



SCRUTINY BOARD (CITY DEVELOPMENT)

Meeting to be held in Civic Hall, Leeds, LS1 1UR on
Wednesday, 16th December, 2015 at 10.00 am

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

MEMBERSHIP

Councillors

A Castle	Harewood;
D Cohen	Alwoodley;
P Davey	City and Hunslet;
R Harington	Gipton and Harehills;
J Heselwood	Bramley and Stanningley;
M Ingham	Burmantofts and Richmond Hill;
S McKenna	Garforth and Swillington;
C Townsley	Horsforth;
P Truswell (Chair)	Middleton Park;
P Wadsworth	Guiseley and Rawdon;
J Walker	Headingley;

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

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A G E N D A

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

Item No	Ward/Equal Opportunities	Item Not Open		Page No
3			<p>LATE ITEMS</p> <p>To identify items which have been admitted to the agenda by the Chair for consideration.</p> <p>(The special circumstances shall be specified in the minutes.)</p>	
4			<p>DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS</p> <p>To disclose or draw attention to any disclosable pecuniary interests for the purposes of Section 31 of the Localism Act 2011 and paragraphs 13-16 of the Members' Code of Conduct.</p>	
5			<p>APOLOGIES FOR ABSENCE AND NOTIFICATION OF SUBSTITUTES</p> <p>To receive any apologies for absence and notification of substitutes.</p>	
6			<p>MINUTES - 18 NOVEMBER 2015</p> <p>To confirm as a correct record, the minutes of the meeting held on 18 November 2015.</p>	1 - 4
7			<p>SESSION 3 - SCRUTINY INQUIRY INTO DIGITAL INCLUSION</p> <p>To receive a report from the Director of City Development and the Chief Information Officer presenting information as part of the Board's Inquiry into Digital Inclusion.</p>	5 - 32
8			<p>WORK SCHEDULE</p> <p>To agree the Board's work schedule for the remainder of the municipal year.</p>	33 - 56
9			<p>DATE AND TIME OF NEXT MEETING</p> <p>Wednesday, 27 January 2016 at 10.30am (pre-meeting for all Board Members at 10.00am)</p>	

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

SCRUTINY BOARD (CITY DEVELOPMENT)

WEDNESDAY, 18TH NOVEMBER, 2015

PRESENT: Councillor P Truswell in the Chair

Councillors S Bentley, A Castle, D Cohen,
R Harington, J Heselwood, M Ingham,
S McKenna, J Walker, N Walshaw and
G Wilkinson

35 Late Items

There were no late items.

36 Declaration of Disclosable Pecuniary Interests

There were no declarations of disclosable pecuniary interests.

37 Apologies for Absence and Notification of Substitutes

Apologies for absence were submitted by Councillor C Townsley, Councillor P Wadsworth and Councillor P Davey. Notification was received that Councillor S Bentley was substituting for Councillor C Townsley, Councillor N Walshaw for Councillor P Davey and Councillor G Wilkinson for Councillor P Wadsworth.

38 Minutes - 14 October 2015

RESOLVED – That the minutes of the meeting held on 14 October 2015, be approved as a correct record.

39 Session 2 - Scrutiny Inquiry into Digital Inclusion

The Director of City Development and the Chief Information officer submitted a report which provided the Scrutiny Board with the information required to undertake the second session of the inquiry into digital inclusion.

The following information was appended to the report:

- Update on Age Friendly Leeds Smart Cities Project
- Get online in Leeds (June 2014)
- West Yorkshire Superfast Broadband maps
- Commons Select Committee – Terms of Reference, 27 July 2015
- WYCA response – Culture, Media and Sport Select Committee Superfast Broadband Inquiry Submission
- List of free public wi-fi available in buildings owned and maintained by Leeds City Council.

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

- Councillor James Lewis, Executive Member (Resources and Strategy)
- Dylan Roberts, Chief Information Officer
- Katie Dunlevey, WYCA – Previously Senior Economic Development Officer (Leeds City Council)
- Phil Cole , Head of Funding Programme and Business Support
- Dr Adam Beaumont, Managing Director of AQL

The key areas of discussion were:

- The evolution, context and focus of Smart Cities and the Smart Cities Steering Group.
- The consortium bid for funding from Innovate UK involving Leeds Bradford, Milton Keynes and Cambridge, which is focusing on housing, assisted living, transport and air quality with Leeds focusing on health and well-being.
- All those managing breakthrough projects and required to consider Smart Cities requirements.
- Concern that there is no allocated funding for Smart Cities development.
- The challenge of reaching those who are digitally excluded, particularly the elderly.
- The value of working collaboratively and engaging with different groups including technologists to develop technical solutions that will be practical and will be of benefit.
- The fear faced by some people and the importance of investing time and effort to support people to use basic technology which is becoming essential in everyday life.
- The funding challenges facing the NHS, the view of using technology to self-manage conditions and concern about self-diagnosis.
- Internet provision across the city and acknowledgement that some residents will have problems accessing a wide range of providers and in some cases obtaining any access.
- Open market review, the difficulty in obtaining a clear infrastructure picture for Leeds and the need for more collaborative relationships with Internet Services Providers and the Council to facilitate infrastructure provision particularly free wi-fi in areas of high density usage.
- The challenges that service providers experience with Ofcom in gaining access to BT infrastructure.
- The possibility of multipoint services to provide wi-fi access to social housing estates.

RESOLVED – The report was noted and the evidence considered as part of the inquiry.

40 Inclusive, accessible and sustainable cultural provision in Leeds

The Chief Officer (Sport and Culture) provided an update on the development of inclusive, accessible and sustainable cultural provision in Leeds. The Board also received an overview on European Capital of Culture progress.

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

- Cluny MacPherson, Chief Officer, Culture and Sport
- John Roles, Head of Service, Museums and Galleries
- Matthew Sims, Head of Arts and Events

The key areas of discussion were:

- The success of the involvement of Opera North in Windmill and how this could be rolled out across the City. This was acknowledged by the Chief Officer, Culture and Sport who confirmed that a further conversation will be had. The Board were also advised that there will be further development based on singing and choir work rather than instrument due to the cost of providing instruments.
- Options to maximise the use of the screen in Millennium Square. This is to be managed by Leeds Beckett University. The content is being developed.
- Concern regarding the cancellation of 'jewel in the crown' events without interrogating sponsorship opportunities or internal funding. In response the Board was advised that there is the possibility of partnerships in the future. Work is about to start on a major events strategy and there is scope to re-invent schemes. Big participation events are significant for shared experience.
- Complimentary comments about the Carriageworks and light night and the need to ensure that cultural activities remain accessible and affordable.
- Maximising corporate investment. Sponsorship is raised for arts events mainly from trusts and foundations less so from the commercial side. It was acknowledged that work needed to be done to establish contacts within business communities and an 'invest to save' approach could be beneficial in terms of fund raising.
- Marketing events and the use of the Leeds Inspired website and social media.
- The membership of the European Capital of Culture steering group.
- Ongoing ECoC work reflecting on research and assessing current areas for development and building a strategy.

RESOLVED –

- a) The report was noted.
- b) That an update on the European Capital of Culture be brought to a future meeting of the Scrutiny Board.

41 Work Schedule

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

RESOLVED – That the work schedule, as amended, be noted.

42 Date and Time of Next Meeting

Wednesday, 16 December 2015 at 10.00am (pre meeting for all Board Members at 9.30am)

(The meeting concluded at 12.15pm)

Report of the Director of City Development and the Chief Information Officer

Report to Scrutiny Board (City Development)

Date: 16th December 2015

Subject: Scrutiny Inquiry into Digital Inclusion – Session 3

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 provide Scrutiny Board (City Development) with the information required to undertake the third session of the inquiry into digital inclusion.

The report continues to explore the gap between those who are digitally engaged and those who are not, the reasons why this may be the case, and the impact this has and then discusses opportunities for digital inclusion.

Recommendations

Scrutiny Board is requested:

- a) to note the contents of this report
- b) make recommendations as deemed appropriate

1 Purpose of this report

- 1.1 To provide Scrutiny Board (City Development) with the information required to undertake the third session of the inquiry into digital inclusion.
- 1.2 The report continues to explore the city's digital infrastructure, the gap between those who are digitally engaged and those who are not, the reasons why this may be the case, and the impact this has and then discusses opportunities for digital inclusion.

2 Background information

- 2.1 The Scrutiny Board agreed the terms of reference of the 9th of September and has conducted inquiry sessions on the 14th of October and 15th of November 2015.
- 2.2 At the first session the Scrutiny Board was provided with an overview of the two main elements to digital inclusion, firstly the people who use digital services – having the skills, motivation and confidence to engage digitally, and secondly the infrastructure – is there an appropriate network/broadband service for them to connect to.
- 2.3 The Scrutiny Board focused on the Smart Cities Digital Literacy Project in the second session and also received known information about the infrastructure across Leeds including access to digital and online services in council buildings.
- 2.4 The key areas of focus for the session are as follows:
 - The value of digital literacy skills, outreach and support
 - Targeting hard to reach groups, individuals who struggle to embrace technology and those with physical or cognitive impairments
 - Ongoing support to promote confidence and trust in digital technology.
 - Reflect on the evidence received regarding:
 - the strategic approach to improve
 - opportunities to develop new networks and potential to use Council assets to enhance infrastructure
 - partnership, funding and governance arrangements the for delivery of schemes/support/programmes
 - monitoring outcomes and building on what works

3 Main issues

3.1 Introduction

- 3.1.1 In session one we discussed the impact of the digital divide as well as a range of initiatives and opportunities to help improve digital literacy and bridge that divide. These included the support provided to library services by the Society of Chief Librarians, including the then impending launch of the Universal 'Learning' Offer; the potential for work between libraries and the Department of Work and Pensions developing digital skills to enable more e-Government services such as Universal Credit; funding bids to the Tinder Foundation for an outreach project to trial use of tablets by library users who are unable to access traditional services; a scheme to develop digital skills within health and social care; the role of digital champions,

volunteers and neighbourhood networks; and the need for the Council to be at the forefront of developing wider learning opportunities which enable citizens to embrace new technologies which both anticipate and prepare communities for the future.

- 3.1.2 A number of these areas are progressing in communities, some of these are local initiatives whereas others are nationally led but with a local emphasis on delivery and outcomes. This report provides a position statement on a range of these initiatives. In addition, further information is provided about the role and work of The Tinder Foundation and mHabitat in widening access to digital opportunities by those most at risk of exclusion. The report also outlines how one community is working within the neighbourhood network framework to tackle digital exclusion locally.

3.2 Tinder Foundation

- 3.2.1 Tinder Foundation's ambition is a world where everyone benefits from digital.
- 3.2.2 They are known as the UK's leading digital inclusion delivery organisation, and support people to improve their basic digital skills through an extensive network of over 5,000 hyper-local partners, as well as with expert digital tools in order to scale their impact.
- 3.2.3 Alongside supporting people to improve their digital skills, they also enable them to gain other essential skills, and to overcome social challenges, all using digital technology. They aim to always put the needs of socially excluded people first, and build programmes and solutions based on their needs.
- 3.2.4 Together with their network Tinder Foundation has helped over 1.6 million people to use the internet and improve their digital skills.
- 3.2.5 Tinder Foundation earns income and receives funding from a broad range of organisations across the public, private and third sectors, including the Department for Business, Innovation and Skills, NHS England, Big Lottery, Innovate UK, Comic Relief, and corporate partners such as Lloyds Banking Group and Vodafone, as well as generating income through commercial products.
- 3.2.6 They are particularly interested in digitally excluded individuals, small businesses - particularly micro-businesses and sole traders - and third sector organisations, which they expect will take an increasingly important role in community economies. This is because these groups tend to fall outside formal education and training environments.
- 3.2.7 Helen Milner the Chief Executive of Tinder Foundation is attending the Scrutiny Board meeting to discuss the work of the Tinder Foundation, the digital divide and what could be done to narrow the gap in Leeds. Further information about Helen Milner is attached at Appendix A.
- 3.2.8 Appendix B is an updated version of the Tinder Foundation's diagram outlining the extent and impact of the digital divide, and Appendix C contains 'Doing Digital Inclusion: Libraries Handbook', a recent publication by the Tinder Foundation which usefully summarises much of the discussion of the first scrutiny inquiry session regarding the challenges that people wanting to acquire digital skills may

face and offers tips and resources for libraries to recruit learners and tackle digital exclusion.

3.3 Cross Gates & District Good Neighbours' Scheme

- 3.3.1 Cross Gates and District Good Neighbours' Scheme works with and for older people to reduce loneliness and isolation, support independence, promote healthy lifestyles and try new things.
- 3.3.2 Their service users contribute ideas, skills, time, goods and money, as well as encouragement and feedback. The Scheme is supported by a volunteer team, which includes the trustees, who provide their time to support activities.
- 3.3.3 In December 2014 the Scheme asked for volunteers interested in taking part in an IT project with Leeds City Council and Yecco. Participants were given new iPads with the Yecco software application installed. The app allowed the volunteers to digitally track their own health care needs as well as allowing for social interaction with a variety of messaging, picture sharing and skype type software. Cross Gates & District Good Neighbours' Scheme were monitoring the project until the end of July 2015, the information then being evaluated by the University of Leeds to see if using apps improves not only the quality of the participants' lives but also helps reduce visits to their GP or hospital.
- 3.3.4 Yecco is health software company which specialises in delivering solutions and providing consultancy for remote monitoring, self-management of chronic conditions, and assisting older and more vulnerable people to live independently. Yecco also connects medical and health professionals, patients and carers. It has integrated the use of medical devices and home sensors to remotely monitor and provide patients with a mechanism to self-manage with or without the support of experts.
- 3.3.5 A representative from Crossgates Good Neighbours' Scheme, along with a volunteer from the project, are attending the meeting to discuss the value, outcomes and the impact of the project.

3.4 mHabitat / NHS / Victoria Betton

- 3.4.1 mHabitat is an NHS programme, part of Leeds and York Partnership NHS Foundation Trust working with NHS and local authority providers, commissioners, third sector organisations, universities and industry.
- 3.4.2 The small team of four has clinical and social care expertise, digital technologies and project management, event management, academic expertise and administration. Their aim is to help people and public services keep up to date with digital innovation supporting inclusion and involvement. Victoria Betton from mHabitat is attending the meeting to provide further information about the outcomes of their work.
- 3.4.3 An overview of mHabitat is attached as Appendix D.
- 3.4.4 One of the initiatives led by mHabitat has been the funding bids to Integrated Care Pioneer and Better Care Funding to develop a digital practitioner programme for health and care staff which will be launched in April 2016. The purpose of the programme is to develop the digital confidence of practitioners so they can

support digital inclusion for people they support. The bid has been successful and a project team, involving mHabitat, Adult Social Care, Library and Information Services, and the third sector, has been set up to co-ordinate the work, the first meeting will be 15th December.

3.5 Supporting People

3.5.5 Connect-Ability: Leeds Libraries' new scheme to help disabled people get online

3.5.6 The Library and Information Service has launched a new scheme called Connect-Ability. Using money from the Tinder Foundation's digital inclusion fund, the library service will help more disabled people enjoy the benefits of being online.

3.5.7 Through the Connect-Ability scheme, Leeds Libraries will lend iPads to some of the people who use the Library At Home service. Librarians will train the volunteers who already visit the At Home service users so that the volunteers can support disabled people who will be getting online for the first time.

3.5.8 Organisations that work with disabled people will also be able to take part in the Connect-Ability scheme. Librarians will deliver iPad training sessions to staff, volunteers and disabled people from those organisations. Sessions will take place in libraries, day centres and other venues that are accessible for people with disabilities.

3.5.9 The iPads have now been bought and are currently being configured. The scheme will be launched with the Library At Home Service volunteers on 15 December encouraging their participation in the project.

3.5.10 Volunteering and digital champions

3.5.11 Following a successful pilot partnership between Halifax Community Bank and Calderdale Libraries, which demonstrated how Halifax Community Bank's workforce could use their volunteer hours to support residents with their digital skills' needs in libraries, the Halifax would now like to scale up the model and offer Digital Skills support deploying volunteer hours across their entire network. Leeds' Library Service is discussing the opportunity with managers from the Halifax Community Bank to see how this could complement other existing support within libraries and community hubs to help more people to get online and discover the benefits of being able to use the Internet.

3.5.12 Universal Learning Offer – Code Green

3.5.13 In order to support economic growth and the wellbeing of communities, the UK needs to address the skills deficit in our workforce. The Confederation of British Industry estimates that nearly 40% of firms looking for staff with STEM skills (science, technology, engineering, mathematics) have had difficulties recruiting and a recent House of Lords report warns that the UK could be left behind in terms of our digital skills capabilities. The loss to the UK economy because of this lack of skills has been estimated at £2 billion. In Leeds it is estimated that there are currently 680 vacancies that fall within this bracket where employers are often struggling to attract suitably experienced applicants.

3.5.14 The Society of Chief Librarians (SCL) launched the new 'Learning' universal offer on 5th November; named 'Code Green', see booklet at Appendix E, this Universal

Offer will be available in all library services across England and brings together hundreds of unique self-directed learning opportunities for library users, and broadens the range of learning opportunities on offer in local libraries. The Learning Offer will provide libraries with “Code Green”: a detailed Digital Making Kit, a how-to guide to give customers hands-on experience in computer programming (coding), designing and making 3D objects, building robots, creating apps and many other creative activities for all ages. The Learning Offer resources will build on SCL’s Digital Skills Training programme that reached 14,000 library staff.

- 3.5.15 The Universal Learning Offer in public libraries has been developed so that children, young people and families will be able to build their confidence and skill with their creativity, coding and digital skills. This offer will give families more opportunities to learn together, on a variety of subjects, and help to move through from literacy to fluency. People will grow new skills, find more job opportunities and stimulating experiences in their local area, in a friendly and welcoming environment.
- 3.5.16 Ciara Eastell, SCL President said: “Learning has always been at the heart of what libraries deliver and libraries are increasingly being used by a wide range of people to develop life-essential skills. With the growth in self-directed learning, including Massive Open Online Courses (MOOCs), the phenomenal success of Open University and others, it is a logical step for libraries to be more central in the learning sector. We plan to widely publicise our unique and free learning resources and we look forward to working with partners to deliver this offer.”
- 3.5.17 Culture Minister, Ed Vaizey said: “Libraries are the cornerstones of the communities they serve and this offer will bring a variety of unique learning opportunities into one place. It will create spaces for communities to share ideas and learn together. With the support of the Learning Offer, libraries can build further on great initiatives such as setting up coding clubs, digital training and more.”
- 3.5.18 Support for SMEs (example)
- 3.5.19 Leeds Central Library hosted an event for SMEs in partnership with Google. “Give your business a digital tune-up” at Leeds Central Library on 3 December with room for 100 delegates.
- 3.5.20 Government’s Digital Training and Support
- 3.5.21 Leeds Libraries’ Head of Service and the Society of Chief Librarians nationally are working on an application to be a supplier for the government’s Digital Training and Support framework. If successful, this would see public libraries becoming a provider of digital inclusion training services and assisted digital support.
- 3.5.22 Developing the hooks
- 3.5.23 It has been noted that as local authority we should be encouraging digital engagement rather than forcing it, and enticing those who are not engaged through the provision of services of interest rather than those of necessity.
- 3.5.24 A new service being introduced by the Library Service hopes to be a hook to attract a new audience. In January the service will launch its e-magazine offer,

providing free access to many popular magazines covering topics including crafts, food, cycling, cars, culture, music, and even a weekly TV guide.

3.5.25 Awareness

3.5.26 Opportunities for improving the awareness of available training and ICT access, including a refresh and re-publication of 'Get online in Leeds', fall within the scope of the Smart Cities - Digital Literacy for Citizens and Business Staff project and will be completed through partnership between Library and Information Services and Citizens and Communities during 2015/16.

3.5.27 Other options to raise awareness being investigated include the potential to access information about ICT/digital training opportunities by search by skill and/or postcode. To stay current this would most likely be an online resource however support to customers not yet online would be delivered through staff at sites, such as libraries and community hubs, accessing this information and referring the customer to a suitable training pathway.

3.5.28 Libraries will be working with officers from across the Community Hub network to deliver a successful engagement and awareness programme across Leeds.

4 Corporate Considerations

4.1 Consultation and Engagement

4.1.1 Consultation has been undertaken between officers across City Development, including Libraries and Economic Development, Citizens and Communities, and Strategy and Resources. Further research has been carried out including a review of Office of National Statistics and Tinder Foundation data relating to digital take up. Further consultation will involve other stakeholders and partners as the Smart Cities' project Digital Literacy for Citizens and Business Staff develops.

4.2 Equality and Diversity / Cohesion and Integration

4.2.1 An equality and impact assessment has not been completed at this stage, however, national evidence suggests that older people, those on low incomes, those with low educational attainment and people with disabilities are most likely to be excluded from digital activity

4.2.2 An equality and impact assessment will be completed as part of the Smart Cities project Digital Literacy for Citizens and Business Staff to ensure that these national and any locally determined issues and appropriate actions are identified.

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

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

4.3 Council policies and the Best Council Plan

4.3.1 Support for digital inclusion across the city contributes to the Strategic Objectives of :

- supporting communities and tackling poverty
- promoting sustainable and inclusive economic growth
- delivering the better lives programme
- becoming a more efficient and enterprising council

4.3.2 and link strongly to the Best City Outcomes of:

- Live with dignity and stay independent for as long as possible
- Do well at all levels of learning and have the skills they need for life
- Earn enough to support themselves and their families
- Enjoy greater access to green space, leisure and the arts

4.4 Resources and value for money

4.4.1 Improvements to digital infrastructure, communications systems and transactions, as well as ensuring that the city's citizens have the skills to utilise them, will help ensure greater efficiencies.

4.5 Legal Implications, Access to Information and Call In

4.5.1 None.

4.6 Risk Management

4.6.1 None.

5 Conclusions

5.1 Digital literacy is, or if not will soon be, as important as reading and writing. Not being able to interact with devices, transact, communicate, work and inform yourself through digital means will result in significant disadvantage and possible exclusion. For Leeds to be the Best City all need to be digitally literate starting with the people most in need.

5.2 Work is already being undertaken within Leeds to deliver improved digital literacy but it is recognised that the offer requires greater cohesion, collaboration and promotion to reduce the literacy gap and for Leeds to become the Best City for Digital. As discussed in the second inquiry session, this work links with the aims of the Digital Literacy for Citizens and Business Staff project within the wider Smart Cities programme through which a business case will be drawn up to secure funding to enable the city to achieve its aspirations for digital literacy.

5.3 It is also recognised following the second inquiry session that further collaborative effort is required with Internet Service Providers to ensure that everyone wishing to digitally engage has access to an infrastructure that offers choice and value.

6 Recommendations

6.1 Scrutiny Board is requested to:

- a) note the contents of this report.
- b) make recommendations as deemed appropriate

7 Background documents¹

7.1 None

Appendices:

- A Tinder – Helen Milner, CEO Biog
- B Tinder – Digital Nation, 2015 Digital Divide infographic
- C Tinder – Doing Digital Inclusion – Libraries Handbook
- D mHabitat - Introduction
- E SCL – Universal Learning Offer ‘Code Green’ booklet

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

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HELEN MILNER

Helen Milner OBE is the Chief Executive of Tinder Foundation, a UK social enterprise and staff-owned mutual. She is passionate about making good things happen through digital technology. Helen works in partnership with over 5,000 hyper-local community partners so people can benefit from everything the internet has to offer. In the five years from 2010 - 2015 her organisation and its local partners have helped over 1.5 million people to do just that using www.learnmyway.com

Helen has 30 years' experience of working on the internet, starting in 1985 in the private sector with TTNS, developing Internet education content and services for UK children and schools. She worked in online education in Australia and Japan, and she helped to create learndirect.

Working closely with Government Ministers and officials since the 1990s, Helen's ambition is to ensure that no one is left behind as the world becomes increasingly digital.

Helen's achievements include:

- Being awarded an OBE for services to digital inclusion in the Queen's Birthday Honours List, June 2015.
- Receiving the First Women Public Service award acknowledging her drive to support women in business and make a difference in June 2015.
- Being named by Computer Weekly as the 25th most influential person in UK IT in 2014.
- Becoming a member of The House of Commons Speaker's Commission for Digital Democracy in 2012.
- Being a Commissioner for Social Mobility for Brent Council 2013 - 2014

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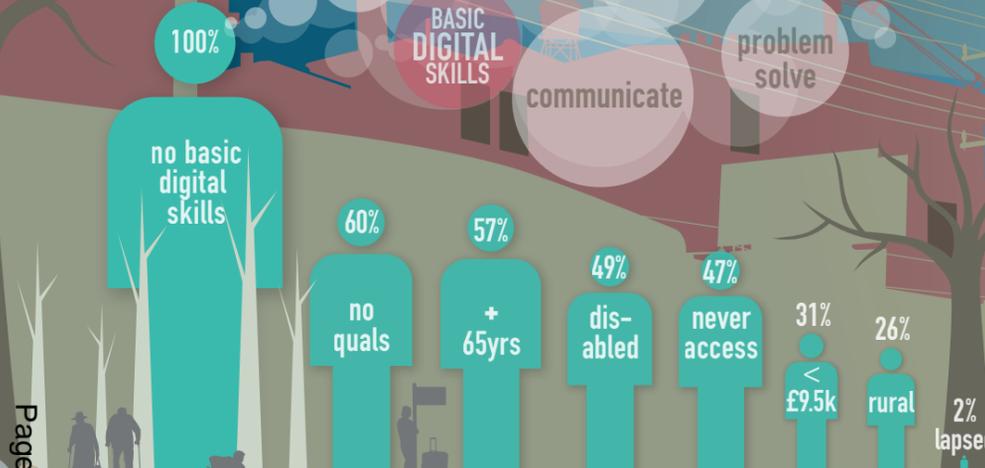
who's offline?

who's online?

2015 DIGITAL NATION

FACTS, STATS + CLOSING THE GAP

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OFFLINE NATION
POP. 12.6M

LOW INCOME • ELDERLY • UNEDUCATED

ONLINE NATION
POP. 40M

BETTER OFF • YOUNG • EDUCATED



MOTIVATION

82% are not online at home because they **have no need**.

Let's raise awareness

WHY WE'RE NOT ONLINE

SKILLS + CONFIDENCE

17% are not online at home because of a **lack of online skills**

88% feel more confident after getting help to use the internet

We'll help you learn

SUSTAINED ACCESS

21% say **cost** is why they're not online at home

<1% say **poor broadband** is why they're not online

Get help with access at home

WHAT WE DO ONLINE

24% auction

33% music

33% govt

33% games

38% health

54% tv/video

61% smartphone

54% tablet

20% smart tv

HOW WE GET ONLINE

77% laptop / pc

61% bank

62% shop

BENEFITS

Social

33% of people got online to communicate with friends and family.

The social value of the internet for someone with low digital skills is £1064 a year.

Money

Online households are on average £440 a year better off.

Brits buy more online than any other major economy. The UK internet economy is worth over £120bn.

Jobs

People with good ICT skills earn between 3%-10% more than those without.

72% of employers would not interview entry level candidates without IT skills.

25% of jobs are solely advertised online.

Public Services

Digital by default services are more efficient and convenient for users. 93% say GOV.UK is easy to use.

Productivity benefits from giving everyone basic digital skills could provide a £243 million a year benefit for government.

Health

34% of people visited their GP less after using the NHS Choices website.

41% of NHS Choices users say the website helps them manage their symptoms.

NHS savings could amount to £121 million a year by 2025 if everyone had basic digital skills.

86% search

82% email

TINDER FOUNDATION

WE MAKE GOOD THINGS HAPPEN WITH DIGITAL TECHNOLOGY

tinderfoundation.org

Nov 2015

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Doing Digital Inclusion: Libraries Handbook

Tinder Foundation works with hundreds of public libraries across the country through the UK online centres network. This handbook outlines the challenges that people wanting to acquire digital skills may face and offers tips and resources for libraries to recruit learners and tackle digital exclusion.

Key stats:

- **12.6 million UK adults lack basic digital skills¹ and 5.9m people have never been online.²**
- Investment to get everyone online by 2025 will see a net economic benefit of **£14.3 billion.³**
- **88%** of people say that getting direct support with basic digital skills makes them more confident using the internet.⁴
- Government investment in WiFi across the public libraries network will ensure **WiFi is available to all public library users by April 2016**, following recommendations in Sieghart's 2014 Independent Library Report for England.⁵
- **14,000** members of public library staff in England have improved their digital skills following the national implementation of an online digital champion training programme, designed and developed by Tinder Foundation, funded by ACE and managed by SCL.
- For 2015/16, Tinder Foundation has awarded **£278,750 to 37 library services** across England, to engage and support **13,139** people to develop their digital skills.

All the tips, suggestions and examples of best practice in this document have been provided by libraries already at various stages of delivering basic digital skills, keen on sharing their experiences.

1. Go ON UK Basic Digital Skills, UK report 2015,

2. ONS, Internet Users 2015, p36.

3. The economic impact of Basic Digital Skills and inclusion in the UK: a report for Tinder Foundation and Go ON UK, November 2015

4. Tinder Foundation Annual Review 2014/15.

5. Sieghart, W. (2014). Independent Library Report for England. DCMS. Retrieved from <https://www.gov.uk/government/publications/independent-library-report-for-england>

What libraries told us...

In 2014/15 Tinder Foundation undertook a piece of insight work, talking to over 25 library services about the barriers and challenges they've faced delivering digital inclusion.

Many of the services we spoke to are already doing excellent digital inclusion work, and this document is an opportunity to share their practice with services who might be at the start of their journey delivering basic digital skills.

Through our work, it became clear how keen libraries are to support local people to feel more equipped for today's digital world. Staff also said how useful it is to hear from other services having the same experiences and facing similar barriers, to find out what's working for others and which solutions could work for them.

Before considering solutions, the libraries we spoke to raised some of the key barriers that library users can experience when learning how to use the internet for the first time:

- Having led an offline life, some people **struggle to see how the internet is relevant** to their everyday lives and how it would be of benefit.
- **Low literacy skills** can compound feelings of fear of engaging with the digital world.
- **A lack of trust or a fear of fraud** during tasks such as online transactions can lead to a lack of digital confidence and reduced motivation to get online.
- Those who have **mobility and dexterity issues**, and require assistive technologies find it more difficult to access technology.

How to engage and recruit learners

1. Library space

- Libraries are viewed as welcoming, neutral, non-judgmental community spaces. Make the most of this perception by reaching out to people who may be reluctant to go into more formal environments such as Further Education colleges, and engage them in a variety of digital activities.
- If possible, make sure computer equipment is accessible to everyone, with assistive reading technologies and accessible keyboards, if available.

2. Think outside the box

- Identify what motivates people, to encourage those least likely to come into the library and engage with digital inclusion activities. Key motivators could be; keeping in touch with family and friends; saving money; applying for jobs; or accessing information around health and wellbeing.
- Use these hooks when devising and marketing your sessions. Try 'Learning to Skype' rather than 'computer classes', for example. Once they're engaged, they can progress to further digital learning.
- Keep potential learners - and their friends and family - engaged with regular social media updates on digital inclusion related activities.

"If you say to someone: 'Do you want to learn about computers?' they will often say no. If you ask: 'Do you want to speak to your daughter in Australia, listen to your favourite music on YouTube, find a job?', it's a different matter. It's finding what's important to people."

Charlotte Self, Leeds Libraries

How to engage and recruit learners (cont.)

3. Delivery style

- Potential learners may have had bad learning experiences through formal education. Help them overcome their fears by offering informal learning sessions in small groups, or even one-to-one.
- While some people might feel intimidated in group sessions, others will welcome them, valuing social interaction and the possibility of peer-supported learning. If possible, consider offering a combination of booked and drop-in sessions.

4. Partnership and outreach

- Building partnerships with local organisations, such as housing associations, Jobcentre Plus, foodbanks and children's centres can be a great way to engage and recruit learners, and raise awareness of regular digital skills sessions.

"A local high school has been an invaluable source of enthusiastic, young volunteers. They're extremely knowledgeable about all things digital and the older learners really value both their support and company."

Nicola Tervit, Northumberland Libraries.

- Engage hard-to-reach people in places where they feel comfortable, by attending community fairs and local groups. Try coffee mornings, family history classes, craft groups and carers' groups. Take an outreach session to them using tablets and a MiFi device.

5. Organise events

- Library events provide great opportunities for recruiting and engaging new learners and volunteers. Weave digital activities into library events such as National Libraries Day or Macmillan Tea Parties.
- Work with local creative partners to organise events around demonstrating new technologies such as 3D printers, gaming and computer coding, as well as the latest tablets and mobile phones. Many people prefer a hands-on approach to engaging in new things, and an event is an excellent way to let people see and touch new technology and learn how they can benefit from digital.

6. Use word of mouth

- Word of mouth is perhaps one of the most powerful ways of recruiting new learners. Consider a 'refer a friend' campaign - existing learners are your best advocates.

Things to consider before you deliver

1. Training

- Considered training of staff and volunteers is key to ensuring they have the confidence to help learners gain basic digital skills and an understanding of the benefits digital can bring.
- Be creative with your approach to digital inclusion activities. Promote sessions as informal learning opportunities that are friendly and relaxed - not like school or college.
- Look for opportunities to embed digital inclusion into other life-long learning activities such as ESOL, family learning, employability skills and health delivery, as well as into non-digital informal learning.
- Encourage library users to get their own devices where possible, so they can use it in their own homes. Organise drop-in tablet sessions offering a basic introduction on how to use them and popular apps and features such as Skype, syncing photos etc.
- Check the Digital Libraries Hub regularly, for training opportunities such as support with social media or volunteer management.

"Working with SCL and Tinder Foundation, we trained library staff as Digital Champions who then went on to upskill their colleagues. There was nervousness from some members of staff but it's just about giving them the skills and confidence to help someone."

Carolyn Waite, Lancashire Libraries

Things to consider before you deliver (cont.)

2. Working in partnership

- Some libraries work in partnership with local organisations who already deliver basic digital skills training, like their nearest UK online centre. You could arrange for them to deliver in your library space. Working in partnership can also enable skills sharing.
- Partnerships can often support volunteer recruitment. Students from local colleges, or people working in local companies (as part of their corporate social responsibility) can bring new expertise.
- Networking with local organisations such as schools, healthcare providers and Jobcentre Plus can be time consuming, but can reap large benefits and generate joint ventures.

3. Procurement of digital equipment

- When sourcing hardware for your sessions (procurement regulations permitting), do your research and try a variety of devices. Computer recycling companies will often do deals for bulk purchase. Weigh the pros and cons of high quality kit versus more affordable devices and budget for wear and tear and breakages - this will happen.

- If possible, purchase a stock of tablets that can be used both in the library and for outreach activities. Invest in mobile connectivity equipment for places where broadband isn't installed.

"The banks of PCs in our libraries are still massively popular and essential to our digital inclusion activity but we also have a range of other devices, like tablets and eReaders. Helping people learn how to use these is just part of our growing digital offer."
Rachel Ridley, Gateshead Libraries.

- Consider lending kit to learners so they can practise and develop skills between sessions. Some of Tinder Foundation's Research Partners on the **Library Digital Inclusion Action Research Project** are piloting this approach and seeing its value to learners who are improving their digital skills.

- Consider which is the right device for a particular learning theme. For instance, laptops might be better than tablets for employability sessions and creating CVs.

- Plan ahead and look out for funding opportunities to help purchase equipment.

4. Managing volunteers

- Libraries have told us that working with volunteers brings many benefits and is a cost-effective option when considering offering one-to-one support to learners.
- Build up a network of volunteers and, if you do not have a volunteer policy, consider specialist training, DBS checks and safeguarding.

5. Networking and social media

- You can learn a lot about other libraries and how they deliver digital inclusion through networking opportunities such as regional or national events or through social media and email subscriptions, which provide a medium to share ideas, best practice and to discuss issues.

6. Evaluation

- At the start of any digital inclusion project, be clear about your objectives and targets, and think about the kind of information and data you'll need to collect. Why not look at **the Government Digital Service's Digital Inclusion Outcomes Framework**?

Digital Libraries Hub

For more support on delivering basic digital skills, and access to learning resources and peer support, join our online community built especially for library staff working in digital inclusion at www.digitallibrarieshub.ning.com



Thank you to the libraries that supported the production of this handbook. If you'd like to find out how being part of the UK online centres network could support your digital inclusion work, visit www.ukonlinecentres.com/join-the-network



Creating people centred digital innovation
health | care | wellbeing

Overview and Scrutiny Committee December 2015

Introduction

This paper briefly sets out some background information about mHabitat - who we are, what we do, why and how we do it.

Who we are

mHabitat is an NHS programme - part of Leeds and York Partnership NHS Foundation Trust - working NHS and local authority providers, commissioners, third sector organisations, universities and industry. Our small team of four has clinical and social care expertise, digital technologies and project management, event management, academic expertise and administration.

Why we do what we do

We believe that, with the right help and support, digital technologies can make a positive difference to people and public services.

We are motivated by a social and sustainable approach to digital innovation that makes sense for the public sector. We are social in our ends and also in our means - what we create and how we do it. Most of the digital tools we develop are 'open source' so they can be freely reused and repurposed.

We want to help people and public services keep up to date with digital innovation so no one is left behind - supporting inclusion and involvement every step of the way.

What we do

We have a tried and tested methodology for supporting digital innovation in health and wellbeing - from catalysing new ideas through to developing, deploying and evaluating digital technologies:

- **Catalyse** - activities to catalyse and appraise digital innovation
- **Incubate** - end-to-end development of digital tools and services
- **Adopt** - deployment and evaluation of digital tools
- **Embed** - development of digital strategy for a service or organisation
- **Digital inclusion** - events | activities | development for people accessing services
- **Digital maturity** - events | activities | development for practitioners.

We run regular events aimed at bringing people accessing services, health and care practitioners, developers, designers, industry and academics together to share learning and collaborate. These range from our evening 'show and tell' events through to our regular seminars on topic such as sexual health in a digital age and public health 2.0. All our events are free and we advertise them on our website www.wearemhabitat.com.

We are an NHS England 'widening digital participation' pathfinder and in 2015 secured a grant from the Tinder Foundation to develop a digital inclusion initiative on the older people's mental health and dementia wards at The Mount in Leeds.

We have secured Integrated Care Pioneer and Better Care Funding to develop a 'digital practitioner' programme for health and care staff which will be launched in April 2016. The purpose of the programme is to develop the digital confidence of practitioners so they can support digital inclusion for people they support.

How we do what we do

- We connect people accessing services, practitioners, industry, academia and others to enable digital innovation
- We use an appreciative inquiry approach to all our work - building on the assets of people and public services
- We bring people with us and make sure we don't leave anyone behind - particularly those of us facing digital exclusion
- We learn once and share openly and generously with others
- We create a community by building open source digital tools that can be re-used and re-purposed
- We make use of existing evidence and generate our own to make sure everything we do counts.



The Universal Learning Offer



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The Society of Chief Librarians is delighted to launch its fifth Universal Offer: The Universal Learning Offer.

Learning has always been at the heart of what libraries deliver. With the growth in demand for self-directed and online learning, combined with the growing skills agenda at a national policy level, it is a logical step for libraries to be more central in this agenda.

The Universal Learning Offer, like all our Universal Offers, has been informed by customer research, tested with stakeholders and customers and developed with the support of a range of partners. Research conducted by Red Quadrant for the Society of Chief Librarians demonstrated both the appetite for learning in libraries and the huge opportunities for libraries to support learning in the 21st Century.

The voices and needs of learners are central to the Universal Learning Offer: we have produced a video called “Lightbulb



Moments” which shows the powerful impact that learning in libraries can have on people’s lives. It showcases new ways in which libraries are supporting learners, including offering self-organised and new digital learning opportunities. It also demonstrates the strong potential for libraries to support the Science, Technology, Engineering and Maths (STEM) agenda, combat social exclusion and loneliness and build empowered, learning communities.

As part of this launch we are building on libraries’ existing strengths in lifelong learning and welcoming new ways of learning in libraries. We have published “Code Green: A Digital Making Kit” to help bring digital making into libraries and will be widely publicising a set of pilot projects exploring ways that libraries can support Massive Open Online Course (MOOC) learners. We are excited about the potential to about the work with the BBC on its Make It Digital initiative and to develop our relationships with other partners.

SCL is committed to moving forward this exciting area of work for the benefit of individuals and local communities across England. We welcome the opportunity to work with other agencies, funders and learners themselves to grow this important area of work over the next year

Ciara Eastell.

The Universal Learning Offer

Libraries are there for you throughout your learning journey because they are in your local area and they are open and accessible to all.

The Society of Chief Librarians is pleased to launch the newest addition to its suite of universal offers: the Learning Offer. The **Universal Learning Offer** is supported by over 90% of library services across England which have all signed up for the first time ever to provide:

- ☑ Free resources for study and learning, such as online resources and courses, text books and reference books
- ☑ Study/learning spaces for children, young people and adults in the library service
- ☑ Information about a range of free and low cost learning opportunities local to you, such as courses and study groups
- ☑ Opportunities for you to explore and be creative, including workshops, regular groups and/or special events for children, young people and families
- ☑ Places where communities and individuals can develop and share ideas and learn together



The benefits of learning in libraries: Children and Young People



The Universal Learning Offer in public libraries has been developed so that children, young people and families will be able to build confidence and develop increased creativity, coding and digital skills.

This offer will give families more opportunities to learn together, on a variety of subjects, and help to move through from literacy to fluency.

Currently many library services already offer:

- Baby rhyme times and play sessions
- Homework and revision clubs
- Classes, workshops and activities aimed at children and families
- Coding clubs for young people and families
- Opportunities for young people to organise their own learning activities in libraries
- Intergenerational learning opportunities, particularly in digital technology

“I learnt how a 3D printer worked in the library and then when I went back to school I could understand what it was doing and how it worked”

(Secondary school student)

“When you think of a library you just think of books and people telling you to be quiet, but this isn’t that kind of library, it’s very different”

(Primary school student)

“It’s a good place for my baby to come because he can take the books off the shelves and there are toys about and there’s space for him to crawl around”

(Dad attending rhyme time with his baby son)



The benefits of learning in libraries: Digital Making



The Science, Technology, Engineering and Maths (STEM) agenda will be supported across a broad community setting in libraries, with support and help for beginners by enthusiasts and experts.

Many library services are developing digital making activities such as coding clubs, robotics workshops and computer building clubs. Exeter Library hosts the UK’s first digital fabrication space in a public library and several more digital making spaces are under development in libraries across the country.

“In our modern economy, continuous learning at any age has never been more important. Our libraries offer a hugely valuable platform that facilitates learning localised to our communities. Outside of traditional books and media, libraries have become a valuable interface allowing our communities to access basic and advanced digital technologies. As our world evolves, so do our libraries and this is an important dynamic that we should seek to support”

(Herb Kim, CEO of Thinking Digital)

“The Fab Lab has attracted an amazing amount of people of all ages and all interests into using computer operated machinery to make things. The fact that it’s in a library does make it accessible so that when people are walking by they can come in and take a taster course and learn new skills”

(Fab lab volunteer)



The benefits of learning in libraries: Self-organised learning



Library services offer a unique opportunity in local communities across the country, for people to come together to design and deliver their own learning experience.

Libraries already support self-organised learning groups across a huge variety of learning areas, including: job clubs, business development, handicrafts, digital making, language learning, distance learning for Higher Education and many more...



“The community wanted a French class and they do it themselves - they have created the brochures and they get themselves and their participants to the library, and the library is just very happy to support that”

(Library service manager)

“You find out what talent you have got in your community – we have found people with lifelong interests who will share that passion”

(Volunteer)

“I chose Zumba because when you finish Zumba you can take on the world – it’s the best course I’ve ever done”

(Library user)



The benefits of learning in libraries: Community building through learning



Learning in libraries empowers people, helps them to develop confidence and provides unique opportunities to learn outside of formal educational settings, and for a variety of purposes.

We have seen many examples of community-organised learning in libraries helping to build stronger communities and bring people together.



“I didn’t know anyone until I started going to one of the knitting groups in the library. I had lived here for a long time but apart from one neighbour I didn’t know anybody. So it does help you meet other people”

(Retired knitting group member)

“There was a real need to have a deaf club in the community and people travel a long way to come here. Being in a library is a completely neutral space and easy access, because some of our group are wheelchair users. We have learnt so much from each other and we are really pleased the library has been able to offer us the free space”



(Library BSL club organiser)





The development and roll out of this offer has been funded by Arts Council England. Many of the activities that make up the Universal Learning Offer will be delivered alongside new and existing partners.

- We have been working with the Publishers Licensing Society on the Access to Research project. Over 90% of library services have signed up to provide the public with free access to millions of academic research articles
- We have signed a partnership agreement with the BBC to support their Make It Digital initiative
- We have signed a partnership agreement with FutureLearn to explore the development of Massive Open Online Courses in libraries

We would like to thank the following organisations for their help in developing the Universal Learning Offer:



In response to huge demand from library services across the country, we have collaborated with the Association of Senior Children's and Education Librarians (ASCEL) to develop and launch the Code Green: Digital Making Kit, a 'how to' guide for libraries who wish to develop digital making services for children and young people.

It includes chapters to help public libraries start:

- Coding clubs
- Building computers, circuit building and programming
- Robotics
- Digital music making
- 3D digital imaging and making

As well as critical success factors for sustaining these activities in libraries, including:

- Targeting your offer
- Being inclusive
- Effective marketing
- Engaging volunteers
- Building community
- Evolving your offer

“This is a brilliant resource for librarians and beyond, and Nesta will certainly be sharing it widely. The field of digital making activities can appear hard to navigate, and our research has shown a lack of awareness of the opportunities out there. This guide manages to simply, effectively and comprehensively walk through the diverse ways to get creative with digital technologies”

(Sylvia Lowe, Programme Director – Innovation Lab, Nesta)

Code Green is available as an interactive online guide at www.goscl.com/codegreen





Massive Open Online Courses (MOOCs) offer people who are not in higher education courses the opportunity to study bite-sized, high quality university-level courses within their own communities.

They also offer libraries the opportunity to support individual and community learning through the learning resources already available through the **Universal Learning Offer**. The Society of Chief Librarians has partnered with FutureLearn to pilot MOOC study services in six public libraries across England over the course of autumn 2015:

Dudley – MOOCs for business development

Dudley is focussing on MOOCs for business support. All MOOC groups are able to use a community cafe facility where customers will be able to discuss ideas and learning, helping to establish libraries across Dudley as social learning spaces

Norfolk – MOOCs to enhance existing self-organised study groups

Norfolk is using MOOCs to add value to existing self-organised learning projects taking place in the library setting already. The pilot project focuses on MOOCs about World War 1, which is already a focus of interest among Norfolk library users.

Poole – MOOCs to expand existing business and employment offer

Poole is developing its MOOC offer around existing job clubs and the business support offered by the enterprise library in Poole Central library. Volunteer tutors are available every other week to answer questions and provide support. When the tutor is not available a room is available for MOOC course followers to meet at a set time every week.

Somerset – MOOCs as part of a new digital making service

Somerset is developing a targeted MOOC offer for people who may be interested in its emergent digital making offer, which will include code clubs and a new maker space in Taunton called the “Glass Box”.

Southwark – MOOCs to provide access to learning to housebound library users

Southwark’s project aims to deliver learning via MOOCs to Southwark’s housebound population by taking laptops into their homes and supporting them to access MOOCs via the Home Library Service.

Telford and Wrekin – Using libraries to support existing MOOC users

Telford and Wrekin are exploring ways of attracting existing MOOC users to the library, for face-to-face discussions of their studies and community building.





If you would like to find out more about the Universal Learning Offer or partner with SCL to deliver this offer in public libraries, please contact:

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www.goscl.com/codegreen
www.goscl.com
www.ascel.org.uk



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Report author: S Pentelow
Tel: 24 74792

Report of the Head of Scrutiny and Member Development

Report to Scrutiny Board (City Development)

Date: 16 December 2015

Subject: Work Schedule

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

1 Purpose of this report

1.1 The purpose of this report is to consider the Scrutiny Board's work schedule for the forthcoming municipal year.

2 Main Issues

2.1 A draft work schedule is attached as appendix 1. The work programme has been provisionally completed pending on going discussions with the Board. The work schedule will be subject to change throughout the municipal year.

2.2 When considering the draft work programme effort should be undertaken to:

- Avoid duplication by having a full appreciation of any existing forums already having oversight of, or monitoring a particular issue
- Ensure any Scrutiny undertaken has clarity and focus of purpose and will add value and can be delivered within an agreed time frame.
- Avoid pure "information items" except where that information is being received as part of a policy/scrutiny review
- Seek advice about available resources and relevant timings taking into consideration the workload across the Scrutiny Boards and the type of Scrutiny taking place
- Build in sufficient flexibility to enable the consideration of urgent matters that may arise during the year

2.3 Also attached as appendix 2 is the minutes of Executive Board for 18 November 2015

3. Recommendations

3.1 Members are asked to:

- a) Consider the draft work schedule and make amendments as appropriate.
- b) Note the Executive Board minutes

4. **Background papers**¹ - 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.

Draft Scrutiny Board (City Development) Work Schedule for 2015/2016 Municipal Year

Schedule of meetings/visits during 2015/16			
Area of review	17 June	22 July	August
Inquiries		Housing Mix – Terms of Reference	
Annual work programme setting - Board initiated pieces of Scrutiny work (if applicable)	Consider potential areas of review	Work Programming	
Budget	Budget Update 2015/16 update		
Pre Decision Scrutiny			
Policy Review			
Recommendation Tracking			
Performance Monitoring	Performance Report	Housing on Brownfield Land – 5 year land supply East Leeds Extension and Orbital Road Progress	
Working Groups			

*Prepared by S Pentelow

Key: SB – Scrutiny Board (City Development) Meeting

WG – Working Group Meeting

Draft Scrutiny Board (City Development) Work Schedule for 2015/2016 Municipal Year

Schedule of meetings/visits during 2015/16			
Area of review	9 September	14 October	18 November
Inquiries	<p>Agree scope of review for **</p> <p>1) Digital Divide and High Speed Broadband Provision.</p> <p>2) Operation of Bus Services</p>	<p>Evidence Gathering</p> <p>Inquiry – Digital Inclusion</p>	<p>Evidence Gathering</p> <p>Inquiry – Digital Inclusion</p>
Pre Decision Scrutiny		<p>Sustainability of council leisure facilities and how accessible they are to residents to promote inclusivity</p> <p>To Include:</p> <ul style="list-style-type: none"> • Leeds Let's Get Active evaluation – Scheduled for Ex B 21 October 	<p>Sustainability of council cultural facilities and how accessible they are to residents to promote inclusivity</p> <p>European Capital of Culture – The Culture Strategy – Developing approach and outline draft.</p>
Policy Review	Road Safety, death and serious injury reduction and 20mph zones. (to conclude 20mph work from 2013/14)		
Recommendation Tracking			
Performance Monitoring			
Working Groups	Inquiry - Housing Mix (with Scrutiny Environment and Housing)		

* Prepared by S Pentelow

Draft Scrutiny Board (City Development) Work Schedule for 2015/2016 Municipal Year

Schedule of meetings/visits during 2015/16			
Area of review	16 December	27 January	17 February
Inquiries	<u>Evidence Gathering</u> Inquiry - Digital Inclusion	<u>Evidence Gathering</u> Inquiry – Bus Services	<u>Evidence Gathering</u> Inquiry – Bus Services
Budget and Policy Framework		Initial Budget Proposals 2016/17 and Budget Update	
Pre Decision Scrutiny			
Policy Review			More Jobs Better Jobs for Leeds residents – Reducing in work poverty, using powers and influence through City growth and investment to promote and create local employment and skills opportunities (Following on from annual report/inquiry with wider focus)
Recommendation Tracking			
Performance Monitoring		Performance Report - Quarter 2	Tour de France Legacy Review (SEC Board 2014/15)
Working Groups		Inquiry – Working Group Digital Inclusion	Inquiry – Working Group Bus Services

Draft Scrutiny Board (City Development) Work Schedule for 2015/2016 Municipal Year

Schedule of meetings/visits during 2015/16			
Area of review	30 March	27 April	May
Inquiries	<u>Evidence Gathering</u> Inquiry – Bus Services	Agree Inquiry Reports	
Budget and Policy Framework	Local Flood Risk Management Strategy Annual scrutiny review		
Pre Decision Scrutiny	European Capital of Culture – The Culture Strategy – Consultation with the Scrutiny Board?		
Recommendation Tracking			
Performance Monitoring			
Working Groups	Inquiry – Working Group Bus Services		

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Unscheduled - required:

- ECOC and the new city cultural strategy – Scheduled for Executive Board approx August 2016. Pre-decision Scrutiny required in 2016 new municipal year before submission
- Housing on Brownfield Land – 5 year land supply (March or April 2016) – Discussed with A Brannen
- East Leeds Extension and Orbital Road Progress ((March or April 2016) – Discussed with A Brannen
- Vision for Leisure Centres
- SAP and Aire Valley Action Plan

Updated – December 2015

*Prepared by S Pentelow

Key: SB – Scrutiny Board (City Development) Meeting

WG – Working Group Meeting

EXECUTIVE BOARD

WEDNESDAY, 18TH NOVEMBER, 2015

PRESENT: Councillor J Blake in the Chair

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

76 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 to the report entitled, 'South Bank Regeneration', referred to in Minute No. 81 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). It is considered that the public interest in maintaining the content of appendix 1 as exempt outweighs the public interest in disclosing the information.
- (b) Appendix 4 to the report entitled, 'Design and Cost Report for the Acquisition of Tribeca House, Deacon House and Unit 2 Killingbeck Court for Council Accommodation', referred to in Minute No. 87 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 within the appendix relates to the financial or business affairs of a particular of a particular person and the Council.

This information is not publicly available from the statutory registers of information kept in respect of certain companies and charities. It is considered that since this information relates to a financial offer that the Council has submitted to purchase the property in a one to one negotiation it is not in the public interest to disclose this information at this point in time. Also it is considered that the release of such information would or would be likely to prejudice the Council's commercial interests in relation to other similar transactions in that prospective purchasers of other similar properties would have access to information about the nature and level of consideration which may

Draft minutes to be approved at the meeting
to be held on Wednesday, 16th December, 2015

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.

77 Late Items

There were no late items as such, however, prior to the meeting, Board Members were provided with correspondence for their consideration which had been received from interested parties in respect of agenda item 7 entitled, 'South Bank Regeneration' (Minute No. 81 refers).

78 Declaration of Disclosable Pecuniary Interests

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

- In relation to the agenda item entitled, 'Capital Programme Quarter 2 Update 2015-19', Councillor Yeadon drew the Board's attention to her position on the Leeds Grand Theatre and Opera House Board of Management (Minute No. 82 refers); and
- In relation to the agenda item entitled, 'Learning Disability Day Service Modernisation', Councillor Golton drew the Board's attention to his position as Board Member of Aspire Community Benefit Society Limited (Minute No. 90 refers).

79 Minutes

RESOLVED - That the minutes of the previous meeting held on 21st October 2015 be approved as a correct record.

ENVIRONMENTAL PROTECTION AND COMMUNITY SAFETY

80 Recycling Strategy Review

Further to Minute No. 144, 14th December 2011, the Director of Environment and Housing submitted a report providing an update on the Council's recycling strategy and which sought approval to revise the Council's household waste recycling targets in the light of current financial pressures and market related factors, and to bring them in line with current EU and national targets. In addition, the report also set out a strategy for ensuring a continued improvement in recycling performance through maximising existing services and infrastructure and also by increasing resident participation.

Members discussed the Council's current policy by which approximately 80% of households received the alternate weekly recycling collection service and the criteria used to identify which areas received this service. The Board also considered how the proposed revisions to the recycling targets compared to the performance of other Core Cities, together with the EU and national target.

Discussion was also had on the innovative approaches currently being taken to improve recycling rates, and what further initiatives could be potentially

developed, especially in those areas which currently did not receive alternate weekly collections, and it was requested that a further report on such matters be submitted to a future Executive Board.

RESOLVED –

- (a) That the contents of the submitted report and the current context in relation to recycling performance, be noted;
- (b) That a revised target to recycle 50% of household waste by 2020 be approved, with the longer-term target to exceed 60% remaining unchanged;
- (c) That the medium-term strategy, as outlined in section 3.2 of the submitted report be approved, which will focus upon maximising existing capacity and infrastructure, and be supported by an effective programme of communications, engagement, enforcement and service improvement, but with the acknowledgement that there will be a requirement for residents to participate fully if the revised target is to be achieved;
- (d) That approval be given to the expansion of recycling collections provision on an 'opt in' basis (in accordance with the Ash Road, Headingley pilot as outlined in 3.2.21 of the submitted report) in areas of the city where there is persistently poor recycling participation;
- (e) That approval be given to the removal of excess bins from the kerbside where households have more than the number for which they are eligible, as set out within the policy agreed by Executive Board in January 2014;
- (f) That a further report be submitted to a future Executive Board which provides information on the innovative approaches and bespoke solutions which have been and could potentially be undertaken across the city, with the aim of further improving recycling rates in Leeds.

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

ECONOMY AND CULTURE

81 South Bank Regeneration

Further to Minute No. 19, 15th July 2015, the Director of City Development submitted a report which sought the Council's support for a major inward investment opportunity for the city. Specifically, this was to support Burberry's initial proposals to relocate their UK manufacturing operations to Leeds South Bank. In addition, the report also set out the policy principles by which the Council would work with Burberry in order to secure the restoration and long term sustainable use of Temple Works as part of further plans for future phases of development.

Prior to the meeting, Board Members had been provided with correspondence which had been received from interested parties regarding the submitted report. In considering this, Members were notified of a specific proposal within the correspondence which related to the suggested expansion of the Holbeck Urban Village Supplementary Planning Document (SPD).

The Board welcomed the investment into the South Bank by Burberry and highlighted the significance of the company's proposals, both in economic terms and with regard to the regeneration opportunities it presented.

With regard to consultation, it was highlighted that all relevant parties would be consulted as part of the proposed development of a Planning Guidance document in respect of the Temple Works area.

Responding to specific enquiries, assurances were provided that appropriate housing provision in the South Bank area still remained a priority, whilst the Board was also informed of the actions being taken to work with Burberry and Leeds City Region (LCR) partners in order to support those businesses and organisations within the LCR affected by the proposals.

In conclusion, it was requested that the Board continue to be updated on the development of the matters arising within the submitted report.

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

RESOLVED – That the following be agreed:-

- (a) The Council's support for Burberry's proposals to relocate a significant part of its UK manufacturing operations to Leeds South Bank, as detailed within the submitted report;
- (b) The Council's support for Burberry's initial proposals to restore Temple Works and land neighbouring Temple Works as part of future phases of development;
- (c) The policy principles, as set out in section 5 of the submitted report, and the commercial terms, as detailed within exempt appendix 1, as a basis by which the Council will seek to help to secure the delivery of this inward investment opportunity, and produce legal documents for agreement with Burberry;
- (d) That the Director of City Development, in accordance with resolutions a), b) and c) above:
 - a. produces and negotiates legal agreements with Burberry for the disposal of Council assets at Bath Road, Sweet Street

and Leodis Court, and where necessary develops a vacant possession strategy for these assets.

- b. produces and negotiates a grant agreement with Burberry setting out the terms by which the Council will provide a restoration grant to help to restore Temple Works.
 - c. produces and negotiates a grant agreement to a cap of £750,000 for the provision of new public open space at the front of Temple Works and allocates £560,000 of moneys held in the Holbeck Urban Village Public Realm fund for this provision.
 - d. commences close working with city region partners on how to mitigate any potential adverse implications, and develops proposals to maximise the economic and employment benefits across the city region.
 - e. submits a report to Executive Board by June 2016 providing an update on progress and seeking approval to enter into legal agreements once negotiated and finalised, and, if required, approval to make a Compulsory Purchase Order to ensure that the land assembly required to deliver Burberry's scheme can be fulfilled.
- (e) That the Chief Planning Officer prepares a bespoke and updated Planning Guidance document for Temple Works and surrounding sites to guide the development proposals in this area and for this to be submitted to Executive Board by March 2016 as a basis for public consultation.
- (f) That the Council's land at Bath Road, Leodis Court and Sweet Street be appropriated for the purposes of the Town and Country Planning Act 1990, as to facilitate Burberry's proposals and the proper planning of the area.

82 Capital Programme Quarter 2 Update 2015-19

The Deputy Chief Executive submitted a report providing an update on the Council's Capital Programme position as at period 6, the end of September 2015. The report included appendices on the Capital Programme funding statement at period 6, an Annual Programmes statement, a Major Programmes and other schemes statement, together with the latest Capital Receipts Incentive Scheme injection. In addition, the report also included an analysis of the impact any changes in capital resources may have on the cost of borrowing within the revenue budget as a key control of capital investment, and sought some specific approvals in relation to funding injections.

Responding to a specific enquiry, it was confirmed that the capital expenditure proposals detailed within the Future for Social and Emotional Mental Health (SEMH) Education Provision report, which was found elsewhere on the

Board's agenda, were not included within the submitted report. However, if such proposals were approved by the Board, it was noted that such matters would be included within a future report.

RESOLVED –

- (a) That the latest position, as at period 6 on the General Fund and HRA capital programmes, be noted;
- (b) That the net increase in the General Fund and Housing Revenue Account (HRA) Capital Programme 2015-2019 of £63.1m since Quarter 1 be noted, and that it also be noted that the majority of these injections £40.15m relate to the inclusion of annual programmes in 2018-19, as shown in Appendix B to the submitted report;
- (c) That it be noted that the borrowing required to fund the Capital Programme in 2015-16 has reduced by a further £3.3m since the Quarter 1 update. That it also be noted that the Capital Programme remains affordable within the approved debt budget for 2015-16, and that further work is underway through regular capital programme reviews to ensure that future debt costs are maintained within the overall Medium Term Financial strategy;
- (d) That the following injections into the capital programme be approved:-
 - (i) £40.15m, to reflect the roll forward of annual programmes into 2018-19, as set out in Appendix B to the submitted report;
 - (ii) £1.5m for works to adopt 32 highways not included within the Little London Beeston Hill and Holbeck PFI scheme;
 - (iii) £500.0k for bridges structures to address priority works within the 2016-17 programme;
 - (iv) £221.0k for a contribution towards proposed disabled access works to the Grand Theatre in 2015-16;
 - (v) £207.2k in relation to Capital Receipts to be utilised by Ward Councillors under the Capital Receipts Incentive Scheme (CRIS), as detailed at Appendix D to the submitted report.
- (e) That it be noted that the above resolutions to inject funding will be implemented by the Chief Officer (Financial Services).

RESOURCES AND STRATEGY

83 Open Data: Realising the Potential of an untapped resource

The Deputy Chief Executive submitted a report which provided information on the drivers for publishing Council, non-personally sensitive data and recommended a particular strategic and policy approach which would facilitate the publication of such data. In addition, the report also provided an update on the progress and achievements made in this area to date.

Members welcomed the submitted report and highlighted the cutting edge work that was being undertaken in this field across the city's public and private sectors. The Board noted the high profile recognition which Leeds had

received as a result of such work and highlighted the need for the significant progress made in this area to continue and be built upon.

Responding to an enquiry, the Board was provided with an update on the work of the Open Data Academy.

RESOLVED –

- (a) That approval be given to the Council adopting an ‘open by default’ approach towards proactively publishing all of its non-personal datasets;
- (b) That the ‘Leeds: The Data City’ manifesto, as detailed at Appendix 1 to the submitted report, be endorsed as the direction of travel for the Council and one which will be promoted across the city;
- (c) That approval be given to the setting of targets for all services to publish open data on Leeds Data Mill;
- (d) That support be given to the Council working across all sectors in order to get them to open their data for the benefit of the city as a whole.

84 Financial Health Monitoring 2015/16 - Month 6

The Deputy Chief Executive submitted a report on the Council’s projected financial health after six months of the 2015/16 financial year.

With regard to Children’s Services and the issue of external placements, it was requested that further discussions be held with Group Leaders on this matter, in order to enable greater cross-party working.

Furthermore, the Board received an update on the current position regarding the in-year reduction in the 2015/16 Public Health grant funding.

RESOLVED – That the projected financial position of the Authority for 2015/16, be noted.

85 Treasury Management Strategy Update 2015/16

The Deputy Chief Executive submitted a report presenting a review and update of the Council’s Treasury Management Strategy for the period 2015/16.

RESOLVED –

- (a) That the update on the Council’s Treasury Management borrowing and investment strategy for 2015/16, be noted;
- (b) That the changes to investment criteria methodology, as outlined in paragraph 3.4 of the submitted report, be noted.

REGENERATION, TRANSPORT AND PLANNING

86 Regeneration Progress in East Leeds

The Director of City Development submitted a report which provided an overview of the Council's positive and proactive enabling activity to progress regeneration in the urban areas of East Leeds, which focussed upon the role of new housing developments in providing the investment required to deliver sustainable neighbourhood improvements. In addition, the report also set out the principles and primary proposals within the Neighbourhood Framework for Killingbeck and Seacroft and sought approval of this document. Furthermore, the report also invited the Board to note the intention to accept a Local Growth Fund loan from the West Yorkshire Combined Authority, to be injected into the Capital Programme in order to support the Brownfield Land Programme.

In considering this report, emphasis was placed upon the importance of the neighbourhood planning process being equally accessible to all communities, regardless of size and location.

In welcoming the contents of the submitted report, a Member highlighted the need for such matters to now be progressed as swiftly as possible.

RESOLVED –

- (a) That the progress made in bringing forward new housing development in East Leeds, be noted;
- (b) That it be noted that the Council has secured a Local Growth Fund loan to support the development of brownfield sites in East Leeds and also that the Deputy Chief Executive can approve that the Council enters into the loan agreement under existing delegations;
- (c) That the preparation of the Killingbeck and Seacroft Neighbourhood Framework be noted;
- (d) That the development principles and approach included within the framework, as summarised within paragraphs 3.23 - 3.40 of the submitted report, be agreed;
- (e) That approval be given for the Director of City Development to make future changes to the Framework in order to ensure consistency with the Site Allocations Plan upon its adoption.

87 Design and Cost Report for the Acquisition of Tribeca House, Deacon House and Unit 2 Killingbeck Court for Council Accommodation

The Director of City Development submitted a report presenting the updated position on work to generate revenue savings from the Council's asset portfolio, through the Asset Review Programme which formed part of the Council's Asset Management Plan 2014-17. In addition, the report also sought approval to the acquisition of three properties to achieve revenue savings and

also to support the delivery of three key corporate programmes: Asset Review, Integrated Health & Social Care and Community Hubs.

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

RESOLVED –

- (a) That the contents of the submitted report, specifically the progress made to deliver revenue savings through asset rationalisation, be noted;
- (b) That the acquisition of Tribeca House, on the terms identified in exempt Appendix 4 to the submitted report, be approved;
- (c) That the acquisition of the long lease interest in Deacon House, on the terms identified in exempt Appendix 4 to the submitted report, be approved, which will provide the Council with the unencumbered freehold interest in the site;
- (d) That the acquisition of Unit 2, Killingbeck Court, on the terms identified in exempt Appendix 4 to the submitted report, be approved;
- (e) That the necessary authority be delegated to the Director of City Development to agree the final detailed terms for the acquisitions;
- (f) That the injection into the Capital Programme of the sums (as identified in exempt Appendix 4 to the submitted report), be approved and that authority also be given to spend the monies as required;
- (g) That the ring fencing of the capital receipt from the sale of the Seacroft Library site be approved in order to contribute towards the acquisition cost of Deacon House;
- (h) That it be noted that the Head of Asset Management is responsible for the implementation of the Asset Review Programme and the proposed acquisitions.

HEALTH, WELLBEING AND ADULTS

88 White Paper Response - Cycling Facility Development in Leeds

The Director of City Development submitted a report presenting the response to a White Paper Motion considered by Council on 8th July 2015 and which provided details on the progress made in respect of the development of cycling facilities in Leeds and the aim of encouraging more people to take up cycling, with reference to how the Council was working collaboratively with its partners in order to ensure that the successes of world class sporting events which had been held in the city continued to be built upon.

Responding to a Member's enquiries, the Board was advised of the criteria used to identify the 3 locations for the city's cycling hubs and also received an update on the factors which would need to be taken into consideration in respect of any proposals to develop an outdoor velodrome in the future. Furthermore, responding to a specific question regarding the route of the north-south cycle superhighway, officers undertook to provide the Member in question with details of the route, together with a further briefing, if required.

RESOLVED –

- (a) That the contents of the submitted report be noted;
- (b) That a report regarding the 'Cycling Starts Here' strategy be submitted to a future meeting of Executive Board.

89 Developing the range of choices in the older people's housing market: Older People's Housing Prospectus

Further to Minute No. 173, 18th March 2015, the Director of City Development and the Director of Adult Social Services submitted a joint report providing an approach towards older people's housing, which included a prospectus to be published and which encouraged a new supply of specialist accommodation.

A Member emphasised the need to ensure that the Council was robust in ensuring that the development of any sites declared surplus to requirements were utilised for older people's specialist accommodation. In response, Members were assured that any offers which were received for those sites detailed within the submitted report would be referred to Executive Board for determination.

The Board received further specific details regarding the Windlesford Green site and also, responding to an enquiry, Members noted the actions which would be taken to ensure that any proposals which were progressed would be consistent with the local community's requirements.

RESOLVED –

- (a) That the content of the Older People's Housing Prospectus, as attached at Appendices 1 and 2 to the submitted report be approved, and that following the graphic design process, the formal publication of the document in Autumn 2015 be supported;
- (b) That the sites listed at section 3.12 of the submitted report be declared surplus to Council requirements and that the identified sites be approved for the purposes of marketing for disposal, with a preference that such sites be developed for the purposes of older people's specialist accommodation;
- (c) That the necessary authority be delegated to the Director of City Development to identify further sites to support the delivery of older people's specialist accommodation provision;

- (d) That it be noted that any offers received for the sites listed at section 3.12 of the submitted report will be referred to Executive Board for consideration.

90 Learning Disability Day Service Modernisation

The Director of Adult Social Services submitted a report providing an update on the outcomes and achievements to date of the Learning Disability Day Service Modernisation Project and presenting information on how the final phase of the programme would be delivered. The report also sought authority to incur expenditure of £870.0k for the refurbishment of Potternewton Fulfilling Lives Centre, to be funded from within the current Capital Programme

Responding to an enquiry, the Board received further information on the process by which a property would be placed into void management, and if appropriate, how a property would then be put forward for disposal. Officers then undertook to provide the Member in question with a further briefing on such matters, if required.

RESOLVED –

- (a) That the achievements to date of the Learning Disability Day Service Modernisation Project be noted, which to date had positively transformed day opportunities for over 560 adults with learning disabilities in the city;
- (b) That the plan to complete the Learning Disability Day Service Modernisation Project in the East North East of the city, which is in accordance with the Better Lives Strategy, be noted. It also be noted that the plan will create three new bases at Wetherby, Cross Gates and Richmond Hill in addition to the refurbishment of Potternewton Fulfilling Lives Centre. In turn this will allow both Wetherby and Ramshead Wood day centre sites to be released by Adult Social Care and put into void management.
- (c) That as part of this plan, the proposal to refurbish the existing Potternewton Fulfilling Lives Centre be agreed and that authority be given to spend a total of £870.0k for this development, which has been identified and transferred from existing resources within the current Capital Programme.
- (d) That it be noted that it is intended for the scheme, as described in section 3.5 of the submitted report, will be started and completed between February and September 2016 and that the lead officer responsible for the implementation of such matters is the Director of Adult Social Services.

91 Safeguarding Adults Board Annual Report 2014/15 and Business Plan 2015/16

Further to Minute No. 60, 17th September 2014, the Director of Adult Social Services submitted a report introducing the eighth and last annual report of the previous Leeds Safeguarding Adults Board, prior to its re-constitution as a

statutory board under the Care Act 2014. In addition, the report provided an update on the work, going forward, of the new statutory Leeds Safeguarding Adults Board.

The Board welcomed Richard Jones, Independent Chair of the Leeds Safeguarding Adults Board, who was in attendance in order to introduce himself and set out his initial priorities for the role.

In terms of Executive Board receiving further, interim updates on the work of the Safeguarding Board, it was highlighted that further consideration would be given to this matter in order to ensure that this was done in the most effective way.

Responding to an enquiry, officers undertook to provide all Executive Members with the Local Government Association led Peer Review of Safeguarding Adults in Leeds.

In addition, Members also received assurances on the comprehensive and co-ordinated work which was ongoing to safeguard those vulnerable individuals travelling via private hire taxi vehicles, with reference being made to the ongoing involvement of the Safeguarding Boards in such initiatives.

It was also noted that an update report regarding the issue of safeguarding in taxi and private hire licensing was scheduled to be submitted to the next meeting of the Board.

In conclusion, it was noted that regular update meetings would be scheduled between the Safeguarding Board Chair and the Chief Executive, and it was also noted that meetings would be arranged between the Chair and individual Group Leaders.

RESOLVED – That the contents of the submitted report, together with the appended 2014/15 annual report be noted and that the work programme of the Leeds Safeguarding Adults Board for 2015/16 be endorsed.

CHILDREN AND FAMILIES

- 92 Leeds Safeguarding Children Board (LCSB) Annual Report (2014/15) Evaluating the Effectiveness of Safeguarding Arrangements in Leeds**
Further to Minute No. 61, 17th September 2014, the Independent Chair of the Leeds Safeguarding Children Board (LSCB) submitted a report which introduced and presented the key issues from the LSCB Annual Report (2014/15).

The Board welcomed Mark Peel, Independent Chair of the Leeds Safeguarding Children Board, who was in attendance in order to introduce himself and set out his initial priorities for the role.

In terms of Executive Board receiving further, interim updates on the work of the Safeguarding Board, it was highlighted that further consideration would be

given to this matter in order to ensure that this was done in the most effective way.

In addition, Members also received assurances on the comprehensive and co-ordinated work which was ongoing to safeguard those vulnerable individuals travelling via private hire taxi vehicles, with reference being made to the ongoing involvement of the Safeguarding Boards in such initiatives.

It was also noted that an update report regarding the issue of safeguarding in taxi and private hire licensing was scheduled to be submitted to the next meeting of the Board.

In conclusion, it was noted that regular update meetings would be scheduled between the Safeguarding Board Chair and the Chief Executive, and it was also noted that meetings would be arranged between the Chair and individual Group Leaders.

RESOLVED – That the key issues from the LSCB Annual Report for 2014/15 be noted, specifically:

- The evaluation of the effectiveness of safeguarding arrangements in Leeds;
- The challenges identified for strategic bodies in 2015/16; and
- The implications for the work of Leeds City Council.

93 The Future for Social and Emotional Mental Health (SEMH) Education Provision in Leeds

The Director of Children's Services submitted a report which sought permission to undertake consultation on the proposal to further develop social and emotional mental health (SEMH) education provision in Leeds. In addition, the report proposed to take steps to move the governance (cease to provide) of some existing providers to become part of an outstanding local Academy, which would enable the establishment of additional SEMH provision on sites in the east and in the south of the city as part of the conversion process with an outstanding preferred sponsor.

A request was made that the matters detailed within the submitted report were progressed as swiftly as possible, that liaison with the Department for Education continued to take place throughout this process and that the Board continued to be kept up to date as appropriate.

RESOLVED –

- (a) That the intention to convert the existing Behavioural, Emotional and Social Difficulties (BESD) Specialist Inclusive Learning Centre (SILC) into a 4 – 19 SEMH sponsored academy across one primary phase and three secondary phase sites, be noted;
- (b) That approval and permission be granted to consult upon changing (ceasing to provide) provision at North East SILC Oakwood site in order to become part of the new academy, from 31 August 2016;

- (c) That approval be given to establishing a new site in east Leeds for Social Emotional Mental Health (SEMH) as part of the converted BESD SILC academy from 2017;
- (d) That approval be given to establishing a new site in south Leeds for Social Emotional Mental Health (SEMH) as part of the converted BESD SILC academy from 2017;
- (e) That approval be given to proceed with the design development for the first two SEMH projects, with an acceptance of the associated design fees incurred;
- (f) That the capital expenditure required to create a world class provision within the city be approved in principle and subject to further reports being submitted to Executive Board, and that the savings, both in the revenue costs and social capital costs, of not having to provide for children with SEMH outside of the authority be acknowledged;
- (g) That it be noted that the officer responsible for the implementation of such matters is the Head of Learning Systems, and that the scheme will be implemented by September 2017.

94 Outcome of School Admission arrangements 2015

The Director of Children's Services submitted a report providing statistical information on the annual admissions round for entry to Reception and year 7 for September 2015. In addition, the report considered the potential effect of the latest government consultation on changes to the admissions code, and also potential for changes within the Leeds City Council admissions policy.

In receiving the submitted report, the Chair acknowledged the extraordinary work being undertaken to continue to address the challenges being faced by the Council in this area.

RESOLVED – That the following be noted:-

- The numbers of applications for both phases of education; that the percentage of successful first preferences for secondary admissions was 83% and for Reception admissions was 85%;
- The percentage of parents receiving one of their top three preferences was 95% for secondary and 93% for primary;
- The percentage of parents getting none of their preferences and made an alternative offer instead was 4.5% in secondary (3.2% last year) and 5.5% in primary (5% last year);
- The expected contents of the government consultation on changes to the admissions code for 2016;
- That the officer responsible for such matters is the Admissions and Family Information Service Lead.

95 Outcome of consultation to increase primary school places and establish Special Educational Needs provision at Carr Manor Community School

The Director of Children's Services submitted a report presenting details of proposals submitted to meet the local authority's duty to ensure sufficiency of both school and Specialist Educational Needs (SEN) places. Specifically, this report described the outcome of the consultation regarding proposals to expand primary school provision and establish SEN provision at Carr Manor Community School and which also sought permission to publish a statutory notice in respect of these proposals.

RESOLVED –

- (a) That approval be given for the publication of a Statutory Notice to expand primary provision at Carr Manor Community School from a capacity of 210 pupils to 420 pupils, with an increase in the admission number from 30 to 60 with effect from September 2017, and also to establish provision for pupils with Complex Communication Difficulties including children who may have a diagnosis of ASC (Autistic Spectrum Condition) for approximately 12 pupils (6 primary, 6 secondary) with effect from September 2017;
- (b) That it be noted that the responsible officers for the implementation of such matters are the Capacity Planning and Sufficiency Lead and the Head of Complex Needs.

96 Outcome of consultation to increase primary school places in Pudsey/Swinnow

Further to Minute No. 41, 23rd September 2015, the Director of Children's Services, the Deputy Chief Executive and the Director of City Development submitted a joint report presenting details of proposals submitted to meet the local authority's duty to ensure sufficiency of school places. Specifically, this report described the outcome of consultation regarding proposals to expand primary school provision at Greenside and which sought permission to publish a statutory notice in respect of these proposals.

RESOLVED –

- (a) That the publication of a Statutory Notice to expand Greenside Primary School from a capacity of 315 pupils to 420 pupils with an increase in the admission number from 45 to 60 with effect from September 2017, be approved;
- (b) That it be noted that the responsible officer for the implementation of such matters is the Capacity Planning and Sufficiency Lead.

COMMUNITIES

97 Sheltered Housing Investment Strategy

The Director of Environment and Housing submitted a report providing an update on the Council's investment strategy into older people's housing provision across the city, and which sought authorisation to commence a further phase of work in this area.

As part of the introduction to the report, the Board was asked to take into consideration the fact that introductory paragraph 5 of the submitted report should read £12.5m, and not £1.25m, as currently presented.

Responding to an enquiry, the Board received further information on the actions being taken to ensure that a co-ordinated approach was being taken to ensure the effective provision of sheltered housing across the city. In addition, where improvements to properties were proposed, Members emphasised the importance of prior consultation with those affected. Further to this, it was highlighted that a more resident focussed approach was now taken in terms of policies associated with sheltered housing.

RESOLVED –

- (a) That the contents of the submitted report be noted, subject to the correction outlined above;
- (b) That approval be given to commence a further phase of work, as identified under the ‘Investment’ section at paragraph 3.7 of the submitted report.

98 Community Centre Review Update

Further to Minute No. 106, 19th November 2014, the Assistant Chief Executive (Citizens and Communities) submitted a report providing an update on the review of ten Community Centres as previously reported to the Board. Specifically, the report provides information on the consultation undertaken, the actions that have been progressed on all ten Community Centres under review and details a specific proposal to move ahead with the closure of two centres, one being Gildersome Youth Club and the other being Kippax Youth Centre.

RESOLVED –

- (a) That the Assistant Chief Executive (Citizens and Communities) be requested to undertake the following actions:-
 - (i) effects the closure of Gildersome Youth Club, Street Lane, Gildersome and declares the property surplus to Council’s requirement;
 - (ii) effects the closure of Kippax Youth Centre, known as the Kippax Cabin, Cross Hills, Kippax and declares the property surplus to Council’s requirement ;
 - (iii) arranges the relocation of current users of Gildersome Youth Club and Kippax Youth Centre to appropriate local venues, and;
 - (iv) carries out the actions specified in the submitted report relating to the future running of the following community centres:
 - Bramley Community Centre, Waterloo Lane, Bramley
 - Fieldhead Youth and Adult Centre, Naburn Approach, Whinmoor
 - Lewisham Park Centre, Clough Street, Morley
 - Old Cockburn Sports Hall, Primrose Lane, Hunslet

- Meanwood Community Centre, Stainbeck Avenue, Meanwood
 - St Gabriel's Community Centre, Fall Lane, East Ardsley
 - Weston Lane Community Centre, Weston Ridge, Otley
 - Windmill Youth Centre, Marsh Street, Rothwell
- (b) That approval be given to the ring fencing of the required portion of the capital receipt from the sale of the Gildersome Youth Centre site to make improvements to Gildersome Meeting Hall, and that it be noted that the Director of City Development is responsible for the implementation of this resolution.

DATE OF PUBLICATION: FRIDAY, 20TH NOVEMBER 2015

**LAST DATE FOR CALL IN
OF ELIGIBLE DECISIONS:** 5.00PM, FRIDAY, 27TH NOVEMBER 2015

(Scrutiny Support will notify Directors of any items called in by 12.00noon on Monday, 30th November 2015)

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