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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 March, 2016 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;  
N Buckley Alwoodley;  
C Campbell Otley and Yeadon;  
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:**  
**Guy Close**  
**Scrutiny Support Unit**  
**Tel: 39 50878**

**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 - 15 FEBRUARY 2016</b></p> <p>To confirm as a correct record, the minutes of the meeting held on 15 February 2016.</p>	1 - 6
7			<p><b>CONTACT CENTRE PERFORMANCE UPDATE</b></p> <p>To receive a report from the Head of Customer Contact (Contact Centre) presenting a further update on the performance of the Contact Centre.</p>	7 - 14
8			<p><b>ROLE AND WORK OF THE COMMUNITIES BOARD</b></p> <p>To receive a report from the Assistant Chief Executive (Citizens and Communities) on the role and work of the Communities Board including terms of reference and membership.</p>	15 - 24

Item No	Ward/Equal Opportunities	Item Not Open		Page No
9			<p><b>MIGRATION - SCRUTINY WORKING GROUP SUMMARY NOTE</b></p> <p>To receive a report from the Head of Scrutiny and Member Development presenting a summary note of the Migration Scrutiny Working Group meeting held on 19<sup>th</sup> January 2016.</p> <p>(Summary note to follow)</p>	25 - 26
10			<p><b>WORK SCHEDULE</b></p> <p>To consider the Board's work schedule for this municipal year.</p>	27 - 50
11			<p><b>DATE AND TIME OF NEXT MEETING</b></p> <p>Monday, 18 April 2016 at 10.00 am (pre-meeting for all Board Members at 9.30 am).</p> <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> <ol 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> </ol>	

## SCRUTINY BOARD (CITIZENS AND COMMUNITIES)

**MONDAY, 15TH FEBRUARY, 2016**

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

Councillors A Blackburn, N Buckley,  
R Grahame, M Harland, G Hyde,  
J Illingworth, J Jarosz, K Wakefield and  
N Walshaw

### **56 Late Items**

In relation to item 7, the Board received a draft inquiry report following its inquiry into Universal Credit.

### **57 Declaration of Disclosable Pecuniary Interests**

There were no disclosable pecuniary interests declared to the meeting.

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

Apologies for absence were submitted by Councillors C Campbell, M Robinson and K Maqsood. Notification was received that Councillor J Jarosz was substituting for Councillor K Maqsood.

### **59 Minutes - 18 January 2016**

**RESOLVED** – That the minutes of the meeting held on 18<sup>th</sup> January 2016 be approved as a correct record.

### **60 Inquiry into Universal Credit - draft scrutiny report**

The report of the Head of Scrutiny and Member Development presented the draft report of the Scrutiny Board following its recent inquiry into Universal Credit.

The following were in attendance for this item:

- James Rogers, Assistant Chief Executive (Citizens and Communities)
- Councillor Debra Coupar, Executive Member for Communities
- Steve Carey, Chief Officer Welfare and Benefits
- Alison France, Customer Services Operations Manager (Leeds), Jobcentre Plus
- Simon Betts, Partnership Manager (Leeds), Jobcentre Plus

The key issues raised were as follows:

Draft minutes to be approved at the meeting  
to be held on Monday, 14th March, 2016

- Transitional Protection arrangements – whilst acknowledging that issues surrounding Transitional Protection arrangements do not currently affect Leeds, Members reiterated the need for DWP to still address this matter with urgency as it will be relevant to other local authority areas that are administering Universal Credit to couples and families.
- Impact of further welfare reforms – reference was made during the meeting to an article within the Independent which implied that single parents entering into a relationship with someone claiming Universal Credit could potentially have their own benefits reassessed at a lesser rate in line with new reforms. Representatives from DWP agreed to seek further clarification of this and report back to Scrutiny.
- Training of DWP staff – whilst acknowledging that the draft inquiry report emphasises the importance of training frontline staff on Universal Credit, the representatives from DWP also shared details of training programmes currently in place for their staff too.
- Close working with Citizens Advice – Members reiterated the importance of working closely with Citizens Advice as part of the roll out for Universal Credit.

The Chair thanked everyone for their contribution to the Board's inquiry into Universal Credit and particularly welcomed the input of DWP throughout the course of the inquiry.

**RESOLVED** – That the Scrutiny Board's draft inquiry report on Universal Credit be approved.

## **61 Scrutiny Inquiry into Community Committees - session 2**

The report of the Assistant Chief Executive (Citizens and Communities) provided information as part of the Scrutiny Board on-going inquiry into the development of Community Committees. This focused on the extent to which Community Committees are engaging with other established community forums/partnerships such as Cluster Partnerships; Parish and Town Councils; and Clinical Commissioning Groups (CCGs). Appended to this report were documents setting out details of all the various partnership arrangements operating within the 3 main locality working areas (South East; East North East; West North West).

The following were in attendance for this item:

- James Rogers, Assistant Chief Executive (Citizens and Communities)
- Councillor Debra Coupar, Executive Member for Communities
- Shaid Mahmood, Chief Officer for Communities
- Rory Barke, Area Leader (Corporate)
- Martin Dean, Area Leader
- Baksho Uppal, Area Leader
- Lucy Jackson, Consultant in Public Health
- Joanne Davis, Health Improvement Principal, Public Health
- Tim Taylor, Health and Wellbeing Improvement Manager, Public Health

- Sue Rumbold, Chief Officer Partnership Development and Business Support, Children's Services
- Mary Armitage, Targeted Services Area Lead, Children's Services
- Councillor Claire Hassell, Barwick & Scholes Parish Council
- Councillor Nick Fawcett, Clifford Parish Council

The key issues raised were as follows:

- The important role of Community Committee Champions in engaging with local partners and providing regular updates to their Committee.
- The need to establish effective methods of communication between Community Committee Members and their respective Communities Teams to give assurance that any action points arising from meetings or workshops are being progressed.
- The need to establish a robust reporting mechanism between the Cluster Partnerships and Community Committees and to work closely with Children's Services in this regard.
- The need to strengthen communication links between Community Committees and their respective Parish and Town Councils.
- The importance of identifying key priority issues that will encourage greater interest from local communities.

The Chair thanked everyone for their contribution to this inquiry session and also acknowledged that Rory Barke would be retiring from the Council next month. As such, the Chair took the opportunity to thank Rory for support he has provided to Scrutiny over the years and wished him well in his retirement.

**RESOLVED** – That the Board notes the report of the Assistant Chief Executive (Citizens and Communities).

(Councillor J Illingworth arrived at 10.30 am during consideration of this item).

## **62 Syrian Refugee Relocation Programme update**

At the request of the Scrutiny Board in October 2015, the report of the Assistant Chief Executive (Citizens and Communities) provided an overview of the current Syrian Refugee Relocation Programme and how this has been implemented in Leeds.

The following individuals were in attendance for this item:

- James Rogers, Assistant Chief Executive (Citizens and Communities)
- Councillor Debra Coupar, Executive Member for Communities
- Shaid Mahmood, Chief Officer for Communities
- Anne McMaster, Communities Team, Citizens and Communities
- Sue Rumbold, Chief Officer Partnership Development and Business Support, Children's Services

The key issues raised were as follows:

- Members noted that since the agreement, 7 Syrian families (25 people) arrived in Leeds on 8<sup>th</sup> December 2015. These families have been accommodated through a local housing association. It was highlighted again that less than 10 council houses are expected to be used to support the relocation of up to 200 Syrian refugees as the Council continues to work closely with the private rented sector and housing associations.
- Reference was made to a funding bid by Migration Yorkshire as part of a ‘vulnerable and marginalised new migrants’ programme which includes both Big Lottery and ESIF funding.
- The Board recognised the importance of providing assistance to those individuals needing to improve their written and spoken English to enable them to access further education and employment. Linked to this, Members acknowledged the challenges surrounding the provision of ESOL programmes.
- Members welcomed the efforts being made locally in providing specific support to Syrian refugee children.

**RESOLVED** – That the report of the Assistant Chief Executive (Citizens and Communities) be noted.

### **63 Performance Update**

The report of the Assistant Chief Executive (Citizens and Communities) provided an update on performance areas relevant to the Board’s remit.

The following were in attendance for this item:

- James Rogers, Assistant Chief Executive (Citizens and Communities)
- Councillor Debra Coupar, Executive Member for Communities
- Shaid Mahmood, Chief Officer for Communities
- Steve Carey, Chief Officer Welfare and Benefits
- Susanna Benton, Electoral Services Manager

The key issues raised were as follows:

- Registration of deaths within 5 days of death – Members were assured that the Council was performing above the national average rate, which was 78%, and that the national target of 90% for registering deaths within 5 days is not easily achievable due to uncontrollable external factors before the customer contacts the Council. However, efforts continue to be made to help improve the local performance rate.
- Call answer rates – it was highlighted that the customer wait time to speak to a member of staff in the Contact Centre had fallen by almost half from 6m7s in quarter 2 to 3m31s in quarter 3. This was linked to recent recruits completing their training programmes and taking up their positions in their new teams.
- The Living Wage – reference was made to the Council’s on-going engagement work with other local employers in promoting the Living

Wage. Members therefore requested further detail of responses received from other employers in this regard.

- Claims affected by under occupancy – Members discussed the use of Discretionary Housing Payments in assisting individuals affected by under occupancy and the potential impact of future DHP grant reduction.

**RESOLVED** – That the report of the Assistant Chief Executive (Citizens and Communities) be noted.

#### **64 Work Schedule**

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

**RESOLVED** – That the work schedule be noted.

#### **65 Date and Time of Next Meeting**

Monday, 14<sup>th</sup> March 2016 at 10.00 am (pre-meeting for all Board Members at 9.30 am).

(The meeting concluded at 11.55 am)

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

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

**Date: 14<sup>th</sup> March 2016**

**Subject: Contact Centre Performance Update**

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 my last report in September, I am pleased to report an improvement in performance and provide an update on the items we specifically discussed. Good progress is being made in each of the areas covered within the last report.

**2.0 Purpose of this report:**

2.1 At the Board's request I am following up my September report with an update on the following items raised at that meeting:

- **Call answer rates** – some concerns were raised around the decline of call answer rates, particularly involving housing related calls. In response it was noted that staff turnover had been exceptionally high and that any new members of staff need to be appropriately trained first.
- **Career progression opportunities** – as highly trained staff, it was noted that many Customer Service Officers will apply for higher grade jobs elsewhere in the Council and particularly within Housing Leeds. To help retain staff, Members agreed that more career progression opportunities within the contact centre environment are needed.
- **Breakdown of call answer rates** – Members acknowledged that there will be peak times when customers will be calling the contact centre. As such, the Board requested that future performance reports provide a breakdown of call answer rates by time of day.

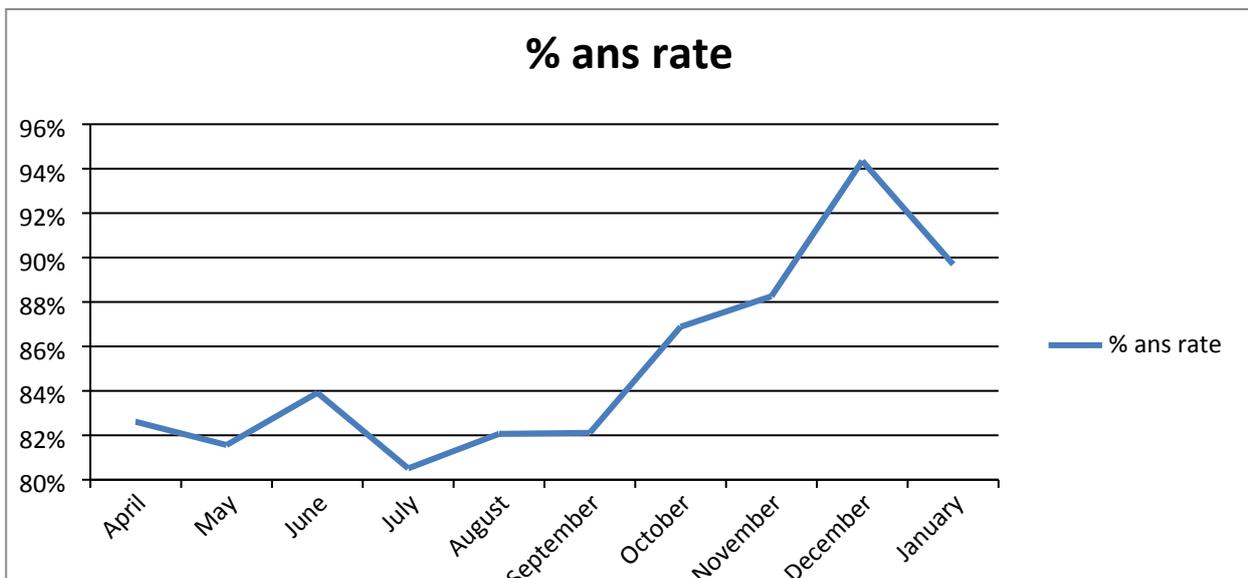
- **Recruitment initiatives** – to help address call demands during peak times, it was noted that a new recruitment initiative based around offering flexible contracts to cover peak times was also being progressed.
- **Out of Hours Service** – it was highlighted that a full review of this service was now being undertaken to reflect on the demand and level of service provided in response to the floods during August.
- **Digital access** – in welcoming the introduction and development of the new customer portal, Members requested to be kept informed of progress in this regard.

### 3.0 Background information and main issues

#### Call answer rate

3.1 Call answer rate has increased each month since our September as we have been able to recruit back up to the required level and the volume of leavers has reduced back to normal.

**Call answer rate target is 90% which has been met in December and January**  
*December is traditionally a quieter month in the contact centre and January a particularly busy month. Considering the call volumes, 90% answer rate is a significant achievement*



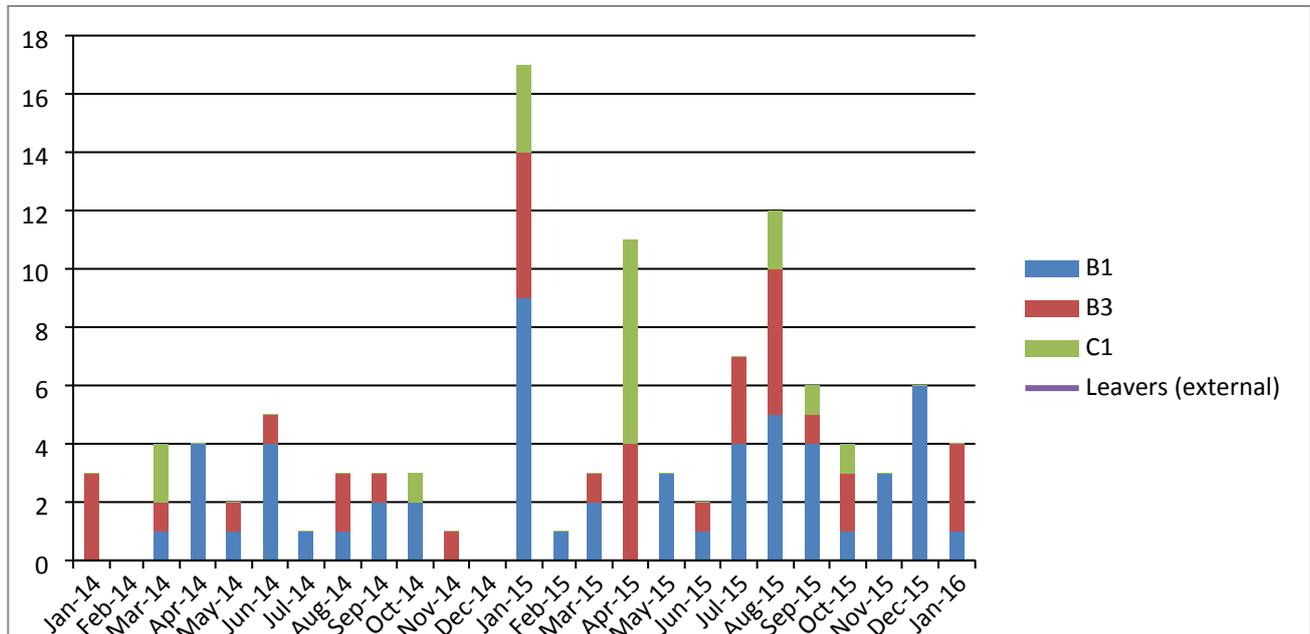
Source: Contact Centre data library. Calls answered includes IVR

#### Career progression

3.2 The contact centre will continue to be susceptible to large scale 'internal only' recruitment campaigns due to the high quality of staff employed and the training received. We have worked hard to mitigate against this risk by working with colleagues in housing and HR to liaise with us over upcoming recruitments and also to allow external recruitment where numbers are high.

## Volume of staff leavers, Jan 14 to Jan 16

*Staff turnover hit unprecedented levels in January 2015 and continued high up until August 2015. A major reason for this was the large recruitment campaigns which were 'internal ad only', mainly in Housing Leeds.*



Source: Analysis of leavers within the contact centre. 'internal' moves added from June 2015

3.3 The two most significant reasons for the drop in staff turnover have been, firstly, a fall in the number of jobs being recruited into housing, and secondly, getting permission to advertise those jobs externally so the impact on the contact centre is reduced.

3.4 However, we have also reviewed our processes for internal progression within the contact centre and as a result are simplifying the steps for internal candidates. We have listened to staff and are removing the requirement for an assessment centre – as they will already have been through one when they first joined; simplifying the application procedure; put more emphasis on identifying and supporting colleagues in demonstrating competencies in order to progress.

### Breakdown of call answer rate by time of day

3.5 The systems we use allow us to see answer rates broken down in this manner, but to present this on paper would be incredibly busy and require numerous tables. As offered to Councillor Illingworth, we would be happy to host a visit and show what data is available, but it is only meaningful on a day by day and service by service basis but there is not a weekly or monthly pattern that can easily be presented.

### Recruitment initiatives

3.6 We are in discussion with HR about the possibility of undertaking a combined grade recruitment, meaning just one advert and recruitment process to cover the 3 CSO grades (B1, B3 and C1). We would be able to align new recruits with the

appropriate grade, rather than taking in at the lowest grade and seeing them move elsewhere within the year.

- 3.7 A further initiative we are exploring with HR is to attract students and consider how we can find mutually beneficial arrangements to make this work. We have advertised through Netmums.com, have joined with Housing Leeds at a jobs fayre, and are exploring other targeted advertising. We have yet to demonstrate a particularly successful route, most applicants still coming via the council's jobs web pages. However, we are continuing to explore alternative options.

### **Out of hours review**

- 3.8 Since taking over the out of hours service in April 2015 we have reviewed rotas and strengthened the team, including adding to the number of daytime staff able to be called upon in an emergency. We are exploring the possibility of enabling the service to be delivered from home so that we could add further contingencies in the event of transport difficulties, and to make it a more appealing option at short notice. We are also investigating the possibility of using an external organisation as an overflow during peak periods of demand.

### **Digital access / customer portal**

- 3.9 The MyLeeds portal was launched in May 2015 to enable customers to report issues direct to the environmental action service (EAS) and highways. The ability to book large collections was added in November 2015. We have found that approx. 50% of customers choose to self-serve directly from the website to make an initial report.
- 3.10 Data, up to January 2016, on usage can be found in appendix 2.
- 3.11 The next services we are looking to make available via the MyLeeds portal are Registrars and Waste, followed by Council Tax and Benefits. Other services will follow. There are many advantages to customers, e.g. convenience, 24/7 availability, automated updates, and in addition, the council is able to realise financial savings.

## **4.0 Conclusion**

- 4.1 The performance at the contact centre has increased to the agreed target levels. This has been helped by the stabilising of staff turnover which has been influenced by both internal and external factors.
- 4.2 We have acted on the issues raised at the last board and are confident that the success achieved so far can be continued.

## **5.0 Recommendations**

- 5.1 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.

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

	<b>Calls offered</b>	<b>Total calls answered</b>	<b>Answer rate (incl. IVR)</b>
<b>Apr-14</b>	124,954	111,172	89%
<b>May-14</b>	121,699	104,514	86%
<b>Jun-14</b>	117,457	103,339	88%
<b>Jul-14</b>	121,162	111,654	92%
<b>Aug-14</b>	120,953	105,175	87%
<b>Sep-14</b>	124,893	112,481	90%
<b>Oct-14</b>	115,012	104,258	91%
<b>Nov-14</b>	104,486	91,451	88%
<b>Dec-14</b>	93,834	80,938	86%
<b>Jan-15</b>	120,886	95,547	79%
<b>Feb-15</b>	115,785	89,925	78%
<b>Mar-15</b>	135,551	108,015	80%
<b>Apr-15*</b>	134,990	111,513	83%
<b>May-15</b>	124,216	101,314	82%
<b>Jun-15</b>	129,623	108,771	84%
<b>Jul-15</b>	131,801	106,116	81%
<b>Aug-15</b>	109,354	89,742	82%
<b>Sep-15</b>	127,593	104,767	82%
<b>Oct-15</b>	118,380	102,855	87%
<b>Nov-15</b>	111,000	97,966	88%
<b>Dec-15</b>	93,610	88,324	94%
<b>Jan-16</b>	119,391	107,089	90%

\*Out of hours team joined the contact centre

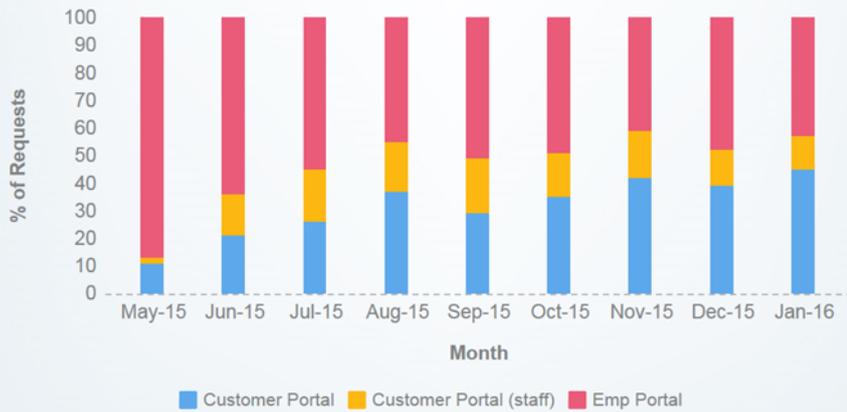
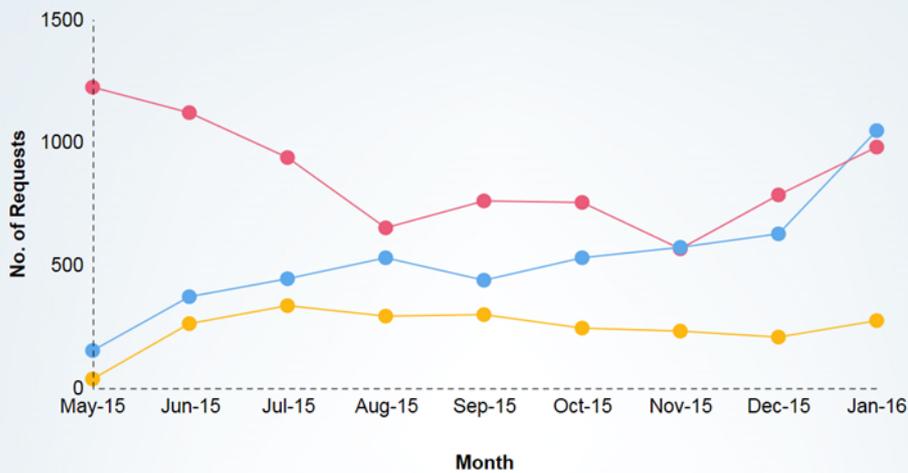


## CCP - Monthly Update May - January

### Highways

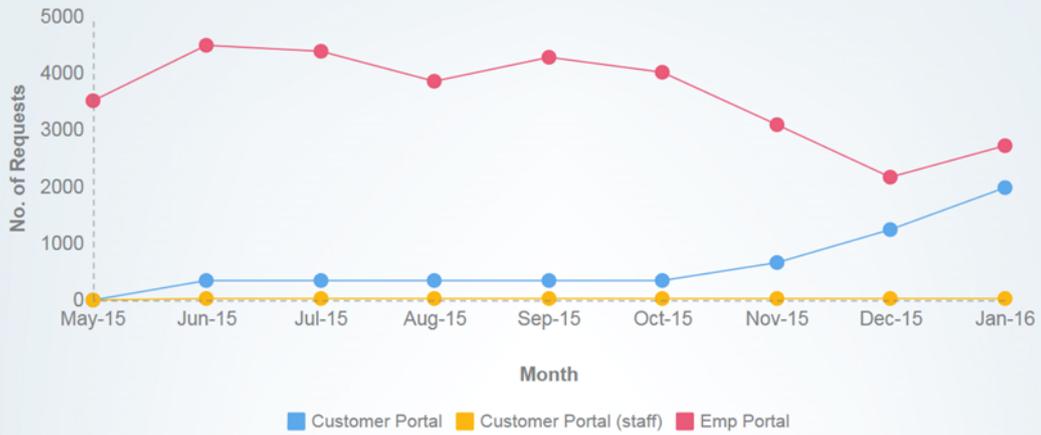


Highways went live on the Customer Portal on the 19th May. Since then there have been 6848 request submitted.

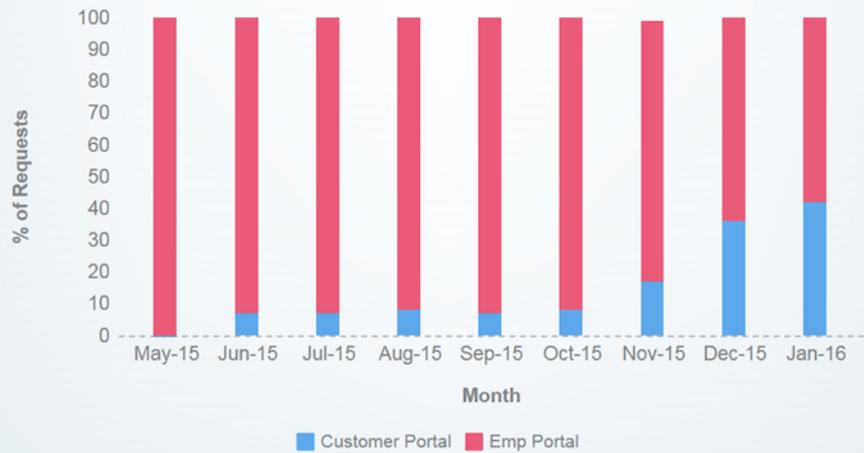




EAS went live on the Customer Portal on the 4th June. Since then there have been 5607 request submitted.



\*Includes bulky collections. Bulky collections went live to customers on the 24th November\*



## Account Registrations

Since go live 2732 customers have registered for an account via the Customer Portal.





Report authors: Rory Barke, Area Leader  
Tel: 07891 271854

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

**Report to: Citizens & Communities Scrutiny Board**

**Date: 14<sup>th</sup> March 2016**

**Subject: Role and work of the Communities Board**

Are specific electoral Wards affected?	<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?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

## Summary of main issues

1. This report provides information on the role and work of the Communities Board. The report provides details of the membership and the terms of reference and summarises the review of its role and function leading to its current work programme.
  
2. The Communities Board spent some time in 2015 reviewing its role and function. Members of the board had felt that it could become more purposeful and add greater value to the work of those involved and to partnership working on community issues. A revised set of terms of reference (appended) and new ways of working were agreed to facilitate greater learning, participation and discussion focussed on real issues facing front line staff and communities. The current work programme is seeking to identify a set of principles that can be agreed on by partners to help govern our relationship and work with residents, neighbourhoods and communities. Such a set of principles can support future joint investment in community development, the sharing of resources and an enhanced voice and better outcomes for local residents.

## Recommendations:

3. That the information supplied in this report is noted and discussed.

## **1. Purpose of this report**

- 1.1 The purpose of this report is to provide members of the Scrutiny Board with summary information on the role and work of the Communities Board. The report invites members of the scrutiny board to comment on the Communities Board revised terms of reference and current work.

## **2. Background information**

- 2.2 In the context of a new administration for Leeds City Council with a new council Leader, Cllr Judith Blake, articulating a policy framework for Leeds being a compassionate city with a strong economy and the 'best city for communities', 2015 saw the Communities Board reviewing its work and role. The board wanted to play its part, as a set of partners, to these challenging ambitions and to make its contribution to this agenda.
- 2.3 Workshop style meetings were held with wide ranging discussions on what the board should be doing, what it didn't want to do and on how the board could add value to our work with communities. There was broad agreement that the board's work needs to be more targeted, that the board needs to get under the skin of the issues that frustrate improvement, that create division and inequality in our communities and to better understand what works well and not so well.
- 2.4 The board considered the council's community committees and recognised their role in terms of local engagement in a new social contract with the citizens of Leeds. Likewise, how the new community hubs are starting to improve community access to services, support and joint working. Other examples of good practice were also discussed. In conclusion the board agreed that the challenge for the board is to understand and really listen to communities themselves, to front line providers and community based organisations about what works for them and learn together from what is going right.
- 2.5 The Communities Board agreed a new set of terms of reference (see appendix 1) and agreed that the style of future meetings needs to facilitate discussion and learning, to hear directly from residents and those involved in working with communities and to start to identify the principles upon which we can work collaboratively with communities to secure better outcomes.
- 2.6 A summary of the future role of the Communities Board is well articulated in the following note sent out to board members by the Assistant Chief Executive (Citizens and Communities), James Rogers last year:

*"Some things are clear: we want Leeds to be the best city for communities; we want our ambition in this regard to be clearly expressed; and we want it to be clearly linked to a set of values that underpin why Leeds is the best city for communities.*

*Together, as a set of partners, we want to provide leadership for our joint ambition; we want to adopt new ways of working together as partners and with communities; and we want to provide opportunities to listen carefully and to co-produce initiatives and agree on interventions with people and communities.*

*We have talked about not wanting to overreach and take too much on thus frustrating our ability to deliver. We have also spoken about understanding key parts of our community's infrastructure that will support us in our ambition, e.g. community cohesion and community development, to provide focus. We discussed the need to get a more detailed understanding of what stops some neighbourhoods from improving and to link any such locality work closely with the work of community committees."*

### **3. The work of the Communities Board**

3.1 The Communities Board had already initiated three locally focussed projects that fit well with the new role and purpose of the board. These projects are working with three communities, namely: East End Park, Holbeck and Little London. The objectives of the projects are to:

- Develop a model of how LCC (and the wider public sector) can work more collaboratively with communities in a way that increases community voice and influence and results in more empowered communities. Implicit within this is the need for a cultural change by public bodies to listen, hear and take action as a result of increasing the voice of communities.
- Understand the ways in which the public sector can promote and encourage community led development
- Share learning across the city leading to the models developed being embedded where appropriate in mainstream services. The evaluation and sharing of learning will be ongoing throughout the lives of the projects.
- Result in clear local outcomes.

3.2 The key questions the projects are exploring are:

- In what ways are communities able to express their collective and diverse views?
- To what extent are their views heard and understood by public/third sector staff?
- To what extent are community views acted on?
- Do communities have an understanding of how public/third sector agencies operate?
- To what extent do staff in public/third sector agencies have influence in their own organisation and or flexibility to respond to community views?
- What are the opportunities for, and barriers to, collaborative action between agencies and communities?
- Do communities/agencies have the confidence and skills to work collaboratively?
- Has the Partners Project brought about any change in relation to Q 1 – 7?
- Has the process of being involved in the Partners Project been a learning one?
- Are communities and/or agencies doing anything differently as a result of the Project or do they have the intention of doing anything differently?

- How will the long-term aim of influencing Council and other agencies' policy be achieved?

3.3 Each of the projects are at different stages of development and are focussed on issues identified by local residents. The project in Little London focussing on the new Little London Community Centre, how it came about, it's impact locally and it's operation, has progressed the most and the next meeting of the Communities Board will be at the centre meeting directly with local residents and local agency workers to hear from them first hand.

3.4 At recent meetings the board learnt about Asset Based Community Development work being progressed through Adult Social Care and about the experience of introducing the 'managed approach' for street prostitution in South Leeds.

3.5 The rest of the forward work programme includes:

- Identifying the key principles of community development and empowerment that the board can agree on as partners. An agreed set of principles could form the basis for future joint investment.
- A focus on cohesion/ migration – listening to the experiences of new and established migrants. Learning about what builds resilience and cohesion. Investigating this will expose other linked issues such as racism, access to employment, etc.
- Acting as a critical friend to others working on the shared communities agenda e.g. work of the Young Foundation, City of Sanctuary – also input to real local place based issues as a friend to local Community Committees

3.6 The agreed new ways of working will include:

- A move away from the set piece committee style meeting format.
- More workshop discussions
- Improved communication between meetings and possible interaction between members
- More opportunities to listen to the experiences of those affected in a similar style to the Poverty Truth Challenge
- Building trust as a network of leaders and the behaviours to support this.

#### **4. Membership**

4.1 The current membership of the Communities Board is provided as appendix 2 to this report. It has been agreed that the membership should follow the prioritised functions of the board from year to year and new membership proposals are yet to be made. However, it is accepted that invitations to join the board should be made to the CCGs, Voluntary Action Leeds and relevant community based organisations. Equalities considerations also need to be taken into account in regard to future membership.

## **5. Corporate Considerations**

### **5.1 Consultation and Engagement**

The membership of the Communities Board has been fully engaged and consulted as it has considered its future role and function.

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

The Communities Board has a significant role to play in promoting community cohesion and equality. In exercising its work under the new terms of reference specific consideration will be given to equality and diversity as well as community cohesion and integration.

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

The developing role of the Communities Board fits with the Best Council objective of 'supporting communities and tackling poverty' and is directly aligned to the ambition for Leeds to be 'the best city for communities'.

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

In considering the work of the Communities Board due consideration will always need to be taken to ensure the ambitions of the board can be matched with appropriate levels of resources. There are no resources issues to consider directly as a consequence of this report.

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

There are no legal implications arising from this report.

### **5.6 Risk Management**

There are no significant risk management issues arising from this report.

## **6. Recommendations**

6.1 That the information supplied in this report is noted and discussed.

## **7. 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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## **Communities Board**

### **Terms of Reference – September 2015**

#### **Purpose**

To understand, articulate and agree what needs to be done to make a reality of the ambition to make Leeds the ‘best city for communities’. To build a joint understanding of what we can achieve together with communities in Leeds and the principles and values that can underpin how we fulfil our ambition.

The Communities Board will provide a framework for relationships to be developed and work to take place across partners. It will consist of a small core group of people which may be added to as appropriate to take forward specific themed work.

#### **Accountability**

The Communities Board is not a separate legal entity. Each partner on the Board retains its own functions and responsibilities, for example for Leeds City Council – its role in the Board is accountable to the Leeds City Council Executive Board.

Strategic direction for the Board will be derived from the Leeds 2030 plan.

#### **Roles**

The chair will be the Leeds City Council Executive Board Member for Communities.

The vice-chair will be selected from the third sector members.

Executive accountability will be with Leeds City Council via the Assistant Chief Executive, Citizens and Communities.

Servicing and support will be the responsibility of Leeds City Council.

#### **Guidance on functions:**

- Provide leadership for our joint ambition to make Leeds the ‘best city for communities’ and to actively promote and communicate this ambition;
- develop, deliver and report on an agreed programme of action;
- act as an advocate for the contribution, culture and practice of partnership working;
- jointly develop, innovate or sponsor new activities, which support the ambition for Leeds to become the ‘best city for communities’;
- jointly identify and agree the guiding principles and values of partners work with communities;
- agree the quantitative and qualitative indicators that will help monitor and track impact;

- provide a framework within which partners may agree to commission services together, with pooled or aligned budgets; and
- evaluate the impact of the Board's work, capture learning and disseminate good practice across partners in city.

### **Linkages**

The Communities Board is one of a number of Strategic Partnership Boards in Leeds which together are responsible for oversight of the Leeds 2030 plan.

At a local level the Communities Board has an important link with the Community Committees and their local leadership and engagement role.

### **Membership**

The membership of the Board will reflect a cross sector balance of expertise and knowledge in working with communities pertinent to the Board's programme of action. The membership may be supplemented to facilitate discussion and action on various work strands as they develop. It is envisaged that fluid arrangements will enable more productive engagement and promote greater understanding of the challenges facing people and communities and take different approaches as appropriate to the issues in hand.

### **Officers in attendance**

Officers (in addition to James Rogers) from Leeds City Council and other partners will be invited to attend the board at the discretion of the Chair. Their role will include advising the group, preparing agendas, minutes, reports and briefings for the Board, and following up actions arising from discussions and decisions made by the board.

### **Openness**

Meetings are not open to the public, but papers, agendas and minutes will be published on the Leeds City Council website promptly, and through any other relevant partner website. A forward plan of meetings will be published on the Leeds City Council website.

These Terms of Reference were agreed:

**Date:           September 2015**

**Signed:**

**Cllr Debra Coupar, Chair, Communities Board**

## Communities Board membership – March 2016

Anderson	Barry	Cllr		Leeds City Council
Bentley	Jonathan	Cllr		Leeds City Council
Broch	Jason		CCG Rep	NHS
Dobson	Mark	Cllr	Execportfolio holder - community safety	Leeds City Council
Coupar	Debra	Cllr	Executive portfolio holder	Leeds City Council
Herrmann	Tony			Cogs
Hunter	Ian		District Manager	Department for Work and Pensions
Hussain	Ghulam	Cllr		Leeds City Council
Jackson	Richard		Chief Officer	Voluntary Action Leeds
Jones	Maggie			Foundation UK
Love	Mike			Together for Peace
Macniven	Christine	Cllr		Leeds City Council
Malpass-Clark	Jay			Leeds Beckett Students' Union
Millar	Sam		Acting Chief Superintendent	West Yorkshire Police
Mullen	Debbie			Barclays
Passan	Jagdeep			LIP
Pickard	Lisa		Chief Executive	Leeds & Yorkshire Housing Association
Rogers	James		Assistant Chief Executive	Leeds City Council
Robbins	Tracey			Joseph Rowntree Foundation
Smyth	Chris		Chief Executive	Credit Union
Spry	Ann-Marie			Leeds City College
Stanley	Tony			Equality Leeds
Lawrenson	Grace			Leeds Students Unions
Rafique	Mohammed	Cllr		Leeds City Council
Mahmood	Shaid		Chief Officer Communities	Leeds City Council
Barke	Rory		Area Leader, Corporate	Leeds City Council
Dean	Martin		Area Leader, SE	Leeds City Council
Maxwell	Jane		Area Leader, ENE	Leeds City Council
Uppal	Baksho		Area Leader, WNW	Leeds City Council

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

**Report to the Citizens and Communities Scrutiny Board**

**Date: 14<sup>th</sup> March 2016**

**Subject: Migration – Scrutiny working group summary note**

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. At its meeting on 15<sup>th</sup> October 2015, the Citizens and Communities Scrutiny Board considered a report from the Assistant Chief Executive (Citizens and Communities) which provided background information on Leeds’ position in relation to migration; the positive response from Leeds to the Government call for support for Syrian refugees; and key areas of work and challenges within relevant services.
  
2. The Scrutiny Board agreed to continue monitoring progress in relation to the Syrian Refugee Relocation Programme and received an update on this at its meeting last month.
  
3. The Scrutiny Board also expressed an interest in undertaking further Scrutiny of the issues surrounding migration in Leeds and particularly in relation to the growth of EU economic migrants from Southern (Spain, Italy and Portugal) and Eastern Europe (Poland, Lithuania etc). A Scrutiny Board working group meeting was therefore held on 19<sup>th</sup> January 2016 to explore in more detail what work is taking place and what more might need to be done to alleviate pressures on services, with a particular focus on the following service areas:
  - Housing
  - Public Health
  - Health and Social Care
  - Community Safety
  - Children’s Services
  - Employment and Skills

4. A summary note setting out the key issues arising from this working group meeting will be circulated to Members in readiness for today's meeting. This summary note also presents proposed recommendations stemming from the working group's discussions for the Scrutiny Board's consideration and agreement.

### **Recommendations**

5. Members are asked to consider the key issues and proposed recommendations set out within the working group summary note and formally agree the Board's recommendations in relation to this piece of Scrutiny work.

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

6. 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.



Report author: Angela Brogden  
Tel: 247 4553

## Report of Head of Scrutiny and Member Development

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

**Date:** 14<sup>th</sup> March 2016

**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 10<sup>th</sup> February 2016, 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
Briefings	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 29

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

Areas of review	Schedule of meetings/visits during 2015/16		
	September	October	November
<b>Development of Community Hubs</b>	Agreeing terms of reference SB 14/09/15 @ 10 am		Session 1 of the inquiry SB 9/11/15 @ 10 am  Session 2 - site visits to Community Hubs (24/11, 30/11, 1/12)
<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	Session 1 of the Inquiry WG 20/10/15 @ 10 am  Session 2 of the Inquiry WG 26/10/15 @ 10 am	
<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  Migration and Refugee Update – Leeds' Position SB 12/10/15 @ 10 am	Leeds City Credit Union – Partnership Work and Strategic Plan Update SB 9/11/15 @ 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 9/11/15 @ 10 am

Key: SB – Scrutiny Board (Safer and Stronger Communities) Meeting

WG – Working Group Meeting

## 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>		Session 3 of the Inquiry WG – 14/01/16 @ 10 am	
<b>Development of Community Committees</b>		Session 1 of the Inquiry SB 18/01/16 @ 10 am	Session 2 of the Inquiry SB 15/02/16 @ 10 am
<b>Universal Credit</b>	Sessions 3 and 4 of the Inquiry WG 07/12/15 @ 10 am	Session 5 of the Inquiry WG – 27/01/16 @ 10 am	Agree final report SB 15/02/16 @ 10 am
<b>Migration</b>		Overview of key issues in Leeds WG – 19/01/16	
<b>Briefings</b>		Leeds City Credit Union – exploring opportunities to modernise services SB 18/01/15 @ 10 am	Syrian Refugees – update SB 15/02/16 @ 10 am
<b>Budget &amp; Policy Framework/pre-decision Scrutiny</b>		Initial budget proposals 2016-2017 SB 18/01/16 @ 10 am	
<b>Recommendation Tracking</b>			
<b>Performance Monitoring</b>			Quarterly Performance report SB 15/02/16 @ 10 am

Key: SB – Scrutiny Board (Safer and Stronger Communities) Meeting

WG – Working Group Meeting

## 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
<b>Development of Community Hubs</b>	Session 4 of the Inquiry WG – 24/03/16	Agree final report SB 18/04/16 @ 10 am	
<b>Development of Community Committees</b>	Session 3 of the Inquiry WG – 15/03/16	Agree final report SB 18/04/16 @ 10 am	
<b>Migration</b>	Migration – observations and recommendations from Scrutiny SB 14/03/16 @ 10 am		
<b>Briefings</b>	Delivering the centres of excellence model within the Corporate Contact Centre – update SB 14/03/16 @ 10 am  Role and work of the Communities Board SB 14/03/16 @ 10 am		
<b>Budget &amp; Policy Framework/pre-decision Scrutiny</b>			
<b>Recommendation Tracking</b>			
<b>Performance Monitoring</b>		Quarterly Performance report SB 18/04/16 @ 10 am	

Page 32

### Unscheduled

Approaches in tackling begging

Key: SB – Scrutiny Board (Safer and Stronger Communities) Meeting

WG – Working Group Meeting

## EXECUTIVE BOARD

WEDNESDAY, 10TH FEBRUARY, 2016

**PRESENT:** Councillor J Blake in the Chair

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

Apologies Councillor M Dobson

### 121 Appeals Against Refusal of Inspection of Documents

There were no appeals against the refusal of inspection of documents

### 122 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 2 to the report regarding ‘Potential Investment in the East Leeds Orbital Road’ referred to in Minute No. 129 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 third party investor and of the Council. It is considered that the release of such information during the discussion about the proposed investment and negotiations of terms could prejudice the interests of either party. As such it is considered that the public interest in maintaining the content of appendix 2 as exempt outweighs the public interest in disclosing the information.
- (b) Appendix 3 to the report regarding ‘Victoria Gate Public Realm Improvements’ referred to in Minute No. 130 is designated as exempt from publication in accordance with paragraph 10.4(3) of Schedule 12A(3) of the Local Government Act 1972 on the grounds that the information within the appendix relates to the financial or business affairs of a particular of a particular person and the Council. This information is not publicly available from the statutory registers of information kept in relation to certain companies and charities. It is considered that since this information was obtained from a third party and is subject to their contract negotiations then it is not in the public interest to disclose this information at this point in time. Also the release of such information would or would be likely to prejudice the

Draft minutes to be approved at the meeting  
to be held on Wednesday, 9th March, 2016

Council's and the third party's commercial interests in relation to the works contract and any future contracts on similar works. It is therefore considered that this element of the report should be treated as exempt under rule 10.4(3) of the Access to Information Procedure Rules.

- (c) Appendix 1 to the report regarding 'Development of a District Heating Network' referred to in Minute No. 141 is designated as exempt from publication in accordance with paragraph 10.4(3) of Schedule 12A(3) of the Local Government Act 1972 on the grounds that the information within the appendix relates to the financial or business affairs of a particular of a particular person and the Council. The information contained within appendix 1 is commercially sensitive, relating to financial and business affairs currently being contemplated by the Council. Disclosure at this stage will impact on the Council's ability to negotiate the best commercial deal and achieve best value. Consequently, the public interest in maintaining the exemption currently outweighs the public interest in disclosing the information.

### **123 Late Items**

No formal late items of business were added to the agenda, however Members were in receipt of supplementary information in the form of:

- (a) A revised copy of the booklet "Living Better Lives in Leeds – the Annual Report of Adult Social Care 2015/16 – this contained updated information within the timeline of achievements (Minute No.133 refers)
- (b) An updated version of the table at exempt appendix 1 in respect of the 'Development of a District Heating Network' report (Minute No.141 refers)
- (c) Revenue Budget Proposals and Capital Programme - A briefing note in the light of the final settlement announcement made on 8th February 2016 and a briefing note specific to the Public Health Budget (Minute No. 142 refers)

### **124 Declaration of Disclosable Pecuniary Interests**

There were no Disclosable Pecuniary Interests declared at the meeting, however, in relation to the report "Living Better Lives in Leeds – The Annual Report of Adult Social Care in Leeds 2015/16", Councillor Carter drew the Board's attention to his position as Chair of the Neighbourhood Network Support Group for the Calverley, Farsley and Tyersal area. (Minute No. 133 refers)

### **125 Minutes**

**RESOLVED** – That the minutes of the meeting held on 20<sup>th</sup> January 2016 be approved as a correct record

## **EMPLOYMENT, ENTERPRISE AND OPPORTUNITY**

### **126 The Apprenticeship Levy**

The Director of Children's Services and the Deputy Chief Executive submitted a joint report on the policy changes and recently announced funding mechanisms for apprenticeships. In particular the report provided information

on the Apprenticeship Levy, due to be introduced from April 2017; and on the Government publication 'English Apprenticeships: Our Vision 2020' which summarised progress on the apprenticeship reforms and outlined plans to grow the number of apprenticeships to 3 million by 2020.

In introducing the report, the Executive Member for Employment, Enterprise and Opportunity highlighted the implications of the Apprenticeship Levy for the Council, both as an employer and as provider of apprenticeship brokerage services to local businesses and young people. Additionally, he also highlighted that the introduction of the levy would have implications for local learning institutions and for local public and private sector employers.

In response to Member's queries, the Board received information on the partnership working underway with the business/public service communities on the wider impact of the Levy, the likely number of additional apprenticeships that the Council would need to create and the associated levy costs. It was noted that further detail on the proposals would be issued by Central Government in the Summer 2016. Additionally, the Board noted that an Apprenticeships Fair would be held on 14<sup>th</sup> March 2016 at the First Direct Arena for local employers and young people

The Board welcomed the report and recognised the work undertaken so far by officers in preparation for the implementation of the Levy.

**RESOLVED –**

- a) That the planned introduction of the Apprenticeship Levy from April 2017 and the potential financial and workforce development implications for the Council and other employers in the city be noted
- b) That the outline work programme to prepare for the introduction of the Apprenticeship Levy be approved and that the Chief Officer Human Resources and the Chief Officer Employment and Skills be requested to provide an update report in the Autumn 2016

**RESOURCES AND STRATEGY**

**127 Financial Health Monitoring 2015/16 - Month 9**

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

With regard to the emergency response to flood recovery works, the Board was informed that the Council was developing a case to access financial assistance for eligible expenditure from the Bellwin Scheme.

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

**128 Best Council Plan 2016-2017 Proposals**

Further to minute No.110 of the meeting held 16<sup>th</sup> December 2015, the Deputy Chief Executive submitted a report presenting the Best Council Plan 2016/17 for the Board's consideration. The report also sought approval for the

Draft minutes to be approved at the meeting to be held on Wednesday, 9th March, 2016

Best Council Plan to be recommended for adoption by Council on 24th February 2016.

In presenting the report, the Executive Member for Resources and Strategy highlighted how the new Best Council Plan continued the aim of reducing inequalities as set out in the 2015/16 Best Council Plan; but articulated this more firmly by setting out how the actions identified will be delivered and their relationship to the Council's Breakthrough Projects.

Responding to Members' enquiries, the Board received information on how the Breakthrough Projects, together with the ambitions of the Best Council Plan would look to take practical steps in addressing inequality across the city, especially in those areas which had a higher concentration of deprivation and poverty.

### **RESOLVED**

- a) That the adoption of the Best Council Plan 2016/17, as attached as Annexe 1 of the submitted report, be recommended to full Council
- b) That it be noted that further design work will take place.

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

### **REGENERATION, TRANSPORT AND PLANNING**

#### **129 Potential Investment in the East Leeds Orbital Road**

Further to minute 74 of the meeting held 21st October 2015, the Director of City Development submitted a report containing details of the Council's efforts to source funding for the East Leeds Orbital Road. The report also provided information on an emerging proposal for private sector funding for the construction of the road.

The report provided background to the development of the initial proposal for Legal & General to provide equity investment, alongside public grant from the West Yorkshire Plus Transport Fund, to enable construction of ELOR by the Council.

Additionally, the report set out the range of issues to be further assessed and resolved, before decisions can be made as to whether the investment can be considered to be appropriate and commercially acceptable for all parties.

Responding to an enquiry, the Board received details of the proposed timescales regarding the establishment of the Orbital Road; and also received information on the development of the surrounding land.

Following the consideration of Appendix 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 the expression of investment interest from Legal & General in the East Leeds Orbital Road be noted and welcomed;
- b) That approval be given to the Director of City Development to lead further due diligence on the investment proposals and that discussions continue to take place with Legal & General on the matters set out in paras 3.18 – 3.23 of the submitted report;
- c) That the Director of City Development be requested to report back to Executive Board to provide assurances on risks and value for money to the Council relating to the investment and proposed Heads of Terms by September 2016;
- d) That agreement be given for the Council to continue to develop its baseline funding model for the East Leeds Orbital Road, as set out in paragraphs 2.12-2.14 of the submitted report, alongside any further discussions with Legal & General or other third party interests.

**130 Victoria Gate Public Realm Improvements**

The Director of City Development submitted a report which provided the Board with an update on the Victoria Gate development, in particular the associated public realm improvement works. The report also sought authority to spend a capital sum of up to £885,000 as allocated in the Capital Programme Update 2012-15 and for additional funding to support recent enhancements to the scheme arising from the sale of parcels of land adjacent to the former Millgarth Police Station.

Following the consideration of Appendix 3 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 authority to spend of up to £885,000 from the Economic Initiatives fund as allocated in the Capital Programme Update 2012-15 report to Executive Board on 18th July 2012; be approved
- b) That the Director of City Development, in consultation with the Executive Member for Regeneration, Transport and Planning and the Chief Officer Highways and Transportation, be authorised to agree the final scheme details, including costs, as outlined in Appendix 3 of the submitted report;
- c) That approval be given to the use of additional capital receipts from the parcels of land adjacent to the former Millgarth Police Station as outlined in this report as required, to support the enhanced improvements to the public realm

**131 Bridgewater Place Wind Amelioration Scheme - Development Agreement**

Further to Minute No.178 of the meeting held 14<sup>th</sup> February 2014, the Director of City Development submitted a report seeking approval to conclude and

enter into the Development Agreement with the owners of Bridgewater Place and their funding agent for the wind amelioration scheme.

The report provided a brief history of Bridgewater Place, culminating in the developers being granted planning consent in November 2014 for a scheme of wind amelioration works to address identified issues arising from the building on the surrounding highway. The report explained that, in order to facilitate the works and protect the Council's position and the public interest both during the works and post construction, it was necessary for the Council to enter into a Development Agreement with the owners of the property and their funding agent.

In considering the report, the Board recognised the work undertaken by officers to reach this point in the process. The Board received assurance that extensive and highly specialised advice had been obtained and relied upon by officers in relation to all aspects of the amelioration scheme, including the proposed Development Agreement, as appended to the submitted report.

#### **RESOLVED -**

- a) That it be noted that, based on specialist advice received, officers have been advised that the proposed installation "has been found to be effective in mitigating the local ground-level wind speeds as far as practically possible within the confines and restrictions of the site";
- b) That it be noted that, post construction, there will be a need for further street level works to be carried out to ameliorate the effects of potential "hotspot" areas where wind speeds may (at times of high winds) still exceed safe levels. Additionally, it be noted that the precise extent, nature and location of these works will be identified and agreed based on expert advice following post installation testing by wind experts.
- c) That it be noted that the works to install the Amelioration Scheme are being carried out by Contractors appointed and engaged by the Building Owners; that the anticipated start date of the works is March 2016 and that the works on site are likely to take up to 50 weeks to complete;
- d) That it be noted that, due to the extensive nature of the works within and over the Highway, the extended road closure of Water Lane at intervals throughout the duration of the works will be unavoidable; and
- e) That the Council be authorised to enter into the Development Agreement to enable the wind mitigation scheme to be installed and that the completion of the Agreement and any non-material amendment(s) be delegated to the City Solicitor.

#### **HEALTH, WELLBEING AND ADULTS**

### **132 The Leeds Health and Wellbeing Strategy 2016-2021**

The Director of Public Health; the Director of Children's Services and the Director of Adult Social Services submitted a joint report setting out proposals for the Leeds Health and Wellbeing Strategy 2016-21 for consideration and comment prior to the publication of a final Strategy later in the Spring 2016.

In introducing the matter, the Executive Member for Health, Wellbeing and Adults, reported that the Health and Wellbeing Board was currently engaging publicly on a draft refreshed Strategy document for publication later in the Spring 2016 which will retain its vision and 5 outcomes to inform and influence strategic decision for health and care providers in the city. Two of the outcomes would be edited to reflect changing policy and priorities.

A one page overview of the Strategy was attached as Appendix 1 and a copy of the public engagement document was included as Appendix 2 of the submitted report.

Discussions included consideration of the flexibility and responsiveness of the Strategy to changing priorities during the lifetime of the Strategy

**RESOLVED –**

- a) That the outcomes and priorities as set out in Appendix 1 and Appendix 2 of the submitted report and how they complement the proposed Best Council Plan 2016/17 be noted.
- b) That the Leeds Health and Wellbeing Board in their development of the Leeds Health and Wellbeing Strategy for publication in Spring 2016, be supported

**133 Living Better Lives in Leeds - The Annual Report of Adult Social Care in Leeds 2015/16**

The Director of Adult Social Services submitted a report as an introduction to the 2015/16 Local Account of Adult Social Care Services for its citizens. The Local Account of adult social care and support in Leeds is entitled 'Living Better Lives in Leeds – the Annual Report of Adult Social Care in Leeds 2015/15" and was attached as Appendix 1 of the submitted report. The Board received a revised version of the Annual Report booklet which included an amended timeline of achievements.

Responding to an enquiry, the Board was assured that the Council was willing to work and engage with partners where appropriate, in order to develop a mixed economy of care provision.

**RESOLVED –**

- a) That the contents of the submitted report and the revised version of the Local Account for Leeds, entitled 'Living Better Lives in Leeds: The Annual Report of Adult Social Care 2015/16" as submitted at the meeting; be noted
- b) That it be noted that the Head of Policy, Performance and Improvement for Adult Social Care will ensure that Living Better Lives in Leeds is published on the Leeds City Council Website within four weeks of approval by the Executive Board

Draft minutes to be approved at the meeting  
to be held on Wednesday, 9th March, 2016

### **134 Charging for Non-Residential Adult Social Care Services**

The Director of Adult Social Services submitted a report presenting the reasons for the review of charging for non-residential adult social care services and providing details of the consultation process and the outcomes arising from it. The report set out the implications arising from the proposals for service users and for the Council's income, and also made recommendations for changes to charging for non-residential adult social care services for the Board's consideration.

In presenting the report, the Executive Member for Health, Wellbeing and Adults outlined the demands on social care services which continued to increase and made clear that the Council would face substantial reductions in government funding over the next five years in addition to those incurred over the last five years.

It was noted that Adult Social Care customers in Leeds continued to pay less than in many authorities, but that within the challenging financial context the Council needed to consider changes to charging to help fund the adult social care services that people relied upon.

A schedule of the proposed changes was attached as Appendix 3 to the report with Appendix 7 setting out the report of the service expert advisory group on the proposals.

During discussions, the Board recognised the work undertaken by officers during the consultation process to engage with members of the public and service users

#### **RESOLVED -**

- a) That the outcomes of the consultation and the way in which they have been addressed as set out in sections 4 and 5 of the submitted report be noted.
- b) That the outcomes of the equality impact assessment and the way in which they have been addressed as set out in section 7.2 of the submitted report be noted.
- c) That the proposed increase in charges from April 2016 and future years as set out in section 6.5 of the submitted report be noted
- d) That approval be given to the changes to charges for non-residential services as set out in section 5 of the submitted report to be implemented starting from April 2016.
- e) That approval be given to a sum of £100k being set aside from the additional income generated to support those customers who need help with making their money go further.
- f) That it be noted that the Head of Finance (Adult Social Care) will be responsible for implementing these recommendations.

### **CHILDREN AND FAMILIES**

**135 Outcome of consultation to increase primary school places in Hyde Park/Headingley**

The Director of Children's Services submitted a report on proposals brought forward to expand Brudenell Primary School in order to meet the local authority's duty to ensure sufficiency of school places. The report detailed the outcome of the consultation undertaken and sought permission to publish a statutory notice in respect of those proposals.

Responding to an enquiry, the Board was provided with information on the current position regarding school places in the Roundhay and Alwoodley areas.

**RESOLVED -**

- a) That approval given for the publication of a Statutory Notice to expand Brudenell Primary School from a capacity of 280 pupils to 420 pupils with an increase in the admission number from 40 to 60 with effect from September 2017.
- b) That it be noted that the responsible officer for implementation is the Capacity Planning and Sufficiency Lead.

**136 Outcome of consultation to increase primary school provision in the Swarcliffe / Whinmoor planning area**

The Director of Children's Services submitted a report on proposals brought forward to meet the local authority's duty to ensure sufficiency of school places, specifically the proposals to increase places at Fieldhead Carr Primary School from September 2018. The report summarised the outcome of the consultation held between 7th January 2015 and 4th February 2015 and sought permission to publish a statutory notice in respect of the proposals.

In addition, the report referenced the consultation which had taken place on a proposal for Grimes Dyke Primary School, also within the Swarcliffe/Whinmoor planning area during June 2015, and explained the reasons why Fieldhead Carr Primary was recommended as the preferred option at this stage.

**RESOLVED**

- a) That approval be given for the publication of a Statutory Notice to expand Fieldhead Carr Primary School from a capacity of 210 pupils to 420 pupils with an increase in the admission number from 30 to 60 with effect from September 2018.
- b) That the consultation which took place at Grimes Dyke Primary School be acknowledged, together with the fact that further school expansions will be required within this area as the East Leeds Extension progresses.
- c) That it be noted that responsible officer for implementation is the Capacity Planning and Sufficiency Lead.

**137 Determination of school admission arrangements 2017**

The Director of Children's Services submitted a report seeking approval of the local authority admissions policy and admissions arrangements for entry to

Draft minutes to be approved at the meeting  
to be held on Wednesday, 9th March, 2016

school in 2017. The paper described changes to the Leeds Admissions policy, the consultation which had been undertaken and responses received; and sought approval for the policy and the co-ordination arrangements. The admissions arrangements must be determined by 28 February 2016.

The report outlined the two main proposals to revise Priority 1b (the wording of the explanatory note to priority 1b to be made clearer to enable parents to understand whether this is likely to apply to their child; and to Priority 6 (to provide catchment areas for the 6 remaining community secondary schools for whom Leeds City Council are the Admitting Authority).

#### **RESOLVED -**

- a) That Executive Board determines the school admissions arrangement for 2017 and gives approval to the admissions policy as set out within the submitted report, noting the following:
  - the amended explanatory note relating to priority 1b.
  - the admission policy for primary schools will now differ from secondary schools
  - the remaining community secondary schools will have catchment areas.
  - the Co-ordinated scheme for admissions arrangements for entry in September 2017.
- b) That it be noted that the officer responsible for this work is the Admissions and Family Information Service Lead, and the date for implementation (i.e. determination of any revised policy) is no later than 28 February 2016.
- c) That it be noted that the officer responsible for publication of the determined arrangements is the Admissions and Family Information Service Lead, and the date for implementation (i.e. publication) is no later than 15 March 2016.

#### **COMMUNITIES**

##### **138 Effective Housing Management and Lettings Framework**

The Director of Environment and Housing submitted a report setting out the changes arising from the Housing and Planning Bill, and the potential impact on the council's Tenancy Strategy, housing management and lettings framework.

The report also sought approval to undertake consultation on proposals for changes to the council's lettings framework, including the development of a tenant transfer list, a review of the lettings policy and a new approach to community lettings policies. Additionally, the report included an update on progress made with the harmonisation of tenancy management and support policies and procedures, which put a greater focus on the more intensive tenancy management and support to tenants, particularly at the start of the tenancy.

Draft minutes to be approved at the meeting  
to be held on Wednesday, 9th March, 2016

The Executive Member for Communities presented the report and highlighted the request to extend the life of the existing Tenancy Management Strategy pending receipt of further details of the Housing and Planning Bill from Central Government. In receiving the report, the Board welcomed the 'tenancy training' provision.

#### **RESOLVED**

- a) That approval be given for the development of a Council response to the changes set out in the Housing and Planning Bill, and the potential impact on Housing Leeds.
- b) That approval be given for the extension of the council's current Tenancy Strategy to 31 March 2017 and the Director of Environment and Housing be requested to submit a further report on the implications of the Housing and Planning Bill along with proposed changes to the Tenancy Strategy in September 2016;
- c) That the consultation plan set out in section 4 of the submitted report on changes to the council's lettings framework be approved;
- d) That a further report setting out the results of the consultation exercise, an equality impact assessment and seeking approval for the implementation of a revised Lettings Policy be presented to the Executive Board in September 2016

#### **139 Design and Cost Report for Proposed Housing ICT Solutions**

The Director of Environment and Housing submitted a report seeking approval to invest in replacement housing ICT systems, including implementation of interim arrangements, at a capital cost of £5.5m.

The report set out how the project would address the risks arising from the current outdated systems and the proposed solution would secure a range of cashable and non-cashable benefits.

In response to one Members' enquiry, the Board received further information on the business case for the proposals and the Executive Member for Communities confirmed that the progress of the scheme would be monitored and reported back to Members as appropriate.

#### **RESOLVED**

- a) That approval be given, as a Key Decision, for a procurement exercise to be undertaken for housing ICT solutions, noting that the Director of Environment and Housing will be accountable for the approval of the specification and tender documentation, the selection of the successful supplier and contract award (each as decisions consequential to that Key Decision).
- b) That the proposed interim arrangements, including the waiver of Contract Procedure Rules 8.1 and 8.2 (in accordance with those rules) be approved, to ensure continuity of provision and a smooth transition to the new arrangements.
- c) That approval be given for the injection of £5.5m into the HRA capital programme and to give authority to spend this £5.5m.

Draft minutes to be approved at the meeting  
to be held on Wednesday, 9th March, 2016

#### **140 Community Asset Transfer of Old Cockburn Sports Hall to Hamara Healthy Living Centre**

The Director of City Development and the Assistant Chief Executive (Citizens and Communities) submitted a joint report seeking approval to the transfer of Old Cockburn Sports Hall to Hamara Healthy Living Centre on a 25 year peppercorn rent in line with the Community Asset Transfer policy. The report also sought approval for revenue grant support of £55,000 to be paid in instalments over the first three years. A site plan was attached at Appendix 1 to the report.

The report detailed the outcome of consultation which had identified community asset transfer as the preferred method to ensure the future of the centre with Hamara Healthy Living Centre being the only organisation to submit an expression of interest. Hamara intend to operate the centre as a community sports centre to promote health and wellbeing and community cohesion.

#### **RESOLVED**

- a) That approval be given to the community asset transfer of Old Cockburn Sports Hall to Hamara Healthy Living Centre by way of a 25 year full repairing and insuring year lease at nil premium and peppercorn rental; and to note that the Director of City Development will be responsible for ensuring that this resolution is implemented;
- b) That approval be given for revenue grant support of £55,000 to be paid in instalments of £20,000 in 2016/17, £20,000 in 2017/18 and £15,000 in 2018/19 funded from the savings arising from this proposal; and that it be noted that the Assistant Chief Executive Citizens & Communities will be responsible for ensuring that this resolution is implemented.

#### **ENVIRONMENTAL PROTECTION AND COMMUNITY SAFETY**

#### **141 Development of a district heating network**

The Board considered the report of the Director of Environment and Housing which outlined the benefits of implementing the first phase of the district heating network, which will deliver heat from the Recycling and Energy Recovery Facility (RERF) to the city centre and to council owned multi-storey blocks in the Lincoln Green, Saxton Gardens and Ebor Gardens areas of the city.

A map of the site was included at appendix 2 of the submitted report and the Board had received an updated version of exempt Appendix 1 prior to the meeting.

The RERF, currently being constructed at Cross Green, was designed to generate enough electricity to power over 22,000 homes. The report outlined the opportunity to harness the heat produced whilst processing the waste at the RERF and develop a district heating network (DHN). A DHN would provide the city with an infrastructure that will support the sustainable growth of Leeds, support the city's ambitions to significantly reduce carbon

emissions, provide greater energy security for the city whilst also helping those in fuel poverty. Additionally, a DHN would hold the potential to be expanded to deliver low carbon heat to additional sites across the city.

The report noted that the investment in a DHN would be cost neutral to the Council, with the potential to provide a surplus which could allow further investment in the network across the city, achieving greater carbon reductions as well as allowing the Council to further support residents in fuel poverty.

In response to issues raised by Members regarding the rapidly changing economics of the energy market, officers undertook to provide those Members with a detailed briefing on this and the wider business case for the proposals.

Following the consideration of the revised 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 approval be given for the injection of £21 million into the Capital programme to deliver the District Heating Network programme to be funded through £14 million of borrowing that is supported by revenue income streams that are generated by the investment and £7 million grant subject to a successful bid to the LEP;
- b) That the necessary authority be provided to procure the district heating network;
- c) That the necessary authority be delegated to the Director of Environment and Housing to vary the Residual Waste PFI contract and to enter into the necessary ancillary contractual arrangements with prospective partners/heat customers.
- d) That a further report be presented in the Autumn 2016 when the business case has been finalised to allow Executive Board to provide authority to spend and to authorise contract award for construction and operation of the district heating network.

## **ECONOMY AND CULTURE**

### **142 Revenue Budget Proposals and Capital Programme**

Further to Minute No.105 of the meeting held 16th December 2015, the Deputy Chief Executive submitted a report regarding the proposals for the City Council's Revenue Budget for 2016/2017 and the Leeds element of the Council Tax to be levied in 2016/2017.

The provisional Local Government Finance settlement was announced on the 17th December 2015 the day after the Initial Budget Proposals were approved by the Executive Board. The impact for Leeds was reported as a reduction of £34.1m to the Council's adjusted Settlement Funding Assessment which was £10m more than was assumed in the Initial Budget Proposals. The report set out the details of how the additional savings would be generated.

Following the announcement of the final settlement by Central Government on 8th February 2016, Members had received supplementary packs containing a briefing note on Leeds' confirmed settlement and a briefing note in respect of the Public Health budget prior to the meeting. Approval was sought at the meeting to incorporate the information within the briefing notes into the Budget report to be presented to Council. The Board was advised that the budget proposals which would be submitted to Council for determination would include details of the recently announced final local government finance settlement.

Emphasis was placed upon the unprecedented financial challenges that the Council continued to face, and the pressures which were being placed upon Local Authorities with regard to ensuring the delivery of key public services.

In receiving the report, the Board thanked officers for their commitment to putting together the Budget in such challenging financial circumstances.

In presenting the report, the Leader commented upon and raised significant concerns regarding the details of Transitional Grants made available by the Chancellor to eligible local authorities. As such, the Leader sought and was provided with cross-party support to make representations to Government on such matters.

In response to an enquiry, the Board was provided with more details regarding the current and future position of Children's Services, with specific reference to funding for schools' and services for schools

#### **A) 2016/17 Revenue Budget and Council Tax**

##### **RESOLVED -**

- a) That Executive Board recommends to Council the adoption of the following:
  - i) That the Revenue Budget for 2016/17 totalling £496.378m be approved. This means that the Leeds element of the Council Tax for 2016/17 will increase by 1.99% plus the Adult Social Care precept of 2%. This excludes the Police and Fire precepts which will be incorporated into the report to be submitted to Council on the 24th February 2016
  - ii) That approval be given for grants totalling £84k be allocated to Parishes.
  - iii) That, in respect of the Housing Revenue Account, Council be recommended to approve the budget with;
    - A reduction of 1% in dwelling rents, a 5% increase in garage rents and a 3% increase in district heating charges.
    - Approve that service charges for multi-storey flats/low/medium rise properties are increased by £1 per week
    - Approve that charges for sheltered support are increased from £12 to £13 per week and that a charge of £2 per week is introduced for those tenants who benefit from the sheltered support service but do not currently pay.

Draft minutes to be approved at the meeting to be held on Wednesday, 9th March, 2016

- b) That in respect of the final settlement supplementary document:
  - (i) That it be noted that the 2016-17 funding allocations for Leeds have been confirmed in the final settlement; and that the 2016-17 Budget proposals are unchanged
  - (ii) That approval be given for an explanation of the changes for authorities be incorporated into the 2016-17 Revenue Budget and Council Tax Report to be considered by Council on 24<sup>th</sup> February 2016
  
- c) That, in respect of the Scrutiny Report on Fees & Charges attached as Appendix 2 of the submitted report:
  - (i) That the report from scrutiny be welcomed and the proposed changes to the Fees and Charges Policy and Best Practice Guidance be agreed.
  - (ii) That it be noted that in relation to non-residential Adult Social Care Services, the recommendation that officers consider the potential to either increase or remove the current cap on the amount anyone pays for their services per week has been addressed and proposals are included in a separate report on Adult Social Care charging elsewhere on agenda for consideration (minute 134 refers).
  - (iii) That officers be tasked with consideration of the other recommendations proposed by Scrutiny and report back to Executive Board as appropriate.

## **B) Capital Programme Update 2016-2019**

The Deputy Chief Executive submitted a report setting out the proposed Capital Programme for the period 2016-2019, which included details of forecast resources for that period. In addition, the report also provided a review of 2015/2016 scheme spend.

### **RESOLVED –**

- a) That Executive Board recommends to the Council:
  - i) That the capital programme, as presented in Appendix F of the submitted report, be approved
  - ii) That the revised MRP policy for 2016/17 as set out in Appendix D of the submitted report be approved
- b) That Executive Board approval be given for the list of land and property sites shown in Appendix B of the submitted report to be disposed of to generate capital receipts for use in accordance with the MRP policy

## **(C) Treasury Management Strategy for 2016/17**

The Deputy Chief Executive submitted a report seeking approval to the Treasury Management Strategy for 2016/17. The report also provided an update on the implementation of the 2015/16 strategy.

### **RESOLVED -**

- a) That Executive Board approval be given to the initial treasury strategy for 2016/17 as set out in Section 3.3 of the submitted report and that

the review of the 2015/16 strategy and operations as set out in Sections 3.1 and 3.2. be noted

- b) That full Council be recommended to set the borrowing limits for 2015/16, 2016/17, 2017/18 and 2018/19 as detailed in Section 3.4 of the submitted report; and to note the changes to both the Operational Boundary and the Authorised limits.
- c) That Council be recommended to set the treasury management indicators for 2015/16, 2016/17, 2017/18 and 2018/19 as detailed in Section 3.5 of the submitted report
- d) That Council be recommended to set the investment limits for 2015/16, 2016/17, 2017/18 and 2018/19 as detailed in Section 3.6. of the submitted report.
- e) That Council be recommended to adopt the revised Treasury Management Policy Statement.

(The matters referred to in Minute Nos. 142(A)(a(i),(ii) and (iii))(Revenue Budget and Council Tax); 142(B)(a)(i) and (ii)(Capital Programme) and 142(C)(b) to (e)(Treasury Management Strategy) being matters reserved to Council, were not eligible for Call In)

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

#### **143 Commemorating the First World War: Somme 2016**

The Director of City Development submitted a report which sought to recognise and promote the commemoration of the Battle of the Somme, together with the involvement of the Leeds Pals. The report highlighted the planned programme of activity in the city and also reviewed the success of the programme of events which commenced in 2014 to commemorating the lives lost during World War 1.

Finally, the report outlined the budget for the delivery of this additional programme as £20,000; half of which was proposed to be earmarked to provide support of c£1k for each community committee area.

During discussions on the matter, the Board also recognised the contribution made by Leeds residents across a number of Regiments and organisations which contributed to the war effort; and noted the request that as part of future annual commemorations, a wreath is laid on behalf of Leeds City Council at the Colsterdale memorial to the Leeds Pals.

**RESOLVED** – That the contents of the report be noted and approval be given to the approach of adding to the national commemorations through a range of city-wide and local activity.

**DATE OF PUBLICATION: FRIDAY, 12TH FEBRUARY 2016**

**LAST DATE FOR CALL IN  
OF ELIGIBLE DECISIONS: 5.00PM, FRIDAY 19TH FEBRUARY 2016**

(Scrutiny Support will notify Directors of any items called in by 12.00noon on Monday 22nd February 2016)

Draft minutes to be approved at the meeting  
to be held on Wednesday, 9th March, 2016

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