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## SCRUTINY BOARD (CITIZENS AND COMMUNITIES)

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Meeting to be held in Civic Hall, Leeds, LS1 1UR on  
Monday, 14th September, 2015 at 10.00 am

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

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### MEMBERSHIP

#### Councillors

B Anderson (Chair)	Adel and Wharfedale;
A Blackburn	Farnley and Wortley;
C Campbell	Otley and Yeadon;
Mrs A Carter	Calverley and Farsley;
R Grahame	Burmantofts and Richmond Hill;
M Harland	Kippax and Methley;
G Hyde	Killingbeck and Seacroft;
J Illingworth	Kirkstall;
K Maqsood	Gipton and Harehills;
M Robinson	Harewood;
K Wakefield	Kippax and Methley;
N Walshaw	Headingley;

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

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**Agenda compiled by:**  
**Kirsty Ware**  
**Scrutiny Support Unit**  
**Tel: 22 43094**

**Principal Scrutiny Adviser:**  
**Angela Brogden**  
**Tel: 24 74553**

# A G E N D A

Item No	Ward/Equal Opportunities	Item Not Open		Page No
1			<p><b>APPEALS AGAINST REFUSAL OF INSPECTION OF DOCUMENTS</b></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><b>EXEMPT INFORMATION - POSSIBLE EXCLUSION OF THE PRESS AND PUBLIC</b></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><b>RESOLVED –</b> 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><b>No exempt items have been identified.</b></p>	

Item No	Ward/Equal Opportunities	Item Not Open		Page No
3			<p><b>LATE ITEMS</b></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><b>DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS</b></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><b>APOLOGIES FOR ABSENCE AND NOTIFICATION OF SUBSTITUTES</b></p> <p>To receive any apologies for absence and notification of substitutes.</p>	
6			<p><b>MINUTES - 27 JULY 2015</b></p> <p>To confirm as a correct record, the minutes of the meeting held on 27 July 2015.</p>	1 - 4
7			<p><b>GAMBLING ACT 2005 STATEMENT OF LICENSING POLICY</b></p> <p>To receive a report from the Head of Elections, Licensing and Registration inviting the Scrutiny Board to consider the draft revised policy.</p>	5 - 76
8			<p><b>EQUALITY IMPROVEMENT PRIORITIES 2016-2020 AND EQUALITY FRAMEWORK REACCREDITATION</b></p> <p>To receive a report from the Assistant Chief Executive (Citizens and Communities) on the Equality Framework Reaccreditation and inviting the Scrutiny Board to consider the draft Equality Improvement Priorities 2016 – 2020.</p>	77 - 120

Item No	Ward/Equal Opportunities	Item Not Open		Page No
9			<p><b>CONTACT CENTRE PERFORMANCE</b></p> <p>To receive a report from the Head of Customer Contact (Contact Centre) presenting an update on contact centre performance and the centres of excellence model.</p>	121 - 128
10			<p><b>SUMMER BUDGET WELFARE REFORMS</b></p> <p>To receive a report from the Assistant Chief Executive (Citizens and Communities) on the welfare reforms announced in the Government's Summer Budget and the implications for the Council.</p>	129 - 138
11			<p><b>SCRUTINY REVIEWS - DRAFT TERMS OF REFERENCE</b></p> <p>To receive a report from the Head of Scrutiny and Member Development presenting draft terms of reference for the Board's forthcoming reviews this year for consideration and approval.</p>	139 - 140
12			<p><b>WORK SCHEDULE</b></p> <p>To consider the Board's work schedule for the forthcoming municipal year.</p>	141 - 160
13			<p><b>DATE AND TIME OF NEXT MEETING</b></p> <p>Monday, 12 October 2015 at 10.00 am (pre-meeting for all Board Members at 9.30 am)</p>	

Item No	Ward/Equal Opportunities	Item Not Open		Page No
			<p><b>THIRD PARTY RECORDING</b></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"> <li>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.</li> <li>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.</li> </ul>	

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## SCRUTINY BOARD (CITIZENS AND COMMUNITIES)

**MONDAY, 27TH JULY, 2015**

**PRESENT:** Councillor B Anderson in the Chair

Councillors Mrs A Carter, C Dobson,  
R Grahame, G Hyde, J Illingworth,  
K Maqsood, K Wakefield, N Walshaw and  
Wilkinson

### **10 Late Items**

There were no late items.

### **11 Declaration of Disclosable Pecuniary Interests**

There were no disclosable pecuniary interests declared to the meeting.

### **12 Apologies for Absence and Notification of Substitutes**

Apologies for absence were submitted on behalf of Councillors A Blackburn and C Campbell. Apologies for absence were also submitted on behalf of Councillors M Harland and M Robinson, with Councillors C Dobson and G Wilkinson in attendance as substitutes.

### **13 Minutes - 17 June 2015**

**RESOLVED** – That the minutes of the meeting held on 17 June 2015 be approved as a correct record.

### **14 2015/16 Quarter 1 Performance Report**

The Assistant Chief Executive (Citizens and Communities) submitted a report which informed the Board of the range of performance information currently available across the Citizens and Communities Directorate. This report provided examples of existing performance information to assist Members in considering current performance and determining what they would like to receive in future reports.

The following were in attendance for this item:

- James Rogers, Assistant Chief Executive (Citizens and Communities)
- Councillor Debra Coupar, Executive Member for Communities
- Councillor James Lewis, Executive Member for Resources and Strategy
- Lee Hemsworth, Chief Officer for Customer Services
- Shaid Mahmood, Acting Chief Officer for Communities
- Steve Carey, Chief Officer Welfare and Benefits

Draft minutes to be approved at the meeting  
to be held on Monday, 14th September, 2015

- John Mulcahy, Head of Licensing and Registration

The key areas of discussion were:

- The development of a staff retention scheme aimed at addressing the high levels of staff turnover in the contact centre.
- The impact of Individual Electoral Registration. Members discussed ongoing efforts to promote registration, particularly in relation to the student population, and requested updates as part of future performance reports.
- Members requested that future performance reports detail the Discretionary Housing Payments made by Ward.
- Members sought information relating to the Leeds City Credit Union in terms of membership numbers and loan book value. The Board also acknowledged the broad range of products available through the Credit Union and recognised the need for wider promotion.
- Members requested that the Annual Equality and Diversity Report and Equality Improvement Priorities be considered by the Scrutiny Board once available.

#### **RESOLVED –**

- (a) That the Board notes the quarter 1 performance report.
- (b) That the additional performance information requested by the Board be provided in future reports.
- (c) That the Annual Equality and Diversity Report and Equality Improvement Priorities be considered by the Scrutiny Board once available.

### **15 Citizens@Leeds - Supporting Communities and Tackling Poverty**

The Head of Scrutiny and Member Development provided the Board with a copy of the update report to the Executive Board, dated 24 June 2015, in relation to the work undertaken under the Citizens@Leeds initiative.

The following were in attendance for this item:

- James Rogers, Assistant Chief Executive (Citizens and Communities)
- Councillor Debra Coupar, Executive Member for Communities
- Lee Hemsworth, Chief Officer for Customer Services
- Shaid Mahmood, Acting Chief Officer for Communities
- Steve Carey, Chief Officer Welfare and Benefits
- John Mulcahy, Head of Licensing and Registration

The key areas of discussion were:

- Helping people into work and potential opportunities to explore and maximise employment and skills resources.
- The need to work with the Department for Work and Pensions to gather more up-to-date performance information.
- Members acknowledged the announcement of further welfare reforms in the budget statement on 8<sup>th</sup> July 2015 and therefore requested that the

Draft minutes to be approved at the meeting  
to be held on Monday, 14th September, 2015



implications of these reforms on the Council's resources is considered by the Scrutiny Board.

**RESOLVED –**

- (a) That the Board notes the update report on the Citizens@Leeds initiative.
- (b) That a further update report on the implications of the new welfare reforms set out in the budget statement on 8<sup>th</sup> July 2015 is brought back to the Scrutiny Board as soon as possible.

**16 Universal Credit**

The Assistant Chief Executive (Citizens and Communities) submitted a report on the preparations and potential implications linked to Universal Credit following the Scrutiny Board's agreement to undertake a review this year.

The following were in attendance for this item:

- James Rogers, Assistant Chief Executive (Citizens and Communities)
- Councillor Debra Coupar, Executive Member for Communities
- Lee Hemsworth, Chief Officer for Customer Services
- Shaid Mahmood, Acting Chief Officer for Communities
- Steve Carey, Chief Officer Welfare and Benefits
- John Mulcahy, Head of Licensing and Registration
- Dave Roberts, Financial Inclusion Strategy Manager
- Ian Hunter, Jobcentre Plus

The key areas of discussion were:

- Clarification of roles linked to the negotiation of a Delivery Partnership between the Department for Work and Pensions (DWP) and the Council.
- Concerns surrounding the in-built delay of 5-6 weeks for the first payment of Universal Credit.
- The implications for Housing Leeds with a potential risk of increased rent arrears.
- The Trusted Partner approach currently being trialled by DWP which would see social sector landlords empowered to make recommendations about which tenants should have their housing costs paid directly to the landlord (Members requested an update once available).
- The need to work closely with private sector landlords to help them to better understand and prepare for Universal Credit.
- The provision of Personal Budgeting Support as part of the claim process and the timeliness of offering this support.

The Chair informed the Board that a working group meeting would be held on Thursday 13<sup>th</sup> August to scope the Board's forthcoming review and that draft terms of reference would be brought back to the Board's September meeting for formal approval.

**RESOLVED –**

- (a) That the report of the Assistant Chief Executive (Citizens and Communities) be noted.
- (b) That draft terms of reference in relation to the Board's forthcoming review on Universal Credit be formally considered and approved at the Board's September meeting.

**17 Work Schedule**

The report of the Head of Scrutiny and Member Development invited Members to consider the Board's work schedule for the 2015/16 municipal year.

The following updates and areas of work were noted:

- Reference was made to the development of the Communities Board with a greater emphasis around undertaking work within communities and away from holding traditional Board meetings.
- It was noted that working group meetings (dates to be confirmed) would be held during August to scope the terms of reference for the Board's forthcoming reviews around the development of Community Hubs and Community Committees.

**RESOLVED** - That the work schedule be approved.

**18 Date and Time of Next Meeting**

Monday, 14 September 2015 at 10.00 am (pre-meeting for all Board Members at 9.30 am)

(The meeting concluded at 11.40 am)



Report author: Susan Holden

Tel: 51863

**Report of Head of Elections, Licensing and Registration**

**Report to Scrutiny Board (Citizens and Communities)**

**Date: 14<sup>th</sup> September 2015**

**Subject: Gambling Act 2005 Statement of Licensing Policy**

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

**Summary of main issues**

1. Every three years the Council is required by the Gambling Act 2005 to review the Gambling Act 2005 Statement of Licensing Policy (Licensing Policy), and to consult upon any changes.
2. The three yearly review is taking place this year and officers have reviewed the current policy and made suggestions in line with changes to Gambling Commission's Licence Conditions and Codes of Practice. The public consultation took place April to June 2015. The consultation report and final draft of the policy was reviewed and endorsed by Licensing Committee on 7<sup>th</sup> July 2015.
3. The policy was presented to Executive Board on 15 July 2015 and the next step is for the matter to be considered by Scrutiny Board (Citizens and Communities) under the Budget and Policy Framework.

**Recommendations**

4. That Scrutiny Board (Citizens and Communities) consider the contents of the report and provide comments or recommendations to Executive Board in line with the Budget and Policy Framework.

## **1 Purpose of this report**

- 1.1 To advise Scrutiny Board (Citizens and Communities) that the triennial review of the Gambling Act 2005 Statement of Licensing Policy is underway with the public consultation having taken place.
- 1.2 To request that Scrutiny Board (Citizens and Communities) consider the contents of the report and provide comments or recommendations to Executive Board in line with the Budget and Policy Framework.

## **2 Background information**

- 2.1 Under Section 349 of the Gambling Act 2005 the Licensing Authority is required to prepare a statement of principles that they propose to apply in exercising their functions under this Act. This process is to be repeated every three years from 31<sup>st</sup> January 2007.
- 2.2 The consultation process is laid out clearly in the Gambling Act 2005, the Gambling Act 2005 (Licensing Authority Policy Statement)(England and Wales) Regulations 2006 and the Guidance to Licensing Authorities issued by the Gambling Commission ([www.gamblingcommission.gov.uk](http://www.gamblingcommission.gov.uk)).

## **3 Main issues**

- 3.1 This will be the fourth time that the council has reviewed and amended the Gambling Act 2005 Statement of Licensing Policy (licensing policy).
- 3.2 In the last three years there have been a number of issues that have come to the attention of councils nationwide. The most publicly reported of which is the increase in the number of fixed odds betting terminals in betting premises in deprived areas. In Leeds, although there has not been a significant change in the number of betting shops, there has been movement and more premises are opening in deprived areas. Each betting shop is able to site four fixed odds betting terminals.
- 3.3 In response to this concern, the Gambling Commission has consulted upon a change to the Licence Conditions and Codes of Practice (LCCPs) that are attached to Operator's Licence under the Gambling Act 2005 to require operators to complete locality-specific risk assessments and show the measures they use to mitigate the risks. Officers have reviewed the new LCCPs and have incorporated the changes into the licensing policy.
- 3.4 As part of the review and consultation process officers have contacted the responsible authorities (including West Yorkshire Police, Public Health, West Yorkshire Fire and Rescue Services, Leeds Safeguarding Children Board) who have made no comment.
- 3.5 The policy was presented for public consultation on the website, and by email and post to solicitors, licensees, support organisations, responsible authorities, ward members, MPs, trade associations, and parish councils. In total 171 emails and 120 letters were sent advising interested parties of the consultation. The consultation was also advertised on the council's Talking Point webpages.

- 3.6 The consultation attracted four responses. These are detailed along with the council's response in the consultation report at Appendix A.
- 3.7 The responses to the consultation were considered and the policy was proof read again. A minor amendment was made to paragraph 13.10 of the policy to provide clarity:
- 13.10 In order for location to be considered, the council will need to be satisfied that there is sufficient evidence that the particular location of the premises would be harmful to the licensing objectives. From 6 April 2016, it is a requirement of the Gambling Commission's Licence Conditions and Codes of Practice (LCCP), under section 10, for licensees to assess the local risks to the licensing objectives posed by the provision of gambling facilities at their premises and have policies, procedures and control measures to mitigate those risks. In making risk assessments, licensees must take into account relevant matters identified in this policy.*
- 3.8 Following discussion with other local authorities, the Local Government Association and the Gambling Commission on the new requirement for operators to complete local risk assessments from April 2016, a further amendment was made to the section on local licensing guidance (renamed Local Area Profiles) as follows:
- Local Area Profiles*
- 13.17 Each locality has its own character and challenges. In order to assist applicants, where there is an issue in a local area which impacts on how the applicant should complete their risk assessment, the council may publish a local area profile. This profile, compiled in conjunction with the Community Hubs and approved by the Licensing Committee, can be obtained from Entertainment Licensing.*
- 13.18 The local area profiles should be given careful consideration when making an application. Applicants may be asked to attend a meeting with licensing officers to discuss the profiles, appropriate measures to mitigate risk in the area and how they might be relevant to their application. The local area profiles will be presented to any subsequent licensing subcommittee when they determine an application that has received representations.*
- 13.19 The council recognises that it cannot insist on applicants using the local area profiles when completing their risk assessments. However an applicant who decides to disregard the profiles may face additional representations and the expense of a hearing as a result.*
- 3.9 The final amendment was to the appendices at the end of the document which were updated with the latest gaming machine stakes and prizes and premises entitlements.

- 3.10 The final draft of the policy is attached at Appendix B.
- 3.11 The consultation report and the draft policy was presented to Licensing Committee on 7<sup>th</sup> July 2015 for their endorsement before the matter started the formal approval process following the Budget and Policy Framework.
- 3.12 Licensing Committee endorsed the draft policy but requested that the wording at 13.10 in the policy be amended further to provide accuracy and clarity that location alone cannot be a consideration factor. Officers now provide the following suggested change:

*13.10 Location cannot be considered in its own right. Should the evidence show that the location of the proposed premises would have a negative impact on the licensing objectives then it can be considered by the council when the licence application is determined. From 6 April 2016, it is a requirement of the Gambling Commission's Licence Conditions and Codes of Practice (LCCP), under section 10, for licensees to assess the local risks to the licensing objectives posed by the provision of gambling facilities at their premises and have policies, procedures and control measures to mitigate those risks. In making risk assessments, licensees must take into account relevant matters identified in this policy.*

- 3.13 The Executive Board considered the report on 15<sup>th</sup> July 2015 and resolved that the contents of the report be noted, which includes the outcomes from the statutory consultation exercise and that the matter be referred to Scrutiny Board (Citizens and Communities) in line with the Council's Budget and Policy Framework Procedure Rules
- 3.14 Due to timescales it was not possible to include the change set out at paragraph 3.12 above in the report to Executive Board, therefore Scrutiny Board (Citizens and Communities) is requested to consider this change to the policy and provide any comment to Executive Board.
- 3.15 The approval of the policy is a matter for full Council. The approval process follows the Budget and Policy Framework. The suggested timescale for approval is as follows:

Executive Board	15 <sup>th</sup> July 2015 (completed)
Scrutiny Board	14 <sup>th</sup> September 2015
Executive Board	21 <sup>st</sup> October 2015
Council	11 <sup>th</sup> November 2015

## **4 Corporate Considerations**

### **4.1 Consultation and Engagement**

- 4.1.1 The licensing policy is subject to a statutory consultation which was undertaken between April and June. The responses are included in the consultation report at Appendix A.

## **4.2 Equality and Diversity / Cohesion and Integration**

4.2.1 The Gambling Act 2005 has three licensing objectives:

- preventing gambling from being a source of crime or disorder, being associated with crime or disorder or being used to support crime,
- ensuring that gambling is conducted in a fair and open way, and
- protecting children and other vulnerable persons from being harmed or exploited by gambling.

4.2.2 The licensing authority, in exercising their functions under the Act, shall aim to permit the use of premises for gambling in so far as it thinks its reasonably consistent with the licensing objectives.

4.2.3 Therefore the council has produced a Statement of Licensing Policy with this in mind and has taken special consideration of the protection of children and vulnerable people.

4.2.4 The Licensing Policy review process is subject to a EDCI Assessment, and a screening form has been completed. It is attached at Appendix C.

## **4.3 Council Policies and Best Council Plan**

4.3.1 The Statement of Licensing Policy sets out the principles the council will use to exercise its functions under the Gambling Act 2005. Applicants for licences and permits for gambling are expected to read the Policy before making their application and the council will refer to the Policy when making its decisions.

4.3.2 The licensing regime contributes to the following Best Council Plan 2013-17 outcomes:

- Improve the quality of life for our residents, particularly for those who are vulnerable or in poverty;
- Make it easier for people to do business with us.

4.3.3 The licensing regime contributes to our best council objective:

- Ensuring high quality public services – improving quality, efficiency and involving people in shaping their city.

## **4.4 Resources and value for money**

4.4.1 A review of the effectiveness of specific consultation methods has been instrumental in reducing costs. The public consultation of the policy is now mostly undertaken by email, which has helped reduce the cost further.

## **4.5 Legal Implications, Access to Information and Call In**

- 4.5.1 The development of a policy under the Gambling Act 2005 is a matter for full Council and follows the Budget and Policy Framework which requires that Executive Board refers this matter to Scrutiny Board (Citizens and Communities) and then for it to be further considered by Executive Board before being recommended to full Council for approval. The power to call in decisions does not extend to decisions made in accordance with the Budget and Policy Framework Procedure Rules..

## **4.3 Risk Management**

- 4.6.1 Scrutiny Board has the option of recommending that further work is undertaken. The risk is this would impact on the policy approval timescales. A revised policy must be in place by January 2016 in order for the council to continue determining gambling licences and authorisations under the Gambling Act 2005.

## **5 Conclusions**

- 5.1 The Statement of Licensing Policy is under statutory review. A public consultation has been undertaken and the policy reviewed based on the comments received. The final draft policy and the consultation report are presented for endorsement by Licensing Committee. Approval is a matter for full Council following the Budget and Policy Framework therefore the next step is for the policy to be presented to Executive Board along with comments or recommendations from Scrutiny Board. The next available Executive Board is on 21<sup>st</sup> October.

## **6 Recommendations**

- 6.1 That Scrutiny Board (Citizens and Communities) consider the contents of the report and provide comments or recommendations to Executive Board in line with the Budget and Policy Framework.

## **7 Background documents<sup>1</sup>**

- 7.1 There are no unpublished background documents that relate to this matter.

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<sup>1</sup> 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.



# GA05 Statement of Licensing Policy

## Consultation Report



### Summary

The Gambling Act 2005 Statement of Licensing Policy is under its three yearly review.

A number of changes have been made to the Operator's Licence Conditions and Codes of Practice by the Gambling Commission. These have been reflected in this review. Policies and other council publications have been updated as has census data.

### Introduction

Under Section 349 of the Gambling Act 2005 the Licensing Authority is required to prepare a statement of principles that they propose to apply in exercising their functions under this Act. This process is to be repeated every three years from 31<sup>st</sup> January 2007.

The consultation process is laid out clearly in the Gambling Act 2005, the Gambling Act 2005 (Licensing Authority Policy Statement) (England and Wales) Regulations 2006 and the Guidance to Licensing Authorities issued by the Gambling Commission ([www.gamblingcommission.gov.uk](http://www.gamblingcommission.gov.uk)).

This will be the fourth time that the council has reviewed and amended the Gambling Act 2005 Statement of Licensing Policy.

In the last three years there have been a number of issues that have come to the attention of councils nationwide. The most publicly reported of which is the increase in the number of fixed odds betting terminals in betting premises in deprived areas. In Leeds, although there has not been a significant change in the number of betting shops, there has been movement and more premises are opening in deprived areas. Each betting shop is able to site four fixed odds betting terminals.

In response to this concern, the Gambling Commission has consulted upon a change to the Licence Conditions and Codes of Practice (LCCPs) that are attached to Operator's Licence under the Gambling Act 2005 to require operators to complete locality-specific risk assessments and show the measures they use to mitigate the risks. Officers have reviewed the new LCCPs and have incorporated the changes into the Licensing Policy.

As part of the review and consultation process officers have contacted the responsible authorities (including West Yorkshire Police, Public Health, West Yorkshire Fire and Rescue Services, Leeds Safeguarding Children Board) who have made no comment.

The policy was presented for public consultation on the website, and by email and post to solicitors, licensees, support organisations, responsible authorities, ward members, MPs, trade associations, and parish councils. In total 171 emails and 120 letters were sent advising interested parties of the consultation. The consultation was also advertised on the council's Talking Point webpages and an online response form was provided.

## Detailed Changes

### Executive Summary

#### Page 5 - 6<sup>th</sup> paragraph (not numbered)

Addition of *“layout of the premises and supervision of gaming facilities.”*

### Part A The Gambling Act

#### Page 6 paragraph 1.6

Addition of *“The Gambling Commission’s Licence Conditions and Code of Practice (LCCP) require gambling premises to undertake a risk assessment taking into consideration their local information. Specific information about localities is provided in this policy at Section 13.”*

#### Page 7 paragraph 2. The Leeds District

Moved map.

#### Page 7 paragraph 2.2

Update of census information.

#### Page 8 paragraph 2.4

Amendment of paragraph to remove reference to free outdoor festivals.

#### Page 8 paragraph 2.5

Addition of *“Sport is a passion for people in Leeds and Yorkshire. Leeds United Football Club has a loyal and passionate following and Elland Road is one of England’s great traditional grounds. Cricket is followed with enthusiasm with Yorkshire Cricket Club’s home in Headingley. Leeds has a world’s first dual code rugby partnership – Leeds Rhino Rugby League and Leeds Carnegie Rugby Union. The Leeds Rhinos in particular have enjoyed great success in recent years. Wetherby racecourse was established in 1891 and is considered one of the best jump courses in the country.”*

#### Page 8 paragraph 2.7

Update of wording relating to the Vision for Leeds.

#### Page 9 paragraph 2.9 – 2.13

Addition of:

2.9 *The council has announced its intention for the city to become ‘Child Friendly’. This links back to the council’s vision which states:*

*‘Best city... for children*

*Leeds will be a child-friendly city where the voices, needs and priorities of children and young people are heard and inform the way we make decisions and take action.’*



- 2.10 *There are over 180,000 children and young people in Leeds. To become a child friendly city, and the best city for children and young people, their voices and views need to be heard and responded to, and that they are active participants in their local community and citywide.*
- 2.11 *The UN convention on the rights of the child sets out the basic rights for children worldwide. The UN developed the model for child friendly city model – a place where children rights are known and understood by children and adults alike, and where these rights are reflected in policies and budgets.*
- 2.12 *As part of the aim for Leeds to become a child friendly city, the council declared 12 wishes:*
- 2.13 *This policy is particularly affected by wish 2 – “Children and young people find the city centre welcoming and safe, with friendly places to go, have fun and play” and wish 3 – “There are places and spaces to play and things to do, in all areas and open to all”.*

Page 11 paragraph 6.3

Updated link to the West Yorkshire Consortium Procedures Manual

Page 11 paragraph 6.4

Removal of Responsible Authority details and inclusion of link to the council’s webpage.

**Part B Promotion of the licensing objectives**

Page 13 paragraph 10.2

Removal of “to those who could see it”

**Part C Premises licences**

Page 17 paragraph 13.10

Addition of:

- 13.10 *The council will need to be satisfied that there is sufficient evidence that the particular location of the premises would be harmful to the licensing objectives. From 6 April 2016, it is a requirement of the Gambling Commission’s Licence Conditions and Codes of Practice (LCCP), under section 10, for licensees to assess the local risks to the licensing objectives posed by the provision of gambling facilities at their premises and have policies, procedures and control measures to mitigate those risks. In making risk assessments, licensees must take into account relevant matters identified in this policy.*
- 13.11 *The LCCP goes on to say licensees must review (and update as necessary) their local risk assessments:*
- a. *to take account of significant changes in local circumstance, including those identified in this policy;*
  - b. *when there are significant changes at a licensee’s premises that may affect their mitigation of local risks;*
  - c. *when applying for a variation of a premises licence; and*
  - d. *in any case, undertake a local risk assessment when applying for a new premises licence.*

13.12 *The council will expect the local risk assessment to consider as a minimum:*

- *whether the premises is in an area of deprivation*
- *whether the premises is in an area subject to high levels of crime and/or disorder*
- *the ethnic profile of residents in the area*
- *the demographics of the area in relation to vulnerable groups*
- *the location of services for children such as schools, playgrounds, toy shops, leisure centres and other areas where children will gather*

13.13 *In any case the local risk assessment should show how vulnerable people, including people with gambling dependencies, are protected.*

13.14 *Other matters that the assessment may include:*

- *The training of staff in brief intervention when customers show signs of excessive gambling, the ability of staff to offer brief intervention and how the manning of premises affects this.*
- *Details as to the location and coverage of working CCTV cameras, and how the system will be monitored.*
- *The layout of the premises so that staff have an unobstructed view of persons using the premises ??*
- *The number of staff that will be available on the premises at any one time. If at any time that number is one, confirm the supervisory and monitoring arrangements when that person is absent from the licensed area or distracted from supervising the premises and observing those persons using the premises.*
- *Arrangements for monitoring and dealing with under age persons and vulnerable persons, which may include dedicated and trained personnel, leaflets, posters, self-exclusion schemes, window displays and advertisements not to entice passers-by etc.*
- *The provision of signage and documents relating to games rules, gambling care providers and other relevant information be provided in both English and the other prominent first language for that locality.*
- *Where the application is for a betting premises licence, other than in respect of a track, the location and extent of any part of the premises which will be used to provide facilities for gambling in reliance on the licence.*

Page 18 paragraph 13.15

Replace work “evidence” with “information”.

Page 18 paragraph 13.17 to 13.19

Addition of:

*Local Licensing Guidance*

13.17 *Each locality has its own character and challenges. In order to assist applicants, where there is an issue in a local area which impacts on how the applicant should complete their risk assessment, the council has published local licensing guidance. This guidance which is compiled through the Area Committee and approved by the Licensing Committee can be obtained from Entertainment Licensing.*

13.18 *The local licensing guidance should be given careful consideration when making an application. Applicants may be asked to attend a meeting with licensing officers to discuss the measures suggested in the guidance and how they might be relevant to their application. The Local Licensing Guidance will be presented to any subsequent Licensing subcommittee when they determine an application that has received representations.*

13.19 *The council recognises that it cannot insist on applicants using the local licensing guidance when completing their risk assessments. However an applicant who decides to disregard the guidance may face additional representations and the expense of a hearing as a result.*

Page 19 paragraph 13.21

Removal of *“If the council is minded to do so because there are regulatory concerns of an exceptional nature, then any addition licence conditions must relate to the licensing objectives.”*

Page 19 paragraph 13.25

Addition of two bullet points:

- *a reduction in the number of betting machines (betting premises)*
- *the manning of premises*

Page 21 paragraph 15.4 to 15.6

Addition of:

15.4 *The council will expect the applicant to show that there are policies and procedures in place to protect children from harm. Harm in this context is not limited to harm from gambling but includes wider child protection considerations.*

15.5 *The efficiency of such policies and procedures will each be considered on their merits, however, they may include:*

- *appropriate measures and training for staff as regards suspected truant children on the premises*
- *measures and training covering how staff would deal with unsupervised very young children being on the premises*
- *measures and training covering how staff would deal with children causing perceived problems on or around the premises.*
- *the arrangements for supervision of premises either by staff or the use of CCTV. Any CCTV system installed should both the interior and the entrance working to the latest Home Office and ACPO standards and to the satisfaction of West Yorkshire Police and the local authority. The system must record images clearly and these recordings be retained for a minimum of 31 days. If the equipment is inoperative the police and local authority must be informed as soon as possible and immediate steps taken to make the system operative. Notices must be displayed at the entrances advising that CCTV is in operation.*

15.6 *Due to the nature of these premises, which are attractive to children, applicants who employ staff to supervise the premises should consult with the Independent Safeguarding Authority to determine if their staff need to be CRB checked.*

Page 22 paragraph 16.5 to 16.56

Move the large casino section to a new Appendix 4 at the end of the Policy.

## Part E Enforcement

### Page 34 paragraph 29.4

29.4 *Where there is a Primary Authority scheme in place, the council will seek guidance from the Primary Authority before taking any enforcement action. At the time of the publication of this policy there were four Primary Authority arrangements with host local authorities:*

<i>Coral</i>	<i>London Borough of Newham</i>
<i>William Hill</i>	<i>City of Westminster</i>
<i>Ladbrokes</i>	<i>Milton Keynes</i>
<i>Paddy Power</i>	<i>Reading</i>

29.5 *Further information, including an index of all Primary Authority arrangements can be found at <https://primaryauthorityregister.info/par/index.php/home>*

## Changes following the consultation

Following the consultation, the responses to the consultation were considered and the policy was proof read again. A minor amendment was made to paragraph 13.10 to provide clarity:

13.10 *In order for location to be considered, the council will need to be satisfied that there is sufficient evidence that the particular location of the premises would be harmful to the licensing objectives. From 6 April 2016, it is a requirement of the Gambling Commission's Licence Conditions and Codes of Practice (LCCP), under section 10, for licensees to assess the local risks to the licensing objectives posed by the provision of gambling facilities at their premises and have policies, procedures and control measures to mitigate those risks. In making risk assessments, licensees must take into account relevant matters identified in this policy.*

Following discussion with other local authorities, the Local Government Association and the Gambling Commission on the new requirement for operators to complete local risk assessments from April 2016, a further amendment was made to the section on Local Area Profiles as follows:

13.17 *Each locality has its own character and challenges. In order to assist applicants, where there is an issue in a local area which impacts on how the applicant should complete their risk assessment, the council may publish a local area profile. This profile, compiled in conjunction with the Community Hubs and approved by the Licensing Committee, can be obtained from Entertainment Licensing.*

13.18 *The local area profiles should be given careful consideration when making an application. Applicants may be asked to attend a meeting with licensing officers to discuss the profiles, appropriate measures to mitigate risk in the area and how they might be relevant to their application. The local area profiles will be presented to any subsequent licensing subcommittee when they determine an application that has received representations.*

13.19 *The council recognises that it cannot insist on applicants using the local area profiles when completing their risk assessments. However an applicant who decides to disregard the profiles may face additional representations and the expense of a hearing as a result.*

A paragraph was added to the appendix concerning the large casino process to provide an update on the current situation.

The final amendment was to the appendices at the end of the document which were updated with the latest stakes and prizes.

## Responses to the Consultation

### Response from Barwick in Elmet and Scholes Parish Council

An application for installation of new or additional gambling machines should be considered in the light of the number already permitted in a premises or area and similarly applications for betting shops should be refused when there are already an adequate number in an area. This would be particularly relevant to rural areas where use of such facilities by an influx of gamblers would not be appropriate.

**Comments:** The Gambling Act 2005 specifically states that when making decisions about licence applications the licensing authority is not permitted to take demand into consideration. However the amendments to the Operator's Licence Conditions and Codes of Practice now require operators to consider the locality of the premises and the risks associated with the operation of a gambling premises in that area.

**Action:** The Policy references the locality based risk assessments and provides a list of requirements for operators to refer to when making their risk assessments, therefore no further action is necessary.

### Online Response 1

I recognise probably to the majority of people gambling is a bit of fun but my concern is about the possible impact on a minority. To some it can be an addiction - people have lost jobs, relationships, even homes and last year Leeds Men's Health Network had a guest speaker from Gamblers Anon who had been a millionaire but lost it all through gambling. So I think we would argue we may need to do more to educate people about gambling (can start in schools), to warn about the possible dangers plus to support the victims more. Pavlov demonstrated how gambling it could be argued is 'classical conditioning' - he got pigeons to peck at a receptacle which occasionally gave corn so the pigeons pecked nonstop - the same principle is with gambling - the next time I will win, just one more go, and it could be argued this is a clever hook and first bet free offers etc. are the bait to try to hook people in. It would be good for the Council to also consult community groups and organisations like Gamblers Anon plus to have community reps on an Advisory Panel plus experts from local universities. We need to protect children, adults and particularly vulnerable people from harm and to act responsibly.

**Comments:** The Gambling Act 2005 has three licensing objectives underpinning the legislation, one of which is about protecting children and vulnerable people. The licensing objectives guide the development of the policy and the determination of licences. Therefore when making determinations about new gambling premises the Council must have regard for these objectives and the policy.

The new requirement for gambling operators to undertake risk assessments on the locality of their premises, and the local area profiles the council intends to compile will seek to address the issue of problem gambling in relation to premises licensing. With regards to education and seeking the opinion of experts, the council is in receipt of a payment from the large casino each year which is placed in a Social Inclusion Fund to address these exact issues.

**Action:** No further action, however this response will be forwarded to the Financial Inclusion Team who are responsible for the Social Inclusion Fund.

## Online Response 2

Bookies are parasites, sucking the life blood from desperate people. There are too many bookies already. Armley Town Street is full of them. Less please.

**Comments:** The Gambling Act 2005 is a permissive regime and prohibits the council from considering demand when determining licence application for betting premises (bookies), however the new requirements around locality risk assessments does seek to address this.

**Action:** No further action

## Online Response 3

I personally believe that the statement is too generic, in as much as it tells us what the council wants to achieve but not how they're going to do it.

**Comments:** This is the nature of a policy document. The mechanism by which the policy is put into action is the licensing regime. The policy will be considered when making premises licence determinations.

**Action:** No further action.



## **BRE Code of Practice on Consultation**

The consultation is being conducted in line with the BRE Code of Practice on Written Consultation. The consultation criteria are listed below. More information can be found at:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/100807/file47158.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/100807/file47158.pdf)

### **The Consultation Criteria**

**1) When to consult**

Formal consultation should take place at a stage when there is scope to influence the policy outcome.

**2) Duration of consultation exercises**

Consultations should normally last for at least 12 weeks with consideration given to longer timescales where feasible and sensible.

**3) Clarity of scope and impact**

Consultation documents should be clear about the consultation process, what is being proposed, the scope to influence and the expected costs and benefits of the proposals.

**4) Accessibility of consultation exercises**

Consultation exercises should be designed to be accessible to, and clearly targeted at, those people the exercise is intended to reach.

**5) The burden of consultation**

Keeping the burden of consultation to a minimum is essential if consultations are to be effective and if consultees' buy-in to the process is to be obtained.

**6) Responsiveness of consultation exercises**

Consultation responses should be analysed carefully and clear feedback should be provided to participants following the consultation.

**7) Capacity to consult**

Officials running consultations should seek guidance in how to run an effective consultation exercise and share what they have learned from the experience.

If you have any questions or complaints about the process of consultation on this paper, please contact:

Susan Holden  
Principal Project Officer  
Entertainment Licensing  
Leeds City Council  
Civic Hall  
Leeds  
LS1 1UR

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# Statement of Licensing Policy 2016 – 2018

## Gambling Act 2005



**Further copies of this document can be obtained from:**

Entertainment Licensing  
Leeds City Council  
Civic Hall  
Leeds  
LS1 1UR

Tel: 0113 247 4095

Fax: 0113 224 3885

Email: [entertainment.licensing@leeds.gov.uk](mailto:entertainment.licensing@leeds.gov.uk)

Web: [www.leeds.gov.uk/licensing](http://www.leeds.gov.uk/licensing)

**Please note:**

The information contained within this document can be made available in different languages and formats including Braille, large print and audio cassette.

<b>Executive Summary</b>	5
<b>Part A      The Gambling Act 2005</b>	
1.      The licensing objectives	6
2.      The Leeds district	7
3.      The purpose of the Gambling Act 2005 – Statement of Licensing Policy	9
4.      The licensing framework	10
5.      Declaration	10
6.      Responsible authorities	10
7.      Interested parties	11
8.      Exchange of information	12
9.      Licensing authority functions	12
<b>Part B      Promotion of the licensing objectives</b>	
10.     Preventing gambling from being a source of crime or disorder, being associated with crime or disorder or being used to support crime	13
11.     Ensuring that gambling is conducted in a fair and open way	13
12.     Protecting children and other vulnerable persons from being harmed or exploited by gambling	13
•     Protection of children	13
•     Protection of vulnerable persons	14
<b>Part C      Premises licences</b>	
13.     Introduction to premises licensing	16
•     Definition of a premises licence	16
•     Location	17
•     Local Licensing Guidance	18
•     Duplication with other regulatory regimes	19
•     Conditions	19
•     Door supervision	20
14.     Adult gaming centres	20
15.     Licensed family entertainment centres	21

16.	Casinos	22
17.	Bingo premises	23
18.	Betting premises	23
19.	Tracks	24
20.	Travelling fairs	25
21.	Provisional statements	25
<b>Part D Permits, notices and lottery registrations</b>		
22.	Unlicensed family entertainment centre gaming machine permits	27
23.	Gaming machine permits in premises licensed for the sale of alcohol	28
24.	Prize gaming permits	29
25.	Club gaming and club machines permits	31
26.	Temporary use notices	32
27.	Occasional use notices (for tracks)	32
28.	Small society lottery registrations	33
<b>Part E Enforcement</b>		
29.	Enforcement principles	34
30.	Reviews	35
<b>Appendices</b>		
Appendix 1	Gaming machines	36
Appendix 2	Glossary of terms	39
Appendix 3	Summary of gaming entitlements for clubs and pubs	43
Appendix 4	Large Casino	44

## Executive Summary

The Gambling Act 2005 obtained Royal Assent in 2005 and came into effect in 2007.

Under Section 349 of the Gambling Act 2005 the Licensing Authority is required to prepare a statement of principles that they propose to apply in exercising their functions under this Act. This process is to be repeated every three years from 31<sup>st</sup> January 2007.

The consultation process is laid out clearly in the Gambling Act 2005, the Gambling Act 2005 (Licensing Authority Policy Statement)(England and Wales) Regulations 2006 and the Guidance to Licensing Authorities issued by the Gambling Commission ([www.gamblingcommission.gov.uk](http://www.gamblingcommission.gov.uk)).

The purpose of the Statement of Licensing Policy is to set out the principles that the Council propose to apply when determining licences, permits and registrations under the Gambling Act 2005.

Any decision taken by the Council in regard to determination of licences, permits and registrations should aim to permit the use of premises for gambling in so far as it is reasonably consistent with the licensing objectives which are:

- Preventing gambling from being a source of crime or disorder, being associated with crime or disorder or being used to support crime.
- Ensuring that gambling is conducted in a fair and open way
- Protecting children and other vulnerable persons from being harmed or exploited by gambling

The principles to be applied specifically to the determination of premises licence applications include definition of premises, location, duplication with other regulatory regimes, conditions, door supervision, layout of the premises and supervision of gaming facilities. The policy also specifically mentions adult gaming centres, family entertainment centres, casinos, bingo premises, betting premises, tracks and travelling fairs.

The council has the ability to issue permits for prize gaming and unlicensed family entertainment centres. The council is able to specify the information it requires as part of the application process which will aid determination and this information is described in this Policy.

Club gaming and club machine permits are also issued by the council. The process for this is described, along with other processes specified in the legislation for example temporary use notices, occasional use notices and small society lotteries.

Enforcement of the legislation is a requirement of the Act that is undertaken by the council in conjunction with the Gambling Commission. The policy describes the council's enforcement principles and the principles underpinning the right of review.

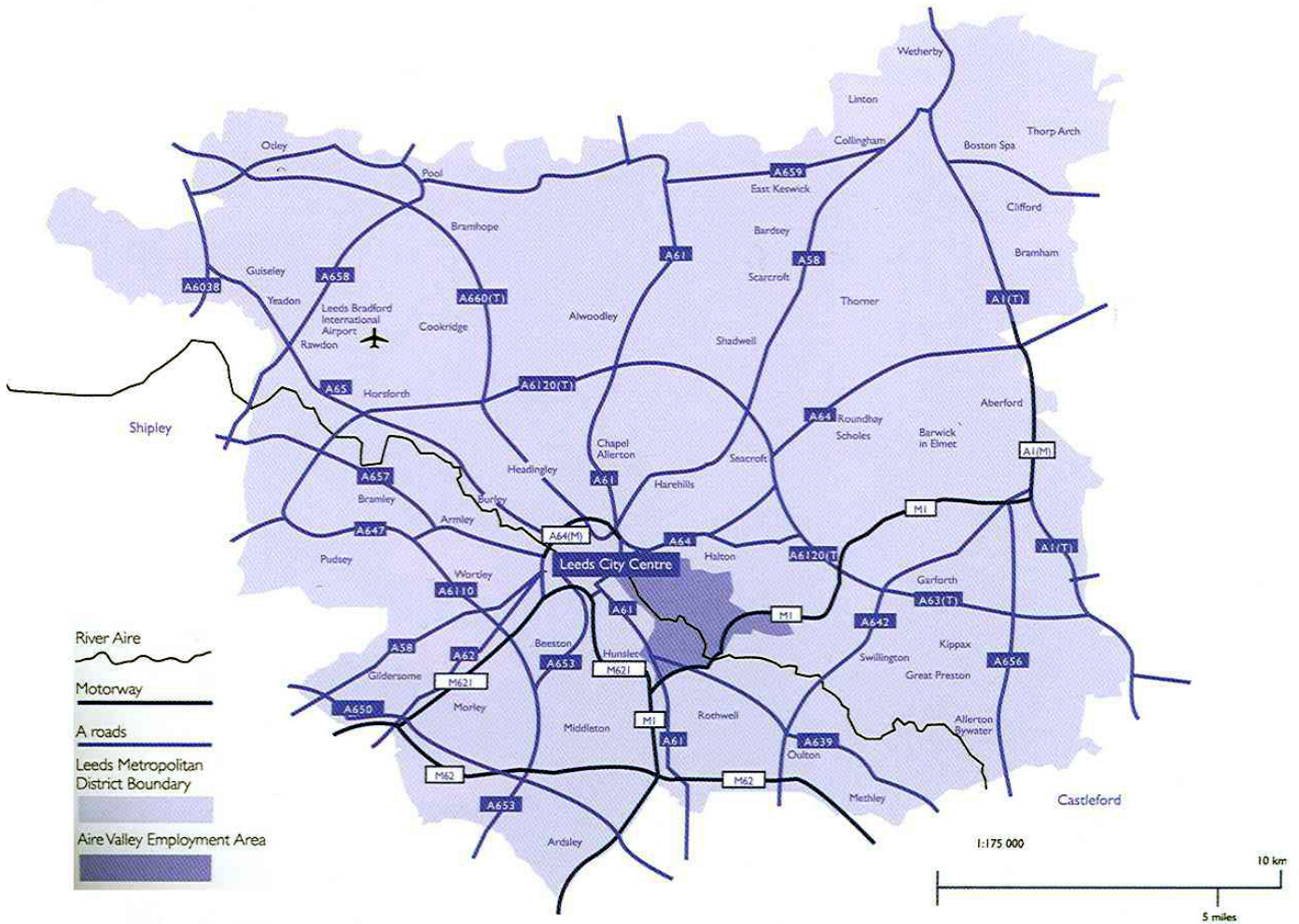
The policy has three appendices, describing the stakes and prizes which determine the category of a gaming machine, a glossary of terms and exempt gaming in pubs and clubs.

### 1. The licensing objectives

- 1.1 Under the Gambling Act 2005 (the Act) Leeds City Council is the licensing authority for the Leeds district and licences premises for gambling activities as well as granting various other gambling permits. In this document, unless otherwise stated, any references to the council are to the Leeds Licensing Authority.
- 1.2 The council will carry out its functions under the Act with a view to aiming to permit the use of premises for gambling in so far as it is reasonably consistent with the three licensing objectives set out at Section 1 of the Act. The licensing objectives are:
  - preventing gambling from being a source of crime or disorder, being associated with crime or disorder or being used to support crime
  - ensuring that gambling is conducted in a fair and open way
  - protecting children and other vulnerable persons from being harmed or exploited by gambling.
- 1.3 More information can be found about how the council will achieve this in Part B and C of this document.
- 1.4 The council will follow any regulations and statutory guidance issued in accordance with the Act and will have regard to any codes of practice issued by the national gambling regulator, the Gambling Commission.
- 1.5 The council is aware that in making decisions about premises licences it should aim to permit the use of premises for gambling in so far as it thinks it is:
  - in accordance with any relevant code of practice issued by the Gambling Commission
  - in accordance with any relevant guidance issued by the Gambling Commission
  - reasonably consistent with the licensing objectives and
  - in accordance with this document.
- 1.6 The Gambling Commission's Licence Conditions and Code of Practice (LCCP) require gambling premises to undertake a risk assessment taking into consideration their local information. Specific information about localities is provided in this policy at Section xxx.



## 2. The Leeds district



- 2.1 Leeds City Council has sought to establish Leeds as a major European city and cultural and social centre. It is the second largest metropolitan district in England and has a population of 2.2 million people living within 30 minutes drive of the city centre.
- 2.2 The Leeds metropolitan district extends over 562 square kilometres (217 square miles) and has a population of 761,481 (ONS, Population Estimates for UK as at 30 June 2013). It includes the city centre and the urban areas that surround it, the more rural outer suburbs and several towns, all with their very different identities. Two-thirds of the district is greenbelt (open land with restrictive building), and there is beautiful countryside within easy reach of the city.
- 2.3 Over recent years Leeds has experienced significant levels of growth in entertainment use within the City coupled with a significant increase in residential development. The close proximity of a range of land uses and the creation of mixed-use schemes has many benefits including the creation of a vibrant 24-hour city. Leeds City Council has a policy promoting mixed use development including residential and evening uses throughout the city centre.

- 2.4 Leeds has strong artistic traditions and top performing artistes can be seen at the Leeds first direct Arena, Leeds Town Hall and at other indoor and outdoor venues across the city. The success of arts and heritage organisations including the Grand Theatre, West Yorkshire Playhouse, Opera North, Northern Ballet Theatre, Phoenix Dance Theatre, Harewood House and the Henry Moore Institute, has helped to attract other major arts and heritage investments such as the award winning Royal Armouries and the Thackray Medical Museum. The city also boasts a wealth of community based sports, entertainment, heritage and recreational facilities. There is a vibrant voluntary sector including thousands of groups and societies.
- 2.5 Sport is a passion for people in Leeds and Yorkshire. Leeds United Football Club has a loyal and passionate following and Elland Road is one of England's great traditional grounds. Cricket is followed with enthusiasm with Yorkshire Cricket Club's home in Headingley. Leeds has a world's first dual code rugby partnership – Leeds Rhino Rugby League and Leeds Carnegie Rugby Union. The Leeds Rhinos in particular have enjoyed great success in recent years. Wetherby racecourse was established in 1891 and is considered one of the best jump courses in the country.
- 2.6 Leeds is a city with many cultures, languages, races and faiths. A wide range of minority groups including Black Caribbean, Indian, Pakistani, Irish and Chinese as well as many other smaller communities make up almost 11% of the city population.
- 2.7 The Vision for Leeds 2011-2030 is published by the Leeds Initiative, as the city's strategic partnership group. It sets the overall aim that "by 2030, Leeds will be locally and internationally recognised as the best city in the UK" By 2030:
- Leeds will be fair, open and welcoming
  - Leeds' economy will be prosperous and sustainable
  - All Leeds' communities will be successful
- 2.8 This statement of licensing policy seeks to promote the licensing objectives within the overall context of the three aims set out in the Vision for Leeds 2011-2030.

### Child Friendly

- 2.9 The council has announced its intention for the city to become 'Child Friendly'. This links back to the council's vision which states:

'Best city... for children

Leeds will be a child-friendly city where the voices, needs and priorities of children and young people are heard and inform the way we make decisions and take action.'

- 2.10 There are over 180,000 children and young people in Leeds. To become a child friendly city, and the best city for children and young people, their voices and views need to be heard and responded to, and that they are active participants in their local community and citywide.



- 2.11 The UN convention on the rights of the child sets out the basic rights for children worldwide. The UN developed the model for child friendly city model – a place where children rights are known and understood by children and adults alike, and where these rights are reflected in policies and budgets.
- 2.12 As part of the aim for Leeds to become a child friendly city, the council declared 12 wishes:
- 2.13 This policy is particularly affected by wish 2 – “Children and young people find the city centre welcoming and safe, with friendly places to go, have fun and play” and wish 3 – “There are places and spaces to play and things to do, in all areas and open to all”.

### **3. The purpose of the Gambling Act 2005 – Statement of Licensing Policy**

- 3.1 Licensing authorities are required by the Gambling Act 2005 to publish a statement of the principles which they propose to apply when exercising their functions under the Act. This document fulfils this requirement. Such statement must be published at least every three years. The statement can also be reviewed from “time to time” and any amendments must be consulted upon. The statement must then be re-published.
- 3.2 Leeds City Council consulted widely upon this policy statement before finalising and publishing it. A list of the persons we consulted is provided below:
- West Yorkshire Police
  - the Local Safeguarding Children Board
  - Public Health
  - Her Majesty’s Revenue and Customs
  - West Yorkshire Fire and Rescue Service
  - Department of Neighbourhoods & Housing, Environmental Health Services
  - Development Department
  - Gambling Commission
  - national bodies representing the gambling trade
  - representatives of existing licence holders
  - local Members of Parliament
  - town/parish councils in the district
  - Ward Members
  - representatives of local businesses
  - members of the public
  - community representatives
  - Faith groups within the Leeds district
  - national charities concerned with the social impact of gambling
  - other charities offering support to alcohol and drugs users
- 3.3 The consultation took place between 13<sup>th</sup> April and 28<sup>th</sup> June 2015 and followed the Cabinet Office’s Code of Practice on Consultation. The consultation elicited four responses which are available on request. The policy was approved at a meeting of the Full Council on xxxx

## **4. The licensing framework**

- 4.1 The Gambling Act 2005 brought about changes to the way that gambling is administered in the United Kingdom. The Gambling Commission is the national gambling regulator and has a lead role in working with central government and local authorities to regulate gambling activity.
- 4.2 The Gambling Commission issues operators licences and personal licences. Any operator wishing to provide gambling at a certain premises must have applied for the requisite personal licence and operator licence before they can approach the council for a premises licence. In this way the Gambling Commission is able to screen applicants and organisations to ensure they have the correct credentials to operate gambling premises. The council's role is to ensure premises are suitable for providing gambling in line with the three licensing objectives and any codes of practice issued by the Gambling Commission. The council also issues various permits and notices to regulate smaller scale and or ad hoc gambling in various other locations such as pubs, clubs and hotels.
- 4.3 The council does not licence large society lotteries or remote gambling through websites. These areas fall to the Gambling Commission. The National Lottery is not licensed by the Gambling Act 2005 and is regulated by the Gambling Commission under the National Lottery Act 1993.

## **5. Declaration**

- 5.1 This statement of licensing policy will not override the right of any person to make an application, make representations about an application, or apply for a review of a licence, as each will be considered on its own merits and according to the statutory requirements of the Gambling Act 2005.
- 5.2 In producing this document, the council declares that it has had regard to the licensing objectives of the Gambling Act 2005, the guidance issued by the Gambling Commission, and any responses from those consulted on the policy statement.

## **6. Responsible authorities**

- 6.1 The Act empowers certain agencies to act as responsible authorities so that they can employ their particular area of expertise to help promote the licensing objectives. Responsible authorities are able to make representations about licence applications, or apply for a review of an existing licence. Responsible authorities will also offer advice and guidance to applicants.
- 6.2 The council is required by regulations to state the principles it will apply to designate, in writing, a body which is competent to advise the authority about the protection of children from harm. The principles are:
- the need for the body to be responsible for an area covering the whole of the licensing authority's area
  - the need for the body to be answerable to democratically elected persons, rather than any particular vested interest group etc.

- 6.3 In accordance with the regulations the council designates the Local Safeguarding Children Board for this purpose. Leeds Safeguarding Children Board has produced a “West Yorkshire Consortium Procedures Manual which can be found at <http://westyorkscb.proceduresonline.com>. Applicants may find this manual useful as a point of reference, a guide for good practice and the mechanism by which to make a referral to Social Care, when producing their own policies and procedures in relation to the objective of protection of children and vulnerable people.
- 6.4 The contact details of all the responsible authorities under the Gambling Act 2005 are available on the council’s website within the guidance documents at <http://www.leeds.gov.uk/Business/Pages/Gambling-Premises-Licences.aspx>.

## **7. Interested parties**

- 7.1 Interested parties are certain types of people or organisations that have the right to make representations about licence applications, or apply for a review of an existing licence. These parties are defined in the Gambling Act 2005 as follows:

“For the purposes of this Part a person is an interested party in relation to an application for or in respect of a premises licence if, in the opinion of the licensing authority which issues the licence or to which the applications is made, the person-

- a) lives sufficiently close to the premises to be likely to be affected by the authorised activities,
- b) has business interests that might be affected by the authorised activities, or
- c) represents persons who satisfy paragraph (a) or (b)”

- 7.2 The council is required by regulations to state the principles it will apply to determine whether a person is an interested party. The principles are:

- Each case will be decided upon its merits. The council will not apply a rigid rule to its decision making. It will consider the examples of considerations provided in the Gambling Commission’s Guidance to local authorities.
- Within this framework the council will accept representations made on behalf of residents and tenants associations.
- In order to determine if an interested party lives or has business interests, sufficiently close to the premises to be likely to be affected by the gambling activities, the council will consider factors such as the size of the premises and the nature of the activities taking place.

- 7.3 The council will provide more detailed information on the making of representations in a separate guidance note. The guidance note has been prepared in accordance with relevant Statutory Instruments and Gambling Commission guidance.



## **8. Exchange of information**

- 8.1 Licensing authorities are required to include in their policy statement the principles to be applied by the authority with regards to the exchange of information between it and the Gambling Commission, as well as other persons listed in Schedule 6 to the Act.
- 8.2 The principle that the council applies is that it will act in accordance with the provisions of the Gambling Act 2005 in its exchange of information which includes the provision that the Data Protection Act 1998 will not be contravened. The council will also have regard to any guidance issued by the Gambling Commission to local authorities on this matter, as well as any relevant regulations issued by the Secretary of State under the powers provided in the Gambling Act 2005.

## **9. Licensing authority functions**

- 9.1 Licensing authorities are responsible under the Act for:
- licensing premises where gambling activities are to take place by issuing premises licences
  - issuing provisional statements
  - regulating members' clubs and miners' welfare institutes who wish to undertake certain gaming activities via issuing Club Gaming Permits and/or Club Machine Permits
  - issuing Club Machine Permits to commercial clubs
  - granting permits for the use of certain lower stake gaming machines at Unlicensed Family Entertainment Centres
  - receiving notifications from alcohol licensed premises (under the Licensing Act 2003) of the use of two or less gaming machines
  - granting Licensed Premises Gaming Machine Permits for premises licensed to sell/supply alcohol for consumption on the licensed premises, under the Licensing Act 2003, where more than two machines are required
  - registering small society lotteries below prescribed thresholds
  - issuing Prize Gaming Permits
  - receiving and endorsing Temporary Use Notices
  - receiving Occasional Use Notices (for tracks)
  - providing information to the Gambling Commission regarding details of licences issued (see section above on 'Exchange of information')
  - maintaining registers of the permits and licences that are issued under these functions.
- 9.2 The council will not be involved in licensing remote gambling at all. This will fall to the Gambling Commission via operator licences.

## Part B Promotion of the licensing objectives

### **10. Preventing gambling from being a source of crime or disorder, being associated with crime or disorder or being used to support crime**

- 10.1 The Gambling Commission will take a lead role in keeping gambling crime free by vetting all applicants for personal and operator licences. The council's main role is to try and promote this area with regard actual premises. Thus, where an area has known high levels of organised crime the council will consider carefully whether gambling premises are suitable to be located there (see paragraph 13.8 and 13.9) and whether conditions may be required such as the provision of door supervision (see paragraph 13.15).
- 10.2 There is a distinction between disorder and nuisance. In order to make the distinction, when incidents of this nature occur, the council will consider factors such as whether police assistance was required and how threatening the behaviour was.
- 10.3 Issues of nuisance cannot be addressed by the Gambling Act provisions however problems of this nature can be addressed through other legislation as appropriate.
- 10.4 Examples of the specific steps the council may take to address this area can be found in the various sections covering specific premises types in Part C of this document and also in Part D which covers permits and notices.

### **11. Ensuring that gambling is conducted in a fair and open way**

- 11.1 The council is aware that except in the case of tracks (see section 18) generally the Gambling Commission does not expect licensing authorities to become concerned with ensuring that gambling is conducted in a fair and open way as this will be addressed via operating and personal licences.
- 11.2 However the council will familiarise itself with operator licence conditions and will communicate any concerns to the Gambling Commission about misleading advertising or any absence of required game rules or other matters as set out in the Gambling Commission's Licence Conditions and Code of Practice.
- 11.3 Examples of the specific steps the council may take to address this area can be found in the various sections covering specific premises types in Part C of this document and also in Part D which covers permits and notices.

### **12. Protecting children and other vulnerable persons from being harmed or exploited by gambling**

#### Protection of children

- 12.1 This licensing objective means preventing children from taking part in most types of gambling. The council will therefore consider whether specific measures are required at particular premises, with regard to this licensing objective. Appropriate measures may include supervision of entrances / machines, segregation of areas etc.

12.2 The Act provides the following definition for child and young adult in Section 45:

Meaning of “child” and “young person”

- (1) In this Act “child” means an individual who is less than 16 years old.
- (2) In this Act “young person” means an individual who is not a child but who is less than 18 years old.

For the purpose of this section protection of children will encompass both child and young person as defined by the Act.

12.3 The council will pay particular attention to any codes of practice which the Gambling Commission issues as regards this licensing objective in relation to specific premises such as casinos.

12.4 Examples of the specific steps the council may take to address this area can be found in the various sections covering specific premises types in Part C of this document and also in Part D which covers permits and notices.

#### Protection of vulnerable people

12.5 The council is aware of the difficulty in defining the term “vulnerable person”.

12.6 The Gambling Commission, in its Guidance to Local Authorities, does not seek to offer a definition for the term “vulnerable people” but will, for regulatory purposes assume that this group includes people:

“who gamble more than they want to, people who gamble beyond their means, elderly persons, and people who may not be able to make informed or balanced decisions about gambling due to a mental impairment, or because of the influence of alcohol or drugs.”

12.7 The Department of Health document “No Secrets” offers a definition of a vulnerable adult as a person:

“who is or may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation.”

12.8 In the case of premises licences the council is aware of the extensive requirements set out for operators in the Gambling Commissions Code of Practice. In this document the Gambling Commission clearly describe the policies and procedures that operators should put in place regarding:

- Combating problem gambling
- Access to gambling by children and young persons
- Information on how to gambling responsibly and help for problem gamblers
- Customer interaction
- Self exclusion
- Employment of children and young persons



- 12.9 All applicants should familiarise themselves with the operator licence conditions and codes of practice relating to this objective and determine if these policies and procedures are appropriate in their circumstances. The council will communicate any concerns to the Gambling Commission about any absence of this required information.
- 12.10 Applicants may also like to make reference to Leeds Safeguarding Adults Partnership document entitled “Leeds Multi Agency Safeguarding Adults Policies and Procedures” which provides extensive guidance on identifying vulnerable people and what can be done to reduce risk for this group. This document can be accessed via <http://www.leedssafeguardingadults.org.uk>
- 12.11 Applicants should consider the following proposed measures for protecting and supporting vulnerable persons, for example:
- leaflets offering assistance to problem gamblers should be available on gambling premises in a location that is both prominent and discreet, such as toilets
  - training for staff members which focuses on building an employee’s ability to maintain a sense of awareness of how much (e.g. how long) customers are gambling, as part of measures to detect persons who may be vulnerable (see 12.4.1).
  - trained personnel for the purpose of identifying and providing support to vulnerable persons
  - self exclusion schemes
  - operators should demonstrate their understanding of best practice issued by organisations that represent the interests of vulnerable people
  - posters with GamCare Helpline and website in prominent locations
  - windows, entrances and advertisements to be positioned or designed not to entice passers-by.
- 12.12 It should be noted that some of these measures form part of the mandatory conditions placed on premises licences.
- 12.13 The council may consider any of the above or similar measures as licence conditions should these not be adequately addressed by any mandatory conditions, default conditions or proposed by the applicant.

## Part C Premises licences

- 13.1 The council will issue premises licences to allow those premises to be used for certain types of gambling. For example premises licences will be issued to amusement arcades, bingo halls, bookmakers and casinos.
- 13.2 Premises licences are subject to the permissions/restrictions set-out in the Gambling Act 2005 and regulations, as well as specific mandatory and default conditions which are detailed in regulations issued by the Secretary of State. Licensing authorities are able to exclude default conditions and also attach other conditions, where it is believed to be necessary and proportionate.
- 13.3 Applicants should also be aware that the Gambling Commission has issued Codes of Practice for each interest area for which they must have regard. The council will also have regard to these Codes of Practice.

### Definition of “premises”

- 13.4 Premises is defined in the Act as “any place”. Different premises licences cannot apply in respect of a single premises at different times. However, it is possible for a single building to be subject to more than one premises licence, provided they are for different parts of the building and the different parts of the building can be reasonably regarded as being different premises. Whether different parts of a building can properly be regarded as being separate premises will always be a question of fact in the circumstances.
- 13.5 The council will take particular care in considering applications for multiple licences for a building and those relating to a discrete part of a building used for other (non-gambling) purposes. In particular the council will assess entrances and exits from parts of a building covered by one or more licences to satisfy itself that they are separate and identifiable so that the separation of different premises is not compromised and that people do not ‘drift’ into a gambling area.
- 13.6 The council will pay particular attention to applications where access to the licensed premises is through other premises (which themselves may be licensed or unlicensed). Issues that the council will consider before granting such applications include whether children can gain access, compatibility of the two establishments; and the ability to comply with the requirements of the Act. In addition an overriding consideration will be whether, taken as a whole, the co-location of the licensed premises with other facilities has the effect of creating an arrangement that otherwise would, or should, be prohibited under the Act.
- 13.7 An applicant cannot obtain a full premises licence until they have the right to occupy the premises to which the application relates.

## Location

- 13.8 The council is aware that demand issues (e.g. the likely demand or need for gambling facilities in an area) cannot be considered with regard to the location of premises but that considerations in terms of the licensing objectives can. The council will pay particular attention to the protection of children and vulnerable persons from being harmed or exploited by gambling, as well as issues of crime and disorder.
- 13.9 With regards to these objectives it is the council's policy, upon receipt of any relevant representations to look at specific location issues including:
- the possible impact a gambling premises may have on any premises that provide services to children or young people, i.e. a school, or vulnerable adult centres in the area
  - the possible impact a gambling premises may have on residential areas where there may be a high concentration of families with children
  - the size of the premises and the nature of the activities taking place
  - any levels of organised crime in the area.
- 13.10 In order for location to be considered, the council will need to be satisfied that there is sufficient evidence that the particular location of the premises would be harmful to the licensing objectives. From 6 April 2016, it is a requirement of the Gambling Commission's Licence Conditions and Codes of Practice (LCCP), under section 10, for licensees to assess the local risks to the licensing objectives posed by the provision of gambling facilities at their premises and have policies, procedures and control measures to mitigate those risks. In making risk assessments, licensees must take into account relevant matters identified in this policy.
- 13.11 The LCCP goes on to say licensees must review (and update as necessary) their local risk assessments:
- a. to take account of significant changes in local circumstance, including those identified in this policy;
  - b. when there are significant changes at a licensee's premises that may affect their mitigation of local risks;
  - c. when applying for a variation of a premises licence; and
  - d. in any case, undertake a local risk assessment when applying for a new premises licence.
- 13.12 The council will expect the local risk assessment to consider as a minimum:
- whether the premises is in an area of deprivation
  - whether the premises is in an area subject to high levels of crime and/or disorder
  - the ethnic profile of residents in the area
  - the demographics of the area in relation to vulnerable groups
  - the location of services for children such as schools, playgrounds, toy shops, leisure centres and other areas where children will gather

13.13 In any case the local risk assessment should show how vulnerable people, including people with gambling dependencies, are protected.

13.14 Other matters that the assessment may include:

- The training of staff in brief intervention when customers show signs of excessive gambling, the ability of staff to offer brief intervention and how the manning of premises affects this.
- Details as to the location and coverage of working CCTV cameras, and how the system will be monitored.
- The layout of the premises so that staff have an unobstructed view of persons using the premises.
- The number of staff that will be available on the premises at any one time. If at any time that number is one, confirm the supervisory and monitoring arrangements when that person is absent from the licensed area or distracted from supervising the premises and observing those persons using the premises.
- Arrangements for monitoring and dealing with under age persons and vulnerable persons, which may include dedicated and trained personnel, leaflets, posters, self-exclusion schemes, window displays and advertisements not to entice passers-by etc.
- The provision of signage and documents relating to games rules, gambling care providers and other relevant information be provided in both English and the other prominent first language for that locality.
- Where the application is for a betting premises licence, other than in respect of a track, the location and extent of any part of the premises which will be used to provide facilities for gambling in reliance on the licence.

13.15 Such information may be used to inform the decision the council makes about whether to grant the licence, to grant the licence with special conditions or to refuse the application.

13.16 This policy does not preclude any application being made and each application will be decided on its merits, with the onus being upon the applicant to show how the concerns can be overcome.

#### Local Area Profile

13.17 Each locality has its own character and challenges. In order to assist applicants, where there is an issue in a local area which impacts on how the applicant should complete their risk assessment, the council may publish a local area profile. This profile, compiled in conjunction with the Community Hubs and approved by the Licensing Committee, can be obtained from Entertainment Licensing.

13.18 The local area profiles should be given careful consideration when making an application. Applicants may be asked to attend a meeting with licensing officers to discuss the profiles, appropriate measures to mitigate risk in the area and how they might be relevant to their application. The local area profiles will be presented to any subsequent licensing subcommittee when they determine an application that has received representations.

- 13.19 The council recognises that it cannot insist on applicants using the local area profiles when completing their risk assessments. However an applicant who decides to disregard the profiles may face additional representations and the expense of a hearing as a result.

#### Duplication with other regulatory regimes

- 13.20 The council will seek to avoid any duplication with other statutory/regulatory systems where possible, including planning. The council will not consider whether a licence application is likely to be awarded planning permission or building regulations approval, in its consideration of it. It will though, listen to, and consider carefully, any concerns about proposed conditions which are not able to be met by the applicant due to planning restrictions, should such a situation arise.

#### Conditions

- 13.21 The council is aware that the Secretary of State has set mandatory conditions and default conditions and the Gambling Commission has set Licence Conditions and Codes of Practice which are necessary for the general good conduct of gambling premises, therefore it is unlikely that the council will need to impose individual conditions imposing a more restricted regime in relation to matters that have already been dealt with.
- 13.22 Where there are specific risks or problems associated with a particular locality, or specific premises, or class of premises, the council will attach individual conditions to address this.
- 13.23 Any conditions attached to a licence issued by the council will be proportionate and will be:
- relevant to the need to make the proposed building suitable as a gambling facility
  - directly related to the premises and the type of licence applied for, and/or related to the area where the premises is based
  - fairly and reasonably related to the scale, type and location of premises
  - consistent with the licensing objectives, and
  - reasonable in all other respects.
- 13.24 Decisions about individual conditions will be made on a case by case basis, although there will be a number of control measures the council will consider using, such as supervision of entrances, supervision of adult gaming machines, appropriate signage for adult only areas etc. There are specific comments made in this regard under each of the licence types in this policy. The council will also expect the applicant to offer his/her own suggestions as to the way in which the licensing objectives can be met effectively
- 13.25 Where certain measures are not already addressed by the mandatory/default conditions or by the applicant, the council may consider licence conditions to cover issues such as:
- proof of age schemes
  - CCTV
  - supervision of entrances
  - supervision of machine areas
  - a reduction in the number of betting machines (betting premises)

- the manning of premises
- physical separation of areas
- location of entrance points
- notices / signage
- specific opening hours
- a requirement that children must be accompanied by an adult
- enhanced CRB checks of the applicant and/or staff
- support to persons with gambling addiction
- policies to address seasonal periods where children may more frequently attempt to gain access to premises and gamble such as pre and post school hours, half terms and summer holidays
- policies to address the problems associated with truant children who may attempt to gain access to premises and gamble
- any one or a combination of the measures as set out in this policy.

13.26 This list is not mandatory or exhaustive and is merely indicative of examples of certain measures which may satisfy the requirements of the licensing authority and the responsible authorities, depending on the nature and location of the premises and the gambling facilities to be provided.

13.27 There are conditions which the council cannot attach to premises licences which are:

- any condition on the premises licence which makes it impossible for the applicant to comply with an operating licence condition;
- conditions relating to gaming machine categories, numbers, or method of operation;
- conditions which provide that membership of a club or body be required (the Gambling Act 2005 specifically removes the membership requirement for casino and bingo clubs and this provision prevents it being reinstated) and
- conditions in relation to stakes, fees, winnings or prizes.

#### Door supervision

13.28 The council will consider whether there is a need for door supervision in terms of the licensing objectives of protection of children and vulnerable persons from being harmed or exploited by gambling, and also in terms of preventing premises becoming a source of crime. It is noted though that the Gambling Act 2005 has amended the Private Security Industry Act 2001 and that door supervisors at casinos or bingo premises are not required to be licensed by the Security Industry Authority. Where door supervisors are provided at these premises the operator should ensure that any persons employed in this capacity are fit and proper to carry out such duties. Possible ways to achieve this could be to carry out a criminal records (CRB) check on potential staff and for such personnel to have attended industry recognised training.

## 14. Adult gaming centres

14.1 Adult gaming centres are a new category of premises introduced by the Act that are most closely related to what are commonly known as adult only amusement arcades seen in many city centres.

- 14.2 Under the Act a premises holding an adult gaming centre licence will be able to make category B, C and D gaming machines available and no one under 18 will be permitted to enter such premises (see Appendix 1).
- 14.3 The council will specifically have regard to the need to protect children and vulnerable persons from harm or being exploited by gambling in these premises. The council will expect applicants to satisfy the authority that there will be sufficient measures to ensure that under 18 year olds do not have access to the premises.
- 14.4 Where certain measures are not already addressed by the mandatory and default conditions and the Gambling Commission Codes of Practice or by the applicant, the council may consider licence conditions to address such issues.

## **15. Licensed family entertainment centres (FECs)**

- 15.1 Licensed family entertainment centres are those premises which usually provide a range of amusements such as computer games, penny pushers and may have a separate section set aside for adult only gaming machines with higher stakes and prizes. Licensed family entertainment centres will be able to make available unlimited category C and D machines where there is clear segregation in place so children do not access the areas where the category C machines are located (see Appendix 1).
- 15.2 Where category C or above machines are available in premises to which children are admitted then the council will ensure that:
- all such machines are located in an area of the premises separate from the remainder of the premises by a physical barrier which is effective to prevent access other than through a designated entrance. For this purpose a rope, floor markings or similar provision will not suffice and the council may insist on a permanent barrier of at least 1 meter high
  - only adults are admitted to the area where the machines (category C) are located
  - access to the area where the machines are located is supervised at all times
  - the area where the machines are located is arranged so that it can be observed by staff; and
  - at the entrance to, and inside any such area there are prominently displayed notices indicating that access to the area is prohibited to persons under 18.
- 15.3 The council will specifically have regard to the need to protect children and vulnerable persons from harm or being exploited by gambling in these premises. The council will expect applicants to satisfy the authority that there will be sufficient measures to ensure that under 18 year olds do not have access to the adult only gaming machine areas.
- 15.4 The council will expect the applicant to show that there are policies and procedures in place to protect children from harm. Harm in this context is not limited to harm from gambling but includes wider child protection considerations.

- 15.5 The efficiency of such policies and procedures will each be considered on their merits, however, they may include:
- appropriate measures and training for staff as regards suspected truant children on the premises
  - measures and training covering how staff would deal with unsupervised very young children being on the premises
  - measures and training covering how staff would deal with children causing perceived problems on or around the premises.
  - the arrangements for supervision of premises either by staff or the use of CCTV. Any CCTV system installed should both the interior and the entrance working to the latest Home Office and ACPO standards and to the satisfaction of West Yorkshire Police and the local authority. The system must record images clearly and these recordings be retained for a minimum of 31 days. If the equipment is inoperative the police and local authority must be informed as soon as possible and immediate steps taken to make the system operative. Notices must be displayed at the entrances advising that CCTV is in operation.
- 15.6 Due to the nature of these premises, which are attractive to children, applicants who employ staff to supervise the premises should consult with the Independent Safeguarding Authority to determine if their staff need to be CRB checked.
- 15.7 The council will refer to the Commission's website to familiarise itself with any conditions that apply to operating licences covering the way in which the area containing the category C machines should be delineated. The council will also make itself aware of the mandatory or default conditions and any Gambling Commission Codes of Practice on these premises licences.

## **16. Casinos**

- 16.1 Leeds has a number of casinos which were licensed under the Gaming Act 1968, which have been subsequently converted into Gambling Act 2005 Converted Casino Premises Licences.
- 16.2 The Gambling Act states that a casino is an arrangement whereby people are given the opportunity to participate in one or more casino games whereby casino games are defined as a game of chance which is not equal chance gaming. This means that casino games offer the chance for multiple participants to take part in a game competing against the house or bank at different odds to their fellow players. Casinos can also provide equal chance gaming and gaming machines. Large and small casinos can also provide betting machines.

### **Licence considerations / conditions**

- 16.3 The Gambling Commission has provided Guidance for Licensing Authorities and Licence Conditions and Code of Practice which are applied to Operator's Licences. The council will take this into consideration when determining licence applications for converted casino licences.



16.4 Where certain measures are not already addressed by the mandatory/default conditions, Gambling Commission Licence Conditions and Codes of Practice or by the applicant, the council may consider licence conditions to cover certain issues.

16.5 Detailed information on the Large Casino Application Process can be found in Appendix 4.

## **17. Bingo premises**

17.1 There is no official definition for bingo in the Gambling Act 2005 however from a licensing point of view there is a category of premises licence specifically for bingo premises which is used by traditional commercial bingo halls for both cash and prize bingo. In addition this premises licence will authorise the provision of a limited number of gaming machines in line with the provisions of the Act (see Appendix 1).

17.2 The council is aware that it is important that if children are allowed to enter premises licensed for bingo that they do not participate in gambling, other than on category D machines. Where category C or above machines are available in premises to which children are admitted then the council will ensure that:

- all such machines are located in an area of the premises separate from the remainder of the premises by a physical barrier which is effective to prevent access other than through a designated entrance. For this purpose a rope, floor markings or similar provision will not suffice and the council may insist on a permanent barrier of at least one meter high
- only adults are admitted to the area where the machines are located
- access to the area where the machines are located is supervised at all times
- the area where the machines are located is arranged so that it can be observed by staff
- at the entrance to, and inside any such area there are prominently displayed notices indicating that access to the area is prohibited to persons under 18
- children will not be admitted to bingo premises unless accompanied by an adult.

17.3 The Gambling Commission has provided Guidance for Licensing Authorities and Licence Conditions and Code of Practice which are applied to Operator's Licences. The council will take this into consideration when determining licence applications for bingo premises.

17.4 Where certain measures are not already addressed by the mandatory/default conditions, the Gambling Commission Code of Practice or the applicant, the council may consider licence conditions to address such issues.

## **18. Betting premises**

18.1 Betting premises are premises such as bookmakers where various types of gambling are authorised to take place. The Act contains a single class of licence for betting premises however within this single class there are different types of premises which require licensing such as high street bookmakers, bookmakers located in self-contained facilities at race courses as well as the general betting premises licences that track operators will require.

## Betting machines

- 18.2 The council is aware that Section 181 of the Act contains an express power for licensing authorities to restrict the number of betting machines, their nature and the circumstances in which they are made available by attaching a licence condition to a betting premises licence. When considering whether to impose a condition to restrict the number of betting machines in particular premises, the council, amongst other things, will take into account the size of the premises, the number of counter positions available for person-to-person transactions, and the ability of staff to monitor the use of the machines.
- 18.3 Where an applicant for a betting premises licence intends to offer higher stake category B gaming machines (categories B2-B4) including any Fixed Odds Betting Terminals (FOBTs), then applicants should consider the control measures related to the protection of vulnerable persons, highlighted in section 12.
- 18.4 Where certain measures are not already addressed by the mandatory/default conditions, Gambling Commission Code of Practice or the applicant, the council may consider licence conditions to address such issues.

## 19. Tracks

- 19.1 Tracks are sites (including racecourses and dog tracks) where races or other sporting events take place. Betting is a major gambling activity on tracks, both in the form of pool betting (often known as the “totaliser” or “tote”), and also general betting, often known as “fixed-odds” betting. Multiple betting outlets are usually located on tracks such as ‘on-course’ betting operators who come onto the track just on race days to provide betting for the races taking place on that track. There can also be ‘off-course’ betting operators who may operate self-contained facilities at the tracks which offer customers the chance to bet on other events, not just those taking place on the track.
- 19.2 All tracks will require a primary ‘general betting premises licence’ that the track operator will hold. It should be noted that track operators do not require an operating licence from the Gambling Commission although they may apply for one. This is because the various other gambling operators offering betting at the track will each hold an operating licence.
- 19.3 Tracks may also be subject to one or more premises licences, provided each licence relates to a specified area of the track. This may be preferable for any self-contained premises providing off-course betting facilities at the track. The council will however assess each individual case on its merits before deciding if this is necessary. Where possible the council will be happy for the track operator to decide if any particular off-course operators should apply for a separate premises licence.
- 19.4 If any off-course operators are permitted to provide betting facilities under the authorisation of the track operator’s premises licence, then it will be the responsibility of the premises licence holder to ensure the proper conduct of such betting within the premises boundary.

- 19.5 Gambling Commission guidance also indicates that it would be possible for other types of gambling premises to be located at a track under the authorisation of separate premises licences, e.g. a casino premises licence or adult gaming centre premises licence. If you require further guidance on this provision please contact the Entertainment Licensing Section.
- 19.6 Children and young persons will be permitted to enter track areas where facilities for betting are provided on days when dog-racing and/or horse racing takes place, although they are still prevented from entering areas where gaming machines and betting machines (other than category D machines) are provided.
- 19.7 The council will consider the impact upon the protection of children licensing objective and the need to ensure that entrances to each type of betting premises are distinct and that children are excluded from gambling areas where they are not permitted to enter.

### Betting machines

- 19.8 The council is aware that Section 181 of the Act contains an express power for licensing authorities to restrict the number of betting machines, their nature and the circumstances in which they are made available by attaching a licence condition to a betting premises licence. When considering whether to impose a condition to restrict the number of betting machines in particular premises, the council, amongst other things, will take into account the size of the premises, the number of counter positions available for person-to-person transactions and the location of the machines, in order to ensure they are in a properly segregated area where children are not permitted.
- 19.9 Where certain measures are not already addressed by the mandatory/default conditions, the Gambling Commission's Licence Conditions and Code of Practice or the applicant, the council may consider licence conditions to address such issues.

## 20. Travelling fairs

- 20.1 Travelling fairs have traditionally been able to provide various types of low stake gambling without the need for a licence or permit provided that certain conditions are met and this provision continues in similar fashion under the new Act.
- 20.2 Travelling fairs have the right to provide an unlimited number of category D gaming machines and/or equal chance prize gaming (without the need for a permit) as long as the gambling amounts to no more than an ancillary amusement at the fair (see Appendix 1).
- 20.3 The council will consider whether any fairs which take up the above entitlement fall within the statutory definition of a travelling fair.
- 20.4 The council is aware that the 27 day statutory maximum for the land being used as a fair is per calendar year and that it applies to the piece of land on which the fairs are held, regardless of whether it is the same or different travelling fairs occupying the land. The council will work with its neighbouring authorities to ensure that land which crosses the council boundary is monitored so that the statutory limits are not exceeded.

## **21. Provisional statements**

- 21.1 A provisional statement application is a process which allows a developer to examine the likelihood of whether a building which he expects to be constructed, to be altered or to acquire a right to occupy would be granted a premises licence. A provisional statement is not a licence and merely gives the holder some form of guarantee that a premises licence would be granted so the developer can judge whether a development is worth taking forward in light of the need to obtain a premises licence. An applicant may also apply for a provisional statement for premises which already hold a premises licence (either for a different type of gambling or the same type).
- 21.2 In terms of representations about premises licence applications, following the grant of a provisional statement, no further representations from responsible authorities or interested parties can be taken into account unless they concern matters which could not have been addressed at the provisional statement stage, or they reflect a change in the applicant's circumstances. In addition, the council may refuse the premises licence (or grant it on terms different to those attached to the provisional statement) only by reference to matters:
- a) which could not have been raised by objectors at the provisional licence stage; or
  - b) which in the authority's opinion reflect a change in the operator's circumstances.
- 21.3 When determining a provisional statement application the council will operate in accordance with the Act and will not have regard to any issues related to planning consent or building regulations, e.g. the likelihood that planning consent will be granted.

**22. Unlicensed family entertainment centre gaming machine permits (UFECs)**

- 22.1 The term ‘unlicensed family entertainment centre’ is one defined in the Act and refers to a premises which provides category D gaming machines along with various other amusements such as computer games and penny pushers. The premises is ‘unlicensed’ in that it does not require a premises licence but does require a permit to be able to provide category D machines. It should not be confused with a ‘licensed family entertainment centre’ which requires a premises licence because it contains both category C and D gaming machines.
- 22.2 The Gambling Act 2005 contains provision for local authorities to prepare a “Statement of Principles” that they propose to consider in determining the suitability of an applicant for a permit. Schedule 10, Para 7 of the Act states “In preparing this statement, and/or considering applications, it [the council] need not (but may) have regard to the licensing objectives and shall have regard to any relevant guidance issued by the Commission.
- 22.3 In line with the above provision the council has prepared a ‘Statement of Principles’ in relation to unlicensed family entertainment centre gaming machines as follows:

**Statement of Principles**

- 22.4 The council will expect the applicant to show that there are policies and procedures in place to protect children from harm. Harm in this context is not limited to harm from gambling but includes wider child protection considerations.
- 22.5 The efficiency of such policies and procedures will each be considered on their merits, however, they may include:
- appropriate measures and training for staff as regards suspected truant children on the premises
  - measures and training covering how staff would deal with unsupervised very young children being on the premises
  - measures and training covering how staff would deal with children causing perceived problems on or around the premises.
  - the arrangements for supervision of premises either by staff or the use of CCTV. Any CCTV system installed should both the interior and the entrance working to the latest Home Office and ACPO standards and to the satisfaction of West Yorkshire Police and the local authority. The system must record images clearly and these recordings be retained for a minimum of 31 days. If the equipment is inoperative the police and local authority must be informed as soon as possible and immediate steps taken to make the system operative. Notices must be displayed at the entrances advising that CCTV is in operation.
- 22.6 Due to the nature of these premises, which are attractive to children, applicants who employ staff to supervise the premises should consult with the Independent Safeguarding Authority to determine if their staff need to be CRB checked.

- 22.7 The council will also expect, as per the Gambling Commission Guidance, that applicants demonstrate:
- A full understanding of the maximum stakes and prizes of the gambling that is permissible in unlicensed FECs
  - That the applicant has no relevant conviction (those that are set out in Schedule 7 of the Act), and
  - That staff are trained to have a full understanding of the maximum stakes and prizes.
- 22.8 In line with the Act, while the council cannot attach conditions to this type of permit, the council can refuse applications if they are not satisfied that the issues raised in the “Statement of Principles” have been addressed through the application.
- 22.9 Applicants only need to address the “Statement of Principles” when making their initial applications and not at renewal time.

### **23 Gaming machine permits in premises licensed for the sale of alcohol**

- 23.1 There is provision in the Act for premises licensed to sell alcohol for consumption on the premises, to automatically have two gaming machines, of categories C and/or D. The premises merely need to notify the council. The council can remove the automatic authorisation in respect of any particular premises if:
- provision of the machines is not reasonably consistent with the pursuit of the licensing objectives;
  - gaming has taken place on the premises that breaches a condition of Section 282 of the Gambling Act (i.e. that written notice has been provided to the licensing authority, that a fee has been provided and that any relevant code of practice issued by the Gambling Commission about the location and operation of the machine has been complied with)
  - the premises are mainly used for gaming; or
  - an offence under the Gambling Act has been committed on the premises.
- 23.2 If a premises wishes to have more than two machines, then it needs to apply for a permit and the council must consider that application based upon the licensing objectives, any guidance issued by the Gambling Commission issued under Section 25 of the Gambling Act 2005, and “*such matters as they think relevant.*” The council considers that “such matters” will be decided on a case by case basis but generally there will be regard to the need to protect children and vulnerable persons from harm or being exploited by gambling. The council will also expect the applicant to satisfy the authority that there will be sufficient measures to ensure that children and young people under the age of 18 do not have access to the adult only gaming machines.
- 23.3 All alcohol licensed premises with gaming machines must have regard to the need to protect children and vulnerable persons from harm or being exploited by gambling and provide sufficient measures to ensure that under 18 year olds do not use the adult only gaming machines.

- 23.4 Measures which may satisfy the council that persons under 18 years will be prevented from using the machines may include the machines being in close proximity to the bar, or in any other area where they are capable of being adequately supervised. Notices and signage may also help. As regards the protection of vulnerable persons, applicants may wish to consider the provision of information leaflets and or helpline numbers for organisations such as GamCare.
- 23.5 The council can decide to grant the permit with a smaller number of machines and/or a different category of machines than that applied for. Conditions (other than these) cannot be attached.
- 23.6 The holder of a permit must comply with any Code of Practice issued by the Gambling Commission about the location and operation of the machine(s).
- 23.7 It is recognised that some alcohol licensed premises may apply for a premises licence for their non-alcohol licensed areas. Any such application would need to be dealt with under the relevant provisions of the Act.
- 23.8 Alcohol licensed premises are able to provide some limited equal chance gaming. Licensees are referred to the advice provided by the Gambling Commission and Appendix 3 of this document.

## **24. Prize gaming permits**

- 24.1 Section 288 defines gaming as prize gaming if the nature and size of the prize is not determined by the number of people playing or the amount paid for or raised by the gaming. The prizes will be determined by the operator before play commences. Prize gaming can often be seen at seaside resorts in amusement arcades where a form of bingo is offered and the prizes are displayed on the walls.
- 24.2 A prize gaming permit is a permit issued by the licensing authority to authorise the provision of facilities for gaming with prizes on specified premises.
- 24.3 The Gambling Act 2005 contains provision for local authorities to prepare a “Statement of Principles” that they propose to consider in determining the suitability of an applicant for a permit. Schedule 14, Para 8 of the Act states, “in preparing this statement, and/or considering applications, it [the council] need not (but may) have regard to the licensing objectives and shall have regard to any relevant guidance issued by the Commission under Section 25.
- 24.4 In line with the above provision the council has prepared a Statement of Principles in relation to prize gaming permits as follows:

### **Statement of Principles**

- 24.5 The council will expect the applicant to show that there are policies and procedures in place to protect children from harm. Harm in this context is not limited to harm from gambling but includes wider child protection considerations.

- 24.6 The efficiency of such policies and procedures will each be considered on their merits, however, they may include:
- appropriate measures and training for staff as regards suspected truant children on the premises
  - measures and training covering how staff would deal with unsupervised very young children being on the premises
  - measures and training covering how staff would deal with children causing perceived problems on or around the premises.
  - the arrangements for supervision of premises either by staff or the use of CCTV. Any CCTV system installed should both the interior and the entrance working to the Home Office and ACPO standards as described PSDB leaflet 09/05 and to the satisfaction of West Yorkshire Police and the local authority. The system must record images clearly and these recordings be retained for a minimum of 31 days. If the equipment is inoperative the police and local authority must be informed as soon as possible and immediate steps taken to make the system operative. Notices must be displayed at the entrances advising that CCTV is in operation.
- 24.7 Due to the nature of these premises, which are attractive to children, applicants who employ staff to supervise the premises should consult with the Independent Safeguarding Authority to determine if their staff need to be CRB checked.
- 24.8 The council will also expect, as per the Gambling Commission Guidance, that applicants demonstrate:
- A full understanding of the maximum stakes and prizes of the gambling that is permissible
  - That the gaming offered is within the law.
- 24.9 In line with the Act, while the council cannot attach conditions to this type of permit, the council can refuse applications if they are not satisfied that the issues raised in the “Statement of Principles” have been addressed through the application.
- 24.10 Applicants only need to address the “Statement of Principles” when making their initial applications and not at renewal time.
- 24.11 There are conditions in the Gambling Act 2005 by which the permit holder must comply. The conditions in the Act are:
- the limits on participation fees, as set out in regulations, must be complied with;
  - all chances to participate in the gaming must be allocated on the premises on which the gaming is taking place and on one day; the game must be played and completed on the day the chances are allocated; and the result of the game must be made public in the premises on the day that it is played;
  - the prize for which the game is played must not exceed the amount set out in regulations (if a money prize), or the prescribed value (if non-monetary prize); and
  - participation in the gaming must not entitle the player to take part in any other gambling.



## 25. Club gaming and club machine permits

- 25.1 Members clubs and miners' welfare institutes may apply for a 'club gaming permit' or a 'club machine permit'. The 'club gaming permit' will enable the premises to provide gaming machines (three machines of categories B4, C or D), equal chance gaming. i.e. poker, bingo etc. A 'club machine permit' will enable the premises to provide gaming machines (three machines of categories B4, C or D). Commercial clubs may apply for a 'club machine permit' only.
- 25.2 To qualify for these special club permits a members club must have at least 25 members and be established and conducted "wholly or mainly" for purposes other than gaming. A members' club must be permanent in nature, not established to make commercial profit, and controlled by its members equally. Examples include working men's clubs, branches of the Royal British Legion and clubs with political affiliations.
- 25.3 Clubs must have regard to the protection of children and vulnerable persons from harm or being exploited by gambling. They must provide sufficient measures to ensure that under 18 year olds do not use the adult only gaming machines. These measures may include:
- the machines being in close proximity to the bar, or in any other area where they are capable of being adequately supervised
  - notices and signage
  - the provision of information leaflets / helpline numbers for organisations such as GamCare.
- 25.4 Before granting the permit the council will need to satisfy itself that the premises meets the requirements of a members' club and that the majority of members are over 18.
- 25.5 The council may only refuse an application on the grounds that:
- (a) the applicant does not fulfil the requirements for a members' or commercial club or miners' welfare institute and therefore is not entitled to receive the type of permit for which they have applied;
  - (b) the applicant's premises are used wholly or mainly by children and/or young persons;
  - (c) an offence under the Act or a breach of a permit has been committed by the applicant while providing gaming facilities;
  - (d) a permit held by the applicant has been cancelled in the previous ten years; or
  - (e) an objection has been lodged by the Commission or the police.
- 25.6 There is also a 'fast-track' procedure available for premises which hold a club premises certificate under the Licensing Act 2003. Under the fast-track procedure there is no opportunity for objections to be made by the Commission or the police, and the ground upon which the council can refuse a permit is reduced. The grounds on which an application under the process may be refused are:
- (a) that the club is established primarily for gaming,
  - (b) that in addition to the prescribed gaming, the applicant provides facilities for other gaming; or

- (c) that a club gaming permit or club machine permit issued to the applicant in the last ten years has been cancelled.

## **26. Temporary use notices**

- 26.1 Temporary use notices allow the use of premises on not more than 21 days in any 12 month period for gambling where there is no premises licence but where a gambling operator wishes to use the premises temporarily for providing facilities for gambling. Premises that might be useful for a temporary use notice would include hotels, conference centres and sporting venues.
- 26.2 Temporary Use Notices allow the use of premises for any form of equal chance gambling where those participating in the gaming are taking part in a competition which is intended to produce a single, overall winner.
- 26.3 Only persons or companies holding a relevant operating licence can apply for a temporary use notice to authorise the particular class of gambling permitted by their operating licence.
- 26.4 A temporary use notice must be lodged with the licensing authority not less than three months and one day before the day on which the gambling is due to take place. Detailed information about how to serve a temporary use notice will be available in a separate guidance note.
- 26.5 The Act makes a special reference, in the context of temporary use notices, to a “set of premises” to try and ensure that large premises which cannot reasonably be viewed as separate are not used for more temporary use notices than permitted under the Act. The council considers that the determination of what constitutes “a set of premises” will be a question of fact in the particular circumstances of each notice that is given. In considering whether a place falls within the definition of a “set of premises”, the council will look at, amongst other things, the ownership/occupation and control of the premises. The council will be ready to object to notices where it appears that their effect would be to permit regular gambling in a place that could be described as one set of premises.

## **27. Occasional use notices (for tracks)**

- 27.1 There is a special provision in the Act which provides that where there is betting on a track on eight days or less in a calendar year, betting may be permitted by an occasional use notice without the need for a full premises licence. Track operators and occupiers need to be aware that the procedure for applying for an occasional use notice is different to that for a temporary use notice. The application may be made in writing, to the council by the person responsible for the administration of the events on a track or by an occupier of the track.
- 27.2 The council has very little discretion as regards these notices aside from ensuring that the statutory limit of 8 days in a calendar year is not exceeded. The council will however consider the definition of a ‘track’ and whether the applicant is entitled to benefit from such notice.

## **28. Small society lottery registrations**

- 28.1 A lottery generally refers to schemes under which prizes are distributed by chance among entrants who have given some form of value for their chance to take part.
- 28.2 The Act creates two principal classes of lotteries: Licensed lotteries and exempt lotteries. Licensed lotteries are large society lotteries and lotteries run for the benefit of local authorities. These will be regulated by the Gambling Commission. Within the class of exempt lotteries there are four sub classes, one of which is small society lotteries.
- 28.3 A small society lottery is a lottery promoted on behalf of a non-commercial society as defined in the Act which also meets specific financial requirements set out in the Act. These will be administered by the council for small societies who have a principal office in Leeds and want to run such lottery.
- 28.4 A lottery is small if the total value of tickets put on sale in a single lottery is £20,000 or less and the aggregate value of the tickets put on sale in a calendar year is £250,000 or less.
- 28.5 To be 'non-commercial' a society must be established and conducted:
- for charitable purposes,
  - for the purpose of enabling participation in, or supporting, sport, athletics or a cultural activity; or
  - for any other non-commercial purpose other than that of private gain.
- 28.6 The other types of exempt lotteries are 'incidental non-commercial lotteries', 'private lotteries' and 'customer lotteries'. If you require guidance on the different categories of lotteries please contact the council.
- 28.7 The National lottery is not licensed by the Gambling Act 2005 and continues to be regulated by the National Lottery Commission under the National Lottery Act 1993.

### 29. Enforcement principles

29.1 The council will work closely with the responsible authorities in accordance with a locally established joint enforcement protocol and will aim to promote the licensing objectives by targeting known high risk premises following government guidance around better regulation.

29.2 In carrying out its enforcement duties with regards to the inspection of premises; and the powers to institute criminal proceedings in respect of certain offences under the Act the council will endeavour to be:

- proportionate:** regulators should only intervene when necessary: remedies should be appropriate to the risk posed, and costs identified and minimised;
- accountable:** regulators must be able to justify decisions, and be subject to public scrutiny;
- consistent:** rules and standards must be joined up and implemented fairly;
- transparent:** regulators should be open, and keep regulations simple and user friendly; and
- targeted:** regulation should be focused on the problem, and minimise side effects.

29.3 The council will endeavour to avoid duplication with other regulatory regimes so far as possible.

29.4 Where there is a Primary Authority scheme in place, the council will seek guidance from the Primary Authority before taking any enforcement action. At the time of the publication of this policy there were four Primary Authority arrangements with host local authorities:

Coral	London Borough of Newham
William Hill	City of Westminster
Ladbrokes	Milton Keynes
Paddy Power	Reading

29.5 Further information, including an index of all Primary Authority arrangements can be found at <https://primaryauthorityregister.info/par/index.php/home>

29.4 The council will also adopt a risk-based inspection programme in line with government recommendations around better regulation and the principles of the Hampton Review.

- 29.5 The main enforcement and compliance role for the council in terms of the Gambling Act 2005 will be to ensure compliance with the premises licences and other permissions which it authorises. The Gambling Commission will be the enforcement body for the operator and personal licences. Concerns about the manufacture, supply or repair of gaming machines will not be dealt with by the council but will be notified to the Gambling Commission. In circumstances where the council believes a premises requires a premises licence for gambling activities and no such licence is in force, the council will alert the Gambling Commission.
- 29.6 The council will also keep itself informed of developments as regards the work of the Better Regulation Executive in its consideration of the regulatory functions of local authorities.
- 29.7 The council's enforcement/compliance protocols/written agreements will be available upon request.

### **30. Reviews**

- 30.1 A review is a process defined in the legislation which ultimately leads to a licence being reassessed by the Licensing Committee with the possibility that the licence may be revoked, suspended or that conditions may amended or new conditions added.
- 30.2 Requests for a review of a premises licence can be made by interested parties or responsible authorities; however, it is for the council to decide whether the review is to be carried-out. This will be on the basis of whether the request for the review is:
- i) in accordance with any relevant code of practice issued by the Gambling Commission
  - ii) in accordance with any relevant guidance issued by the Gambling Commission
  - iii) reasonably consistent with the licensing objectives and
  - iv) in accordance with this authority's Gambling Act 2005 – Statement of Licensing Policy.

In addition the council may also reject the application on the grounds that the request is frivolous, vexatious, will certainly not cause this authority to wish to alter, revoke or suspend the licence, or is substantially the same as previous representations or requests for review.

- 30.3 The council can also initiate a review of a licence on the basis of any reason which it thinks is appropriate.

## Appendix 1 Gaming machines

This appendix describes the categories of gaming machine as set out in the Act (and in regulations) and the number of such machines that may be permitted in each type of gambling premises.

- Table 1 below sets out the current proposals for the different categories with the maximum stakes and prizes that will apply. This table will be updated as soon as the proposals are confirmed.
- Table 2 overleaf shows the maximum number of machines permitted and in the case of casinos the ratios between tables and machines.

Table 1

Category of machine	Maximum Stake	Maximum Prize
A	Unlimited	Unlimited
B1	£5	£10,000 (with the option of a max £20,000 linked progressive jackpot on a premises basis only)
<sup>1</sup> B2	£100	£500
B3	£2	£500
B3A	£2	£500
B4	£2	£400
C	£1	£100
D – money prize	10p	£5
D – non-money prize (other than a crane grab machine)	30p	£8
D – non-money prize (crane grab machine)	£1	£50
D – combined money and non-money prize (other than a coin pusher or penny falls machine)	10p	£8 (of which no more than £5 may be a money prize)
D – combined money and non-money prize (coin pusher or penny falls machine)	20p	£15 (of which no more than £8 may be a money prize)

<sup>1</sup> The category B2 is not actually a traditional slot machine. It refers to a type of gaming machine known as a fixed odds betting terminal (FOBTs). These are a new type of gaming machine which generally appear in licensed bookmakers. FOBTs have 'touch-screen' displays and look similar to quiz machines familiar in pubs and clubs. They normally offer a number of games, roulette being the most popular.

Table 2

Premises Type	Machine category						
	A	B1	B2	B3	B4	C	D
Large casino (machine/table ratio of 5-1 up to maximum)		Maximum of 150 machines Any combination of machines in categories B to D (except B3A machines), within the total limit of 150 (subject to machine/table ratio)					
Small casino (machine/table ratio of 2-1 up to maximum)		Maximum of 80 machines Any combination of machines in categories B to D (except B3A machines), within the total limit of 80 (subject to machine/table ratio)					
Pre-2005 Act Casinos (no machine/table ratio)		Maximum of 20 machines categories B to D (except B3A machines), or any number of C or D machines instead					
Betting premises and tracks operated by pool betting		Maximum of 4 machines categories B2 to D (except B3A machines)					
Bingo Premises <sup>1</sup>					Maximum of 20% of the total number of gaming machines which are available for use on the premises categories B3 or B4*	No limit C or D machines	
Adult gaming centre <sup>2</sup>					Maximum of 20% of the total number of gaming machines which are available for use on the premises categories B3 or B4*	No limit C or D machines	
Licensed family entertainment centre <sup>3</sup>							No limit C or D machines
Family entertainment centre (with permit)							No limit on category D machines
Clubs or miners' welfare institutes with permits <sup>4</sup>					Maximum of 3 machines in categories B3A or B4 to D*		
Qualifying alcohol licensed premises						1 or 2 machines of category C or D automatic upon notification	
Qualifying alcohol licensed premises with licensed premises gaming machine permit						Number of category C-D machines as specified on permit	
Travelling fair						No limit on category D machines	
	A	B1	B2	B3	B4	C	D

1. Bingo premises licence are entitled to make available for use a number of category B gaming machines not exceeding 20% of the total number of gaming machines on the premises. Where a premises licence was granted before 13 July 2011, they are entitled to make available eight category B gaming machines, or 20% of the total number of gaming machines, whichever is the greater. Category B machines at bingo premises are restricted to sub-category B3 and B4 machines, but not B3A machines.

2 Adult gaming centres are entitled to make available for use a number of category B gaming machines not exceeding 20% of the total number of gaming machines which are available for use on the premises and any number of category C or D machines. Where a premises licence was granted before 13 July 2011, they are entitled to make available four category B gaming machines, or 20% of the total number of gaming machines, whichever is the greater. Category B machines at adult gaming centres are restricted to sub-category B3 and B4 machines, but not B3A machines.

3. Only premises that are wholly or mainly used for making gaming machines available may hold an unlicensed FEC gaming machine permit or an FEC premises licence. Category C machines may only be sited within licensed FECs and where an FEC permit is in force. They must be in a separate area to ensure the segregation and supervision of machines that may only be played by adults. There is no power for the licensing authority to set a limit on the number of machines under the FEC permit.

4. Members' clubs and miners' welfare institutes with a club gaming permit or with a club machine permit, are entitled to site a total of three machines in categories B3A to D but only one B3A machine can be sited as part of this entitlement.

5. Commercial clubs with club machine or gaming permits are entitled to a total of three machines in categories B4 to D.



## Appendix 2 Glossary of terms

Term	Description
ATM	Auto teller machine or cash machine.
Betting	Betting is defined as making or accepting a bet on the outcome of a race, competition or other event or process or on the outcome of anything occurring or not occurring or on whether anything is or is not true. It is irrelevant if the event has already happened or not and likewise whether one person knows the outcome or not. (Spread betting is not included within this definition).
Betting Machines / Bet Receipt Terminal	Betting machines can be described as automated betting terminals where people can place bets on sporting events removing the need to queue up and place a bet over the counter.
Bingo	There are essentially two types of bingo: cash bingo, where the stakes paid make up the cash prizes that can be won and prize bingo, where various forms of prizes can be won, not directly related to the stakes paid.
Book	Running a 'book' is the act of quoting odds and accepting bets on an event. Hence the term 'Bookmaker'.
Casino games	A game of chance, which is not equal chance gaming. Casino games includes Roulette and black jack etc.
Chip	Casinos in the U.K require you to use chips to denote money. They are usually purchased and exchanged at a cashier's booth.
Coin pusher or penny falls machine	A machine of the kind which is neither a money prize machine nor a non-money prize machine
Crane grab machine	A non-money prize machine in respect of which every prize which can be won consists of an individual physical object (such as a stuffed toy) won by a person's success in manipulating a device forming part of the machine so as to separate, and keep separate, one or more physical objects from a group of such objects.
Default condition	These are prescribed in regulations and will be attached to all classes of premises licence, unless excluded by the council.
Equal Chance Gaming	Gaming which does not involve playing or staking against a bank.
Fixed odds betting	If a gambler is able to establish what the return on a bet will be when it is placed, (and the activity is not 'gaming' see below), then it is likely to be betting at fixed odds.
Fixed Odds betting terminals (FOBTs)	FOBTs are a type of gaming machine which generally appear in licensed bookmakers. FOBTs have 'touch-screen' displays and look similar to quiz machines familiar in pubs and clubs. They normally offer a number of games, roulette being the most popular.
Gaming	Gaming can be defined as 'the playing of a game of chance for winnings in money or monies worth, whether any person playing the game is at risk of losing any money or monies worth or not'.

Term	Description
Gaming Machine	Any type of machine allowing any sort of gambling activity including betting on virtual events but not including home computers even though users can access online gaming websites.
Licensing Objectives	<p>The licensing objectives are three principal goals which form the basis of the Act. Stakeholders who have an interest in the Act need to try and promote these objectives: The licensing objectives are:</p> <ul style="list-style-type: none"> <li>• preventing gambling from being a source of crime or disorder, being associated with crime or disorder or being used to support crime</li> <li>• ensuring that gambling is conducted in a fair and open way</li> <li>• protecting children and other vulnerable persons from being harmed or exploited by gambling.</li> </ul>
Lottery	<p>A lottery generally refers to schemes under which prizes are distributed by chance among entrants who have given some form of value for their chance to take part. A lottery is defined as either a simple lottery or a complex lottery. A simple lottery is one where persons are required to pay to participate and one or more prizes are allocated to one or more members of a class and the prizes are allocated by a process which relies wholly on chance. A complex lottery is where persons are required to pay to participate and one or more members of a class and the prizes are allocated by a series of processes where the first of those processes relies wholly on chance. Prize means money, articles or services provided by the members of the class among whom the prize is allocated. (It should be noted that the National Lottery is not included in this definition of lottery and is regulated by the National Lottery Commission).</p>
Mandatory condition	<p>A condition which will be set by the Secretary of State (some set out in the Act and some to be prescribed by regulations) which will be automatically attached to a specific type of premises licence. The council will have no discretion to alter or remove these conditions.</p>
Money prize machine	<p>A machine in respect of which every prize which can be won as a result of using the machine is a money prize.</p>
Non-money prize machine	<p>A machine in respect of which every prize which can be won as a result of using the machine is a non-money prize. The winner of the prize is determined by:</p> <p>(i) the position in which the coin or token comes to rest after it has been inserted into the machine, together with the position of other coins or tokens which have previously been inserted into the machine to pay a charge for use, or</p> <p>(ii) if the insertion of a single coin to pay the charge for use enables the person using the machine to release one or more tokens within the machine, the position in which such tokens come to rest after being released, together with the position of other tokens which have previously been so released.</p>

Term	Description
Odds	The ratio to which a bet will be paid if the bet wins. e.g. 3-1 means for every £1 bet, a person would receive £3 of winnings.
Off-course betting operator	Off-course betting operators may, in addition to premises away from the track, operate self contained betting premises within a track premises. Such self contained premises will provide facilities for betting on both events taking place at the track (on-course betting), as well as other sporting events taking place away from the track (off-course betting). In essence such premises operate like a traditional high street bookmakers. They will however only normally operate on race days.
On-course betting operator	The on-course betting operator is one who comes onto on a track, temporarily, while races are taking place, and operates at the track side. On-course betting operators tend to offer betting only on the events taking place on the track that day (on-course betting).
Pool Betting	For the purposes of the Gambling Act, pool betting is made on terms that all or part of the winnings: 1) Shall be determined by reference to the aggregate of the stakes paid or agreed to be paid by the persons betting 2) Shall be divided among the winners or 3) Shall or may be something other than money. For the purposes of the Gambling Act, pool betting is horse-race pool betting if it relates to horse-racing in Britain.
Regulations or Statutory instruments	Regulations are a form of law, often referred to as delegated or secondary legislation. They have the same binding legal effect as Acts and usually state rules that apply generally, rather than to specific persons or things. However, regulations are not made by Parliament. Rather, they are made by persons or bodies to whom Parliament has delegated the authority to make them, such as a minister or an administrative agency.
Representations	In the context of the Gambling Act representations are either positive statements of support or negative objections which are made in relation to a licensing application. Representations must be made in time, e.g. during a designated notice period.
Responsible authority (authorities)	Responsible authorities (RAs) are agencies which have been appointed by the Gambling Act or regulations to fulfil a designated role during the licensing process. RAs must be sent copies of all licensing applications and have the power to make representations about such applications. RAs also have the power to ask for licences to be reviewed. For Leeds the RAs include West Yorkshire Police, The local Safeguarding Children Board, Leeds City Council's Development Department as well as several others.

Term	Description
Skill machine / Skill with prizes machine	The Act does not cover machines that give prizes as a result of the application of pure skill by players. A skill with prizes machine is one on which the winning of a prize is determined only by the player's skill – any element of chance imparted by the action of the machine would cause it to be a gaming machine. An example of a skill game would be trivia game machines, popular in pubs and clubs, which require the player to answer general knowledge questions to win cash prizes.
Spread betting	A form of investing which is more akin to betting, and can be applied either to sporting events or to the financial markets. Spread betting is regulated by the Financial Services Authority.
Stake	The amount pledged when taking part in gambling activity as either a bet, or deposit to the bank or house where the house could be a gaming machine.
Statement of principles document	A document prepared by the council which outlines the areas that applicants need to consider before applying for gaming permits.
Table gaming	Card games played in casinos.
Tote	"Tote" is short for Totaliser, a system introduced to Britain in 1929 to offer pool betting on racecourses.
Track	Tracks are sites (including horse tracks and dog tracks) where races or other sporting events take place. Examples of tracks within the Leeds district would be Elland Road Football ground and Headingley Stadium.

## Appendix 3 Summary of gaming entitlements for clubs and pubs

	Members' club or MW institute with club gaming permit	Bridge or whist club	Members' club or commercial club with club machine permit	Members' club, commercial club or MW institute without a club gaming permit	Pubs and other alcohol-licensed premises
<b>Equal chance gaming</b>	Yes	Bridge and/or whist only	Yes	Yes	Yes
<b>Limits on stakes</b>	No limit	No limit	<u>Poker</u> £1000 per week £250 per day £10 per person per game  <u>Other gaming</u> No limit	<u>Poker</u> £1000 per week £250 per day £10 per person per game  <u>Other gaming</u> No limit	<u>Cribbage &amp; dominoes</u> No limit  <u>Poker</u> £100 per premises per day  <u>Other gaming</u> £5 per person per game
<b>Limits on prizes</b>	No limit	No limit	<u>Poker</u> £250 per game  <u>Other gaming</u> No limit	<u>Poker</u> £250 per game  <u>Other gaming</u> No limit	<u>Poker</u> £100 per game  <u>Other gaming</u> No limit
<b>Maximum participation fees – per person per day</b>	<u>Bridge and/or whist*</u> £20  <u>Other gaming</u> £3	£18 (without club gaming permit)  £20 (with club gaming permit)	<u>Bridge and/or whist*</u> £18  <u>Other gaming</u> £3 (commercial club) £1 (members club)	<u>Bridge and/or whist*</u> £18  <u>Other gaming</u> £1	None permitted
<b>Bankers or unequal chance gaming</b>	Pontoon Chemin de Fer	None permitted	None permitted	None permitted	None permitted
<b>Limits on bingo</b>	Maximum of £2,000 per week in stakes/prizes. If more then will need an operating licence.	No bingo permitted	Maximum of £2,000 per week in stakes/prizes. If more then will need an operating licence.	Maximum of £2,000 per week in stakes/prizes. If more then will need an operating licence.	Maximum of £2,000 per week in stakes/prizes. If more then will need an operating licence.

\* On a day when no other facilities for gaming are provided

## Appendix 4 Large Casino

The current status of the Large Casino is that a premises licence has been granted. The following process will apply should the current licence cease to exist because it has either been surrendered or revoked.

### 1. Background

- 1.1 The Act introduces three new categories of casino; one regional casino, eight large casinos and eight small casinos. In 2006 the council submitted a proposal for a regional and large casino to the Casino Advisory Panel.
- 1.2 On 15<sup>th</sup> May 2008 the Categories of Casino Regulation 2008 and the Gambling (Geographical Distribution of Large and Small Casino Premises Licences) Order 2008 was approved. This specified which licensing authorities could issue premises licences for large and small casinos. Leeds City Council was authorised to issue a large casino premises licence.
- 1.3 On 26<sup>th</sup> February 2008 the Secretary of State for Culture, Media and Sport issued the Code of Practice on Determinations Relating to Large and Small Casinos (Code of Practice). The council will comply with this Code which sets out:
  - a. the procedure to be followed in making any determinations required under Paragraphs 4 and 5 of Schedule 9 to the Gambling Act 2005 and
  - b. matters to which the Licensing Authority should have regard in making these determinations.
- 1.4 The council recognises that applicants may either apply for a casino premises licence or a provisional statement. As for all premises licences, applicants for a casino premises licence must fulfil certain criteria in that they must:
  - a. hold or have applied for an operating licence from the Gambling Commission; and
  - b. have the right to occupy the premises in question.
- 1.5 Should an applicant be unable to meet these two criteria they should apply for a provisional statement.
- 1.6 Unless otherwise specified, any reference to the application and procedures for a premises licence for a casino in the following parts of this section will also include the application and procedures for a provisional statement for a casino.
- 1.7 Where a provisional statement application is successful, the council may limit the period of time for which the statement will have effect. This period may be extended if the applicant so applies.

- 1.8 The council will ensure that any pre-existing contract, arrangement or other relationship with a company or individual does not affect the procedure for assessing applications so as to make it unfair or perceived to be unfair to any applicant.
- 1.9 In making a decision on both stages the council will take heed of any current Codes of Practice, current Regulations and guidance issued by the Secretary of State for the Department of Culture, Media and Sport and the Gambling Commission.
- 1.10 The council has not passed a “no casino” resolution under Section 166 of the Gambling Act 2005, but is aware that it has the power to do so. It may choose to exercise this option should there be only one application for a large casino premises licence or should, where there is more than one application, those applications fail to meet the council’s aspirations for benefit for the Leeds metropolitan area. Should the council decide in the future to pass such a resolution, it will update this policy with details of that resolution and any such decision will be made by full Council.
- 1.11 As per Part 8, Section 210 of the Gambling Act 2005 the council will not have regard to whether or not a proposal by the applicant is likely to be permitted in accordance with the law relating to planning or building and any licensing decision will not constrain any later decision by the council under the law relating to planning or building.
- 1.12 The council does not have a preferred location for the new large casino. Applicants can submit proposals for any site or location within the Leeds metropolitan area and each will be judged on its own individual merits.

## **2. Application Process**

### *Stage 1*

- 2.1 The council will publish an invitation calling for applications. This invitation will be published in a trade newspaper, journal or similar publication. It will state the latest date the application must be made and the place from which a person may obtain an application pack.
- 2.2 The part of the application pack which relates to stage 1 will include, as a minimum, the following:
- Guidance for applicants
  - Application form for Stage 1
  - Example notices
- 2.3 With regard to stage 1 of the application process, the general principles as stated in Part C of this gambling policy will apply to all applications.
- 2.4 At stage 1 the Licensing Committee or sub-committee, will determine, if there are valid representations, which applications would be granted if they were able to grant more than one application.
- 2.5 At stage 1, the council will not consider whether any of the applications is more deserving of being granted.

## *Stage 2*

- 2.6 Should more than one applicant pass through stage 1, the process will proceed to the second stage with each successful applicant being invited to submit information about how their application would, if granted, benefit the area.
- 2.7 The part of the application pack which relates to stage 2 will include, as a minimum, the following:
- Stage 2 evaluation methodology, including scoring matrix
  - Details of current Licensing Committee
  - Details of the Advisory Panel
  - Terms of reference for Advisory Panel
  - Example Schedule 9 agreement
  - Glossary
  - Vision for Leeds 2011 to 2030
- 2.8 At stage 2, the procedure will follow the DCMS Code of Practice. However, the Code leaves individual councils to determine the detail of their own procedure.
- 2.9 The council will not bear any abortive costs of the unsuccessful applicants and their participation in all phases of the licence process is conducted entirely at the applicants risk.

## *Advisory Panel*

- 2.10 It is recognised that the Licensing Committee does not necessarily have specialised expertise required to fully evaluate each application. It will seek professional expertise from officers of the council. Where this expertise is not available, it may seek independent expertise from outside the council.
- 2.11 For this purpose, the Licensing Committee will appoint a non-statutory panel to assist it in the evaluation of the stage 2 application process. This panel will be called the “Advisory Panel”. The Advisory Panel will evaluate each application using the evaluation methodology and scoring provided in the application pack.
- 2.12 To ensure there are no conflicts of interest, applicants will be provided with a list of Advisory Panel members. Where objections are made, it will be necessary to give details of the substance of such objection. These objections will be considered by the Licensing Committee before the evaluation of stage 2 applications commence.
- 2.13 The Advisory Panel will engage in discussions with each second stage applicant with a view to the particulars of an application being refined, supplemented or otherwise altered so as to maximise the benefits to the Leeds metropolitan area that would result from it (were it granted).
- 2.14 The Advisory Panel will report its findings to the Licensing Committee. The report will be made available to the applicant before being submitted to ensure that the information provided within it is accurate. Should the applicant disagree with the evaluation, this will be noted and reported to the Licensing Committee, together with any necessary changes to the Advisory Panel’s report.



- 2.15 The Licensing Committee will consider all the applications at Stage 2, and the report of the Advisory Panel. They will evaluate the proposals, in line with the principles below and determine which application, if granted, is likely to result in the greatest benefit to the area. This will involve an evaluation both of the benefits and the likelihood of their delivery.
- 2.16 The Licensing Committee will instruct officers to complete negotiations on any written agreements made under Paragraph 5(3)(b) of Schedule 9 of the Act. Once the negotiations have been completed officers will report to Licensing Committee who will then grant the licence to the successful applicant and reject the remaining applications.
- 2.17 In line with paragraph 5.7.4 of the Code of Practice, in determining the principles the council intends to apply in making any determination for a casino premises licence, the council has had specific regard to the following:
- a. The financial and other contribution a second stage applicant proposes to make to the Leeds metropolitan area,
  - b. The likely effects of an application on employment, the local economy and regeneration within the authority's area,
  - c. Whether, and the extent to which, the benefits offered are pursuant to an agreement under paragraph 5(3)(b) of Schedule 9 or otherwise.
- 2.18 In line with paragraph 3.3 of the Code of Practice, in determining the principles the council intend to apply at Stage 2, it disregarded the existence of any contract, arrangement or other relationship already in place; and will
- put in place arrangements to ensure that any such contract, arrangement or other relationship does not, actually or apparently, prejudice its ability to conduct the procedure fairly; and will
  - prepare a register of interests disclosing their interest in any contract, arrangement or other relationship with an applicant or a person connected or associated with an applicant.

### 3. Principles

- 3.1 At stage 2 the applicant will be required to state and demonstrate the benefit that they can bring to Leeds metropolitan area.
- 3.2 The council will seek to determine the greatest benefit through the following principles:

<b>Financial</b>	To seek to maximise the financial return to the council.
<b>Social</b>	To use any financial return accrued to facilitate the delivery of programmes and projects that support the Council's social and economic inclusion agenda, for the benefit of the Leeds metropolitan area.
<b>Economic</b>	To secure a positive and significant economic impact for the local economy through the provision of a Large Casino in Leeds.

## 4. Evaluation Criteria

- 4.1 The council will publish a detailed evaluation methodology, which includes the information applicants are required to supply in order to support their application, and the weight that will be placed on each criterion. This evaluation methodology will be included in the application pack.
- 4.2 Applicants should carefully examine the evaluation methodology and tailor their application accordingly to ensure that they maximise benefits in accordance with this methodology.
- 4.3 In line with paragraph 5.7.4 of the Code of Practice, and the principles stated at 16.37 of this policy, the council has selected the following criteria which they will use to evaluate and score applications:

<b>Financial Contribution</b>	This criterion relates to 16.33a and the first and second principles
<b>Socio-economic</b>	This criterion relates to 16.33b and the second and third principles
<b>Risk and deliverability</b>	This criterion relates to 16.33c and all three principles

### *Financial Contribution*

- 4.4 The council is seeking to identify and quantify the level of financial contribution that could be secured for the Leeds metropolitan area. It is expected that the contribution will comprise a mixture of annual payments received from the applicant and a lump sum payable upon signing of any agreements and on specified dates and/or events thereafter.
- 4.5 The financial contribution will be used by the council to establish and maintain the council administered Social Inclusion Fund (SIF) which will facilitate the delivery of programmes and projects that support the council's social and economic inclusion agenda, for the benefit of the Leeds metropolitan area.
- 4.6 The financial contribution will be evaluated in terms of its ability to fund a credible and sustainable SIF. As such a mixture of upfront and annual payments is required.
- 4.7 The scoring of financial contributions will be weighted as follows:

1.0	1.0 Financial Contribution	33%
1.1	Net Present Value of total financial offer	
1.2	Upfront capital payment paid to the council on completion of the Schedule 9 Agreement	
1.3	Net Present Value of annual cash sum offer	
1.4	Credibility of financial assumptions and offer	

4.8 Further detail including the information required, its format and how the submission will be evaluated can be found in the evaluation methodology included in the stage 2 application pack.

*Socio-economic*

4.9 The council is seeking to identify and quantify the level of expected net socio-economic benefits that could be secured for the Leeds metropolitan area based on the projected gross levels applicants believe their proposals will generate.

4.10 The council will expect to see that the applicant has tailored its proposals specifically to the requirements of Leeds through research and detailed assessment of the physical, social and economic position as outlined in its vision documents. These documents will be made available in the stage 2 application pack.

4.11 Applicants should have regard to the proposed location of the premises, with regard to meeting the licensing objective which seeks to protect children and vulnerable persons from being harmed or exploited by gambling. Applicants will be asked to provide information related to the area in which their proposed developed is situated in their strategy and vision documents.

4.12 Applicants will be asked to provide information on how their development will impact on employment and training, including amongst others, graduate training, NEETs and vocational qualifications as well as opportunities for Leeds businesses and the local supply chain.

4.13 Applicants must demonstrate a firm commitment to mitigation of negative impacts and ensuring residents’ safety and health is not put at risk by the large casino. In particular, attention should be focussed on mitigation for the most vulnerable in society and for those living closest to the proposed casino and applicants must ensure that problem gambling issues do not increase in the Leeds area. Applicants must provide an assessment of the social, equality and health impacts of their proposed casino developments and provide mitigation plans to minimise and eliminate negative impacts. Applicants should also commit to supporting the ongoing monitoring of negative social, equality and health impacts of the large casino and make contractual commitments in the schedule 9 agreement on all mitigation measures proposed.

4.14 The scoring of the socio-economic benefits will be weighted as follows:

<b>2.0 Socio-economic</b>	<b>34%</b>
2.1 Strategy and vision for proposed development	
2.2 Economic Benefits (Gross):	
- Net contribution to local economy (including direct employment and GVA)	
- Credibility of economic assumptions	
2.3 Net social impacts	

4.15 Further detail including the information required, its format, data requirements and how the submission will be evaluated can be found in the evaluation methodology included in the stage 2 application pack.

*Risk and deliverability*

4.16 At stage 2 the council will assess the risk and deliverability of the proposed scheme. In particular the council will wish to consider what legal and financial assurances there are that the proposed development will be delivered within 5 years, and that the promised benefits will both materialise and be maintained. Firm evidence is required that all benefits and development proposed can be funded and a contractual obligation with penalties for non-delivery is required.

4.17 The application pack will include a template agreement under paragraph 5(3)(b) of Schedule 9 to the 2005 Act ('a schedule 9 agreement'). Such an agreement will be negotiated with the applicants during the stage 2 evaluation process. This agreement will include a list of the benefits proposed, along with delivery targets and details of the penalties for non-delivery. Applications where the benefits, including delivery of the development itself, are made subject of contractual obligation and where the applicant provides damages for non-delivery are likely to receive greater weight in the evaluation process.

4.18 The council is aware that the casino application may form part of a wider development proposal or be a new development. A casino development with firm contractual commitment to be fully operational within a 5 year timescale with proof of funding and with meaningful payment proposed for late or non-delivery will score more highly than a casino development that is not supported by a contractual commitment and/or meaningful payments for late or non-delivery and/or proof of funding. Any part of a wider development proposal which is not directly required for the delivery of the casino will score more highly if the applicant commits to completing the wider development within a 5 year timescale, proposes meaningful payment for late or non-delivery and provides proof of funding. These commitments will be contained within the schedule 9 agreement and the five year timescale will start from the signing of the schedule 9 agreement. Applicants must demonstrate that all development proposals are credible.

4.19 The scoring of risk and deliverability will be weighted as follows:

<b>3.0 Risk and deliverability</b>	<b>33%</b>
3.1 Contents of the Schedule 9 Agreement	
3.2 Deliverability:	
- Financing	
- Financial Standing	
- Right to occupy the site/premises	
- Credibility of approach to implementation	

4.20 Further detail including the information required, its format and how the submission will be evaluated can be found in the evaluation methodology included in the stage 2 application pack along with a template schedule 9 agreement.

Produced by  
Entertainment Licensing  
Leeds City Council  
Civic Hall  
Leeds  
LS1 1UR

Tel: 0113 247 4095  
Fax: 0113 224 3885

Email: [entertainment.licensing@leeds.gov.uk](mailto:entertainment.licensing@leeds.gov.uk)  
Web: [www.leeds.gov.uk](http://www.leeds.gov.uk)

## Equality, Diversity, Cohesion and Integration Screening

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

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

Completed at the earliest opportunity it will help to determine:

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

<b>Directorate:</b> Citizens and Communities	<b>Service area:</b> Entertainment Licensing
<b>Lead person:</b> Susan Holden	<b>Contact number:</b> 0113 395 1863

### 1. Title:

Is this a:

**Strategy / Policy**
                 
  **Service / Function**
                 
  **Other**

**If other, please specify**

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

Under Section 349 of the Gambling Act 2005 the Licensing Authority is required to prepare a statement of principles that they propose to apply in exercising their functions under this Act. This process is to be repeated every three years from 31<sup>st</sup> January 2007.

The consultation process is laid out clearly in the Gambling Act 2005, the Gambling Act 2005 (Licensing Authority Policy Statement)(England and Wales) Regulations 2006 and the Guidance to Licensing Authorities issued by the Gambling Commission ([www.gamblingcommission.gov.uk](http://www.gamblingcommission.gov.uk)).

### 3. Relevance to equality, diversity, cohesion and integration

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

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

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

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

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

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

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

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

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

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



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

The concerns relate to gambling and vulnerable people. Vulnerable is defined in the policy as:

*The Gambling Commission, in its Guidance to Local Authorities, does not seek to offer a definition for the term “vulnerable people” but will, for regulatory purposes assume that this group includes people:*

*“who gamble more than they want to, people who gamble beyond their means, elderly persons, and people who may not be able to make informed or balanced decisions about gambling due to a mental impairment, or because of the influence of alcohol or drugs.”*

*The Department of Health document “No Secrets” offers a definition of a vulnerable adult as a person:*

*“who is or may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation.”*

Vulnerable people, especially the elderly, people with disabilities, people who are ill can be considered at protected characteristics and have been forefront when reviewing the policy.

- **Key findings**

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

The impact on vulnerable people specifically relates to gambling premises which are embedded within the community such as betting shops and adult gaming centres. Betting shops in particular are plentiful and on every high street. They also have fixed odds betting terminals which are considered to be highly addictive gaming machines, offering casino style games. The increase in the availability of these machines is of concern nationally. Additional requirements under the Gambling Commission’s Licence Conditions and Codes of Practice (LCCP) seek to address risks to vulnerable people.

- **Actions**

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

This is the fourth review of the Gambling Act 2005 Statement of Licensing Policy. At this review the council does not seek to remove any of the protections included in other versions of the policy. It does seek to include additional requirements on licence applicants to consider their local area when making their application and for all existing gambling premises to undertake a similar review. These measures are included in paragraph 13.10, on page 17 of the policy, onwards.

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

Date to scope and plan your impact assessment:

Date to complete your impact assessment

Lead person for your impact assessment  
(Include name and job title)

**6. Governance, ownership and approval**

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

<b>Name</b>	<b>Job title</b>	<b>Date</b>
Nicola Raper	Section Head Entertainment Licensing	16 <sup>th</sup> March 2015
<b>Date screening completed</b>		16 <sup>th</sup> March 2015

**7. Publishing**

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

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

- Governance Services will publish those relating to Executive Board and Full Council.
- The appropriate directorate will publish those relating to Delegated Decisions and Significant Operational Decisions.
- A copy of all other equality screenings that are not to be published should be sent to [equalityteam@leeds.gov.uk](mailto:equalityteam@leeds.gov.uk) for record.

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

For Executive Board or Full Council – sent to <b>Governance Services</b>	Date sent: 16 <sup>th</sup> March 2015
For Delegated Decisions or Significant Operational Decisions – sent to appropriate <b>Directorate</b>	Date sent:
All other decisions – sent to <a href="mailto:equalityteam@leeds.gov.uk">equalityteam@leeds.gov.uk</a>	Date sent:

## Report of Assistant Chief Executive – Citizens and Communities

### Report to Citizens and Communities Scrutiny

**Date: 14 September 2015**

**Subject: Equality Update; Improvement Priorities 2016 – 2020, and the Equality Framework Reaccreditation**

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 checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Is the decision eligible for Call-In?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information? If relevant, Access to Information Procedure Rule number: Appendix number:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

### Summary of main issues

1. The Equality Improvement Priorities 2011-15 have been reviewed. As a result of this the Equality Improvement Priorities 2016 - 2020 have been produced. These continue to ensure that the council meets its legal duties under the Equality Act 2010.
2. The priorities have been developed to compliment the Council Business Plan priorities and help to underpin the ambitions of the city to have a strong economy with a compassionate backdrop.
3. The Equality Improvement Priorities are encompassed in a standalone document, but also form a part of the Equality Action Paper and are linked to and referenced within the Council Business Plan.
4. The council attained Excellence of the Equality Framework for Local Government in 2011. To gain reaccreditation a self-assessment, narrative and supporting evidence have been produced.
5. Assessment of the council against the Equality Framework is via a desk top exercise and peer assessment which will take place in November 2015

## **Recommendations**

Scrutiny Board is recommended to:

- Note the contents of this report;
- Note the contents of the Equality Framework narrative
- Comment on the Equality Improvement Priorities 2016-20.

## **1 Purpose of this report**

- 1.1 This report sets out the approach taken to develop the Equality Improvement Priorities 2016 - 20, and how these support the ambitions of the city.
- 1.2 It also outlines the plans for reassessment of the council against the Equality Framework for Local Government at excellent level (the highest available).

## **2 Background information**

- 2.1 Compliance with the Equality Act 2010 includes a specific duty to develop equality priorities which are reviewed every 4 years. The specific duty requires local authorities to:
  - publish accessible information outlining the equality analysis which has taken place to inform equality objectives
  - engage with people who have an interest in furthering the aims of the general equality duty
  - demonstrate progress against equality objectives for both employment and service delivery
- 2.2 To develop the equality improvement priorities consideration has been given to understanding the nature of any disproportional outcome on different groups covered by equality legislation. This information is included in the Equality Action Paper. Appendix 1 summarises the equality improvement priorities for the council for 2016-20 in a draft document which will be designed to look and feel like the Best Council Plan. Appendix 2 shows which of these have been retained from 2011-15.
- 2.3 Progress has been reported on an annual basis against the 2011-15 priorities, and this year's Annual Update is included in the Equality Action Paper. In addition to progress, it shows the consultation which has taken place in order to inform the current priorities, and the specific equality analysis which underpins why these are areas to focus on.
- 2.4 The information contained within the Annual Update was informed by the evidence which has been collected for the reaccreditation against the Equality Framework. The Equality Framework narrative is at Appendix 3.
- 2.5 The Equality Framework narrative is supported by a self-assessment and the storyboards, some of which are also included in the Annual Update.
- 2.6 Re assessment of the Equality Framework will take place 25 -26 November. The peer assessors will consider the evidence provided and will conduct a series of interview, focus groups whilst there here, as well as attending some or all of the Equality Assembly conference on 26 November.
- 2.7 The outcome of the reaccreditation is expected in January 2016.

## **3 Main issues**

- 3.1 Many of the Equality Improvement Priorities 2011-15 have been retained into 2016 -20; these are showing progress and continue to be areas of focus.

Appendix 2 shows these. There are a number of these which are specifically highlighted below to provide additional information in relation to their continuation as priorities:

- **To develop a skilled and diverse workforce** – there has been little change in the outcomes for people with protected characteristics. There has been a move to focus on the culture of the organisation so that we are more of an employer of choice when we are recruiting. In addition a new Inclusion and Diversity Member Steering Group has been established to consider how to address this area. The commitment and challenge to this area is being strongly led by Tom Riordan and the Corporate Leadership Team.
- **Domestic Violence** – is a major social issue which is systemically entrenched within generations of family groups and as such there is a need to be constantly re-evaluating our response to the crime type. There is a need to fully understand the changing nature of domestic violence and abuse in Leeds, particularly within the context of constantly changing demographics. Domestic violence has now been identified as a top priority for LCC and as such is one of seven breakthrough projects and significant work is taking place, with partners, to address this at a city wide and council level. Its prioritisation is critical at this time.
- **Hate Crime** – has seen a slight rise in reported incidents over the last year. This is seen as a sign of success in improving confidence in the systems and therefore increased reporting. In addition to increasing reporting the focus is on decreasing repeat incidents. The reports have been predominantly in relation to race, but also include incidents against disabled people, LGB T, people of faith, and transgender people. Race hate crime in Leeds is complex and reflects the changing nature of communities and some of the tensions therein. The current Hate Crime Strategy for Leeds was developed in 2014 and this outlines the approach taken to challenge, report and stop hate crime.
- **Understand the context and impact of migration on Leeds** – Leeds is a diverse and ever changing city. We want to ensure that we take all possible steps to meet the needs of new communities and build sustainable and strong communities. There is an increased focus on this area due to the international position and reduced funding
- **Financial hardship** – the current economic climate has meant that there are more people facing this position and therefore this is a harder area to address. The Supporting Communities and Tackling Poverty narrative outlines all the work which is taking place which should alleviate some of the issues

3.2 The Equality Improvement priorities underpin the Best Council Plan priorities and work is taking place to align these more closely including eg covering the same time frame. In aligning these areas there may be some additional requirements to ensure compliance with the Equality Act 2010.

## **4 Corporate Considerations**

### **4.1 Consultation and Engagement**

- 4.1.1 Extensive public consultation has taken place on major pieces of work including the Vision for Leeds and budget setting. Both these have been used to inform the priorities as have service specific consultations which continue to take place. All information is recorded in TalkingPoint so that there can be easy and shared learning.
- 4.1.2 As part of the localisation agenda more conversations are happening locally and these are being used to shape and inform further and future work

### **4.2 Equality and Diversity / Cohesion and Integration**

- 4.2.1 The Equality Improvement Priorities are in place to provide focus to address issues of inequality. They are based on evidence of disproportionate outcomes, which we are seeking to challenge and change.
- 4.2.2 The tools and mechanisms that the council use will continue to play a pivotal role in identifying and addressing inequality and these priorities form one part of this. Equality Impact Assessments continue to take place and inform the further development in addressing each of these priorities.

### **4.3 Council policies and the Best Council Plan**

- 4.3.1 The Equality Improvement Priorities sit with the council priorities and are an integral part of the ambition to be a compassionate city and to tackle inequalities in the city.

### **4.4 Resources and value for money**

- 4.4.1 There are no additional resource implications arising from this report.

### **4.5 Legal Implications, Access to Information and Call In**

- 4.5.1 Developing and publishing our 4 year Equality Improvement Priorities is in compliance with the Equality Act 2010
- 4.5.2 This report does not contain any confidential or exempted information and is not subject to call in.

### **4.6 Risk Management**

- 4.6.1 Any risks associated with specific priorities are addressed as part of service delivery.
- 4.6.2 The risk to the council in not developing 4 yearly equality priorities and/or not publishing these is that we will be in breach of the Equality Act 2010

## **5 Conclusions**

- 5.1 The Equality Improvement Priorities have been developed following a robust process and will help the council to focus on areas of disproportionality and tackle inequalities

## **6 Recommendations**

6.1 Scrutiny Board is recommended to:

- Note the contents of this report;
- Note the contents of the Equality Framework narrative
- Comment on the Equality Improvement Priorities 2016-20.

## **7 Background documents<sup>1</sup>**

7.1 Equality Action Paper

7.2 Self assessment for Equality Framework for Local Government

7.3 Supporting storyboards for Equality Framework for Local Government

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<sup>1</sup> 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.



**Leeds The Compassionate City: Tackling Inequalities**

**Equality Improvement Priorities Summary  
2016 - 20**

DRAFT

# Equality Improvement Priorities 2016 – 2020

## Introduction

We know that some of our communities have poorer outcomes than others and this affects them individually as well as the city as a whole. It is important for everyone to benefit from being part of a strong economy and our focus on a compassionate city approach will help us do this.

We are committed to making equality a reality for all the citizens of Leeds. Leeds will be a city where people are able to recognise, value and embrace diversity and difference. We will support people from different backgrounds and ages to feel comfortable living together. We will work with organisations across Leeds to promote a clear and consistent message that prejudicial views or behaviour that could result in hate incidents or crimes are not tolerated or condoned. We will work with communities to ensure people are treated with dignity and respect and the causes of unfairness are understood and addressed. We value the contributions that all citizens in Leeds make to our city and we want everyone to recognise and appreciate these.

We will ensure that we show kindness, and empathise with the difficult situations people find themselves in. We will do what we can to work with them to help them alleviate these.

In our aim to be a compassionate city, we want to live in an equal society which recognises different people's different needs, situations and goals and removes the barriers that limit what people can do and can be. We will consider all the protected characteristics covered in the Equality Act 2010, and we will also widen our considerations to others who are disadvantaged in other ways eg by poverty. Our priorities do not include all our work across all the protected characteristics, but highlights those areas where there are significant differences in outcomes for people due to those characteristics. We believe that by addressing these areas we will make Leeds a better city for everyone.

We welcome all communities here and value the contributions that our citizens make to our city.

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The following pages outline our equality priorities which have been developed because we recognise that there are currently different outcomes and experiences for different groups and communities. This is not acceptable and we will address these differences where ever we can.

More information about the equality priorities and how they have been developed is in the **Equality Action Paper**. These priorities are clearly referenced within the Council Business Plan which also has equality underpinning it and running through it.

# Compassionate City

## Living safely and well, living at home, and valuing communities

### Why this is important:

317 new cases of child sexual exploitation recorded in Leeds between April 2014 and March 2105

Over 14,000 reported incidents of domestic violence in Leeds in 2014/15, and over 80% of victims are women

2,406 hate crimes and hate incidents in 2014/15 in Leeds (involving race, sexual orientation, disability, faith and transgender)

Reducing fuel poverty increases life expectancy, improves mental health and wellbeing and reduces health inequalities.

People using Adult Social Care services tell us they do not have the information they need , or that it is in a format or language they find difficult

Over the next 15/20 years it is projected that 68% of council tenants will be over 55 with 18% of these being over 85

2,339 young people (16-24 year olds) presented themselves as homeless in Leeds in 2014. 30% of these were 16/17 year olds

2,861 (5%) of lead tenants in council properties are between 16-24

### Key Actions

Create a team of practitioners dedicated to supporting victims and families affected by child sexual exploitation

Support 200 targeted families through perinatal education

Improve communications

Review the way Housing Leeds supports tenants with additional support needs

Develop understanding of new and emerging communities in each locality

Consider and adopt appropriate models to strengthen communities working together

Review the support models available for older tenants

### Key Indicators

Reduce repeat incidence rate of domestic violence and abuse

Reduce number of repeat victims of hate incidents and hate crime

Increase availability of housing choice and provision including Extra Care and Sheltered Schemes across Leeds for older people

Reduce number of households in fuel poverty

**Our Equality Priorities** – although specific protected characteristics are identified for each priority, work in these areas will improve the position for everyone

Women: Reduce the prevalence and impact of domestic violence and abuse

Young people; boys and girls from South Asian communities: Protect children from child sexual exploitation

BME, LGB T, and disabled people: Reduce the impact and occurrence of hate crime

Young people: Improve housing options

Those in poverty: Improve perinatal education

Older and disabled people: supported to live safely and as long as they wish in their own homes

BME: Understand the context and impact of migration on Leeds

Older people and disabled people: Identify and remove as many organisational barriers as possible to people who need access to Adult Social Care services

Those in poverty: reduce fuel poverty

## Compassionate City

### Enjoying culture and sport, inclusive access and language access

#### Why this is important:

Annual sports customer survey identified access as an issue for some groups, particularly women and people with disabilities

Inclusive design acknowledges diversity and difference and can help create buildings and places for everyone

Elderly and disabled people tell us that they have problems with obstructions on pavements, and this makes it difficult to get out safely.

People with mobility impairments tell us it is easier to get around the city centre if you know the average time it takes to walk to a destination

Between Sept 13 and June 15 the council successfully prosecuted 274 individuals due to their misuse of blue badges and disabled parking facilities in Leeds. This illegal parking prevents disabled people from using these spaces

Sign language users have had to wait 2 weeks for an interpreter to support them at Customer Services in the council

There are higher numbers of people wanting to access council services who have limited English and this prevents them from doing so easily

#### Key Actions

Identify barriers to female participation in sports

Carry out external consultation and involvement of the council's Equality Assembly and/or the Access and User-Ability Group in the design of the Inclusive Design and Access document

Take action against residents who are causing access problems on public pathways eg wheelie bins, A boards, overgrown hedges

Provide relevant and appropriate information in a way that is accessible to all

#### Key Indicators

Number of access audits undertaken on museums and galleries in Leeds

Increase the percentage of parks and countryside community parks which meet Leeds Quality Parks Standard

Percentage of staff trained in equality, disability awareness and adapting activities (sport)

Produce and adopt the guidance on inclusive design and access

Reduction in service requests in relation to access to pavements

**Our Equality Priorities** – although a specific protected characteristic is identified for each priority, work in these areas will improve the position for everyone

BME, people of faith, young and old, disabled people:  
Improve the quality of parks

Older people, children, disabled people, BME:  
Improve access to Leeds city centre, pavements and disabled parking

Older people, children, disabled people, BME:  
Improve access to cultural opportunities and sport

Older people, children, disabled people; Ensure that simplified street space is safe

Older people, children and disabled people:  
Produce and adopt a Supplementary Planning Document on Inclusive Design and Access

Those in poverty, and new to Leeds: Improve recycling rates

Deaf people and those with limited English: Improve awareness of availability of ESOL classes and improve BSL interpretation

## Strong Economy

### Achieving potential, and improving representation

#### Why this is important:

Children living in poverty do not do as well at school and this affects their life opportunities. The gap between the proportion of those eligible for free school meals and those not eligible achieving 5+ A\*-C GCSEs has remained relatively constant.

10% learners on apprenticeships are from BME groups compared with 19% of the adult learners as a whole

15,450 Employment Support Allowance/Incapacity Benefit claimants of working age in Leeds have a mental and behavioural disorder

23% of premises in W Yorkshire with the poorest connectivity (no superfast broadband provision) are in the 20% most deprived areas of the country.

Over 6,000 accessed Leeds Local Welfare Support Scheme for both emergency (food and fuel) and basic needs provision (household goods)

Research in 2010 indicated that lone parents (38%) were more likely than the average survey sample to use high cost sources of credit, have less savings and be experiencing financial difficulties

At March 2015 the council employed 15605 staff, of these 2% disclosed they were LGB T, 6% disabled, and 13% BME

#### Key Actions

Targeted support and challenge for schools with significant proportions of relatively low achievers from vulnerable groups, including academies

Promote affordable credit and banking service as an alternative to high cost lenders

Increase disclosure rates of council staff by leading a campaign around the topic of 'why we need your information'

#### Key Indicators

Reduce educational achievement gaps

Increase the number of people experiencing mild to moderate mental ill health moving into work

98% of premises across W Yorkshire and York able to access superfast broadband by end 2018

Growth in credit union membership

Increase the proportion of people with protected characteristics recruited into the council

Reduce the gaps in representation between % of board membership and resident population, of specific identified boards

**Our Equality Priorities** – although a specific protected characteristic is identified for each priority, work in these areas will improve the position for everyone

Those in poverty: Support people out of financial hardship

Child carers, those on free school meals, disabled children: Reduce the gaps in learning outcomes

Those in poverty: Increase digital inclusion

BME people: Increased access to apprenticeships

BME, LGB T, women and disabled people: Increase board representation

Those with mental health issues: Increased access to employment

BME, LGB T, women, and disabled people: Develop a skilled and diverse workforce

“Our vision is for Leeds to be a compassionate, caring city that Helps all its residents benefit from the effects of the city’s economic growth. We will focus on creating the right conditions for the economy in Leeds to prosper and, hand in hand with that, ensure a consequence of that growth is a reduction in the inequalities that exist in Leeds.”

Cllr Judith Blake, Leader of the Leeds City Council  
Tom Riordan, Chief Executive of Leeds City Council  
(2015)

## Equality Improvement Priorities 2011-15 continuing into 2016-20

<b>Equality Objectives 2011-2015</b>	<b>Equality Focus 2016-2020</b>
To make LCC and employer of choice' for people from groups in our communities whose diverse backgrounds are not yet fully represented in our workforce	To develop a skilled and diverse workforce which is: -representative of the City and citizens feel that the City is theirs -a safe, inclusive and welcoming workforce where everyone is treated with respect and dignity and people say "I feel like I count " -one where very person who works for the Council will have an appraisal and development plan which gives them the opportunity to develop their careers with the Council. -inclusive at all levels of the organisation -engaged ,empowered and motivated to take personal responsibility for creating an inclusive and diverse workforce
To demonstrate increased engagement, year on year, for staff from groups whose diversity is not yet fully represented in our workforce	
To improve opportunities for progression to senior levels in the organisation particularly for black, minority ethnic and disabled staff	
Tackle domestic violence and protect and support the most vulnerable young people	Domestic violence
Improve citywide approaches to dealing with hate crime	Increase awareness and understanding of hate crime and reduce the occurrence and impact of hate crime
There is a sense of belonging that builds cohesive and harmonious communities	Understand the context and impact of migration on Leeds
Ensure that housing and regeneration investment meets the changing needs of individuals and communities	Support and accommodation needs for older people remaining in their own home
Improve energy efficiency	Work to improve properties and assist tenants living in fuel poverty over the next 4 years
All citizens of Leeds will have access to, and benefit from, joined up services provided by integrated health and social care teams*	All citizens of Leeds will have access to, and benefit from, joined up services provided by integrated health and social care teams*
We will promote achievement of agreed personal outcomes (including increasing access and the equity of access to services) across all equality characteristics to encompass all communities and citizens of Leeds*	We will promote achievement of agreed personal outcomes (including increasing access and the equity of access to services) across all equality characteristics to encompass all communities and citizens of Leeds*
All citizens will have access to appropriate services and or support, with assistance to develop appropriate services from within the community*	All citizens will have access to appropriate services and or support, with assistance to develop appropriate services from within the community*
Support children from all equality communities to be ready for learning	The gaps in learning outcomes
Increase access to employment opportunities and up-skill the workforce	Integrate employment support with mental health support and set equality targets for BME apprenticeships

Improve financial inclusion	Helping people out of financial hardship; tackling the financial challenges of poverty, deprivation and inequality
Increase participation in Leeds cultural and sporting opportunities	Working to ensure equality groups are fully involved in the European Capital of Culture bid development and engagement, and that all aspects of our activities are as fully accessible as our resources allow, including access to buildings, collections, events, exhibitions, learning and to our staff and volunteers as well as visitors
Enhance the quality of Leeds' parks	Ensure equal access for all, something for everyone (young and old), provide facilities for disabled people (including play) and reflect cultural/ethnic/religious background of visitors in parks

\*these were refreshed in 2013/14, and so remain the same; they are described as 'identify and remove organisational barriers or people to access services through health and social care teams.'

DRAFT



# Leeds City Council – our ongoing improvement journey

## Narrative



**Equality framework for local government  
November 2015**

**“Our vision is for Leeds to be a compassionate, caring city that helps all its residents benefit from the effects of the city’s economic growth. We will focus on creating the right conditions for the economy in Leeds to prosper and, hand in hand with that, ensure a consequence of that growth is a reduction in the inequalities that exist in Leeds.”**

### **Council Values**

- Working as a team for Leeds
- Being open, honest and trusted
- Working with communities
- Treating people fairly
- Spending money wisely

This narrative report outlines how we have continued to improve our services and to ensure that equality is at the heart of all that we do. Since achieving Excellence in 2011 we have continued to use the principles of the Equality Framework to support our ambitions. This narrative forms part of our overall submission and is supported by the self assessment, key evidence and story boards, which are used to provide a ‘snap shot’ of the breadth of equality activity undertaken across the organisation, demonstrating improved outcomes. It has the following sections:

- About Leeds
- About Leeds City Council
- Knowing your communities
- Place shaping, leadership, partnership and organisational commitment
- Involving communities
- Responsive services and customer care
- A skilled and committed workforce
- Next steps

### **About Leeds**

Based in West Yorkshire, Leeds is the second largest local authority in England, covering an area of 552 square kilometres. It is an area of great contrasts. It includes a densely populated, inner city area with associated challenges of poverty and deprivation, as well as a more affluent city centre, suburban and rural hinterland with villages and market towns. The most recent census (2011) indicates that Leeds has a population of 751,500<sup>1</sup>, representing a 5% growth since the previous census in 2001. The age structure for Leeds is broadly similar to that for England and Wales with the notable exception of the 20-29 age band which in Leeds accounts for 17.5% of the population compared to 13.6% in England and Wales; children (aged 0-15)

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<sup>1</sup> OSN latest data estimates the population of Leeds at 761,500 (mid-year estimate of population 2013)

account for 18.3% of the city's population, while people aged 65+ accounts for 14.6%.

Leeds is an increasingly diverse city with over 140 ethnic groups including black, Asian and other minority ethnic populations representing almost 19% of the total population compared to 11% in 2001. The number of Leeds residents that were born outside of the UK has increased from 47,636 (6.7% of the population) in 2001 to 86,144 (11.5%) in 2011, with just over 20,300 people being born in the EU (12,026 born in EU accession countries) and just over 61,000 born elsewhere. Of the 86,144 people born outside the UK, more than half arrived in the last 10 years, 67% were between the ages of 16 and 44 when they arrived in the UK and 29.5% were aged 15 or younger. Data from the city's schools, shows there are more children and young people of black and minority ethnic heritage, particularly Black African and White Eastern European. The number of children and young people with English as an additional language (EAL) has also increased in recent years, from 13% in 2010 to 16% in 2014. In addition to English language, there are over 170 languages spoken in Leeds schools with the main languages spoken being Urdu, Punjabi and, increasingly, Polish.

There is no direct count of disability, but the census collects information in relation to 'long term health problems or disability'. In Leeds 83.4% of people say that their day to day activities are not limited by long term health problems or disability, 7.7% say they are limited a lot and 8.9% say that they are limited a little. Leeds has a relatively high level of its working age adult population in receipt of Incapacity Benefit (IB) due to mental ill health (50% of IB claimants identify a mental health problem). Employment rates for female users of mental health services in Leeds are significantly below the national average. In 2014, 3,099 adults in Leeds were identified as having a moderate or severe learning disability. Over the last four years there has been an increase in the Leeds learning disabilities population of about 5%. This growth is particularly focussed amongst younger people with the most profound needs for care.

The proportion of people who say they are Christian is lower in Leeds (55.9%) than across the whole of England and Wales (59.3%), while the proportion of people who say they have no religion is higher (28.2% and 25.1% respectively) and; compared to England and Wales, Leeds has higher than average proportions of people stating their religion as Jewish (0.9% compared to 0.5%), as Muslim (5.4% compared to 4.8%) and as Sikh (1.2% compared to 0.8%).

The 2011 Census collected information on civil partnerships for the first time, reflecting the Civil Partnership Act 2004 which came into effect in the UK on 5 December 2005. Married people account for 41.5% of adults in Leeds; 0.2% of adults in Leeds are in a registered same-sex civil partnership, mirroring the rate for England and Wales and; 40.8% of adults in Leeds are single (never married or never registered in a same-sex civil partnership), much higher than the England and Wales rate of 34.6%. We do not publish data relating to transgender as due to small numbers individuals would be easily identified.

As a growing city Leeds is seeing significant changes to the make-up of the population, in particular...

- We have an ageing population; as the baby-boomer generation grows older there will be implications not only in terms of public services, ensuring that older people

get excellent care and support when they need it and are enabled to live independently, but also in terms of the labour market as we make the most of the skills and talents that everyone has to offer.

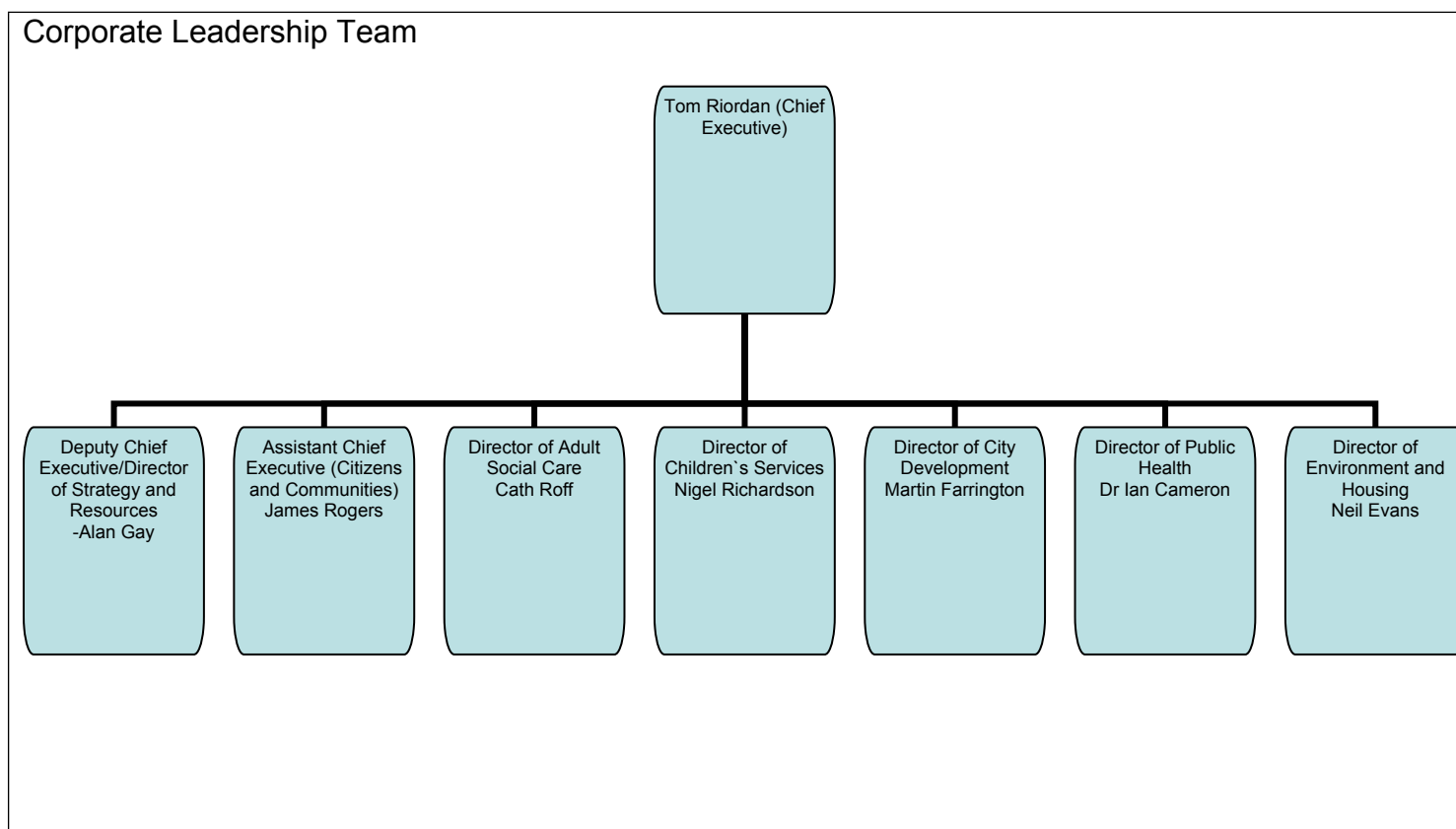
- In the last decade the BME population in the city has increased from 11% to 19%, and the number of residents born outside of the UK has almost doubled. There have been many localised impacts across the city - with complex, related issues such as 'national identity', language proficiency, transient populations and variations in birth rates that in turn influence service provision and the wider interface between communities.
- In part linked to demographic change, in part linked to wider social change, patterns of faith have also changed across the city - different ethnic and religious groups have very different age profiles and understanding these differences are key to helping plan and deliver the appropriate services.
- Economic and social deprivation remains concentrated in specific localities, with long-term challenges such as access to employment, poor housing, language and literacy, skills, health and care responsibilities, being compounded by the recent welfare changes. According to the Index of Multiple Deprivation, over 150,000 people in Leeds live in areas that are ranked amongst the most deprived 10% nationally more than 20% of the city's population. While the impact of poverty on children can be found in all areas of the city, two of our wards have over 40% of children in poverty.

## **About Leeds City Council**

At December 2014, the council employed approximately 16,096 (excluding schools and casual staff) people. We spend almost £2 billion (2013-14) each year to deliver hundreds of different services both directly and with our partners. The size of the city means that the scale of service delivery by the council is also considerable.

Our services are arranged in the following directorates: Adult Social Care, Children's Services, City Development, Environment and Housing, Public Health, Strategy and Resources and the Citizen's and Communities directorate which was established in 2013 specifically to lead the council's fight against poverty and financial hardship.

Each service is led by representatives of the council's corporate leadership team who are responsible for meeting the needs of the city and its citizens through closer working with other public sector partners. The Corporate Leadership Team is actively engaged and committed to the ambitions of Leeds being the UK's best council and best city: a city that is great for all ages; where people are earning, learning, safe, healthy and engaged.



Leeds City Council has 99 councillors, three for each of 33 designated areas of Leeds known as electoral wards. The city is represented in the House of Commons by eight MPs. The current political composition of the council is shown below:

- Labour - 63
- Conservative - 19
- Liberal Democrat - 9
- Morley Borough Independents - 5
- Green Party - 3

## Knowing your communities

### *Collecting information*

Our work around the equality framework has informed a number of improvements in the information that we collect about local communities/protected characteristics and the ways in which we use this information to inform our understanding of our communities and identify priorities for local areas. The processes and systems that we have in place to capture information includes:

- **The Leeds Observatory** – a ‘one-stop-shop’, website for information and intelligence about communities in Leeds. The website is free and publicly available.
- **Strategic Needs Assessments** – these provide a shared understanding of the current and future needs and assets of the local population. A number of Strategic Needs Assessments exist (and are accessible via the Leeds

Observatory) and cover a range of areas which include: The Strategic Housing Market Assessment; the Crime and Disorder Strategic Needs Assessment and the Joint Strategic Needs Assessment which focuses on understanding the key health and well-being needs and inequalities across and within Leeds.

- **Data Mill** – This is managed and owned by Leeds City Council in partnership with a Leeds based company specialising in digital content, data insight and storytelling. Open data is collected from multiple sources into a single website which enables people and organisations to explore the different and complex relationships between the city’s services and businesses, offering a greater insight into the workings of the city. Our **community steering group** includes members of the public who are both community leaders and interested in data. The idea is that members can help influence decisions made on how the Data Mill is developed and what datasets we publish to help address community issues.
- **Council-wide systems and process** – we have a range of initiatives in place across the organisation for example: SIEBEL which is used to manage our compliments and complaints; Adult Social Care’s Electronic Social Care Records system which collects basic demographic data and data which informs needs; Our Welfare and Benefits Academy System, which holds data relating to benefit claimants and; our approach to Hate incident reporting.
- **Research studies** – where local data is not available we will use regional/national data or research studies. For example a research study was carried out which involved Public Health Leeds, Leeds Faith forum and the University of Leeds exploring places of worship in the city as a setting for BME public health initiatives.

All of this information, along with population statistics (e.g. census (2011) and other specific research) is used to inform our strategic, local and service improvement priorities.

We gain additional local perspective in a range of different ways such as; Community Committee workshops, Neighbourhood Improvement Boards, Local Neighbourhood Plans and; requests for data at a more local level that is held by local services and partners.

**Evidence:**

Leeds Observatory website link  
Joint Strategic Needs Assessments (**NE001**)  
Data Mill website link  
Knowing your communities - Stories (**SD001**)

*Analysing and using information*

Following our assessment as excellent in 2011, we introduced ‘**State of the City**’. These were annual reports (supported by events) which were developed closely with the annual Equality Report and set out a comprehensive analysis of progress against our ‘**Best City**’ priorities. However, since May 2015 we no longer have ‘Best City’ priorities or annual report instead we hold themed sessions which bring together a range of stakeholders to discuss city-wide issues. State of the City has now been superseded by our **Joint Strategic Needs Assessment** (supplemented by a range

of other documents). The benefits of collaborative working across the intelligence and information related initiatives have been clearly demonstrated.

Our strategic approach to considering equality focuses on all of the characteristics protected by law in addition to our areas of local focus which include: carers, armed forces personnel and poverty and deprivation. We are currently refreshing our **Equality Improvement Priorities for 2015-2018** which will be informed by knowledge captured during the development of our Best Council Plan and our Budget setting process. Our Equality Improvement Priorities will be an integral part of the council's performance management system. There will be further equality considerations as our priorities are implemented.

The **Best Council Plan** (BCP) sets out what the council will do to help improve the lives of local people and how we will measure progress in delivering better outcomes across Leeds. It was recently refreshed and explains the council's six objectives for 2015-16, the **values** that underpin everything we do and the longer-term challenges and opportunities we face over the period 2015-20. The BCP draws on a range of supporting plans and documents (for example, the Children and Young People's Plan; Adult Social Care Local Account) for which individual equality impact assessments have been carried out on specific initiatives and decisions. These assessments will continue to be undertaken on particular initiatives as required to ensure due regard is taken.

The six objectives have been rolled forwards from the previous BCP 2013-17 on which a comprehensive **equality screening process** was undertaken to review how equality, diversity, cohesion and integration are relevant to, and addressed within the Plan. The screening confirmed that equality had already been fully considered and therefore no changes were required.

Equalities (and specifically tackling inequalities) is integral to our BCP 2015/16 objectives which are: supporting communities and tackling poverty; promoting sustainable and inclusive economic growth; building a child-friendly city; delivering the better lives programme; dealing effectively with the city's waste and; becoming a more efficient and enterprising council. We have also identified 7 break-through projects that will help to deliver our strategic objectives. Five of these projects are explicitly linked to equality:

- Domestic violence and abuse;
- Housing growth and jobs for young people;
- Making Leeds the best place to grow old and;
- Reducing health inequalities through healthier lifestyles
- Rethinking the city centre

Performance in delivering our BCP objectives is monitored on a regular basis by the Corporate Leadership and elected members. Progress is published quarterly.

#### *Sharing information between partners*

**Migration Yorkshire** is a local authority-led regional migration partnership which works with national and local government and others to ensure that Yorkshire and Humber deal with and benefit from migration. A **local migration profile** is completed twice yearly for: the region, every town within the region, the two sub

regions (West Yorkshire and South Yorkshire) and the Leeds City Region. This information is published to the Migration Yorkshire website and a full copy of the profile is made available to our partners. Since July 2014, Migration Yorkshire has been working in partnership with the University of Salford and MigrationWork to deliver the '**Integration up North**' Project. The project aims to mainstream the integration of Third Country Nationals through a comprehensive and co-ordinated programme of research, training, guidance, strategic support and migration participation for local authorities and other key practitioners. Our **Roma Matrix Project (April 2013 -March 2015)** aimed to identify and action the most effective ways to combat racism and xenophobia towards Roma and to improve Roma inclusion. This is an example of partnership working across 10 countries led by Migration Yorkshire. The research undertaken considered the value of some interventions and addressed the barriers to Roma inclusion and has added considerably to the learning within the sector.

Our **information sharing policy and practices** enables information sharing to take place between the council and our internal and external partners. For example, Migrant Third Sector organisations were able to use information sharing to provide information about people accessing their services which, in turn, informed the Joint Strategic Needs Assessment. Information sharing has, however, presented us with a number of challenges many relating to the different ways that organisations collect data (for example paper based system versus ICT based systems), incompatible data sharing systems, differences in the type of data collected (some organisations collect data relating to some or all of the protected characteristics, others collect data based on their specific funding regimes/areas of interest) and, the inability to access specific types of data due to legislative restrictions.

Since achieving Excellence in 2011, we have continued to work closely with our partners to enable us all to identify how communities are changing and the impact that this has on equality priorities for example, we are working alongside Black Health Initiative who have obtained funding to do some specific work relating to Female Genital Mutilation (FGM). The FMG research was launched at the Civic Hall in September 2014, and was fully supported by our staff and elected members. As a result of the initial research, work is currently taking place to fully understand and develop pathways to address the issue. In addition, a project is being developed in Harehills which will give practical expression to this.

#### **Evidence**

State of the City (2012) (**NE002** and **NE003**)

Best Council Plan 2015-20 (**NE004** and **NE005**)

Equality Improvement Priorities for 2015-2018 (**NE006**)

Equality Screening for the Best Council Plan (**NE007**)

Performance Management Best Council Plan scorecard 2014-15 (**NE008**)

Leeds Local Migration Profile summary (**NE009**)

Integration up North (**NE010**, **NE011**, **NE012** and **NE013**)

Roma Matrix Project – summary (August 2015) (**NE014** and **NE015**)

Information Sharing policy (**NE016** and **NE017**)



## Place shaping, leadership, partnership and organisational commitment

### Leadership

Our strong political leadership and organisational commitment to improving our equality outcomes are key drivers in delivering our journey to excellent so far. Council, Keith Wakefield former Leader of the Council (until May 2015) and our Chief Executive, Tom Riordan, maintained their commitment to the equality agenda by ensuring that equality continued to be a high priority. They have championed initiatives such as our 'be reasonable' project which aimed to raise awareness of our legal responsibility to make reasonable adjustments in the workplace. Tom Riordan produces a regular on-line **blog** which focuses on equality issues. Following the 2015 Local elections (May 2015) our Lead Member(s) with responsibility for equality are now Councillor Rafique and Councillor Coupar.

Members continue to play an active role in championing equality. Our **Member Champion Working Group**, chaired by the Assistant Chief Executive and our **Members Steering Group**, chaired by Councillor Lowe are responsible for: leading and influencing Elected Member contributions to the equality agenda, assisting in developing corporate policy approaches to equality and diversity and acting as champions for each of the equality characteristics. The Member Champions have been challenging progress against our Improvement Priorities since 2014. This has resulted in an increased focus by directorates and services on delivering improved outcomes and has allowed a space for debate and discussion about some of the areas of equality which have traditionally received less focus. The Member Steering Group is a newly formed group (established March 2015) and its main focus is in relation to inclusion and diversity.

All of our Elected Members have access to appropriate **learning and development** opportunities which helps them to fulfil their role. Our programme of equality briefings was rolled out to all new Members following the 2014 Elections and is scheduled to be rolled out to new Members post 2015 elections.

The Area Review report, 2011, introduced the concept of developing the Area Champions role into the Area Lead Members role (renamed in 2014 to Community Committee Champions). The role of **Community Committee Champion** provides a local 'lead' perspective on various issues and a practical expression of the strong local leadership role as set out within the locality working design principles and Best City and Best Council Ambitions. One Champion is in place for the following themes:

- Employment and Skills – working with large employers across the city to secure local jobs for local people. Specific work has also taken place focussing on disabled people.
- Adult Social Care, health and well-being – currently undertaking work relating to older people and social isolation.
- Environment and Community Safety – domestic violence
- Children`s Services – youth panel work.

The initial findings from the review of the Community Committee Champions show that communications are working, albeit better in some areas than others, and that equality is implicitly reflected in all four themes.

Councillor Keith Wakefield and Tom Riordan represented the Council at the **'Remember Oluwale', Partnership Symposium** which took place on the 17<sup>th</sup> April 2015. The aim of the Symposium was to 'raise the voices of those who are excluded; improving existing partnerships and developing new ones; forming the basis for unified campaigning against marginalisation and exclusion in the city of Leeds; raising hope and promoting change and; improving research in these fields and developing effective policy and practice'. In his speech, Councillor Wakefield said that 'Leeds is signed up as a City of Sanctuary ... we are striving to make this concept a reality with Leeds as a safe and welcoming place for everyone... we will not tolerate racism and believe that as a city we are far less tolerant than was the case when David Oluwale lived here.'

Our **themed Challenge events and themed Corporate Leadership Team (CLT)** Events provide forums for the council, other public bodies and the third sector organisation to share the council's approach to equality and diversity. So far, we have delivered two challenge events - Lesbian, Gay, Bisexual and Trans-sexual and; Older People. A further challenge event is scheduled to take place during 2016, focussing on religion and belief. Our CLT events have focussed on a range of equality related topics including domestic violence and human trafficking. The latter resulted in the development of a council strategy.

#### **Evidence**

'Toms Blog' (**NE018**)

Member Champions Working Group – Terms of Reference (**NE019**)

Member Steering Group – Inclusive Leadership (**NE020**)

Elected Members induction (**NE021 and NE022**)

Community Committee Champions (**NE023, NE024 and NE025**)

Key messages and Background notes for Oluwale Partnership Symposium (**NE026**)

CLT themed challenge events (**NE027, NE028 and NE029**)

#### *Local vision and priorities*

Our governance arrangements provide a range of forums for promoting and challenging equality initiatives. Our Equality Board (chaired by the Assistant Chief Executive) specifically supports cross council work which supports the aspirations of our **Vision for Leeds 2030** to be the best city in the UK and provides strong and effective leadership to promote and progress equality and diversity across the council.

We currently have two **performance indicators** which help us to measure the extent to which due regard is taken within our decision making process. However, this assessment is made retrospectively and, whilst useful in terms of providing feedback to officers undertaking these decisions, this information is not helpful in terms of informing the decisions under review. These indicators help us to put a 'spotlight' on equality in the decision making process.

Our equality impact process is used to inform all decision making. It is particularly useful to inform equality considerations in difficult and contentious situations. For

example our decisions relating to the future provision of residential day care services for older people.

Partnerships have become an increasingly important part of how we promote equality as a council and our relationships with the voluntary, community, faith sectors, public and private bodies continue to influence and challenge the council. Examples of our partnership arrangements include:

- **Leeds Migration Partnership** (a cross sector, city wide strategic forum for those working with migrant communities in Leeds) held the round table discussion during February 2015 entitled 'What's next for Leeds@ Tackling Asylum-Related Destitution in 2015' as a vehicle to come up with 'tangible, practical solutions to alleviate the problem of asylum-related destitution in Leeds'. Following the discussions an action plan was developed outlining proposed action, collaboration and partnership to address some of the issues discussed.
- **Leeds City Wide Equality Network, Leeds Third Sector Partnership, and the Poverty Truth Challenge.** The Poverty Truth Challenge Partnership aimed to 'provide a really good understanding of what poverty means for Leeds' and, following the launch of the Poverty Truth Challenge 3 sub-groups were established to take this work forward. The sub-groups focussed on: mental health and poverty; achieving potential and; stigma and awareness around poverty. An event is scheduled to take place during 2015 to review the changes which have taken place since the challenge, activities and outcomes from the sub-groups and calls to action.

### *Equality objectives*

Our ongoing commitment to equality is demonstrated through a range of initiatives, each of which has resulted in positive outcomes for our communities for example:

- Our ambition for **Leeds to be the UK's best city for children and young people to grow up in – to study, work and play** – over 6000 children and young people were asked what would make Leeds a better place to grow up and live in. Their responses led to the '12 wishes for Child Friendly Leeds'.
- Our Commitment to making **Leeds a LGBT friendly city** was approved by elected members in 2012 and a range of activities were identified and supported including our minority, equality and diversity group known as 'out 2 18'. This group provides a secure space for those who identify as lesbian, gay, bisexual, Trans or questioning. In response to the needs of transgender/gender variant young people, a sub group of the out 2 18 group, known as Transtastic was established. This group offers support specifically for young people aged 13-18 who are transgender or questioning their gender identity.
- The **Leeds Carers' Charter**, which reflects the Council's and the NHS Trust's commitment to Carers.
- Our '**every disabled child matters charter**' which puts children at the heart of every decision which impacts on them.
- Our response about **advice service provision to refugees and asylum seekers** following the review of the Home Office contract in April 2014.

- Our **Discretionary Housing Payment** pilot schemes – which aim to help vulnerable tenants (receiving Housing and/or Council Tax Benefit) to deal with the welfare changes.
- Our **Family First Programme** which aims to help families with a number of complex problems by working with them to help turn their lives around, improving outcomes for the whole family and thereby reducing the need for more intensive and costly interventions
- Our **back to front initiative** - which involved Public Health working in partnership with other organisations to support residents in some of the most deprived areas of Leeds to use land to grow food. The outcomes of this initiative include - direct health benefits, waste reduction and community cohesion.
- Our **Children`s commissioner`s take over day** 2014 where we recruited 2 young people to work alongside the Assistant Chief Executive on his community centre responsibilities. The young people were asked to take part in some field visits and give their opinion about the running of the Centres.
- Our **weekly Wednesday morning drop-in** session which takes place at Hunslet Methodist Church attracts more than 30 people each week, of all ages. The drop-in was initially established in response to local parents who expressed a need for a playgroup. However it now serves pre-school children, their parents, grandparents, carers and isolated older people. In addition to a range of other services, the drop-in provides a free simple breakfast. The drop-in is unique in that it has a food-bank which operates upstairs, this means that food-bank clients can share breakfast and access drop-in facilities and the drop-in can refer it`s clients to the food-back. With this symbiotic relationship operating, we are able to serve the community of many levels.
- Our **Front Door Safeguarding Hub** which looks at all high risk domestic violence cases. This offers a ‘whole system’ response including prevention, victim support, recovery and aftercare to women who are victims of domestic violence. Domestic violence and abuse has been identified as one of our breakthrough projects.

#### **Evidence**

Place shaping, leadership, partnership and organisational commitment – stories **(SD001)**

Vision for Leeds 2011 to 2030 **(NE030)**

Performance indicators – consultation and equality **(NE031, NE032 and NE033)**

Leeds Migration Partnership – Terms of Reference, action plan **(NE034 and NE035)**

Leeds City Wide Equality Network – Terms of Reference **(NE036)**

What`s next for Leeds@ Tackling Asylum-Related Destitution in 2015 – flyer, email and action plan **(NE037, NE038 and NE039)**

Third Sector – Compact for Leeds, Ambition Statement, Responding to the Challenge **(NE040, NE041 and NE042)**

Making Leeds an LGBT friendly city – executive board report **(NE043)**

Leeds Carers Charter **(NE044)**

Leeds Carers Strategy 2015-18 **(NE045)**

Every Disabled Child Matters – Charter and action plan **(NE046 and NE047)**

Financial inclusion initiatives – partnership working with LCC and third sector **(NE048)**

Families First – One Minute Guide, performance update and highlights, and case

study (**NE049, NE050 and NE051**)

*Monitoring and Scrutiny*

Although formal Core Cities (local authority equalities) meetings no longer take place, officers from the former network continue to **benchmark and share information** via email and telephone. We have shared our good practice around the establishment of our Equalities Assembly with Sheffield City Council and shared our good practices with Bradford Metropolitan Council in relation to the development of a migration partnership.

We also utilise Peer reviews, inspections and awards as a way of scrutinising our performance. For example; in 2014, in response to concerns raised by some members of the Equalities Assembly (and at the request of the Leader of the Council) we conducted a **scrutiny review** to determine whether the current Equality Impact Assessment process was fit for purpose. The Scrutiny panel agreed that they had confidence in our EIA process and that the council was meeting it's legal duty of giving due regard. However, a number of recommendations were made to strengthen the process which were welcomed and have now been incorporated.

In March 2015, **Ofsted inspectors rated our Children`s services** in Leeds as `Good` overall – making it the only `core city` in the country to be rated so highly (of those inspected under the new framework). The report stated that `Children`s services in Leeds benefit from outstanding, inspirational and confident operational and political leadership`.

We are assessed annually against the **National Standard for Customer services** and have recently been accredited as compliant against all 57 elements of the standard. The assessors specifically recognised how our three community hub path finders are managing a wider range of services with a wider potential impact on their localities; that managers have an excellent grasp on who their customers are and the services that they require, recognising the excellent high levels of customer satisfaction and the continued development of services to meet changing needs within a difficult financial environment; customers feel they are equally treated and that young people (16 -25) are equally satisfied; that community hubs and centres continue to develop access to services through new channels and that the use of `BSL contact centre` has improved the customer journey by having translators accessible through a video link. The assessors stated that `staff continue to deliver an excellent front line service`.

**The `Attitude is Everything`** standard aims to improve deaf and disabled people's access to live music by working in partnership with audiences, artists and the music industry. As a council we have achieved an overall rating of silver and a gold rating specifically for our Classical Fantasia event (2014). We are currently working towards an overall council rating of gold for 2015/16. A further five submissions are planned for 2015/16 (Leeds Town Hall, Carriage Works, Millennium Square, City Varieties and The Grand Theatre).

Since achieving excellent in 2011 we have signed the **Armed Forces Covenant** and more recently (2015) **the Religion or Belief Covenant** demonstrating our commitment and engagement with these areas. A review of the work undertaken in

delivering the Armed Forces Covenant during 2014/15 and planned activities for 2015/16 has taken place.

Through our range of communications we have gained a reputation for championing and improving equality outcomes, balancing competing interests and fostering good relations. Our **annual equality reporting processes** includes our Equality and Diversity Annual Update and Best Council Plan update. **Leeds Local Account** is produced by on an annual basis and reflects the progress and developments within Adult Social Care over the previous year. The **Director of Public Health annual report** shares successes and challenges in improving the health of communities. The report includes case studies relating to child poverty, breast feeding, tackling smoking in pregnancy and being a new mum.

We showcase the positive contributions of equality communities to the life of the city and highlight the barriers that people experience through a number of **International days and events** including: International day of Disabled People; International Day of Older People; LGBT and Women`s events, Leeds Pride and the Leeds West Indian Carnival. During 2014, we awarded grants to 26 organisations to deliver events for older people across the city. These events were attended by more than 900 older people (aged 60+) and 199 younger people. One organisation (OPAL) invited members of the Leeds 16 community to meet and sample foods from around the world which enabled people from different cultural and ethnic backgrounds to share, with their friends, their own stories and experiences which in turn creates a better understanding of each other.

#### *Commissioning and procuring services*

Equality considerations are embedded into **the procurement and commissioning process**. Our Procurement Unit assisted Strategy and Commissioning in scoping and procurement of the new integrated Community Drug and Alcohol Prevention, Treatment and Recovery Service between 2013 and 2014. During this process, young people (drug and alcohol users) were asked to respond to a user survey and the outcomes (along with other sources of information) were used to inform the Equality Impact Assessment. A number of issues relating to young people were highlighted and incorporated into service delivery. This has, for example, informed the location of the young people`s base so that they do not come into contact with older drug and alcohol users.

Adult Social Care take part in a wide range of outcome based surveys that demonstrate the link between procured and contracted services including; the Personal Budget Recipients survey (June 2014) and the Personal Social Services survey (2013/14).

## *Fostering good relations*

Our **equality impact assessment** process includes consideration of fostering good practice. All partnership working is underpinned with principles of fostering good relations for example; by working in partnership with schools, local residents, the police and services across the council the Area Support Teams were able to agree ways of making better use of a playing field at Ley Lane, Armley. This has helped to forge better links within the local community and boost cohesion.

**Prevent** is one of the four elements of [CONTEST, the government's counter-terrorism strategy](#). It aims to stop people becoming terrorists or supporting terrorism. Within the Prevent strategy there are three key areas that local authorities must address; effective leadership, effective governance and support available. So far, we have been involved in training the trainer sessions and will be scheduling a series of sessions to raise awareness and help to tackle nervousness about reporting. Over the last 10 years we have sought to engage with local communities through a variety of activities by (for example), building the capacity of community and faith organisations to reject extremist voices; developing strong leadership within local communities to provide them with a voice; supporting schools to enable them to understand the role they have to play within the Prevent agenda and identifying how we can assist them with this work.

### **Evidence**

Place shaping, leadership, partnership and organisational commitment – stories **(SD001)**

Equalities Monitoring email (29/1/2015) **(NE052)**

Scrutiny Inquiry Final Report – Leeds City Council's Decision Making Process and Due Regard to Equality **(NE053)**

Children's Services Ofsted Report and blogger press release **(NE054 and NE055)**

Assessment Report - Customer Service Excellence **(NE056)**

Attitude is everything – charter submission from Leeds City Council **(NE057 and NE058)**

Armed Forces Covenant and update (June 2015) **(NE059 and NE060)**

Religion and Belief Covenant and Executive Board Report **(NE061 and NE062)**

Equality and Diversity Annual update (available summer 2015) **(NE063)**

Leeds Local Account 2014/15 **(NE064)**

Director of Public Health annual report – Protecting health in Leeds **(NE065)**

International Day of Older People Celebration Week Evaluation – 2014 **(NE066)**

Equality and Diversity Procurement Workshop – Pack **(NE067)**

Background information on prevent activity over the last 10 years **(NE068)**

### **Involving your communities**

Our 6 principles of communications provide the framework which underpins our approach to effective and consistent communications across the council. We explicitly focus on putting people first, supporting colleagues to be good communicators, providing honest, clear, understandable, relevant and consistent communications, two way communication, accessibility, relevant and effective messages and; championing diversity, promoting equality and challenging stereotypes. We have a range of web based toolkits available to support services to improve their communications through which ever methods they deploy. Through

our **Introduction to community engagement training** we aim to avoid duplicating consultation and over consulting. Our staff are also encouraged to use the outcomes from existing consultation exercises. All council officers have access to the results of our consultation activities through our 'talking point' online database which can be used to inform decisions.

### *Engagement structures*

Our innovative approaches to involving communities have resulted in both formal and informal interactions. Through these approaches we ensure that arrangements are in place to identify and meet the specific needs of individuals for example we provide; personal assistance; language interpreters; translation; access to transport and expenses; information in alternative formats; alternative ways of involving and engaging with individuals and support for disabled visitors at outdoor events through our Volunteer Access Steward Scheme (see Responsive Service and Customer Care section below). The approaches that we use to involve our communities include:

- The use of **social media activity** across the council which has increased significantly over recent years and as a result we are better able to engage with a different and growing audience for example, Housing Leeds use social media to get information to their online tenants in a timely manner and have established a single Facebook page 877 followers – March 2015) and a single twitter account (1,232 tweets and retweets – March 2015) for the city to promote awareness campaigns/days; celebrate Religious/Cultural events; promote housing campaigns, partnership working, good news events and; answer questions from tenants who post on Facebook/Twitter.
- Our **Equalities Assembly** was established in 2009 as a mechanism for communities to engage, challenge and influence equality related decisions by participating in themed workshops, focus groups and challenge events. Adult Social Care, for example, engaged the Assembly as part of their 'Better Lives Lived Local' Account Annual Refresh. As a result of this engagement, Adult Social Care gained a greater insight into the needs of clients and this informed the development of their priorities. Our Equalities Assembly also hosts an **annual conference** attended by members of the 6 equality hubs, (representing – Age, BME, Carers, Disability, LGBT and, Religion or Belief). Members of the Citizens Panel are invited to the event which is chaired by our Assistant Chief Executive. Senior managers are invited as guest speakers. The aim of this year's conference (scheduled for November 2015) is to generate conversations about the **Citizens@Leeds programme** (which aims to help citizens and communities in Leeds access vital services and tackle poverty) specifically in relation to the extent to which it has met expectations and contributed to improvements in the quality of life for Leeds' residents. These events are invaluable in terms of influencing our priorities and the ways in which we deliver our services.
- **Engaging directly with service users** to ensure that service provision meets their needs for example, in June 2014, Adult Social Care carried out community consultation and engagement activities (involving service users, their families and carers) to ensure that services were meeting the current and potential future needs of BME day centre service users and related BME Older Peoples services in the community. The outcomes of these



engagement activities are being used to inform the design of a service that will meet the need of the diverse communities.

- Our **sexually transmitted disease testing initiative** for older men was established, as a pilot in August 2013, at Armley Steam Complex. The need for this service was informed by evidence from statistical data and expressed community needs. Leeds is a high HIV prevalence area and Armley Steam Complex is the largest and busiest men's sauna in Leeds. Due to the success of the pilot this service is now an integral part of the integrated sexual health service and we are currently exploring additional outreach in other (men who have sex with men) Saunas in Leeds. Outreach in saunas forms part of the integrated service specification with clinical and voluntary sector providers working in partnership.
- **Marketing campaigns** – we undertake a range of marketing campaigns targeted specifically at protected characteristics. For example, our **'Do nothing is not an option'** campaign, which was one of a series of safeguarding campaigns across Leeds, focussed on raising awareness of adult safeguarding issues and also on the support available to people within the city. Our Facebook advert reached over 161,000 accounts over the four week period and saw 2424 clicks to the Leeds Safeguarding website. Twitter activity reached 56,817. People engaged with the campaign both on-line and off-line. Our **domestic violence** marketing campaign provides a further example of the methods that we use to interact with our communities which included the use of focus groups with service users, perpetrators and the general public (through our citizen's panel, which has in excess of 4000 members representative of our communities) and groups of young people who evaluated the effectiveness of posters produced by other cities across the UK. Our domestic violence engagement process resulted in the collection of 'stories' for a DVD which highlighted the different aspects of domestic violence and abuse.
- Our approach to involving our communities in the decision about whether or not Leeds should submit a bid to become **European Capital Culture in 2023**. This involved a public open meeting attended by a diverse range of more than 300 stakeholders (including the culture and arts sector, business community, colleagues across Leeds City Council and third sector organisations) and conversations across social networks. Further consultation is planned across Leeds in a variety of settings including an online discussion forum, the Citizens panel and direct communication with the 42,000 young people who have a Breeze card. Additionally, staff within Culture and Sport will support community and cultural organisations that want to find out more about the bid and what it could mean to them.

#### **Evidence**

Involving your communities – stories (**SD001**)

Equalities Assembly Annual Conference 2014 - 'involving local people in local decision making' (**NE069**)

'Doing nothing is not an option' campaign – Leeds Safeguarding Adults Board (**NE070**)

European Capital of Culture: Executive Board Report Jan 2014/ Email Bulletin Summer 2014/ Survey questions February 2014/ Survey leisure and culture activities/Video Booth/ Tweets/ Leeds Migration Partnership update (**NE071, NE072, NE073, NE074, NE075, NE076 and NE077**)

Through our existing partnership arrangements we have improved participation rates of under-represented groups in public life for example our: Equalities Assembly, Citizens@Leeds Programme, Migration Yorkshire, and Leeds Migration Partnership Strategic Needs Assessments, Community Committees and Leeds Third Sector Partnership

### *Participation in public life*

**Volunteering** helps to build capacity both within the council and the third sector. Our 'inspire to achieve' project was implemented to address the concerns (at Mount St Mary's school) relating to the number of BME students with low aspirations, borderline C and D grades and limited prospects for progression. Mentors were recruited from Leeds City Council employees and the African Caribbean Society at the University of Leeds (under-graduate students became mentors). Positive outcomes from these mentoring arrangements have been identified by the school which includes pupils committing to their mentoring sessions, working on targets set out with their mentors and talking about their aspirations. This project has involved young people, Leeds City Council employees and graduates who may otherwise not have participated in these activities.

Our **Independent Visitor** scheme is a further example of how we have improved participation rates of under-represented groups in public life. Through this scheme we recruit people to support and mentor young people from a range of settings, who are unable to live with their parents and will have likely come through some difficulties to get to where they are today. The scheme identified that they had a waiting list of boys who wanted a male to befriend them and insufficient male recruits to provide this support. To address this, we carried out a recruitment campaign which was supported by our Assistant Chief Executive who encouraged our staff (men in particular) to become an Independent Visitor. The scheme has led to improved participation from young men and is viewed as an extremely valuable resource both for the young person and the Independent Visitor alike.

Other initiatives such as Tenfold (Council Chamber Take Over event by people with learning difficulties) and the Student Union Challenge Event provide further examples of how people across a range of protected characteristics are able to influence our decision making process.

#### **Evidence:**

Involving your communities – stories (**SD001**)

Advert from In-site/ Independent Visitors Scheme – blog by James (**NE078 and NE079**)

## Responsive services and customer care

Services continue to use the impact assessment process to give due regard to equality and diversity. Actions arising from the impact assessments are either integrated into their service plans or developed into a separate equality action plan, both of which are monitored through existing, local, performance management arrangements. We provide responsive services and excellent customer care through a range of approaches for example, the feedback that we received from disabled customers, officers and the Events teams about the accessibility of Leeds City Council outdoor events led to the development and implementation of a **Volunteer Access Stewards Scheme**. This Scheme enhances the experience for many disabled visitors by ensuring that accessible facilities are available to those who need to use them and are not abused by those who do not. Our Access Stewards have supported events such as; Tour de France, Classical Fantasia and the Christmas Lights Switch on.

The nature of citizen contact is becoming more complex and multi-faceted due in part to the changing social and economic environment, which is causing significant hardship to individuals and families across the city. One of the ways in which these changes are being addressed is through the **Citizens@Leeds Programme's 'integrated and accessible proposition'** which has provided a new approach focussed on the delivery of true service integration across three main channels; face to face (through our Community Hubs); Telephone (through our corporate contact centre) and; Digital Access (through our website). Through this programme, we have delivered three Community Hub pathfinders in the city which has integrated services from the council and partners to make it easy for people to get the services they need. We have a comprehensive **Customer Strategy 2012-15** which has established the foundation blocks for understanding our customers better and designing access to our services with them and around their needs. A new Customer Strategy for 2015-2020 is in development. In the feedback received from our 2014 annual assessment against the **National Standard for Customer services** the assessor stated that our 'staff continue to deliver an excellent front line service'.

In 2013, the Digital Accessibility Centre (DAC) conducted an **accessibility audit** on our internal and external websites and concluded that 16 of the 31 areas passed the standard. In order to be eligible for a Digital Access Centre Accreditation Award, improvements need to be made across the 15 areas. We are currently implementing the recommendations from the audit with a view to attaining AA standard which will provide assurance that our digital media is accessible to all members of a population, and meets best practice accessibility standards and legislation.

Our **Web chat service** was introduced in 2013 (this is an interactive way of supporting people to complete online forms and orientate around the council's website). We receive up to 7000 web chats per month and 120,000 telephone calls for support. We receive lots of positive comments, through our feedback process, relating to our web chat service particularly from deaf and hearing impaired customers.

During 2013/14 an **external audit** was carried out on the quality of Adult Social Care case files. The auditors specially looked at the involvement of service users and

carers in the development and implementation of their care packages. Areas of good practice as well as areas of development were identified from this audit. A number of recommendations were made including the requirement for consistent case recording, staff training, the need to place more effort on putting the service user voice at the centre of all recording and ensuring that the `assessor's view' and the `service users view', are completed correctly and consistently. This feedback has been used to improve our services.

Since achieving excellence in 2011, we have continued to delivery equality outcomes across the organisation for example:

- **Leeds City Credit Union** is one of the largest Credit Unions in the UK with 33,000 members. They continue to provide affordable loans, help members save and manage their money.
- Our **Smoke Free homes intervention** (joint working between Public Health Service and York University) has been trialled with South Asian Muslim Communities, schools and pregnant women and will be used to inform the future commissioning/ delivery of tobacco control interventions
- The **Welfare and Benefits Service's Multi-Storey flats project** was set up for those affected by the Under Occupancy change resulting from the Welfare Reform Act. The project awarded discretionary housing payments to customers for up to 6 months in return for agreeing to have some form of support package in place to meet their needs. By the end of the project 102 tenants had moved into work; 73 tenants had carried out voluntary work and 97% of participants felt that the project contributed to an improvement in their quality of life.
- Through our **Citizens@Leeds Programme `accessible and integrated services proposition'** we have co-located services (such as health services, community policing, libraries, job-shops, and other services) within our Community Hubs. This has resulted in many benefits for our communities for example, by working in partnership with Children's Services we have provided 80 additional nursery places at one of our Community Hubs; we have worked closely with our co-located partners to support women fleeing forced marriages; we provide outreach work for people who are recovering from brain injuries and meet requests for books/library services for customers where English is not their first language.
- Our **Employment and Skills service** has supported 1,724 young people into work (April 2014), Supported 787 young people considered as NEET (not in education, employment or training) into EET and have seen a 23% reduction in JSA claimants aged 16-24 in 2015, compared to 2014;
- The **Local Welfare Support Scheme** seeks to help vulnerable people in meeting their needs for subsistence/financial support where they are unable to meet their immediate short terms needs or where they require assistance to maintain their independence within the community. In the event of an emergency, managers can make a discretionary payment as in the case of the young woman who arrived at a community hub in a distressed state saying that she had been raped and needed some money to clean herself up. Applying discretion the manager was able to support this request.
- **Feedback from Passenger Transport customers** (specifically older people and children) and Passenger Transport drivers led to the implementation of some simple but effective vehicle modifications, such as installation of handlebars to assist people to get in and out of vehicles and safety bars.

- Our **'Presto' Scheme** launched in April 2015, initially in the Moortown and Alwoodly areas of Leeds, offers a wide range of services including: companionship, housekeeping, home and garden maintenance, social support and transport facilities through Passenger Transport. The service is aimed at older people who need a helping hand to maintain their independence but are not eligible for services and from June 2015 became available city wide.
- The safeguarding work that we have carried out around **child sexual exploitation and taxi licensing** has confirmed that efficient processes are in place. This has confirmed that robust checks are in place and this has been further strengthened to ensure that only fit and proper persons will be granted taxi licenses. Prompt and appropriate action is taken where there are any indications that the public are at risk.
- **Modern day slavery** (human trafficking) had not been formally addressed in Leeds at a city level, primarily due to lack of understanding of the issue and lack of recognition of the extent to which it is an issue for Leeds. In 2013 Operation Angelstoke took place. This was a major anti-trafficking operation in Leeds, led by West Yorkshire Police. The operation was a catalyst for enhancing our understanding of the nature and potential scale of the problem across the city. The net result of Operation Angelstoke to date is the rescue of approximately 70 vulnerable individuals. It has raised the profile of modern day slavery and has resulted in better partnership working and understanding how to address this area so that there are positive outcomes for individuals.

#### **Evidence**

Responsive services and customer care – stories (**SD001**)

Supporting Communities and Tackling Poverty (**NE080**)

Combatting modern Day Slavery in Leeds – A Strategy (**NE081**)

Customer Strategy 2012-15 (**NE082**)

National Standard for Customer services/Email – Customer Excellence Feedback – 8<sup>th</sup> September 2014 (**NE083 and NE084**)

Digital Accessibility Audit Reports – 11<sup>th</sup> December 2013/17<sup>th</sup> December 2013 (**NE085 and NE086**)

Adult Social Care case files – Independent Audit (Overview Report 2013/14) (**NE087**)

## A Skilled and Committed Workforce

### *Workforce diversity*

We collect **workforce data** and have compared our data against the census information. Since the last census the profile of Leeds has changed and our work force no longer reflects the community in terms of some protected characteristics. At 31<sup>st</sup> March 2015 the council employed approximately 15605 people:

- Women make up two-thirds of our workforce (50% of whom are employed at JNC level – senior manager level);
- BME staff makeup 13% of our workforce (the majority of whom are within the lowest pay grade band, A1-C3);
- Over one-third of our staff identify as religious, the largest proportion of people identify as Christian;
- Less than 5% of our staff are below the age of 25 and;
- 7% of our workforce identify as carers

Disclosures from staff identifying as LGBT is particularly low with less than 2% of our workforce identifying as LGBT. Like-wise, disability disclosures are low with only 6% of our workforce identifying as disabled.

We recognise that our workforce profile needs to improve to better reflect our communities and a key challenge is for us to maintain and improve a diverse and representative workforce against a backdrop of a shrinking council. We are striving to become a council which remains high performing, efficient and enterprising despite being smaller in size. The financial and economic backdrop remains challenging and we have seen many people leave the organisation under our **Voluntary Early Leaver Initiative**. However, we continue to recruit in many service areas and we have the opportunity and ambition to be an employer of choice for all communities in the city.

We are aware that we have under-reporting in some areas and have included an objective within our **equality action plan 2015/16** to 'build trust and improve disclosure levels' which should help increase disclosure rates. Another workforce profile audit is scheduled to take place during April 2016, when it is anticipated that disclosure rates will increase.

Our **Corporate Leadership team (CLT)** are aware of the workforce profile concerns and plans are in place for them to receive regular reports and information as part of the staffing dashboard information which is reported on a monthly basis at council wide and directorate level.

We have a range of initiatives in place to improve our workforce profile some of which are described below.

#### **Evidence**

A Skilled and Committed Workforce – stories (**SD001**)

Workforce profile as at 1 April 2015 (Excluding ELI leavers) (**NE088**)

Comparison – workforce profile and census (**NE089**)

Equality scorecard analysis report – quarter 4 2013-14 (**NE090, NE091 and NE092**)

Equality and diversity Q4 2013/14 dashboard (**NE093**)

Inclusion and Diversity action plan 2015/16 ( <b>NE094</b> ) CLT report – Equality and Diversity in the workforce (2013) ( <b>NE095</b> ) CLT report – Engaging with Diversity (2014) ( <b>NE096</b> )
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### *Workforce strategy*

Our **equality improvement priorities** (2015-18) are currently being reviewed following the refresh of the Best Council Plan 2015-2020. The outcomes which have been achieved for the whole workforce since 2011 are outlined in our Equality Improvement Priority Annual Report (available Summer 2015).

Our Chief Executive committed to providing a **mentor for all of our employees** who would like one. Mentoring provides enormous benefits to both mentor and mentee these include: increasing confidence and self-esteem, providing challenge, increasing knowledge and skills and providing opportunities for career advancement. Through our scheme, employees can be mentored by people who are both internal and external to the council. We also have mentoring scheme which targets specific protected characteristics including: **disabled staff, BME staff and young people (schools and graduates)**. A disabled employee who took part in our '**Inspire Programme**' (supported by the Disabled Staff Network Champion, Chief Officer and the Assistant Chief Executive) described their experience as a mentee as 'challenging, helping [them] explore their reluctance to deal with certain situations... a warm and friendly and supported'.

Our **Employer Supported Volunteering scheme** allows every employee to take 10 hours (per year) paid time off to volunteer in their local community. Our employees can offer up their professional skills (such as marketing, HR and Finance).

**Our Step-up programme, Emerging Leaders events/networks and care2work scheme** have all provided positive outcomes for our workforce. For example,

- **Step-up programme** aims to support the aspirations of a more diverse workforce and was to develop a pool of future leaders. Of the 32 people selected to take part in the programme, eight have now been promoted, two are in temporary promotions and a further two have been offered the opportunity to work on specialist programmes. An evaluation is currently taking place prior to the launch of the new programme.
- **Emerging Leaders** is a self-managing group which supports under-represented groups to aspire to leadership roles. An evaluation is currently taking place prior to the launch of the new programme.
- Our **care2work scheme** focusses specifically on young people leaving local authority care and is designed to improve their career and job prospects. Through this scheme we have ring-fenced entry level posts for care leavers and supported them through the recruitment process. Since September 2014 this has resulted in four care leavers securing jobs with further recruitment underway and one work placement taking place with work ongoing to implement more.

We offer a range of work opportunities for young people (18-24) across the city for example:

- We currently employ 137 **apprentices**.
- The recruitment cycle for our **graduate programme** is currently underway and in addition to attending job fairs at local universities we have created new social media accounts for Facebook and Twitter and created media clips of our current graduate programme participants as a method of promoting the scheme more effectively
- This year we aim to take at least five **Nari Ekta placements** (work experience for Asian women and girls). Last year we supported four placements
- Our **Enabled4Leeds scheme** which commenced in May 2014, offers a structured work experience for unemployed disabled people in Leeds. Working in partnership with Remploy, we have supported eight people through the full 12 week programme. We are currently working with Mencap to take a new cohort of eight for 2015
- During April/May 2015, we worked in partnership with Aspire Igen on a programme aimed at providing employability skills and building the confidence of ten care leavers of these, nine have commenced the **6 week Head Start work experience programme** within the council.

**Leadership Development** – each year we host a conference for our senior leaders and managers. The conference is based around a different theme each year (building on our Values and behaviours) and our 2015 conference will focus on engaging communities, partners and staff with an emphasis on culture and inclusion.

Our comprehensive suite of **flexible-working policies** are reviewed periodically to ensure they continue to meet the needs of the organisation and the workforce. Our **Changing the Workplace project** provides all staff with further flexibility in terms of where, when and how they work. This increases flexibility for colleagues who need reasonable adjustments, have caring responsibilities or need a better work-life balance. We recognise that employee experiences of our changing the work project haven't always been positive, specifically in relation to ICT equipment and remote working. To ensure the ICT needs of disabled staff are met, our Assistant Chief Executive has established a small project team to ensure these are fully considered.

We operate a **Collective Bargaining Framework**. Trade Unions are involved in the development of all of our policies. We consult with the Trade Unions through our Joint Consultative arrangements at directorate and organisational level. All organisational reviews take place in consultation with the Trade Unions for example; we worked closely with the Trade Unions regarding recent changes to terms and conditions, resulting in a signed collective agreement. These changes were Equality Impact Assessed.

#### **Evidence**

A Skilled and Committed Workforce – stories (**SD001**)  
Equality Improvement Priority Annual Report (**NE064**)  
Mentoring – Insite Screen shot (**NE097**)  
Inspire – letter inviting mentors to join (**NE098**)  
Step up to Leadership Programme – update (**NE099**)



Emerging Leaders – Screen Shot (**NE100**)  
From care2work (**NE101, NE102, NE103 and NE104**)  
Corporate Leadership Team – Diverse Work Programmes (**NE105**)  
Overview of flexible working (**NE106**)

### *Workforce monitoring*

Workforce profiling data has always been available to us. We previously provided a comprehensive suite of data which was reported at both directorate and service levels and to trade Unions. This did not change significantly and we started to produce this information by exception. However we now recognise the need to start reporting this data again and from 2015 reports will again be available at both directorate and service levels to enable us to monitor and measure progress. Adhoc reports are currently taken to CLT and our Joint Consultative Committees (JCC) and in the future this information will be included in the staffing dashboard information and presented at regular intervals.

Our recently established **Elected Members Steering Group** is in place to drive the delivery of the Inclusion and Diversity Action plan 2015/16 which includes reviewing workforce profile statistics.

Our in-house **Occupational Health Service** provides referral data across protected characteristics, however this is currently done manually and to improve how we collect and report data, we are currently in the process of establishing computerised mechanisms to do this with a strong emphasis on confidentiality. This will enable us to establish any trends or themes in terms of absence and Health issues. This type of data has not been reported on in the past.

Managers and staff can access our **Employee Assistance Provider** for telephone or face to face counselling. We are currently discussing reporting arrangements relating to take up of services across the protected characteristics. This will be available if we need it for reporting on an adhoc basis, we had it before with Carefirst (our previous provider) and it was reported to the Health and Safety Committee, it wasn't used to inform provision as take up was low at that time and the emphasis was on increasing take up.

### *Employment Policies and Procedures*

We have a wide range of employment policies and practices in place which are promoted to staff from all protected groups for example our **People Resourcing Strategy** which supports our ambition to be an inclusive and diverse organisation and our **Access to Work policy**. Our policies are reviewed on a regular basis and we are currently in discussions with the Trade Unions regarding our new **Dignity at Work Policy** (this replaces our Bullying and Harassment Policy). We promote our policies and practices through a variety of medium including: In-site (intranet), our Essentials email update for all colleagues with network access (approximately 12,000 staff and all 99 elected members), briefing sessions and toolbox talks for colleagues who are not connected electronically. We launched our **Reasonable Adjustment Toolkit** in 2014 at a conference organised by our Disabled Staff Network, attended by 200 managers and supervisors. Our **Staff Networks** play a

vital role in sharing information to colleagues in the workplace through their actual and virtual networks.

We are signed up to the **Mindful Employer Charter** and are committed to supporting our staff. As the city's biggest employer, we put the positive promotion of mental health in the workplace at the heart of our agenda. As part of an ongoing process of embedding the aspirations of the charter, our HR team has also been working closely with Leeds Mind/ WorkPlace Leeds to tackle stigma and address any issues as they arise. Our **Healthy Minds group** was established by a group of colleagues as a self-managing group for colleagues. It creates a virtual and physical space where people with mental health issues can support each other, be informed of mental health-related events and campaigns throughout the City and within the Council, work with other organisations to offer self-help/development learning and training opportunities for Healthy Minds members and signpost Healthy Minds members in need of advice. Members have found the meetings useful from a personal perspective as they have been able to discuss their situation with other people with similar experiences. We held a Mindfulness course for the group which was well received.

#### **Evidence**

A Skilled and Committed Workforce – stories (**SD001**)

Elected Members Steering Group (Minutes of meeting and agenda) – Inclusion and Diversity (**NE107 and NE108**)

People Resourcing Strategy (**NE109**)

Access to Work – screen shot and Employers Guide (**NE110, NE111, NE112 and NE113**)

Dignity at Work – Acceptable Standards of Behaviour Policy (**NE114**)

Reasonable adjustment – guidance for managers and supervisors making reasonable adjustments for disabled staff (**NE115, NE116, NE117 and NE118**)

Mindful Employer – Screen shot (**NE119**)

Healthy Minds Group (**NE120**)

#### *Staff engagement*

We have traditionally carried out an annual **Employees engagement survey**. The responses from our most recent survey (2014) were analysed against the protected characteristics (this was the first time that staff had been asked to disclose against the protected characteristics). After each survey, individual services establish their own employee engagement plans and actions to address their own specific issues. The 2014 survey indicated that seven out of ten people in the workplace were engaged with the organisation. The next survey is scheduled to take place in December 2015.

Our **staff networks** (LGBT; Women; Disabled and Black and Minority Ethnic and our **Diversity forum**) also provide an opportunity for representatives to consider, advise and influence equality issues and their impact on the council and its workforce.

#### **Evidence**

A Skilled and Committed Workforce – stories (**SD001**)

Employees engagement survey 'We're making good progress' (**NE121, NE122 and NE123**)

Disabled Staff Forum – Agenda/terms of reference/minutes of meeting (**NE124, NE125 and NE126**)  
Disabled Staff Network – screen shot and agenda examples (**NE127, NE128 and NE129**)

### *Equal Pay*

**Pay and terms and conditions of employment** for many our employees are determined by the National Joint Council (NJC) for Local Government Services. We have adopted the (national) NJC **job evaluation framework** scheme for posts up to and including PO6, point 49, to ensure that there is a systematic, fair and consistent way of setting salaries, on a recognised salary scale, which is free from gender and other bias. The ongoing maintenance of job evaluation and pay and grading is undertaken jointly with the trade unions.

For JNC posts we use the **Chief Officer Job Evaluation scheme**. This scheme is an analytical-factor and points based scheme which covers all significant features of a job. The factor levels within the scheme represent fair and discrete steps in demand. Posts evaluated using this scheme are also benchmarked across the authority to ensure consistency.

During 2008 we reviewed our **pay and grading structure**, aiming to end any pay inequality at the time and going forwards. Measures have been put in place to monitor this which includes; an annual equal pay audit from which action plans are developed to ensure that the our pay and grading arrangements are both fit for purpose and mitigate the risk of future challenge, risk management and regular assessment of NJC and JNC and wider pay structures which is reported to the Pay Strategy Group. Risk and issues are then escalated as needed to the Council's Leadership Team to determine appropriate mitigation.

The **2015 equal pay audit** is currently underway and a draft **Pay Strategy for 2015** has been written and is awaiting formal approval. We review our risks in relation to equal pay on a quarterly basis considering controls that are in place to prevent pay inequality.

We are a member of a working group commissioned by the **West Yorkshire Combined Authority (WYCA)** to look at how councils could take an innovative approach for addressing the causes and consequences of low pay and associated in-work-poverty. As a consequence we have now signed up to the WYCA Low Pay Charter which sets out how councils in the region can individually and collectively work to ensure that low pay matters are better addressed. It specifically recognises the importance of paying the Living Wage and a wide variety of other non-pay issues that can also improve opportunities, promote fairness and wellbeing and increase engagement with low paid workers. In our refreshed BCP we have included two key performance indicators to help monitor and review progress on these areas throughout 2015/16: 'Begin implementing the WYCA Low Pay Charter' and 'Reduce the number of people working in Leeds who are earning below the Living Wage'

### **Evidence**

Pay Strategy 2015 (**NE130**)  
Pay Plan to 2016 (**NE131**)

Best Council Plan – Detailed Objectives 2015/16 (NE132)

*Harassment and Bullying*

Our new **Dignity at work policy** is currently being discussed with the Trade Unions. We do not routinely report on casework data across protected characteristics, as this can cause confidentiality issues. However, we are considering how we can ensure that colleagues across the range of protected characteristics are not disproportionately affected by any of the procedures.

Appraisals

Our **Staff Appraisal scheme** is built on the councils' values and behaviours. Our staff are assessed in terms of their performance and also against the behaviours we expect to see. This year's appraisal cycle includes a specific appraisal objective for Directors which will give them personal accountability for creating a diverse, inclusive workforce supporting our value "Treating People Fairly."

Our **Manager Challenge**, a cultural change programme for 2,500 appraising managers, was launched in 2014 based around the theme of 'doing our best'. This along with our Manager Habits has contributed to a noticeable improvement in our Investors in People results and our employee survey feedback. Phase 2 of the Manager Challenge programme (2015) has inclusion at its heart. Phase 2 kicked off with our 'Give it a go June' initiative, providing an opportunity for all services and managers to try something different (building on our values, behaviours and strong teams as well as having fun).

Our **Awards for Excellence Events** celebrate the exceptional performance and hard work of colleagues (and partners) who pride themselves in delivering high quality services to the people of Leeds. All of our staff are encouraged to take part by nominating colleagues, teams, volunteers and partners who have made a difference.

**Evidence:**

A Skilled and Committed Workforce – stories (SD001)

CLT Report - Manager Challenge 2015 (NE133, NE134, NE135 and NE136)

Awards for Excellence 2014 Winners (NE137 and NE138)

*Learning and Development*

Having recognised that that **Equality Training** has generally been under-utilised by managers and staff, we have recently reviewed our equality training provision and set out our proposals for the future which includes a 'blended' approach to learning by providing access to equality and diversity training through different learning approaches such as e-learning, workshops and specialist training.

Our approach to (equality related) learning and development interventions includes:

- Delivery of general equality training on specific issues such as trans awareness
- Delivery of specialist training via an independent organisation and also through our Children's Services

- The Learning Pool Contract, signed 1<sup>st</sup> April 2015 which allows us to access a range of eLearning tools
- The development of a mandatory e-learning module for all staff ( this is already mandatory in Adult Social Care Services)
- Leaders for Leeds breakfast events
- Manager Challenge – bite size development sessions

**Migration Yorkshire secured funding for their Integration Up North** training programme (2014-2015). This focused on improving and mainstreaming the integration of Third Country Nationals through fifteen training sessions delivered to authorities across the region. The session delivered in Leeds was targeted at frontline staff and third sector organisations and focused on migration issues impacting on protected characteristics.

- |   |
|---|
| <ul style="list-style-type: none"><li>• Equality Board report: equality training <b>(NE139)</b></li><li>• Integration up North - Email following the session held on March 19 2015/Evaluation report <b>(NE140 and NE141)</b></li></ul> |
|---|

### Next steps

We were extremely proud of the improvements that we have made to Leeds as a council, place to live and to the services delivered across our city since 2011. However, we know that these improvements are part of a continual journey. Equality is at the heart of our six key objectives which are set out in our Best Council Plan and will be delivered through our break through projects and other initiatives. Our specific focus for 2015/16 includes:

Our focus for the 2015/16 includes:

- Delivering a Council Tax Support Scheme that helps people into work
- Further joining up health and social cares services and meeting new Care Act 2014 duties
- Delivering housing growth and meeting housing needs
- Promoting community committees and the role of community champions
- Continuing focus on helping all children to be healthy, safe from harm and to progress and achieve at school
- Establishing new integrated sexual health service and new drug and alcohol treatment services for the city
- Expanding services that support families to resolve problems impacting on the welfare of children using £4.8m national funding attracted from Innovation Fund
- Reducing the council's workforce by the equivalent of 400 full-time staff
- Improving customer access to Council services
- Promoting good mental health
- Securing investment, delivering economic growth, new jobs and development in the Aire Valley Enterprise Zone
- Rolling out city network of community hubs, joining up services to tackle inequality

In addition, the framework has highlighted some areas of improvement such as the challenges presented in relation to our information sharing policies and practices and the changing profile of Leeds which has contributed to a workforce which is no longer representative of our communities as outlined earlier in the document, plans are in place to address the areas which require improvement.

**Report of the Head of Customer Contact (Contact Centre)**

**Report to: Scrutiny Board (Citizens and Communities)**

**Date: 14<sup>th</sup> September 2015**

**Subject: Contact Centre Performance**

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

**1.0 Summary of main issues**

- 1.1 Since the last report to Scrutiny, a number of changes have taken place within the Contact Centre, and further significant developments are taking place as we move toward a centre of excellence model. This model will allow us to better respond to customers' broader needs, where applicable, rather than just handling single issues.
- 1.2 The quality of call handling continues to be high, reflecting the considerable investment in recruitment and selection, and then in training and development. However, this has proved to be a double edged sword in that we have seen a high volume of staff leave for better paid jobs elsewhere in the Council due in part to the restrictions on external advertising for many council jobs.
- 1.3 In order to deliver efficiencies, the digital access team (website, web chat, social media) has been integrated within the contact centre. We are helping customers to serve themselves on the website, which can be much cheaper than a telephone call, and generally more convenient for those with internet access.

**2.0 Purpose of this report:**

- 2.1 To update Scrutiny Board on the centres of excellence development, the performance of the contact centre since April 2014, and to set out a direction of travel for future improvements.

### 3.0 Background information and main issues:

- 3.1 Three centres of excellence have been set up and are being developed to:
- focus on broader outcomes based on a single-view of the customer
  - integrate service delivery at first point of contact around a 'circle of need' framework
  - enable more customer queries to be fully dealt with at the point of contact
  - address greater complexity with regard to customer issues over the telephone
  - integrate with external partners, e.g. NHS, police.
- 3.2 The **care & safeguarding** centre of excellence (name not yet finalised) has brought together the following teams:
- Customer services
  - Multi-agency domestic violence unit (police, adult social care, children's social care)
  - Children's duty & advice team
  - Adult social care duty team
  - NHS gateway.
- 3.3 The care & safeguarding centre of excellence has been running for just four months so far, but partners report significant improvements in joint working, leading to better outcomes for customers. Customer services has seen its quality of referrals to adult social care improve considerably due to the closer working, saving time for professionals allowing them to focus on priorities.
- 3.4 The **welfare, benefits and revenues** centre of excellence brings together council tax, benefits and welfare support, and the team is working closely with staff based at Hough Top Court to provide a more streamlined service to customers. Sharing of resources and joint recruitment will allow better distribution of resource to manage peaks and troughs in customer demand and administrative workflow.
- 3.5 The **environment and community** centre of excellence brings together relevant services which are generally high volume and mainly transactional. Alongside these services is the digital access team which is working to improve the use of leeds.gov.uk and introduce self-service options, including the new customer portal. The team engages with customers via social media and web chat to assist customers who are already online to complete their queries via leeds.gov.uk.

### 3.6 Contact Centre performance

- 3.7 The contact centre and digital access handle high volumes of contact for a range of services (see appendix 1). We have made significant progress in terms of digital access, hosting visits from a number of other councils and central government agencies who want to learn from how we manage social media, web chat, and self-service.
- 3.8 A number of high profile campaigns and initiatives have been managed very successfully within existing resources: tour de France Grand Depart; individual electoral registration; waste new recycling service; introduction of the Care Act. Our staff are exceptionally well trained and provide a professional and customer-focused service.
- 3.9 High performance is measured in a number of ways, but traditionally we have presented performance in terms of the % of calls that are presented that have been answered, and the average speed to answer. Our targets are: 90% calls answered and average speed to answer of 3 minutes or less.
- 3.10 Performance against these targets is influenced heavily by a number of factors:
- Level of staffing
  - Increased demand for services, or service degradation leading to more complaints or follow-up

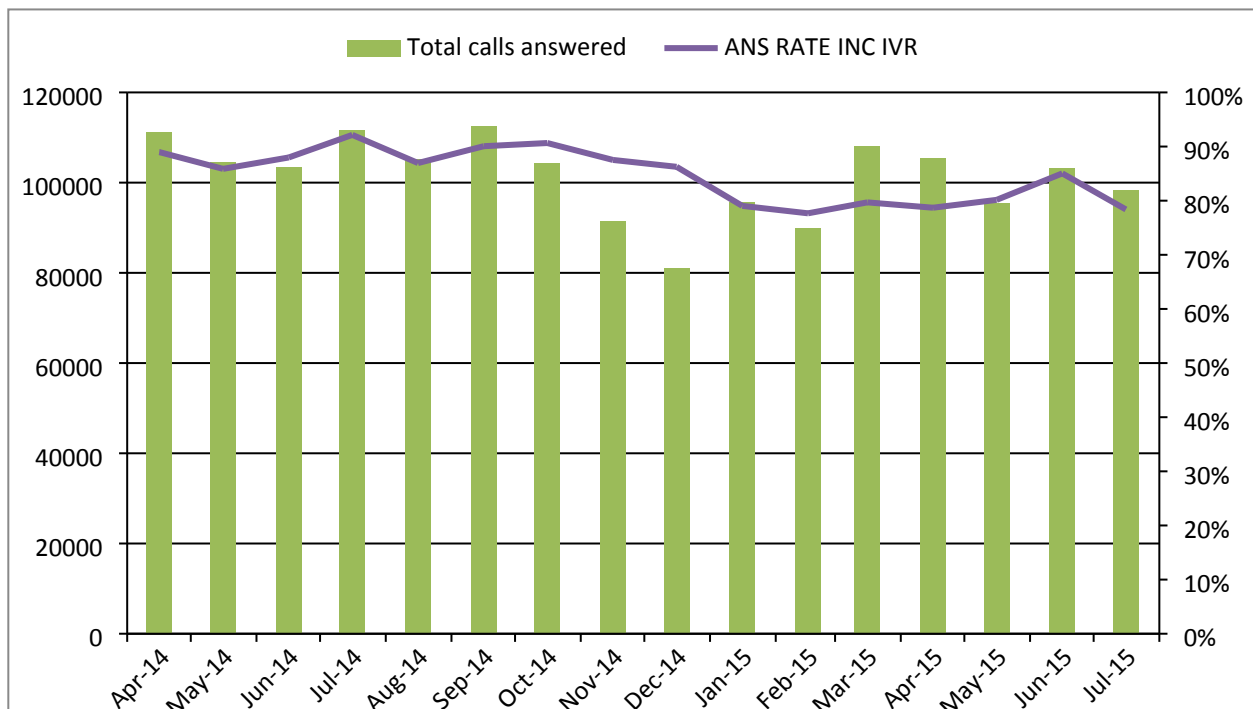


- Unexpected peaks of demand, e.g. bad weather, flooding
- Expected peaks of demand, e.g. elections – even though planned, it is difficult to staff up for short periods of time
- Communications / media interest
- System slowness, downtime, or new system upgrades.

3.11 The graph below and data in Appendix 2 at the end of this report shows that we are not managing to hit either target, and in many ways this becomes part of a vicious cycle – as calls take longer to answer, the length of call increases, customers are more likely to complain, and then there is less time available to deal with new calls, and the cycle begins again.

### Calls answered and call answer rate against target

*The call answer rate has declined since October 2014, and while there was a slight recovery in May and June, a further fall in July*



Source: Avaya call data

3.12 Key factors influencing our performance are as follows:

- **Staff turnover has been exceptionally high** during the first half of 2015. Council restrictions on external recruitment has meant that many internal jobs have been filled by contact centre staff who are highly trained. The time between someone leaving and being replaced (after training) is approximately 2-4 months, which is a significant stress on current resources. During 2014 we had 40 leavers, and from January to July 2015 we had 33, or annual equivalent of 57, an increase of 42.5%.
- **System slowness** with existing and new (e.g. CIS) systems has lengthened call handling times, coupled with having new starters getting to grips with new systems.
- **Improved job market** has meant it has been more difficult to attract the right quantities of recruits with the right aptitude.
- **Moving to 9-5 hours** has brought about savings, but has also been a challenge as some staff have reacted to the change in hours by moving elsewhere, and we have had to re-calculate the resource requirements for the changed hours.

- 3.13 We are taking steps to address the above, including developing a recruitment business case to justify rolling external recruitment for grades B1-C1 (we currently have exemption for B1 grades only). We are also having more regular meetings with staff in the high recruiting areas such as housing management and housing options to give us notice of impending recruitment exercises. We are also planning to visit other contact centres between Sept and Dec this year with our executive member to ensure we are keeping up with industry best practice.
- 3.14 We are working closely with ICT to closely monitor a number of systems to identify specific slowness issues which contribute to poor performance, and have recently received new PCs to assist with general performance.
- 3.15 The service is reviewing its existing recruitment practices and evaluating jobs and grades to ensure we are competitive within the jobs market.

### **3.16 Successes in 2014/15:**

- 3.17 During 2014/15 we have undergone a number of significant changes to improve the overall running and infrastructure of the contact centre:
- Integrated digital access into the contact centre
  - Brought the emergency out of hours service back into the contact centre and improved performance at a reduced cost
  - Undertook a significant technology upgrade to our telephony system to increase functionality and resilience
  - Opened the 4<sup>th</sup> floor and introduced the centres of excellence across all 3 floors

### **3.18 Initiatives for 2015/16**

- 3.19 A new customer portal has been developed to allow customers to register with the council and then report / request / pay for services online at any time of the day and night. The first services (environmental action and highways) have already gone live, and other services will follow. The forms on the customer portal integrate with other council systems, eliminating any double keying and providing customers with helpful updates.
- 3.20 The centres of excellence are developing and over the coming months are establishing a vision of what they plan to achieve and action plans to get there. The Council tax admin function is integrating with the customer service function and this will bring about efficiencies and improved customer experience. Partnership working continues to improve within the Care & Safeguarding centre of excellence.
- 3.21 The website is the most used channel for customer contact and improvements are being made to make it a best council website.

### **3.22 Conclusion**

- 3.23 The centres of excellence approach is taking us to the next level of contact centre development and links with the community hub approach. As we see more simple enquiries move to self-serve, queries handled in person will be more complex around the needs of the customer, cutting across traditional service boundaries, e.g. debt and money worries which potentially link to housing, worklessness and a range of other issues. Our staff are being developed to be able to respond to this changing agenda.
- 3.24 Performance, in terms of call answer rate and speed to answer, has been hampered by exceptional levels of leavers, due in part to external recruitment restrictions. We are working with HR and other partners to even out the impact of staff leaving, and are working on ways to improve staff retention. In spite of these challenges we have made

significant progress in terms of digital access, and we have coped with a number of high profile initiatives within existing resource. The coming year will see further developments as we expand the range of services available via self-serve and provide customers with a more comprehensive service at point of contact.

#### **4.0 Recommendations**

- 4.1 Members of the Scrutiny Board (Citizens and Communities) are asked to note this update on the Contact Centre and make appropriate comment and or recommendations.

#### **Background papers<sup>1</sup>**

None used

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<sup>1</sup> 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.

**APPENDIX 1 Customer contact (handled by CSO), by service 2014/15 and 2015/16 (estimated from data to end of July)**

Service	Calls / emails / chat / admin 2014/15	Total handled by CSO 2015-16 est.	% +/- handled by CSO
<b>Care &amp; safeguarding (4th Floor)</b>			
Adult Social Care	45,341	46,986	4%
Child Social Care	14,957	14,166	-5%
Customer Relations	9,025	9,522	6%
LHO	23,625	19,641	-17%
Registrars	60,562	58,704	-3%
Schools Admissions	23,991	24,783	3%
<b>4th Floor Totals</b>	<b>177,501</b>	<b>173,802</b>	<b>-2%</b>
<b>Welfare, benefits &amp; revenues (5th Floor)</b>			
Benefits	92,615	85,551	-8%
Benefits Landlords	30,714	25,332	-18%
CTax General	186,350	154,593	-17%
CTax Reminders	40,738	35,955	-12%
Welfare Support	19,354	15,036	-22%
<b>5th Floor Totals</b>	<b>369,771</b>	<b>316,467</b>	<b>-14%</b>
<b>Environment &amp; Community (6th Floor)</b>			
ASBU	9,334	9,372	0%
Blue Badge	18,486	24,561	33%
CBL	2,858	4,773	67%
Elections	24,149	24,990	3%
Gold Number	110,706	70,956	-36%
Highways	44,387	23,634	-47%
Highways Private	3,338	2,337	-30%
Housing Leeds	130,776	143,385	10%
Housing Leeds Repair	91,885	79,830	-13%
Large Collections	32,612	33,888	4%
Environmental action	17,950	14,778	-18%
Refuse	91,269	97,494	7%
<b>6th Floor Totals</b>	<b>577,750</b>	<b>529,998</b>	<b>-8%</b>
<b>Out of hours (6th Floor)</b>			
OOH	8,245	7,314	-11%
OOH Contractors	6,495	10,017	54%
OOH Housing	23,621	37,638	59%
OOH Noise Nuisance	11,936	12,537	5%
OOH Registrars	21	120	471%
<b>OOH Totals</b>	<b>50,318</b>	<b>67,626</b>	<b>34%</b>
<b>Totals</b>	<b>1,175,340</b>	<b>1,087,893</b>	<b>-7%</b>

APPENDIX 2

**Contact Centre Performance Tables 2014/15 – July 2015**

	<b>Calls offered</b>	<b>Total calls answered</b>	<b>ANS RATE INC IVR</b>	<b>Average speed to answer (mins: seconds)</b>
<b>Apr-14</b>	124,954	111,172	89%	03:20
<b>May-14</b>	121,699	104,514	86%	04:06
<b>Jun-14</b>	117,457	103,339	88%	03:07
<b>Jul-14</b>	121,162	111,654	92%	02:00
<b>Aug-14</b>	120,953	105,175	87%	03:19
<b>Sep-14</b>	124,893	112,481	90%	02:54
<b>Oct-14</b>	115,012	104,258	91%	02:41
<b>Nov-14</b>	104,486	91,451	88%	03:50
<b>Dec-14</b>	93,834	80,938	86%	04:20
<b>Jan-15</b>	120,886	95,547	79%	07:22
<b>Feb-15</b>	115,785	89,925	78%	07:03
<b>Mar-15</b>	135,551	108,015	80%	06:34
<b>Apr-15</b>	133,801	105,301	79%	06:09
<b>May-15</b>	118,969	95,354	80%	06:36
<b>Jun-15</b>	121,250	103,111	85%	05:54
<b>Jul-15</b>	125,364	98,260	78%	06:53

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Report author: S Carey

Tel: x75921

**Report of Assistant Chief Executive (Citizens and Communities)**

**Report to Citizens & Communities Scrutiny Board**

**Date: 14<sup>th</sup> September 2015**

**Subject: Summer Budget Welfare Reforms**

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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Does the report contain confidential or exempt information? If relevant, Access to Information Procedure Rule number: Appendix number:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

**Summary of main issues**

1. The Government's Summer Budget included announcements about a number of welfare reforms aimed at delivering £12bn in welfare savings. The majority of the savings are to be achieved by reducing Working Tax Credit entitlement for in-work claimants. Some of the impact of this is expected to be offset by the announcement of a National Living Wage that is expected to be £9.35 an hour by 2020.
2. The proposed reforms include changes to support for families with more than 2 children as well as the removal of the Family Premium which is available to all families on benefit irrespective of the number of children.
3. The proposed reforms to Tax Credits have implications for the Council's Council Tax Support scheme. There are also significant implications for the Housing Revenue Account arising from the proposals to reduce rents by 1% for each of the next 4 years – this change is expected to contribute £0.91bn to the overall £12bn welfare savings.

**Recommendations:**

4. That the information supplied in this report is noted.
5. That Scrutiny Board include the impact of these changes on Universal Credit entitlement as part of the inquiry into Universal Credit in Leeds.

## **Purpose of this report**

- 1.1 The report provides more detailed information about the welfare reforms announced in the Government's Summer Budget. The report also sets out some of the implications for the Council arising from the reforms.

## **2 Key messages**

- 2.1 The welfare reforms outlined in this report are due to be implemented by April 2017 and have implications for both in-work and out-of-work claimants. Changes to in-work benefits make by far the largest contribution to the Government's projection of £12bn of welfare savings by 2018.

- 2.2 The full timeline for implementation as we understand it is as follows:

- April 2016:
  - o freeze on working age benefits
  - o 1% reduction in social sector rents
  - o reduction of backdating from 26 weeks to 4 weeks for HB (may come in this year)
  - o lone parent where youngest child is 3 to claim JSA
  - o lower Benefit Cap
  - o increased DHP funding
- May 2016:
  - o Removal of Family Premium from HB
- April 2017:
  - o Working Tax Credit changes (and related Universal Credit changes)
  - o Removal of additional Child Element for 3<sup>rd</sup> and subsequent child
  - o ESA (WRAG) rates to match JSA rates
  - o Removal of automatic entitlement to housing costs support for 18 – 21 year olds

## **3 Background information**

- 3.1 The Government has announced more reforms to the welfare and benefits system that build on reforms introduced by the last Government through, amongst other things, the Welfare Reform Act 2012. Among the reforms introduced by the earlier programme of reforms were the following:

- o Changes to Local Housing Allowances for private rented sector tenants that saw LHA rates reduced, the Single Room Rate extended to cover single tenants up to the age of 35 and the removal of excess amounts where tenants occupied properties below the LHA rate;
- o Under-occupancy rules for social sector tenants that see tenants' Housing Benefit entitlement reduced by 14% if they are under-occupying by one bedroom or 25% if under-occupying by 2 bedrooms or more;
- o A Benefit Cap that limits benefit entitlement to £26k a year and is delivered by reducing Housing Benefit levels;



- Changes to Council Tax support that saw Council Tax Benefit replaced by local Council Tax Support schemes with Government funding reduced by 10%;
- The replacement of key elements of the Jobcentre Plus's Crisis Loans and Community Care Grants scheme with Local Welfare Support schemes. These were funded by Government for the first 2 years but funding was not made available subsequently;
- The introduction of a programme to replace Disability Living Allowance with Personal Independence Payments; and
- Changes to Tax Credits for couples and the removal of Child Benefit from higher earning individuals.

3.2 The Government also set out to introduce Universal Credit and a more robust Claimant Commitment requirement for those claiming Jobseekers Allowance or Employment & Support Allowance (for the work-related activity group). This change has seen a growth in the number of benefit sanctions applied by Jobcentre Plus.

#### 4 Main issues

4.1 The welfare reforms announced in the Government's Summer Budget are intended to achieve £12bn reductions in welfare spend by **31/3/2018**. This is a slightly longer timescale than initially planned.

The savings have been achieved as follows:

- £1.03bn: freeze on working age benefits
- £8.86bn: changes to Tax Credits and Universal Credit for in-work claimants
- £0.59bn: limiting to 2 the number of children eligible for additional support
- £0.93bn: reducing social sector rents by 1% over next 4 years
- £0.41bn: reducing the benefit cap to £23k in London and £20k elsewhere
- £0.03bn: removing auto entitlement to housing costs for 18-21 year olds
- £0.06bn: ESA (Work Related Group) getting same rate as JSA claimants
- **£12.0bn**

##### Freeze on working age benefits

4.2 There will be a freeze on **Working Age** benefits from April 2016 to March 2020. This includes Tax Credits and Local Housing Allowance rates as well as the premiums and applicable amounts that are used to calculate entitlement in all the major income-based benefits. The main implications for this are:

- Working age claimants will not see a rise in their benefits over the next 4 years;
- The freeze on LHA rates, which follows a period where increases were limited to 1%, will mean that private tenants will see no increase in their housing costs support over the next 4 years. LHA rates as at April 2015 will be applied for the next 4 years unless there is evidence to show that rents have decreased. The LHA rates for Leeds as at April 2015 are set out below:

Shared accommodation.....	£64.60
1 Bedroom.....	£100.05
2 Bedrooms.....	£122.36
3 Bedrooms.....	£151.50
4 Bedrooms.....	£199.94

Changes to Tax Credits/Universal Credit for in-work claimants

4.3 Tax Credits form part of Universal Credit so as Universal Credit rolls out, more Tax Credit cases will become Universal Credit cases.

- The amount that in-work claimants can earn before they start to lose Tax Credits is reduced from £6,420 pa (approx. £123 pw) to £3,850 pa (approx. £74 pw) from April 2016. The rate at which Tax Credits is withdrawn once this lower threshold is reached is increased from 41% to 48%.
- Work allowances in Universal Credit are the equivalent of Income-thresholds in Tax Credits and represent the amount that can be earned before Universal Credit starts to be withdrawn. There are reductions in work allowances as set out below.

		Pre-budget		Post-budget	
		No hsg costs £ pa	Hsg costs £ pa	No hsg costs £ pa	Hsg costs £ pa
Single	No children	1332	1332	-	-
	Children	8808	3156	4764	2304
	Ltd capacity	7764	2304	4764	2304
Jt clmts	No children	1332	1332	-	-
	Children	6432	2664	4764	2304
	Ltd capacity	7764	2304	4764	2304

4.4 The rate at which Universal Credit is withdrawn is 65% (65p in the £) for every £ above the work allowance. The impact of these changes is as follows:

- The Tax Credit changes mean that someone earning £6,420 a year will lose Tax Credits of around £24 a week;

- Tenants moving onto Universal Credit will see their work allowances reduce further
  - Tenants with no children will see the amount they can earn before they start to lose benefit reduce further from £3850 pa to £0 and will see the rate of withdrawal increase further from 48% to 65%
  - Tenants with children will see the amount they can earn before they start to lose benefit reduce further from £3850 pa to £2304 and will also see the rate of withdrawal increase further from 48% to 65%
- Non-householders will be able to earn more under Universal Credit following these changes but will still face an increased withdrawal rate of 65%

*Changes to additional support for children and families*

- 4.5 There are two changes to the support provided for children: support is limited to 2 children only and the Family Element will no longer be paid for families. More details about these changes are provided below.
- 4.6 From April 2017, support will be limited to 2 children only. This means that families with 2 children or more who have a further child after April 2017 will not receive the additional £2780 pa in Tax Credits or Universal Credit. Child Allowances are £3478pa in Housing Benefit and this will not be paid for 3<sup>rd</sup> and subsequent children after April 2017.
- 4.7 Full details of this change are awaited but it appears that families already getting the Child Element for 3 or more children as at 31<sup>st</sup> March 2017 will continue to get the Child Element for all their children but will not get any additional Child Elements for any new children born after April 2017. It is also expected that there will be linking rules which mean that families who were getting the Child Element for 3 or more children but who have subsequently come off benefits, will retain entitlement to the Child Element for the same number of children if they reclaim within 6 months.
- 4.8 Families are also recognised in the benefit system through the payment of a Family Element (called Family Premium in Housing Benefit). Claimants starting a family from April 2017 will not get the Family Element of £545.34 pa in either Tax Credits or Universal Credit.
- 4.9 The Family Premium is £907pa in Housing Benefit and this is removed from May 2016. Out of work claimants will continue to get 100% Housing Benefit (subject to Benefit Cap and Under-occupancy rules) but *in-work* claimants who start a family after May 2016 will get less Housing Benefit as a result of this change than they would have done previously.

### *Tax Credits and impact on Housing Benefit and Council Tax Support*

- 4.10 There is a complex relationship between Tax Credits and Housing Benefit/Council Tax Support. Tax Credits are treated as an income for HB and CTS purposes. The more Tax Credits a claimant has, the less HB/CTS they will get. The changes in Tax Credits will mean the following:
- The changes to income thresholds will mean that a number of in-work claimants will get less Tax Credits income. This, in turn, means that they will be entitled to more Housing Benefit and Council Tax Support. A £1 reduction in Tax Credits will generate an extra 65p of HB entitlement and 20p of CTS entitlement. The cost of extra HB entitlement is picked up by the Government but the cost of extra Council Tax Support entitlement is picked up by the Council.
  - The changes to Child Elements and Family Premiums also have implications for Housing Benefit and Council Tax Support.
    - o The removal of the £907 Family Premium from May 16 for HB claims means that new claims from *in-work* families will get £590 pa less in Housing Benefit than families who claimed before May 16 – out of work families are not affected by this change. This will have no impact on CTS.
    - o The removal of the £545 Family Element from Tax Credits from April 2017 will mean that *in-work* families will get back £345 of the £590 they lost in Housing Benefit payments. Housing Benefit payments for out of work claimants will not be affected but they will have lost the £545 Family Element from their Child Tax Credit.
    - o The removal of the Child Elements and Family Premiums from Tax Credits from 2017 will see additional costs fall on the Council Tax Support scheme. These could be significant and more work is needed to clarify the likely impact

### *Changes for claimants aged 18 - 21*

- 4.11 From April 2017, a new Youth Obligation will be introduced for 18-21 year olds claiming Universal Credits. There is no detail available about how this would work at this time. Also from April 2017, automatic entitlement to housing costs support will end for new Universal Credit claims for 18-21 year olds out of work with some exceptions for vulnerable people. It is expected that young people leaving care will be exempt from these changes but there is little else known at this stage about this change.
- 4.12 For information, in Leeds there are currently 2,038 claimants aged 21 or less getting Housing Benefit and they would be at risk under the proposed scheme:
- 125 claims are from couples, of which 77 couples have children
  - 1913 claims are from single people, of which 735 have children

Changes to the Benefit Cap

- 4.13 The Government has reduced the benefit cap from £26k to £23k in London and £20k elsewhere. The savings assume that the cap is implemented by April 2016.
- 4.14 The cap criteria remain the same in that it is applied only to working age claimants who are:
- Out of work (means working enough hours to be able to claim WTC i.e. 16hrs or 21hrs); and
  - Not disabled (means entitled to specific disability benefits)
- 4.15 The reduction to £20k is likely to mean that many couples with 2 children living in the private sector and some couples in the social rented sector will be affected by the cap in Leeds – at £26k the impact of the cap was limited to families with 4 or more children. There are currently 307 families in Leeds affected by the Benefit Cap. Early analysis indicates that b

	Income type	2 children families	3+ children families	Total
Housing Leeds	ESA	-	304	304
	IS	-	265	265
	JSA	-	234	234
				<b>803</b>
Housing Assoc	ESA	6	55	61
	IS	17	65	82
	JSA	7	46	53
				<b>196</b>
Private rented	ESA	84	221	305
	IS	50	640	690
	JSA	83	228	311
				<b>1306</b>
Total		247	2058	<b>2305</b>

- 4.16 Although, in the main, it will fall on local Councils to apply the Benefit Cap by reducing Housing Benefit levels, DWP take responsibility for identifying Benefit Cap cases. Because of this, we cannot be certain about the numbers affected until DWP has done its analysis.

Changes to Discretionary Housing Payments funding

- 4.17 The Government has allocated £800m for Discretionary Housing Payments over the next 5 years. This equates to an average of £160m a year which is an increase on the current years funding but is still less than DHP funding for last year.

- In 14/15, DHP funding was £165m
- In 15/16, DHP funding was reduced to £125m
- From 16/17, DHP funding will average £160m a year

### Other changes

- 4.18 From April 2016, backdating of HB will be limited to 4 weeks. Currently, HB can be backdated for up to 26 weeks where there is a good cause for making a late claim. From April 2016, a claim will only be able to be backdated for 4-weeks. This brings HB in line with the backdating rules for Universal Credit.
- 4.19 From April 2017, new claims to ESA (Work Related Activity Group) will get same rate of benefit as those claiming JSA. Currently the ESA rate is £102.15 and this will reduce to the JSA rate of £73.10 from April 2017.
- 4.20 The Government has also stated that lone parents where youngest child is 3 or over will be expected to look for full time work if claiming Universal Credit. Currently, lone parents where youngest child is under 3 are exempt from this requirement. Main implication arising from this change is that these lone parents will now fall under the sanctions regime for Jobseekers.

## **5 Corporate Considerations**

### **5.1 Consultation and Engagement**

- 5.1.1 This report provides more detail on the Government's welfare reform proposals and does not require consultation at this stage.

### **5.2 Equality and Diversity / Cohesion and Integration**

- 5.2.1 The DWP is responsible for carrying out impact assessments as part of its decision-making process.

### **5.3 Council policies and Best Council Plan**

- 5.3.1 A key priority for the council is addressing poverty and deprivation. The proposed welfare reforms, particularly changes to in-work Tax Credits, are likely to have an adverse impact on low paid workers. The announcement of a National Living Wage will help to mitigate some of the loss of income caused by the Tax Credit changes.

### **5.4 Resources and value for money**

- 5.4.1 The main implications for the Council arising from the welfare reforms relate to the additional costs that will fall on the Council Tax Support scheme and the demand for Discretionary Housing Payments as a result of the lowering of the Benefit Cap level. More information is needed from DWP on how the additional DHP funding will be allocated before we can consider potential changes to the Council's current DHP policy. More analysis is also needed to measure the full scale of the impact of the Tax Credit changes on Council Tax Support. However, the impact is expected to be substantial.

## 5.5 **Legal Implications, Access to Information and Call In**

5.5.1 There are no legal implications arising from this report

## 5.6 **Risk Management**

5.6.1 A clear understanding of the full impact of the proposed reforms is essential to help manage the risks to the Council and to the delivery of the Council's priorities. The work undertaken to date will be further developed as more information becomes available from DWP. The Welfare Reform Board will continue to oversee the development of an effective communications approach to ensure that relevant stakeholders are fully informed about changes that affect them.

## 6 **Conclusions**

6.1 The proposed welfare reforms focus mainly on in-work claimants with 74% of the projected savings coming from changes to Working Tax Credits. Many of the other proposed changes also affect in-work claimants as well as out of work claimants.

6.2 The lowering of the Benefit Cap to £20k in Leeds will see some families already affected by the Benefit Cap lose an additional £114 a week and will bring 2 and 3 children families into scope to have their benefit capped. This is likely to mean that a revised DHP policy will be needed to help ensure that funding is targeted to the most vulnerable. Much will depend on how much extra funding is provided to Leeds by DWP.

## 7 **Recommendations**

7.1 That the information supplied in this report is noted.

7.2 That Scrutiny Board include the impact of these changes on Universal Credit entitlement as part of the inquiry into Universal Credit in Leeds.

## 8 **Background documents<sup>1</sup>**

None

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

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Report author: Angela Brogden  
Tel: 2474553

**Report of Head of Scrutiny and Member Development**

**Report to Citizens and Communities Scrutiny Board**

**Date: 14<sup>th</sup> September 2015**

**Subject: Scrutiny Inquiries – draft terms of reference**

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

**Purpose of this report**

1. The Citizens and Communities Scrutiny Board has agreed to undertake inquiries into the following areas this municipal year:
  - Universal Credit
  - The development of Community Hubs
  - The development of Community Committees
  
2. Working group meetings were held in August to discuss the potential scope of these inquiries. The draft terms of reference for the above inquiries will be tabled at the meeting for formal consideration and approval.
  
3. The Scrutiny Board Procedure Rules require that, before embarking on an inquiry/review, the Board seeks and considers the views of the relevant Director and Executive Member. These views will need to be taken into account when agreeing the terms of reference for these inquiries.

**Recommendations**

4. Members are asked to consider and agree the terms of reference for the forthcoming Scrutiny Board inquiries.

**Background papers<sup>1</sup>**

5. None used

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

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Report author: Angela Brogden  
Tel: 247 4553

**Report of Head of Scrutiny and Member Development**

**Report to Scrutiny Board (Citizens and Communities)**

**Date: 14 September 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

**Summary of main issues**

1. The Board's work schedule is attached as appendix 1. This will be subject to change throughout the municipal year.
2. Also attached at appendix 2 are the minutes of the Executive Board meeting held on 15<sup>th</sup> July 2015, for the Board's information.

**Recommendation**

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

**Background documents<sup>1</sup>**

4. None used

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

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Scrutiny Board (Citizens and Communities) Work Schedule for 2015/2016 Municipal Year

Area of review	Schedule of meetings/visits during 2015/16		
	June	July	August
Development of Community Hubs			Scoping terms of reference
Development of Community Committees			Scoping terms of reference
Universal Credit Preparations		Initial briefing and determining areas for further scrutiny SB 27/07/15 @ 10 am	Scoping terms of reference
<b>Briefings</b>	Scrutiny Board Terms of Reference and Sources of Work SB 17/06/15 @ 1.30 pm		
Budget & Policy Framework/pre-decision Scrutiny			
Recommendation Tracking			
Performance Monitoring		Quarterly Performance report SB 27/07/15 @ 10 am	

Page 143

## Scrutiny Board (Citizens and Communities) Work Schedule for 2015/2016 Municipal Year

		Schedule of meetings/visits during 2015/16		
Areas of review	September	October	November	
<b>Development of Community Hubs</b>	Agreeing terms of reference SB 14/09/15 @ 10 am		Evidence gathering sessions (tbc)	
<b>Development of Community Committees</b>	Agreeing terms of reference SB 14/09/15 @ 10 am			
<b>Universal Credit</b>	Agreeing terms of reference SB 14/09/15 @ 10 am	Evidence gathering sessions (tbc)	Evidence gathering sessions (tbc)	
<b>Briefings</b>	Delivering the centres of excellence model within the Corporate Contact Centre – update SB 14/09/15 @ 10 am  Summer Budget Welfare Reforms SB 14/09/15 @ 10 am	Poverty Truth Challenge – update SB 12/10/15 @ 10 am		
<b>Budget &amp; Policy Framework/pre-decision Scrutiny</b>	Revised Gambling Act Licensing Policy SB 14/09/15 @ 10 am  Equality Improvement Priorities 2016-2020 SB 14/09/15 @ 10 am			
<b>Recommendation Tracking</b>				
<b>Performance Monitoring</b>		Quarterly Performance report SB 12/10/15 @ 10 am		

## Scrutiny Board (Citizens and Communities) Work Schedule for 2015/2016 Municipal Year

Area of review	Schedule of meetings/visits during 2015/16		
	December	January	February
<b>Development of Community Hubs</b>	Evidence gathering sessions (tbc)	Evidence gathering sessions (tbc)	Evidence gathering sessions (tbc)
<b>Development of Community Committees</b>		Evidence gathering sessions (tbc)	Evidence gathering sessions (tbc)
<b>Universal Credit</b>			
<b>Briefings</b>	Role and work of the Communities Board SB 07/12/15 @ 10 am		
<b>Budget &amp; Policy Framework/pre-decision Scrutiny</b>		Initial budget proposals 2016-2017 SB 10/01/16 @ 10 am	
<b>Recommendation Tracking</b>			
<b>Performance Monitoring</b>		Quarterly Performance report SB 10/01/16 @ 10 am	

## Scrutiny Board (Citizens and Communities) Work Schedule for 2015/2016 Municipal Year

Area of review	Schedule of meetings/visits during 2015/16		
	March	April	May
Development of Community Hubs			
Development of Community Committees	Evidence gathering session (tbc)		
Universal Credit			
Briefings			
Budget & Policy Framework/pre-decision Scrutiny			
Recommendation Tracking			
Performance Monitoring		Quarterly Performance report SB 12/04/16 @ 10 am	

### Unscheduled

Migration  
Approaches in tackling begging



## EXECUTIVE BOARD

WEDNESDAY, 15TH JULY, 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

**13 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. 19 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 this appendix as exempt from publication outweighs the public interest in disclosing the information, due to the impact that the disclosure of the information would have on the financial affairs of the Council and third parties.
- (b) Appendix 1 to the report entitled, 'Design and Cost Report for the Proposed Improvement and Refurbishment of Kirkgate Market', referred to in Minute No. 20 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 a particular company and of the Council. This information is not publicly available from the statutory registers of information kept in relation to certain companies and it relates to a tendered fee proposal submitted to the Council as part of a competitive tender process. In line with the Access to Information Procedure Rules, it is considered that the public interest in maintaining the content of this appendix as exempt from publication outweighs the public interest in disclosing the information, as disclosure would prejudice the financial / business affairs of an individual company.

- (c) Appendices 1 and 2 to the report entitled, 'West Yorkshire Playhouse', referred to in Minute No. 28 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 appendices relates to the financial or business affairs of a particular organisation and of the Council. It is considered that the public interest in maintaining the content of the appendices as being exempt from publication outweighs the public interest in disclosure, due to the impact that disclosing the information would have on the Council and third parties.
- (d) Appendix B to the report entitled, 'Repayment of the Council's Loan by the Yorkshire County Cricket Club', referred to in Minute No. 34 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 third parties and of the Council, and the release of such information would be likely to prejudice the interests of all parties concerned. Whilst there may be a public interest in disclosure, in all the circumstances of the matter, maintaining the exemption is considered to outweigh the public interest in disclosing this information at this time.

**14 Declaration of Disclosable Pecuniary Interests**

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

**15 Minutes**

**RESOLVED** – That the minutes of the meeting held on 24<sup>th</sup> June 2015 be approved as a correct record.

**REGENERATION, TRANSPORT AND PLANNING**

**16 Leeds Bradford International Airport**

Further to Minute No. 84, 15<sup>th</sup> October 2014, the Director of City Development submitted a report providing an update on the continuing work relating to the Leeds and Bradford International Airport (LBIA) and its surroundings, with particular reference to the actions which had been taken following the resolutions of the Board in October 2014.

The Board highlighted the key significance of LBIA when considering the future development of the city region economy. Responding to a Member's enquiry, the Board was reassured that any associated consultation processes which were undertaken would be robust and incorporate all relevant parties. In addition, emphasis was placed upon the need to ensure that any further development of the airport was accompanied by appropriate infrastructure improvements.

**RESOLVED –**

- (a) That the recommendations in the Site Allocations Plan for land use in the area surrounding Leeds Bradford International Airport, be noted;
- (b) That continued support be given for the growth of the airport and the wider economy in order to meet aspirations of achieving 7.1m passengers by 2030;
- (c) That officers in Planning Policy, Economic Development and Highways & Transport continue to work with Leeds Bradford International Airport to progress the Airport Masterplan through to the consultation stage;
- (d) That officers in Planning Policy, Economic Development and Highways & Transport continue to work on the proposals for surface access, working closely with Leeds Bradford International Airport and the West Yorkshire Combined Authority specifically to take forward the airport link road.

**17 Elland Road Park and Ride Upgrade**

Further to Minute No. 122, 6<sup>th</sup> November 2013, the Director of City Development submitted a report outlining proposals to upgrade the existing overspill car park at the Elland Road Park and Ride site to the same quality as the rest of the car park and also to improve the passenger waiting facilities.

Members welcomed the report and highlighted the success of the Elland Road park and ride facility following its first year of operation.

In noting the report elsewhere on the agenda regarding proposals for a park and ride facility at Temple Green, the Board discussed the potential for park and ride provision in other areas of the city, and the range of factors which needed to be taken into consideration when determining optimum sites for such facilities.

**RESOLVED –**

- (a) That the content of the submitted report and the performance results of the first year's operation of the Elland Park and Ride scheme be noted;
- (b) That approval be given to implement phase 2 of the scheme, subject to planning approval, upgrading the overspill car park and passenger facilities at a cost of £1.8m (comprising £250k fees and £1.55m works);
- (c) That approval be given to the injection of £1.8m into the Capital Programme, being funded from a West Yorkshire Combined Authority (WYCA) Transport Policy Local Transport Plan (LTP) grant of £1,557.7k and a Section 106 receipt of £242.3k;
- (d) That authority be given to incur expenditure of £1.8m, funded from a WYCA LTP grant of £1,557.7k and a Section 106 receipt of £242.3k (subject to final confirmation of funding by the West Yorkshire Combined Authority's Transport Committee on 31st July 2015);

Draft minutes to be approved at the meeting  
to be held on Wednesday, 23rd September, 2015

- (e) That the following be noted:-
- The scheme proposal, as described in section 3 of the submitted report;
  - That construction of the scheme is programmed to start in November 2015 with a 6 month construction programme;
  - That the Chief Officer Highways & Transportation will be responsible for the implementation of such matters.

## **18 Temple Green Park and Ride**

The Director of City Development submitted a report which sought approval to implement the 1,000 space Temple Green Park & Ride site adjacent to the A63 Pontefract Lane in the City Region's Enterprise Zone.

Members welcomed the proposals detailed within the submitted report, and how they fitted into the city's existing transport network and parking facilities. The Board also welcomed how the proposals would provide sustainable transport links to the City Region's Enterprise Zone and the positive impact that this would have upon job creation and economic growth in the area.

In conclusion, it was requested that the Board continued to receive further updates on the progress of the Enterprise Zone, as and when appropriate.

### **RESOLVED –**

- (a) That the implementation of the Temple Green Park and Ride scheme at a total cost of £9.741m be approved, subject to Gateway 3 funding approval from West Yorkshire Combined Authority (comprising £2.620m for the land purchase approved at Executive Board in June 2014, and £7.121m for the design fees and construction costs);
- (b) That the additional injection of £6.611m into the Capital Programme be approved (£510k being already in the capital programme) for the design fees and construction costs of this scheme, which are to be fully funded from the West Yorkshire Plus Transport Fund;
- (c) That authority be given to incur expenditure of £7.121m (being £769k staff design fees, and £6.352m construction costs), subject to full funding approval from the West Yorkshire Plus Transport Fund;
- (d) That the following be noted:-
- The scheme proposal, as described in section 3 of the submitted report;
  - That construction of the scheme is programmed to start in March 2016 and be open in Autumn 2016;
  - That the Chief Officer Highways and Transportation will be responsible for implementation of such matters.

## **19 South Bank Regeneration**

Further to Minute No. 118, 19<sup>th</sup> November 2014, the Director of City Development submitted a report providing an update on the progress being

Draft minutes to be approved at the meeting  
to be held on Wednesday, 23<sup>rd</sup> September, 2015

made to regenerate the South Bank area of the city centre and to obtain approval to short term actions which would facilitate further growth and regeneration.

Members welcomed the contents of the submitted report and highlighted the significant potential and opportunities for the city and the wider area which lay in the regeneration of the South Bank.

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 –**

- (a) That the progress being made in regeneration initiatives across the South Bank be noted, and that the priorities, as set out in section 3 of the submitted report be agreed;
- (b) That the Board re-affirms that securing funding to support the restoration of Temple Works is a priority for the city given its at-risk status, and that it be requested that officers continue to work with third parties to facilitate its restoration.
- (c) That a report be submitted to Executive Board with proposals to invest in the public realm and spaces across the South Bank;
- (d) That a report be submitted to Executive Board by Autumn 2015 with proposals to facilitate regeneration along the Hunslet Riverside;
- (e) That the Chief Officer Economy and Regeneration be requested to explore the feasibility of the Council's City Centre Management function providing urban management support across the South Bank area;
- (f) That approval be given to the recommendations as set out in paragraphs 6.0, 6.1 and 6.2 of the submitted exempt appendix 1 concerning potential future land assembly proposals;
- (g) That it be noted that the Chief Officer Economy and Regeneration will be responsible for the implementation of such matters.

(The Council's Executive and Decision Making Procedure Rules state that a decision may be declared as being exempt from Call In if it is considered that any delay would seriously prejudice the Council's or the public's interests. As such, it was determined that the resolutions relating to this report were exempt from the Call In process as they were time-bound and would not be properly exercised if were called in)

**20 Design and Cost Report for the Proposed Improvement and Refurbishment of Kirkgate Market**

Further to Minute No. 77, 17<sup>th</sup> September 2014, the Director of City Development submitted a report which sought approval to inject additional funding into existing Capital Scheme No. 16811 and which also sought Authority to Spend on the proposed improvement and refurbishment works at Kirkgate Market.

In discussing the contents of the submitted report, the Board noted the complex nature of the works being undertaken and a Member highlighted the need to ensure that the project continued to be closely monitored, both from a financial and also a timescales perspective.

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 –**

- (a) That an injection of £1.35m into existing Capital Scheme No.16811 be authorised in order to meet additional construction costs associated with the proposed improvement and refurbishment works at Kirkgate Market;
- (b) That an injection of additional funding, as detailed in exempt Appendix 1 to the submitted report, into existing Capital Scheme No. 16811 be authorised in order to provide contingency provision to address residual risks associated with the proposed improvement and refurbishment works at Kirkgate Market which remain the Council's responsibility to address;
- (c) That approval be given to the 'Authority to Spend' the additional funding, as detailed within the submitted report on the proposed improvement and refurbishment works at Kirkgate Market;
- (d) That the actions required to implement the decisions, and the proposed timescales to progress the project, as detailed in paragraph 3.2.1 of the submitted report, be noted.
- (e) That it be noted that the Chief Economic Development Officer and the Head of Markets will be responsible for the implementation of such matters.

**21 Site Allocations Plan (SAP) and Aire Valley Leeds Area Action Plan (AVLAAP) - Publication Draft Plans**

Further to Minute No. 144, 11<sup>th</sup> February 2015, the Director of City Development submitted a report which sought approval of the Site Allocations Plan (SAP) and Aire Valley Leeds Area Action Plan (AVLAAP) Publication Draft Plans, for the purposes of public consultation to take place during Autumn 2015. In addition, the report noted that the matter was scheduled to

be referred to the relevant Scrutiny Board for consideration following the public consultation exercise.

In considering the submitted report, the following key points were discussed:-

- Responding to a specific enquiry regarding the clarity of a description for the location of a gypsy and traveller site in the Outer West area of the city, officers undertook to meet with the relevant Ward Member in order to discuss this particular issue;
- In response to a Member's enquiry, the Board was provided with details of the methods which would be used to undertake the associated consultation exercise and it was confirmed that such consultation would be 8 weeks in duration;
- Furthermore, the Board was also reassured that the consultation exercise would be robust, made as accessible as possible and would provide a genuine opportunity for all parties, including Ward Members, to contribute towards the process;
- A Member noted that new brownfield sites had emerged, and raised the question of whether such sites could be included in the plan at this stage as alternatives to proposed greenfield allocations. It was pointed out that the plan already allowed for new sites through a windfall allowance, but that should Members ultimately decide to make changes to the plan, it would be important to ensure that the plan remained consistent with the requirements of the Core Strategy;
- Officers also emphasised that Members were being requested to approve the publication plans for Site Allocations and Aire Valley, and that national guidance advised that the publication stage plan was a document that the Local Authority considered ready for examination;
- The Board discussed the Government's recent announcement regarding proposed changes to the process by which the development of brownfield sites was permitted and the potential impact that such changes may have upon Leeds;
- Alongside the Site Allocations Plan, it was suggested that consideration be given to the ways in which the Council could further encourage smaller developments which were located within local communities.

In noting that there were currently planning consents for 17,000 housing units across the city which remained undeveloped, Members highlighted the need for private developers to be required to not only declare those sites where they have obtained planning permission to build, but to also declare those sites where they do not have planning permission, but have an 'option agreement' in place. Further to this, it was proposed that such matters and concerns, together with details of the actions being taken by the Council to increase development completion levels, be raised on a cross party basis, with both the Secretary of State for Communities and Local Government and also the Treasury.

**RESOLVED –**

- (a) That approval be given to the publication of the draft Site Allocations Plan and Aire Valley Leeds Area Action Plan, together with the

Draft minutes to be approved at the meeting  
to be held on Wednesday, 23rd September, 2015

sustainability appraisal reports and other relevant supporting documents for the purposes of public participation and to formally invite representations;

- (b) That the necessary authority be delegated to the Chief Planning Officer, in consultation with the Executive Member, to make any factual and other minor changes to the Publication Plans and supporting material, prior to public consultation;
- (c) That it be noted that the Publication Draft Plans will be referred to Scrutiny Board (City Development) in line with the Budget and Policy Framework following public consultation;
- (d) That the matters and concerns detailed above be raised on a cross party basis, on behalf of the Board, with the Secretary of State for Communities and Local Government and also the Treasury.

(Under the provisions of Council Procedure Rule 16.5, Councillors A Carter and Golton required it to be recorded that they both abstained from voting on resolutions (a)-(c) above)

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

## **22 Council Housing Growth Programme - Private Sector Acquisitions**

The Director of Environment and Housing submitted a report providing an update on the delivery of the Council Housing Growth Programme which included 'through acquisitions' from private owners or developers. In addition, the report also sought approval for a revision to the 'Right of First Refusal' Policy.

### **RESOLVED –**

- (a) That the progress which has been made in the delivery of the Council Housing Growth Programme be noted;
- (b) That the approach to acquisitions in support of the programme to be implemented by the Director of Environment and Housing, be approved;
- (c) That approval be given to the revision of the Right of First Refusal policy, as outlined within the submitted report, which is to be implemented by the Director of Environment and Housing.



## **COMMUNITIES**

### **23 Illegal Money Lending Team - progress report**

Further to Minute No. 49, 16<sup>th</sup> July 2014, the Assistant Chief Executive (Citizens and Communities) submitted a report providing an update on the activities of the Illegal Money Lending Team (IMLT) within Leeds, together with a refreshed action plan.

Responding to a question raised, the Board was advised that enquiries would be made with the Illegal Money Lending Team with the aim of obtaining more localised data for inclusion within future progress reports.

#### **RESOLVED –**

- (a) That the contents of the submitted report, together with the Illegal Money Lending Team Action Plan, as set out in appendix 1, be noted;
- (b) That the Assistant Chief Executive (Citizens and Communities) be requested to monitor IMLT's progress against the plan and prepare a further annual report in 12 months' time on the activities of the Illegal Money Lending Team within the Leeds city area.

### **24 Universal Credit (UC) Delivery Partnership**

The Assistant Chief Executive (Citizens and Communities) submitted a report which sought approval to enter into negotiations with the Department for Work and Pensions (DWP) and agree the details of a Delivery Partnership in order to support the roll out of Universal Credit to Leeds.

#### **RESOLVED –**

- (a) That the contents of the submitted report be noted;
- (b) That the Assistant Chief Executive (Citizens and Communities) be authorised to enter into discussions with the DWP in order to agree a Delivery Partnership for the provision of online support and personal budgeting support to customers moving onto Universal Credit as part of DWP's limited roll out of the scheme;
- (c) That the Scrutiny Board (Citizens and Communities) be asked to examine Universal Credit in more detail along with the Council's preparations for the scheme;
- (d) That the impact on the Council arising from the Universal Credit implementation be monitored, with a report being submitted to Executive Board on this subject in due course.

### **25 Citizens@Leeds: Delivering Community Hubs across the city - Progress Update**

Further to Minute No. 93, 15<sup>th</sup> October 2014, the Assistant Chief Executive (Citizens and Communities) submitted a report which provided an update on the progress being made in the development and delivery of the city-wide

network of Community Hubs. Particular reference was made within the report to the resolutions made by the Board in October 2014.

Responding to a Member's enquiry, the Board received an update on the actions which were being developed to help deliver the Community Hub approach across the whole city.

**RESOLVED –**

- (a) That the contents of the submitted report, together with the progress made to date in delivering the Community Hub approach across the city and the next steps to be taken by the Assistant Chief Executive (Citizens and Communities) as outlined in Section 5, be noted;
- (b) That the necessary authority be provided to the Assistant Chief Executive (Citizens and Communities) to develop a Business Case for Building / Infrastructure changes for Phase 2 Community Hubs, with the outcomes of such work being submitted to Executive Board in December 2015 for agreement;
- (c) That a further update report be submitted in December 2015, which will update Executive Board on the progress made in delivering the Community Hub model across the city.

**26 Community Asset Transfer of Drighlington Meeting Hall to Drighlington Rugby Club**

The Director of City Development and the Assistant Chief Executive (Citizens and Communities) submitted a joint report which sought approval of a Community Asset Transfer of Drighlington Meeting Hall to Drighlington Rugby Club by way of a 50 year lease at nil premium and a peppercorn rental.

**RESOLVED –**

- (a) That approval be given to the Community Asset Transfer of Drighlington Meeting Hall to Drighlington Rugby Club on the basis of a 50 year full repairing and insuring lease, contracted within the terms of the Landlord & Tenant Act 1954 at nil premium and a peppercorn rental;
- (b) That approval be given to the provision of grants to support running cost deficits up to a maximum of: £25,435 in year 1; £14,355 in year 2; £2,980 in year 3, and; £1,490 in year 4, with the grants to be funded from the current Community Centre budget held in the Citizens and Communities directorate;
- (c) That it be noted that the Head of Asset Management will be responsible for the implementation of such matters. It also be noted that it is anticipated that negotiations will take around six months and any final delegated decisions will be taken by the Director of City Development.

## **ENVIRONMENTAL PROTECTION AND COMMUNITY SAFETY**

### **27 Compressed Natural Gas Filling Station**

The Director of Environment and Housing submitted a report providing an update on the progress made to date in developing a business model which facilitated the build of a Compressed Natural Gas (CNG) filling station in Leeds. In addition, the report sought approval to the request for a commitment from the Council to support the project, including a commitment for the additional funding required for the fleet conversion. Furthermore, the report sought the Board's support for the Council's involvement in OFGEM's Network Innovation Competition (NIC), which would look to fund elements of a CNG filling station project.

Members welcomed the submitted report, highlighting how the proposals would help in an environmentally sustainable way to further establish the Leeds Enterprise Zone and also develop the local economy.

#### **RESOLVED –**

- (a) That support be given for the Council's involvement in the NIC bid;
- (b) That approval be given to the injection of £1.58 million into the Capital Programme to be fully funded by unsupported borrowing (contingent on the success of the NIC bid), for use as set out in the submitted report;
- (c) That authority be given to provide the Director of Environment and Housing with the necessary delegated powers to enter into the contractual arrangements with Northern Gas Networks (NGN) for the delivery of a gas main connection;
- (d) That in principle support be given to the decision to enter into arrangements with a private sector partner to deliver a CNG station, which is anticipated to be a joint venture.

## **ECONOMY AND CULTURE**

### **28 West Yorkshire Playhouse**

The Director of City Development submitted a report regarding potential investment from the Council for the development and future sustainability of West Yorkshire Playhouse alongside an application to Arts Council England. In addition, the report also looked to establish the approach to any future developments in terms of a partnership with the Playhouse itself.

Members highlighted the significance and timing of the proposals detailed within the submitted report, specifically when considering the new Victoria Gate development which was adjacent to the playhouse site. The Board highlighted the need to ensure that there was effective connectivity between the playhouse and its surrounding area, such as the Victoria Gate development.

Following consideration of Appendices 1 and 2 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 in principle agreement be given to a contribution up to a value of £4.9m in order to bridge the funding gap in the scheme (of which £586K is already in the Capital Programme), pending a successful application to Arts Council England;
- (b) That approval be given to the Council to work in partnership with the Playhouse and to act as lead for the management and procurement of the construction works;
- (c) That subject to a successful Stage 1 application, the Director of City Development be requested to submit a report to Executive Board on the detailed funding proposals for the scheme for injection into the Capital Programme;
- (d) That it be noted that the West Yorkshire Playhouse is committed to re-launching the building and organisation, with a brand that will more clearly associate it with the city, upon conclusion of the development;
- (e) That it be noted that the Chief Officer (Culture and Sport) will be responsible for the implementation of such matters.

**RESOURCES AND STRATEGY**

**29 Gambling Act 2005 - Statement of Licensing Policy**

The Assistant Chief Executive (Citizens and Communities) submitted a report advising that the triennial review of the Gambling Act 2005 Statement of Licensing Policy is underway with the required public consultation exercise having taken place. In addition, the report also requested that the matter be referred to Scrutiny Board (Citizens and Communities) in accordance with the Council's Budget and Policy Framework Procedure Rules.

**RESOLVED –**

- (a) That the contents of the submitted report be noted, which includes the outcomes from the statutory consultation exercise;
- (b) That the matter be referred to Scrutiny Board (Citizens and Communities) in line with the Council's Budgetary and Policy Framework Procedure Rules.

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

**30 Best Council Plan Annual Performance Report 2014/15 and Annual Corporate Risk Management Report (June 2015)**

Further to Minute No. 164, 18<sup>th</sup> March 2015, the Deputy Chief Executive submitted a report presenting the annual performance report which provided an update on the progress made in 2014-15 against the six objectives set out in the Best Council Plan. The report also presented the annual risk management report which detailed the Council's approach to risk management and how the authority managed its' most significant risks; which supported the ambitions of Leeds being the best Council and best city

Responding to a Member's enquiry, the Board noted that not all objectives from the Best Council Plan were featured within the submitted update report, however, assurances were provided that all objectives continued to be monitored and that a progress update on a specific objective could be provided to a Member.

**RESOLVED –**

- (a) That the contents of the submitted Best Council Plan annual performance report be noted, together with the progress which has been made against the Council's objectives in 2014-15;
- (b) That the annual summary corporate risk management report together with the assurances given on the management of the Council's most significant strategic risks, be noted;
- (c) That it be noted that a further report will be presented to Executive Board in September 2015, reviewing the Best Council Plan objectives in order to reflect the new national and local context, to incorporate content from related strategies and also to help inform the 2016/17 Council budget.

**31 Financial Health Monitoring 2015/16 – Quarter 1**

The Deputy Chief Executive submitted a report setting out the Council's projected financial health position for 2015/16 as at the end of the first quarter.

Members received an update on the current position regarding the potential reduction in Public Health grant funding and discussed the implications arising from this.

**RESOLVED –** That the contents of the submitted report and the currently projected financial position of the Authority for 2015/16, be noted.

**32 Treasury Management Outturn Report 2014/15**

The Deputy Chief Executive submitted a report which provided Executive Board with a final update on the Treasury Management Strategy and operations for the period 2014/2015.

Responding to an enquiry, the Board was provided with information on the Council's market loans which fell within the 'Lenders Option Borrowers Option' (LOBO) category. Members noted how they fitted within the Council's overall

borrowing portfolio and were assured that the level of risk associated with these products fell within acceptable levels.

**RESOLVED** – That the Treasury Management outturn position for 2014/2015 be noted, together with the fact that treasury activity has remained within the treasury management strategy and policy framework.

**33 Capital Programme Quarter 1 Update 2015-2019**

The Deputy Chief Executive submitted a report which provided an update on the Council's Capital Programme position as at the end of June 2015. The report also included an update on capital resources, progress on spend, together with a summary of the economic impact of the Capital Programme.

**RESOLVED** – That the latest position on the General Fund and Housing Revenue Account (HRA) Capital Programmes be noted.

**34 Repayment of the Council's Loan by Yorkshire County Cricket Club**

Further to Minute No. 184, 14<sup>th</sup> January 2009, the Deputy Chief Executive submitted a report regarding an offer from Yorkshire County Cricket Club to repay the outstanding loan that the Council provided in 2005 in order to enable them to purchase the Headingley cricket ground. The report explained the offer to the Council as being part of the Cricket Club's proposed wider financial restructuring, and set out the matters which the Council needed to consider in determining whether to accept the offer from the Club.

Following consideration of Appendix B 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 approval be given to accept a payment of £6,500,000 from Yorkshire County Cricket Club in full settlement of the Council's loan to the Club.

**DATE OF PUBLICATION:** FRIDAY, 17<sup>TH</sup> JULY 2015

**LAST DATE FOR CALL IN  
OF ELIGIBLE DECISIONS:** 5.00 P.M., FRIDAY, 24<sup>TH</sup> JULY 2015

(Scrutiny Support will notify Directors of any items called in by 12.00noon on Monday, 27<sup>th</sup> July 2015)