings were proposed to be arranged around the site
- the provision of a main square area which would include a water feature
- that 50% of the site would be Public Open Space and that the use of text within the floor plan would provide a history of the site to its visitors
- the use of greenery which would be used vertically and horizontally
- that to respect the Listed Buildings, the buildings on Globe Road would be kept to a lower level and that the original factory entrance would be used to access the site
- the treatment of Water Lane, with the historic factory wall being continued and new building being sited above it

- the residential accommodation and that this would be a mix of town houses and flats

In response to questions from Members, additional information was provided relating to:

- on-site parking. This would be at a low level as the site was in a highly sustainable location and was close to public transport links. Low level/minimal parking was specified in the HUV Planning Framework and to avoid vehicles coming into HUV, a multi-storey car park was proposed on the periphery of the village. The Listed Building posed limitations in terms of providing an underground car park, as did the risk of flooding. From agent feedback from the development at Granary Wharf, only 27% of residents had taken up the parking on this site, with the developers considering that people who would be interested in living on the site would be making a lifestyle choice not to have a car
- energy efficiency. That BREEAM 'excellent' was being aimed for and that in terms of the provision of solar panels, the number of these to be provided would be that required to meet this standard
- the relationship between blocks D and F and Verona Tower; that these buildings would step back to give the historic tower some breathing space and that a mini square would be created around Verona Tower, with building G benefitting from glazed walls to enjoy the views in this space
- the Engine House and future uses for this. It was noted this building was in Council ownership. The developer's representative stated that a number of uses were being considered for this building, including a micro-brewery and an art house cinema

Members discussed the proposals and commented on the following key issues:

- the attractiveness of much of the scheme, particularly at Globe Road and the use of the original entrance archway but concerns that the historic, listed towers were not being sufficiently respected within the scheme; that they were being crowded; that from some aspects, it would be difficult to glimpse views of them and from the canal view, any building on the adjacent site could obscure the towers entirely and that in previous discussions about the site, Members had stressed the importance of retaining views of the towers
- the Globe Quay building and that this would be dwarfed by the surrounding buildings and that a less dense development which provided more space around the Towers would be more appropriate
- the excellent use of brickwork in the scheme
- the green credentials being aimed for and the importance of buildings in this area meeting high BREEAM standards

- the use of green walls within the scheme which was welcomed as was the accommodation types, with some triplex units being provided
- that the considerable attention given to the Globe Road frontage had not been sustained in respect of buildings inside the site
- concerns about blocks G, J, K and L which were felt to create a closed in effect
- land ownership and commercial matters and how these could be affected if a less dense development was proposed
- that the low level of on site car parking provision must be justified, particularly for family sized units

The Panel considered the specific points Officers required Members' comments on, as set out in the submitted report. Prior to this, the Deputy Area Planning Manager highlighted that whilst ground floor active uses were generally supported by planning policy, the amount of A1 use was normally restricted. The developer's representative stated that the A1 use could be reduced to less than 372 sqm

In response to the questions posed in the report, the Panel made the following comments:

- that the mix of proposed uses were acceptable, in view of the comments made on behalf of the applicant about the extent of the A1 uses
- that the scale and arrangement of the buildings were not appropriate, especially with regard to the listed towers and buildings and that further consideration needed to be given to these matters, in light of the detailed comments by Members
- that Members were supportive of the emerging mix and standard of residential accommodation being proposed
- to note Members' concerns and views on the approach to car parking provision within the site and the need for accessibility improvements on Globe Road

The Deputy Area Planning Manager stressed the importance of the pedestrian access being as good as it could be to accommodate greater pedestrian trips generated by the proposals, with Officers being of the view that the width of the Globe Road footpath was not wide as was desired and that there were aspirations to better connect this site to the surrounding area to the south

RESOLVED - To note the report, the presentation and the comments now made

11 Preapp/15/00332 - Proposals for a roof top extension to the southern arcade block of the Victoria Gate development - land bounded by Eastgate, St Peters Street and George Street/Dyer Street - Pre-application presentation

Plans and graphics were displayed at the meeting

Members received a presentation from the developer's architect on proposals for a roof top extension to the southern arcade block of the Victoria Gate development

Draft minutes to be approved at the meeting
to be held on Thursday, 2nd July, 2015

The background to the project; the construction process and planning history were briefly outlined to the Panel. Members were reminded that the original approved scheme for the first phase of the development included a 3 storey block to the southern edge of the site. The developer then considered that not all 3 floors to this side of the Phase 1 site were required and submitted a variation application to remove the top floor of the southern block. In view of the level of demand for restaurant space within the scheme, the developer was now seeking to reintroduce a 3rd floor to the southern block

Due to the level of construction which had already been carried out, a lightweight solution to providing this additional accommodation was proposed, with corten steel and patinated brass being considered

The Panel also heard representations from an objector who expressed concern that the proposal would impact on the viability of the Templar Pub and other A3 and A4 uses in the immediate vicinity of the site and that Hammersons had appeared to have changed their views on what were appropriate uses in this area

The Panel discussed the proposals and sought reassurances about the access arrangements to the roof top restaurant by people with mobility issues. Members were reassured that as well as a spiral staircase, there was good lift provision

In response to the specific points raised in the report, the Panel provided the following comments:

- that the scale, massing and layout of the proposed extension were acceptable
- that the design and materials proposed were acceptable. The confidence Members had in the developer's architect, Mr Ludewig, was stressed
- that the proposal could be delegated to Officers for the determination of any subsequent planning application

12 Date and Time of Next Meeting

Thursday 2nd July 2015 at 1.30pm in the Civic Hall, Leeds

This page is intentionally left blank

NORTH AND EAST PLANS PANEL

THURSDAY, 9TH APRIL, 2015

PRESENT: Councillor R Charlwood in the Chair

Councillors R Grahame, M Harland,
C Macniven, J Procter, M Lyons,
B Cleasby, B Selby, S McKenna, D Cohen
and R Wood

145 Chair's opening remarks

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

146 Declarations of Disclosable Pecuniary Interests

There were no declarations of disclosable pecuniary interest. Councillor Cohen brought to the Panel's attention that in respect of application 15/00648/FU – 265 Alwoodley Lane, the applicant was a close family friend and that when Panel considered the application, he would withdraw for this item (minute 150 refers)

147 Apologies for Absence

Apologies for absence were received from Councillor Wilkinson, with Councillor Wood substituting for him

148 Minutes

RESOLVED - That the minutes of the North and East Plans Panel meeting held on 12th March 2015 be approved

149 Application 14/05100/FU - Raise roof height of main dwelling; two storey extension to front; two storey extension to side/rear; single storey extension to side; dormer windows to rear roof plane and create living space in roof - 7 Bracken Park, Scarcroft, Leeds

Further to minute 141 of the North and East Plans Panel meeting held on 12th March 2015, where Panel resolved to defer determination of an application for alterations and extensions at 7 Bracken Park Scarcroft, to enable a site visit to take place, the Panel considered a further report of the Chief Planning Officer

Minutes approved at the meeting
held on Thursday, 28th May, 2015

Plans, drawings and graphics were displayed at the meeting. A Members site visit had taken place earlier in the day

Officers presented the report and informed Members that the two storey element was proposed to be sunken to a greater degree than had previously been proposed, so making it now similar in height to the neighbouring properties

Sun path diagrams provided by the applicant were presented to Panel to show the extent of the overshadowing from the proposals on no.9 Bracken Park at various times of the day

The Panel discussed the application, with the main issues relating to:

- the size of the existing and proposed dwelling in terms of numbers of bathrooms and bedrooms
- the sun path diagrams; the accuracy of these; the extent of the trees shown on the drawings and whether Officers had checked these submissions. Concerns were raised that Officers had not verified the accuracy of the sun path diagrams; that the Department did not provide its own sun path drawings and the importance of having such information on cases where objections were raised on the grounds of overshadowing
- the information shown on the sun path diagrams and whether this related to loss of light. The Panel's Lead Officer advised that loss of light was a different issue, with light meters being the usual way of assessing that particular matter
- the impact of the proposals on neighbourhood amenity; the usefulness of the site visit in understanding the issues involved and concerns about the dominance of the proposals and that these would have a significant impact on visual amenity. Concerns were also raised about the distances currently between nos 7 and 9 Bracken Park which were considered to be tight
- the front extension; that the scheme could be improved by the deletion of this and the fact that on one of the drawings submitted by the applicant, this extension was shaded out which did not help Members when considering the proposals
- the need for further work to be undertaken on the scheme before it could be considered for approval

The Head of Planning Services referred to the sun path submissions and advised that the extent of shade indicated at 16.00 in summer could be accepted as it was usually later in the day when shadowing occurred and that in a large garden, as was no. 9 Bracken Park, there was less of an impact

Members considered how to proceed

RESOLVED - That the application be granted subject to the conditions set out in the submitted report

150 Application 16/00648/FU - Demolition of existing house and the erection of three storey block of two flats - 264 Alwoodley Lane, Alwoodley, Leeds

Prior to consideration of this matter, Councillor Cohen withdrew from the meeting

Plans, drawings, graphics 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 to the demolition of the current dwelling at 264 Alwoodley Lane and its replacement with a three storey block of two, generously sized flats

The planning history of the site was outlined to Panel which had included several co-joined applications with 266 Alwoodley Lane, for flat developments, although more recently applications solely for the subject site had been submitted with the most recent application for 3 flats and basement parking being refused and subsequently dismissed on appeal. Planning permission had also been granted in 2009 for the demolition of the existing dwelling and the construction of a larger, five bedroom detached house, with Members being informed that the applicant now sought to bring forward a scheme with dimensions which reflected the 2009 approval, albeit for two flats

Members were informed that the current application sought to address issues in the previous schemes. In terms of the principle of development, local concerns about the loss of family housing and the introduction of flats had been noted, however the Inspector in determining an application on the site in 2012, was satisfied with flats being introduced in this location and that such accommodation did not necessarily preclude occupation by families. Members were also informed there was no policy to prevent flats being sited in any location

Details of the access arrangements; boundary treatments; outdoor space, internal layout of the accommodation and parking were provided. Members were also informed that the footprint of the new dwelling would be set two metres further back into the site than the existing dwelling

In respect of impact of the proposals on the character of the area, the proposals would read as a two storey dwelling from Alwoodley Lane

Members were informed there were no issues in relation to highways safety or parking; that in relation to drainage, colleagues in Flood Risk Management had not raised concerns about what was one additional dwelling and that conditions were proposed to deal with drainage matters

The Panel heard representations from an objector who outlined concerns which included:

- the planning history of the site and the impact on neighbours of frequent planning applications at 264 and 266 Alwoodley Lane
- the possibility of a precedent being set for the development of flats in the area if the application was approved, with concerns this would lead to transient occupation and the loss of community/local life
- the extent of local opposition to the application
- the size of the flats being proposed
- highway concerns, particularly on-street parking; the steep nature of the drive on site and the extent to which the underground car park would be used by residents because of this

The Panel then heard representations on behalf of the applicant who

addressed Members and provided information which included:

- details of the on-site parking being provided
- the nature of the accommodation being provided and that it would not lend itself to transient occupiers
- that two long-standing, local residents sought to move into the proposed development
- that the development was not a speculative one. The applicant who was in attendance, confirmed to the Panel that he had no interest whatever in the adjoining site
- that much work had been carried out with Officers on the proposals for two, substantial, well-appointed flats
- that the proposals represented an appropriate development on a brownfield site

Members discussed the application, with the main areas of discussion relating to:

- the underground car park; its appearance and size to cater for normal vehicle manoeuvring, particularly from large cars. Members were informed that the basement would be well lit and that a heated ramp would be provided so access to the facility would be possible all year round. In respect of entering and exiting the car park in forward gear, the Panel's highways representative advised that this had been looked at carefully; that the car park plan had been amended to provide further space and that working on a 95 percentile vehicle, Officers were content these manoeuvres – this being a three point and multipoint manoeuvres - could be made even if all of the spaces were occupied such that vehicles could enter and leave the basement in a forward gear
- the likelihood of this form of development proceeding, with the view being expressed that if planning approval was granted, an application for a more intensive scheme on the site might be submitted
- that the proposals were not for the betterment of the area
- that the applicant had taken on board the points raised in the previous refusals
- drainage issues; the impact of the proposals on run off rates, which Officers advised would increase; methods of addressing this increase and the fact that detailed drainage information had not been included in the report before Panel. The Panel's Lead Officer advised that the wording of the proposed drainage condition could be tightened up to include run off rates and that it was critical to establish the principle that the land could be properly drained and that detailed drainage conditions would be attached to the approval

The Panel considered how to proceed

A proposal to refuse the application was moved and seconded but did not receive majority support

RESOLVED - That the application be granted subject to the conditions

set out in the submitted report and that additional details be included relating to the imposition of the drainage related conditions to restrict the run off rate to greenfield rates or the existing run off rate

Following consideration of this matter, Councillor Cohen resumed his seat in the meeting

151 Application 14/06051/FU & 14/06052/LI - Full and Listed Building applications for external and internal alterations, single storey extension and addition of new air conditioning and condenser units - Crown Hotel, 128 High Street, Boston Spa, Wetherby

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 related to applications for full planning approval and Listed Building consent for alterations to the former Crown Hotel Public House at High Street, Boston Spa, which was located in a Conservation Area

The planning history of the site was outlined to Members with it being stated that the premises could lawfully be used as a retail store without a Change of Use being required, with the lawful use as a Public House being established on appeal and the use as a retail store being permitted by government statute. Accordingly the retail use of the property and factors relating to the retail use were not material to the consideration of the applications before Members

The proposal before Panel related to the internal and external alterations of the ground floor of the property, with many original features to be retained following discussions with the Council's Conservation Officer. A small infill extension at the rear of the site was also proposed. The front of the property would remain unchanged

Members were informed that signage did not form part of the application before Panel and would be subject to a separate application for advertisement consent

In terms of highways issues, these were not a consideration in this case as the site could be used for retail development without the need for planning permission

A late representation which supported the proposals was reported

The Panel heard from a local resident who had objected to the application, with the main issues being raised relating to:

- noise nuisance due to the number of deliveries to the store each day and obstruction from parking on Church Street
- impact of the proposals on highways safety and the free flow of traffic, particularly at peak times
- the need for delivery times to be restricted

The Panel also heard from the applicant's agent who provided information to Members, which included:

- that the size of vehicles and use of beepers could be controlled and that a surface yard and delivery strategy would be provided

- the applicant's willingness to accept informatives on a planning approval, to address issues relating to the impact of the proposals on residential amenity
- that the applicant would be willing to fund a Traffic Regulation Order to address highway concerns
- that the applicant would be willing to enter into a Unilateral Undertaking to address highway issues relating to the property being used as a retail store

The Panel discussed the application, with the main issues raised relating to:

- the lack of consultation with Ward Members. Concerns were expressed about the approach taken by the applicant/agent in this case, this being to secure planning permission first and then seek to discuss issues with the local community
- signage. Members were informed that in this location, a heritage sign would be used, with Members seeking further reassurances about the proposed signage
- that further details on several issues were required before Panel could reach a decision on the application

The Panel's Lead Officer advised Members that the situation was unusual in that the grant of planning permission for retail use did not rest with the LPA in this case. The application before Panel related to the alterations and the effect of these and whilst it was recognised that there were highway implications from the retail use, those matters could not be linked to the applications before Panel. In respect of the Unilateral Undertaking which had been offered, this was not something the Panel could place weight upon in determining the applications

Members considered how to proceed

RESOLVED - To defer determination of the application for one cycle and for a further report to be submitted to Panel which set out what matters could and could not be considered as part of both applications and to seek the submission from the applicant of a Unilateral Undertaking which should address the highways issues associated with the operation of the property as a retail store, with Ward Members being consulted on the Unilateral Undertaking prior to the next Panel meeting

152 Date and Time of Next Meeting

Thursday 28th May 2015 at 1.30pm in the Civic Hall, Leeds

NORTH AND EAST PLANS PANEL

THURSDAY, 28TH MAY, 2015

PRESENT: Councillor N Walshaw in the Chair

Councillors R Grahame, M Harland,
C Macniven, J Procter, G Wilkinson,
B Cleasby, B Selby, S McKenna and
A McKenna

1 Chair's opening remarks

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 had been received from Councillor Wadsworth

4 Minutes

RESOLVED - That the minutes of the North and East Plans Panel meeting held on 9th April 2015 be approved

5 Matters arising from the minutes

With reference to minute 151 of the North and East Plans Panel meeting held on 9th April 2015, - Applications 14/06051FU and 14/06052/LI – Crown Hotel 128 High Street Boston Spa Wetherby, the Panel's Lead Officer advised that the application had been withdrawn by the applicant

6 Application 14/05078/FU - The Old Forge Cottage Forge Lane Wike LS17 - Appeal summary

Further to minute 113 of the North and East Plans Panel meeting held on 8th January 2015, where Panel further considered an application for the demolition of an existing cottage and erection of new dwelling with detached garage and indicated it would have refused the application had an appeal

Draft minutes to be approved at the meeting
to be held on Thursday, 25th June, 2015

against non-determination not have been lodged, Members considered a report of the Chief Planning Officer setting out the Inspector's decision

The Inspector had noted there was a fall-back position in this case which was important, however as the applicant had not proved that the fall-back position could be achieved, less weight was applied to this and the appeal was dismissed

The Panel's Lead Officer stressed the importance of this decision when considering applications where fall-back positions existed, especially where these were evidenced

RESOLVED – To note the appeal summary set out in the submitted report

7 Application 15/00737/FU - Erection of nine self-contained flats off Sutton Approach LS14

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 residential development comprising nine self-contained flats, in two blocks, off Sutton Approach LS14

The planning history of the site was outlined, with Members being informed that previous concerns about the site being former allotments had been investigated, with Officers now satisfied this was not the case and therefore the principle of development of the site was acceptable

The layout of the development was presented, with concerns being outlined in relation to the tandem arrangement of buildings and the lack of amenity space, with these being cited in the recommendation before Panel to refuse the application

The Panel heard representations from the applicant's agent who provided information to Members which included:

- that the proposals complied with Neighbourhoods for Living and the Street Design Guide
- that the scheme was similar in form and mass to the surrounding properties
- that the scheme could not be considered as backland development
- the size of the amenity space

Members discussed the application and commented on the following matters:

- the shared amenity space and how this would work practically
- that this was brownfield site and was ready for development
- safety in view of the proximity of a former mine. The presenting Officer advised that the Coal Board had not stipulated any special requirements in respect of the proposals
- the proposed layout and the amount of amenity space being provided

The Panel considered how to proceed. The need for the site to be developed was supported however the extent of the proposals were considered to amount to overdevelopment and that a smaller development on

the site might be more suitable. In supporting the Officer's recommendation, Panel hoped the developer would consider a smaller scheme for the site which better respected the character of the area

RESOLVED - That the application be refused for the following reason:

The local planning authority considers that the proposed development as evidenced by the tandem arrangement of buildings and extent of hardstanding which when viewed in context with the spatial characteristics of the plot and the relationship to its surroundings, represents an overdevelopment of the site resulting in harm to the visual amenity of the site and character of the area. Furthermore, it is considered that the proposed development would by reason of its layout, building footprint and off-street parking requirements, fail to provide the future occupants of the proposed flats with adequate amenity space resulting in an overall sub-standard level of accommodation, prejudicial to the interests of residential amenity. Accordingly, the proposed development is thereby contrary to the City Council's Core Strategy (2014) policy P10, the saved UDP Review (2006) policies GP5 and BD5 and the guidance contained within the Neighbourhoods for Living SPG

Under Council Procedure Rule 16.5, Councillor R Grahame required it to be recorded that he voted against the matter

8 Application 15/00203/FU - Part demolition of existing buildings and erection of three terraced houses with parking - 13/15 Parkside Road Meanwood LS6

Plans, photographs and drawings were displayed at the meeting. A Members site visit had taken place earlier in the day

Officers presented a report which sought approval of the partial demolition of existing buildings and the erection of three terraced houses with parking at 13-15 Parkside Road, Meanwood. The application site incorporated a stone building and associated yard, together with No.17 Parkside Road, with the driveway of this property being incorporated into proposed parking for the new development whilst still providing parking for No. 17 Parkside Road

Members were informed that the site needed developing however Leeds Civic Trust had objected to the application, with concerns being raised about the loss of the stone building which was felt to have some historic value. Members were advised that the site was not within a Conservation Area and the stone building was not Listed

Clarification was sought on the property affected by the proposals for the driveway. The Panel's Lead Officer confirmed this was No.17 Parkside Road and that there had been an error on the drawings which indicated the property affected was No. 14 Parkside Road

Members were also informed that the applicant owned part of the adjoining stone building which was marked on the plan as additional residential accommodation. If this was existing residential use, the LPA would not have control over that refurbishment. It was reported that there

had been anti-social behaviour on the site and that the refurbishment of this additional element might address this problem

The Panel heard from a local resident who was also speaking on behalf of a number of neighbours and who highlighted concerns with the application which included:

- the heritage value of the buildings; that these formed part of the Fosse estate and comprised quality stone and many attractive features
- overdevelopment
- lack of parking for No.13 Parkside Road
- minimum amenity requirements were not being met
- that 4 bed properties were being proposed so families with children could reasonably be expected to occupy these dwellings

The Panel then heard representations from the applicant's agent who provided information to Members, which included:

- the amount of time spent on bringing the scheme forward
- that the heritage argument was not accepted
- that the issue of on-street parking was addressed by the scheme
- confirmation that the property affected by the driveway proposals was No. 17 Parkside Road
- that a garden space would be provided
- that the option existed for the site to be returned to commercial use

Members discussed the application, with the main issues raised relating to:

- restricting the development of the roofspace to Plot 1 as a living space to avoid further intensification of the site. The Panel's Lead Officer advised that a condition could be included to restrict the roofspace of Plot 1 from being used for habitable accommodation
- the nature of the concerns raised by a Ward Member
- issues of overlooking
- concerns the proposals represented overdevelopment and that two dwellings might be considered more appropriate
- the loss of amenity

The Panel considered how to proceed

RESOLVED - To defer determination of the application for one cycle due to concerns regarding overdevelopment and overlooking and to request further negotiations take place to see if a scheme could be put forward with a reduced height, reduced number of dwellings and which addressed the issues of overlooking, and for a further report to be brought back to Panel for determination of the application

9 Application 15/01177/FU -Two detached dwellings at 7 Westfield Lane Kippax LS25

Plans, photographs and drawings were displayed at the meeting. A Members site visit had taken place earlier in the day

Officers presented a report seeking approval of an application for two detached dwellings at 7 Westfield Lane, Kippax, which would be sited on the remnants of a former industrial building. The difference in land levels was brought to Members' attention as were the mix of house types in the immediate area

The planning history of the site was outlined, with Members being informed that a scheme for three detached dwellings had been withdrawn earlier in the year following on from an earlier scheme for three detached houses with integral garages, which had been refused

The proposal before Panel was outlined, which was for two, substantial dwellings, sited with the bulk of the development in a more central location than on previous schemes. Following submission of revised plans one previous representation had been resubmitted and the receipt of an additional objection was reported which had raised the fact that Westfield Lane had been reinstated as part of a bus route

In terms of design, the scheme presented as a typical two storey property but due to the level differences the accommodation was sited over three storeys

If minded to approve the application, an additional condition was proposed relating to implementation of footway widening

The Panel heard representations from an objector who outlined his concerns with the proposals, which included:

- the size of the proposed dwellings and the increase in height
- overshadowing and overmassing
- highway safety issues
- levels of car parking being proposed and the possibility of on-street parking resulting from the development
- land stability issues
- the vagueness of the plans and the impact of the proposals on existing dwellings

The Panel then heard from the applicant's agent who provided information about the application which included:

- the development of the site was much needed; was a brownfield site; would provide family homes and was being developed by a local business man who would employ local people
- that the scheme had been reduced to address the concerns raised on the previous proposals
- that the access was considered to be acceptable
- that the highway proposals were considered to be acceptable

Members discussed the application, with the main issues raised relating to:

- land slippage. The presenting Officer advised that the land fell steeply from the road. However, the fall in gradient was less severe towards the rear of the site where it shared a common boundary with a residential property. Retaining structures were proposed near to the rear of the proposed new dwellings but none were required near to the boundary with the neighbouring

dwellings as existing levels were shown to be maintained in this area

- car parking provision, which would be two on-drive spaces and double garages
- the reinstatement of the bus route. The Panel's Highways Officer advised this was a positive aspect in terms of sustainability
- land ownership in respect of the land to the rear of the site. The applicant indicated the land to the rear of the site was not in his ownership

Members considered how to proceed

RESOLVED - That the application be granted subject to the conditions set out in the submitted report and an additional condition in respect of the implementation of footway widening

10 Applications 15/00771/FU and 15/00772/LI - Partial demolition, alterations to form ten dwellings, erection of energy centre and stores, new access road and balancing ponds - Ledston Hall Hall Lane Ledston WF10

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 planning approval and Listed Building consent for works to the Grade I Listed Ledston Hall, as outlined in the report before Panel

Members were informed that the building was on the buildings at risk register; that the proposals would provide residential accommodation as well as enabling some public use of the building, although due to the limited size of the rooms, these could not cater for large functions.

As part of the proposals, a later inserted brick wall would be removed and replaced by a glazed link across two floors

The proposed energy centre would be sited behind hedging to obscure views of this and would feed into an historic pipework tunnel

The main issues were summarised as relating to:

- highways – concerns about how the public car park would function; that the development was not in a sustainable location and so would be a car borne development and would give rise to the ten residential dwellings taking access from a private drive – in excess of the guidance. Officers considered that in this particular case, the number of dwellings taking access from a private drive would not be detrimental to highway safety or have a detrimental impact on the access or the site
- Green Belt – the works to the Hall were acceptable but the works within the grounds constituted inappropriate development and the new build would cause some slight harm. However Officers were of the view that there were very special circumstances which outweighed the harm, through inappropriateness, in that the proposals would bring back into viable use a Grade I Listed Building

- the Listed Building – that minimal works were proposed to this and that the applicant had worked with English Heritage in drawing up the scheme

Members discussed the applications and commented on the following matters:

- the costs associated with the proposals; the importance of ensuring the Listed Building was dealt with at an early stage to prevent further deterioration and the need for further details on the use of the public space and how the residential accommodation would sit alongside that public use
- car parking; concerns that would not be formally laid out and the need for construction traffic to be catered for. Members were informed that there was sufficient car parking for the residential accommodation and that 45 spaces had been indicated on the plans for public car parking
- the importance of the 17th Century building and the need to ensure its retention

The Chair invited a representative of the applicants to address the Panel and provide factual information on issues which had been raised. Members were informed that there was a charitable trust which had assets and resources to fund the works; that English Heritage were pushing for particular works to be undertaken and that applications had been submitted to the Heritage Lottery Fund. In terms of educational use, which was proposed, contacts had been made with the local Universities and that construction training and estate management were being considered through the Council's Employment and Skills initiative. The education facilities would also be tailored for primary school children and space would be available for hire, although this use would be limited by the relatively small sized rooms, with the majority of the income being generated from letting the residential accommodation

The Panel considered how to proceed

RESOLVED - i) That the applications be granted subject to the conditions set out in the submitted report

ii) That Officers be asked to provide help and guidance to the applicants to secure additional funding for works to preserve the Listed Building

11 Application 15/00889/FU - Single storey side and rear extension - 8 Kings Mount Moortown LS17

Plans, drawings and photographs were displayed at the meeting. A Members site visit had taken place earlier in the day

Members were informed that the application had been brought to Panel as the neighbour who had objected to the proposals was an Elected Member

Officers presented the report which sought approval for a single storey side and rear extension at 8 Kings Mount Moortown LS17 and highlighted the elements of the extension which could be built under Permitted Development

Members were informed that part of the extension was sited close to the neighbouring property and to the only window in one particular room of

that property. Officers considered that although the gap between the extension and the neighbouring property was narrow, in terms of what could be built under Permitted Development, it was acceptable

The Panel discussed the application with concerns being raised at the proposed arrangement of the extension; its size; scale and the impact on the boundary wall in terms of its maintenance

The Panel considered how to proceed

RESOLVED – To defer determination of the application to enable further negotiations to take place to reduce the bulk of the extension, with particular regard to that element which contains the proposed kitchen, so as to reduce the impact on the neighbouring property and for the Chief Planning Officer to submit a further report in due course for determination of the application

12 Preapp/15/00260 - Preapplication proposals for a Maggie's Centre on land at St James Hospital Beckett Street LS9

Photographs and graphics were displayed at the meeting. A Members site visit had taken place earlier in the day

Members received a presentation from the applicant's representatives who outlined proposals for the development of a 'Maggie's Centre' which would provide practical, emotional and social support to people with cancer, their family and friends, on land at St James Hospital

The following details were provided:

- the design of the building, which would resemble a series of hand crafted ceramic pots
- the amenity spaces which would be created, which would include roof gardens and smaller, private areas
- the room layouts, with the kitchen being the heart of the Centre
- the views afforded from the top level of the building
- the landscaping proposals, with the aim being to provide a changing, seasonal landscape; that site specific species were being proposed and that the aim was to create a well-established woodland at an early point in the development of the scheme

Members were most impressed with the proposals and commented on the following specific issues::

- the involvement of local primary school children in the project and the naming of the site. Members were informed this could be developed in conjunction with St James Hospital. The possibility of displaying local children's artwork around the building was suggested
- the number of community groups in the local area who could help with the project. The importance of embedding the Centre into the local community and for local volunteers to be involved in supporting the Maggie's Centres was stated by one of the applicant's team
- environmental noise issues from the surrounding area. Members were informed that an acoustic expert would be

engaged by the applicant and that the use of rugs, soft furnishings, blinds and possibly baffles would help reduce external noise levels within the Centre

- car parking; that this was a particular issue in the area and needed to be given careful consideration

In response to the specific points raised in the report, Members provided the following comments:

- that the principle of developing this part of the hospital site was supported
- that the architectural quality of the building and its proposed landscaping were excellent
- that if a planning application was submitted, Panel wished to see the scheme again in view of the innovative and fascinating proposals which had been put forward in the presentation

RESOLVED - To note the report, the presentation and the comments now made

13 Date and Time of Next Meeting

Thursday 25th June 2015 at 1.30pm in the Civic Hall, Leeds

This page is intentionally left blank

Licensing Committee

Wednesday, 8th April, 2015

PRESENT: Councillor M Harland in the Chair

Councillors N Buckley, R Downes, J Dunn,
M Harland, G Hussain, G Hyde, B Selby,
C Townsley, G Wilkinson and B Flynn

113 Exempt Information - Possible Exclusion of the Press and Public

That, in accordance with Regulation 4 of The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, the public be excluded from the meeting during Consideration of the following parts of the agenda designated as exempt on the grounds that it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present there would be disclosure to them of exempt information so designated as follows:-

Appendix A to Agenda Item 12, Notification of First Draft Event Management Plan for Leeds Festival 2015 was designated as exempt under Access to Information Procedure Rules 10.4 (3 and 7) because it contained information relating to crime and disorder which may result in future legal proceedings and any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

114 Declaration of Disclosable Pecuniary Interests

There were no declarations of Disclosable Pecuniary Interests.

115 Apologies for Absence

Apologies for absence were submitted on behalf of Councillors K Bruce and M Ingham.

116 Minutes of the Previous Meeting

RESOLVED – That the minutes of the meeting held on 10 March 2015 be confirmed as a correct record.

117 Shisha Update

The report of the Team Manager, Environmental Health provided an update following previous reports relating to shisha and the ongoing work.

Rachel McCormack, Team Manager, Environmental Health presented the report.

Issues highlighted from the report included the following:

- There had been ten enforcement visits to shisha premises over the past year.
- Details of prosecutions carried out in the past year.
- Advisory visits had taken place to premises where the businesses had come under new ownership.
- The Niche Tobacco Project – Members were informed that this project was coming to a close and reference was made to the Niche Tobacco Toolkit and potential for links to the Healthy Schools Project website.

In response to Members comments and questions, the following was discussed:

- Prosecutions were usually initiated following visits with the police.
- Use of injunctions or anti-social behaviour powers – this would be investigated and reported back to the Licensing Committee.
- Victim surcharges – details of where this was spent would be reported back.
- Planning enforcement – cases were referred to Planning and other partners where enforcement action was necessary.
- Concern regarding the general operation of many premises and whether policy should be developed to control this.

RESOLVED – That the report be noted and a further report be brought to Licensing Committee in three months time.

118 Gambling Act 2005 Statement of Licensing Policy

The report of the Head of Licensing and Registration informed Members of the requirement to review the Gambling Act 2005 Statement of Licensing Policy (Licensing Policy) and to consult upon any changes every three years. The three yearly review was currently taking place and officers had reviewed the current policy and made suggestions in line with changes to the Gambling Commissions Licence Conditions and Codes of Practice.

It was aimed to commence consultation on the policy on 13 April 2015.

It was reported that one of the main areas of concern had been the rise in the number of Fixed Odds Betting Terminals in licensed gambling premises. In light of this, operators were now required to complete locality risk assessments.

In response to Members comments and questions, the following was discussed:

- Work was taking place in Manchester to develop a toolkit to highlight vulnerable areas by assessing the demographics of an area.
- Gambling operators had social responsibility codes in respect of vulnerable customers.
- The Council carried out inspections of premises as do the Gambling Commission.
- The role of Trading Standards and Police – prevention of money laundering – it was reported that there were protocols in place to highlight potential money

laundering and these also applied to the use of Fixed Odds Betting Terminals. Very few complaints were received regarding gambling premises.

- Credit cards could not be used on fixed odds machines. There had to be some kind of human intervention with staff.
- Restriction on the number of Fixed Odds Betting Terminals.
- Childrens' safeguarding – operators used the age verification scheme.
- Work with the financial inclusion team regarding debt advice and problem gambling.
- Planning regulations – there were due to be changes to planning legislation regarding the classification of premises to be used for gambling.

RESOLVED – That the changes suggested by Officers to the draft Gambling Act 2005 Statement of Licensing Policy be approved for public consultation.

119 Licensing Committee Work Programme

Members considered the contents of the Licensing Committee Work Programme for 2015.

RESOLVED – That the Licensing Committee Work Programme be noted.

120 Date and Time of Next Meeting

It was noted that the next meeting would be held on Friday, 22 May 2015 at 10.00 a.m.

121 Notification of First Draft Event Management Plan for Leeds Festival 2015

The report of the Head of Licensing and Registration provided Members with a summary of changes to the 2015 Leeds Festival.

Stephen Holder, Principal Licensing Officer presented the report.

Members were informed that the main change to the operation of the festival would be the conditions regarding day tickets. These would now only allow day ticket holders to access certain areas and they would have to leave the site at 11.00 p.m.

In response to Members comments and questions, the following was discussed:

- Capacity for the festival was 90,000 but this had not been reached before. Facilities would be in place for full attendance.
- Work was ongoing with Thorner Parish Council regarding noise mitigation. There had not been any complaints about noise last year.
- It was not anticipated that there would be any problem with high numbers of people leaving the site at one time.
- Arranging a site visit prior to the 2015 event.

RESOLVED –

- (1) That the summary of changes to the 2015 Festival be noted.

Final Minutes approved at the meeting
held on Friday, 22nd May, 2015

(2) That a further report be submitted to Licensing Committee in August 2015 to inform Members of final arrangements and agency comments.

Licensing Committee

Friday, 22nd May, 2015

PRESENT: Councillor M Harland in the Chair

Councillors N Buckley, J Dunn, B Gettings,
G Hussain, G Hyde, A Khan, C Townsley,
G Wilkinson, B Flynn and S McKenna

1 Chair's Opening Remarks

The Chair welcomed everyone to the first meeting of the Licensing Committee for the 2015/16 Municipal year.

The Chair also introduced and welcomed Councillor Stuart McKenna who had recently been appointed as a Member of the Licensing Committee and was attending his first meeting of the 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

RESOLVED – That, in accordance with Regulation 4 of The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, the public be excluded from the meeting during Consideration of the following parts of the agenda designated as exempt on the grounds that it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present there would be disclosure to them of exempt information so designated as follows:-

Appendix (5) to the report entitled "Digital Advertising Screens in Licensed Vehicles – Presentation of further information and Review of the Licensing Committee recommendations dated 9th September 2014" as referred to in Minute No.11 was designated as exempt under Access to Information Procedure Rule 10.1(a) in order to receive advice from the from the City Solicitor on the proposed conditions to be imposed in relation to the Digital Advertising Screens Policy in Licensed Vehicles.

4 Late Items

Draft minutes to be approved at the meeting
to be held on Tuesday, 9th June, 2015

There were no late items of business submitted

5 Declaration of Disclosable Pecuniary Interests

There were no declarations of Disclosable Pecuniary Interests made at the meeting

6 Apologies for Absence

Apologies for absence were received from: Councillor Downes, Councillor Selby and Councillor Ogilvie

7 Minutes of the Previous Meeting

RESOLVED – That the minutes of the previous meeting held on 8th April 2015 be confirmed as a true and correct record

8 Matters Arising from the Minutes

RESOLVED – There were no issues raised under matter arising

9 Licensing Committee - Annual Governance Arrangements

The City Solicitor submitted a report seeking to establish the governance arrangements for the Licensing Committee for the 2015/16 Municipal Year, namely:

- To note the terms of reference of the Licensing Committee as agreed at the annual Council meeting on 21st May 2015.
- To appoint the five Licensing Sub-Committees for the 2015/16 Municipal year.
- To approve the Membership of each Sub Committee as set out in Appendix 2 of the submitted report
- To approve terms of reference for the Licensing Sub-Committees as set out in Appendix 3 of the submitted report.
- To approve the delegation of licensing functions to the Assistant Chief Executive (Citizens and Communities) as set out in Appendix 4 of the submitted report.

Appended to the report were copies of the following documents:

- Licensing Committee Terms of Reference (Appendix 1 refers)
- Membership of each Licensing Sub Committee (Appendix 2 refers)
- Licensing Sub Committee Terms of Reference (Appendix 3 refers)
- The delegation Licensing functions to the Assistant Chief Executive (Citizens and Communities) (Appendix 4 refers)

Mary O'Shea, Section Head, Legal Services, presented the report and responded to Members questions and queries

Detailed discussion ensued on the contents of the report which included:

- Membership of each Licensing Sub Committee

Commenting on the Committee Membership, the Chair reported that there was currently one Labour Group nomination to be confirmed, the matter was with the Chief Whip and confirmation would be provided in the near future.

RESOLVED –

- (i) To note the terms of reference of the Licensing Committee as approved by full Council on 21st May 2015 as shown at Appendix 1
- (ii) That subject to the current vacancy being filled the five Licensing Sub-Committees hearings required under the 2003 and 2005 Acts be established with the following memberships:
 - A Councillors Harland, Downes and Gettings
 - B Councillors Dunn, Buckley and G Hussain
 - C Councillors Hyde, Townsley and Ogilvie
 - D Councillors S McKenna Flynn and Selby
 - E Councillors Khan, Wilkinson and (Chief Whip nomination)
- (iii) That approval be given to the terms of reference for the Licensing Sub-Committees as set out in Appendix 3 of the report
- (iv) That approval be given to the delegation of Licensing functions to the Assistant Chief Executive (Citizens and Communities) as shown in Appendix 4 of the report.

10 Licensing Procedure Rules, the Code of Practice for Determining Licensing Matters and Prescribed Licensing Training

The City Solicitor submitted a report which set out draft procedure rules relating to hearings and other meetings of the Licensing Committee and sub-committees and sought the approval of Members to the adoption of these procedure rules.

The report also requested consideration the Code of Practice for the Determination of Licensing Matters previously approved by Standards Committee and to seek Members to approve and resolve to follow the Code.

Member's attention was also directed to the arrangements for the prescribed Member Training on licensing under the provisions of Article 8A of the constitution and the Code of Practice.

RESOLVED –

Draft minutes to be approved at the meeting
to be held on Tuesday, 9th June, 2015

- (i) That the Licensing Procedure Rules as set out as Appendix 1 of the report be approved
- (ii) That approval be given to the contents of the Code of Practice of or the Determination of Licensing Matters as set out in Appendix 2 of the report and that the Committee agree to follow the Code
- (iii) To note the arrangements for the prescribed training programme.

11 Digital advertising screens in licensed vehicles – Presentation of further information and review of Licensing Committee recommendations of 9 September 2014

With reference to the meeting of 10th March 2015 and the decision to defer consideration of this item to allow all parties to receive and consider any new information and determine if any areas of dispute remained.

The Head of Licensing and Registration submitted a further report which attempted to address objections to a previous recommendation which imposed a requirement to produce letters of approval from vehicle manufacturers approving digital advertising screens fitted within head restraints in their manufactured vehicles.

It was reported that it was that condition which had been challenged.

In addressing the report, the Section Head, Taxi and Private Hire Licensing suggested that as a public safety measure and to meet statutory licensing requirements, a condition was imposed that required documentation from vehicle manufacturers to approve the replacement of the manufacturer's original head restraint with the aftermarket product in question. It was reported that expert opinion had been sought which supported a public safety viewpoint. Section 3.3 of the submitted report referred.

The Chair invited Mr D Crake, Managing Director, Digicab Media Ltd and Mr D Askham, Leeds Private Hire Drivers Association to comment on the report of the Head of Licensing and Registration.

In offering comment Mr Crake reported that the product had been on the market for 2 years and was operational in 7 other Local Authorities throughout the Country. There was currently no case law to support the product was unsafe and to date there were no reported injuries /claims in connection with the product. Mr Crake questioned if the advice been presented to Members was legal and relevant.

Mr Askham suggested there were many other aftermarket devices/ products currently fitted in taxis which were not subject to the same scrutiny, exceptions to the policy could be made.

In responding the Section Head, Taxi and Private Hire Licensing suggested that such devices/products had achieved British Standard accreditation. The Digicab Media product had not been tested.

Members queried how the product had been approved in other Local Authorities.

In responding the Section Head, Taxi and Private Hire Licensing confirmed that product had been approved by other local authorities but, these authorities had not sought evidence that the product was safe. Officers in Leeds had included a condition which required the production of a certificate from the supplier which demonstrated that the product had attained conformity to the principles of UN ECE Reg 25 or was part of the vehicle range which achieved EWVTA with UN ECE Reg 17.

The existing conditions (Leeds City Council) were set out in Appendix No. 5 of the submitted report

Mr Crake, referring to Appendices Nos. 2 & 3 of the submitted report (Conditions imposed by Wakefield and York Councils) said that other local authorities had not required such a condition.

At this point the meeting went into closed session to received advice from the City Solicitor.

RESOLVED – To amend the existing Licensing Conditions to read as follows:

- (i) That paragraphs 3, 4 and 8 be removed
- (ii) Paragraph 3 to now read; “All equipment must comply with any safety legislative requirements and Construction and Use Regulations and other legislation”
- (iii) Paragraph 16 be amended to read as follows; “Passengers must be able to have the screen turned off, on request”

12 Licensing Committee Work Programme

Members considered the contents of the Licensing Committee Work Programme for 2015/16.

RESOLVED – To approve the contents of the Licensing Committee Work Programme for 2015/16

13 Date and Time of Next Meeting

RESOLVED – To note that the next meeting will take place on Tuesday, 9th June 2015 at 10.00am in the Civic Hall, Leeds.

This page is intentionally left blank

Licensing Sub-Committee

Monday, 16th March, 2015

PRESENT: Councillor B Gettings in the Chair

Councillors K Bruce and G Hyde

96 Election of the Chair

RESOLVED – Councillor B Gettings was elected Chair for the meeting

97 Appeals Against Refusal of Inspection of Documents

There were no appeals against refusal of documents

98 Exempt Information - Possible Exclusion of the Press and Public

No exempt information was contained within the agenda

99 Late Items

There were no late items of business

100 Declarations of Disclosable Pecuniary Interests

There were no declarations of disclosable pecuniary interests

101 "Neli Bar" - Review of the Premises Licence for Neli Bar, 4 Branch Road, Armley, Leeds, LS12 3AQ

The Sub Committee considered the report of the Head of Licensing and Registration on an application for the review of the Premises Licence held at the premises known as "Neli Bar", 4 Branch Road, Armley, Leeds, LS12 3AQ. The application had been made by West Yorkshire Police (WYP) under Section 51 of the Licensing Act 2003, on the grounds of public safety; the prevention of crime and disorder; and the prevention of public nuisance.

West Yorkshire Police were represented at the hearing by Ms C Sanderson, Leeds District Licensing Officer, Sgt D Shaw and PC C Davey.

The Premise Licence Holder, Mr R Puky, did not attend the hearing. The Sub Committee heard that neither WYP nor the Licensing Authority had received any notification that he would not be in attendance or any request to defer the hearing. Just prior to the hearing the clerk attempted to contact Mr Puky on the telephone number provided on the Premises Licence. The gentleman who answered the call stated Mr Puky was on holiday. On receipt of this information, the Sub Committee resolved to proceed in the absence of the Premise Licence Holder

The Sub Committee heard from Ms Sanderson WYP who introduced the background to application for the review, which included information on the following:

- information about the initial grant of the premises licence in 2014
- the style of operation of the premises and management approach
- the liaison and Action Planning meetings undertaken by WYP with Mr Puky, the Premises Licence Holder

- the nature, number and severity of the incidents recorded at the premises or as being associated with the premises
- the findings of licensing and enforcement visits to the premise
- the circumstances of the issue of the Section 19 Closure Notice on 20th September 2014
- those issues of concern which had been referred to West Yorkshire Fire and Rescue Service (WYFRS) for action

PC Davey, of the local Neighbourhood Policing Team, provided additional details at the request of the Sub Committee and Mr P Rix provided additional information on the style of operation of the premises and licensable activities

In conclusion, Ms Sanderson highlighted that WYP had considered whether there were any additional measures that could be employed to better manage the premises. She stated that WYP took the view that there were not; additionally WYP had no confidence that any additional measures would be adhered to by the Premises Licence Holder. Furthermore, that as Mr Puky was both the Designated Premises Supervisor and Premises Licence Holder for Neli Bar, WYP felt that the option to remove the DPS would not be effective in this case. Therefore, WYP sought revocation of the Premises Licence.

The Sub Committee carefully considered the representations submitted by WYP, noting the multiple breaches of the premise Licence, the multiple incidents of anti-social behaviour, and health and safety concerns.

The Sub Committee concluded that action was required.

Members felt that previous warnings and advice given by WYP to the Premises Licence Holder had been ignored. Members considered the option of applying additional conditions to the premises licence, however felt that additional conditions may not be sufficient to tackle the problems. Finally, Members expressed doubts that additional conditions would succeed.

The Sub Committee concluded that removal of the Designated Premises Supervisor – Mr Puky – was not feasible, as Mr Puky was also the Premise Licence Holder.

The Sub Committee therefore, having considered all the options available to them,

RESOLVED – To grant the application made by WYP seeking revocation of the Premise Licence held at Neli Bar, 4 Branch Road, Armley, Leeds, LS12 3AQ.

The Premises Licence is therefore revoked.

Licensing Sub-Committee

Monday, 23rd March, 2015

PRESENT: Councillor J Dunn in the Chair

Councillors N Buckley and G Hussain

102 Election of the Chair

RESOLVED – That Councillor J Dunn be elected as Chair for the duration of the meeting.

103 Appeals Against Refusal of Inspection of Documents

There were no appeals against refusal of inspection of documents

104 Exempt Information - Possible Exclusion of the Press and Public

There was no exempt information

105 Late Items

There were no late items

106 Declarations of Disclosable Pecuniary Interests

No declarations of disclosable pecuniary interests were made

107 Application for the Certification of Films

Members of the Licensing Sub Committee considered an application for the certification of films to be shown at the Leeds Young Film Festival in April 2015.

The festival is to be held in a number of cinemas in the Leeds area. The films that required certification are to be shown at the Hyde Park Picture House 71-73 Brudenell Road, Leeds, LS6 1JD.

The report of the Head of Licensing and Registration informed Members of the background, history and issues of an application made under the Licensing Act 2003 (“the Act”) for the certification of films that do not currently have a BBFC (British Board of Film Classification) certification.

In attendance at the meeting were Martin Grund and Alex King from Leeds Young Film Festival.

The Chair informed Mr Grund and Mr King that the Members had received and read the synopsis of the films and noted a recommended category in line with BBFC classifications attached at appendix A of the submitted report.

Members asked for clarification on a number of issues including:

- What moderate bad language would be
- The BBFC classification 12A
- Monitoring of audience ages where age specific classification recommended

RESOLVED – That the Licensing Sub Committee considered the certification of the films as attached at appendix A of the submitted report. The Members were of the view that the films be categorised as recommended.

This page is intentionally left blank

Licensing Sub-Committee

Tuesday, 7th April, 2015

PRESENT: Councillor M Harland in the Chair

Councillors B Selby

108 Election of the Chair

RESOLVED – That Councillor Harland be elected as Chair for the duration of the meeting.

109 Appeals Against Refusal of Inspection of Documents

There were no appeals against the refusal of inspection of documents.

110 Exempt Information - Possible Exclusion of the Press and Public

There were no resolutions to exclude the public.

111 Late Items

There was one late item submitted for consideration Agenda Item 7, “ Temporary Event Notice for Back Ash Grove, 61 Victoria Road - Street Party, Hyde Park , Leeds, LS6 1AS”, Minute No 114 refers. However this item was withdrawn from the agenda due to the objections being withdrawn.

112 Declarations of Disclosable Pecuniary Interests

There were no declaration of pecuniary or other interests.

113 Application for the grant of a premises licence for Farsley Post Office Town Street, Farsley, Pudsey, LS28 SHX

Members of the Licensing Sub-Committee were asked to consider an application for the grant of a premises licence for Farsley Post Office, Town Street, Farsley, Pudsey, LS28 SHX.

Representations had been made from members of the public.

Present at the hearing were:

Mr Johar – Applicant.

It was explained to the Applicant that only two Members were present to consider the item, the Applicant confirmed he was happy to proceed on this basis.

The Sub-Committee heard from Mr Johar who put forward that he had traded in Farsley for 18 years and had not has any issues with the Police or problems with antisocial behaviour outside his premises during that time.

Mr Johar outlined the improvements he had made to the premises with his own money including new counters and better disabled access.

It was explained that in order to keep the Post Office open and keep the business viable the Post Office needed to sell other provisions including alcohol.

Mr Johar also explained that demand from customers had brought him to seek a licence to sell alcohol.

It was confirmed that CCTV would be in place and that a Check 21 policy is operated.

Members of the Sub-Committee asked the Applicant about the hours requested to sell alcohol and what expected demand would be. The reasons behind the hours requested was explained to Members. It was also confirmed to Members that the alcohol was in a corner of the shop and could be locked away.

RESOLVED – That the application be granted as applied for and detailed within the submitted report.

114 Temporary Event Notice for Back Ash Grove 61 Victoria Road - Street Party, Hyde Park, Leeds, LS6 1AS

Item withdrawn prior to the commencement of the meeting.

Licensing Sub-Committee

Monday, 13th April, 2015

PRESENT: Councillor B Gettings in the Chair

Councillors M Harland and A Khan

115 Election of the Chair

RESOLVED – That Councillor Gettings be elected Chair for the duration of the meeting.

116 Appeals Against Refusal of Inspection of Documents

There were no appeals against the refusal of inspection of documents

117 Exempt Information - Possible Exclusion of the Press and Public

RESOLVED – That the public be excluded from the meeting during consideration of that part of the agenda designated in Appendix C of the report referred to in minute 120 in terms of Access to Information Procedure Rules 10.4 3 Information relating to the financial or business affairs of any particular person (including the authority holding that information) and 10.4 7 Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

118 Late Items

There were no formal late items. However supplementary information was presented to all parties prior to the hearing. The supplementary information was a revision of Appendix C of the submitted report which was classed as exempt information under Access to Procedure Rules number 10.4(3&7).

119 Declarations of Disclosable Pecuniary Interests

There were no declarations of disclosable pecuniary interests.

120 Application for the Grant of a Premises Licence for Wetherby Racecourse, York Road, Wetherby

The Licensing Sub Committee considered an application for the grant of a time limited premises licence, made by Mint Festival Ltd, for Wetherby Racecourse, York Road, Wetherby, LS22 5EJ.

The team from Mint Festival Ltd were in attendance at the hearing represented by Mr Rees-Gay of Woods Whurr Solicitors.

The application had attracted a representation from a Ward Councillor, Councillor J Proctor Wetherby Ward, Councillor Proctor was unable to attend the hearing. However, he was represented at the hearing by Councillor A. Lamb Wetherby Ward.

Mr Rees-Gay provided the Licensing Sub Committee with the background of the Mint Festival Ltd informing the Members that the roots of the brand 'Mint' were in Leeds. He informed the Committee that previous events had been held at Lotherton Hall and also in Lincolnshire where no negative representations had been received.

Members were informed that the 2 day music festival is set to take place annually on the third weekend of September.

The festival will take place on Saturday 19th and Sunday 20th September, with the event arena open both days from 10:00 hours until 23:00 hours.

The application for the time limited premises licence is to cover a four day period for the purpose of the campsites where low key entertainment and bars will be provided.

Members were informed that meetings had taken place and had been attended by local MP and Ward Councillors. Meetings had also taken place with Licensing Team, Highways and other agencies.

Mr Rees-Gay highlighted page 153 of the agenda, the agreement from West Yorkshire Police. He also highlighted the objections raised by Councillor Procter on page 157 of the agenda. Mr Rees-Gay informed the Sub Committee that the Police would remain the key licensing enforcers.

Mr Rees-Gay listed the key conditions as follows:

- Sale of Alcohol – check 21, the event only open 18 years and over and Mint Festivals Ltd to use Challenge 25
- CCTV suitably installed
- Sufficient number of stewards etc. as set out in Purple Book
- Search policy
- Seizure of drugs or Weapons to be recorded and reported
- Attendees not allowed to bring own alcohol on to the site
- Notices around the site
- Main arena to finish at 23:00 hours

Members attention was drawn to the revised transport plans outlining the entrance and exit routes to the festival site.

The Committee was informed of the following:

- Local residents had been consulted with through meetings and public notices.
- How the non-acceptance of personal alcohol policy would be applied
- Potential for 15,000 people to attend the event
- The event would be the first 2 day event hosted by Mint Festival Ltd

Councillor Lamb made representation to the Committee informing Members that he had attended a meeting on the 23rd February 2015, this being the first that elected members had known of the event.

He had suggested that the event organisers consulted with the local parish councils of Thorp Arch, Walton and Wetherby and provide drop in events at Wetherby Town Hall. He informed the Committee that these had not taken place and was of the view that the event organisers had not engaged sufficiently with the local community including the Young Offenders Unit across the road from the site.

Councillor Lamb was of the view that the festival was a good opportunity to raise the profile of Wetherby and the surrounding area. However, he had concerns in relation to the following:

- Transport links which may be preferred by Leeds people
- South Entrance to the site located on Walton Road which is a major accident hotspot
- Notices overlapping with those of the Leeds Festival
- Potential for crime and disorder given the amount of people due to attend
- Potential for noise nuisance from campsite

Councillor Lamb suggested that Mint Festival consult with ward councillors before, during and after the event, had clear dialogue with local residents with a willingness to work in partnership with the local community.

Mr Rees-Gay addressed some of the concerns raised by Councillor Lamb, informing the Committee that Mint Festival Ltd would be happy to engage with the Young Offenders Unit and consult with the local community.

He informed Members that:

- The conditions of the transport plan had been produced in consultation with all relevant agencies.
- Walton Road would only be used in emergencies
- Low key entertainment in the campsite after 23:00 hours
- CCTV in operation and also a watch tower
- Organiser will consult with elected members and parish councillors

RESOLVED – That the licence be granted with the following revised conditions:

- The premises Licence Holder shall comply with the terms and requirements of the Event Management Plan each year
- There shall be an Event Management Plan which incorporates the Operating Schedule submitted to the Licensing Authority at least six months prior to the festival each year
- The licence holder will co-ordinate meetings of the safety Advisory Group throughout the planning process
- The licence holder will provide the Event Management Plan to all members of the Safety Advisory Group not less than six months before the event
- The licence holder will meet with Ward Members, Representatives of Parish Councils and community representatives throughout the planning process
- The final Event Management Plan will be provided to the Licensing Authority not less than 35 days prior to the event
- The Event Management Plan and any revisions to the Event Management Plan must be approved by the Licensing Authority prior to the Festival, in accordance with the officer delegation scheme

- The shall be a review of the event on an annual basis, to come before the full Licensing Committee

Licensing Sub-Committee

Monday, 20th April, 2015

PRESENT: Councillor B Gettings in the Chair

Councillors J Dunn and M Harland

121 Election of the Chair

RESOLVED – Councillor B Gettings was elected as Chair for the meeting

122 Appeals Against Refusal of Inspection of Documents

There were no appeals against the refusal of inspection of documents

123 Exempt Information - Possible Exclusion of the Press and Public

The agenda contained no exempt information

124 Late Items

No formal late items of business were added to the agenda.

125 Declarations of Disclosable Pecuniary Interests

There were no declarations of disclosable pecuniary interests

126 82 North Street, Leeds - Application for the Grant of a Premises Licence for 82 North Street, Sheepscar, Leeds, LS2 7PN

The Sub Committee considered the report of the Head of Licensing and Registration on an application for the grant of a Premises Licence for the premises at 82 North Street, Sheepscar, Leeds LS2 7PN.

The application had attracted representations from the responsible authorities and members of the public. Prior to the hearing, the applicant had agreed to undertake measures proposed by West Yorkshire Police, the Environmental Protection Team and the Health and Safety Team to address the licensing objectives relating to crime and disorder; public nuisance and public safety. In view of this, the responsible authorities had withdrawn their representations on the understanding that the agreed measures would be included within the premise licence, should it be granted at the hearing.

The applicant – Mr J Pell-Ilderton attended the hearing and was accompanied by Mr N Lofts who was the proposed manager of the premises. Mr G Ford attended the hearing on behalf of local residents.

Both parties presented additional information in support of their representations, which was accepted by all present as follows:

- Photographs of the site and additional signatories objecting to the application – tabled by Mr Ford
- A Noise Impact Assessment dated 13 April 2015 – tabled by Mr Pell-Ilderton

The Sub Committee heard from Mr Pell-Ilderton and Mr Lofts in respect of the food-led style of operation proposed for the premises, Mr Loft's previous experience in the licensing trade, the proposed £200k refurbishment and their

intention to be a good neighbour to local residents. The Sub Committee received assurance that this would not be a music led venue. The applicant explained the reasoning behind the initial application – submitted in order to provide flexibility of the use of the three floors of the premises – and for amending the application on receipt of the representations from local residents.

In answer to queries from the Sub Committee the applicant clarified the following:

- The intention to now close the premises 00:00 midnight, with last orders for alcohol sales at 23:30
- The applicant envisaged the requested off-licence provision would only be used when diners asked to purchase a bottle of wine at the end of their meal
- The 210 covers would be the maximum capacity of the premises,
- The findings of the noise assessment. The applicants anticipated that the planning permission process would indicate appropriate noise attenuation measures

The Sub Committee then heard from Mr Ford, owner of a local business and also landlord to residents of St Thomas House, immediately adjacent to 82 North Street. Mr Ford explained that St Thomas House shared a party wall with No. 82 and went onto express concern over perceived noise nuisance; highlighting the proximity of the residents of both St Thomas House and Mackintosh House to the premises and referring to the photographs he tabled at the meeting. Mr Ford described his previous experience as landlord of other residential sites close to licensed premises; and incidences of noise emissions from this venue when it previously operated as a church facility.

During discussions, the Sub Committee considered the following:

- Noted that no noise nuisance complaints had previously been made by residents to the Environmental Protection Team
- The provisions of Temporary Event Notices (TENs)

The Sub Committee carefully considered the application and the representations submitted and noted the agreements reached between the applicant and the responsible authorities and

RESOLVED – To grant the application as amended by the applicant:

To clarify:

Provision of all licensable activities to cease at 23:30 every day

Hours premises is open 11:00 until 00:00 midnight every day

Provision of Live Music will not be included on the Premises Licence

Conditions – Those measures agreed by the applicant with the responsible authorities prior to the hearing will now be included on the Premises Licence to address the licensing objectives relating to crime and disorder; public nuisance and public safety.

Licensing Sub-Committee

Tuesday, 5th May, 2015

PRESENT: Councillor G Hyde in the Chair

Councillors C Townsley and G Wilkinson

127 Election of the Chair

RESOLVED – That Councillor G Hyde be elected as Chair for the meeting.

128 Late Items

There were no late items as such, however supplementary information was provided to Members regarding amendments to the Noise Management Plan for the Broadway Hotel.

129 Declarations of Disclosable Pecuniary Interests

There were no declarations of interest.

130 Application to vary a premises licence held by Broadway Hotel, Dewsbury Road, Hunslet, Leeds, LS11 5LD

The report of the Head of Licensing and Registration presented an application to vary the premises licence held by Broadway Hotel, Dewsbury Road, Hunslet, Leeds.

Representations to the application had been made by Environmental Health and prior to the meeting, further negotiation regarding conditions to the application had been held between the interested parties and agreement had been reached.

The application was subsequently withdrawn from the Licensing Sub-Committee Agenda.

This page is intentionally left blank

Licensing Sub-Committee

Monday, 18th May, 2015

PRESENT: Councillor A Khan in the Chair

Councillors B Flynn and G Wilkinson

131 Election of the Chair

RESOLVED – Councillor Khan was elected Chair of the meeting

132 Appeals Against Refusal of Inspection of Documents

There were no appeals against the refusal of the inspection of documents

133 Exempt Information - Possible Exclusion of the Press and Public

No exempt information was included within the agenda

134 Late Items

No formal late items of business were submitted

135 Declarations of Disclosable Pecuniary Interests

There were no declarations of disclosable pecuniary interests

136 "Bar Fibre" - Application to vary an existing premises licence by Bar Fibre Limited in respect for Bar Fibre, 168 Lower Briggate, Leeds, LS1 6LY

The Sub Committee considered the report of the Head of Licensing and Registration on an application to vary an existing premises licence submitted by Bar Fibre Limited, in respect of the premises known as "Bar Fibre", 168 Lower Briggate, Leeds LS1 6LY.

The application sought retrospective approval for internal alterations to the layout of the premises, including the relocation of the second floor communal toilets to the basement and the relocation of the second floor bar/servery. The report identified the premises as being located within the red area of the Council's cumulative impact policy. The application attracted representations from West Yorkshire Police (WYP) and from the Licensing Authority

The following attended the hearing

Bar Fibre Limited:

Mr P Whur – solicitor

Mr C Rees-Gay – observer

Mr D Rothwell – Director

Mr M Covell - Manager

West Yorkshire Police:

PC C Arkle

Mr B Patterson

Licensing Authority:

Ms S Holden

Ms C Brennand

The Sub Committee heard from Mr Whur on behalf of the applicant. Mr Whur began by expressing the applicants' apologies for undertaking the works prior to submission of the necessary variation application. He explained that it had not been deliberate; rather that Mr Rothwell initially felt the alterations could be dealt with by way of a

minor variation, and the refurbishment works came at a time when Mr Rothwell was planning for his wedding and therefore distracted.

In response to the concern raised by the responsible authorities that the layout changes had the potential to increase capacity at the premises, Mr Whur stated that there was no intention to increase the premises' capacity. He confirmed that the existing condition regarding the capacity of the premises would remain on the premises licence.

Mr Whur provided further information which included:

- The £340k costs of the refurbishment
- the proposed style of operation of the premises
- proposed operation of the second floor which was intended as a high end membership only area with a waitress service
- access to the second floor would be limited to maintain exclusivity and gained only via a concierge to monitor patron numbers to ensure the capacity of the second floor did not exceed 50
- the applicant participated in the local Pubwatch scheme and maintained a good working relationship with WYP

Mr Whur assured the Sub Committee that the premises would not be a vertical drinking establishment and referred to Council's Cumulative Impact Policy (CIP). He stated that the negative impact would not be triggered as existing measures were in place for the operation of the second floor, with the additional concierge element and no increase of the capacity had been requested. Mr Whur also stated that no adverse comments had been made by WYP directly to Bar Fibre regarding crime and disorder issues prior to this application being made.

In response to comments made about the capacity of the premises, Mr Whur referred to Condition 19 (capacity) which featured with the Public Safety Conditions on the existing licence. He suggested that this be relocated to fall within the remit of the conditions set to address the crime and disorder objective.

The Sub Committee then heard from Ms S Holden on behalf of the Licensing Authority who referred to the saturation of licensed premises within the red area of the Cumulative Impact Policy. She referred to the potential for the extended area of the second floor to add to patron numbers in an already saturated area.

PC Cath Arkle then addressed the Sub Committee on behalf of WYP and referred to the Matrix system for reporting/recording incidents of crime and disorder. PC Arkle noted that there had been a recent increase in the number of reported incidents associated with Bar Fibre although she acknowledged that the premises were not at the point of review, rather that more formal closer working with the premises had commenced which included monthly meetings to discuss reported issues.

PC Arkle stated that the clarification provided at the hearing over the chronology of the works, appointment of legal representation and the submission of the variation application put the application in a different light and she did accept that Mr Rothwell had not acted deliberately and that it had been a genuine mistake.

In respect of capacity, PC Arkle noted the existing condition currently lay within the public safety section, bringing concerns that the Fire Regulatory Order would supersede the condition and that the capacity conditions could not be enforced under the Premises Licence. PC Arkle welcomed the suggestion made by Mr Whur to relocate the capacity condition to the crime & disorder section. Additionally, PC Arkle suggested a condition requiring a concierge operate on the second floor would further ensure the 50 capacity would be maintained. Noting the intention to prevent patrons use of the far staircase to the second floor, PC Arkle suggested one further condition to ensure it would not be accessible to the public.

In response to the comments of WYP, Mr Whur offered to accept an amendment to Condition 177 of the existing premises licence, if this application was granted, to include measures to install a lock or similar device to prevent public access via the far staircase between floors and to ensure that a concierge service would be maintained.

The Sub Committee carefully considered the application and the representations submitted, noting the verbal representations made at the hearing and the additional measures offered by the applicant at the hearing to address the licensing objectives. Members noted that the CIP created a rebuttal presumption of refusal of all applications, including those for a variation.

However, the Sub Committee, having listened to all of the evidence and the assurances given by Mr Whur – including the offer of additional conditions on the licence and particularly that the capacity on the second floor was not to be increased.

RESOLVED – That the application be granted as requested – subject to the following amendments:

Conditions:

Condition 19 (capacity) – to be repositioned on the licence so it that it lies within the “prevention of crime and disorder” section – as offered by the applicant’s representative.

Condition 177 (entry and egress) – to be amended to include the additional measures offered by the applicant at the hearing as follows: “

- The Licensee will adopt at the premises written policies and procedures on:
 - Entry and egress to the premises (including monitoring of any capacity limit on each floor level)
 - Evacuation of the premises
- The Licensee will ensure staff are trained on these measures, and all other matters relating to the safety of the public.
- The Licensee will ensure that the written policies and procedures include the following:
 - A concierge will be in attendance at all times that the second floor area is open for licensable activities and the concierge shall ensure that the capacity limit of 50 is not exceeded

- There will be a means for preventing customer access between the first and second floors via the stairway to the far side of the premises (adjacent to the toilet facilities of the second floor) This route will only be available for emergency escape and staff access.

Members expressed their dissatisfaction that the works had taken place before the application had been considered but did accept the apologies offered and that the mistake had been honestly made.

Finally, the Sub Committee also wished for it to be noted that this decision was based on the particular merits and circumstances of the application, in particular that the application did not increase the capacity of the premises, and should not be seen in any way as setting a precedent for applications within the red area of the cumulative impact policy.

Corporate Governance and Audit Committee

Friday, 20th March, 2015

PRESENT: Councillor G Hussain in the Chair
Councillors P Grahame, T Hanley,
E Taylor, J Bentley, J Cummins and
A McKenna

Apologies Councillors R Wood, J L Carter and J Pryor

45 Appeals Against Refusal of Inspection of Documents

There were no appeals against the refusal of inspection of documents.

46 Exempt Information - Possible Exclusion of the Press and Public

There were no resolutions to exclude the public.

47 Late Items

There were no late items submitted to the agenda for consideration.

48 Declaration of Disclosable Pecuniary and Other Interests'

No declarations were made.

49 Apologies for Absence

Apologies for absence were received from Councillors Pryor, Wood and J L Carter.

50 Minutes - 28th January 2015

RESOLVED – That the minutes be approved as a correct record subject to the following amendments:

Minute No.39, Internal Audit Update report

Existing minute: Former Aire Valley Homes Leeds and Former East North East Homes Leeds were discussed and Members were informed that issues encountered had been resolved by the integration of the ALMOs.

Revised minute: Former Aire Valley Homes Leeds and Former East North East Homes Leeds were discussed and Members were informed that progress with the issues encountered would be followed up by Internal Audit as part of the 2015/16 audit plan.

Minute No. 41, KPMG Certification of Grants and Returns 2013/14

Existing minute: Agree that the audit fee remain the same for 2013/14 and 2014/15 despite no requirement to undertake the NNDR work will included the cost of the additional audit work in respect of NNDR.

Revised minute: Agree the additional audit fee in respect of the 2013/14 NNDR work in line with the Audit Commissions 2014/15 planned audit fees.

Councillor J Cummins to be added to apologies for absence.

51 Matters Arising

Minute No. 39 Internal Audit Report

Members noted the information that had been circulated in advance of the meeting which updated them on the current position in relation to car hire and purchasing card use at the Council.

52 Internal Audit Plan 2015/16

The Acting Head of Internal Audit presented a report of the Deputy Chief Executive which sought Members views on the draft Internal Audit Plan for 2015/16. The Committee were informed that the plan had been developed in consultation with senior management including the Chief Officer (Financial Services) and the Deputy Chief Executive.

Members sought assurances about the number of days allocated to the continuing professional development of staff working within Internal Audit. It was confirmed that time has been allocated to continuing professional development in line with previous years but this has been removed from the operational plan days as it has not been classified as assurance work.

The Acting Head of Internal Audit assured Members that whilst in light of budget cuts, the plan presented included sufficient coverage to ensure an evidenced based opinion can be produced on the control environment

RESOLVED – The Committee resolved to note the Internal Audit Operational Plan for 2015/16 and the assurances provided.

53 Internal Audit Update Report 1st December 2014 to 31st January 2015

The Acting Head of Internal Audit presented a report of the Deputy Chief Executive. The report provided a summary of internal audit activity for the

period 1st December 2014 to 31st January 2015 and highlighted the incidence of any significant control failings or weaknesses.

Members discussed the information governance weaknesses that had been highlighted in a recent audit review of contracts. Particularly relating to data sharing arrangements with third parties and arrangements to cleanse data once contracts had expired.

RESOLVED - The Committee resolved to:

- (a) Note the work undertaken by Internal Audit from 1st December 2014 to 31st January 2015; and
- (b) Receive examples of information governance issues that have arisen in contracts in the next Internal Audit update report.

54 Leeds City Council Fraud Briefing

The Acting Head of Internal Audit presented a report of the Deputy Chief Executive. The report provided further information in relation to a Fraud Briefing provided by the Council's appointed external auditors, KPMG, and summarised the Council's counter fraud activities and performance throughout 2013/14.

Members expressed their concern that KPMG was not present to assist them in their deliberations on this item.

Members requested that they be informed of the departments that fraud has been discovered going forwards. The Acting Head of Internal Audit agreed to keep Members updated on departments affected by fraudulent activities in her regular Internal Audit update reports.

It was confirmed to Members that in relation to fraud Leeds compares well against other authorities in both prevention and detection.

RESOLVED – The Committee resolved to:

- (a) Note the contents and assurances provided within this report and agreed to receive these assurances on an annual basis going forward;
- (b) Ask that the Head of Governance Services write to KPMG on behalf of the Committee setting out their concerns that KPMG were not present at the meeting.

55 Annual Information Governance Report

The Executive Officer (Information Governance) presented a report of the Deputy Chief Executive which provided an annual report on the steps being taken to improve Leeds City Council's governance in order to provide assurance for the annual governance statement.

Members requested that a report on a six monthly basis.

Draft minutes to be approved at the next meeting of the Committee

RESOLVED – The Committee resolved to:

- (a) note the contents of the report and the assurances provided as to the Council's approach to information governance; and
- (b) Request a report on the steps being taken to implement the Information Commissioners recommendations on a six monthly basis.

56 Annual Business Continuity Report

The Principal Business Continuity Officer presented a report of the Deputy Chief Executive. The report provided assurance that the business continuity plans and arrangements in place for the Council's critical services are fit for purpose, up to date, embedded and being routinely complied with. The report also provided assurance that critical services in Phase 1 are compliant with the statutory duties detailed in the Civil Contingencies Act 2004 and that the ordinary services identified in Phase 2 are working towards achieving compliance with the Act by September 2015.

Members welcomed the report and congratulated officers for their work in this area.

Members also considered the service priorities of the Council should a disruption occur and also the time it would take to re-establish a service.

The deadline for completion of Phase 2 Business Continuity Plans in September 2015 was raised by Members and they requested a progress update in June 2015.

RESOLVED – The Committee resolved to:

- (a) note the level of assurance on the adequacy of business continuity arrangements currently implemented (phase 1);
- (b) Note that Phase 2 development is working toward completion by September 2015; and
- (c) Request an update in June 2015 as to the progress in completing Phase 2 Business Continuity Plans by September 2015.

(Councillor J Cummins left at 3pm during discussion of this item)

57 KPMG Technical Update

The Principal Finance Manager presented a report of the Deputy Chief Executive which provided members with an overview of KPMG's progress in delivering their external audit responsibilities. KPMG's report also highlighted what they consider the main technical issues which are currently having an impact on local government.

Members noted the good news in terms of the reduction of KPMG's fees.

Draft minutes to be approved at the next meeting of the Committee

Members discussed the KPMG contract with the Principal Finance Manager and were informed that the current contract runs until 2016/17, after which the Council may be able to tender the contract subject to ongoing discussions with The Department for Communities and Local Government.

RESOLVED – The Committee resolved to note the contents of KPMG’s report.

58 Work programme

The City Solicitor submitted a report which notified Members of the draft work programme for the 2015/16 year.

In reviewing the forthcoming work programme Members discussed signing off the Leeds City Region Leaders Board Accounts and the role of this Committee in that process due to the Joint Committee being wound up.

Members also noted that the financial management issues raised by Councillor Hanley are scheduled to be considered.

Members noted and provisionally agreed the 2015/16 meeting dates for the Committee.

RESOLVED – The Committee resolved to:

- (a) Note the contents of the report; and
- (b) Provisionally agree the meeting dates for the Committee in the 2015/16 municipal year as detailed within Appendix 1 of the submitted report.

59 Retiring Councillors

The Chair informed the Committee that Councillors Hanley and J L Carter would be retiring from the Council after the election in May.

The Chair thanked both Councillors for all their hard work on the Committee over the years that they have served on it.

This page is intentionally left blank

GENERAL PURPOSES COMMITTEE

TUESDAY, 12TH MAY, 2015

PRESENT: Councillor K Wakefield in the Chair

Councillors D Blackburn, J Blake, S Golton,
J Lewis, A Lowe, E Nash, J Procter and
M Rafique

Apologies Councillors G Latty

41 Appeals against refusal of inspection of documents

There were no appeals against the refusal of inspection of documents.

42 Exempt Information - possible exclusion of the press and public

There were no resolutions to exclude the public.

43 Late items

There were no late items submitted to the agenda for consideration.

44 Declaration of Disclosable Pecuniary and Other Interests

No declarations were made.

45 Apologies for absence

Apologies for absence were received from Councillor G Latty.

46 Minutes 12th February 2015

RESOLVED - The minutes of the meeting held on 12th February were approved as a correct record.

47 Annual Review of Constitution

The Principal Corporate Governance Officer presented a report submitted by the City Solicitor which proposed amendments to the Constitution following the Head of Governance Services' annual review.

RESOLVED – The Committee resolved to recommend to full Council that:

- (a) Article 1 be amended as set out within Appendix A of the submitted report;

- (b) Article 4 be amended as set out within Appendix B of the submitted report;
- (c) Article 6 be amended as set out within Appendix J of the submitted report;
- (d) The Scrutiny Board Terms of Reference be amended as set out within Appendices C-H of the submitted report;
- (e) The Corporate Governance and Audit Committee Terms of Reference be amended as set out at Appendix K of the submitted report; and
- (f) The Scrutiny Board Procedure Rules be amended as set out at Appendix I of the submitted report.

48 Webcasting of Council and Committee Meetings

The City Solicitor submitted a report which sought approval to continue with webcasting for Council a further 12 months by way of an extension to the existing contract with Public-i. and, if so, asked Members to determine the period of time by which the existing contract should be extended.

The report also sought approval for the trailing of webcasting technologies (for Executive Board and Plans Panels) within the new committee facilities on the west wing of the Civic Hall – with a view for a proposal being brought back to this Committee in due course.

RESOLVED – the Committee resolved to:

- (a) Continue to webcast Council meetings and agree an extension for a further 12 month period to 1st September 2016;
- (b) Agree to extend webcast coverage to meetings of the Executive Board and City Plans Panel;
- (c) Agree that a trial of webcast solutions for the new committee facility be undertaken; and
- (d) Request a further report, following the completion of the trials, setting out costs for the expansion of webcasting to the new committee facility.

GENERAL PURPOSES COMMITTEE

TUESDAY, 16TH JUNE, 2015

PRESENT: Councillor J Lewis in the Chair

Councillors J Bentley (As substitute for S Golton), D Blackburn, R Charlwood, D Coupar (As substitute for A Lowe), G Latty, J Pryor, M Rafique, B Selby (As substitute for J Blake) and L Yeadon

Apologies Councillors J Blake, S Golton, A Lowe and J Procter

1 Election of Chair

In the absence of Cllr Blake, Councillor J Lewis was proposed as Chair for the meeting.

RESOLVED – Councillor J Lewis be elected as 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 resolutions to exclude the public.

4 Late items

There were no late items submitted for consideration.

5 Declaration of Disclosable Pecuniary and Other Interests

No declarations were made.

6 Apologies for absence

Apologies for absence were received from Councillors Golton, Blake, Lowe and J Procter.

Councillors J Bentley, Selby and Coupar were in attendance as substitutes.

7 Minutes - 12th May 2015

RESOLVED – The Committee resolved to approve the minutes of the meeting held on 12th May 2015 as a correct record.

8 Amendments to Council Procedure Rules

The City Solicitor submitted a report which proposed changes to the operation of Ordinary Council meetings, and that the changes be adopted for a trial period at the July and September meetings.

Members discussed the process for providing full Council with Community Committee updates, particularly with increased functions being delegated to them.

In discussion it was confirmed to Members that there would be opportunity to consider the outcome of the trial period at the October meeting of the Committee.

RESOLVED – The Committee resolved to:

- (a) Agree that the proposed amendments to Council Procedure Rules as set out at Appendix A of the submitted report be adopted, on a trial basis, for the July and September Council meetings;
- (b) Note the indicative timings for Council as set out at Appendix B of the submitted report; and
- (c) Receive a further report in October 2015 on the outcome of the trial period.

9 Amendments to the Constitution following the introduction of the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2015

HR and Legal Services submitted a report which proposed amendments to the Constitution in light of the Local Authorities (Standing orders) (England) (Amendment) Regulations 2015. The regulations require changes to the Employment Committee Terms of reference and the Officer Employment Procedure Rules; and the establishment of a panel of independent persons. In addition, following a review of recruitment policy and practice, other amendments were proposed to the Employment Committee Terms of Reference and Officer Employment Procedure Rules to provide clarity on the recruitment and dismissal process for senior officers.

Members discussed the report in detail. In particular consideration was given to the process by which Executive Board Members are informed of proposed appointments by the Employment Committee, and given the opportunity to raise objections with the Employment Committee.

Following discussion Members agreed that, in advance of interviews taking place, Executive Board Members be informed of those candidates that have been shortlisted by the Employment Committee for interviews.

RESOLVED – the Committee resolved to recommend to full Council for approval:

- (a) amendments be made to the Employment Committee Terms of reference as set out at Appendix A of the submitted report;
- (b) amendments be made to the Officer Employment Procedure Rules as set out at Appendix B of the submitted report with the caveat that, in advance of interviews taking place, Executive Board Members be informed of those candidates that the Employment Committee has shortlisted for interview; and
- (c) That a panel be established to comprise of a minimum of two independent Persons with the Terms of Reference as set out at Appendix C of the submitted report.

This page is intentionally left blank

Development Plan Panel

Tuesday, 19th May, 2015

PRESENT: Councillor N Walshaw in the Chair

Councillors B Anderson, C Campbell,
R Charlwood, M Coulson, P Gruen,
T Leadley, J Lewis, J McKenna, J Procter
and M Rafique

30 Chair's opening remarks

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

31 Declaration of Disclosable Pecuniary Interests

There were no declarations of disclosable pecuniary interests

32 Minutes

RESOLVED - That the minutes of the Development Plan Panel meetings of 16th December 2014 and 6th January 2015 be approved and that the minutes of the Development Plan Panel meeting of 13th January 2015 be approved subject to correction of two factual amendments to minute 28

33 Implications of the 2012-based household projections on the Core Strategy Housing Requirement

The Head of Forward Planning and Implementation outlined the proposed time table for taking forward the Draft Site Allocations Plan (SAP), with a report to Executive Board in Summer and then to out to public consultation in Autumn 2015

The need for a SAP was stressed in terms of being able to plan positively for Leeds rather than leaving it vulnerable to poorly co-ordinated development

Members then considered a report of the Chief Planning Officer which provided an update on monitoring the evidence base of the Adopted Core Strategy and explored whether the latest evidence – the 2012-based household projections - warranted a fundamental review of the Core Strategy

The report outlined the following issues:

- the need to plan for population growth
- government guidance
- the latest evidence
- population and household projections
- jobs and new homes
- housing need and affordable housing
- implications of undertaking a further Strategic Housing Market Assessment (SHMA) in terms of the Core Strategy

Members were informed that the 2012-based household projections maintained lower trends however the Council could not take a simplistic approach when considering the housing targets set out in the Core Strategy

and needed to consider a wider range of evidence, with Government guidance and the Planning Inspectorate being clear that household projections were the starting point of considerations, not the end

The figures in the Approved Core Strategy were for 70,000 (net) new homes in Leeds and after examination of the Core Strategy, which included significant discussion of the 2012 population projections, upon which the household ones are based, the Inspector declined to lower the housing requirement and declared it sound as submitted. Members were informed that the only way to revise a Core Strategy figure was by undertaking a SMHA which would mean preferred sites might not be released readily enough and could put at risk the PAS sites and designation of rural land. The Core Strategy objectives could also be delayed. However, if the Council proceeded with the SAP as previously agreed, measures would need to be put in place to address the issues in the latest evidence, through phasing, as set out in the separate report on the agenda and a selective review of the Core Strategy in the next three years

Members undertook a detailed discussion on issues raised in the report, the main areas of debate relating to:

- the housing figures in the Core Strategy and the unprecedented level of building which would be needed in Leeds to achieve these targets
- the relationship between jobs and new homes and that many people whilst working in Leeds would reside outside of the City
- provision of information and concerns that not all information held by Officers had been made available to Members
- the approach being taken by Officers and concerns about a perception of a lack of transparency in the process
- whether a 3 year review of the Core Strategy would be of use as sites needed to be allocated now
- the importance of having a 5 year land supply in being able to resist inappropriate development
- the need for a full and proper Green Belt review to be carried out
- the data used to consider the housing target figures and whether this was the most reliable data which could have been used
- issues relating to affordable housing; the chronic lack of affordable homes in Leeds and the difficulty in securing this when developers were not particularly interested in providing it
- the need to reduce the housing numbers in view of the range of evidence coming forward to support a lower figure

The Chief Planning Officer advised that the level of housing required came from the Core Strategy and not the SAP. In terms of the Core Strategy, it had been examined thoroughly at the time, and had undergone further consideration through the recent Kirklees Knowl planning appeal decision, with the Inspector confirming that the Council had an up to date plan and could demonstrate a 5 year land supply

Officers highlighted the need for the SAP to plan over the long term and the importance of retaining a level of certainty and stability in the plan proposals, recognising that new data published during the plan period could suggest a different position at different points in time. However, the Core

Strategy figure remained and the Council would be judged against that 70,000 (net) figure until it had a revised, adopted figure. It was the current figure which had to be planned for through the SAP

Members considered how to proceed. In view of the number of individual recommendations contained within the report before Panel these were considered separately

RESOLVED – i) To note the contents of the report and to endorse the maintenance of the Core Strategy housing requirement as a basis for the Leeds Site Allocations Plan and Aire Valley Leeds Area Action Plan

Under Council Procedure Rule 16.5, Councillors J Procter, B Anderson, C Cambell and T Leadley required it to be recorded that they voted against this matter

RESOLVED – ii) to support the continual monitoring of the evidence underpinning the housing requirement, as further evidence is made available and the updating of Development Plan Panel on a twice yearly basis of any meaningful and significant changes

RESOLVED - iii) to support a selective review of the Core Strategy within 3 years of its Adoption and following subsequent household projections, which will better reflect demographic trends of a recovering economy

Under Council Procedure Rule 16.5, Councillors J Procter, B Anderson, C Campbell and T Leadley required it to be recorded that they voted against this matter

RESOLVED - iv) To support wider Corporate mechanisms to co-ordinate the monitoring of changes to the population, household composition and economic growth of Leeds relating to wider Council services which depended upon demographic analysis and forecasting

During consideration of this matter, Councillor J Lewis left the meeting

34 Housing Phases

Development Plan Panel considered a report of the Chief Planning Officer setting out the overall approach and methodology for the managed release of sites in line with Policy H1 of the Core Strategy

Officers presented the report and informed Members that the Core Strategy Inspector had agreed that Leeds should have a phased approach to the release of sites, with this being driven by the identification of a 5 year land supply. Details of the three phases of the managed release of sites were included in the submitted report, with Members being advised that only when Leeds did not have a 5 year land supply, would it be necessary to move onto the next, sequential phase

Members discussed the report, with the main issues being raised relating to:

- the need for clarity in the definition of 'greenfield' and to develop a criteria as a general guide as to what constituted a greenfield site
- the need to clarify the phasing on sites to assist Members and communities

- the policy adjustments set out in paragraph 3.8 of the submitted report and what safeguards there would be to ensure Planning Officers adhered to them when considering planning applications. The Chief Planning Officer advised that the Core Strategy set out some of the principles of this, which was the starting point and that applications would be brought to Plans Panels with recommendations so that Members would be making decisions based on professional judgements. The need for consistency and clarity around the points set out in paragraph 3.8 was reiterated by Members
- the need for clarity around the Leeds City Region debate
- areas of Leeds which were adjacent to neighbouring authorities and the need to manage the prioritising of sites which could have a significant and cumulative impact on existing residents. The Head of Forward Planning and Implementation referred to the Duty to Co-operate but admitted there were difficulties as neighbouring Local Authorities were at different stages with their plans. In relation to Bradford, Officers had made comments about the scale of housing, particularly as most of Bradford's urban area is adjacent to the Leeds boundary and were of the view that if pressures were faced in Leeds due to development in Bradford, Bradford MDC should address this, and vice versa if Bradford was affected by the scale of development within Leeds. Members were informed there would be the opportunity for further comments to be made during the SAP process, under the Duty to Co-operate
- detailed phasing issues; concerns that the first phase, for 57,650 units was too large; that a level of 45,000 units might be better and the need to include the larger windfall sites

RESOLVED - To note the comments now made and to endorse the overall approach to housing phasing

35 Gypsies, Travellers & Travelling Showpeople Site Allocations Progress Update

Members considered a report of the Chief Planning Officer providing an update on the legislative and policy background; the current authorised provision in Leeds and the approach to allocating sites

Officers presented the report and advised that the Core Strategy had identified levels of Gypsy and Traveller need for public and private provision, the need figures, in addition to the existing authorised 48 Gypsy and Traveller pitches, being additional provision for 62 Gypsy and Traveller households and 15 Travelling Showpeople in Leeds

Details of the requirements for suitable sites for Gypsies and Travellers were outlined in the submitted report. A list of 83 sites had been assessed which had been reduced to around 37 sites, which were still undergoing assessment. The merits of providing accommodation for smaller sites – to house around 5 – 6 families were being considered and that Ward Members would be invited to comment on proposals in their areas

The Panel discussed the report, with the main areas of discussion relating to:

- the need to consider Travelling Showpeople separately from Gypsies and Travellers; possibly having two separate policies or if not, at least two separate reports to Panel

- the change of direction towards providing smaller sites; the benefits of these in terms of being self-policing and accommodating smaller numbers of families, often who were inter-related
- detailed issues in respect of the existing supply of sites listed in the report before Panel, including the reference to Ilkley Road, which was part of the road, was in a floodplain and was not considered to be suitable as a Gypsy and Traveller site
- the process for identifying such sites; the SAP which had to allocate sites for all uses; the stated local preference for smaller sites; where this had emanated from; that Elected Members had not been given the opportunity to consider and discuss the proposals; the need for transparency and for a list of possible sites to be provided. The possibility of adopting the same approach taken to other allocations, whereby Development Plan Panel workshops were held to discuss proposals which were then worked up into a formal report for consideration by Panel, was suggested. On this point the Chair emphasised the need for Officers to engage with Members affected by possible allocation of sites for Gypsies, Travellers and Travelling Showpeople well before any agreement to release the draft SAP for public consultation
- the need to differentiate between public and private sites in the report; to set out criteria for private sites; to give an indication of the sites Officers were considering and to have a robust mechanism in place for this
- that there was some unmet need, despite the report indicating this was not the case
- the reference to negotiated stopping and the need for clarification of this. The Head of Forward Planning and Implementation advised this related to local people stopping temporarily
- the success of the small site at Kidacre Street and its support by Ward Members
- the issue of sites for Travelling Showpeople; that their needs were different and that finding a secure location for their equipment and in some cases also a caravan were the priorities
- the accuracy of the report in terms of occupied sites, with additional sites, including one former site, which could be investigated for additional provision
- that the table on page 61 of the submitted report was confusing in terms of numbers and how a temporary travelling show person pitch could be defined

In rounding off the discussions on the report, the Chief Planning Officer advised that the Core Strategy set out the policy and the numbers and welcomed information from Members about authorised sites which had not been referenced in the report. That cultural identity and the importance of having sites which could accommodate facilities on and off site was stressed

RESOLVED - To note the progress on identifying Gypsy and Traveller sites, including sites for Travelling Showpeople, for the Site Allocations Plan and Aire Valley Leeds Area Action Plan

36 Homes for Older People

The Chief Planning Officer submitted a report on how the SAP and Aire Valley Leeds Area Action Plan would support the housing delivery programme for older people

The Head of Forward Planning and Implementation presented the report which set out the issues regarding need and the different forms of accommodation which were required. The siting of housing for older people had been considered and that this should be within a reasonable distance – around 400m - from town centres

The Panel discussed the report and commented on the following matters:

- the tension between the housing mix identified in the Core Strategy and the most valuable sites where developers would seek to site large family houses
- how the housing mix could be enforced within each Housing Market Characteristic Area
- that the number of older people varied between Wards, with some areas having a disproportionately high number of retired and older people and that the focus had to be on the needs of the City in terms of older peoples housing rather than what the volume house builders wanted to provide
- the need to translate the strategic into delivery through the decisions of Plans Panels. The Head of Forward Planning and Implementation suggested that an explanation of the relevant policy – H4 – would provide additional clarity
- the role of Ward Members in this debate and of communities through Neighbourhood Plans and that having to ensure Neighbourhood Plans complied with the Core Strategy placed limits and restrictions on what could be achieved in local areas. In respect of one particular case highlighted by a Panel Member, the Chief Planning Officer agreed to look into this matter outside of the meeting
- the need to ensure when siting accommodation for older people that it was well integrated into the wider community to prevent social isolation

RESOLVED - To endorse the overall approach to the identification of sites for homes for older people, within the SAP and the Aire Valley Leeds Area Action Plan, having regard to the comments now made

During consideration of this matter Councillor J Procter left the meeting

37 Dates and Times of Next Meetings

Wednesday 20th May 2015 at 9.30am

Tuesday 16th June 2015 at 9.30am

Wednesday 24th June 2015 at 1.30pm

Development Plan Panel

Wednesday, 20th May, 2015

PRESENT: Councillor N Walshaw in the Chair

Councillors B Anderson, C Campbell,
R Charlwood, M Coulson, P Gruen,
G Latty, T Leadley, J McKenna, E Nash
and B Selby

38 Chair's opening remarks

The Chair welcomed everyone to the meeting

39 Late Items

There were no formal late items, however the Panel was in receipt of a copy of a summary document relating to the Aire Valley Leeds Area Action Plan (AVLAAP), which the Head of Forward Planning and Implementation tabled at the meeting (minute 44 refers)

40 Declaration of Disclosable Pecuniary Interests

There were no declarations of disclosable pecuniary interests. A declaration of an 'other' interest was made later in the meeting (minute 42 refers)

41 Apologies for Absence

Apologies for absence had been received from Councillors J Lewis, M Rafique and J Procter, with Councillors B Selby, E Nash and G Latty substituting for their respective colleagues

42 Site Allocation Plan (SAP) - Sites at Weetwood (3378) & Tingley (1143B)

With reference to discussions held at Development Plan Panel on 13th January 2015 and Executive Board on 11th February 2015, the Panel considered a report of the Chief Planning Officer in respect of two sites within the Site Allocations Plan (SAP) – 3378 Weetwood Lane and 1143B Tingley – and whether to recommend these should be included as housing allocations in the SAP

Large scale maps of the sites were displayed at the meeting

Officers presented the report and informed Members that both sites were located in the Green Belt; were reasonably accessible; were assets held by the Leeds Cricket, Football and Athletic Company Ltd and were being put forward as enabling development for the benefit of securing international cricket at Headingley, however in terms of the SAP process, Members were informed this last point was a side issue

The housing targets for North HMCA and the Outer South West HMCA were outlined, with Members being informed that for the North HMCA there was a surplus of 185 units, which did not include site 3378 – Weetwood and for the Outer South West HMCA, there was a shortfall of 166 units; this figure taking into account site 1143B – Tingley

The Chief Planning Officer stressed that any enabling development justification would need to be considered through the planning application process

Members discussed the report, with the main issues being raised relating to:

- the Panel's previous views and comments on the Weetwood site and that it should be retained as Green Belt, particularly as it prevented coalescence of the settlement and that its loss would lead to urban sprawl, together with the view that this site had been unused for many years; that it was on the fringe of a larger area of land running from Hyde Park towards Otley and that its proposed removal from the Green Belt would have limited impact
- the lack of detail on the mechanics of the enabling development
- the benefits which Test Cricket at Headingley brought to Leeds and the need for improvements to be made to the cricket ground in order for Headingley to remain a possible Test Match venue
- the nature of the decision before the Panel and that planning permission for development was not being considered
- the lack of detail on what the funds raised from the enabling development would be spent on at Headingley and the possibility of deferring a decision on these sites until further information had been provided
- the possibility of very special circumstances being put forward by the land owner to justify these sites being considered for residential development

The Panel's legal adviser – the Head of Service, Strategy and Resources – advised Members that there were two separate processes; the preparation of the SAP which was for this Panel and any consideration of a future planning application which could run in parallel but would be for the Plans Panel to determine. The matter before the Panel today was to consider whether it was appropriate to allocate these two sites for housing in the SAP. As had been evidenced at previous meetings, as part of that process and in order to meet the housing targets in the Core Strategy, some sites were being proposed to be taken out of the Green Belt. The main focus of the report before Panel was to consider the Green Belt purposes and whether in order to meet the required target numbers, the sites could and should be taken out. In respect of the test of very special circumstances, this was a matter for the planning application process and an applicant would need to demonstrate their enabling development case at that time

The Panel continued to discuss the issues, with further comments being made in relation to:

- the need to include the Weetwood site in the SAP and for the public to be able to express their views on the proposal through the consultation process on the SAP
- that the SAP needed to take account of wellbeing; the amount of land being proposed to be taken out of the Green Belt and that a surplus of housing existed in the North HMCA
- the short step between allocating a site for housing and it being developed

- the need for a carefully worded S106 Agreement, possibly submitted to Panel for consideration, in the event a planning application for enabling development was submitted on these sites

At this point, Councillor B Anderson brought to the Panel's attention that he was a member of Yorkshire County Cricket Club; that he had not expected the discussion to take the direction it had done and considered whether he should withdraw from the meeting. The Panel's legal representative clarified the nature of Councillor Anderson's interest, which was considered to be an 'other' interest rather than a disclosable pecuniary interest as set out in the Localism Act 2011 and the Members Code of Conduct

Members' discussions continued:

- the principle involved in this matter and the possibility that there were other landowners who could put forward a case to justify their sites being considered for housing allocation
- that there was doubt about the enabling development
- the possibility of making a case for the Weetwood site in view of its previous history as a sports site (part of the site was a protected playing pitch) but in the case of Tingley, not only was this a considerable distance from Headingley, it had never had a sporting use, with concerns being raised that legal advice might be required on this matter as part of the planning application process
- the staged process and that including the site in the SAP for housing was the first stage. The Head of Service, Strategy and Resources stressed that whilst there were two separate processes, they could run in parallel and that for the SAP process, Panel had to be satisfied on the issues raised in paragraph 3.1 of the submitted report
- the need for clarity in reports in respect of issues relating to S106 and CIL

Members considered how to proceed. Concerns continued to be raised about the message which would be sent if Panel agreed these sites could be allocated for housing. The Chief Planning Officer acknowledged the issues and the questions which had been raised about enabling development. However, having considered the sites it was the view of Officers that, on balance, the contribution they currently made in Green Belt terms was outweighed by the desirability of them going forward for housing allocation, although this was of course a decision for Panel

An amendment to the recommendation to enable the sites to be considered separately was made and voted upon, however this did not receive majority support

RESOLVED - To note the report and to advise that Development Plan Panel would support the allocation of both of these sites – 3378 Weetwood and 1143B Tingley – for housing

Under Council Procedure Rule 16.5, Councillors, Leadley, Campbell and G Latty required it to be recorded they voted against the matter

Under Council Procedure Rule 16.5, Councillor B Anderson required it to be recorded that he abstained from voting on this matter

43 Site Allocation Plan - Strategic Housing & Employment Issues Outer North East (ONE)

Prior to consideration of this matter, Councillor Charlwood left the meeting

With reference to discussions by the Development Plan Panel on 13th January 2015 and Executive Board on 11th February 2015 on the SAP, Members considered a report of the Chief Planning Officer which reported back on the strategic housing and employment issues within the Outer North East (ONE) HMCA, as a basis to determine a way forward in the preparation of the SAP Publication Plan

Officers presented the report and reminded Members that the housing target for ONE HMCA was 5000 units and that at the Issues and Options consultation, two particular sites were identified – Thorp Arch (site 1055 A/1055B; EMP00326) and Headley Hall (site 3391)

Members were informed there was a live planning application for a mixed use development and the creation of a new settlement at Thorp Arch which had last been presented to City Plans Panel in December 2013, although indications had been made that the applicant remained keen to progress the application and was working to resolve several issues relating to the proposals. In terms of the number of residential units proposed for the Thorp Arch site, Officers were of the view this would have a significant impact on the capacity of the rural road network

Reference was made to a recent letter from the applicant which raised concerns about how the Thorp Arch site was being presented and the options

The Headley Hall site was located in the Green Belt; was an 8ha site and was in a strategic location being close to the A1(M) and A64

The housing and employment target figures within the submitted report were outlined. Headley Hall had the capacity to deliver 3000 houses within the plan period and could offer critical mass to enable a settlement to be developed from the start, whereas it might be more difficult to integrate the Thorp Arch site and there were a number of issues to be resolved, including highways and land contamination

Members discussed the report, with the key areas of discussion relating to:

- the number of sites in the ONE HMCA which had been rejected
- other options available. Members were informed that whilst other options did exist, these related to smaller sites and would involve the release of PAS sites, with this not being as sustainable or as sequentially preferable as the proposals being put forward
- the length of time Officers had been discussing development proposals at Thorp Arch
- the need for some certainty for local residents and Ward Members
- the need for an update on the discussions with Selby Council. Officers advised that Selby District Council had an adopted Core Strategy and that although they were focusing development within settlements had indicated they would consider other sites, although the SAP process needed to be undertaken which would include public consultation
- that Ward Members considered the options put forward in the report as the best way of taking the issue forward

RESOLVED - To note the comments now made; the approach set out in the submitted report and to recommend to Executive Board the strategic housing (and employment) allocations for Outer North East for inclusion within the SAP Publication Draft Plan

44 Aire Valley Leeds Area Action Plan (AVLAAP) - Publication Draft Plan

With reference to discussions held at the Development Plan Panel meetings of 16th December 2014, 6th January 2015 and 13th January 2015 and Executive Board of 11th February 2015, Members considered a report of the Chief Planning Officer which set out the AVLAAP Publication Draft Plan. A supplementary document which outlined the context; content and scope of the Plan; the key policies and proposals; the detailed area plans and next steps towards consultation, submission and examination was considered alongside the main report

Detailed discussions took place in respect of specific sites, with the following issues being raised:

- housing mix; the large number of flats being provided in the area; an acceptance of some flats if the proposal was for the conversion of an existing building but that family houses were required
- connectivity and the need to have a plan in place in the event the NGT project did not come forward
- the possibility of reopening closed railway stations and that consideration should be given to one at Stourton which was currently being used to facilitate Royal Mail
- the importance of referencing heritage assets, particularly the Golden Gate Public House and Hunslet Library and that consideration should be given to listing these buildings
- the orientation of Morrisons Supermarket at Hunslet which needed to be considered
- public realm and the extent to which the footpath along the River Aire had been lit and the need for this to continue to Hunslet Mill, in the interests of pedestrian safety

RESOLVED - To note the comments now made and to recommend to Executive Board that the AVLAAP Publication draft Plan be taken forward for public consultation

45 Closing remarks

Councillor J McKenna took the opportunity to pay tribute to Councillor Walshaw during his time as Chair of Development Plan Panel and for the excellent work he had done in this role. Members were informed that from the new Municipal Year, Councillor Walshaw would be the new Chair of North and East Plans Panel. Councillor McKenna wished the incoming Chair of Development Plan Panel, Councillor Congreve, well in his new role

46 Date and Time of Next Meeting

Tuesday 16th June 2015 at 1.30pm in the Civic Hall, Leeds

This page is intentionally left blank

Development Plan Panel

Tuesday, 16th June, 2015

PRESENT: Councillor D Congreve in the Chair

Councillors B Anderson, C Campbell,
R Grahame, T Leadley, R Lewis,
C Macniven, J McKenna, J Procter and
N Walshaw

1 Late Items

There were no formal late items, however larger plans of the Housing Market Characteristic Area plans, within the submitted report had been sent to Members as a supplementary document

Officers also tabled additional information in relation to the employment proposals

2 Declaration of Disclosable Pecuniary Interests

There were no declarations of disclosable pecuniary interests

3 Apologies for Absence

Apologies for absence had been received from Councillor Coulson, with Councillor R Grahame attending in his place

4 Site Allocations Plan - Publication Draft

Members received a report of the Chief Planning Officer on the employment, retail and green space sections of the Site Allocations Plan (SAP) Publication Draft Plan for Panel to consider the report and appendices and to recommend to Executive Board that the Plan is agreed to go forward for public consultation

Large scale plans were displayed at the meeting, with photographs and graphics also being displayed of particular sites

The Head of Forward Planning and Implementation advised that the draft plan was based on the allocations which had been considered through Development Plan Panel meetings and Executive Board, with several updates and proposed amendments

Members initially considered the site allocation proposals for employment land

Officers presented the proposals and referred to two minor alterations to sites in Armley and two sites in Otley

In relation to Leeds Bradford International Airport (LBIA) a proposed amendment to paragraph 2.85 of the draft SAP and policy EG3 – Leeds Bradford International Airport – Employment Hub was circulated

The Economic Development Programme Leader who was in attendance provided details of a report which had been commissioned to investigate the need for more employment land in the Aireborough and Outer North West areas, with a report expected on this in the following week

A detailed discussion took place on the proposed amendments and employment site allocations in the Aireborough HMCA, with the main issues relating to:

- concerns about the lack of information presented to Panel to justify the proposed release of 36.23ha of Green Belt land for employment uses in this area
- the possible uses of sites around the airport with concerns that one particular large scale site could be used for car parking and the need for information from LBIA on proposed uses
- the lack of clarity as to LBIA's proposals and future development
- the need for a masterplan and other, relevant information to be provided to Panel
- the need for an objective assessment of land requirements around LBIA in view of the differing views of landowners
- the levels of available employment land in this area and the lack of demand for employment use
- the disconnect between different sections of City Development, with Plans Panels being presented with applications on employment sites, but seeking approval for different uses
- the lack of evidence to support the proposals being put to Panel in respect of LBIA and where these proposals had emanated from
- the possibility that site EG1-3, if released, could be used as additional car parking rather than employment use and the need for clarity from LBIA about its future plans
- concerns that the proposal to release so much land from the Green Belt in this area could have a detrimental impact in terms of the future development of surrounding brownfield sites, some of which were in a poor state and needed to be redeveloped
- that when considered in January, the general employment allocation had been close to being met, however there was now, a deficit of 48.4ha

Officers responded to Members' queries and comments and provided further information which included:

- that the proposals constituted a long-term plan
- the wider benefits and opportunities of supporting LBIA's aspirations
- there was a desire for businesses in North West Leeds to expand and remain in the area, as well as businesses wishing to relocate there

The Chief Planning Officer, Mr Hill, accepted the comments regarding the need for the masterplan of LBIA to be submitted (as well as a surface access statement) to substantiate the case for the release of land for employment use and referred to the general requirement from local businesses who wished to expand in this area. Members were advised that the starting point for this being proposed by Officers was to release land adjoining LBIA to provide the best opportunities to meet this future demand

The Panel then considered the employment allocations proposed for Thorp Arch. An amended plan of the Thorp Arch Employment Sites was tabled at the meeting

Members were informed that the proposal was to retain the 3 UDP employment allocations as indicated on the tabled plan. Subsequently during

discussions it was identified that the tabled plan identifying the current UDP employment allocations at Thorp Arch was incomplete, and that the visual representation shown on screen identified additional existing UDP employment allocations. Reference was also made to representations made by the owners of Thorp Arch Trading Estate (TATE) who had stated it was not possible to allocate 72ha of the site for general employment uses due to the level of employment and retail uses currently on site and issues relating to the necessary land decontamination

The Panel discussed the Thorp Arch site, with the main issues relating to:

- the lack of evidence to support the view put forward by the owners of TATE and that Members had not seen the letter which had been submitted
- that the housing numbers had been robustly examined and recently tested through a recent appeal, but that Officers appeared to have been persuaded to change their views
- that some sites capable of being used for employment purposes were not being put forward
- that the Panel's previous views on this should remain and form the basis of the public consultation
- whether using the UDP employment site allocations was the best option and the need for clarification of the historic employment site boundary

The Chief Planning Officer advised that the benefit of the UDP allocations were that they had been through public consultation and been found acceptable, with there being no reason to think these were less favourable now than 20 years ago

Regarding TATE, Mr Hill confirmed that Officers had considered the information within the letter from the owners of this site and had advised that further consideration would be required. However, it was felt there were sufficient questions raised by the owners in respect of the viability of the site being developed to provide 72ha of employment land. It was also confirmed that the Proposals map would identify TATE

Further discussions took place on:

- the number of sites where owners were unsupportive but that the sites were being retained
- site EG2-3 (2900040) – land off Ilkley Road Otley and the need to reflect in the document the pre-application discussions which were ongoing for part of the site to be used for housing. The Chair confirmed that this request could be accommodated

The Panel then considered the retail proposals

Members were informed that changes made since the last time this information had been considered related to The Core, in the City Centre, which due to the low levels of A1 use it contained, was no longer proposed to be a protected shopping frontage and at Kirkstall where a new primary shopping area was being proposed. An error on the plan relating to Cardigan Road was corrected

The Panel discussed the proposals and commented on the likelihood of the proposed supermarket site at Kirkstall Town Centre being developed for this use, with the suggestion being made that housing could be considered as an alternative use

Members then considered the proposals in relation to green space, with the small number of changes from what had previously been presented being outlined in appendix 2 of the submitted report

Reference was made to representations which had been received from the Friends of Allerton Grange Fields, who were supporting the proposed amendments

In respect of site 1762 – Red Hall Playing Fields, representations had been received. Members were informed that the site would be considered at the meeting held on 26th June and that an area equivalent to two playing pitches would be retained for informal play use and that a planning brief for the site would be prepared. Concerns were raised about the amount of land proposing to be retained as green space and the need for clarification on the exact size of the playing pitches to be retained, as these varied

Discussions also took place on the process for proposals made as part of a Neighbourhood Plan; how these could be fed into the process and that the support of the Council for such proposals added weight to them when taken forward in the public consultation process. The Head of Forward Planning and Implementation advised that any proposals could be reflected in the policies of the individual Neighbourhood Plans; that they would have status and would form part of the Development Plan

Reference was also made to a detailed representation received earlier that day relating to open spaces and the assessment of these. Officers advised that a detailed response would be produced

Concerns were also raised about how sites below 0.2ha which had been excluded could be protected from development, with Members being informed that Policy N8 would be relied upon to provide protection

A further request was made for detailed plans to be provided to the Panel relating to those Local Authorities which bordered Leeds, indicating their SAP proposals, as part of the Duty to Co-operate

The need for the facility to reinstate land classified in the UDP as ‘white land’ was also raised

In view of the discussions which had taken place on LBIA, the Panel considered how to proceed. It was Members’ view that additional information on the employment land proposals relating to the LBIA employment hub was required. In view of the urgency in presenting the Panel’s advice to Executive Board at its meeting in July, it was suggested this matter be considered at the meeting on 26th June, albeit possibly as a late item, in view of the tight timescales involved

RESOLVED - To defer consideration of the proposals for LBIA to the Development Plan Panel meeting on 26th June 2015, for additional information to be provided and, subject to the amendments made at Thorp Arch, namely to retain the existing UDP employment allocations, to recommend to Executive Board that the SAP Publication Draft Plan sections in relation to Employment, Retail and Greenspace is agreed for publication consultation

5 Date and Time of Next Meeting

Friday 26th June 2015 at 10.00am in the Civic Hall, Leeds

INNER EAST COMMUNITY COMMITTEE

THURSDAY, 19TH MARCH, 2015

PRESENT: Councillor A Khan in the Chair

Councillors R Grahame, A Hussain,
G Hyde and B Selby
Sue Lynch – Burmantofts & Richmond Hill CLT
Phil Rone – Killingbeck & Seacroft CLT

Approximately 25 representatives of the local community, stakeholders and partners attended the meeting

46 Chairs Opening Remarks

Councillor Khan welcomed all present to the Community Committee (CC) meeting, particularly members of the local community and representatives of partner organisations

47 7.00pm until 7.30pm Community Discussion - Priority Setting

Councillor Khan introduced the workshop session on the report featured at item 11 of the agenda in respect of Priority Setting for the Inner East CC for the 2015/16 Municipal Year (Minute 56 refers).

RESOLVED – At the conclusion of the workshop, Councillor Khan thanked the attendees for their participation and informed the meeting that the comments made during the discussions on Priority Setting for 2015/16 would be noted and be referred to during consideration of the Priority Setting report in the formal part of the meeting, and be referred to the Wellbeing Advisory Group for the Inner East CC

48 Appeals Against Refusal of Inspection of Documents

There were no appeals against the refusal of inspection of documents

49 Exempt Information - Possible Exclusion of the Press and Public

The agenda contained no exempt information

50 Late Items

No late items of business were added to the agenda, however Members were in receipt of supplementary documents relating to Agenda item 16 (Wellbeing Fund) (minute 61 refers) which provided a précis of the comments of the Elected Members from each Ward on the applications received.

51 Declarations of Disclosable Interests

No declarations of disclosable interests were made.

52 Apologies for Absence

Apologies for absence were received from Councillors Ingham, Harington, Maqsood and Morgan. Mr P Rone, Burmantofts & Richmond Hill CLT also sent apologies

53 Open Forum

The following matters were raised under the Open Forum

- a) Feedback was requested on the issues discussed during the "mental health and social isolation" workshop held 22nd January 2015. In response, the Chair referred to item 12 of the agenda and the discussions to follow
- b) An attendee requested that heating, and assistance with provision of heating, be considered as a priority for the district. The Chair responded that this matter would be referred to the Wellbeing Advisory Group for consideration
- c) An attendee requested that air quality monitoring be undertaken to provide full coverage of the locality. The Chair responded that this issue would be referred to the relevant service area for consideration
- d) An attendee enquired about the future of the former Kiln public house, LS14 and received a response from a Committee member in respect of the progress of the related planning application.

54 Minutes of the Previous Meeting

RESOLVED - That the minutes of the last meeting held 22nd January 2015 be agreed as a correct record

55 Matters Arising

There were no matters arising

56 Priority Setting for 2015/16

Mr A Birkbeck, Area Officer, presented a report which provided an overview of the key issues currently facing the communities within the Inner East CC area and outlined a draft list of area-wide priorities to guide the future spend of Wellbeing Revenue and Wellbeing Capital monies.

The priorities suggested in paragraph 11 of the report had been the topic of discussions held during the informal session with Community Committee members, local residents, partners and stakeholders prior to the start of the formal meeting. The CC noted that any additional issues raised during the workshop would be reported to the CC's Wellbeing Advisory Group

RESOLVED –

- a) Having regard to the comments made during the informal workshop session, the Community Committee agreed the area-wide priorities (as set out in paragraph 11 of the submitted report) in order to guide Wellbeing spend and key local programmes
- b) To note that any additional issues identified by local residents, partners and stakeholders during the workshop would be reported to the CC's Wellbeing Advisory Group

57 Key Themes and Proposed Actions Resulting from discussions at the Inner East Community Committee on 22 January 2015 - Mental Health and Social Isolation

Further to minute 32 of the meeting held 22nd January 2015, the CC received an update report relating to information collected during the Community Committee workshop on the theme of social Isolation.

Liz Bailey, ENE Health and Wellbeing Improvement Manager, attended the meeting to present the report and highlighted the main themes arising from the discussions in particular,

- the role of residents and community leaders to undertake identified roles such as "community gatekeepers", "local listeners and mentors", to be the eyes and ears of the community and develop neighbourliness
- to undertake a mapping exercise to ensure resources are targeted appropriately and can build on the existing skills within the community
- to utilise local community, cultural and faith buildings to ensure services and activities are accessible
- the role of local Doctors to encourage residents to join in with local activities

The availability of the "Time to Shine" fund was highlighted with the aim of ensuring older residents were involved in future initiatives.

It was noted that the report would provide the foundation for a local action plan and the preparation of a consolidated report to be submitted to both the Leeds North and Leeds South & East Clinical Commissioning Groups (CCGs) in order to inform their commissioning discussions and decisions, particularly around Social Prescribing.

The following matters were discussed and noted for action –

- The request to identify the number of flats within the Burmantofts and Richmond Hill ward and likely number of socially isolated residents
- The impact of health issues, particularly instances of diabetes with the Harehills ward, and consideration of measures to help residents control and manage their illness in order to tackle the effects of social isolation
- The need to present the response of the CCGs to a future Inner East CC meeting

Additionally, the Chair requested that the mapping exercises identified be rolled out to all three wards and be presented to a future meeting

RESOLVED –

- a) To note the findings of the submitted report and to lend support to future follow on actions by key partners and stakeholders
- b) To note the request for a report containing the response of the Leeds' CCGs to the work undertaken on the theme of mental health and social isolation to be presented to a future meeting of the Inner East CC

58 Environmental Action Service - Locality Team Update

The ENE Locality Manager submitted a report providing an update on the Environment Action Service Locality Team. Councillor G Hyde, Inner East CC Environment Champion introduced the issue on how improvements will be made to a range of environmental services that are delivered locally. Mr J Woolmer, ENE Locality Manager, gave a presentation on the achievements of the Environmental Action Service (EAS) during 2014/15 and looking ahead to the challenges of 2015/16. The presentation also provided an update on the redesign of the operational work of the EAS.

Members noted the following matters highlighted in the presentation:

Draft Minutes – To be approved at the next scheduled meeting of the Inner East Community Committee

- The request for a workshop to be held on the theme of "the place where I live" to discuss social responsibility for the environment and locality
- Those service areas identified by the advisory Environment sub group as requiring improvement, including localised working and street bins
- the crucial role of ward member briefings in steering service provision

RESOLVED –

- a) That the contents of the presentation on the redesign of the operational work of the Environmental Action Service and the comments made on the issues raised be noted
- b) That approval be given for a future workshop to be held on the theme of "the place where I live" to consider locality and environmental issues

59 Update on Housing Leeds Restructure

Further to minute 24 of the CC meeting held 9th October 2014, the Head of Housing Management, ENE Housing Leeds, submitted an update on the implementation of the new structure for the Housing Management Service for Council Housing for the whole city of Leeds.

Mr D Longthorpe attended the meeting to present the report. The CC received information on the new area housing team, an update on recent initiatives and projects in the area and an outline of priorities for the forthcoming year. The following matters were discussed:

- The role of the Housing Area Panels was highlighted, along with funds available through the HAPs for local projects
- The advice given through new pre-tenancy training to new tenants in respect of litter, gardens and their own responsibilities
- The close liaison between the housing officers and environmental action service
- Communication between housing officers and local residents

A request to supply Members with the direct contact details for the new area housing team was noted

RESOLVED – That the contents of the report and the comments made during discussions be noted

60 East North East Employment and Skills Plan

The CC considered a report on the East North East (ENE) Employment and Skills Plan which set out priorities for the ENE area as a whole and for the three specific Community Committee areas. Additionally the report explained the purpose and structure of the ENE Employment and Skills Board.

Councillor R Grahame, Inner East CC Champion for Employment, Skills and Welfare introduced the issue and Ms M Anderson presented the report. A copy of the Plan was included at Appendix 1 of the report, highlighting those initiatives ready to deliver within the next 12 months, subject to funding.

In considering the report, Members considered the links between commercial development, the planning process and the jobs and skills service to encourage the employment of local residents. Members requested a statistical

report be presented in due course containing the number of jobs created through this process across the three wards

RESOLVED -

- a) That the contents of the East North East Employment and Skills Plan (attached as Appendix 1 of the submitted report) and the comments made, be noted for action
- b) To note the updates provided in the submitted report and to request regular updates from the Employment and Skills Board.

61 Wellbeing Report and Budget 2015/16

Andrew Birkbeck, Area Officer, presented information on the Inner East CC budget, including funds still available to spend. The report sought consideration of applications to the Wellbeing Fund and made reference to the recommendations of the Elected Members arising from previous Ward Member briefings on the applications. Members were in receipt of supplementary documents containing comments made at their ward member briefings.

RESOLVED –

- a) To note the spend to date and the current balances for the 2014/15 financial year
- b) To note the comments of the Elected Members in respect of the applications received
- c) That the following be agreed in respect of applications to the Wellbeing Revenue Fund 2014/15:

Super Saturday, CATCH	£7,908
Positive Action for refuges	DEFERRED to 2015/16
Counselling Sessions and “The Power of Me” workshops	£2,530
Bullying Stop – the Power of One	£1,250

- d) That the following be agreed in respect of an application to the 2014/15 Youth Activity Fund:

B&RH Mini Breeze Event (Oxton Fields)	£3,800
---------------------------------------	--------

- e) That the following be agreed in respect of applications to the Youth Activity Fund 2015/16:

Street Works Soccer Academy (K&S)	£13,240
Street Works Soccer Academy (G&H)	£8,240

- f) That the 2015/16 Wellbeing budget, as set out in paragraphs 14 to 18 of the report, be approved
- g) That the following "top-slicing" arrangement be agreed in respect of the Wellbeing Budget for 2015/16

3x Area Officers	£80,284
Inner East CCTV	£16,000

62 Community Comment

The Chair noted the opportunity for members of the public to feedback comments on the reports presented during the formal part of the CC meeting. The following issue was raised:

Regent Street development. A query regarding the proposed retail/leisure development and local recruitment was raised. The response that the development was currently being considered through the planning process was noted.

63 Meeting Arrangements 2015/16

The City Solicitor submitted a report seeking consideration of meeting dates, times and venues for the 2015/16 Municipal Year. The CC noted a request to alter the proposed March 2016 date from 17th to 24th and having regard to the number of members of the public still in attendance, suggested that winter meetings should start earlier

RESOLVED -

- a) To agree the following schedule of meeting dates and start times in order that they may be included within the Council diary for the 2015/16 Municipal Year (all to be held on Thursdays):
18 June 2015 at 7.00 pm and 17 September 2015 at 7.00 pm
10 December 2015 and 24 March 2016 at an earlier start time to be confirmed
- b) To agree to continue existing venue arrangements – to alternate meeting venues between the wards within Inner East CC area – and to note that venues will be confirmed at a later date

64 Chairs Closing Remarks

The Chair thanked all present for their attendance and participation in the meeting

OUTER SOUTH COMMUNITY COMMITTEE

MONDAY, 23RD MARCH, 2015

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

27 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.

28 Minutes - 2 February 2015

RESOLVED – That the minutes of the meeting held on 2 February 2015 be confirmed as a correct record subject to the following amendment:

Minute No 25 – Summary of Key Work

Further to the minute published, Councillor S Golton had raised an objection that the Community Centre Review had not been brought back to the full Community Committee and as the Community Committee was the democratic discussion and decision making process that such an issue should have been brought to all Members.

Members further discussed involvement in the Community Centre Review which included input at Ward Member Briefings, meetings with the Executive Board Member and discussion at the Community Centre Sub-Group.

29 Wellbeing Report

The report of the South East Area Leader sought to provide Members with the following:

- Details of the Wellbeing budget position
- An update on the revenue, capital and youth activities fund elements of the Wellbeing Budget
- Details of revenue projects agreed to date
- Details of Youth Activities fund agreed to date
- Details of revenue funding for consideration and approval
- Details of proposed ring-fences for 2015/16
- Details of activities funded through the Youth Activities Fund
- The current position of the Small Grants Budget

Draft minutes to be approved at the meeting
to be held on Date Not Specified

Aretha Hanson, Area Officer presented the report:

The following was discussed:

- Proposed increase to the Community Committee's communication budget – some concern was expressed whether this was necessary and it was suggested that the Community Committee's communication strategy be reviewed in the next year.
- Increase to the contribution for the Neighbourhood Improvement Officer commissioned by Health for All. The amount of the proposed increase was queried but, following a discussion and vote proposal was approved.
- Possibility of purchasing portable skate park equipment.
- Funding for off-road bikes – following reports that West Yorkshire Police would not be bidding for funding in 2015/16 it was asked whether this could be considered further with Parks and Countryside.
- With regard to the application for litter bins it was asked if enforcement action could be taken and whether the covert CCTV could be used to support action in the Drighlington Bypass and Hodgson Lane areas. Covert cameras having previously been purchased through Wellbeing Funding. This would be referred to the Environmental Action Team.

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 details of Youth Activities Fund agreed to date be noted.
- (5) That proposed ring fences for 2015/16 be approved.
- (6) That the following projects be approved:
 - Outer South Garden Maintenance Scheme - £33,000 – Approved
 - Ground Perimeter Fencing – Woodkirk Valley FC - £3,000 – approved.
 - Rothwell May Day Celebrations - £1,000- approved
 - Drighlington Library Replacement of Public Use Computers - £1,100 approved
 - Drighlington Bypass and Hodgson Lane Litterbins - £600 approved
- (7) That the small grants situation be noted.

30 Summary of Key Work

The report of the South East Area Leader brought Members' attention to work which the Area Support Team was engaged in based on priorities identified by the Community Committee that were not covered elsewhere on the Agenda.

Aretha Hanson, Area Officer presented the report.

Issues discussed included the following:

- The Children's and Families Sub Group had met on 25 February 2015 and had reviewed applications for Youth Activities Funds for 2015/16. Consultation had also included young people.
- Employment, Skills and Welfare – reference was made to the workshop held prior to the meeting and the successful jobs fair that had been held.
- Environment and Community Safety – It was reported that the Environmental Action Teams had now moved to more joined up working methods and a request was made to look at expanding areas for litter picking and whether more enforcement work could be undertaken. Crime had fallen overall in the Outer South Area and there was a Wellbeing application anticipated for funding for crime prevention packs. Members also discussed child sexual exploitation and whether this could form part of a future workshop discussion.
- Health and Wellbeing – Members were given an update on the Social Prescribing work and a funding bid had been submitted for work in the Outer South Area. Eighty percent of the Wellbeing packs had been distributed by the end of February and an evaluation of the scheme was being undertaken. There was still some work to do on identifying those most in need of the packs. Reference was also made to the Childhood Obesity Programme and Obesity & Physical Activity and the 'Sugar Swaps' Campaign.
- Adult Social Care – The Older People's Working Group had met and discussed evaluations of the Wellbeing Packs and Outer South Garden Maintenance Scheme.
- Community Centre Review – The Area Leader provided a verbal update on the views of the Community Centre sub group following the meeting held on 12th March 2015. At that meeting the sub group had considered a number of available options regarding the future of those Community Centres located within the Outer South area. It was noted that the Community Centre sub group had expressed the following views:-
 - St Gabriel's Community Centre: support for option 3, as detailed within the submitted report
 - Gildersome Community Centre: support for the option set out in the paper
 - Lewisham Community Centre: support for the option set out in the paper
 - Windmill Community Centre: support for option 3, as detailed within the submitted report.

In conclusion, the Community Committee concurred with the views of the Community Centre sub group.

RESOLVED – That the report be noted

31 Dates, Times and Venues of Community Committee Meetings 2015/16

Draft minutes to be approved at the meeting
to be held on Date Not Specified

The report of the City Solicitor requested that Members give consideration to agreeing a Community Committee schedule for the 2015/16 municipal year and to also give consideration as to whether any revisions to the current meeting and venue arrangements should be explored.

The following dates and times had been proposed in the report:

- Monday, 29th June 2015
- Monday, 10th September 2015
- Monday, 30th November 2015
- Monday, 14th March 2016

Meetings to commence at 4.00 p.m.

RESOLVED – That the report be noted and the following dates be agreed:

- Monday, 29th June 2015
- Monday, 10th September 2015
- Monday, 30th November 2015
- Monday, 14th March 2016

Meetings to commence at 4.00 p.m.

OUTER SOUTH COMMUNITY COMMITTEE

WEDNESDAY, 20TH MAY, 2015

PRESENT: Councillor K Bruce in the Chair

Councillors N Dawson, J Dunn, S Golton,
L Mulherin, D Nagle and K Renshaw

At the outset of the meeting, Members were advised that as the meeting was not quorate that any recommendations made would have to be ratified at a future meeting or be made via the delegated decision process. With regard to the Election of Chair process it was reported that if the meeting did not become quorate that a final decision would be taken at the Annual Council meeting to be held the following day where the vote would initially be ring-fenced to Members of the Outer South Community Committee in the first instance.

32 Declaration of Disclosable Pecuniary Interests

There were no declarations of disclosable pecuniary interests.

33 Apologies for Absence

Apologies for absence were submitted on behalf of Councillor B Gettings.

34 Minutes - 23 March 2015

RECOMMENDED – That the minutes of the meeting held on 23 March be confirmed as a correct record.

35 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 Community Committee. On this occasion there were no members of the public in attendance.

36 Election of the Community Committee Chair for the 2015/2016 Municipal Year

The report of the City Solicitor set out the arrangements for the election of Chairs to Community Committees and recommended that Members elected an eligible Member to the position of Outer South Community Committee for the 2015/16 Municipal Year.

The deadline for nominations had finished on 19th May 2015. Nominations had been submitted on behalf of Councillors K Bruce and R Finnigan and Members present were asked to vote.

RECOMMENDED- That Councillor K Bruce be elected as Chair of the Outer South Community Committee for the 2015/16 Municipal Year.

37 Date and Time of Next Meeting

Monday, 29 June 2014 at 4.00 p.m.

OUTER NORTH EAST COMMUNITY COMMITTEE

MONDAY, 23RD MARCH, 2015

PRESENT: Councillor G Wilkinson in the Chair

Councillors N Buckley, A Castle, D Cohen,
P Harrand, A Lamb and M Robinson

43 APPEALS AGAINST REFUSAL OF INSPECTION OF DOCUMENTS

There were no appeals against the refusal of the inspection of Documents.

44 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.

45 LATE ITEMS

Although there were no formal late items the Chair accept the inclusion of supplementary information to the Wellbeing and Youth Activity Fund Budget which was omitted in error following the publication of the agenda (Minute No. 56 refers)

46 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor R Procter and Councillor J Procter.

47 DECLARATION OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS

There were no declarations of any disclosable pecuniary interests.

48 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.

49 MINUTES OF THE PREVIOUS MEETING

Draft minutes to be approved at the meeting
to be held on Date Not Specified

The minutes of the previous meeting held on 26th January 2015 were confirmed as a true and correct record.

50 MATTERS ARISING FROM THE MINUTES

Wellbeing Funding Application – Farmwatch Landrovers (Minute No.38 refers)
– With reference to the issue of sponsorship stickers and the suggestion that the City Council Print Unit may be able to assist in the production of stickers at a reasonable cost. The Chair requested to know if there had been any progress in obtaining the stickers?

In responding officers reported that the necessary information had been passed to Sergeant Mclachlan WYP who was dealing with the issue.

51 Dates, Times and Venues of Community Committee Meetings 2015/2016

The City Solicitor submitted a report which sought the Community Committee's formal approval of a meeting schedule for the 2015/2016 Municipal year and to determine if there are any revisions to the current meeting and venue arrangements.

RESOLVED –

- (i) That the contents of the report be noted.
- (ii) That the proposed scheduled of meetings for 2015/16 be determined as follows:
 - Monday 15th June 2015 at 6.00pm
 - Monday 7th September 2015 at 5.30pm
 - Monday 14th December 2015 at 5.30pm
 - Monday 25th January 2016 at 5.30pm
 - Monday 7th March 2016
 - May / June 2016 (Date to be confirmed)
- (iii) That the meeting venues continue to alternate between the Civic Hall during the winter months and at various venues held within the three wards during the summer months. All meetings to commence at 6.00pm (summer months) and 5.30pm (winter months)

52 Community Committee Appointments

The City Solicitor submitted a report which provided notification from the Chair of the Ancient Parish of Barwick in Elemet Trust that one of the Trustees wished to stand down due to reasons of ill health. The report sought the approval of the Community Committee to appoint a new Member to the Trust.

Appended to the report was a copy of the following:

Draft minutes to be approved at the meeting
to be held on Date Not Specified

- Correspondence from the Chair from the Chair of the Ancient Parish of Barwick in Elmet Trust (Appendix 1 Refers)

RESOLVED –

- (i) To accept the resignation of Mr Jack Anderson from the Trust with immediate affect
- (ii) That Miss Christine Hudson be appointed to the Ancient Parish of Barwick in Elmet Trust

53 Environmental Action Services - Locality Team Up Date

The East North East Locality Manager delivered a presentation on the work of Environmental Action Services and provided an update on the redesign of the operational work of the service.

John Woolmer, East North East Locality Manager, Environment and Housing delivered the presentation and responded to Members comments and queries.

The presentation covered the following issues:

- The challenges for the Service in the Outer North East Area
- What worked well in 2014/15
- New responsibilities for 2015/16 to be in the Service Level Agreement, in particular the additional resources invested in Council Housing areas
- Proposals to further improve local accountability and influence over the delivery of the service in 2015/16
- How the service improvements would improve efficiency and productivity
- An explanation of the proposed new zonal model for operational working which would include a team exclusively covering the three Outer North East wards.

The Chair thanked Mr Woolmer for his presentation and invited comments from Members.

Councillor Lamb reported that Boston Spa Parish Council had provided some really positive feedback about the Service. Councillor Lamb asked that his thanks and appreciation be passed on to the team.

Councillor Robinson also reported that he was very satisfied with the service in the Harewood area, however, issues around dog fouling, the cutting back of hedges on arterial routes and the continuing problem of fly tipping all required some attention.

In responding Mr Woolmer said the issue of dog fouling was a problem, he suggested increasing the fines may be a deterrent but knowing who to prosecute was the difficulty. The cutting back of hedges on arterial routes would be looked at again. Fly tipping continued to be a problem in rural areas, prosecutions could be made if evidence was provided.

Councillor Cohen ask if the following areas in the Alwoodley ward could be looked into: Possible litter collecting on Manor House Lane, the flower bed on Harrogate Road was covered in litter, Belvedere Avenue was also looking shabby, the Cranmer Parade had a number of overflowing bins, the Moor Allerton recycling area was looking untidy, the usual "grot spots" required some attention, there was an accumulation of rubbish on King Lane, close to Sainsbury's and if possible could a number of new litter bins be located on Nursery Lane.

Mr Woolmer said the issues raised by Councillor Cohen would be investigated.

Councillor Buckley raised the issue of signs on telegraphs poles and asked if anything could be done to stop this practice.

In responding Mr Woolmer said it was an offence to place signs on the highway and anyone found to be erecting signs could be prosecuted.

Councillor Robinson said there was an area in his ward known locally as "Chippies Pond" could the possibility of a clean-up be looked into.

Mr Woolmer said he would take a look at the area.

RESOLVED – To receive and welcome the presentation from the East North East Locality Manager

54 Update on Housing Leeds Restructure

The Head of Housing Management, Housing Leeds, East and North East Leeds submitted a report which provided an update on the implementation of the new structure for the Housing Management Service for Council Housing for the whole of Leeds, as outlined in a report to this Committee in September 2014.

The report also highlighted the recent initiatives and projects taking place in the Outer North East Area.

David Longthorpe, Head of Housing Management, Housing Leeds, East and North East Leeds 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:

- Recruitment/ appointment of Management Teams
- Outstanding vacancies
- Training of new and specialised staff
- The standardisation of policies and procedures
- The work of the Income Improvement Team
- Tenancy Fraud
- Engagement with Housing Advisory Panels (HAPs)
- Community clean up

Responding to a question about how information was gathered around tenancy fraud. Mr Longthorpe said it was often neighbours who provided such information.

Councillor Buckley raised the issue of “door step scams & cold calling” and asked if it would be possible to establishing a cold calling zone

The Chair suggested that Beverley Yearwood may be a useful contact for providing information about cold calling zones.

In responding Mr Longthorpe said further enquires would be made.

Councillor Robinson asked if “estates walkabouts” still took place.

Mr Longthorpe confirmed estates walkabouts did still take place and they were usually pre-book throughout the year.

RESOLVED – That the contents of the report be noted

55

East North East Employment and Skills Plan

The East North East Area Leader/ Head of Projects and Programmes (Employment and Skills) submitted a report which set out details of the development of a draft Employment & Skills Plan. The Plan sets out priority actions for 2014/15 covering all East North East areas and other actions specific the Community Committee areas.

Appended to the report was a copy of the East North East Employment and Skills Plan (Appendix 1)

Michelle Anderson, Head of Projects and Programmes together with Rosie Costello, Project Management Officer, City Development, presented the report and responded to Members comments and queries.

Draft minutes to be approved at the meeting
to be held on Date Not Specified

Detailed discussion ensued on the contents of the report which included:

- Employment & Skills Plan Priorities for the Outer North East Area
- Leeds Pathways
- Head Start Programme
- Leeds Apprenticeship Hub and Apprenticeship Training Agency
- Community Learning
- School / Employer Engagement
- Intensive Support through Job Centre Plus Social Justice Team

Members were generally supportive of the report.

Commenting on School /Employer Engagement, Councillor Cohen requested to know if there had been any engagement with Leeds Grammar School.

In responding Ms Costello reported that on 22nd April 2015 the school were to host an apprenticeship fair. A range of businesses were exhibiting, including Microsoft. The aim of the fair was to inform six form students of potential employment opportunities. Ward Members would be kept informed.

Councillor Lamb raised the issue of transport costs for students attending interviews and training.

Ms Costello said that students on the Head Start programme would receive transport costs for interviews and also for the first six weeks of work experience. Transport costs for other schemes were also available.

Councillor Robinson suggested there was a need to do more on transport issues for North Yorkshire Schools.

Officers confirmed they would investigate the matter.

Councillor Lamb referred to the issue of “in work support” suggesting more support was likely to be more available from a larger company than a smaller one.

In responding Ms Anderson said that students on a Head Start Programme would receive in work support for a period of six months.

Councillor Robinson suggested that people starting work for the first time should be prepared for work “Culture Capital” and they required confidence to do the job.

Councillors Buckley and Lamb supported Councillor Robinson’s comments suggesting people needed to turn up on time, dress appropriately and be confident in the interview.

The Chair thanked Ms Anderson and Ms Costello for their attendance and presentation.

Draft minutes to be approved at the meeting
to be held on Date Not Specified

RESOLVED –

- (i) That the contents of the report be noted
- (ii) To receive further updates from the Employment and Skills Board

56 Outer North East Wellbeing and Youth Activity Fund Budgets

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:

- Outer North East Community Committee Wellbeing Budget 2014/15 (Appendix A refers)
- Outer North East Community Committee Youth Activity Fund Budget 2014/15 (Appendix B refers)

Clare Wiggins, Area Improvement Manager, 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 and 2015/16 financial years.
- (ii) To note that the following application that had been approved since the Community Committee on 26th January 2015 under the delegated authority of the Assistant Chief Executive (Citizens and Communities)

Project	Organisation	Amount Granted (£)
Alwoodley bench to commemorate the Tour De France	LCC Parks and Countryside	£1,075

- (iii) That the following project requesting Wellbeing Funding be determined as follows:

Project	Organisation	Amount Granted (£)
Training and coaching nets, roller and covers	Collingham and Linton Cricket Club	Deferred for further discussions with the applicant

- (iv) To approved the revised Appendix A reflecting decommissioned projects in Alwoodley and Wetherby wards.

57 Community Infrastructure Levy: Implementation and Infrastructure Planning

The Chief Planning Officer submitted a report which provided details about the adoption of the Community Infrastructure Levy (CIL) in Leeds and the associated governance and spending mechanisms.

It was suggested that the report would act as a starting point for further discussion by this Committee.

Lora Hughes, Senior Planner, City Development 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:

- Adopted on 12th November 2014, new charging method starts 6th April 2015.
- Non-negotiable charge on many new buildings in £s per square metre on gross internal floor area.
- Applied to all relevant permissions/ development after April, paid when development commences on site.
- What kind of buildings had to pay
- Application process
- Spending - The Regulation 123 List
- Ongoing use of Section 106 Agreements
- Instalments Policy
- CIL Spending – Neighbourhood Fund
- Neighbourhood Fund – Infrastructure Priorities
- Neighbourhood Fund - Links with Site Allocations and Neighbourhood Planning
- Strategic Fund – Leeds City Council Spending

Seeking clarification, Councillor Robinson asked who would pay the CIL if the developer was to go out of business.

In responding Ms Hughes said in such circumstances a charge would be put on the land.

In offering comment Councillor Lamb said CIL receipts would generate a lot of funding for Parish Councils, it was therefore very important that Parish Councils were made aware of their responsibilities to spend. It would be a concern if PCs did not spend.

Councillor Cohen suggested that early engagement with the PCs was required.

The Chair suggested that at a later date, it may be appropriate to consider appointing Co-opted Members to the Committee who represented the Parish Councils.

The Area Leader reported that a presentation was going to be provided to all Parish & Town Councils at their Annual Liaison Meeting taking place on 23rd April 2015. The presentation would include a general guidance note for PCs and their obligation to spend their CIL receipts.

The Chair thanked Ms Hughes for her attendance and presentation

RESOLVED –

- (i) That the contents of the report be noted
- (ii) That the Community Committee continues to develop its approach to CIL spending and further updates be brought back to future meetings of the Committee

58 Outer North East Parish and Town Council Forum

The Minutes of the Outer North East Parish and Town Council Forum held on 22nd January 2015 were submitted for information/ discussion.

RESOLVED – That the Minutes of the Outer North East Parish and Town Council be received and noted

59 Date and Time of Next Meeting

RESOLVED – To note that the next scheduled meeting will take place on Monday 15th June 2015 at 6.00pm

This page is intentionally left blank

OUTER NORTH EAST COMMUNITY COMMITTEE

MONDAY, 15TH JUNE, 2015

PRESENT: Councillor G Wilkinson in the Chair

Councillors N Buckley, A Castle, D Cohen,
P Harrand, A Lamb, Procter, M Robinson
and G Wilkinson

1 APPEALS AGAINST REFUSAL OF INSPECTION OF DOCUMENTS

There were no appeals against the refusal of the inspection of Documents.

2 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.

3 LATE ITEMS

The Chair accepted the inclusion of a late item, "Community Centre Pricing Policy" (Minutes No. 17 refers). The report was not available at the time of agenda publication and it was considered to be in the best interests of the Committee that the matter be considered without delay.

The Chair also accepted the inclusion of an item of correspondence from a member of the public in relation to agenda Item No.14 Derelict and Nuisance Sites Programme Update.(Minute No. 14 refers)

4 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor R Procter.

5 DECLARATION OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS

Councillor J Procter declared an interest in Agenda Item No. 15 "Outer North East Wellbeing and Youth Activity Budgets" in respect of an application submitted by Collingham and Linton Sports Association. Councillor Procter made it known that a family member was a member of the Cricket Club (Minute No 15 refers)

6 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.

7 **MINUTES OF THE PREVIOUS MEETING**

The minutes of the previous meeting held on 23rd March 2015 were confirmed as a true and correct record.

8 **MATTERS ARISING FROM THE MINUTES**

There were no issues raised under “matters arising”

9 **NOTIFICATION OF ELECTION OF COMMUNITY COMMITTEE CHAIR FOR 2015/16**

The City Solicitor submitted a report which provided formal notification that Councillor Gerald Wilkinson had been appointed to the position of Outer North East Community Committee Chair for the duration of the 2015/16 Municipal Year, made at the Annual Council Meeting on 21st May 2015.

RESOLVED – To note and welcome the appointment of Councillor Gerald Wilkinson to the position of Outer North East Community Committee Chair for the duration of the 2015/16 Municipal Year

10 **COMMUNITY COMMITTEE APPOINTMENTS 2015/2016**

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 2015/16 Municipal year.

The report provided background information and commentary on each of the categories to be appointed.

RESOLVED – That appointments be made as follows:

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

Corporate Carers Board

Draft minutes to be approved at the meeting
to be held on Monday, 7th September, 2015

Councillor A Lamb

Children's Services Cluster Partnership Representative

Alwoodley - Councillor D Cohen

EPOSS (Elmet partnership of schools and services) – Councillor A Lamb
(Wetherby) – Councillor M Robinson (Harewood)

11 APPOINTMENT OF CO-OPTees TO COMMUNITY COMMITTEES

The East North East Area Leader submitted a report requesting approval to explore opportunities for the appointment of Co-optees onto the Outer North East Community Committee.

Appended to the report were copies of the following documents for information/ comment of the meeting:

- Community Committee Co-opted Member – Role Profile
- Community Committee Co-opted Member – Person Specification

Andy Birkbeck, Outer North East Area Officer, 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:

- Co-optees could play an important role in supporting the Community Committees
- Co-optees could be appointed for particular issues (Single items)
- No expressions of interest to serve as a co-optee had been received

Councillor J Procter suggested that in the not too distant future it may be appropriate to appoint Co-optees in light of the introduction of the Community Infrastructure Levy (CIL).

RESOLVED – To not pursue the appointment of Co-optees onto the Community Committee at this stage, the option to appoint be revisited if the need arises.

12 ENVIRONMENTAL SERVICES - SERVICE AGREEMENT 2015/16

The Chair welcomed to the meeting Jessica Hodgson, Team Leader (Outer North East) and Beverly Kirk, Enforcement Officer (Outer North East)

The Chief Officer, Environmental Action Services submitted a report which sought the development and approval of a new service agreement between

the Community Committee and the Environmental Action Service to help maintain clean and tidy neighbourhoods across the Outer North East Area.

In addressing the report John Woolmer, Locality Manager, Environment and Housing said that rather than refreshing the agreement as in previous years, a new one was necessary to reflect the additional responsibilities and improved ways of working being introduced in 2015/16. This includes the bulky item collection service and elements of work previously done by housing services..

Mr Woolmer added that the development of separate “plans on a page” for each ward as part of the Service Agreement would help determine and make clear the priorities for deployment of the resources available. It was reported that the intention was to agree the top priorities/programmed work at the next ward Members meetings before referring the matter to the Environmental Sub Committee to sign off. It was suggested that the draft plans be circulated to relevant Town and Parish Councils and for it to be an item at the next Forum meeting. The first draft “plans on a page” were circulated at the meeting and Mr Woolmer highlighted local opportunities to do more frequent path-sweeping in villages, target “verge creep” where it is affecting path access and more coordinated clean-ups with Parish Councils/local groups.

The Chair asked if gully cleaning would be delivered locally.

In responding Mr Woolmer said gully cleaning was coordinated centrally but still delivered through a local crew, any enquiries for this service should be directed to Mick Johnson in the first instance.

Councillor Robinson asked about Housing Tenants seeking assistance with untidy gardens.

Mr Woolmer said there was a procedure for vulnerable Tenants to receive free assistance on such issues as untidy gardens. Accessing the service should be done by contacting the local Housing Office and then referrals for work would be passed to the Locality Team.

RESOLVED –

- (i) To approve the submitted Service Agreement for the 2015/16 Municipal year.
- (ii) To delegate the responsibility to oversee the delivery of the Agreement and the associated “plans on a page” to the Environmental Sub Group with input through Ward Members meetings and the Outer North East Town and Parish Council forum.

13 PARKS AND COUNTRYSIDE AREA DELEGATION - INFORMATION FOR OUTER NORTH EAST AREA

The Development Manager, Parks & Countryside, Environment and Housing, submitted a report which provided details of the scheme to delegate the

development and horticultural maintenance of Community Parks, Cemeteries, Recreation Grounds, Urban Woodland, Natural Areas and Local Green Space to Communities Committees.

In addressing the report Mike Kinnaird Clare, Development Manager, Parks & Countryside, said resource priorities for each Community Committee would be delegated using the parks asset register to determine resource requirements and the impact of any proposed changes. It was intended that the Environmental Sub Group would discuss priorities with Parks and Countryside officers in order to determine recommendations for decision by each Community Committee. Priorities would be determined from April of each year and reviewed once in order to plan any changes for the following year.

Detailed discussion ensued on the contents of the report which included:

- The delegation and development of horticultural maintenance of community parks, cemeteries, recreation grounds, urban woodland, natural areas and local green space to community committees
- Functions not included in scope
- Delegation of resource priorities
- The Parks asset register

Councillor Robinson raised a query about Cemeteries, in particular the use enforcement action as to what can be placed on gravestones. He suggested that Whinmoor Grange Cemetery had capacity for 600 graves, were sufficient resources available if enforcement proceedings were required.

In responding officers confirmed that necessary actions would be implemented if required.

RESOLVED – That Ward Member’s meet with officers from Park & Countryside with a view to determining future resource priorities based on data from the Parks Asset Register.

14 DERELICT AND NUISANCE SITES PROGRAMME UPDATE

The East North East Area Leader submitted a report which provided background information to the derelict and nuisance property programme established in 2011. The report provided details of actions undertaken and pending in the area to address derelict and nuisance sites and bring about environmental improvements.

The following document was appended to the report for information/ comment of the meeting:

- “Process for identifying whether sites should be added to the Derelict and Nuisance Property Programme”

Clare Wiggins, Area Improvement Manager, 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:

- Area Support Teams invited to submit their “top ten sites”
- Currently 32 sites within the East North East included within the programme.
- The primary role of the derelict and nuisance property programme is to tackle nuisance and eyesore issues which effect properties and impact upon local residents and businesses
- The role of the Environmental Sub Committee in performing a monitoring role.

The Chair referred to correspondence from a Bramham resident who had identified a property at Almshouse Hill, The Square, Bramham, Wetherby, as a “blight on the village”

In offering comment Councillor Procter said he was aware of this property, it was an outstanding planning enforcement matter and suggested that Planning Enforcement Officers be requested to further investigate the issue.

RESOLVED –

- (i) To note the progress on the Derelict and Nuisance Sites Programme
- (ii) To agree that the Environmental Sub Group will perform a monitoring role
- (iii) That Planning Enforcement Officer be requested to investigate the property at Almshouse Hill, The Square, Bramham, Wetherby

15 OUTER NORTH EAST WELLBEING AND YOUTH ACTIVITY BUDGETS

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:

- Outer North East Community Committee Wellbeing Budget 2015/16 (Appendix A refers)
- Outer North East Community Committee Youth Activity Fund Budget 2015/16 (Appendix B refers)

Clare Wiggins, Area Improvement Manager, 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 2015/16 financial year.
- (ii) To note that the following application that had been approved since the Community Committee on 15th March 2015 under the delegated authority of the Assistant Chief Executive (Citizens and Communities)

Project	Organisation	Amount Granted (£)
Northcall Nights	Northcall	£4,800 (Delegated approval)
Climbing wall hire from Herd Farm for Scholes Gala	Scholes Gala	£550 (Delegated approval)

- (iii) That the following project requesting Wellbeing Funding be determined as follows:

Project	Organisation	Amount Granted (£)
Northcall playscheme and volunteer programme	Northcall	£7,000
Building Capacity in Our Neighbourhood	MAECare	£11,000 (Delegate approval)
Caretaker expenses	Treetops caretaker	£500
Training and Coaching nets, roller and covers	Collingham and Linton Cricket Club	Referred to Youth Activity Fund
Refurbishment of toilet facilities	Boston Spa Village Hall	Declined

Draft minutes to be approved at the meeting to be held on Monday, 7th September, 2015

Wetherby Festival 2015	Wetherby Arts Festival	£1,250

That the following project requesting Youth Activity Funding be determined as follows:

Project	Organisation	Amount Granted (£)
Training and Coaching nets, roller and covers	Collingham and Linton Cricket Club	£2,000

16 DATE AND TIME OF NEXT MEETING

RESOLVED – To note that future meetings of the Committee will be arranged as follows:

- Monday 7th September 2015 at 5.30pm
- Monday 14th December 2015 at 5.30pm
- Monday 25th January 2016 at 5.30pm
- Monday 7th March 2016
- May / June 2016 (Date to be confirmed)

Venues for the meetings to be confirmed at a later date

17 Community Centre Pricing Policy

The East North East Area Leader submitted a report which outlined a new approach to managing Community Centre lettings pricings and the role of Community Committee Members in its implementation.

Clare Wiggins, Area Improvement Manager, explained that on a case by case basis Members would receive details of each request for a free let for a Community Centre in their area. It would then be for the Ward Members to approve or decline the request, the decision being communicated to the Communities Team.

Detailed discussion ensued on the contents of the report which included:

- The new three point pricing policy for Community Centres was implemented on 1st May 2015.
- A second stage review would look at developing the Community Centre delegation arrangements with a view to increasing accountability at a local level
- The commencement of a major review of the Service Level Agreements between Citizens and Communities and Civic Enterprise

Leeds covering caretaking, cleaning, repairs programmed maintenance and building management

RESOLVED – To approve the process as outline in section No.5 of the submitted report

This page is intentionally left blank

OUTER EAST COMMUNITY COMMITTEE

TUESDAY, 24TH MARCH, 2015

PRESENT: Councillor A McKenna in the Chair

Councillors D Coupar, M Dobson,
P Grahame, M Harland, J Lewis, M Lyons,
S McKenna and K Wakefield

32 Apologies for Absence

Apologies for absence were submitted on behalf of Councillors P Gruen, J Cummins and K Mitchell.

33 Open Forum

In accordance with the Community Committee Procedure Rules, the Chair allowed a period of up to ten minutes for members of the public to make representations or ask questions on matters within the terms of reference of the Community Committee.

The Chair of Great and Little Preston Parish Council thanked the Community for their support towards Christmas lights and the provision of skips.

34 Minutes - 27 January 2015

RESOLVED – That the minutes of the meeting held on 27 January be confirmed as a correct record.

35 Dates, Times and Venues of Community Committee Meetings 2015/16

The report of the City Solicitor asked Members to give consideration to agreeing the proposed Community Committee meeting schedule for the 2015/16 municipal year, whilst also considering whether any revisions to the current meeting and venue arrangements should be explored.

It was proposed that the Outer East Community Committee should meet on the following dates:

- Tuesday, 16 June 2015 at 4.00 p.m.
- Tuesday, 8 September 2015 at 4.00 p.m.
- Tuesday, 1 December 2015 at 4.00 p.m.
- Tuesday, 15 March 2016 at 4.00 p.m.

Members discussed the format for meetings that had been in place since the change to Community Committees and concern that that not all areas of business had been covered that had previously been done. Reference was made to the role of sub-groups and Community Champions and whether more should be reported back to the Community Committee. It was reported that additional meetings of the Community Committee could be held throughout

the year and Members also discussed the possibility of holding business meetings separately from the workshop discussions.

RESOLVED – That meetings be held on the following dates during the 2015/16 Municipal Year:

- Tuesday, 16 June 2015 at 4.00 p.m.
- Tuesday, 8 September 2015 at 4.00 p.m.
- Tuesday, 1 December 2015 at 4.00 p.m.
- Tuesday, 15 March 2016 at 4.00 p.m.

36 Well Being Report

The report of the South East Area Leader provided Members with the following:

- Wellbeing Budget commitments to date
- Details of agreed funding streams
- Details of new projects for consideration
- Details of small grants
- The remaining balance on the budget
- The capital budget available to the Community Committee

Martin Hackett, Area Improvement Manager, presented the report.

Members attention was brought to the following new projects for consideration:

- Galas & Engagement Events in Cross Gates & Whinmoor
- Swillington Pre-School Playgroup Storage – Councillors M Dobson and S McKenna declared non-pecuniary interests in respect of this project due to their involvement on the management committee.
- Computers for Micklefield Youth & Adult Centre – the Housing Panel had already agreed to jointly fund this project

Members were informed of the remaining balance of £12,000 to be rolled over into the 2015/16 municipal year and the £35,000 capital budget available to the Community Committee.

RESOLVED –

- (1) That previous approvals of expenditure be noted.
- (2) That £2,500 be approved for Galas in Cross Gates & Whinmoor ward
- (3) That £1,000 be approved to Swillington Pre-School Group
- (4) That £2,850 be approved for computers at Micklefield Youth & Adult Centre
- (5) That small grants approved be noted.
- (6) That the remaining budget available be noted.
- (7) That the capital budget available be noted.

37 Summary of Key Work

The report of the South East Area Leader brought Members attention to a summary of key work which the Area Support Team was engaged in based on priorities identified by the Community Committee that were not covered elsewhere on the agenda.

Peter Mudge, Area Management Officer presented the report.

The following was discussed:

- Environmental Sub Group – Members were informed of the initiative with local business to keep areas outside shop fronts tidy.
- Foodbanks – Work was ongoing regarding provision in Outer East Leeds and there was further funding from the Housing Panel.
- Community Centre Review – Kippax Kabin would be made surplus to requirements and existing users would be relocated. Fieldhead Carr Community Centre – there had been a public meeting and following the Community Centre Review consultation period it had been agreed to set up a new management team.
- Youth Activities Fund – details of applications received were brought to Members' attention.
- Additional litter bins – further to approval of funding for extra bins, Ward Members had been identifying suitable locations.

RESOLVED –That the report be noted

This page is intentionally left blank

OUTER EAST COMMUNITY COMMITTEE

TUESDAY, 16TH JUNE, 2015

PRESENT: Councillor A McKenna in the Chair

Councillors D Coupar, M Dobson,
P Grahame, P Gruen, M Harland,
H Hayden, J Lewis, M Lyons, S McKenna
and K Wakefield

1 Declaration of Disclosable Pecuniary Interests

There were no declarations of disclosable pecuniary interests.

2 Apologies for Absence

Apologies for absence were submitted on behalf of Councillor J Cummins.

3 Minutes - 24 March 2015

RESOLVED – That the minutes of the meeting held on 24 March 2015 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 Community Committee. On this occasion none of the public present made any representations.

5 Notification of Election of Community Committee Chair for 2015/16

The report of the City Solicitor informed Members of the election of Councillor Andrea McKenna as Chair of the Outer East Community Committee for the 2015/16 Municipal Year.

RESOLVED – That the election of Councillor Andrea McKenna as Chair of the Outer East Community Committee for the 2015/16 Municipal Year be noted.

6 Community Committee Appointments 2015/2016

The report of the City Solicitor outlined the Community Committee's role regarding appointments to Outside Bodies; Area Lead Members; Children's Services Cluster Partnerships and the Corporate Carer's Group. The Community Committee was invited to make appointments to these posts.

Draft minutes to be approved at the meeting
to be held on Tuesday, 8th September, 2015

RESOLVED –

- (1) That in respect of the Community Committee's Outside Body Schedule that the following appointments be made for the 2015/16 Municipal Year
 - Cross Gates & District Good Neighbours Scheme – Councillor P Grahame
 - HOPE (Halton Moor & Osmondthorpe project for Elders) – Councillors H Hayden and M Lyons
 - Neighbourhood Elders Team – Councillor J Lewis
 - Swarcliffe Good Neighbours Scheme – Councillor P Gruen

- (2) That in respect of the Community Lead Member roles the following appointments be made for the 2015/16 Municipal Year:
 - Environment & Community Safety – Councillor M Harland
 - Children's Services – Councillor S McKenna
 - Employment, Skills & Welfare – Councillors P Grahame
 - Health, Wellbeing and Adult Social Care – Councillor A McKenna and H Hayden

- (3) That in respect of the Corporate Carer's Group, Councillor S McKenna be appointed for the 2015/16 Municipal Year

- (4) That in respect of the Cluster Partnerships, the following appointments be made for the 2015/16 Municipal Year
 - Councillor S McKenna – Garforth
 - Councillor J Lewis – Brigshaw Co-operative Trust
 - Councillor M Lyons – Temple Newsam Learning Partnership (Full Trustee)
 - Councillor H Hayden – Temple Newsam Learning Partnership (Associate Trustee)
 - Councillor P Grahame – Seacroft Manston

7 Outer East Community Committee nominations to the 'Outer South East' Housing Advisory Panel (HAP).

The report of the Director of Environment and Housing sought two Councillor Nominations from the Outer East Community Committee to the Outer South East Housing Advisory Panel. (HAP).

Members were informed of changes to management boundaries within Housing Services which now moved the whole of the Temple Newsam ward into the Outer South East HAP area. It was previously divided between the Outer East and Outer South East HAPs.

Nominations to the Outer South East HAP had been made on behalf of Councillors A McKenna and P Grahame. Prior to the meeting it had been requested that a further Member from the Outer East Community Committee

be appointed to the Outer South East HAP. A further nomination was made on behalf of Councillor M Lyons.

RESOLVED – That Councillors P Grahame, M Lyons and A McKenna be appointed to the Outer South East Housing Advisory Panel for the 2015/16 Municipal Year.

8 Outer East Community Committee Well Being Budget 2015/16, Youth Activity Fund (YAF) and Capital Budget

The report of the South East Area Leader provided Members with details of the Wellbeing Budget allocated to the Outer East Community Committee for 2015/16 along with funding stream recommendations and commitments. The report also provided information on the Capital Budget and Youth Activity Fund.

Martin Hackett, Area Improvement Manager presented the report.

Members' attention was brought to the spending commitments to CCTV in Outer East Leeds and for the Neighbourhood Elders Team (NET). It was reported that the commitment to NET was now £10,000 due to expansion of luncheon clubs.

With reference to the Youth Activities Fund, Members discussed bids and the involvement of young people. It was felt that there needed to be more awareness of what was available and assistance with the bidding process. Members also discussed the Summer Cricket Coaching Scheme and it was reported that there had been discussion with Sports and Active Lifestyles regarding other projects relating to sport.

RESOLVED –

- (1) That £5,000 be allocated for a small grants budget.
- (2) That £5,000 be allocated for skips.
- (3) That £5,000 be allocated to hold the older persons event week.
- (4) That £10,000 be allocated to tasking teams (to be divided equally)
- (5) That a communications budget of £2,000 be provided.
- (6) That the cost of Christmas lights and switch on events across Outer east be underwritten.
- (7) That the following commitments be noted:
 - £33,091 towards the monitoring and maintenance and BT costs of the Leedswatch CCT cameras
 - £10,000 to cover the cost of the Garforth Neighbourhood Elders Team (NET) employee that provides support towards luncheon clubs.
- (8) That the Youth Activities Fund and budget available be noted.

9 Outer East Community Committee Summary of Key Work Report

The report of the South East Area Leader brought Members attention to a summary of key work which the Area Support Team was engaged in based

on priorities identified by the Community Committee and not covered elsewhere on the Agenda.

Peter Mudge, Area Officer presented the report.

Issues discussed included the following:

- Delegated decisions.
- Following the workshop on Domestic Violence at the last meeting of the Outer East Community Committee, posters and leaflets had been produced and distributed. Members were asked if there was anywhere they would like to see these distributed further.
- Members were informed of the Older Person's Event week which would be held between 28 September and 2 October 2015.
- Further to the Social Isolation Workshop in January 2015 a meeting had been held with Adult Social Care and partner agencies to pursue further outreach work. A grant of £120,000 had been secured for a social isolation hub at Belle Isle and it was anticipated some of the work to address social isolation would be expanded to Outer East Leeds. Members discussed the role of Neighbourhood Networks and it was suggested that further information be brought back to the Committee regarding the extension of Neighbourhood Network contracts.
- Food banks were due to be launched in Garforth and Allerton Bywater.
- Five representatives from each of the Outer East wards had been found to sit on the Outer East Youth Panel.
- Mark Jackson gave the Committee an update on the Thorpe Park Development. It was reported that a major retailer for the site had been secured and this would lead to further retail development. This would enable road improvements and other infrastructure improvements. An application was due to be considered at Plans Panel on 23 July 2015. Members discussed the need for the road network to be improved and the provision of local employment and it was suggested that a meeting of the East Leeds Regeneration Board be held before the Plans Panel meeting. Members were further informed that planning approval had been given for 2 office buildings, an agreement had been signed with Network Rail and there had been a Section 278 agreement for Phase 1 of the East Leeds orbital road.
- Galas, Events and Forum dates.
- The revised Community Centre Pricing Policy including arrangements for free lettings.
- The new integrated Sexual Health Service. Concern was expressed regarding the lack of consultation and that people would have to travel to the city centre.

RESOLVED –

- (1) That the report be noted.

- (2) That the delegated decisions process for the forthcoming Municipal Year be reviewed.
- (3) That Members consider new locations for litter bins.
- (4) That the delegated decision arrangements for free lettings be agreed.
- (5) That work on combatting domestic violence will progress through the Community Safety and Environmental Community Champion and updates feature in the Summary of Key Work to the Area Committee.

10 Outer East Community Committee Forward Plan 2015/16

The report of the South East Area Leader introduced the Outer East Area Plan for 2015/16 and detailed the work of the Community Committee in relation to the constitution and associated delegations which are managed through its sub group structure.

Appendices to the report outlined proposals for future meetings and workshop discussions.

RESOLVED – That the report be noted.

11 Date and Time of Next Meeting

Tuesday, 8 September 2015 at 4.00 p.m.

This page is intentionally left blank

OUTER WEST COMMUNITY COMMITTEE

WEDNESDAY, 25TH MARCH, 2015

PRESENT: Councillor J Jarosz in the Chair

Councillors A Blackburn, D Blackburn,
M Coulson, R Lewis and R Wood

38 Appeals Against Refusal of Inspection of Documents

There were no appeals against refusal of inspection of documents

39 Exempt Information - Possible Exclusion Of The Press And Public

There were no exempt items

40 Late Items

There were no formal late items. However, there was supplementary information in relation to Agenda Item 10 Wellbeing Fund and Youth Activities Fund Allocation Report. The information had been published and circulated to Members prior to the meeting.

41 Declaration Of Disclosable Pecuniary Interest

No declarations of disclosable pecuniary interest were made

42 Apologies For Absence

Apologies were received from Cllr. A Carter and Rev. Paul Ayres

43 Open Forum / Community Forum

In accordance with paragraphs 4.16 -4.17 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 the members of the public to make representation.

On this occasion the members of public in attendance at the meeting did not wish to speak at the open forum.

44 Minutes of the previous meeting

RESOLVED – That the minutes of the meeting held on 28th January 2015 be approved as a correct record.

45 Minutes of Environment Sub Group

RESOLVED – That Members noted the minutes of the Environment Sub Group meeting held on 19th November 2014

46 Minutes of Pudsey and Swinnow Forum

RESOLVED – That Members noted the minutes of the Pudsey and Swinnow Forum meeting held on 11th February 2015

Draft minutes to be approved at the meeting
to be held on Date Not Specified

47 Wellbeing Update Report

The report of the West North West Area Leader advised the Outer West Community Committee of the Wellbeing Budget and the Youth Activities Fund budget available for allocation in 2015/16. The report also advised Members of those projects for consideration and approval from the Wellbeing Budget and the Youth Activities Fund allocation for 2015/16

Members attention was drawn to paragraph 6 which advised Members of the Outer West Community Committee allocation of £126,290. Taking into account project underspends from 2014/15, the total fund available for new projects in 2015/16 is £149,949.42.

Paragraph 7 of the submitted report highlighted the 26 applications received for the Wellbeing commissioning round for 2015/16, totalling £168,733.66 of revenue funding. Members had reviewed the applications in detail at their Wellbeing Commissioning meeting held on 16th March 2015 and agreed the projects to be brought to the 25th March Community Committee for consideration.

Members were informed that the Outer West Community Committee had received £46,440 Youth Activity Fund. Combined with £190.75 unallocated from 2014/15 budget, there was currently £46,630.75 available for allocation in 2015/16.

At their Wellbeing Commissioning meeting on 16th March 2015 Members had approved funding for Youth Activities Fund on the following projects:

Projects	Applicant	Amount Requested (£)	Amount Approved (£)
Breeze Friday Night Project	LCC Breeze Team	£9,845.00	£9,845.00
Multi Sports Camp	Pudsey Cluster	£1,180.00	£600.00

A representative from the Armley Juniors Project 4 Young People attended the meeting to provide details of how funding would be spent if approved. Members were informed of the work undertaken at Cow Close Community Corner in partnership with 'Money Buddies' which included support and assistance to housing tenants, money and debt advice, and support and assistance with CV's.

Members were informed that the funding would provide a member of staff to work 4 days a week 9am -1pm. They were informed that some money had been gifted to the project which would assist with running costs.

Members thanked the representative for attending and expressed their gratitude in the work that was being undertaken in an area that needed those services offered.

Draft minutes to be approved at the meeting
to be held on Date Not Specified

Leeds Youth Service had sent a representative to provide details of the project Summer Holiday, Targeted Provision. Members were informed how the project had worked last summer with vulnerable young people from the Pudsey area over a 4 week period last summer. The project is aimed at young people of 11years to 17 years old. Members were informed that this summer the project wanted to increase numbers to include vulnerable young people from the Farnley area. The representative explained that staffing was secure for the project and the requested funding was to assist with activities and awards.

Members discussed the merits of the Summer Holiday, Targeted Provision project.

Members were provided with a brief update on the following projects:

- Leeds Juniors FC
- Football and your future

Discussion took place in relation to monitoring and feedback mechanisms required by the Community Committee on projects funded through the Wellbeing Fund.

RESOLVED – That the Community Committee;

- a) Noted the available Wellbeing Budget and Youth Activities Fund allocation in 2015/16.
- b) Considered and approved, deferred or rejected the following projects:

Wellbeing Revenue

Project	Applicant	Amount Requested (£)	Amount Approved (£)
Summer Bands	Leeds International Concert Season	3,000.00	3,000.00
Community Development Project	BARCA Leeds	7,936.00	7,936.00
Small Grants and Skips	WNW Area Support Team	8,000.00	8,000.00
Communication and Engagement Budget	WNW Area Support Team	2,000.00	2,000.00
Neighbourhood Improvement Programme	WNW Area Support Team	3,000.00	3,000.00
Pudsey Christmas Lights	Leeds Lights / Leeds Events	8,000.00	8,000.00
Farsley Christmas Lights	Leeds Lights / Leeds Events	5,000.00	5,000.00
Calverley Christmas Lights	Project 200 / Leeds Events	1,000.00	1,000.00

Draft minutes to be approved at the meeting to be held on Date Not Specified

Farsley Festival	Farsley Community Initiative	2,500.00	2,500.00
Pudsey in Bloom	LCC Parks & Countryside	3,000.00	3,000.00
Farsley in Bloom	LCC Parks & Countryside	2,500.00	2,500.00
Calverley in Bloom	LCC Parks & Countryside	2,500.00	2,500.00
Farnley in Bloom	Lancastrian School Room	1,000.00	1,000.00
Cow Close Community Corner	Armley Juniors Project 4 Young People	11,153.00	11,153.00
Site-based Gardener	LCC Parks & Countryside	12,123.54	12,123.54
CCTV Maintenance & Monitoring	Leeds Watch	30,000.00	30,000.00
Partnership Tasking Meetings	West Yorkshire Police	7,200.00	6,000.00
Speed Indication Device (SID)	West Yorkshire Police	3,000.00	3,000.00
Leeds Juniors FC	Leeds Juniors FC	5,000.00	Deferred - Further info required
Street Dancing	Swinnow Community Centre	2,700.00	2,700.00
Summer Holiday, Targeted Provision	Leeds Youth Service	3,300.00	3,300.00
Hawthorn United over 50's Walking FC	Hawthorne Surgery	2,564.52	2,564.52
Pudsey Wellbeing Centre		30,777.60	4,268.00
Money Buddies	Hollybush Conservation Centre	2,130.00	2,130.00
Football and your Future	Street League	1,040.00	Deferred – Further info required

Wellbeing Capital

Project	Applicant	Amount Requested (£)	Amount Approved (£)
Farnley Falcons changing room conversion	Farnley Falcons ARLFC	6,305.00	5,000.00
New clubhouse for Rodley Cricket Club	Rodley Cricket Club	6,000.00	5,000.00

Youth Activities Fund

Project	Applicant	Amount Requested (£)	Amount Approved (£)
Breeze Friday Night Project	LCC Breeze Team	9,845.00	9,845.00
Multi Sports Camp	Pudsey Cluster	1,180.00	600.00

- c) The application for Dawson's Corner Noticeboard was rejected
- d) Delegated a decision to the WNW Area Leader in relation to Rodley Cricket Club to keep Members updated on spend

48 Community Committee Area Update Report

The report of the West North West Area Leader provided the Community Committee on the work of the two sub groups of the Committee: Business, Employment and Skills and Environment.

Members were informed on pieces of work and partnership working that has taken place in the area since the last meeting.

The report also contained a summary of the Community Committee themed meetings and updated the Members on actions and partnerships currently being explored.

Members were requested to consider the creation of a General Purposes Sub Group with the proposal to meet on a quarterly basis. Members discussed this proposal.

Members attention was drawn to paragraph 4 of the submitted report which highlighted the West Neighbourhood Improvement Board. Discussion took place on this issue.

RESOLVED – That the Community Committee;

- a) Noted and commented on the content of the report
- b) Considered and agreed to the creation of a General Purposes Sub Group

Draft minutes to be approved at the meeting
to be held on Date Not Specified

49 Appointment of Co-optees to Community Committee

The report of the West North West Area Leader requested Members to consider potential candidates for co-optees to the Community Committee.

Members were informed that there was no limit to how many co-optees a Community Committee appointed.

Members attention was drawn to the Community Committee Co-optees profile attached at appendix A of the submitted report.

The West North West Area Leader informed Members that where co-optees had been appointed to Community Committees they had proved to an asset to the Committee providing valuable assistance at themed meetings and encouraging others from the community to attend the meetings.

RESOLVED – The Members considered the request to appoint co-optees to the Community Committee and agreed to contact potential candidates and provide nominations to the West North West Area Leader.

50 Dates, Times and Venue Report

The Community Committee considered the report of the City Solicitor which requested Members to agree the proposed Community Committee meeting schedule for the 2015 – 16 municipal year.

Members were informed that the Community Committee meetings had been scheduled for the following dates and times:

- 1st July 2015 at 1pm
- 7th October 2015 to be confirmed
- 9th December 2015 at 1pm
- 2nd March 2016 to be confirmed

The Chair informed Members that the meetings scheduled for October and March would be themed meetings. The Chair suggested that Members may wish to consider evening meetings with a view to helping to encouraging attendance by the public to the Community Committee themed workshops.

Members discussed at length the positives and negatives of having evening meetings and what time would be suitable taking into consideration the following:

- Different ages of those attending
- Vulnerability of elderly or young
- Transport links within the Outer West area
- Normal work hours of 9am until 5pm
- Potential appointment of co-optees and their availability

RESOLVED – That the Community Committee considered the scheduled dates within the submitted report and agreed the following:

- 1st July 2015 at 1pm in Council Chambers, Pudsey Town Hall
- 9th December 2015 at 1pm in Council Chambers, Pudsey Town Hall

The Community Committee agreed the dates of meetings scheduled for;

- 7th October 2015
- 2nd March 2016

The Community Committee to confirm the time of the meetings above, after consultation.

This page is intentionally left blank

OUTER WEST COMMUNITY COMMITTEE

WEDNESDAY, 20TH MAY, 2015

PRESENT: Councillor J Jarosz in the Chair

Councillors A Blackburn, D Blackburn,
Mrs A Carter, M Coulson, R Lewis,
T Wilford and R Wood

51 Appeals Against Refusal of Inspection of Documents

There were no appeals against refusal of inspection of documents.

52 Exempt Information - Possible Exclusion Of The Press And Public

There were no resolutions to exclude the public.

53 Late Items

There were no late items

54 Declaration Of Disclosable Pecuniary Interest

There were no declaration of Disclosable pecuniary and other interests.

55 Apologies For Absence

Apologies were received from Cllr. Andrew Carter.

56 Minutes

RESOLVED – The Minutes of the meeting held on 25th March 2015 were confirmed as a correct record.

57 Election of the Community Committee Chair for the 2015/2016 Municipal Year

The City Solicitor submitted a report outlining the arrangements for the annual election of Chairs for Community Committees and which sought the Committee to elect a Chair for the duration of the forthcoming 2015/16 municipal year.

The only nomination received in relation to the Chair of West Outer Community Committee was that of Councillor Coulson.

RESOLVED – That Councillor Coulson be elected Chair of West Outer Community Committee for the duration of the 2015/16 municipal year.

DATES, TIMES AND VENUES OF SCHEDULED MEETINGS

Members were asked to agree start times and venues of the scheduled meetings to be held on 7th October 2015 and 2nd March 2016.

IN CONCLUSION – Members agreed to the following times:

Draft minutes to be approved at the meeting
to be held on Date Not Specified

7th October 2015 – 6:30pm Business Meeting
-7:00pm Themed workshop

2nd March 2016 - 6:30pm Business Meeting
-7:00pm Themed workshop

INNER SOUTH COMMUNITY COMMITTEE

WEDNESDAY, 25TH MARCH, 2015

PRESENT: Councillor A Gabriel in the Chair

Councillors J Blake, P Davey, K Groves,
M Iqbal, E Nash, A Ogilvie and P Truswell

29 APPEALS AGAINST REFUSAL OF INSPECTION OF DOCUMENTS

There were no appeals against the refusal of inspection of documents.

30 EXEMPT INFORMATION - POSSIBLE EXCLUSION OF THE PRESS AND PUBLIC

There were no resolutions to exclude the public.

31 LATE ITEMS

There were no formal late items submitted to the agenda for consideration. However supplementary information, a wellbeing application from BCM Cluster Vulnerable Children's Summer Camp was submitted with regards to Agenda Item 8 "Wellbeing Report March 2015" Minute No. 36 refers.

32 DECLARATION OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS'

No declarations were made.

33 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Congreve.

34 MINUTES - 11th February 2015

RESOLVED – The minutes of the meeting held on 11th February 2015 were approved as a correct record.

35 Matters Arising

Minute No 25 – Open Forum

The Committee were informed that with regards to vehicles parking on double yellow lines and on the path at the garage on Dewsbury Road that contact had been made with the relevant organisations and that actions will be taken.

With regards to the footpaths in Cross Flatts Park maintenance work has been requested.

In terms of large bins being left out by shops on Dewsbury Road, Council Officers have visited the offending shops to ensure bins are kept at the rear of buildings.

Minute No. 27 Inner South Community Committee Summary of Key Work

Councillor Blake confirmed that the “Where It’s At” Booklet had now been printed and circulated and sent to all children and doctors surgeries. The booklet informs children of all events and activities taking place in the city.

36 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 Community Committee.

No issues were raised by members of the public who were present.

37 Wellbeing Report March 2015

The report of the South East Area Leader provided the Community Committee with the following:

- Details of the Wellbeing Budget position.
- An update on both the revenue and youth activities fund elements of the Wellbeing budget.
- Details of revenue projects agreed to date.
- Details of Youth Activities Fund agreed to date.
- Details of proposed ringfences for 2015/16.
- Details of project proposals for consideration and approval.
- The current position of the Small Grants Budget.

The Area Officer presented the report.

Members requested that £1,600 of the City and Hunslet Ward budget be allocated to skips and that a one off skip be provided to the allotment in City and Hunslet Ward.

RESOLVED – The Committee resolved to:

- (a) Note the contents of the report;
- (b) Note the revenue projects already agreed as detailed at Table 1 of the submitted report;
- (c) Note the activities fund projects already agreed as listed at Table 2 of the submitted report;

- (d) Agree the proposed ring fences for 2015/16 as detailed within sections 15-28 of the submitted report;
- (e) That the following wellbeing applications be agreed:

Project	Name of Group/Organisation	Amount Proposed from Wellbeing Budget 2014/15	Wards Covered	Decision
Belle Isle Gala	Belle Isle Tenant Management Organisation	£2,500	Middleton Park	£2,500 APPROVED
Middleton Gala	Area Support Team	£2,500	Middleton Park	£2,500 APPROVED
Holbeck Gala	Holbeck Gala	£3,500	Beeston and Holbeck, City and Hunslet	Beeston and Holbeck (£2,334), City and Hunslet (£1,166) APPROVED
Beeston Festival	Beeston Festival	£5,000	Beeston and Holbeck, City and Hunslet	Beeston and Holbeck (£2,500), City and Hunslet (£2,500) APPROVED
Bands In The Park and dog Show	Friends of Cross Flatts Park	£2,300	Beeston and Holbeck, City and Hunslet	Beeston and Holbeck (£1,150), City and Hunslet (£1,150) APPROVED
Hunslet Festival	Friends of Middleton Park	£1,230	City and Hunslet	City and Hunslet (£1,230) APPROVED
Middleton Park Summer Programme	Friends of Middleton Park Summer Programme	£2,650	Middleton Park	Middleton Park (£2,650) APPROVED
Irish Arts foundation: community participation & learning programme 2015/16	Leeds Irish Arts Foundation	£2,500	Beeston & Holbeck & City & Hunslet	Beeston & Holbeck (£1,125); City & Hunslet (£1,125) APPROVED
Purchase of	Middleton Park	£900	All Three Wards	Beeston &

Grader for Equestrian Arena Surface	Equestrian Centre for the Disabled			Holbeck (£300); City & Hunslet (£300); Middleton Park (£300) APPROVED
Hanging baskets and planters for Belle Isle and Middleton	Belle Isle and Middleton In Bloom	£3,829	Middleton Park	Middleton Park (£3,829) APPROVED
Wednesday Morning Community Drop In Club	Hunslet Methodist Church	£2,562	City & Hunslet	City & Hunslet (£2,562) APPROVED
How To... Festivals 2015	Slung Low	£1,225	Beeston & Holbeck	Beeston & Holbeck (£1,225) APPROVED
Installation of A New Shelter Steel (Waiting) For Bowlers	Cross Flatts Park Bowling Club	£2000	Beeston & Holbeck ,City & Hunslet	Beeston & Holbeck (£1,000), City & Hunslet (£1,000) APPROVED
Litterbins for various locations in Beeston & Holbeck	SSE Locality Team	£6,000	Beeston and Holbeck	Beeston and Holbeck (£6,000) APPROVED
Anti-dog/Litter Fouling Signs for Beeston & Holbeck Ward	LCC South and Outer East Locality Team	£4,200	Beeston and Holbeck	Beeston and Holbeck (£4,200) APPROVED
BCM Cluster Vulnerable Children's Summer Camp	Beeston, Cottingley and Middleton Cluster	£3,000	All Three Wards	Beeston & Holbeck (£1500); City & Hunslet (£375); Middleton Park (£1125) APPROVED
Grit Bins for	LCC South and	£1,683	Beeston and	Beeston and

Beeston and Holbeck Ward	Outer East Locality Team		Holbeck	Holbeck (£1,683) APPROVED
--------------------------	--------------------------	--	---------	---------------------------

- (f) Note the small grant position as set out at paragraph 40 of the submitted report; and
- (g) Agree that an additional £1,600 be allocated to skips for the City and Hunslet Ward.

38 Inner South Community Committee Summary of Key Work Report

The Area Officer presented a report of the South East Area Leader which presented Members with a summary of key work which the Area Support Team has been engaged in based on priorities identified by the Community Committee that were not covered elsewhere on the agenda.

Led by Community Committee Champions, Members discussed the following:

Children and families sub group

The Committee were informed that the sub group met on the 19th March to review applications for the Youth Activities Funding. Recommendations will be shared by email to Members.

Employment, Skills and Welfare

The Committee were informed about the proposed new cinema and expansion plans for the White Rose Shopping Centre. This led to discussion about ongoing work with colleges and employers to get the right courses for young people so that they can take up jobs created by the new developments in Leeds.

The ongoing work to help get adults over 50 back into employment was highlighted to Members.

Environment and Community Safety

The Committee were informed of the success of the workshop entitled “Have your say on Environmental Issues in your local area” which took place on 19th March at the Beeston Village Community Centre.

Health and Wellbeing

The Committee were informed that the health and wellbeing workshop held prior to the Community Committee meeting fitted with the funding bid that has been submitted to LSE CCG to support the development of a social

prescribing project in the Leeds South and East Area. This is designed to help reduce the need to go to a GP in some circumstances.

The Committee noted that there were now Health Trainers available at the St George's Hub in Middleton.

Adult Social Care

The Committee were informed of the success of the Inner South Older Persons event on 5th March 2015 at Civic Hall.

A suggestion was made that a booklet be created and circulated to older people which would inform them of events being organised for older people.

It was agreed that parking provision for people attending events organised by Inner South Members at the Civic Hall would be given consideration.

Integrated Locality Working

It was confirmed The Neighbourhood Improvement Boards across Inner South were meeting regularly and that residents would be welcome to attend.

39 RESOLVED – The Committee resolved to note the contents of the report. Dates, Times and Venues of Community Committee Meetings 2015/2016

The report of the City Solicitor requested that Members give consideration to agreeing a Community Committee schedule for the 2015/16 municipal year and to also give consideration as to whether any revisions to the current meeting and venue arrangements should be explored.

The following dates and times had been proposed in the report:

24 June 2015
9 September 2015
9 December 2015
9 March 2016

Meetings to be held on a Wednesday with a 7.00 p.m. start time for the formal business meeting.

Members discussed the date and time of the meeting proposed for June 2015 and agreed they would give this further discussion outside the meeting due to the 24th June clashing with a celebration event. There would also be an additional meeting for the appointment of the Chair of the Community Committee prior to the 2015/16 Annual Council meeting.

RESOLVED – That the report be noted and the following dates agreed:

Wednesday 9 September 2015

Draft Minutes – To be approved at the next scheduled meeting of the Inner South Community Committee

Wednesday 9 December 2015
Wednesday 9 March 2016

Formal business meetings to commence at 7.00pm.

This page is intentionally left blank

INNER SOUTH COMMUNITY COMMITTEE

WEDNESDAY, 10TH JUNE, 2015

PRESENT: Councillor A Gabriel in the Chair

Councillors J Blake, D Congreve, P Davey,
A Gabriel, K Groves, M Iqbal and
P Truswell

1 APPEALS AGAINST REFUSAL OF INSPECTION OF DOCUMENTS

There were no appeals against the refusal of inspection of documents.

2 EXEMPT INFORMATION - POSSIBLE EXCLUSION OF THE PRESS AND PUBLIC

There were no resolutions to exclude the public.

3 LATE ITEMS

There were no late items submitted to the agenda for consideration.

4 DECLARATION OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS'

There were no declarations made.

5 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Nash and Ogilvie.

6 MINUTES - 25th March 2015

RESOLVED - The minutes of the meeting held on 25th March 2015 were approved as a correct record.

7 Matters Arising

Minute No.35 Matters Arising

It was confirmed that the issues that were raised had been referred to the Environmental sub group and to the T&DC2 working group to action.

8 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

Draft minutes to be approved at the meeting
to be held on Wednesday, 9th September, 2015

representations or ask questions on matters within the terms of reference of the Community Committee.

A member of public commented on the difficulties he had encountered whilst applying for funding for a small local project. Officers and Members present explained the process and provided solutions to getting the small amount of funding required to complete the project.

9 Notification of Election of Community Committee Chair for 2015/2016

The City Solicitor submitted a report which formally notified members of the appointment of Councillor Gabriel to the position of Inner South Community Committee Chair for the duration of the 2015/16 municipal year, which was made.

RESOLVED – The Committee resolved to note the appointment of Councillor Gabriel as Chair for the 2015/16 municipal year at the Annual Council Meeting on 21st May 2015.

10 Inner South Community Committee Wellbeing Budget Report

The South and East Area Leader submitted a report which sought to provide Members with:

- Details of the Wellbeing Budget position;
- An update on both the revenue and youth activities fund elements of the Wellbeing budget;
- Details of revenue projects agreed to date;
- Details of Youth Activities Fund agreed to date;
- Details of project proposals for consideration and approval; and
- Members are also asked to note the current position of the Small Grants Budget.

RESOLVED – The Committee resolved to:

- (a) Note the contents of the report;
- (b) Note the revenue projects already agreed as detailed within table 1 of the submitted report;
- (c) Note the activities fun projects already agreed as detailed within table 2 of the submitted report;
- (d) That the following wellbeing projects be approved:

Project	Name of Group/Organisation	Amount Proposed from Wellbeing Budget 2015/16	Wards Covered	Decision
Litter Bin	LCC South and Outer East Locality	£300	City and Hunslet and	APPROVED £150

Draft minutes to be approved at the meeting to be held on Wednesday, 9th September, 2015

	Team		Middleton Park	Middleton Park £150 City and Hunslet
Safe Space South Leeds	Middleton Park & Beeston & Holbeck	£9,847	Beeston & Holbeck & Middleton Park	APPROVED Beeston & Holbeck £2461.75 City & Hunslet £2461.75 Middleton Park £4,923.50
Installation of fence on Bismark Street	LCC Housing Service	£448.24	City & Hunslet	APPROVED £448.24 City and Hunslet
Inner South Older Persons Event	LCC South East Area Support Team	£3,500	Beeston & Holbeck & Middleton Park & City & Hunslet	APPROVED £3500 All three wards
Christmas Lights Provision 2015	Leeds Lights	£5830 (£3310 ringfenced at March 2015 Community Committee)	Belle Isle and Middleton Park	APPROVED £1260 Middleton Park, £1260 Belle Isle
Christmas Light Provision 2015	Leeds Lights	£4700	Beeston and Holbeck	APPROVED £4700 Beeston and Holbeck

- (e) Note the small grants situation as detailed in section 19 of the submitted report; and
- (f) Members noted the minimum conditions as set out in recommendation (f) of the submitted report which related to the need for delegated decisions to be taken between formal Community Committee meetings, and agreed that no amendments were required for operation in 2015/2016.

11 Inner South Community Committee Summary of Key Work Report

The Area Officer presented a report of the South East Area Leader (Citizens & Communities) which presented Members with a summary of key work which the Area Support Team has been engaged in based on priorities identified by the Community Committee that were not covered elsewhere on the agenda.

Draft minutes to be approved at the meeting
to be held on Wednesday, 9th September, 2015

Led by Community Committee Champions, Members discussed the following:

Employment Skills and Welfare

The Committee were informed that although initially the numbers of people employed by ASDA with an LS11 post code had not been as high as hoped, further recruitment sessions had produced much better figures for local recruitment.

The expansion of the White Rose Centre was highlighted and the Committee were informed that work is ongoing to secure as many construction jobs for local people as possible.

Members were also informed that 30 over 50's had recently found work through local job centres.

Environment and Community Safety

It was reported that the Middleton Action Day held on 28th May 2015 focusing on anti-social behaviour and hate crime had been successful.

Health and Wellbeing

The benefits of Social Prescribing were outlined to the Committee, it's intention to sign post people to other sources of support and help other than GPs.

The benefits of the Making Space funding, which is contributing to linking agencies who help people with enduring mental health conditions and making them aware of the Making Space Service, were outlined to Members.

During discussion of Health and Wellbeing it was noted that it was possible that the Health Budget afforded to Leeds City Council to deliver Public Health Services could be cut in the future by Central Government.

Adult Social Care

It was noted that the Older People's event had been a great success.

Members were informed that Belle Isle Winter Aid were already planning for winter 2015/16.

Community Centres Pricing Policy

The new community centres pricing policy was discussed which had been put in place to make it easier and cheaper for groups to hire rooms owned by Leeds City Council. It was also noted that Members had discretion to allow groups to use rooms free of charge.

Draft minutes to be approved at the meeting
to be held on Wednesday, 9th September, 2015

Equipment contained in rooms was discussed. Furthermore it was confirmed that when corresponding with the Area Office electronic signatures could be accepted for hiring rooms or in relation to other business transactions.

It was agreed that ward members would receive an email for request for free use of room.

RESOLVED – The Committee resolved to note the contents of the report.

12 2015-16 Forward Plan report

The South East Area Leader submitted a report which introduced the Inner South Community Committee Forward Plan for 2015/16. It detailed the Community Committee meeting dates and set out workshop themes. It also highlighted the role of the Community Committee Champions and the work of the Community Committee in relation to the Council Constitution and associated delegations which are managed through its sub group structure, including Neighbourhood Improvement Boards (NIBs) on behalf of the Community Committee.

In considering this report Members looked back at 2014/15 and agreed that the format that had been established for Community Committees had worked well and that this should be continued for 2015/16.

RESOLVED – The Committee resolved to:

- (a) Note the contents of the report;
- (b) Agree the scope and content of future Community Committee agendas continue in the same format as 2014/15;
- (c) Agree the Parks and Countryside delegation be referred to the Environmental Sub Group for monitoring and performance management;
- (d) Agree that Community Committee Champions approve workshop topics;
- (e) Agree a designated officer lead be requested for the Adult Social Care Champion;
- (f) Receive a summary of workshops including outcomes through the Summary of Key Work Report; and
- (g) Request an annual report be provided by sub groups to the Summary of Key Work Report.

13 Community Committee Appointments 2015/2016

The City Solicitor submitted a report which outlined the Community Committee's role regarding appointments to: Outside Bodies; Community Lead Members; Children's Services Cluster Partnerships and the Corporate Parenting Board. In addition, the report invited the Committee to determine the appointments to these groups and organisations.

RESOLVED – That the following appointments be made:

Outside Bodies:

Belle Isle Elderly Winter Aid
Councillor Blake

Belle Isle Tenant Management Organisation (BITMO)
Councillors Truswell and Groves

Holbeck Elderly Aid
Councillor Ogilvie

Middleton Elderly Aid
Councillor Groves

Inner South Local Housing Advisory Panel
Councillors Ogilvie and Truswell

Community Lead members:

Environment & Community Safety – Councillor Ogilvie
Childrens Services – Councillor Gabriel
Employment, Skills and Welfare – Councillor Groves
Health, Wellbeing and Adult Social Care – Councillors Truswell and Davey

Childrens' Services Cluster Partnership Representatives:

Beeston and Cottingley and Middleton – Councillors Ogilvie and Blake
JESS (Joint extended schools and services: Beeston Hill, Holbeck, Belle Isle and Hunslet) – Councillors Gabriel, Iqbal and Groves.

Corporate Parenting Board

Councillor Gabriel.

14 Date and Time of Next Meeting

7pm Wednesday 9th September 2015.

OUTER NORTH WEST COMMUNITY COMMITTEE

WEDNESDAY, 20TH MAY, 2015

PRESENT: Councillor P Wadsworth in the Chair

Councillors B Anderson, C Anderson,
C Campbell, B Cleasby, D Collins, B Flynn,
G Latty, S Lay and C Townsley

59 **APPEALS AGAINST REFUSAL OF INSPECTION OF DOCUMENTS**

There were no appeals against the refusal of inspection of documents.

60 **EXEMPT INFORMATION - POSSIBLE EXCLUSION OF THE PRESS AND PUBLIC**

There were no resolutions to exclude the public.

61 **LATE ITEMS**

There were late items submitted for consideration.

62 **DECLARATION OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS'**

There were no declarations made

63 **Apologies For Absence**

Apologies for absence were received from Councillors Latty and Downes.

64 **Minutes - 9th March 2015**

RESOLVED – The minutes of the meeting held on 9th March 2015 were approved as a correct record.

65 **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 Community Committee. On this occasion there were no members of the public in attendance.

66 **Election of the Community Committee Chair for the 2015/2016 Municipal Year**

The City Solicitor submitted a report which set out the arrangements for the election of Chairs for Community Committees and that in line with this process, to recommend that this Community Committee elected an eligible Member to the position of Community Committee Chair for the 2015/16 municipal year.

Appended to the report was a copy of Paragraph 2 of the Community Committee Procedure Rules which dealt with the process by which Chairs for Community Committees were elected (Appendix 1 referred).

It was reported that one nomination had been received for Community Committee Chair on behalf of Councillor P Wadsworth.

RESOLVED- The Committee resolved that:

- (a) That the contents of the report and appendix be noted; and
- (b) That Councillor P Wadsworth be elected as Outer North West Community Committee Chair for the 2015/2016 Municipal Year.

67 Outer North West Youth Activity Fund Commissioning Round 2015/16

The West North West Area Leader submitted a report which set out the work of the Children's Services and Family Health sub group in holding a commissioning workshop and recommended spend of the Youth Activity Fund for the provision of activities for children and young people in the outer north west.

The report sought to inform the Community Committee of the work of the Children's Services and Family Health sub group in commissioning local Youth Activity Fund providers and sought approval for the recommendations made on the 24th April Children's Services Family Health sub group workshop.

RESOLVED – The Committee resolved to approve the recommendations made by the Children's Services and Family Health sub group for the spend of Youth Activity Fund on the applications listed at Table 1 of the submitted report. A total spend of £48,027 with funding of £9,829 remaining for future projects to be identified.

INNER NORTH WEST COMMUNITY COMMITTEE

WEDNESDAY, 20TH MAY, 2015

PRESENT: Councillor J Akhtar in the Chair
Councillors J Bentley, S Bentley, G Harper,
J Pryor, C Towler and N Walshaw

37 **Late Items**

There were no late items, however additional information in relation to Agenda Item 9, Youth Activities Fund Allocation Report was circulated prior to the meeting.

38 **Declaration of Disclosable Pecuniary Interests**

There were no declarations of disclosable pecuniary interests.

39 **Apologies for Absence**

Apologies for absence were submitted on behalf of Councillors J Chapman and J Walker.

40 **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 Community Committee.

Reference was made to an application that had been made for a Temporary Event Notice at a property on Victoria Road and Area Officers were requested to check on the progress with this application.

41 **Election of the Community Committee Chair for the 2015/2016 Municipal Year**

The report of the City Solicitor set out the arrangements for the election of Chairs to Community Committees and recommended that Members elected an eligible Member to the position of Inner North West Community Committee for the 2015/16 Municipal Year.

The deadline for nominations had finished on 19th May 2015. A nomination for Chair had been submitted on behalf of Councillor Jonathon Pryor.

Councillor Akhtar expressed his thanks to Members of the Inner North West Community Committee and to officers in Area Support Team for their support during his four years as Chair of the Committee.

Members of the Committee also thanked Councillor Akhtar for his work as Community Committee Chair.

RESOLVED – That Councillor Jonathon Pryor be elected as Chair of the Inner North West Community Committee for the 2015/16 Municipal Year.

Councillor Pryor assumed the Chair from this point of the meeting.

42 Youth Activities Fund Allocation Report

The report of the West North West Area Leader advised the Inner North West Community Committee of the following:

- The Youth Activities Fund budget allocation in 2015/16
- Projects for consideration and approval from the Youth Activities Fund allocation for 2015/16

Nicole Darbyshire, West North West Area Support Team presented the report.

Members' attention was brought to applications that had been considered by the Children & Young People's Sub Group.

With regards to the application from the Youth Service for the Lazer Centre Summer of Activities, it was reported that the project cost could be reduced by £1,000. Concerns were expressed that this still did not represent good value for money per session provided.

Further details were also provided regarding the applications for The Works Skateboarding and BMX, Mighty Chefs ASC, Mighty Chefs Holiday Club and ESNW Summer Activities.

RESOLVED

Given the additional information provided above, the Inner North West Community Committee approved the following projects:

Project Name	Organisation / Department	Amount
Al Haq Boredom No More	Al Haq Supplementary School	£1700
National Citizens Service	Leeds Youth Service	£1100
The Works Skateboarding and BMX	The Works	£1050
ESNW Summer Activities	ESNW Cluster	£1305
Mighty Chefs ASC	Mighty Chefs	£631
Mighty Chefs Holiday Club	Mighty Chefs	£419

Draft minutes to be approved at the meeting
to be held on Thursday, 18 June 2015

Sporting Summer BARCA	BARCA	£2174
Minecraft Activities	Leeds Libraries	£788

The following projects were not approved by the Inner North West Community Committee:

Project Name	Organisation / Department	Amount
Lazer Centre Summer of Activities	Leeds Youth Service	£4970
Burley Juniors	Better Leeds Communities	£4566
Meanwood Junior Playscheme	Meanwood Junior Playscheme	£4285

43 Minutes - 12 March 2015

RESOLVED – That the minutes of the meeting held on 12 March 2015 be confirmed as a correct record.

44 Date and Time of Next Meeting

Thursday, 18 June 2015 at 7.00 p.m.

This page is intentionally left blank

OUTER NORTH WEST COMMUNITY COMMITTEE

MONDAY, 8TH JUNE, 2015

PRESENT: Councillor P Wadsworth in the Chair

Councillors B Anderson, C Anderson,
B Cleasby, D Collins, R Downes, B Flynn,
G Latty, P Latty, S Lay and C Townsley

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 the minutes of the meeting held on 20th May 2015 had been published and circulated as supplementary information.

4 DECLARATION OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS'

No declarations were made.

5 Apologies For Absence

RESOLVED – That the minutes of the meeting held on 20th May 2015 be approved as a correct record. Subject to amendment to the figures contained within Minute 67 “Outer North West Youth Activity Fund Commissioning round 2015/16” to read “A total spend of £48,027 with funding of £9,829 remaining for future projects to be identified.”

6 Minutes

RESOLVED – That the minutes of the meeting held on 20th May 2015 be approved as a correct record. Subject to amendment to the figures contained within Minute 67 “Outer North West Youth Activity Fund Commissioning round 2015/16” to read “A total spend of £48,027 with funding of £9,829 remaining for future projects to be identified.”

7 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 Community Committee.

On this occasion no members of the public were present. However the Chair invited Inspector Caldwell to announce his retirement to the Committee and introduce his successor Inspector John Brady. Inspector Caldwell thanked the Committee for the support he had received over the years and in turn the Chair thanked Inspector Caldwell for always being prepared to take Members views into account when considering local policing issues.

8 Wellbeing Fund Update Report

The West North West Area Leader submitted a report which provided an update on the budget position for the Wellbeing fund for 2015/16. The report also highlighted the current position of the Small Grants and skips pots and provided an update on the Youth Activity Fund.

The report also asked Members to review the minimum conditions as set out at paragraph 25 of the submitted report which related to the need for delegated decisions to be taken between formal Community Committee meetings, considered whether any amendments were required.

Members discussed the reducing amount of Wellbeing funding and how best this should be allocated in the future. Members agreed that no formal policy should be drafted in relation to allocating funding and that it should continue to be considered by the relevant Ward Members.

RESOLVED - The Committee resolved to:

- a) Note the current budget position for the Wellbeing Fund for 2015/16;
- b) That the following be agreed with regards to the large grant applications received:

Project	Adel & Wharfedale	Guiseley & Rawdon	Horsforth	Otley & Yeadon	Decision
Small grants	£5,000	£5,000	£5,000	£5,000	APPROVED
Skips	£1,000	£1,000	£1,000	£1,000	APPROVED
Heritage Lighting		£1,760			APPROVED
Otley Leeds Play Network				£1,215	APPROVED
Aireborough		£2,520			APPROVED

Draft minutes to be approved at the meeting to be held on Monday, 7th September, 2015

Leeds Play Network					
Bramhope Festive Lights	£2,200				APPROVED
LS16 Community Centre	£7,500				APPROVED
Counselling for Parents & Carers in Aireborough		£3,200			APPROVED

That the following be agreed with regards to Youth Activity Funding:

Project	Amount	Decision
Otley Leeds Play network	£1,215	APPROVED
Aireborough Leeds Play Network	£2,520	APPROVED
SK8 Safe Tuition Programme	£680	APPROVED
ONW Summer Activities Programme	£2,050	APPROVED

That the Small Grants Budget of £5,000 per ward be approved and that £1,000 per ward be allocated to the Community Skips Budget;

- c) Note the skips that have been approved since the last meeting;
- d) Note the current budget position for the Capital Wellbeing Fund for 2015/16; and
- e) Members noted the minimum conditions as set out in paragraph 26 of the submitted report which related to the need for delegated decisions to be taken between formal Community Committee meetings, and agreed that no amendments were required for operation in 2015/2016.

9 Community Committee Update Report

The West North West Area Leader submitted a report which updated the Community Committee on the work of the sub groups of the Committee: Environment & Community Safety; Employment, Learning and the Local Economy; Children's Services and Family Health; Adult Social Care, Health & Well-being; Highways & Transportation and Policy.

The report set out the roles and key principles of the Community Committee sub groups and asked the community committee to consider the Elected Member representation to each group.

The report also requested that the Community Committee consider recruiting non-voting co-optees from the locality to help with the Committee's work.

Following discussion Members agreed that the membership and numbers of sub groups for 2015/16 should remain the same as they were for the 2014/15.

RESOLVED – The Committee resolved to:

- (a) note the work of the sub groups since the last Community Committee meeting;
- (b) agree the Elected Member representative from each ward for each sub group for the municipal year 2015/16 be as detailed at Appendix 1 of the submitted report; and
- (c) Agree that Co-optees be appointed to the Committee as and when the Committee sees fit to do so.
- (d)

10 Community Committee Appointments 2015/2016

The City Solicitor submitted a report which invited the Committee to make appointments to the following, as appropriate:-

- Those Outside Bodies as detailed at Appendix 1 of the submitted report;
- One representative to the Corporate Parenting Board;
- The Committee's 'Community Lead Members', as listed within the submitted report; and
- Those Children's Services Cluster Partnerships, also listed within the submitted report.

RESOLVED – The Committee resolved to appoint the following:

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

Outer North West 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

Draft minutes to be approved at the meeting
to be held on Monday, 7th September, 2015

Aireborough – Councillor P Latty and Councillor S Lay
Otley/Pool/Bramhope – Councillor B Anderson and Councillor S Lay

Corporate Parenting Group
Councillor P Latty

11 Date and Time of Next Meeting

1.30pm Monday 7th September 2015.

This page is intentionally left blank

HOUSING ADVISORY BOARD

WEDNESDAY, 20TH MAY, 2015

PRESENT: Councillor P Gruen in the Chair

Councillors B Anderson, J Bentley and
A Gabriel

Tenant/Leaseholder

Ted Wilson
Andy Liptrot
David Atkinson

Independent Representatives

Matthew Walker
Andrew Feldhaus

Co-opted Members

David Glew
Jo Hourigan

48 Appeals Against Refusal of Inspection of Documents

There were no appeals against the refusal of inspection of documents.

49 Exempt Information - Possible Exclusion of the Press and Public

There were no items identified where it was considered necessary to exclude the press or members of the public from the meeting.

50 Late Items

There were no late items of business.

51 Declaration of Disclosable Pecuniary Interests

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

52 Apologies for Absence

Apologies for absence were received from Councillor Truswell, Councillor Maqsood, Maddie Hunter and Tim Woods.

53 Minutes of the Previous Meeting

Draft minutes to be approved at the meeting
to be held on Thursday, 9th July, 2015

The minutes of the previous meeting, held on 3rd February 2015 were submitted for accuracy and approval

David Atkinson reported that he represented the Leeds Tenants Federation and not the Leeds Housing Federation as referred to in the minutes.

RESOLVED – With the inclusion of the suggested amendment, the minutes of the previous meeting held on held on 3rd February 2015 were accepted as a true and correct record.

54 Matters Arising from the Minutes

The following Matters arising/ Actions from the Minutes were highlighted:

Housing and the Jobs and Skills Agenda – Minute No.6 – 4th December 2013 (Shadow Advisory Board refers)

In providing an update Officers reported that the main contractors had recently taken on a full complement of apprentices (100+). Other opportunities within Housing Leeds would continue to be explored. The Housing Advisory Board would continue to receive updates – Status of action “Open in progress”

Towards a New Housing Strategy – (Minute No.29 – 8th April 2014 refers)

It was noted that an item “Draft Leeds Housing Strategy” appeared elsewhere on the agenda. Status of action “Proposed to Close”

Housing Advisory Board Forward Plan – Minute No. 29 – 11th November 2014 refers)

In relation to issues around High Rise Blocks, it was reported that an officer had been appointed (Martyn Long) to lead on the high rise strategy and that an update paper appeared elsewhere on the agenda. Status of Action “Propose to Close”.

In relation to Tenant Working Groups, it was reported that an update report appeared elsewhere on the agenda. Status of Action “Propose to Close”.

In relation to Adaptations: a paper was to be brought to a future meeting. Status of action “Open in progress”

Housing Leeds Capital Financial Position Period 8 2014/15 - (minute 40 - 3rd February 2015 refers)

It was noted that a report appeared elsewhere on the agenda included information on progress on major schemes. Status of Action “Propose to Close”.

Housing Revenue Account Investment Strategy - (minute 43 - 3rd February 2015 refers)

It was noted that an item "Housing Revenue Account Investment Strategy" appeared elsewhere on the agenda which reported on the outcomes of the working group. Status of Action "Propose to Close".

55 Housing Leeds Capital Financial Position Outturn 2014/15

The Director of Environment and Housing submitted a report which provided the financial position statement on the Housing Leeds Capital programme at outturn for the financial year 2014/15.

The report also sets out proposals on future delivery of the Housing Leeds Capital Programme.

Richard Ellis, Head of Finance, Environments and Housing presented the report and responded to Members comments and queries.

Detailed discussion ensued on the contents of the report which included:

- Housing Leeds Services and BITMO
- Actual spend at outturn 2014/15
- Planned works spend at outturn 2014/15
- Responsive works at outturn 2014/15
- The conclusions of the HAB Working Group
- Council House Growth Programme

Ted Wilson asked if CCTV projects would continue to be funded through Capital funding

In responding, the Head of Strategy and Investment confirmed that CCTV was funded within the programme.

Matthew Walker queried if there was underspend on the adaptations budget.

The Head of Strategy and Investment reported that there had been a 50% increase in the budget in the previous year to cover expected demand. The demand continued to be high.

Responding to a question about new build properties and the possibility of costs rising, the Director of Environments and Housing confirmed that rising cost may affect the cost price per unit. The situation would continue to be monitored.

Referring to paragraph 4.2 of the submitted report Councillor Anderson asked if the Board could be supplied with a detailed ward breakdown.

The Chair confirmed that information on ward breakdowns was currently been gathered and would be made available in due course.

Commenting on paragraph 4.5 David Glew queried “delaying further aspirational works, utilising HAP funding for urgently required environmental”

In responding the Head of Strategy and Investment confirmed the programme had been delayed, heating was one of the largest investments and the assessment of need required further work.

RESOLVED –

- (i) To note the Housing Leeds Service refurbishment programme and Housing Leeds Council House Growth programme position at outturn 2014/15.
- (ii) To note the issues raised on the plan moving forward regarding the smoothing of the budget over a five year period, Resources, Procurement, Project Management and Internal Service Providers.

56 Housing Leeds (HRA) Provisional Revenue Outturn Position - 2014/15

The Director of Environment and Housing submitted a report which provided the provisional outturn position for the 2014/15 financial year in respect of the Council’s Housing Revenue Account (HRA)

Richard Ellis, Head of Finance, Environment and Housing, presented the report and responded to Members comments and queries.

Detailed discussion ensued on the contents of the report which included:

- Key variances to Budget – Income
- Right to buy sales (RTB) sales
- Arrears

Referring to paragraph 3.6 of the submitted report, Andy Liptrot highlighted the Discretionary Housing Payments (DHP) £0.25m being earmarked to fund tenants with severer disabilities living in adapted properties.

In offering comment the Chair confirmed additional resources had been made available.

Councillor Anderson referring to section 5 of the report on “arrears” asked if Housing Officers were aware of: who can’t pay and who won’t pay. Did we know who to target?

In offering comment the Chair suggested that the recent review of Housing Services had allowed for Housing Managers to be more knowledgeable for their particular areas.

The Director of Environment and Housing said information on partial payments was available and could be used to pursue tenants in arrears. Further work in contacting tenants was required if the target was to be achieved.

Referring to arrear payments, Jo Hourigan asked how quickly outstanding payments were pursued.

In responding the Director of Environment and Housing said early intervention was important, arrear payments were not allowed to drift.

David Glew raised the issue of disrepair claims. He suggested the possibility of targeting known problem areas within the housing stock (and areas of fuel poverty) and using sensors to record energy consumption. In gathering this information, problem areas could be identified; potential disrepair claims could be highlighted and data collected may assist with any future claims.

The Chair welcomed the suggestions made and suggested that officers may wish to look into the matter further.

**57 RESOLVED – That the contents of the report be noted
STAR Survey 2014/15 - Headline Findings**

The Director of Environment and Housing submitted a report which provided the headline findings from the Survey of Tenants and Residents (STAR) 2014/15 survey and analysis of key themes.

The report also summarised Service action points for 2015/16 arising as a consequence of the findings.

Debra Scott, Head of Resources and Strategy, Environment and Housing, presented the report and responded to Members comments and queries.

Detailed discussion ensued on the contents of the report which included:

- Overall satisfaction with services
- Differences in satisfaction across different age groups
- Successes
- Areas for further development
- Communicate and engage with tenants.

In offering comment the Chair welcomed the report and its findings. He said 3,500 responses was good and overall satisfaction with services was good at 77%.

Referring to section 5.4, satisfaction by age. The Chair said that older tenants (aged over 65) appeared to be satisfied with the services provided but the younger tenants (aged under 35) were less satisfied.

The Chair said the challenge was to improve engagement with young people.

Jo Hourigan suggested that older tenants were more patient, while younger tenants, particularly those who had children were less patient.

David Glew said the report was good, and suggested that there were further opportunities for analysis, particularly around ward trends. Responses could be linked to building type and analysis would identify areas/ properties to target home innovation measures.

The Chair thanked Mr Glew for his comments, suggesting officers may wish to undertake further analysis.

RESOLVED – To support:

- Changes to how customer services are delivered including Housing Officer patch working, the rationalisation of office opening hours and working with Contact Centre to ensure it is adequately resourced.
- Development of a Tenant Communications Plan to meet the needs of different audiences, and implementation of the new Tenant Involvement Framework.
- Allocation of £3m in funding for environmental improvement projects to cover interrelated issues around car parking, access and waste, and support changes to grounds maintenance contract monitoring to focus on smaller geographic areas.
- A feasibility exercise to determine a 10 year investment programme for multi-storey flats.
- Actions to help tenants in financial difficulty including the development of an enhanced offer for those affected by Welfare Reform, the establishment of a Welfare Reform Project Group, and the refocus of Annual Home Visits.

58 Tenant Engagement Framework Update

The Director of Environment and Housing submitted a report which provided an update on: the development of the tenant involvement service, the progress against delivering the new Tenant Involvement Framework; how the service proposes to support and strengthen its role and give opportunity for a

strategic voice for tenants and how the service will look to increase the opportunity for young tenants to influence the way that services are provided.

Mandy Sawyer, Head of Neighbourhood Services, Environment and Housing, presented the report and responded to Members comments and queries.

Detailed discussion ensued on the contents of the report which included:

- Housing Advisory Panels (HAPs) and the Cross City Chair's Group (CCCG)
- High Rise Advisory Group
- Older Persons Housing Group
- Rainbow Roofs (LGBT)
- Leeds Tenants Federation (LTF)
- Tenants and Residents Association (TARAs)
- Focus on a new Strategic Tenants Body
- Focus on Younger Tenants
- Housing Management Plus
- Community Lettings Policies

Commenting on section 3.9 of the submitted report, "young person's group" Councillor Gabriel asked what was the age range of the young person's group?

In responding the Head of Neighbourhood Services said the age range had not yet been defined but possibly under 25 years of age.

In offering comment Matthew Walker welcomed the report, it was a useful update and would like to see further details in due course

Ted Wilson referring to the development of a Strategic Tenant Body said that this particular issue was a work in progress and that further development was required.

The Chair thanked Members for their comments.

RESOLVED –

- (i) To support in principle the development of the Strategic Tenant Body, subject to further development of the arrangements for representing this body on the Housing Advisory Board
- (ii) To support the work undertaken to develop groups and forums to complement the tenant involvement framework
- (iii) To support the approach to increasing opportunities for younger tenants

59 High Rise Project Update

The Director of Environment and Housing submitted a report which provided an update on progress made with the High Rise Project, including information on a number of projects that were underway in response to the MSF tenant survey undertaken in July/August 2014.

Martyn Long, Service Manager Projects, Environment and Housing, presented the report and responded to Members comments and queries.

Detailed discussion ensued on the contents of the report which included:

- High Rise project
- MSF Tenant Survey
- Scope for cleaning
- Review of waste and recycling
- Cyclical repairs and maintenance programme for High Rise

In offering comment Andy Liptrot welcomed the report suggesting that Tenant involvement and engagement may increase across the City as a result of the High Rise Project.

The Chair also welcomed the report suggesting good progress had been made.

RESOLVED – To note the progress to date on the High Rise Project, and the actions to be undertaken.

60 Tenant Scrutiny Board Recommendations - Review of Annual Tenancy Visit Process

The Director of Environment and Housing submitted a report which sets out details of the Tenant Scrutiny Board's Inquiry and their recommendations made in relation to the Annual Tenancy Visit process.

The report also provided an update on recent changes made to the Annual Tenancy Visit policy and procedure, following the inquiry.

Mandy Sawyer, Head of Neighbourhood Services, Environment and Housing, presented the report and responded to Members comments and queries.

Detailed discussion ensued on the contents of the report which included:

- The visits will be renamed 'Annual Home Visits', to reflect the change of focus towards being more tenant focused.
- The main focus of the visits will now be on building good landlord / tenant relations – identifying tenancy management and sustainability issues which may need additional support.

- Visits will be arranged by appointment, except where there is suspected tenancy fraud.
- For sheltered tenants, Annual Home Visits will be combined with the Annual Support Review.

In offering comment Jo Hourigan said she did not support visits appointment, “tenants may hide bad things”

Andy Liptrot welcomed the report and asked if the possibility of out of hours visits could be considered

Councillor Bentley also welcomed of out of hour’s visits suggesting it would allow greater accessibility for tenants.

Matthew Walker suggested greater use of technology when undertaking visits. Commenting on accessibility, Mr Walker pointed out that 42% of tenants did not have internet access.

In responding the Director of Environment and Housing said it was intended to roll out hand held technology to Housing Officers when carrying out home visits. Communication mast on high rise blocks may be able to address some of the IT issues.

David Glew asked if a report could be brought back to a future meeting of the Board which would provide an example of the data collected from the home visits

In summing up the Chair welcomed the report, he said home visits were very important; many problems could be solved through such a visit. The suggestion of out of hour’s visits was a useful one; it would allow greater accessibility for tenants.

RESOLVED –

- (i) To note the key findings of Tenant Scrutiny Board’s Inquiry and recommendations
- (ii) To note and welcome the changes made to the Annual Home Visit policy and procedures following the inquiry

- (iii) That a report providing data collected from home visits be submitted to a future meeting of the Board

61 Draft Leeds Housing Strategy

The Director of Environment and Housing submitted a report which sought approval to an updated Leeds Housing Strategy, accompanying Action Plans and the proposed progress reporting arrangements.

The report was considered by the Board 3rd February 2015, with determination being deferred to take into account the feedback received.

Rob McCartney, Head of Housing Support, Environment and Housing, presented the report and responded to Members comments and queries.

It was reported that following feedback received at the previous meeting the priority area design had been changed. Priority actions were now better aligned with performance measures and the current baseline position for each performance measure was now included.

Referring to the previous meeting and the feedback received, the Chair said all comments were considered and as a consequence a number of amendments have been made.

The Director of Environment and Housing reported that one of the recommendations had been made to omit the 'Improving Health through Housing' theme of the strategy on the basis that there is an opportunity to engage with Adult Social Care, and the different health services, to identify how housing and housing services could best contribute to health and well-being priorities.

The Environment and Housing Directorate/Housing Leeds would engage with the new Director of Adult Social Care to determine how this could be achieved. The actions that flow from this engagement can form the basis of a future Improving Health and Housing theme within the Housing Strategy.

RESOLVED – To approve the updated Leeds Housing Strategy, accompanying Action Plans and the proposed progress reporting arrangements.

62 Housing Leeds Priorities and Associated Indicators

The Director of Environment and Housing submitted a report which provided the outcomes of a review of performance for the reporting year 2014/15 against the six existing Housing Leeds priorities, set within the context of performance trends over the last 3 years and a significantly changing operating environment.

The report also sought the views of Members on the proposals for refreshing the set of priorities and indicators used.

Debra Scott, Head of Resources and Strategy, Environment and Housing, presented the report and responded to Members comments and queries.

Detailed discussion ensued on the contents of the report which included performance on the existing priorities:

- Homelessness
- Relet times
- Rent collection
- Supporting tenants impacted by Welfare reform
- Annual Tenancy Visits
- Capital Programme Spend

A revised set of priorities was also proposed for the next two years:

- Environmental Investment
- Rents and Benefits
- Housing People
- Repairs right first time
- Capital Programme effectiveness
- Knowing our tenants

In offering comment, Jo Hourigan, referring to Priority Four: Repairs right first time, said she was pleased to see this was included has an headline indicator, housing repairs was very important to tenants

Councillor Bentley welcomed the report commenting that he was pleased to see focus a focus on tenants being included.

RESOLVED –

- (i) To note performance against the existing six priorities and how the priorities had been used to provide a strategic focus and to manage risks
- (ii) To approve the refreshed set of priorities as outlined in section 3.3 of the submitted report
- (iii) To approve the recommended targets for priorities.

63 Housing Advisory Board - Forward Plan 2015

The Board considered the contents of the Housing Advisory Board Forward Plan for 2015.

RESOLVED – That, subject to the addition of a Home Visits Data Report and Housing Strategy Performance updates agreed at this meeting, the contents of the Housing Advisory Board Forward Plan for 2015 be noted.

64 Date and Time of Next Meeting

RESOLVED – To note that future meetings of the Board will take place as follows:

- Tuesday 7th July 2015
- Tuesday 8th September 2015
- Tuesday 10th November 2015

All meetings to take place in the Civic Hall, Leeds commencing at 5.00pm.

HEALTH AND WELLBEING BOARD

WEDNESDAY, 25TH MARCH, 2015

PRESENT: Councillor A Ogilvie in the Chair

Councillors J Blake, N Buckley and
S Golton

Representatives of the Clinical Commissioning Groups

Dr Andrew Harris – Leeds South and East CCG

Dr Gordon Sinclair – Leeds West CCG

Phil Corrigan – Leeds West CCG

Directors of Leeds City Council

Dr Ian Cameron – Director of Public Health

Nigel Richardson – Director of Children's Services

Representative of NHS (England)

Moira Dumma – NHS England

Third Sector Representative

Susie Brown – Zest – Health for Life

Representative of Local Health Watch Organisation

Linn Phipps – Healthwatch Leeds

Tanya Matilainen – Healthwatch Leeds

Representatives of NHS Providers

Chris Butler – Leeds and York Partnership NHS Foundation Trust

Bryan Machin – Leeds Community Healthcare NHS Trust

59 Election of the Chair

The Chief Officer, Health Partnerships, advised the Board of the Chairs apologies.

In the absence of Councillor Mulherin, the Clerk reported that Councillor Ogilvie had offered to Chair the meeting and sought the Boards' approval.

RESOLVED – That Councillor Ogilvie be appointed Chair of the meeting

60 Appeals against refusal of inspection of documents

There were no appeals against the refusal of inspection of documents

61 Exempt Information - Possible Exclusion of the Press and Public

The agenda contained no exempt information

62 Late Items

No formal late items of business were added to the agenda, however Board Members were in receipt of a supplementary pack containing a revised version of the March 2015 "Delivering the Strategy" document (minute 75 refers)

Draft minutes to be approved at the meeting
to be held on 10th June 2015

63 Declarations of Disclosable Pecuniary Interests

No declarations of disclosable pecuniary interest were made

64 Apologies for Absence

Apologies for absence were received from Councillor Mulherin, Jason Broch (Leeds North CCG), Nigel Gray (Leeds North CCG), Matt Ward (Leeds Couth & East CCG), Dennis Holmes (LCC Adult Social Care), Julian Hartley (Leeds Teaching Hospitals NHS Trust) and Thea Stein (Leeds Community Healthcare NHS Trust)

65 Open Forum

No matters were raised by the public on this occasion

66 Minutes

RESOLVED – That the minutes of the previous meeting held on 4th February 2015 be agreed as a correct record

67 The 3 Leeds CCGs' 2-year operational plans - refresh

The Clinical Commissioning Planning Leads submitted a report providing an overview of clinical commissioning in Leeds, highlighting where the CCGs had already worked with many stakeholders, including the Health and Wellbeing Board, to agree existing CCG plans and providing assurance that this engagement process would be maintained as broader plans are refreshed and updated in the light of progress to date.

Liane Langdon (Leeds North CCG) and Sarah Lovell (Leeds South & East CCG) attended the meeting to present the report and provided assurance that CCG plans remained consistent with the overarching Joint Health & Wellbeing Strategy for the area.

During discussions, the following issues were highlighted:

- The findings in respect of “life lost” due to ill health and that the incidents of accident had begun to appear as an emerging factor
- Local confidence and resilience, the ability to provide the skills in Leeds to support Leeds residents and economy
- Role of Transformation Board in skills development/mapping/ retention
- Mental health as a priority, the choices available for the patient and appropriate implementation of the choice system
- The possibility that the work should involve other organisations not within the health and wellbeing field (i.e. highways services during discussions on accident prevention). It was agreed that this could be reviewed when the overarching JHWS was refreshed

In considering the role of the HWB the following matters were noted for consideration:

- To review changing patient health trends
- To review the underlying causes of potential “life lost” years

RESOLVED –

- a) That the comments made during discussions on the implications of new and amended aspects of the planning guidance and the proposed responses be noted
- b) Having considered the planned responses, agree that the responses do give due regard to the Joint Health and Wellbeing Strategy
- c) Having considered how the Health and Wellbeing Board may be involved in the further development of New Models of Care, the following be noted:
 - To review changing patient health trends
 - To review the underlying causes of potential “life lost” years

68 Update on the position of the primary care co-commissioning in Leeds

Further to minute 56 of the meeting held 4th February 2015, the Board received an update report from the Chief Officer, Leeds North Clinical Commissioning Group.

A combined, non-binding expression of interest had been submitted to the NHS England Yorkshire and Humber Area Team (NHSE) for the co-commissioning of primary care from April 2015 by the 3 Leeds CCGs with NHS England.

Gordon Sinclair (Leeds West CCG) presented the report which set out the consideration given to the proposed approaches to co-commissioning in relation to General Practice in the first instance. Following release of a further NHS England Policy document, the CCGs had determined that a Level 1 submission would be most appropriate for Leeds. The presentation highlighted key areas for consideration in terms of governance; design and implementation; performance management; and recognised possible conflicts of interest as CCGs would be tasked with commissioning General Practice services. The HWB noted that the new way of working would present a shift of budgets from hospital care to General Practice and the need to support General Practice to ensure service delivery.

In discussions, the Board welcomed the work undertaken and commented as follows:

- The need to better understand the implications of Level 3 full delegation for the future
- Whether existing CCG structure/models remained appropriate for the proposed new way of working
- The need to ensure that services developed having regard to council service models

In conclusion the Board received assurance that public involvement in the Level 1 model would be retained through the existing public engagement structures operated by the Leeds CCGs.

RESOLVED -

- a) To note the comments made during discussions on the work done to develop primary care co-commissioning in Leeds, and the opportunities and risks outlined in this paper
- b) That the issues discussed be identified as fulfilling the HWBB objective to help the development of primary care in Leeds, and how members of the HWBB can positively influence this agenda.
- c) To note the continued consultation and the desire for greater public involvement in this development, and on local opportunities to engage (e.g. Member Health Champions)

69 Personalisation and Personal Budgeting across Health and Social Care in Leeds

The Board received a joint report of the Director of Adult Social Care, Leeds City Council, and the Chief Operating Officer, Leeds South and East NHS Clinical Commissioning Group. The report provided the background to the introduction of the national policy and strategy around personalisation and personal health budgets; and the current position and activity across health and social care in Leeds.

Sue Kendall (Leeds South East CCG), Paul Bollom and Peter Roderick (Leeds City Council) presented the report highlighting the request for the Board to consider what steps could be taken to initiate transformative change in the way that personalised care and personal budgets are delivered and coordinated in the city and how the voice of the service user is involved at all levels in the strategy and delivery of personalised care.

In discussions, the Board considered the following:

- The current take up of the personalisation budgets by existing service users
- Resource implications
- How to evaluate the success of the scheme and the need to recognise individual needs, creative schemes and outcomes in any future monitoring
- The co-ordination of the scheme across the city's service providers
- Modelling of future service provision and how that is supported by the CCGs
- The need to develop the local market place and conditions to encourage take-up; the necessary skilled workforce and to develop brokerage to support individuals seeking to utilise personalisation for their needs
- The need to evaluate the likely step change consequences for partner organisations, staff and service users and supported the suggestion to undertake a pilot project to facilitate a modelling exercise to enable partners to better understand and support service users seeking to utilise the scheme to meet their needs.

RESOLVED

- a) To note the outputs of the Health and Wellbeing Board workshop on personalisation, and the ongoing work in the city to improve care by giving people more choice and control
- b) That having noted the recommendations set out in the report at b) seeking Identification of specific areas of this work the Board has a high level of ambition to progress as part of delivering the Joint Health and Wellbeing Strategy, including giving an opinion on numbers or proportions of people the Board wishes to be in receipt of truly personalised care and over what timescale would they care to seek to achieve it and c) make recommendations on how this work can be coordinated across the city and consider how this coordination could be organised and resourced, the Board agreed to request the development of a strategic group to determine:
 - i. the impact of increased personalisation on future service provision (activity /financial)
 - ii. A review of the "step change" required within care provider organisations to support the personalisation of care packages

70 Joined Up Leeds

The Board considered the joint report of the Chief Officer Health Partnerships and Chair Leeds Informatics Board providing an update of the outcome of the city wide discussions held between the public sector and Leeds citizens on the issue of health and social care data sharing.

Fiona Fylan (Brainbox Research) and Rebecca Nichells (Leeds Care Record) attended the meeting highlighting the need to understand the publics' views about the concept, benefits and perceived risks of sharing information in order to create an information sharing network.

During the presentation which highlighted the overwhelming support of the consultees for information sharing for the use of the public good, the following matters were discussed:

- the rise of social network use, and subsequent change in public perception of information sharing, security and storage
- The consultees' acknowledgement of the impact of not sharing information between service providers
- Analysis of the views by age range and experience

RESOLVED

- a) To note the full set of results from the Joined Up Leeds research on citizens' views on information sharing, and in particular, the section on what would reassure citizens about how their information is used
- b) To continue to promote the individual data-sharing initiatives in the city, as there is clear support from citizens for using information to better plan services and deliver more seamless health and social care.
- c) To support any future initiatives to enable citizens to take a greater role in owning their health and social records.
- d) To encourage further conversations and engagement in the city about the concept of information sharing. Joined Up Leeds should be seen as

the start of exploring how sharing information could help to improve health and wellbeing for citizens within Leeds.

- e) To request that the findings of the report and any further engagement initiatives are used to create and deliver a data sharing framework for the city

71 Communicating and Engaging on Health and Wellbeing in Leeds

The Board received the report of the city wide communications and engagement group which provided an update on progress made against the existing HWB Communications and Engagement Framework.

Phil Jewitt, LCC Communications Manager presented the report which outlined the intention to review and revise the framework and better coordinate the wider health and wellbeing communications network and activity and form closer working with other boards, in particular the Transformation Board.

The report also included an overview of examples of recent work and a response to the Full Council resolution of 12th November 2014.

Discussions outlined the Boards objective for raising awareness of the role of the HWB and how key messages could be released through social media to promote wider public engagement with health and social care issues

RESOLVED -

- a) That the progress made in implementing the existing communications and engagement framework, in light of the examples provided in Appendix 1 of the report, be noted
- b) That approval be given to the revision of the framework to reflect upcoming changes in the JHWS and Joint Strategic Needs Assessment (JSNA) and the Transformation Board programme of work. Additionally, the comments made in respect of how information is shared about the work of the HWB and how Leeds residents access information through social media were noted for consideration during the framework review
- c) To note the opportunity for more regular updates to assure progress and provide early awareness of upcoming engagement opportunities to ensure the Boards' full involvement.
- d) That support be given to the use of 'Inspiring change' communications material where people can expect to be invited to have their say on transformational service changes.
- e) That the above proposals be agreed as an appropriate response to the Full Council resolution of 12th November 2014

72 Understanding the Financial Position and Challenge across Health and Social Care in Leeds

The Board discussed the joint report of the Interim Director of Adult Social Care, Leeds City Council and Chief Operating Officer, Leeds South & East Clinical Commissioning Group. The report provided an overview of the financial context and challenges facing the Leeds health and social care economy; and the financially sustainable measures being put in place to transform the system for the benefit of citizens.

Ann Hill, (LCC Financial Management Adult Social Care), and Mark Bradley (Leeds South & East CCG) presented the report. Discussions highlighted the following issues:

- Recognition that the financial challenges presented an opportunity to review the pace of transformation but also placed pressure on the partnerships now established between service providers. Additionally, the Board noted a comment in respect of seeking to ensure that resources were spent on services provided by local firms, thus securing local skills, knowledge and employment
- The role of the Transformation Board in assessing Leeds progress against the level of ambition expressed in the 5 Year Forward Plan and the New Models of Care; and in respect of considering how General Practice will work with the Integrated Health and Social care Teams
- Acknowledgement that initiatives such as the preventative agenda; patients' self-management; and co-production could offer solutions to the financial challenges ahead
- The role of the HWB in reviewing the services delivered by partner organisations
- Recognition that, at some point, frank discussions would be required with the public over future health care priorities and expectations. The Board noted the balance between the Best Start Plan on a Page 0-2 years priority against provision of care for the increasing aged population
- Projected benefits of the Best Start Plan to be mapped out at 5, 10 and 15 year intervals to evidence the benefits and inform future care funding. Noted intention to prepare a cost benefit analysis of the Best Start Plan
- "targeted prevention" also regarded as key with a focus on those groups that services could have an early impact on.

RESOLVED –

- a) That the contents of the report be noted and in particular:
 - i. The scale of the financial challenge facing the Leeds' health and social care economy
 - ii. The approach being taken by partners individually and collectively across the health and social care system to address this financial challenge
- b) To agree to receive a further paper in the autumn when many issues will be clearer

73 Approval of the Leeds Pharmaceutical Needs Assessment 2015

Further to minute 54 of the meeting held 4th February 2015, when the Board received a draft of the Leeds Pharmaceutical Needs Assessment 2015-2018

(PNA) for discussion, the Director of Public Health submitted the final Leeds PNA for the Board's approval for publication by 1st April 2015.

The report provided assurance that the regulatory requirements had been followed in producing the Leeds PNA, including stakeholder engagement, identification of health need, mapping provision of services, identification of potential service gaps and a 60 day formal consultation period

RESOLVED - That the Leeds Pharmaceutical Needs Assessment 2015 - 2018 be approved, in line with regulatory timescales.

74 2014/15 Section 256 in respect of Health Funding for Leeds City Council to invest in services to benefit health and overall health gain

The Acting Director of Adult Social Care, Leeds City Council submitted a report seeking approval of the Section 256 Grant agreement 2014/15 - for Funding for Leeds City Council to invest in services to benefit health and overall health gain. A copy of the proposed agreement was appended to the report as appendix A.

RESOLVED - That approval be given to the Section 256 Grant agreement for funding for Leeds City Council to invest in services to benefit health and overall health gain: 2014/15, as attached as Appendix A of the submitted report

75 For Information - Delivering the Joint Health and Wellbeing Strategy - Update Report

The Board received a copy of the March 2015 "Delivering the Strategy" document; a bi-monthly report which gives the Board the opportunity to monitor the progress of the Joint Health and Wellbeing Strategy 2013-15

RESOLVED – To note receipt of the March 2015 "Delivering the Strategy" Joint Health and Wellbeing Strategy monitoring report

76 For Information - Leeds Autism Self-Assessment Framework

The Board received a copy of the Leeds submission for the 2014 autism self-assessment for information

RESOLVED –

- a) To note the ongoing partnership work aiming to bring about the goals of the Leeds autism strategy.
- b) That having read the 2014 autism self-assessment form submission, the contents be approved
- c) To note how better meeting the needs of people on the autistic spectrum (and other vulnerable groups) can contribute to achieving the outcomes of the Health and Wellbeing Strategy.

77 Any Other Business

Safeguarding Children – Nigel Richardson, Director LCC Childrens Services, reported receipt of a joint letter from Department of Health; Ministry of Justice and Department for Communities & Local Government emphasising their joint commitment to information sharing in respect of the protection of children and encouraging relevant service providers to do the same. The Board received assurance that the practice of information sharing was well established in Leeds and that the Leeds Safeguarding Children Board would retain oversight

of the progress of the letter through the various statutory bodies, agencies and service providers. The intention to present a report back in due course was noted

78 Date and time of Next Meeting

RESOLVED – To note the date and time of the next meeting as Wednesday 10th June 2015 at 10.00 am

This page is intentionally left blank

HEALTH AND WELLBEING BOARD

WEDNESDAY, 10TH JUNE, 2015

PRESENT: Councillor L Mulherin in the Chair

Councillors N Buckley, S Golton,
C Macniven, and L Yeadon

Representatives of Clinical Commissioning Groups

Dr Jason Broch Leeds North CCG
Dr Andrew Harris Leeds South and East CCG
Dr Gordon Sinclair Leeds West CCG

Directors of Leeds City Council

Dr Ian Cameron – Director of Public Health
Cath Roff – Director of Adult Social Care
Nigel Richardson – Director of Children’s Services

Representative of NHS (England)

Moira Dumma - NHS England

Representative of Local Health Watch Organisation

Linn Phipps – Healthwatch Leeds

Representatives of NHS providers

Chris Butler - Leeds and York Partnership NHS Foundation Trust
Simon Neville - Leeds Teaching Hospitals NHS Trust
Thea Stein - Leeds Community Healthcare NHS Trust

1 Chairs Opening Remarks

Councillor Mulherin welcomed all present to the Board’s first meeting of the 2015/16 Municipal Year.

Noting the new Council membership of the Board, the Chair led the meeting in extending thanks to former Board members Councillors Blake and Ogilvie for their contribution to the work of the Board.

The Board welcomed new members Councillors Coupar and Yeadon; and Cath Roff who had recently been appointed LCC Director of Adult Social Services.

Finally, the Chair noted that Hannah Lacey, LCC Health & Wellbeing Team Administrator, would shortly be leaving the team and expressed thanks to Hannah for her support to the Board and best wishes in her new role

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

The agenda contained no exempt information

Draft minutes to be approved at the meeting
to be held on Wednesday, 30th September, 2015

4 Late Items

No formal late items of business were added to the agenda; however the Board received the following supplementary documents prior to the meeting Agenda Item 8 “Health and Social Care Winter Pressures in Leeds” – Revised version of Appendix 2 providing a better copy of the flow chart (minute 10 refers)

Agenda item 12 “Recommendations from the whole system review of Children and Young People Emotional and Mental Health Services in Leeds” – an additional document containing the Inquiry Report of the Scrutiny Board (Health and Wellbeing and Adult Social Care) (minute 14 refers)

Additionally, the Board were in receipt of an email from Health and Wellbeing Board member Susie Brown, Healthy Lives Leeds Representative, who had submitted comments on various items as she was unable to attend the meeting

5 Declarations of Disclosable Pecuniary Interests

No declarations of disclosable pecuniary interests were made, however the following additional declaration was made :

Linn Phipps (Healthwatch Leeds) – Agenda Item 11 Commissioning of Specialised Services in Leeds” – wished it to be recorded that she was a member of one of the national organisations involved in the consultation process, Child Poverty Action Group (CPAG)

6 Apologies for Absence

Apologies for absence were received from Councillor Coupar; Nigel Gray (Leeds North CCG); Matt Ward (Leeds South & East CCG); Phil Corrigan (Leeds West CCG); Susie Brown (Third Sector Leeds- Zest -Health for Life); Tanya Matilainen (Healthwatch Leeds) and Julian Hartley (Leeds Teaching Hospitals NHS Trust).

The Board welcomed Councillor Christine Macniven as substitute for Councillor Coupar and Simon Neville as a substitute representative for Leeds Teaching Hospitals NHS Trust

7 Open Forum

No matters were raised by the public on this occasion

8 Minutes

RESOLVED – That the minutes of the previous meeting held on 25th March 2015 be agreed as a correct record

9 For Information: Key messages from the recent Health and Wellbeing Board Mental Health workshop

The Chief Officer, Health Partnerships, submitted a report presenting key messages arising from the workshop held on 24th February 2015 on the topic of “improve people’s mental health and wellbeing’ - one of the four ‘commitments’ of the Health and Wellbeing Board. The Chair introduced the

Draft minutes to be approved at the meeting
to be held on Wednesday, 30th September, 2015

matter and expressed her thanks to all the participants who shared their lived experiences at the workshop.

Two participant service users were in attendance at the meeting as a follow-up from the session; and the Chair thanked them and their fellow volunteers for their important contribution to the work of the Board. Discussion touched on the following matters:

- The need to improve service delivery and address public facing issues, including inequality and stigma; and keep public focus on mental health issues
- Support was expressed for a Leeds campaign - although the national and local success of the Mind "Time to Change" campaign was noted along with the work of the Leeds & York Partnership NHSFT with the "Change Leeds" campaign. A suggestion that the Board reflect on how best to support the existing MIND campaign was noted.
- The potential for the positive impact of rolling out the "Time to Change" campaign across the collective Leeds NHS and LCC workforce

RESOLVED -

- a) To note the key messages, themes and priorities identified during discussions at the February mental health workshop
- b) To incorporate the outputs of the workshop in the planning for the refresh of the Joint Health and Wellbeing Strategy
- c) To thank the service user participants for their powerful contribution to this area of work.
- d) To note the intention for Leeds & York Partnership NHSFT to present a report to a future HWB on the Trusts' work with the Change Leeds campaign.

10 Health and Social Care winter pressures in Leeds: building a resilient system

The Board considered the report of the Chair of Leeds North CCG which provided an overview of health and social care winter pressures in Leeds, and the planning necessary to build a resilient health and care system. The report covered the allocation of non-recurrent funds; the evaluation of system demands and performance throughout the winter 2014/15, outlined the areas of investment in 2014/15; and presented recommendations for 2015/16.

Jason Broch (Leeds North CCG) presented the report, highlighting the following matters:

- Recent yearly low mortality rates and their subsequent impact on the city's demographics and service demands
- The need to establish a resilient all-year round system and concentrate on contingency plans
- Statistics relating to non-elective care were displayed for reference – the impact of delayed transfers and lost bed days on capacity and service provision was discussed
- Ongoing data modelling intended to identify trends and present headline information, as well as seeking to inform decisions on how to

better draw related issues together, such as discharge and urgent care services

- Emerging issues identified included leaving hospital; creating capacity; discharge; escalation - how to integrate social care escalation systems with those of the NHS; and social care data - how to collate data on activity and capacity into NHS data systems

The HWB further highlighted :

- the need for openness and transparent data across the city's systems and that early sight of the data by HWB was required in order to assist in the planning for the following year
- The impact of winter pressures on community and primary care services
- Acknowledgement that the system over-concentrated on measurable outcomes such as hospitals and beds, and not the voluntary care, social care and primary care sectors which operated within the system to support patients' very complex needs outside of hospitals
- Noted that patients' views were reflected in the system modelling of future services
- The impact of dealing with winter pressures on planned procedures, rehabilitation and continuing care services
- Acknowledgement of the need to reflect on the wider Yorkshire health economy

RESOLVED –

- a) To note the contents of the discussions on the key findings of the evaluation of health and social care winter pressures in Leeds in 2014/15
- b) That the following be agreed as future actions in order to better enable the Leeds Health and Social care economy to deliver system resilience and ultimately secure good patient experience
 - i. a follow up report be presented to the September HWB on the wider West Yorkshire Health economy
 - ii. a further report be presented to the September HWB on the outcome of the ongoing data modelling, to include a focus on all year round resilience

11 Summary of recent CQC and Ofsted inspections in Leeds

The Board received a joint report from Leeds Teaching Hospitals NHS Trust, Leeds Community Healthcare NHS Trust, Leeds and York Partnership NHS Foundation Trust and the Director of LCC Children's Services on a series of recent quality and systems inspections of partners in Leeds. The report provided a brief summary of the inspections, in order to support discussions on the implications for the Leeds Health and Social Care system.

All three NHS provider trusts in Leeds had been inspected by the Care Quality Commission (CQC) on the quality of their care. Additionally, an unannounced Ofsted inspection of services for children in need of help and protection, children looked after and care leavers; and the effectiveness of partnership

working, including the Leeds Safeguarding Children Board had been undertaken.

Chris Butler, Leeds and York Partnership NHS Foundation Trust, presented the CQC findings on inspection of their Trust, highlighting the key findings and differences between the two cities

Simon Neville outlined key issues in relation to Leeds Teaching Hospitals NHS Trust and reported that the matters identified for action had been addressed

Thea Stein presented highlights in relation to Leeds Community Healthcare NHS Trust and provided assurance that all issues identified during the inspections had been addressed

Nigel Richardson provided the Board with a presentation on behalf of LCC Children's Services, welcoming the rating of "good", with "outstanding" leadership and management; and highlighting that no issues had been identified as priorities for action

The HWB additionally discussed the following:

- Staffing, the reliance on agency staff and impact on care ratings
- In considering the workforce, nursing home staff should be referenced
- Noted the ongoing inspection of General Practice
- Partnership working and the instigation of an "NHS contract" allowing staff mobility and flexibility to respond, noting that skills and safety must be maintained. A suggestion that this matter be a key theme for HWB consideration for the future was noted
- Future consideration of those issues which prevent resilience being achieved was required.
- New services models would require different skills and roles, with an acknowledgement that investment would be required to ensure the cultural differences between service areas/providers were addressed

RESOLVED

- a) To note the summaries of the four inspections included as appendices to the submitted report
- b) That the comments made during consideration of the implications of these inspections for the Leeds Health and Social Care system, be noted

12 Leeds Joint Strategic Needs Assessment 2015 Draft Executive Summary: Cross-Cutting Themes

The Head of Policy and Intelligence, Leeds City Council submitted a report on Leeds Joint Strategic Needs Assessment (JSNA) 2015 Draft Executive Summary: Cross-Cutting Themes. The report was submitted in order to provide an opportunity for timely input by the Board into the forthcoming review of the Joint Health and Wellbeing Strategy.

Mariana Pexton, LCC and Dr Fiona Day (Leeds West CCG/LCC) presented key highlights including the cross cutting themes of the recent baby boom, the

Draft minutes to be approved at the meeting
to be held on Wednesday, 30th September, 2015

ageing population, in-work poverty and recent demographic changes to Leeds' communities

Key themes for the HWB were identified as:

- Poor mental health and older people's mental health; reduction in the number of years of life lost and improvement in learning outcomes
- Reflection on any links to the Lord Mayors Charity 2015/16 – supporting autism
- Definition of assets and the request for the reference be amended and clarified during the JSNA review

The Board broadly welcomed the improvements highlighted in the report and the progress made towards narrowing the gap

RESOLVED –

- a) To note the comments made during consideration of the emerging findings of the JSNA with particular regard to how we better understand health and wellbeing needs and inequalities across and within Leeds;
- b) To note the comments made during consideration of how the JSNA can contribute to the review of the Health and Wellbeing Strategy;
- c) That the issues discussed be identified as potential priorities for the JSNA forward work programme:

13 Commissioning of Specialised Services in Leeds

The Board considered the report submitted by NHS England on developments within the commissioning of specialised services in Leeds this year. The report also addressed anticipated future challenges, including current national consultations and service reviews, and provided an update on co-commissioning in Leeds.

General discussion noted the following:

- Leeds has the largest Teaching Hospital Trust in Europe
- acknowledged that patients who lived closer to specialised service providers were most likely to receive a specialised service, the challenge being how to give access to those further away.
- the 7% annual rise on spending for Specialised Services was not supported by a similar rise in the total NHS budget and consideration had to be given as to how best utilise that resource through partnership working, care pathways and prevention pathways
- noted that specialised services were the most contracted services in Leeds, providing HWB with an opportunity to identify areas of expertise and investment

Moira Dumma, NHS England presented the report which contained three key questions for the Board to consider

How can we work together going forward to locally and regionally address the issues of rising demand, demographic and population factors and increased demand for specialised services?

- The 10 West Yorkshire CCGs and local Health Scrutiny Boards were working collaboratively on specialised services

Draft minutes to be approved at the meeting
to be held on Wednesday, 30th September, 2015

- the issue of how providers were collaborating was raised.
- HWB consideration of collaborative working would need to look wider than Leeds and also have regard to fact that health providers were set up to compete against each other for award of contracts

What opportunities exist for collaboration to address key risk factors already in HWBB plan, eg smoking, obesity, alcohol, which impact on demand for specialised services?

- Noted that LTHT had an established Prevention Policy place and the intention for LTHT to liaise with the CCGs
- Considered that often same response is made annually to the same issue, which can result in a plateau of improvement. Increased support and/or innovation from NHS E would be welcomed
- Prevention remained a key issue, however it was acknowledged that successful prevention equated to longer life and subsequently a greater call on specialised services later in life. At some point, an ethical discussion would be required on treatment in later life/end of life care

How can NHS England engender an approach of the culture of trust and transparency in decision making (in relation to new models of care for the delivery of specialised services)

- Recognition that reconfiguration of services raised concerns amongst service users over how that change was communicated to them. Key issues being how families remained in communication with a family member receiving treatment at a distance and the stress and strain this added to families in what were already difficult circumstances; and how service providers provide support in those instances
- Recognised the need to work with providers and to network services to minimise the number of visits required to the central point of service provision
- The role and relationships of the Leeds CCGs with service users and the need for clarity on the opportunities for CCGs to have an impact on prevention and specialised services
- HWB supported the continuing involvement of Leeds Health Scrutiny Board and the regional Joint Health Overview and Scrutiny Committee
- The need for NHS England to be consistent throughout a consultation process on the review of any given specialised service and for greater openness and transparency about the impact of that service reconfiguration on the public and service providers.

The Chair referred to the recent consultation on proposals for Children's Epilepsy Services and her concern that the remit of the consultation had changed since the start of the process. She stated her intention to reply on behalf of HWB, and to raise the issues of travelling time/distance as a key concern for those in receipt of acute treatment, and that clinical and social needs be considered holistically. Finally, the Chair reiterated that early sight of any consultation and decision by NHSE was required so that HWB could inform into the process

RESOLVED – That the discussions and issues raised during consideration of the three ‘key questions’ set for the Board by NHS England in section 5 of the submitted report, be noted

14 Report on the recommendations from the whole system review of Children and Young People (CYP) emotional and mental health services in Leeds

Leeds South and East CCG and LCC Childrens Services submitted a joint report on the work undertaken and the recommendations made within the recent whole system review of Children and Young People’s emotional and mental health services in Leeds. The review had been sponsored by the Integrated Commissioning Executive (ICE) in response to concerns shared about the unclear and fragmented local service offer; and the complexity of commissioning arrangements. It was noted that the review team had reported the findings and 11 recommendations to ICE on 17th March 2015. All the recommendations were agreed at ICE for recommendation to the Health and Wellbeing Board.

The Board received assurance that work was underway to develop a programme plan to deliver the system changes required and it was anticipated that this would become the local transformation plan, a requirement set out in the Future in Mind, (DH, 2015) document.

Dr Jane Mischenko, Ruth Gordon and Elaine McShane presented the report to the Board highlighting the priorities identified as being a single access point; working with Clusters; and early prevention. It was noted that the revised CYPP would include a new priority of social and emotional mental health. During discussion, the Board:

- Noted that school head teachers stated children's mental health and wellbeing as one of their biggest concerns. Work with Clusters and schools and providers would bring a positive response
- Recognised that investment was required across the services to meet demand and provide holistic support
- Recognised multi-generational implications of providing the services and the impact on family and later adult life for the individual
- Noted the request for Targeted Mental Health in Schools (TaMHS) mapping as a useful tool for the HWB
- Referenced the tabled Scrutiny Board report, noting the gaps in service identified and highlighting the need to keep Scrutiny involved when reviewing / reconfiguring the service

In conclusion, the Chair extended thanks to officers for their work on the EMH and welcomed the involvement of Youthwatch.

RESOLVED

- a) To note the recognition of the critical role of the Board in ‘Future in Mind’ (DH, 2015), which advises that the HWBB strategy should place an onus on HWBBs to demonstrate the highest level of local senior level commitment to child mental health (p58)
- b) To support the recommendations of the review

- c) To task Integrated Commissioning Executive to ensure effective delivery
- d) To recognise that prioritising children and young people's emotional and mental health is critical in the delivery of HWBB strategy priority 7 'Improve people's mental health and wellbeing' and to note that this report would help to shape and inform discussions at the forthcoming JHWS workshop
- e) To request a TaMHS mapping exercise be undertaken to assist the HWB

15 For Information: Update on work to progress Outcome 4 of the Joint Health and Wellbeing Strategy - People are involved in the decisions about them

The Board considered the report of Healthwatch Leeds on the progress of the work undertaken in support of Outcome 4: "People are involved in decisions made about them" of the Joint Health and Wellbeing Strategy. The report provided a brief update on the progress of work in the city to make local people's voices stronger in health and social care and including information on the People's Voices Group and examples of specific areas where progress had been made towards identifying key issues for local people and reducing duplication.

RESOLVED -

- a) To continue to promote the involvement and engagement of the local people in Leeds in all stages of service planning and delivery, and take a view on progress since the start of the Joint Health and Wellbeing Strategy in involving people in their care.
- b) To continue to support work to share and improve local voices through shared approach and recruitment of patient and lay representatives across the city
- c) To note the request to identify any further gaps in engagement and involvement around health and social care that the People's Voices Group could lead on addressing
- d) To note the all-age character of this outcome, including recent work to map engagement with Children and Young People through Leeds Beckett University

16 For Information: Update on learning disability work and challenges in Leeds

The Board considered the report of the Director of Adult Social Care providing an update on learning disability work and challenges in Leeds. The report detailed key issues, including:

- Key areas from the Leeds learning disability self-assessment
- Leeds' response to the Transforming Care Programme following the Winterbourne View Concordat
- The launch of the Leeds Learning Disability Partnership Board (LDPB) Strategy 'Being Me' in June 2015.

RESOLVED -

- a) To note the partnership work which is already happening to meet the requirements of the self-assessment and the transforming care programme.

- b) To support the Partnership Board in the implementation of the Leeds Learning Disability Partnership Board Strategy 'Being Me'.
- c) To receive further reports on progress against the Transforming Care programme, the Self-Assessment and the delivery of the objectives within the Leeds Learning Disability Partnership Board Strategy 'Being Me'.

17 For Information: Delivering the Strategy

The Board received a copy of the June 2015 "Delivering the Strategy" document; a bi-monthly report which gives the Board the opportunity to monitor the progress of the Joint Health and Wellbeing Strategy 2013-15

RESOLVED – To note receipt of the June 2015 "Delivering the Strategy" Joint Health and Wellbeing Strategy monitoring report

18 For Information: Final report on the Health and Wellbeing Board Every Disabled Child Matters Charter Audit

The Director of LCC Children's Services submitted a report for information on the findings of the audit undertaken to determine how the Health & Wellbeing Board and its' partners measure against the 7 commitments made against the Every Disabled Child Matters (EDCM) Charter.

Louise Snowden, LCC Children's Services, attended the meeting, emphasising that the audit showed the Boards' strong commitment to the Charter and seeking support to encourage swift responses from all partner organisations to requests for information required for monitoring purposes

RESOLVED

- a) That the audit findings provided in the submitted report be approved
- b) That the Leeds baseline responses to the commitments of the H&WB EDCM Charter be approved and signed off
- c) That approval be given for the establishment of a resource to regularly monitor the areas for development related to the commitments as discussed in the report and to update the charter commitments with an annual report to the Health and Wellbeing Board. This resource should also provide a mechanism for providing an up to date and accurate response to any enquiries in respect of the EDCM charter.
- d) That LCC Children's Services, on behalf of the Children's Trust Board would offer this resource on behalf of the HWB.

19 Any Other Business

St Mungo's Broadway Charter – It was noted that Councillor Mulherin was scheduled to sign the St Mungo's Broadway Homeless Health Charter after this meeting

Public Health Grant – The Board noted brief discussions on the implications for Public Health in Leeds following the Budget announcement to remove £200m from the national Public Health grant

20 Date and Time of Future Meeting

RESOLVED - To note the date and time of the next formal meeting as Wednesday 30th September 2015 at 1.30 pm

Draft minutes to be approved at the meeting
to be held on Wednesday, 30th September, 2015

This page is intentionally left blank



Minutes

Full Authority

Date: 27 April 2015

Time: 9.00 a.m.

Venue: Fire and Rescue Service Headquarters, Birkenshaw

Present: Councillor J Hughes (in the chair), Austin, Burke, Dodds, Grahame, Harrand, Holmes, Hussain, Middleton, Pillai, Pryor, Renshaw, Smith, Stubley, Taylor, Townsley and Wallis

In Attendance: None

Apologies: Councillors J Cummins and G Wilkinson

80 Minutes of meeting held on 20 February 2015

RESOLVED

That the Minutes of the last meeting held on 20 February 2015 be signed by the Chair as a correct record.

81 Admission of the public

RESOLVED

That the public and press be excluded from the meeting during consideration of the item of business specified below as it was likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present during this item, there would be disclosure to them of exempt information of the description specified;

AGENDA ITEM NO.	TITLE OF REPORT	MINUTE NUMBER	Description of exempt information by reference to the paragraph number(s) in Schedule 12A to the Local Government Act 1972
E6	Fundamental Review – Management Board	84	Paragraph 1 – relating to an individual

82 Urgent item – Minutes of the Executive Committee held on 20 April 2015

RESOLVED

That the Minutes of the Executive Committee at a meeting held on 20 April 2015 be received.

[The Chair had agreed to the inclusion of the Minutes as an urgent item on the grounds that they provided background information to the report to be considered at agenda item E6 Fundamental Review – Management Board (Min no. 84 refers)]

83 Declarations of interest

There were no declarations of disclosable pecuniary interest made in any matter under discussion at the meeting.

84 Fundamental Review – Management Board

(This item was considered as exempt information under Schedule 12A (1) of the Local Government Act 1972 – relating to an individual)

Consideration was given to a report of the Chief Executive and Chief Fire Officer which presented recommendations from the Executive Committee with regard to the structure / composition and associated revised / new roles and responsibilities of Management Board.

The planned departure of the Chief Fire Officer and the Deputy Chief Fire Officer at the end of 2015 had presented the opportunity to address extant legacy actions associated with the Fundamental Review undertaken in 2011 / 12 and details of the preferred option were included in the report now submitted.

Members of the Executive Committee had considered a number of alternative structures for re-organisation of the Authority's Management Board since 2012 – the latest and preferred option, from a meeting held on 20 April 2015, was proposed as a recommendation for approval by the Full Authority and comprised the following;

Chief Executive / Chief Fire Officer	(operational)
Director of Service Delivery / Deputy Chief Fire Officer	(operational)
Director of Service Support / Assistant Chief Fire Officer	(operational)
Chief Legal and Governance Officer	(non-operational)
Chief Finance and Procurement Officer	(non-operational)
Chief Employment Services Officer	(non-operational)

It was reported that the proposals represented the best option for both effective command resilience and managerial capacity and would reduce the current cost of senior management by £42k – a total of £153k (16.7%) will have been saved in Principal Officer costs since the start of the review in 2012.

Detailed and revised job descriptions for the operational Board members together with the proposed new post of Chief Employment Services Officer were attached as annexes to the report now submitted.

RESOLVED

- a) That approval be given to the new Management Board structure and associated references to commence no later than 1 January 2016;
- b) That approval be given to the remuneration levels of the new / revised positions;
- c) That the corporate role of Director of Service Delivery be extended to include the current Deputy Chief Fire Officer strategic development and brigade management responsibilities at the higher salary level with revised command designation as Deputy Chief Fire Officer;
- d) That approval be given to the relevant advertisements and the recruitment and selection processes and timetable as detailed in the report now submitted;
- e) That the Fire Authority be advised of the relevant appointments at its meeting on 11 September 2015; and
- f) That the Chief Executive and Chief Fire Officer and the Chief Legal and Governance Officer be authorised to make all necessary arrangements leading up to the implementation of the approved Management Board structure.

Chair

This page is intentionally left blank

WEST YORKSHIRE JOINT SERVICES COMMITTEE
THURSDAY 26 MARCH 2015

PRESENT: Bradford
Councillor M Slater
Councillor V Slater

Calderdale
Councillor J Booth
Councillor G Carter
Councillor A Miles

Leeds
Councillor P Grahame

Wakefield
Councillor T Dean
Councillor R Lund

61. APOLOGIES

Apologies were submitted on behalf of Councillors M Graham, A Pinnock, E Hill, T Brice, B Urry and M Walls and J Badger (Director of Finance & Property).

Helen Grantham Service Director Organisational Development and Performance attended as substitute for J Badger.

62. CHAIRMAN'S ANNOUNCEMENTS

The Chair announced that this would be Councillor Dean's last meeting and thanked him for his service to WYJS. Members acknowledged the work he has done with the Governance and Audit Sub-Committee, turning it into a strong and valuable force. Councillor Dean received a picture depicting a map of Wakefield and wished Members and Officers all the best for the future.

The Chair updated on briefing discussions regarding provision of challenge during meetings and Cllr Slater explained why Members should provide robust challenge. Members agreed that if they wish a challenge to be recorded during a meeting they should specify this at the time of making the comment to ensure it is accurately minuted.

63. MEMBERS DECLARATION OF INTEREST

No declarations of interest were made by Members.

64. MINUTES

Resolved - That the Minutes of the meetings of the Committee held on 29 January 2015 be signed as a correct record.

65. KPMG – EXTERNAL AUDIT PLAN 2014/15

The KPMG Manager introduced a report of the Business Manager detailing the draft 2014/15 External Audit Plan. The Manager explained that the Plan sets out the external audit approach and was considered by the Governance and Audit Sub-Committee on 12 March who requested amendments and will monitor progress against the plan throughout the year. The Manager confirmed that any materiality differences over £5k and any other adjustments to the plan will be reported to Members. The Chair of the Governance and Audit Sub-Committee requested that the audit protocol be issued at the beginning of March in future and Members agreed reporting arrangements need to be in place to deal with elector challenge.

Resolved – Members approved the 2014/15 External Audit Plan.

Reasons for the Decision – (1) To inform Members of the work programme that will arise from the External Audit Plan 2014/15.

(2) To ensure Members are aware of the responsibilities for both West Yorkshire Joint Services and KPMG in accordance with the Code of Audit Practice.

66. DRAFT 2015/16 WEST YORKSHIRE JOINT SERVICES INTERNAL AUDIT PLAN

A report of the s151 Officer provided Members with details of the Internal Audit Draft Plan for 2015/16. The Audit Manager informed Members that this was considered by the Governance and Audit Sub-Committee on 12 March who recommended approval subject to agreed amendments. The Manager highlighted amendments and informed Members that the Governance and Audit Sub-Committee had also requested a 3 Year Audit Plan which will enable Members to be more involved in production of the plan in future. Members discussed added value and how work of WYJS impacts on key priorities of councils and the Manager agreed to consider key priorities as part of internal audit plan in future.

Resolved – (1) Members approved the 2015/16 WYJS Internal Audit Plan.

(2) Members approved Governance and Audit Sub-Committee's recommendation to produce a three-year Internal Audit Plan.

Reason for the Decision – To ensure Members are given the opportunity to put forward their views on what should be included in Internal Audit's work programme for the period April 2015 to March 2016.

67. REVENUE BUDGET MONITORING & PROJECTED OUT-TURN 2014/15

A report of the Business Manager updated on the financial position and projected out-turn position. The Resources Manager confirmed that current

projections indicate the achievement of a balanced budget and confirmed that cash savings have been achieved at the agreed level. The Manager provided an update on the reserves position and severance funding. The Manager outlined areas of concerns and highlighted pressures for 16/17, confirming there will be a detailed plan on how those pressures will be addressed later in year.

Resolved – (1) Members noted the budget monitoring position and the projected out-turn and noted the impact on reserves.

(2) Members noted areas of concern and the actions ongoing to mitigate the risks faced and to offset the potential deficit in Archaeological Services;

(3) Members noted the early financial implications in the Medium term Financial Plan.

Reason for the Decisions – (1) To ensure Members are aware of the current financial position, the potential use of reserves, ongoing and future financial pressures faced by the service and actions taken to address those pressures.

68. PAY POLICY STATEMENT 2015/16

A report of the Business Manager accompanied the Pay Policy Statement 2015/16 which will be published as required by the Localism Act 2011.

Resolved – Members approved the Pay Policy Statement for the financial year 2015/16 as appended to the report including the agreement to continue to pay the Local Living Wage supplement.

Reason for the Decision – The Pay Policy Statement is a statutory requirement to comply with Sections 38-43 of the Localism Act 2011.

69. SERVICE BUSINESS PLAN 2015/16

A report of the Business Manager introduced the draft WYJS Service Business Plan for 2015/16. The Head of Heritage outlined the content of the Plan which was appended to the report. Members were informed that the proposed service priorities and related key performance indicators (KPIs) were discussed with Members at a workshop in October 2014 and at the December Committee meeting.

Resolved – (1) Members approved the content of the draft 2015/16 Business Plan.

(2) Members approved the proposals for designing and publishing the Business Plan.

Reason for the Decisions – The Business Plan priorities and change in emphasis in the key performance indicators were discussed by Members at a workshop on 28 October 2014.

(2) In the context of the further financial pressures that Joint Services will face in 2016/17, and the current review of its commercial services which will not be completed until July 2015, a full medium term Business Plan seems premature at this stage. The priorities and KPIs proposed for 2015/16 do, however, reflect the longer-term strategic direction envisaged for Joint Services.

70. 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 4 December 2014 for information.

Resolved – That the Minutes of the meeting of the Joint Consultative Committee held on 4 December 2014 be adopted.

Reason for the Decision – To ratify the Minutes of the Joint Consultative Committee.

IN PRIVATE

71. WRITE OFF OF DEBTS (EXEMPT UNDER PARAGRAPH 3)

A report of the Business Manager informed Members of individual debts written off under the Business Manger's delegated powers.

Resolved – Members noted the action of the Business Manager in writing off individual debts in accordance with amended Financial Procedure Rule 13.5 and the additional information in respect of possible future bad debts.

Reason for the Decision – To ensure Members are aware of all debts written off under the Chief Officer's delegated powers and the potential impact of further bad debts.

72. ARCHAEOLOGICAL SERVICES SRVICE REVIEW

A report of the Business Manager updated Members on proposals to introduce a new operating model for Archaeological Services based on a reduced staffing structure.

Resolved: Members agreed to accept the new staffing structure proposal.

(2) Members will receive a further report no later than November 2015.

Reasons for Recommendations – As detailed in section 4 of the report and discussed at the meeting.

73. WYJS REVIEW UPDATE: ICT RANSFORMATION

A report of the Business Manager updated Members on the work undertaken to develop an ICT infrastructure that meets the service needs now and in the future.

Resolved – That the recommendations discussed at the meeting be agreed.

Reason for the Decisions - As detailed in section 4 of the report and discussed at the meeting.

Note: These minutes are subject to approval as a correct record at the next meeting of the Committee.

This page is intentionally left blank

**WEST YORKSHIRE JOINT SERVICES COMMITTEE
THURSDAY 11 JUNE 2015**

PRESENT: Bradford
Councillor S Duffy
Councillor V Slater

Calderdale
Councillor G Carter
Councillor A Collins
Councillor A Miles

Kirklees
Councillor K Smith
Councillor A Pinnock

Leeds
Councillor P Grahame

Wakefield
Councillor E Blezard
Councillor R Lund

The Business Manager opened the meeting and invited nominations for the position of Chair.

1. APPOINTMENT OF CHAIR

Resolved – Councillor Lund was appointed Chair of the West Yorkshire Joint Services Committee until the next Annual Meeting.

2. APPOINTMENT OF DEPUTY CHAIR

Resolved – Councillor P Grahame was appointed Deputy Chair of the West Yorkshire Joint Services Committee until the next Annual Meeting.

3. APOLOGIES

Apologies were submitted on behalf of J Badger (Director of Finance & Property) and Councillors Blake, Swift, Graham, Urry, Flynn, Walls and Taylor.

4. CHAIR'S ANNOUNCEMENTS

The Joint Committee Members and Officers present introduced themselves.

The Chair requested that the Chairs of the Sub-Committees remain after the meeting to arrange dates and times for briefing meetings.

~~The Chair invited Members to take a tour of the building following the meeting and asked Members wishing to have new photographs taken for ID cards to remain after the meeting.~~

Members were asked to complete the Register of Interest form relating to interests outside their own authorities. Interest was drawn to Sections 12 relating to Trade Union membership.

The Chair informed Members that there would be a short presentation at the end of the meeting on budget strategy.

The Chair thanked former Members of the Committee for their support and commitment to the organisation over many years.

5. MEMBERS DECLARATION OF INTEREST

No declarations were made.

6. MINUTES

Resolved - That the Minutes of the meetings of the Committee held on 26 March 2015 be signed as a correct record.

7. APPOINTMENT OF SUB-COMMITTEES, JOINT CONSULTATIVE COMMITTEE AND APPOINTMENTS AND APPEALS PANEL

The Committee considered the appointment of Sub-Committees and Members were updated on the manner in which each of the constituent District Councils was represented on the Joint Committee. It was proposed that the Archives, Archaeology and Trading Standards Sub-Committee comprises those Members not being Leaders of their respective councils.

Resolved - (1) That the Joint Services Committee establish an Archives, Archaeology and Trading Standards Sub-Committee to comprise those Members not being Leaders of their respective councils as follows: Councillors Blezard, Carter, Collins, Duffy, Flynn, Graham, Grahame, Hemingway, Lund, Miles, Pinnock, Smith, Slater, Urry, and Walls.

(2) That Councillors, Blezard, Carter, Collins, Duffy, Grahame, Pinnock, and Smith or their nominees be appointed to serve on the Governance and Audit Sub-Committee.

(3) That Councillors, Duffy, Graham, Grahame, Lund, Miles, Smith, Urry, and Walls and be appointed to serve on the Joint Consultative Committee

(4) That Councillors, Blezard, Carter, Collins, Graham, Lund, Pinnock, Slater, Urry and Walls, or their nominees, be appointed to serve on the Appointments and Appeals Panel.

Reason for the Decisions – To assist the efficient administration of the Committee.

8. APPOINTMENT OF CHAIRMEN AND DEPUTY CHAIRMEN OF SUB-COMMITTEES

Resolved – (1) Councillor V Slater was appointed Chair of the Archives, Archaeology and Trading Standards Sub-Committee until the next Annual Meeting.

(2) Councillor A Miles was appointed Deputy Chair of the Archives, Archaeology and Trading Standards Sub-Committee until the next Annual Meeting.

(3) Councillor K Smith was appointed Chair of the Governance and Audit Sub-Committee until the next Annual Meeting.

(4) Councillor P Grahame was appointed Deputy Chair of the Governance and Audit Sub-Committee until the next Annual Meeting.

9. SCHEDULE OF MEETINGS

Resolved – (1) The Joint Services Committee and the Archives, Archaeology and Trading Standards Sub-Committee will meet on the following dates:-

Joint Services Committee

Thursday 30 July 2015

Thursday 24 September 2015 (Statement of Accounts 2014/15)

Thursday 3 December 2015 (Budget 2016/17)

Thursday 28 January 2016

Thursday 17 March 2016 (Service Delivery Plan) (Moved forward)

Thursday 9 June 2016 (Annual Meeting)

Archives, Archaeology and Trading Standards Sub-Committee

Thursday 30 July 2015

Thursday 24 September 2015

Thursday 3 December 2015

Thursday 28 January 2016

Thursday 17 March 2016

(2) That Members of the Governance and Audit Sub-Committee will meet on the following dates:-

Governance & Audit Sub-Committee

Thursday 16 July 2015

Thursday 10 September 2015

Thursday 19 November 2015

Thursday 3 March 2016

(3) That the schedule be subject to further consultation and amendment by the Chief Officer, with the agreement of the Chairman, if circumstances require.

Reason for the Decisions – To assist the efficient operation of the Committee and its Sub-Committees.

10. JOINT SERVICES COMMITTEE WORK PROGRAMME 2015/16

A report of the Business Manager presented the Joint Services Committee Work Programme for 2015/16. The Chair summarised the main reports that will be presented to Members during 2015/16.

Resolved – (1) Members noted the draft Committee Work programme for 2015/16 as appended to the report.

(2) Members agreed to notify Officers if they wish to add further items to the Work Programme.

Reason for the Decision – To ensure that Members have sufficient time allocated in the Committee meetings to consider reports that reflect the highest priority.

11. FINANCIAL OUTTURN 2014/15

A report of the Business Manager gave details of the Financial Out-turn position of the Joint Services for 2014/15. The Head of Commercial Services and Resources updated Members on the achievements over the last two years to ensure the savings target was met. Additionally information was provided on each service area with variances highlighting the key opportunities and risks. Members were updated on potential requirement for further savings in 2016/17 and the work that is currently being undertaken for the budget strategy.

Resolved – (1) Members noted the financial out-turn position 2014/15.

(2) Members noted the in year use of reserves and those reserves earmarked for future use.

Reasons for the Decisions – (1) To ensure Members are aware of the current Financial Out-turn position of the Joint Services Committee 2014/15.

(2) To ensure Members have an opportunity to review the adequacy of reserves bearing in mind the challenges still faced by the organisation.

Note: These minutes are subject to approval as a correct record at the next meeting of the Committee.

This page is intentionally left blank



West Yorkshire Police and Crime Panel

Draft Minutes

6th March 2015, Wakefield Suite, Wakefield One

PRESENT:	Councillor Lowe (Chair)	- Leeds City Council
	Councillor Carter	- Leeds City Council
	Councillor Iqbal	- Leeds City Council
	Councillor Walls	- Bradford Council
	Councillor Lal	- Bradford Council
	Councillor Martin	- Calderdale Council
	Councillor Ahmed	- Kirklees MBC
	Councillor Scott	- Kirklees MBC
	Councillor Speight	- City of Wakefield MDC
	Councillor Wassell	- City of Wakefield MDC
	Jo Sykes	- Independent
	Roger Grasby	- Independent

IN ATTENDANCE:	Samantha Wilkinson	- City of Wakefield MDC
	Emma Duckett	- City of Wakefield MDC
	Liz Ogden	- City of Wakefield MDC
	David Livesey	- Home Office

1. Apologies for Absence

- 1.1 Apologies were noted from Councillor Hussain (Bradford) and Councillor Thompson (Calderdale).

2. Minutes of the Meetings held on 12th December 2014 and 6 February 2015

- 2.1 The minutes of both meetings were agreed as a correct record.

3. To note any items which the Chair has agreed to add to the agenda on the grounds of urgency.

- 3.1 The Chair confirmed that there were no items to add to the agenda.

4. Members' Declaration of Interests

- 4.1 There were no interests declared.

Mark Burns-Williamson, the Police and Crime Commissioner for West Yorkshire and Clair Parker from the OPCC attended the meeting for items 5 to 12

5. HMIC Crime Data Integrity Inspection: six months on

- 5.1 The Commissioner provided Members with an update on progress against the recommendations in the HMIC Crime Data Integrity Inspection August 2014.
- 5.2 The Commissioner highlighted the key pieces of work to improve crime data recording in West Yorkshire Police. These included:
- The Bradford pilot, which commenced in January, is focussing on the recording of crime at the earliest opportunity.
 - IT systems to automatically crime incidents.
 - Standardising out of court outcomes.
 - Reassessment of the current cadre of Dedicated Decision Makers (DDMs).
- 5.3 Members noted the Force policy had now been amended to ensure that all serious sexual offences are now crimed on receipt and all no crime decisions for rape and attempted rape will be overseen by the Force Crime Registrar.
- 5.4 The Commissioner went on to explain that the Internal Audit team would be carrying out audits of crime data to ensure that the Force is adhering to the National Crime Recording Standards (NCRS) and Home Office Counting Rules (HOCR). He also provided assurances to the Panel that he was regularly monitoring crime data integrity with the temporary Chief Constable through the Force accountability meetings. Members also noted that HMIC would be re-inspecting the Force in May / June 2015.
- 5.5 Panel welcomed the fact that the Independent Audit Committee was considering crime data integrity as a result of Panel raising this as an issue with the Chair of the Committee, Trevor Lake.
- 5.6 In response, the Panel raised concerns over the pace in which progress had been made. They highlighted that much of the activity was very recent yet the HMIC report was published in August 2014 and was based on sample data from November 2012 to October 2013. The Panel therefore sought reassurances that the performance data was based on crime data that had been accurately recorded.

5.6 RESOLVED

- 5.6.1 That the Commissioner provides a report on the HMIC re-inspection of crime data integrity in due course.

6. HMIC National Child Protection Inspection

- 6.1 The Commissioner provided Panel Members with a copy of the letter he had written to the Home Secretary following the publication of HMIC's National Child Protection Inspection. The letter highlighted the need for any inspection on child protection to include all of the partnership functions involved.

6.2 The Commissioner then updated Members on the progress against the recommendations made by HMIC. He highlighted that he had made an additional £467,000 available to initiate work in schools to help raise awareness of child sexual exploitation. The Commissioner also informed the Panel that he was currently advertising for the post of Safeguarding Advisor to coordinate the work of all safeguarding experts across the county.

6.3 RESOLVED

6.3.1 The Panel thanked the Commissioner for his continued focus on tackling child sexual exploitation.

7. 101 Call Handling

7.1 The Panel were presented with a verbal report from the Commissioner which initially addressed the issue of West Yorkshire Police's non response to a Freedom of Information request made by the BBC. Members noted that there was a delay in responding to the request and that the piece went ahead without a contribution from West Yorkshire Police amongst other forces.

7.2 Members questioned the Commissioner over 101 call handling performance and the practise some forces use of answering calls within target time then placing people on hold. The Panel were keen to understand whether this practise was used by West Yorkshire Police.

7.3 In response, the Commissioner stated that there had been a significant reduction in 101 call handling performance last summer due to staffing issues. September 2014 saw the lowest percentage of calls answered within thirty seconds at 21%. Since then there has been an increase to around 80%. The Commissioner assured Members that 999 call handling was consistently within target time.

7.4 RESOLVED

7.4.1 That the Commissioner provides Panel Members with an update under 'Matters Arising from the Minutes' on whether West Yorkshire Police uses the practise of placing 101 callers on hold upon answering their call.

8. Out of Court Disposal Pilot

8.1 The Chair moved to defer this item due to the pilot still being ongoing.

8.2 RESOLVED

8.2.1 That the Commissioner brings a report to a future meeting which provides an evaluation of the out of court disposal pilot findings.

9. Quarterly Performance Scrutiny to 31 December 2014

- 9.1 The Panel were provided with an update on performance to 31 December 2014. Members noted that total crime had reduced by 4.5% over the 12 months to 31 December 2014. However, there had been an increase in the latest three months in total crime (+2.6%) and domestic burglary (+8.2%).
- 9.2 Panel questioned the Commissioner over whether the recent increases were as a result of better crime recording or whether there had been a 'real' increase in the level of crime.
- 9.3 In response, the Commissioner stated that the number of incidents recorded by the Force had been fairly stable over the period. However, the reduction in police officers and police staff over recent years will impact on the Force's capacity to investigate crime and subsequently reduce re-offending. The Commissioner felt that it was too early to draw conclusions on crime levels and that he would be closely monitoring performance over the next quarter.
- 9.4 The Commissioner also stated that he had visited the Force's communications centre following the reduction in performance of 101 call handling and was reassured that the Force had made improvements in this area.
- 9.5 Members also noted that victim satisfaction had remained unchanged during the 12 months to 31 December 2014. The Commissioner felt that the Help for Victims website and the work to coordinate victims services would start to have a positive impact on victim satisfaction during 2015.

10. Published Key Decisions

- 10.1 Panel noted the published decisions and that additional information had been recently added.

10.2 Resolved

10.2.1 Police and Crime Panel Officers to provide Members with the latest version of the published key decisions from the Commissioner's website.

11. Agreed Action Log

- 11.1 The agreed action log was noted.

12. Commissioner's Response to current issues

- 12.1 Panel raised the issue of Purdah with the Commissioner. In response, the Commissioner stated that he was awaiting guidance from the Home Office. David

Livesey provided an update stating that the Association of Police and Crime Commissioners (APCC) had sent guidance to all Commissioners on 5 March 2015.

12.2 Panel also raised the issue of drug driving testing and asked whether West Yorkshire Police would be implementing a programme of testing. The Commissioner stated that West Yorkshire Police would be undertaking drug driving testing.

12.3 Panel asked the Commissioner to provide information on the Force's use of Regulation of Investigatory Powers Act (RIPA) to hack into phones.

12.4 Panel asked the Commissioner to provide information on the number of police officers who resigned whilst being subject to misconduct investigations.

12.5 RESOLVED

12.5.1 That the Commissioner provides information on the Force's use of RIPA to hack into phones.

12.5.2 That the Commissioner provides information on the number of police officers who resigned whilst being subject to misconduct investigations.

13. Complaints Received by the Panel

16.1 Panel noted the latest position on complaints and agreed to form a Complaints Sub Committee to consider an appeal regarding the non-recording of a complaint against the Commissioner.

16.2 RESOLVED

16.2.1 That Councillor Wassell (Wakefield), Councillor Scott (Kirklees) and Jo Sykes (Independent) form a Complaints Sub Committee to specifically consider the appeal regarding the non-recording of a complaint.

14. Panel Forward Agenda Plan 2015

14.1 Panel noted the forward agenda plan.

15. Any Other Business

15.1 There was no other business raised.

16. Date and Time of Next Meeting

16.1 The next Police and Crime Panel meeting has been rearranged and will take place at 10am on Friday 24 April at the Office of the Police and Crime Commissioner, Ploughland House, 62 George Street, Wakefield, WF1 1DL.

This page is intentionally left blank



West Yorkshire Police and Crime Panel

Draft Minutes

24th April 2015, Ploughland House, Wakefield

PRESENT:	Councillor Lowe (Chair)	- Leeds City Council
	Councillor Iqbal	- Leeds City Council
	Councillor Walls	- Bradford Council
	Councillor Hussain	- Bradford Council
	Councillor Ahmed	- Kirklees MBC
	Councillor Scott	- Kirklees MBC
	Councillor Speight	- City of Wakefield MDC
	Councillor Wassell	- City of Wakefield MDC
	Jo Sykes	- Independent
IN ATTENDANCE:	Samantha Wilkinson	- City of Wakefield MDC
	Emma Duckett	- City of Wakefield MDC
	Liz Ogden	- City of Wakefield MDC
	Kelly Laycock	- OPCC

1. Apologies for Absence

- 1.1 Apologies were noted from Councillor Martin, Councillor Thompson (both Calderdale) Councillor Carter (Leeds) and Roger Grasby.

2. Minutes of the Meeting held on 6th March 2015

- 2.1 The minutes of the meeting were agreed as a correct record.

Matters Arising

Item 7 – 101 Call handling

The Commissioner reported back following a recent update report he had received from the Force regarding improvements to West Yorkshire's call handling of 101 non-emergency calls. He reported that significant consistent improvements had been made following recruitment and training with a queue time average of less than one minute for the last three months. It was agreed to circulate the full report to Panel members.

When asked about the practise of putting people on hold after answering their call the Commissioner responded that he had raised this with the Chief Officer Team and this practise was not adopted by West Yorkshire Police.

3. To note any items which the Chair has agreed to add to the agenda on the grounds of urgency.

3.1 The Chair confirmed that there were no items to add to the agenda.

4. Members' Declaration of Interests

4.1 There were no interests declared.

Mark Burns-Williamson, the Police and Crime Commissioner for West Yorkshire attended the meeting for items 5 to 12

Temporary Chief Constable Dee Collins attended the meeting for items 5 to 9

Katherine Johnson, Treasurer at the OPCC, attended the meeting for items 5 to 7

5. The Use of Police Bail in West Yorkshire – Six months on

5.1 Temporary Chief Constable Dee Collins explained that West Yorkshire do not follow the Hookway ruling as they do not feel it is the most ethical method, adopting the longer term use of bail also allows the management of people on bail with conditions that can be attached.

5.2 Temporary Chief Constable Dee Collins reported that the Force is currently embarking upon a purge of tackling overdue bails, although there are often complex reasons that many are overdue and they are aiming to clear the backlog.

5.3 It was noted that West Yorkshire Police is working to ensure that it complies with the eight Bail Standards that are recommended for implementation by the Home Office, College of Policing, ACPO and the National Policing Criminal Justice Business Area.

5.4 When questioned about West Yorkshire's preparedness should a future government legislate for a limit on pre-charge bail of 28 days, the Temporary Chief Constable stated that Force is well placed to deal with the potential changes if they arise and is pressing on with its works to clear the backlog and the changes that have been implemented to the custody suites.

5.5 RESOLVED

5.5.1 That a further update be provided to the Panel in six months' time.

6. Drug Intervention Programme Funding

6.1 The Commissioner gave an update on the Drug Intervention Programme to the Panel. Members note that a review was completed in March 2014 and, following discussions with stakeholders, a series of action plans have been developed to take forward the review recommendations.

6.2 Funding has already been passported to the Community Safety Partnerships following the review and performance indicators have been developed. It was noted that the programme will no longer be referred to as DIP as it is hoped to reflect the need to include both drugs and alcohol within its remit.

6.3 The Panel welcomed the work and also the wider definition that this now encompasses. Panel questioned if there was scope and capacity to look at more joint work on commissioning or shared services

6.4 It was noted that Partners have been brought together through the CSP Forum to look at what can be done jointly. As part of the agreement to passport funding across, districts are required to work closely with partners in areas such as drugs and alcohol and health.

6.5 RESOLVED

6.5.1 That the Commissioner continues to look at opportunities for joint commissioning where possible.

Paul Whiteley, Head of IT at West Yorkshire Police attended the meeting for Item 7

7. Transformation Fund update

7.1 The Commissioner provided an update on the allocation of the £20m Transformation Fund which has been established from a transfer from the significant reserves that had accumulated from previous years' underspend.

7.2 The Panel questioned the Commissioner about the governance of the projects and how they will be monitored to ensure the required outcomes will be achieved.

7.3 Paul Whiteley expanded on the future benefits and opportunities that the new technologies will bring. It was accepted that not all will have cashable savings but will create significant efficiencies and allow transformation within other areas of the Force that return necessary savings and improve the quality of policing outcomes.

7.4 The Temporary Chief Constable assured Panel that all officers are carefully trained with all new equipment and also about how it needs to be deployed appropriately and in terms of the rights and liberties of the public.

7.5 RESOLVED

7.4.1 The Commissioner to bring a further update on the progress of the Transformation Fund and its individual projects to the Panel in six months' time.

8. Home Office Innovation Fund update

8.1 The Commissioner presented a report to Panel on the West Yorkshire bids to the Home Office Innovation Fund.

8.2 Four of the eight submitted bids were successful, securing grant funding of £1.36m. The successful bids related to video identification parades (VIPER) and a digital forensic evidence repository.

8.3 The Chair of the Panel stated that whilst it was pleasing to note the success in securing the four bids, the top slicing of Force budgets to finance the Home Office Innovation Fund meant that West Yorkshire Police was still in deficit by approximately £1.4m.

8.4 In response, the Temporary Chief Constable stated that there was no formal feedback process for unsuccessful bids. However, the WyFi team would be reviewing all of the unsuccessful bids with a view to amending and re-submitting them.

8.5 RESOLVED

8.5.1 That the Commissioner provides a report on the work of the WyFi team to a future meeting.

9. Local Criminal Justice Board Performance report

ACC Geoff Dodd, Chair of the West Yorkshire Criminal Justice Board, attended the meeting for this item.

9.1 ACC Dodd provided an update to Panel on the performance of the West Yorkshire Criminal Justice Board 2014/15.

9.2 ACC Dodd explained that the Transforming Summary Justice (TSJ) programme aims to deliver a more efficient and effective across the criminal justice system by standardising contributions from partner agencies. Members noted that the TSJ programme had been piloted in Bradford where significant improvements have been seen across the piece. The TSJ programme is currently being rolled out across West Yorkshire.

9.3 ACC Dodd went on to highlight the reduction in re-offending rates for adults. The latest adult offending rate is 33.6% which is lower than the previous year. Juvenile re-offending is more volatile due to the relatively small sample sizes and the limited time offenders spend within this cohort. ACC Dodd stated that re-offending rates in West Yorkshire were much lower than the predicted rates.

9.4 Members noted that the proportion of guilty pleas at first hearing had increased by 3 percentage points to 63.7% compared to the previous year. ACC Dodd stated that the proportion had increased to 70% in Bradford following the introduction of the TSJ Programme.

9.5 ACC Dodd went on to highlight the conviction rate of 83.6% against a target of 85% for magistrates' court. ACC Dodd explained that this was an appropriate level of tension in the system.

9.6 The Panel noted that the ineffective trial rate was 17.5%, with a notable proportion being due to the courts over listing.

9.7 In summary, ACC Dodd reassured the Panel by stating that the West Yorkshire Criminal Justice Board has a clear ambition of achieving justice for all victims. The Board welcomes the TSJ Programme and its roll-out across West Yorkshire.

9.8 RESOLVED

9.8.1 That the OPCC circulate the missing appendix outside of the meeting.

9.8.2 That the Panel thanked ACC Dodd for providing a comprehensive update on the performance of the West Yorkshire Criminal Justice Board.

10. Published Key Decisions

10.1 The published key decisions were noted.

10.2 Resolved

10.2.1 The Commissioner committed to ensuring that the published key decisions are kept up to date on his website.

11. Agreed Action Log

11.1 The agreed action log was noted.

12. Commissioner's Response to current issues

12.1 West Yorkshire Sexual Assault Referral Centre (SARC)

The Commissioner reported that the SARC is now opened in West Yorkshire. Work is ongoing with Leeds Community Health Trust. Leaflets about the crucial services that are available for victims have been produced.

Panel raised the issue of locality and how some victims will be able to access the service.

The Commissioner stated that this was an issue that they were aware of and that they are looking at what outreach work can be done through IDVAs and IDSAs.

12.2 Professional Standards Department (PSD) Early Resolution Pilot

Cllr Wassell raised the issue of the PSD Early Resolution Pilot that was completed in March. Following significant improvements to the early resolution of complaints that were dealt with under the pilot scheme, Cllr Wassell urged the Commissioner to do what he could to support the roll-out of the scheme across the whole of West Yorkshire on a permanent basis.

The Commissioner reported that the Chief Officer team are looking currently looking at the resourcing and roll-out implications and he has already been involved in early discussions about the outcome of the pilot scheme.

12.3 Policing of Festivals / Community Events

Cllr Lowe raised the issue of policing resources for festivals and community events with particular reference to the Leeds Pride event in August. The Commissioner stated that he had recently discussed this issue with the Chief Officer team. He stated that due to the cuts the Force would have to adopt a common-sense approach to the policing of such events. He added that the Force would work with local authority partners to ensure that community events were supported effectively.

13. Local Perspectives Update

- 13.1 Members considered the latest Local Perspectives survey responses from Community Safety Partnerships and Crime and Disorder Scrutiny Committees.
- 13.2 Members were disappointed to note that only the Wakefield Crime and Disorder Scrutiny Committee responded to the Local Perspectives survey. In terms of the Community Safety Partnerships, responses were received from Leeds, Bradford and Kirklees.
- 13.3 The Panel noted that the Chairs of Community Safety Partnerships and Crime and Disorder Scrutiny Committees would be invited to attend the July meeting of the Panel.

13.4 RESOLVED

13.4.1 That due to the poor response from Crime and Disorder Scrutiny Committees, Panel Members were asked to encourage participation from their respective authorities.

13.5.2 Police and Crime Panel Officers to ensure Panel Members are aware when the Local Perspectives information is requested from their respective authorities.

14. Complaints Received by the Panel

- 14.1 Panel noted the latest position on complaints and agreed to form a Complaints Sub Committee to consider complaint 765962.

14.2 RESOLVED

14.2.1 That Councillor Wassell (Wakefield), Councillor Scott (Kirklees), Councillor Walls (Bradford) and Jo Sykes (Independent) form a Complaints Sub Committee to specifically consider the complaint.

15. Panel Forward Agenda Plan 2015

- 15.1 Some Members asked if consideration could be given to changing the date of the July meeting of the Panel from 17th due to Eid. The 24th July was proposed as an alternative date.

15.2 RESOLVED

15.2.1 Police and Crime Panel Officers to contact the OPCC to check on the Commissioner's availability in the first instance before circulating an alternative date(s) to Panel Members.

16. Any Other Business

16.1 Cllr Lowe stated that she would write to Cllr Les Carter on behalf of the Panel to thank him for his hard work and commitment over the years and to wish him well in his retirement.

16.2 Police and Crime Panel Officers stated that they were currently working on the Police and Crime Panel's Annual Report 2014/15 and requested Member input onto areas of focus for the Panel over the next twelve months. A draft copy of the Annual Report would be sent to Members in mid-May.

17. Date and Time of Next Meeting

17.1 10am on Friday 12 June at Wakefield One.

This page is intentionally left blank



Report author: Mariana Pexton
Tel: 0113 247 4043

Report of Chief Executive

Report to Full Council

Date: 8th July 2015

Subject: Devolution

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

Summary of main issues

1. This report is intended to update Members on matters in the Leeds City Region Local Enterprise Partnership (LEP) and through the West Yorkshire Combined Authority (WYCA).
2. The main issues described in this report are from the latest public WYCA meeting in March.

Recommendations

3. Members are asked to consider the content of this paper and any action that might be needed from Leeds City Council as a result.

1 Purpose of this report

- 1.1 This report is intended to update Members on matters in the Leeds City Region LEP and the West Yorkshire Combined Authority.
- 1.2 Specifically this report provides details of the latest public WYCA meeting in March.

2 Background information

- 2.1 Following cross party agreement this is the first report to Full Council to provide an update to Members on the work of the WYCA and Leeds City Region LEP.
- 2.2 The March devolution deal to the WYCA gave a number of functional powers on transport, skills, business support and housing, but was seen very much as being a first step deal and the start of the process. As part of this deal it was noted that WYCA would consult on options for enhanced governance to be agreed with Government as part of any further deal.
- 2.3 Work is being done to build the case for a further devolution deal, looking at the powers, governance and geography of such a deal and what benefits it would bring.

3 Main issues

- 3.1 The following items were discussed at the Combined Authority meeting on the 12th March.
 - 3.1.1 *Leeds City Region Housing Requirements.* Work was undertaken by the Leeds City Region Planning Portfolios Board to better understand housing need, the cross boundary impacts of housing markets and joint planning of housing provision across the city region. The report asked for a future report on housing growth and enabling the housing industry to build more homes which would demonstrate links to the delivery of both the West Yorkshire Plus Transport Fund and the LCR Strategic Economic Plan.
 - 3.1.2 *Leeds City Region Growth Deal Delivery.* This item was to update about preparations for delivery of the Growth Deal, the West Yorkshire Plus Transport Fund, and the delivery of other City Region projects and programmes. It also endorsed detailed work be conducted between the Investment Committee and the Local Enterprise Partnership's Employment and Skills Panel to explore how to raise awareness of the opportunities for apprenticeships with schools, parents and young people.
 - 3.1.3 *West Yorkshire Plus Transport Fund.* Two schemes were considered through the "West Yorkshire Plus" Transport Fund gateway process, one in Halifax and the second the East Leeds Orbital Road.
 - 3.1.4 *Leeds City Region Assurance Framework.* Central government has requested that Local Enterprise Partnerships and their accountable bodies agree an Assurance Framework (publicly available and reviewed annually), as part of the

Growth Deal process. WYCA were asked to approve the Assurance Framework for the Leeds City Region for future investment decisions that would fall within scope.

3.1.5 *Rail North and Transport for the North.* An update on these two initiatives was given for information.

- Rail North has been established to manage the Northern and Trans Pennines franchising contracts which are currently out for tender, taking over from the Department for Transport. The management team for this will be hosted by WYCA, with costs being shared among the partners.
- Transport for the North is a partnership between Northern city regions/ Combined Authorities and the Department for Transport working closely with Highways England (formerly the Highways Agency) and Network Rail. The partnership is producing an initial transport strategy for the North.

3.1.6 *WYCA Development: Transfer of Functions.* This item asked the Combined Authority to agree to the transfer to WYCA of the Local Enterprise Partnership (LEP) staff from Leeds City Region and of the inward investment function carried out by Leeds and Partners.

3.1.7 *Governance and Audit Committee Recommendations.* The Governance and Audit Committee sought approval of their Internal Audit Plan 2015/16, setting out the assignments deemed mandatory or high priority, along with the expected resource required to perform the audit (to be met by the current audit team).

3.1.8 *Devolution and Manifesto.* The Combined Authority received a verbal update in March about a devolution deal and on the development of a WYCA Manifesto. The devolution deal was subsequently announced by George Osborne in his March Budget speech and included powers and functions around transport, skills, housing and business support. A draft WYCA Manifesto is under development to outline the vision for WYCA in simple and accessible language. It is hoped that this will give a clear purpose to the work undertaken and make clear to partners and central government the ambition over the next five years.

4 Corporate Considerations

4.1 Consultation and Engagement

As this report is providing an update from a WYCA meeting, there hasn't been any specific consultation and engagement.

4.2 Equality and Diversity / Cohesion and Integration

There are no specific implications for this report.

4.3 Council policies and Best Council Plan

The Best Council Plan priorities refer to aspects of the WYCA work and are undertaken in that context.

4.4 **Resources and value for money**

There are no specific implications for this report.

4.5 **Legal Implications, Access to Information and Call In**

There are no specific legal implications arising from this report.

4.6 **Risk Management**

There are no specific implications for this report.

5 Recommendations

5.1 Members are asked to consider the content of this paper and action that might be needed from Leeds City Council as a result.

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.



COUNCIL MEETING – 8th JULY 2015

NOTICE OF:	Reference No:	Date Received:	Date Forwarded:
White Paper	WP1	29/06/2015	30/06/2015

Submitted by: Councillor Alan Lamb
 Relevant Board/Regulatory Panel: Executive Board
 Executive Member/Chair: Executive Member (Children and Families)
 Relevant Director: Director of Children's Services

This Council believes that every child in the city should have the option of going to a good local school.

Council therefore regrets the situation that arose in North Leeds during this year's allocation of school places, where nearly 90 families did not receive any of their five primary school preferences.

Council welcomes the subsequent steps taken to secure more school places in the areas affected, but believes that recent events have illustrated the sheer scale of the challenge facing the city over the lack of school places. Parents and children across the city deserve nothing less than a comprehensive and far-reaching response.

Council recognises the reservations from some quarters to certain types of school governance, but believes that the authority needs to look at all viable options that could help the city meet demand for school places.

Council therefore calls on the Director of Children's Services to bring a report to Executive Board which:

- explains how the authority can take a more pragmatic approach to addressing the basic need issue, embracing the full range of options and tools available;
- reviews the systems used to plan for school places in the city and sets out what steps can be taken in the short and long terms to ensure that the authority is effectively anticipating demand, so there is no repeat of this year's problems in North Leeds.

Councillor Alan Lamb

Deadlines for submission

White Papers - 10.00 am on the day before the issue of the Summons
 Questions - 10.00 am on Monday before the meeting
 Amendments - 10.00 am on the day before the meeting
 (including references back)

(All submissions should be made to Governance Services for receipt to be recorded and distribution made)

This page is intentionally left blank



COUNCIL MEETING – 8th JULY 2015

NOTICE OF:	Reference No:	Date Received:	Date Forwarded:
White Paper	WP2	29/6/15	30/6/15

Submitted by:	Councillor Brian Cleasby
Relevant Board/Regulatory Panel:	Executive Board
Executive Member/Chair:	Executive Member (Regeneration, Transport and Planning)
Relevant Director	Director of City Development

This council notes the increased investment in cycling during recent years and congratulates those involved for the success of both the Tour de France and its continuing legacy, the Tour de Yorkshire. In particular Council congratulates Sir Gary Verity on his knighthood.

Council notes that while great achievements have been made possible, there is an opportunity to build upon these successes through the development of an Olympic standard Velodrome, to help Leeds support and develop its considerable local talent, as well as provide a venue for a wide range of both cultural and other events.

Council therefore calls on the Executive Board to instruct officers to work with partners in the Leeds City Region to identify a suitable site and funding opportunities to build a Velodrome for West Yorkshire.

Deadlines for submission

White Papers	- 10.00 am on the day before the issue of the Summons
Questions	- 10.00 am on Monday before the meeting
Amendments (including references back)	- 10.00 am on the day before the meeting

(All submissions should be made to Governance Services for receipt to be recorded and distribution made)

This page is intentionally left blank



COUNCIL MEETING – 8th JULY 2015

NOTICE OF:	Reference No:	Date Received:	Date Forwarded:
White Paper	WP3	29/6/15	30/6/15

Submitted by:	Councillor Judith Blake
Relevant Board/Regulatory Panel:	Executive Board
Executive Member/Chair:	Leader of Council
Relevant Director	Chief Executive

This Council notes that the Leeds economy has achieved significant economic growth in recent years, outperforming national comparators and demonstrating the hard work of businesses in Leeds as well as the success of the vision pursued by the Council since 2010 to ensure Leeds remains “open for business”, despite the challenging economic outlook nationally.

Council believes that the cost of living crisis means now, more than ever, is the time for all communities in our diverse city to share in the benefits of the city’s economic growth. Council believes that businesses in the city have a pivotal role to play to ensure this happens, through an ethical and civic approach to doing business in Leeds.

Council confirms its major priority for the year ahead is to work to transform Leeds into a compassionate, caring city where all its residents benefit from the effects of the city’s economic growth. Council will focus on creating the right conditions for the economy of Leeds to prosper, but will also work to ensure a consequence of that growth is a reduction in the inequalities that exist in Leeds.

Council therefore calls on the Chief Executive to bring forward an Executive Board report on a strategy to enable elected members on behalf of Leeds City Council to work with businesses and organisations to help communities across Leeds share in the economic success of the city, through measures that include: the Living Wage, reducing corporate tax avoidance, supporting local skills and employment initiatives, the Mindful Employer’s initiative, fully meeting planning process obligations for community infrastructure and providing affordable housing.

Deadlines for submission

White Papers	- 10.00 am on the day before the issue of the Summons
Questions	- 10.00 am on Monday before the meeting
Amendments (including references back)	- 10.00 am on the day before the meeting

(All submissions should be made to Governance Services for receipt to be recorded and distribution made)

This page is intentionally left blank