



A meeting of the Council will be held in the Civic Hall, Leeds on Wednesday, 13th January, 2016 at 1.30 pm

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

- 1 **Minutes** 1 - 16

To approve the minutes of the Council Meeting held on 11th November 2015.

- 2 **Declarations of Interest**

To receive any declarations of interest from Members

- 3 **Communications**

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

- 4 **Deputations**

To receive deputations in accordance with Council Procedure Rule 10

- 5 **Recommendations of the General Purposes Committee -** 17 - 38
Changes to the Constitution to enable cross authority
monitoring and enforcement of taxi and private hire activity

To consider the joint report of the Head of Taxi and Private Hire Licensing and Section Head Legal Services setting out recommendations from the General Purposes Committee on 8th December 2015 to Full Council in respect of changes to the Constitution to enable cross authority monitoring and enforcement of Taxi and Private Hire activity.

- 6 **Report on the Calculation of the Council Tax and Business** 39 - 86
Rates Tax Bases for 2016/17

To consider the report of the Deputy Chief Executive seeking agreement to the 2016/17 council tax bases for Leeds and the parish/town councils as set out in the report and providing indicative business rates shares for 2016/17 and to request Council to give delegated authority to the Deputy Chief Executive to finalise the shares and to submit them in the *National Non-Domestic Rates Return 1 2016-17* on or before 31st January 2016.

7	Report on Executive Arrangements	87 - 128
	To consider the report of the City Solicitor setting out amendments to the Officer Delegation Scheme (Executive Functions) and Executive Member Oversight of Officer Executive Delegations approved by the Leader with effect from 1 st January 2016.	
8	Report on the Inner North West Community Committee	129 - 136
	To consider a report of the Inner North West Community Committee	
9	Report on the Outer North West Community Committee	137 - 144
	To consider a report of the Outer North West Community Committee	
10	Report on Appointments	145 - 148
	To consider the report of the City Solicitor on appointments.	
11	Questions	
	To deal with questions in accordance with Council Procedure Rule 11	
12	Minutes	
	To receive the following minutes in accordance with Council Procedure Rule 2.2(i):-	
	Executive Board	149 - 180
	Scrutiny Boards	181 - 232
	Plans Panels	233 - 302
	Licensing Committee and Sub Committees	303 - 340
	Advisory and Procedural Committees	341 - 358
	Community Committees	359 - 408
	Joint Committees	409 - 424

To consider a report of the Chief Executive update Members on matters in the Leeds City Region Local Enterprise Partnership and through the West Yorkshire Combined Authority and details of the latest public combined authority meeting in November.

14 **White Paper Motion (in the name of Councillor B Anderson) - PCSOs** 429 - 430

This Council calls on the ruling administration to make every effort to maintain PCSOs numbers in Leeds. Council believes that the budget freeze granted to police forces in the recent CSR could offer a possible opportunity to attract additional funding from the Police and Crime Commissioner.

This Council also believes the administration should consider additional resources from its own budget.

Recent worldwide events raise a number of questions about security arrangements in the UK and Leeds, as a major UK and European city. Council therefore calls for the establishment of a cross party working group on public safety in Leeds with a view to addressing possible increased security risks and to consider how PCSO funding might be maintained.

15 **White Paper Motion (in the name of Councillor Coupar) - Affordable accommodation** 431 - 432

This council remains committed to supporting the creation of affordable accommodation to buy and rent in Leeds.

Council notes with concern the continued actions of central government to reduce the housing options available to residents with a sustained attack on the availability of affordable rented housing in the city. This has most recently been highlighted by the Chancellor's Autumn Statement, which concentrated yet again on creating opportunities for people on higher incomes to buy property. The government's interpretation of a 'starter home' being valued at up to £250,000 demonstrates the disconnect between their policy and the reality for most people here in Leeds.

In the context of more Leeds people now living in private rents than council homes and the cost of renting privately now standing at an average of £206pw compared to just £75pw for a council rent, Council believes that there is still a role for affordable rented accommodation in the city. Council again reiterates our commitment to increasing the provision of council housing for the benefit of people on the lowest income who need affordable rented accommodation and who should not be forgotten in central government policy making.

Council notes the research from the Joseph Rowntree Foundation and Cambridge University showing that 75,000 low cost homes to let could be lost over the next 5 years due to the expansion of Right to Buy. Council is concerned about the impact of this development on the lowest paid, who are

most in need of access to social rents, and who will be forced into high cost private rented accommodation. Furthermore, Council is dismayed at the recent government decision to abolish lifetime tenancies which provide security for families and help support the creation of sustainable communities.

Council asks that the Director of Environment and Housing prepares a report for Executive Board showing the impact of the changes proposed in the Housing and Planning Bill and the Chancellor's Autumn Statement. Council requests that the Leader of the Council raises this with all Leeds MPs at their next meeting so that they can be aware of the impact on Leeds when voting on national legislation, and writes to the Chancellor of the Exchequer to express this Council's concerns.

16 **White Paper Motion (in the name of Councillor J Bentley) - 433 - 434**
***PCSOs**

This council values the hard work and dedication of the city's 236 remaining police community support officers and their vital role in helping all of our communities to be safe.

This council believes it is important that all council co-funded PCSOs are deployed on an equal basis per ward.

This council therefore commits to do all in its power to retain the current level and deployment of PCSO provision in 2016/2017 and future years and resolves to work closely with the West Yorkshire police and crime commissioner to achieve this aim.

*In accordance with CPR 12.3(b)(c) leave of Council may be required in respect of this motion.



Tom Riordan
Chief Executive

Civic Hall
Leeds
LS1 1UR

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

Third Party Recording

Recording of this meeting is allowed to enable those not present to see or hear the proceedings either as they take place (or later) and to enable the reporting of those proceedings. A copy of the recording protocol is available from the clerk.

Use of Recordings by Third Parties– code of practice

- a) Any published recording should be accompanied by a statement of when and where the recording was made, the context of the discussion that took place, and a clear identification of the main speakers and their role or title.
- b) Those making recordings must not edit the recording in a way that could lead to misinterpretation or misrepresentation of the proceedings or comments made by attendees. In particular there should be no internal editing of published extracts; recordings may start at any point and end at any point but the material between those points must be complete.

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Proceedings of the Meeting of the Leeds City Council held
Civic Hall, Leeds on Wednesday, 11th November, 2015

PRESENT: The Lord Mayor Councillor Judith Chapman in the Chair.

WARD

ADEL & WHARFEDALE

Caroline Anderson
Billy Flynn
Barry John Anderson

ALWOODLEY

Dan Cohen
Peter Mervyn Harrand
Neil Alan Buckley

ARDSLEY & ROBIN HOOD

Jack Dunn
Lisa Mulherin
Karen Renshaw

ARMLEY

James McKenna
Alice Smart
Alison Natalie Kay Lowe

BEESTON & HOLBECK

Adam Ogilvie
David Congreve
Angela Gabriel

BRAMLEY & STANNINGLEY

Julie Heselwood
Kevin Ritchie
Caroline Gruen

BURMANTOFTS & RICHMOND HILL

Asghar Khan
Ron Grahame
Maureen Ingham

WARD

CALVERLEY & FARSLEY

Amanda Carter
Rod Wood
Andrew Carter

CHAPEL ALLERTON

Mohammed Rafique
Jane Dowson
Eileen Taylor

CITY & HUNSLET

Patrick Davey
Mohammed Iqbal
Elizabeth Nash

CROSS GATES & WHINMOOR

Pauleen Grahame
Peter John Gruen
Debra Coupar

FARNLEY & WORTLEY

Ann Blackburn
David Blackburn

GARFORTH & SWILLINGTON

Mark Dobson
Stuart McKenna

GIPTON & HAREHILLS

Arif Hussain
Kamila Maqsood
Roger Harington

GUISELEY & RAWDON

Paul John Spencer Wadsworth
Pat Latty
Graham Latty

HAREWOOD

Rachael Procter
Matthew Robinson
Ann Castle

HEADINGLEY

Neil Walshaw
Jonathon Pryor
Janette Walker

HORSFORTH

Dawn Collins
Brian Cleasby
Christopher Townsley

HYDE PARK & WOODHOUSE

Gerry Harper
Javaid Akhtar
Christine Denise Towler

KILLINGBECK & SEACROFT

Catherine Dobson
Brian Michael Selby
Graham Hyde

KIPPAX & METHLEY

James Lewis
Keith Ivor Wakefield
Mary Elizabeth Harland

KIRKSTALL

John Anthony Illingworth
Fiona Venner
Lucinda Joy Yeadon

MIDDLETON PARK

Judith Blake
Kim Groves
Paul Anthony Truswell

MOORTOWN

Rebecca Charlwood
Sharon Hamilton
Alex Sobel

MORLEY NORTH

Robert Gettings
Thomas Leadley
Robert Finnigan

MORLEY SOUTH

Neil Dawson
Shirley Varley
Judith Elliott

OTLEY & YEADON

Colin Campbell
Ryk Downes
Sandy Edward Charles Lay

PUDSEY

Richard Alwyn Lewis
Mick Coulson
Josephine Patricia Jarosz

ROTHWELL

Karen Bruce
Barry Stewart Golton
David Nagle

ROUNDHAY

Christine Macniven
Ghulam Hussain
Bill Urry

TEMPLE NEWSAM

Helen Hayden
Michael Lyons
Judith Cummins

WEETWOOD

Susan Bentley
Judith Mara Chapman
Jonathan Bentley

WETHERBY

Alan James Lamb
John Michael Procter
Gerald Wilkinson

54 Announcements

- a) The Lord Mayor reminded those present that the meeting was to be webcast.
- b) The Lord Mayor informed Council that she had written to Lizzie Armitstead congratulating her on winning the Women's Road Race World Championship and inviting her to a Civic Reception.
- c) The Lord Mayor informed Council that she would be hosting a Civic reception on Monday 16th November 2015 to congratulate the Yorkshire County Cricket Team as well as the women's team and girls under 15s and 13s on winning their respective County Championships.
- d) The Lord Mayor reported the recent death of Lord Denis Healey an Honorary Freeman of the City and Council stood in silent tribute.

55 Minutes

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

RESOLVED – That the minutes of the meeting held on 16th September 2015 be approved.

56 Declarations of Interest

Councillor Bruce declared an interest on the minutes of the South & West Plans meeting of the 22nd October 2015 where a personal planning application was considered..

57 Communications

- a) The Chief Executive informed Council that a response to a Council resolution has been received from Jane Ellison MP, Parliamentary Under Secretary of State for Public Health in respect of a White Paper resolution on health funding passed by the Council in September 2015 and that the response had previously been circulated to all Members of Council.
- b) The Chief Executive informed Council that a questionnaire on the Boundary Commission Review had been left on each Members seat in the Chamber and he asked members to complete the questionnaires and return them to the Group Office.
- c) Councillor Andrew Carter informed Council that he had that morning received a copy of a letter from the Regional Director of Ofsted to the Chief Executive which highlighted serious deficiencies in some primary schools across Leeds and expressed his disappointment that this information had not been shared with Members. The Chief Executive informed Council that he would ensure that a full briefing for all group Leaders would take place in respect of this matter within the next 48 hours.

58 Deputations

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

- 1) Headingley residents for the protection of Headingley Hill
- 2) Leeds Skyline Service users

3) Leeds against the Transatlantic Trade and Investment Partnership

RESOLVED – That the subject matters in respect of deputations 1 and 3 be referred to the Director of City Development for consideration in consultation with the relevant Executive Member and that the subject matter in respect of deputation 2 be referred to the Director of Adult Social Services for consideration in consultation with the relevant Executive Member.

59 Recommendations of the Executive Board - Safer Leeds Strategy 2015/16
It was moved by Councillor M Dobson seconded by Councillor Charlwood and

RESOLVED – That the Safer Leeds Strategy 2015/16 be approved as the city's Crime and Disorder Strategy for 2015-16.

60 Recommendations of the Executive Board - Gambling Act 2005 Statement of Licensing Policy

It was moved by Councillor J Lewis seconded by Councillor Charlwood and

RESOLVED – That the Gambling Act 2005 Statement of Licensing Policy 2016 – 2018 be approved as the new policy to have effect from 31st January 2016.

61 Recommendations of the General Purposes Committee - nominations from Scrutiny Board (Adult Social Services, Public Health, NHS) - West Yorkshire Joint Health Overview and Scrutiny Committee

It was moved by Councillor Charlwood seconded by Councillor Selby and

RESOLVED –

(a) to appoint a West Yorkshire Joint Health Overview and Scrutiny Committee together with the authorities listed at paragraph 6.1 of the submitted report.

(b) That the terms of reference for the West Yorkshire Joint Health Overview and Scrutiny Committee set out at Appendix 1 of the submitted report be approved.

(c) To delegate relevant functions, as set out in Appendix 1 of the submitted report, that shall be exercisable by the West Yorkshire Joint Health Overview and Scrutiny Committee, subject to the terms and conditions specified.

Council agrees to appoint such members to the West Yorkshire Joint Health Overview and Scrutiny Committee, as nominated by the Scrutiny Board (Adult Social Services, Public Health, NHS), namely:

- The Chair – Councillor Peter Gruen; and,
- Councillor Billy Flynn.

62 Recommendations of the General Purposes Committee - Community Governance Review of Guiseley

It was moved by Councillor Blake seconded by Councillor Charlwood and

RESOLVED – To approve General Purposes Committee's recommendation that a new town council for Guiseley is not created on the basis that the current community governance arrangements in the area under review adequately reflect the identities and interests of the community in that area, and are effective and convenient, as reflected by the number of representations received against the proposal for a new town council from electors in the area.

63 Report on the Leeds Award

It was moved by Councillor Blake, seconded by Councillor Charlwood and

RESOLVED – That the recommendation of the Leeds Award Panel and the decision to approve the award taken by the Chief Executive to award Kevin Sinfield MBE the Leeds Award, as presented by the report of the City Solicitor, be noted.

64 Report on Appointments

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

RESOLVED – That the report of the City Solicitor on appointments be approved, namely that Councillor Buckley replace Councillor Amanda Carter on Scrutiny Board (Citizens and Communities).

65 Report on the Electoral Review of Leeds City Council

It was moved by Councillor J Lewis, seconded by Councillor Charlwood and

RESOLVED – That the report of the Chief Executive on the arrangements and timetable for the Electoral Review be noted.

66 Report on the Inner West Community Committee

It was moved by Councillor Ritchie, seconded by Councillor Venner and

RESOLVED – That the report on the work of the Inner West Community Committee be noted.

67 Report on the Inner South Community Committee

It was moved by Councillor Gabriel, seconded by Councillor Truswell and

RESOLVED – That the report on the work of the Inner South Community Committee be noted.

68 Questions

Q1 Councillor Andrew Carter to the Executive Member (Regeneration, Transport and Planning):-

Will the Executive Board Member for Regeneration, Transport and Planning confirm that he will instruct council officers to cease using the term 'PAS land' to describe safeguarded land, bringing us into line with terminology used in the rest of the country?

The Executive Member (Regeneration, Transport and Planning) replied.

Q2 Councillor Lay to the Executive Member (Health, Wellbeing and Adults):-

Can the executive member for health, wellbeing and adults reassure council about the future of the St Anne's alcohol rehab service in the light of recent speculation about its potential closure?

The Executive Member (Health, Wellbeing and Adults) replied.

Q3 Councillor C Gruen to the Executive Member (Environmental Protection and Community Safety):-

Does the Executive Member with responsibility for Community Safety have concerns about Police provision for next year?

The Executive Member (Environmental Protection and Community Safety) replied.

- Q4 Councillor A Blackburn to the Executive Member (Regeneration, Transport and Planning):-
- Can the Executive Member please update Council as to when the Elland Road Match Day Residents Permit Parking Scheme will be introduced on the identified roads in the Wortley area?
- The Executive Member (Regeneration, Transport and Planning) replied.
- Q5 Councillor Heselwood to the Executive Member (Resources and Strategy):-
- Can the Executive Member for Resources and Strategy give an assessment of the impact of the proposed Trade Union Bill on the Council's relationship with Trade Unions?
- The Executive Member (Resources and Strategy) replied.
- Q6 Councillor P Harrand to the Chair of the West Yorkshire Police and Crime Panel:-
- Will the Chair of the West Yorkshire Police and Crime Panel update council on the present state of negotiations between the police service and the fire service about the development of the site at Weetwood, which have been going on for eighteen months and seem to be getting nowhere?
- The Chair of the West Yorkshire Police and Crime Panel replied.
- Q7 Councillor Townsley to the Executive Member (Children and Families):-
- Could the executive member for children please update council on the status of talks between asset management and Leeds City College regarding the potential acquisition of the Leeds City College Horsforth campus site for educational purposes?
- The Executive Member (Children and Families) replied.
- Q8 Councillor Sobel to the Executive Member (Regeneration, Transport and Planning):-
- Does the Executive Member with responsibility for housing growth feel that Council tenants are on a "high income" if they earn £30,000 a year?
- The Executive Member (Regeneration, Transport and Planning) replied.
- Q9 Councillor Gettings to the Executive Member (Children and Families):-
- In a child friendly city how important is it for the City Council to acknowledge young people's achievements and to hear their voice?
- The Executive Member (Children and Families) replied.
- Q10 Councillor Dunn to the Executive Member (Communities):-
- Will the Executive Member for Communities comment on the importance of investment into the new Horticultural Nursery at Whinmoor Grange?
- The Executive Member (Communities) replied.

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

- Q11 Councillor Amanda Carter to the Executive Member (Regeneration, Transport and Planning).
- Q12 Councillor Golton to the Executive Member (Health, Wellbeing and Adults).
- Q13 Councillor A Hussain to the Executive Member (Employment, Enterprise and Opportunity).
- Q14 Councillor Jarosz to the Executive Member (Health, Wellbeing and Adults).
- Q15 Councillor G Latty to the Executive Member (Regeneration, Transport and Planning).
- Q16 Councillor Campbell to the Executive Member (Regeneration, Transport and Planning).
- Q17 Councillor Flynn to the Executive Member (Resources and Strategy).
- Q18 Councillor Lay to the Executive Member (Health, Wellbeing and Adults).
- Q19 Councillor Mulherin to the Executive Member (Health, Wellbeing and Adults).
- Q20 Councillor Cleasby to the Executive Member (Regeneration, Transport and Planning).
- Q21 Councillor Robinson to the Executive Member (Regeneration, Transport and Planning).
- Q22 Councillor Lay to the Executive Member (Environmental Protection and Community Safety).
- Q23 Councillor Robinson to the Executive Member (Environmental Protection and Community Safety).
- Q24 Councillor Lay to the Executive Member (Environmental Protection and Community Safety).
- Q25 Councillor B Anderson to the Executive Member (Environmental Protection and Community Safety).
- Q26 Councillor Lay to the Executive Member (Regeneration, Transport and Planning)
- Q27 Councillor B Anderson to the Executive Member (Regeneration, Transport and Planning)
- Q28 Councillor B Anderson to the Executive Member (Environmental Protection and Community Safety)
- Q29 Councillor B Anderson to the Executive Member (Regeneration, Transport and Planning)
- Q30 Councillor B Anderson to the Executive Member (Resources and Strategy)

69 Minutes

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

An amendment(reference back) was submitted by Councillor J Bentley, to add the following at the end of item 15:

‘To ask the Executive Board to reconsider the decision in relation to Improving Air Quality within the City, contained in minute 64 of the Executive Board minutes of 21st October 2015.’

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

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

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

At the conclusion of this item Council adjourned from 16.20 to 16.50

70 Report on Devolution

It was moved by Councillor Blake, seconded by Councillor J Lewis and

RESOLVED – That the report of the Chief Executive updating Members on matters in respect of devolution be received.

71 White Paper Motion (in the name of Councillor B Anderson) - Public Health and Planning

It was moved by Councillor B Anderson, seconded by Councillor Andrew Carter that this Council notes the recommendations made in the Director of Public Health’s Annual Report, approved at Executive Board in September 2015, particularly around planning and engagement with communities.

Council is concerned that the proposal to deliver 70,000 new homes in Leeds, with a possible increase in population of 150,000, could lead to an adverse impact on public health in the city. It could affect the ability of residents to access already stretched GPs and dental surgeries but also impact negatively on communities through increased road congestion, reduced air quality and loss of Greenbelt and open space. Council further notes the existing problems the Council is dealing with in relation to air quality and possible associated financial penalties.

The Public Health Annual Report goes on to set out how the Council aims to engage with communities. This Council is concerned that the consultation on the site allocations process does not meet those aims. Namely it does not:

- make it easy for everyone to take part
- make the engagement meaningful and honest
- involve people at the earliest possible stage
- show everyone the impact the engagement has had

This Council remains concerned about the plan to deliver 70,000 new homes and the process of consultation that underpins it.

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

Delete all after “with communities” and replace with:

Council further notes that the consultation on the draft Site Allocation Plan and Aire Valley Action Plan are ongoing- and suggests that anyone wishing to make a comment is able to do so at www.leeds.gov.uk/yourcity or using the other contact methods available. Council notes the end date of this consultation is 16 November 2015.

Council is committed to ensuring that public health is a key focus for action in planning in Leeds, with a clear need to consult with all stakeholders on new planning applications and guidance.

Council appreciates the recognition within the Director of Public Health’s report that the environment in which we live is a major determinant of health and wellbeing. Council recognises that health considerations are part of both the adopted Core Strategy and the Leeds Standard for Housing, showing commitment to Public Health for new developments in Leeds. Council further notes the work being done to improve air quality, including the promotion of cycling and walking both for new developments and as part of existing infrastructure.

Council is therefore deeply concerned that the ambitions set out in the report are put at risk by the proposed Housing and Planning Bill 2015-16, especially the provisions to:

- Give automatic planning permission on brownfield sites, without detailed local planning decision making on whether these sites are suitable.
- Place “Starter Homes” on equal footing with truly affordable Council and Housing Association homes.
- Impose Right to Buy on Housing Associations.
- Demand Local Authorities sell “high value” Council homes, with the potential to remove social housing from many areas.
- Give powers to the Secretary of State to impose rental increases on “high income” tenants, with the potential to keep any additional funds himself.

Council calls on Central Government to reconsider these provisions, which appear to have the potential to dramatically reduce Council’s abilities to plan and create healthy, vibrant, mixed communities in Leeds. Council asks the Executive Members responsible for Health and Planning to write to the Secretary of State for Communities and Local Government to inform them of this resolution.

Council also requests that the Executive Member for Regeneration, Transport and Planning keeps Council up to date about responses to the draft Site Allocations Plan and Aire Valley Action Plan consultations.

The motion would read:

This Council notes the recommendations made in the Director of Public Health’s Annual Report, approved at Executive Board in September 2015, particularly around planning and engagement with communities.

Council further notes that the consultation on the draft Site Allocation Plan and Aire Valley Action Plan are ongoing- and suggests that anyone wishing to make a comment is able to do so at www.leeds.gov.uk/yourcity or using the other contact methods available. Council notes the end date of this consultation is 16 November 2015.

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Council also requests that the Executive Member for Regeneration, Transport and Planning keeps Council up to date about responses to the draft Site Allocations Plan and Aire Valley Action Plan consultations.

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

RESOLVED – That this Council notes the recommendations made in the Director of Public Health's Annual Report, approved at Executive Board in September 2015, particularly around planning and engagement with communities.

Council further notes that the consultation on the draft Site Allocation Plan and Aire Valley Action Plan are ongoing- and suggests that anyone wishing to make a comment is able to do so at www.leeds.gov.uk/yourcity or using the other contact methods available. Council notes the end date of this consultation is 16 November 2015.

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Council calls on Central Government to reconsider these provisions, which appear to have the potential to dramatically reduce Council’s abilities to plan and create healthy, vibrant, mixed communities in Leeds. Council asks the Executive Members responsible for Health and Planning to write to the Secretary of State for Communities and Local Government to inform them of this resolution.

Council also requests that the Executive Member for Regeneration, Transport and Planning keeps Council up to date about responses to the draft Site Allocations Plan and Aire Valley Action Plan consultations.

72 White Paper Motion (in the name of Councillor Finnigan) - Welfare Reform

It was moved by Councillor Finnigan, seconded by Councillor Golton that this Council accepts the necessity of welfare reform but believes any new welfare system must provide fair financial support for both hard working families and the vulnerable people of Leeds. The proposed Tax Credit reforms do not achieve these objectives and in light of this we call on the Chief Executive to write to the Government asking them to abandon them.

An amendment was moved by Councillor A Blackburn seconded by Councillor D Blackburn

After “This Council” delete “accepts the necessity of welfare reform but”.

Motion would read:

“This Council believes any new welfare system must provide fair financial support for both hard working families and the vulnerable people of Leeds. The proposed Tax Credit reforms do not achieve these objectives and in light of this we call on the Chief Executive to write to the Government asking them to abandon them.”

A second amendment was moved by Councillor Coupar seconded by Councillor Yeadon,

Delete all after “This Council” and replace with:

“...remains incredibly concerned about the impact on households in Leeds of Government’s plans to remove up to £13billion nationally in support from some of the most vulnerable people by 2020/21. Council is particularly disappointed to learn that the promise to avoid cuts to tax credits has been broken.

This Council has noted analysis by the Institute for Fiscal Studies, the Resolution Foundation and others which demonstrates that tax and wage changes will not offset the shortfall from tax credit cuts in full, particularly with lengthy delays before the minimum wage increase could reach £9 per hour.

Council believes children will suffer the most as a result of this decision given that 77% of in work families claiming tax credits have a household income of less than £20,000 a year, and 83% of those in-work families have at least one child. Locally in Leeds this Council continues to work hard to give children the best start in life but is concerned that Government has decided to withdraw vital support from families working hard for low pay.

Council notes that this Government has failed to achieve its own deficit reduction targets set out in 2010 and the national debt doubled over the last Parliament. In that context, Council does not believe it is the right priority for Government to help the wealthiest 4% of the population to benefit from tax changes, whilst placing the burden of its own failure on hard working families in Leeds. This Council calls on Government to withdraw these damaging cuts and maintain vital support for those who need it in our city. Council asks that the Executive Board member for Communities writes to central government to notify them of this resolution.”

Full motion will then read:

“This Council remains incredibly concerned about the impact on households in Leeds of Government’s plans to remove up to £13billion nationally in support from some of the most vulnerable people by 2020/21. Council is particularly disappointed to learn that the promise to avoid cuts to tax credits has been broken.

This Council has noted analysis by the Institute for Fiscal Studies, the Resolution Foundation and others which demonstrates that tax and wage changes will not offset the shortfall from tax credit cuts in full, particularly with lengthy delays before the minimum wage increase could reach £9 per hour.

Council believes children will suffer the most as a result of this decision given that 77% of in work families claiming tax credits have a household income of less than £20,000 a year, and 83% of those in-work families have at least one child. Locally in Leeds this Council continues to work hard to give children the best start in life but is concerned that Government has decided to withdraw vital support from families working hard for low pay.

Council notes that this Government has failed to achieve its own deficit reduction targets set out in 2010 and the national debt doubled over the last Parliament. In that context, Council does not believe it is the right priority for Government to help the wealthiest 4% of the population to benefit from tax changes, whilst placing the burden of its own failure on hard working families in Leeds. This Council calls on Government to withdraw these damaging cuts and maintain vital support for those who need it in our city. Council asks that the Executive Board member for Communities writes to central government to notify them of this resolution.”

A third amendment was moved by Councillor Lamb seconded by Councillor Buckley

Delete all after “vulnerable people of Leeds” and replace with:

“Council calls on the Government to urgently spell out the measures that will help affected families in the transition to the new welfare system, whilst also achieving reforms to tax credits and ensuring economic stability.”

Amended motion would read as follows:

“This Council accepts the necessity of welfare reform but believes any new welfare system must provide fair financial support for both hard working families and the vulnerable people of Leeds. Council calls on the Government to urgently spell out the measures that will help affected families in the transition to the new welfare system, whilst also achieving reforms to tax credits and ensuring economic stability.”

The amendments in the name of Councillor A Blackburn and Councillor Lamb were declared lost.

The amendment in the name of Councillor Coupar was carried and upon being put to the vote it was;

RESOLVED – That this Council remains incredibly concerned about the impact on households in Leeds of Government’s plans to remove up to £13billion nationally in support from some of the most vulnerable people by 2020/21. Council is particularly disappointed to learn that the promise to avoid cuts to tax credits has been broken.

This Council has noted analysis by the Institute for Fiscal Studies, the Resolution Foundation and others which demonstrates that tax and wage changes will not offset the shortfall from tax credit cuts in full, particularly with lengthy delays before the minimum wage increase could reach £9 per hour.

Council believes children will suffer the most as a result of this decision given that 77% of in work families claiming tax credits have a household income of less than £20,000 a year, and 83% of those in-work families have at least one child. Locally in Leeds this Council continues to work hard to give children the best start in life but is concerned that Government has decided to withdraw vital support from families working hard for low pay.

Council notes that this Government has failed to achieve its own deficit reduction targets set out in 2010 and the national debt doubled over the last Parliament. In that context, Council does not believe it is the right priority for Government to help the wealthiest 4% of the population to benefit from tax changes, whilst placing the burden of its own failure on hard working families in Leeds. This Council calls on Government to withdraw these damaging cuts and maintain vital support for those who need it in our city. Council asks that the Executive Board member for Communities writes to central government to notify them of this resolution.

73 Motion to Suspend Council Procedure Rules

It was moved by Councillor Coupar, seconded by Councillor Yeadon that under the provisions of Council procedure Rule 14.10 that leave of Council be given to withdraw the motion in my name on Tax Credits.

Upon being put to the vote it was

RESOLVED – That leave of Council be given to withdraw the motion in the name of Councillor Coupar.

74 White Paper Motion (in the name of Councillor Coupar) - Tax Credits

Under the provisions of Council Procedure Rule 14.10, and with the consent of the seconder, leave of Council was given to withdraw the motion in the name of Councillor Coupar.

75 Motion to Suspend Council Procedure Rules

It was moved by Councillor Charwood, seconded by Councillor Selby that under the provisions of Council Procedure Rule(CPR) 22.1 (Suspension of CPRs), that CPR 12 (Motions on Notice) (White Paper Motions) be suspended to allow the introduction of a White Paper in the name of Councillor Richard Lewis and all subsequent amendments.

Upon being put to the vote it was

RESOLVED – That leave of Council be given to introduce a motion in the name of Councillor R Lewis and all subsequent amendments.

76 Replacement White Paper Motion(in the name of Councillor R Lewis) - Fracking

It was moved by Councillor R Lewis, seconded by Councillor Renshaw that this Council opposes the current exploration licenses for fracking in the Leeds area.

Council believes that these plans have been promoted and supported by central government, who are in the process of considering onshore oil and gas exploration applications for 159 areas of the Country, including a large section of South and East Leeds. Council laments that at the same time as this support, proposed changes to feed in tariffs and the end of funding for Green Deal are reported to be forcing companies working on renewable energy out of business.

Council notes the significant concerns about health, ecology and environment that require much further investigation before fracking can be justified near to residential areas. Council notes that Rothwell Country Park, Rothwell Pastures and the St Aidan's reserve are all in the proposed exploration area.

Council believes that if planning applications are made for fracking then they should be considered thoroughly, with full local consultation. Council therefore opposes changes that "fast-track" planning applications for fracking sites, including greater powers for the Secretary of State, at the cost of local decision making.

Council therefore calls on central government to:

- Withdraw the exploration licenses for fracking covering the Leeds district until the serious concerns about environment and health have been comprehensively addressed.
- Ensure that local people are given a say on these significant planning applications by reversing the policy to "fast-track" fracking applications and remove the threat of the Secretary of State making local planning decisions.
- Provide the conditions for British companies working on renewable energy to thrive in order to reduce dependence on non-renewables.

Council requests that the Executive Member for Regeneration, Transport and Planning writes to the Secretary of State for Communities and Local Government to confirm this resolution and calls on all members and officers to work towards these outcomes.

An amendment was moved by Councillor J Bentley seconded by Councillor Golton,

To insert at the end of the motion:

"Council resolves to develop a council policy on shale gas and coal bed methane extraction by referring this motion for a full scrutiny inquiry into the issue of fracking including the evidence of ecological, geological and environmental impacts associated with this method and to report back to full council as soon as possible.

“Council further resolves to increase its own commitment to non-fossil fuel electricity generation and requests that a report is brought to Executive Board at the earliest opportunity detailing how the council can help increase the city’s energy capacity from renewable sources including wind, solar and anaerobic digestion.”

A second amendment was moved by Councillor B Anderson seconded by Councillor Wadsworth,

Delete all after ‘This Council’ and replace with:

‘opposes the current exploration licenses for fracking in the Leeds area until such time as concerns about health, ecology and environment have been fully addressed.

This Council notes the increasingly urgent need for enhanced energy production in the UK as highlighted by the recent use of ‘last resort’ measures by the national grid to ensure that houses and business retained energy supplies.

Council believes that if planning applications are made for fracking then they should be considered thoroughly, with full local consultation. Council does note that there are currently proposals for the Secretary of State to get further powers in respect of fracking but would ask that Parliament ensures that full and thorough scrutiny and debate is carried out before any legislation is agreed.

This Council believes that any proposals to introduce fracking to the Leeds area should only be done with local support and once safety concerns have been fully addressed.’

The amendments in the name of Councillor J Bentley and Councillor B Anderson were declared lost and upon being put to the vote it was

RESOLVED - That this Council opposes the current exploration licenses for fracking in the Leeds area.

Council believes that these plans have been promoted and supported by central government, who are in the process of considering onshore oil and gas exploration applications for 159 areas of the Country, including a large section of South and East Leeds. Council laments that at the same time as this support, proposed changes to feed in tariffs and the end of funding for Green Deal are reported to be forcing companies working on renewable energy out of business.

Council notes the significant concerns about health, ecology and environment that require much further investigation before fracking can be justified near to residential areas. Council notes that Rothwell Country Park, Rothwell Pastures and the St Aidan’s reserve are all in the proposed exploration area.

Council believes that if planning applications are made for fracking then they should be considered thoroughly, with full local consultation. Council therefore opposes changes that “fast-track” planning applications for fracking sites, including greater powers for the Secretary of State, at the cost of local decision making.

Council therefore calls on central government to:

- Withdraw the exploration licenses for fracking covering the Leeds district until the serious concerns about environment and health have been comprehensively addressed.
- Ensure that local people are given a say on these significant planning applications by reversing the policy to “fast-track” fracking applications and remove the threat of the Secretary of State making local planning decisions.

- Provide the conditions for British companies working on renewable energy to thrive in order to reduce dependence on non-renewables.

Council requests that the Executive Member for Regeneration, Transport and Planning writes to the Secretary of State for Communities and Local Government to confirm this resolution and calls on all members and officers to work towards these outcomes.

77 Motion to Suspend Council Procedure Rules

It was moved by Councillor Charlwood, seconded by Councillor G Latty that under the provisions of Council Procedure Rule(CPR) 22.1 (Suspension of CPRs), that CPR 12 (Motions on Notice) (White Paper Motions) be suspended to allow the introduction of an additional White Paper (not for debate).

Upon being put to the vote it was

RESOLVED – That leave of Council be given to introduce an additional White Paper (not for debate).

78 *White Paper Motion (in the name of Councillor Andrew Carter) - Lizzie Armitstead

It was moved by Councillor J Procter , seconded by Councillor Blake , and supported by Councillors Lay, Elliott and D Blackburn and

RESOLVED UNANIMOUSLY – That this Council congratulates Lizzie Armitstead on her fantastic recent achievement in becoming only the fourth British woman to win the road cycling world championship following in the footsteps of Beryl Burton as the second woman from Leeds to achieve this magnificent feat.

Council rose at 19.25



Report author: D. Broster and M.O' Shea

Report of: Section Head Taxi and Private Hire Licensing and Section Head Legal Services

Report to: full Council

Date: 13th January 2016

Subject: Changes to the Constitution to enable cross authority monitoring and enforcement of Taxi and Private Hire activity

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 Councils within the West Yorkshire Combined Authority have been working together to improve the consistency of Taxi and Private Hire monitoring and enforcement activities across the region. Since 1st October 2015 the Deregulation Act 2015 permits private hire firms nationally to sub contract bookings outside of their own licensing district. Currently Leeds City Council officers have no powers to conduct any enforcement activity on Private Hire vehicles not licensed by this authority. This has presented this and other authorities with concerns in relation to how this might be monitored, including for safeguarding reasons, and how enforcement should be carried out effectively. The introduction of these provisions under the Deregulation Act has prompted councils to seek to move to formal arrangements for cross authority working.
- 2 On 17th November 2015 the Licensing Committee considered a report from the Section Head Taxi and Private Hire Licensing recommending to full Council the delegation of Taxi and Private Hire enforcement functions from this council to the other councils within the Combined Authority and to similarly receive their delegated Taxi and Private Hire enforcement functions. The Licensing Committee agreed to the recommendation and went further to seek to include other councils, where possible, in particular those whose licensed Private Hire vehicles have been seen operating in Leeds.
- 3 The delegation of functions to and receipt of delegated functions from another council requires changes to this Council's Constitution. The General Purposes

Committee at their meeting on 8th December 2015 agreed to recommend to full Council approval of the necessary changes.

4.0 Recommendations

- 4.1 That Members agree that the Taxi and Private Hire enforcement powers as set out in paragraph 3.3 of this report are delegated by Leeds City Council to the following local authorities, namely: City of Bradford Metropolitan District Council; Wakefield Metropolitan District Council; Calderdale Metropolitan Borough Council; Kirklees Metropolitan Borough Council and City of York Council as well as retaining those functions within Leeds City Council. To agree to Leeds City Council receiving similar delegated enforcement powers from those named authorities.
- 4.2 That Members approve the necessary changes to the Constitution as at Appendix A and Appendix B to this report.
- 4.3 That the Section Head Taxi and Private Hire Licensing continues enquiries with other councils (including Manchester City Council and Rossendale Borough Council) to agree in principle to the same arrangements. Subject to agreement being reached in principle with those councils for full Council to delegate like powers to those Councils, and to receive the same, and note that the City Solicitor will use her delegated authority under Article 15.2 to give effect to the decision and maintain the Constitution up to date by including reference to those councils at Part 3 Section 2D.
- 4.4 That Officers report back to the Licensing Committee on the effectiveness of the arrangements as part of the updates they provide to the Licensing Committee on Taxi and Private Hire monitoring.
- 4.5 Members note that on recommendation from the Council's Licensing Committee any necessary changes to the Council's Licensing Policies arising from the proposed changes will be approved by the Council's Executive.

1 Purpose of this report

- 1.1 Councils within the West Yorkshire Combined Authority have been working together to improve the consistency of Taxi and Private Hire monitoring and enforcement activities across the region. Since 1st October 2015 the Deregulation Act 2015 permits private hire firms nationally to sub contract bookings outside of their own licensing district. This has presented this council and other authorities with concerns in relation to how this might be monitored, including for safeguarding reasons, and how enforcement should be carried out effectively. The introduction of these provisions under the Deregulation Act has prompted the councils to seek to move to formal arrangements for cross authority working.
- 1.2 On 17th November 2015 the Licensing Committee considered a report from the Section Head Taxi and Private Hire Licensing recommending to full Council the delegation of Taxi and Private Hire enforcement functions from this Council to the other councils within the Combined Authority and to similarly receive their delegated Taxi and Private Hire enforcement functions. The Licensing Committee agreed to the recommendation and went further to seek to include other councils, where possible, in particular those whose licensed Private Hire vehicles have been seen operating in Leeds. The Licensing Committee also agreed that any necessary changes to the Council's Licensing Polices arising from constitutional changes should be recommended for agreement by the Council's Executive.
- 1.3 The delegation of functions to and receipt of delegated functions from another council requires changes to the Council's Constitution. The General Purposes Committee, when they met on 8th December 2015, agreed to recommend to full Council approval of the necessary changes. The General Purposes Committee commended the work of the Licensing Committee and the licensing officers in bringing forward the proposals as well as the positive work taking place between all the West Yorkshire authorities, with City of York Council, and with the Police and Crime Panel on these matters. It was acknowledged that this innovative practice was also being considered nationally by the Local Government Association
- 1.4 This report sets out the background to the changes and how they will affect this Council, particularly issues of general public safety, safeguarding and enforcement capability.

2 Background information

- 2.1 In 2014 the Licensing Committee considered proposals of the Law Commission to reform Taxi & Private Hire licensing. The proposals included:
 - Enabling any person to use a licensed vehicle for social, domestic or pleasure purposes
 - Removing the absolute discretion of a local Authority not to issue a driver licence for a period of more than one year

- For Private Hire Operator licences to be granted for a period of 5 years only without discretion for the Council to grant for a lower period
- Removing the strict control of sub-contracting a Private Hire journey from within a licensing district only to enable sub-contracting to take place on a national basis.

2.2 The proposals of the Law Commission did not pass through the House of Commons. At the same time the Government was consulting on Deregulation proposals and the summary and intention was:-

“ A Bill to make provision for the reduction of burdens resulting from legislation for businesses or other organisations or for individuals; make provision for the repeal of legislation which no longer has practical use; make provision about the exercise of regulatory functions; and for connected purposes.”

2.3 The above four proposals were included in the Deregulation Bill. Substantial opposition was mounted by this Authority in conjunction with the Police and Crime Commissioners, the Suzy Lamplugh Trust, Unite the Union, GMB and UNISON at a national level and the Local Government Association. The consequence was that the proposal to allow anybody to drive a licensed vehicle for social, domestic or pleasure purposes was withdrawn but the remaining three proposals progressed as part of the new Deregulation Act.

2.4 On 26 March 2015, the Deregulation Act 2015 received royal assent. This was followed by The Deregulation Act 2015 (Commencement No. 1 and Transitional and Saving Provisions) Order 2015 which set out the commencement date for Taxi and Private Hire deregulation measures. These provisions came into force on 1 October 2015.

2.5 Section 11 (private hire vehicles: sub-contracting) inserts two new sections (55A and 55B) into the Local Government (Miscellaneous Provisions) Act 1976 in relation to the sub-contracting of bookings from one Private Hire vehicle operator to another.

2.6 This is a major amendment to the 1976 Act affecting Taxi and Private Hire drivers and operators. There is currently no detailed information or operational guidance on these deregulation measures available from the Government, Department for Transport or other organisations.

2.7 The individual changes to introduce sub-contracting arrangements between Private Hire operators in different licensing districts mean that this presents significant difficulties for the Council in conducting its enforcement activities and to the public in terms of service standards and potentially public safety as it means:-

- Currently officers in this Authority have no powers to conduct any enforcement activity on Private Hire Vehicles not licensed by this Authority.
- Significant difficulties in verifying whether a pre booking was in place when investigating plying for hire concerns
- Potential confusion for the public who may not recognise the vehicle which turns up and cannot readily verify the credentials of the driver

- Investigations may become protracted and on a national basis
- Timescales for summary prosecutions (6 months) would be extremely tight
- Operators could pick the least challenging authorities in which to be licensed, to set up base there and simply transfer bookings from the Leeds district to that operating base
- Licensed vehicles from other licensed Authorities may have minimal exterior identification potentially creating opportunities for criminals, unlicensed drivers or sexual predators to more easily slip under the radar on opportunist illegal journeys.
- Leeds City Council is reliant on other councils having an enforcement capacity dedicated to Taxi & Private Hire Licensing.
- Risk to the Section's funding if a significant percentage of drivers migrate to other less regulated authorities.

In effect this part of the Act could virtually put enforcement capability out of reach of the licensing Authority.

2.8 These concerns are shared across many leading Authorities but the effects are more likely to be significant in areas such as Leeds, Manchester, Birmingham and other large cities but not exclusively so. Leeds is working within the remit of the West Yorkshire Combined Authority to try and establish some common licensing standards and enforcement compatibility across the West Yorkshire area. Some of the key issues being considered by the Combined Authority are the following:-

- Safeguarding - child sexual exploitation - human trafficking – a common minimum training standard for the trade
- Driver application process – improved common minimum standards
- English comprehension - common minimum standards for new applicants, It would only apply to existing licence holders where there was an identified need with the focus being on training and development within an agreeable timeframe.
- Convictions Policy and Convictions Criteria – a standard criteria be adopted.
- Decision making-scheme of delegation - All local authorities introduce a scheme of delegation to Officers for decision making
- Private Hire Operator Conditions – a common standard across the Combined Authority
- Private Hire Vehicle Conditions - All West Yorkshire licensed vehicles have similar recognisable door livery which deforms when removed.
- Common Byelaws - Hackney Carriages – a common standard across the Combined Authority

- West Yorkshire Centralised Licensing Database – maintaining a centralised record of licence applications, suspensions, revocations to enable greater checking at the point of revocation.
- Enforcement Capability - that each council sets out a clear ring-fenced budget and produces annual accounts to demonstrate to the licence holders that all money is being used lawfully and appropriately. Officers to prepare information sharing protocol and implement.
- Authorised Officer status - Licensing and Enforcement Officers able to carry out inspection and suspension powers on a vehicle licensed by any West Yorkshire council through the scheme of delegation of powers being co-ordinated across all West Yorkshire Authorities to enable more efficient enforcement action

3 Main Issues

- 3.1 Cross delegation of the Taxi and Private Hire enforcement functions across the West Yorkshire Authorities would improve the consistency of enforcement activities regionally and would assist in reducing possible concerns arising from the changes to the law allowing Private Hire firms to sub contract bookings outside of their licensing district.
- 3.2 Key Licensing officers in all West Yorkshire authorities met on 15th October 2015 to agree an approach going forward to minimise concerns. The outcome of this meeting was that it was agreed that all officers would consider whether there should be cross authority delegation of Taxi and Private Hire licensing enforcement functions. The intention would be to work towards all authorities having this in place as soon as possible but no later than by 1st April 2016.
- 3.3 The current functions which are delegated to licensing officers in this Authority are set out in the Assistant Chief Executive (Citizens and Communities)'s sub-delegation scheme and includes the functions set out in the paragraph below: The intention would be that Leeds Licensing officers would retain the sub-delegation of these functions but they would also be delegated to the other named councils.

All functions associated with Taxi and Private Hire monitoring and enforcement including:

Local Government (Miscellaneous Provisions) Act 1976

Section 53(3) (a) Driver to produce his licence for inspection

Section 58 Return of identification plate or disc on revocation etc.

Section 60 to suspend and revoke vehicle licenses

Section 61 to suspend and revoke drivers' licences

Section 68 Fitness of private hire vehicles

Section 73 – Obstruction of Authorised Officers

Town and Police Clauses Act 1847

Section 45 prosecution for plying for hire

Road Traffic Act 1988

Section 143 (no insurance)

- 3.4 Each council would retain the ability to grant and renew licences, those functions will not be delegated. The enforcement functions would be delegated. The ability to prosecute will rest as at present with the district within which the alleged offence occurred. Officers in each named Authority will agree to provide evidence where necessary to support prosecutions by the other Authorities where they have been involved in investigating the alleged offence. How this will work in practice including recompense for each authority will be set out in an agreement between all of the named authorities.

4 Corporate Considerations

4.1 Consultation and Engagement

- 4.1.1 Consultation with the Hackney Carriage Associations and the Private Hire Trade is not a legal requirement in these circumstances but has still been undertaken to identify any issues and maintain relationships with the trades. The closure date for consultation responses was Friday 13 November 2015. Licensing Committee has reviewed the responses received and the feedback from members of both the Taxi and Private Hire trades was in agreement with the proposals to share authorisation to officers across the West Yorkshire Combined Authority. One trade representative requested a further meeting with the Chair of the Licensing Committee to discuss the wider implications of the Deregulation Act.

4.2 Equality and Diversity / Cohesion and Integration

- 4.2.1 An Equality, Diversity, Cohesion and Integration Assessment has been carried out on the impact of the proposals within this Authority and finds that there is potential for an impact on the different equality characteristics. The screening is available as a background document to this report and details how the Council will work to reduce any negative impact by various options including the provision of an interpreter, promoting effective communication and offering remedial training packages. This Authority will also take appropriate legal advice and consult as necessary before any changes to policies are made.

4.3 Council policies and Best Council Plan

- 4.3.1 The necessary changes to the Council's policies will be forwarded to the Executive for approval. The Taxi & Private Hire Licensing policies contribute to the following aims:

Best Council Plan 2013 -17

Towards being an Enterprising Council

Our Ambition and Approach

Our Ambition is for Leeds to be the best city and Leeds City Council to be the best council in the UK – fair, open and welcoming with an economy that is both prosperous and sustainable so all our communities are successful.

Our Approach is to adopt a new leadership style of civic enterprise, where the council becomes more enterprising, business and partners become more civic, and citizens become more actively engaged in the work of the city.

Our Best Council Outcomes

Make it easier for people to do business with us

Our Best Council Objectives

Promoting sustainable and inclusive economic growth – Improving the economic wellbeing of local people and businesses. With a focus on:

- Helping people into jobs,
- Boosting the local economy
- Generating income for the council

Ensuring high quality public services – improving quality, efficiency and involving people in shaping their city. With a focus on;

- Getting services right first time
- Improving customer satisfaction

4.3.2 The Taxi & Private Hire Licensing policies contribute to priorities, to :

- Reduce crime levels and their impact across Leeds
- Effectively tackle and reduce anti-social behaviour in communities

4.3.3 Safeguarding children and vulnerable adults:

4.3.4 Leeds City Council has both a moral and legal obligation to ensure the duty of care for both children and vulnerable adults across all of its services. This cannot be achieved by any single service or agency. Safeguarding is ultimately the responsibility of all of us and depends on the everyday vigilance of staff who play a part in the lives of children or vulnerable adults.

4.4 Resources and value for money

4.4.1 Leeds City Council Taxi & Private Hire Licensing has a ring-fenced budget with all fees retained solely for licensing purposes. There may be financial challenges which cannot be evaluated at the moment but the expenditure is closely monitored and any emerging needs would have to be met from the reserve fund or through licence fee variations. The opportunities to seek costs from defendants will be strongly pursued by solicitors representing the Council at court.

4.5 Legal Implications, Access to Information and Call In

4.5.1 The enforcement functions in this report are council functions. The Local Government Act 1972 section 101(1) (b) permits delegations of council functions from one council to another. Section 101(3) of the same Act permits that other council to arrange for discharge of those functions by a committee, sub-committee or officer of that council, effectively as though the function had always been theirs.

The function would need to be delegated by full council (rather than by an officer or the licensing committee) and should be captured in the Constitution so the delegation across councils is clear.

- 4.5.2 Officers in this council would still have the delegated authority to carry out the same functions. All of this would also be captured in the relevant sub-delegation schemes of officers.
- 4.5.3 If polices need to be altered to reflect the above then on recommendation from the Licensing Committee an Executive decision would be taken.
- 4.5.4 Changes to Parts 1 and 2 of the Constitution can only be approved by full Council after consideration of the proposal by the General Purposes Committee and following advice from the Council's Monitoring Officer (Article 15.2 of the Constitution)

4.6 Risk Management

- 4.6.1 In amending the Constitution to accommodate the changes, the risk of any failure to comply with any legal challenges which may arise is minimised.

5 Conclusions

- 5.1 The recommendations are intended to facilitate Taxi and Private Hire enforcement across the named authorities.

6 Recommendations

- 6.1 That Members agree that the Taxi and Private Hire enforcement powers as set out in paragraph 3.3 of this report are delegated by Leeds City Council to the following local authorities, namely: City of Bradford Metropolitan District Council; Wakefield Metropolitan District Council; Calderdale Metropolitan Borough Council; Kirklees Metropolitan Borough Council and City of York Council as well as retaining those functions within Leeds City Council. To agree to Leeds City Council receiving similar delegated enforcement powers from those named Authorities.
- 6.2 That Members approve the necessary changes to the Constitution as at Appendix A and Appendix B to this report.
- 6.3 That the Section Head Taxi and Private Hire Licensing continues enquiries with other councils (including Manchester City Council and Rossendale Borough Council) to agree in principle to the same arrangements. Subject to agreement being reached in principle with those councils for full Council to delegate like powers to those Councils, and to receive the same, and note that the City Solicitor will use her delegated authority under Article 15.2 to give effect to the decision and maintain the Constitution up to date by including reference to those councils at Part 3 Section 2D.
- 6.4 That Officers report back to the Licensing Committee on the effectiveness of the arrangements as part of the updates they provide to the Licensing Committee on Taxi and Private Hire monitoring.

6.5 That Members note that on recommendation from the Council's Licensing Committee that any necessary changes to the Council's Licensing Policies arising from the proposed changes will be approved by the Council's Executive.

7 Background documents

7.1 Deregulation Act 2015

7.2 ECDI Screening Assessment

APPENDIX A

Council Non Executive Functions

SECTION 2D: COUNCIL (NON EXECUTIVE) DELEGATIONS TO AND FROM OTHER AUTHORITIES

Leeds City Council has delegated to the authorities named below functions relating to Taxi and Private Hire monitoring and enforcement including:

Local Government (Miscellaneous Provisions) Act 1976

Section 53(3) (a) Driver to produce his licence for inspection

Section 58 Return of identification plate or disc on revocation etc

Section 60 to suspend and revoke vehicle licenses

Section 61 to suspend and revoke drivers' licences

Section 68 Fitness of private hire vehicles

Section 73 – Obstruction of Authorised Officers

Town and Police Clauses Act 1847

Section 45 prosecution for plying for hire

Road Traffic Act 1988

Section 143 (no insurance)

The Council has retained the ability to exercise concurrently these functions.

The Authorities named below have delegated the same functions to Leeds City Council. Those Authorities have also retained the ability to exercise these functions concurrently. Where functions have been delegated to Leeds City Council they have been delegated by full Council to the Assistant Chief Executive.

THE AUTHORITIES

City of Bradford Metropolitan District Council
Calderdale Metropolitan Borough Council
Wakefield Metropolitan District Council
Kirklees Metropolitan Borough Council
City of York Council

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APPENDIX B

Officer Delegation Scheme (Council (non-executive) functions)

Assistant Chief Executive (Citizens and Communities)

Subject to the exceptions listed below, the Assistant Chief Executive (Citizens and Communities)¹ is authorised to discharge the following Council (non-executive) functions:

1. Regulatory Functions

(a)	To approve premises for the solemnisation of marriages	Section 46A of the Marriage Act 1949 and the Marriages (Approved Premises) Regulations 1995(SI 1995/510)
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Exceptions²

The Assistant Chief Executive is not authorised to discharge the function above where objections have been received.

2. Functions of the Licensing Authority delegated by Full Council

Subject to the exception set out below, the Assistant Chief Executive (Citizens and Communities) is authorised to discharge the functions of the licensing authority as set out below:-

(a)	Any function of a Licensing Authority ³	Licensing Act 2003 and any regulations or orders made under that Act ⁴ .
(b)	Powers and functions relating to late night levy requirements	Chapter 2 of Part 2 of the Police Reform and Social Responsibility Act 2011 and any regulations made under that Chapter.

Exceptions:

- any function of the Licensing Authority reserved to full Council⁵;

¹ The fact that a function has been delegated to the Assistant Chief Executive does not require the Assistant Chief Executive to give the matter his/her personal attention and the Assistant Chief Executive may arrange for such delegation to be exercised by an officer of suitable experience and seniority. However, the Director remains responsible for any decision taken pursuant to such arrangements.

² Under this delegation scheme (Council functions). The General Purposes Committee may however arrange for the discharge of any of its functions by the Assistant Chief Executive - (Section 101(2) Local Government Act 1972.

³ These functions will be carried out to support those matters which cannot be delegated by the Licensing Authority.

⁴ Including functions which, by virtue of the 2005 Act are delegated to the Licensing Committee.

APPENDIX B

Officer Delegation Scheme (Council (non-executive) functions)

3. Functions of the Licensing Authority delegated by Licensing Committee

Subject to the exceptions listed below, the Assistant Chief Executive (Citizens and Communities) is authorised to discharge the licensing functions⁶ of the licensing authority as set out below:-

(a)	Any function of a Licensing Authority	Licensing Act 2003 and any regulations or orders made under that Act ⁷ .
(b)	Powers and functions relating to late night levy requirements	Chapter 2 of Part 2 of the Police Reform and Social Responsibility Act 2011 and any regulations made under that chapter
(c)	Duty to comply with requirement to provide information to Gambling Commission.	Section 29 of the Gambling Act 2005
(d)	Functions relating to the exchange of information	Section 30 of the Gambling Act 2005
(e)	Functions relating to occasional use notices	Section 39 of the Gambling Act 2005
(f)	Power to designate officer of a licensing authority as an authorised person for a purpose relating to premises	Section 304 of the Gambling Act 2005
(g)	Power to institute criminal proceedings	Section 346 of the Gambling Act 2005
(h)	Power to exchange information	Section 350 of the Gambling Act 2005
(i)	Functions relating to the registration and regulation of small society lotteries	Part 5 of Schedule 11 to the Gambling Act 2005

Exceptions:

- any function of the Licensing Authority⁸ reserved to full Council⁹;
- any function of the Licensing Authority where full Council has referred a matter to a committee other than the Licensing Committee¹⁰;
- any function of the Licensing Authority reserved to the Licensing Committee;

⁵ Part 3, Section 2A of the Constitution sets out licensing functions reserved to full Council, as licensing authority under the 2011 Act.

⁶ "Licensing functions" means functions under the 2003 Act, the 2005 Act and the Police Reform and Social Responsibility Act 2011.

⁷ Including functions which, by virtue of the 2005 Act are delegated to the Licensing Committee.

⁸ "Licensing functions" - see footnote 6 above

⁹ Part 3, Section 2A of the Constitution sets out licensing functions reserved to full Council, as licensing authority under the 2003 Act.

¹⁰ Under the provisions of Section 7(5)(a) of the 2003 Act.

APPENDIX B

Officer Delegation Scheme (Council (non-executive) functions)

- any function of the Licensing Authority within the terms of reference of the Licensing Sub-committees¹¹; and
- to object when the Authority is consultee and not the relevant authority considering an application under the 2003 Act

4. Functions related to the Licensing Functions delegated by Licensing Committee¹²

Subject to the exceptions listed below, the Assistant Chief Executive (Citizens and Communities) is authorised to discharge the functions set out in the following table that are delegated to the Assistant Chief Executive (Citizens and Communities) by Licensing Committee¹³

(a)	To license hackney carriages and private hire vehicles	(a) As to hackney carriages, the Town Police Clauses Act 1847 as extended by section 171 of the Public Health Act 1875 and section 15 of the Transport Act 1985 and sections 47, 57, 58, 60 and 79 of the Local Government (Miscellaneous Provisions) Act 1976 (b) As to private hire vehicles, sections 48, 57, 58, 60 and 79 of the Local Government (Miscellaneous Provisions) Act 1976
(b)	To license drivers of hackney carriages and private hire vehicles	Section 51, 53, 54, 59, 61 and 79 of the Local Government (Miscellaneous Provisions) Act 1976
(c)	To license operators of hackney carriages and private hire vehicles	Sections 55 to 58, 62 and 79 of the Local Government (Miscellaneous Provisions) Act 1976
(d)	** To license sex shops and sex cinemas and sexual entertainment venues.	The Local Government (Miscellaneous Provisions) Act 1982, Section 2, Schedule 3, the Policing and Crime Act 2009, Section 27.
(e)	To license performances of hypnotism.	The Hypnotism Act 1952

¹¹ Except where a Licensing sub-committee has arranged for the discharge of any of their functions by an Officer.

¹² These functions were delegated to the Licensing Committee by full Council on 14 July 2010.

¹³ [These delegations include functions where these have been delegated to Leeds City Council by any other Council.](#)

APPENDIX B

Officer Delegation Scheme (Council (non-executive) functions)

(f)	*** To license persons to collect for charitable and other causes	Section 5 of the Police, Factories etc (Miscellaneous Provisions) Act 1916 and section 2 of the House to House Collections Act 1939
-----	---	---

Exceptions

The Assistant Chief Executive (Citizens and Communities) is not authorised to discharge those functions marked ** above where the application is for the grant, renewal or transfer of a sexual entertainment venue licence irrespective of whether objections have been received, or the grant of a sex shop or sex cinema licence irrespective of whether objections have been made, or renewal or transfer of a sex shop or cinema licence where objections have been received

The Assistant Chief Executive (Citizens and Communities) is not authorised to discharge those functions marked *** above where objections have been received.

[5. Functions relating to the monitoring and enforcement of Taxi and Private Hire activities as set out in part 2D of the Constitution.](#)

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

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

Completed at the earliest opportunity it will help to determine:

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

Directorate: Citizens and Communities	Service area: Elections, Licensing and Registration
Lead person: Kate Coldwell	Contact number: 3781563

1. Title: Delegation of Enforcement Powers: Taxi & Private Hire Licensing

Is this a:

Strategy / Policy

Service / Function

Other

If other, please specify

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

Leeds city council took responsibility for all Hackney carriage and private hire licensing matters in 1978 when it adopted Part II of the Local Government (Miscellaneous Provisions) Act, 1976. The then responsible Licensing Committee created a set of conditions which it thought appropriate to place on private hire drivers and operators at that time. Since 1978, changes have been made to the conditions based on recommendations by Elected Members, changes in legislation and minor administrative, enforcement or public service issues.

The provisions of the Deregulation Act 2015 for taxi and private hire deregulation measures came into force on 1 October 2015 and, amongst other things, the Act removes the strict control of sub-contracting a private hire journey from within a licensing district only, to enable sub-contracting to take place on a national basis. This is a major amendment to the 1976 Act, affecting taxi and private hire drivers and operators and the deregulation will have far reaching implications for private hire operators in relation to the sub-contracting of bookings from one private hire vehicle operator to another as each Local Authority sets its own conditions upon licences.

The Licensing Committee will recommend to the General Purposes Committee and full Council, that there is a delegation of enforcement functions across other Local Authorities to help minimise concerns. Also, to agree to other authorities' enforcement powers being delegated to this authority.

3. Relevance to equality, diversity, cohesion and integration

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

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

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

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

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

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

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

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

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

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

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

The purpose of conditions attached to licences is to make sure that the taxi and private hire trade in Leeds is operated in a professional manner and that the correct standards of public safety are met by drivers and operators and that all vehicles are safe and meet a reasonable standard of comfort. The Council is committed to providing a quality transport service within the taxi and private hire trade and our overriding principle is the safety of the travelling public. In addition, we are alert to public expectations of passenger care and comfort.

Section 11 (private hire vehicles: sub-contracting) inserts two new sections (55A and 55B) into the Local Government (Miscellaneous Provisions) Act 1976 in relation to the sub-contracting of bookings from one private hire vehicle operator to another. There is currently no detailed information or operational guidance on these deregulation measures available from the Government, DfT or other organisations.

Sub-contracting presents significant difficulties for the Council in conducting its enforcement activities and to the public in terms of local licensing conditions, service standards and potentially public safety as each local authority sets its own licensing conditions and may be more stringent in some licensing districts than others.

One key issue being progressed is to enable Leeds City Council Enforcement Officers to inspect vehicles licensed by other authorities and grant them suspension powers through the scheme of delegation.

The scheme of delegation requires that officers have sufficient skills, knowledge and expertise to make decisions; therefore it is impractical to expect Enforcement Officers to have in-depth knowledge of the differing licensing conditions across all authorities. It is intended that Leeds Officers would retain the sub-delegation of the following functions, which would also be delegated to other authorities;

- All criminal matters Local Government (Miscellaneous Provisions) Act 1976
- Section 53(3) (a) Driver to produce his licence for inspection
- Section 58 Return of identification plate or disc on revocation etc
- Section 60 to suspend and revoke vehicle licenses
- Section 61 to suspend and revoke driver licences
- Section 68 Fitness of private hire vehicles
- Section 73 – Obstruction of Authorised Officers
- Town and Police Clauses Act 1847
- Section 45 prosecution for plying for hire
- Road traffic Act 1988
- Section 143 (no insurance)
- All criminal matters

This ensures that officers concentrate on key risk factors such as who is driving, why they are driving, is the applicable insurance in place, is the vehicle road worthy. The ability to prosecute on criminal matters would rest with the district within which the alleged offence occurred. Decisions based on local licensing conditions would be referred back to the applicable local authority to ensure decisions taken in terms of local policy are fairly applied.

Consultation has taken place informally amongst private hire operators and Hackney carriage associations

who are supportive of the proposals.

- **Key findings**

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

The safe licensing and monitoring of licence holders is a statutory responsibility for the Council and contributes significantly to the safety of the travelling public and it is recognised that those who are licensed by the taxi and private hire licensing section are the biggest providers of transport in the evening and night time economy.

There is potential for an impact for the different equality characteristics as each licensing authority sets its own licensing conditions, for example in Leeds licensed drivers must be able to read, understand and adhere to the conditions attached to the grant of their licence. Both the English comprehension test and the private hire knowledge seminar are in place to ensure that our licence holders are able to do this. However, nationally this may not be a requirement and other authorities may require a different standard prior to the grant of a licence.

Drivers and vehicle proprietors nationally may not understand, and therefore fully engage, with the scheme of delegation across Local Authorities.

In some scenarios such as refusal to carry assistance dogs/ wheelchair users, which is a breach under the Equality Act 2010, we would look at offering remedial training packages rather than proceeding directly to prosecution. Further breaches would lead to prosecution.

- **Actions**

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

The Council will look at the options to provide an interpreter for any interview where the driver may not meet the required ESOL Level 3 test, as specified in the Leeds licensing conditions.

Effective communication must be undertaken to explain the process across each Local Authority who signs up to the sharing of enforcement powers;

- Communicate with trade representatives across each Authority
- Enforcement Officers may be supplied with badges to explain their delegated powers
- Information packs to be supplied to Enforcement Officers
- Use of a language line or similar, to assist with language difficulties

All of the above will also assist Officers when carrying out their duties.

This authority must be consistent in offering remedial training packages to those licensed by another authority.

Analysis will be undertaken on a 6 monthly basis to understand the level of 'out of town' suspensions and complaints, identify trends and inform a reporting mechanism to the applicable authority.

In Leeds, we will;

- ensure that we take legal advice as applicable prior to making any change proposals regarding our policies.

- ensure that we continue to consult fully regarding any proposed changes to our policies.
- ensure any changes to our policies are communicated widely and appropriately.
- ensure that our publications continue to be written in plain English and that support is offered via Officers to explain our policies.
- continue to enforce our policies to ensure that the correct standards of safety and comfort are satisfied by licence holders.

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

Date to scope and plan your impact assessment:

Date to complete your impact assessment

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

6. Governance, ownership and approval

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

Name	Job title	Date
John Mulcahy	Head Of Elections Licensing and Registration	23.11.2015
Date screening completed		23.11.2015

7. Publishing

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

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

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

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

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

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Report author: Mike Woods
Tel: 0113 39 51373

Report of Deputy Chief Executive

Report to Council

Date: 13th January 2016

Subject: Calculation of the Council Tax and Business Rates Tax Bases for 2016/17

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

Each year, under the Local Government Finance Act 1992, Leeds City Council is required to calculate a council tax base for Leeds and for each parish or town council within the Council's area. These tax bases are used to calculate the council taxes to be levied in Leeds and in each parish/town council for the year.

Members will be aware that in 2013/14 the Government introduced major changes to the funding arrangements for local government. These changes affected the way the council tax bases were calculated and also introduced a requirement for the Council to prepare an estimate of non-domestic rates income it will collect in the coming year.

The detailed figures are set out in the main body of the report, but the headline amounts for 2016/17 are as follows:

Leeds Council Tax Base:		218,267.1
NNDR ¹ :	Amount to be paid to Central Government:	£195,480,000
	Amount to be retained by Leeds under the Rates Retention scheme:	£191,570,000
	Amount to be passed to West Yorkshire Fire and Rescue Authority	£ 3,910,000

¹ Note: these amounts are indicative at this stage, they will be finalised when the NNDR1 return is completed – see Section 3.9.

The Council is required to finalise the council tax bases (for Leeds and the parish/town councils) and the non-domestic rates estimates by 31st January 2016.

Recommendations

Members are requested to:

- a) agree that, in accordance with the Local Authorities (Calculation of Tax Base) (England) Regulations 2012, the amount calculated by the Council as its council tax base for the year 2016/17 shall be 218,267.1 for Leeds and for each parish as listed in Section 3.5, below, and detailed in Appendix 1;
- b) note the indicative business rates shares set out in Section 3.8, and delegate authority to the Deputy Chief Executive to make the detailed calculations and to submit the final figures to the Department for Communities and Local Government on or before 31st January 2016.

1 Purpose of this report

The purpose of this report is to:

- a) seek agreement to the 2016/17 council tax bases for Leeds and the parish/town councils set out in the report;
- b) provide indicative business rates shares for 2016/17 and to request Council to give delegated authority to the Deputy Chief Executive to finalise the shares and to submit them in the *National Non-Domestic Rates Return 1 2016-17* on or before 31st January 2016.

2 Background information

- 2.1 For 2013/14 the Government made major changes to the funding regime for local government. The long-established formula grant system under which funding depended upon local needs and resources was replaced by a system based upon the capacity to deliver housing and business growth.
- 2.2 At the same time a number of council tax exemptions were removed and council tax benefit was replaced by the new Council Tax Support scheme (CTS). For 2013/14 government funding for CTS was reduced by 10% compared to the previous year, but for 2014/15 onwards funding has no longer been separately identifiable.

3 Main issues

Council Tax Support Scheme

- 3.1 The council tax support scheme operates as a discount on the same basis as other discounts currently in place, with protected groups receiving a 100% discount. The scheme for Leeds will remain unchanged for 2016/17, with non-protected recipients of council tax benefit being required to pay 25% of their council tax bills.

3.2 The localisation of CTS has the effect of reducing the overall tax base for Leeds. Based on the 25% scheme the tax base will be reduced by 34,767 Band D equivalent properties for 2016/17.

Calculation of Council Tax Base

3.3 Under the Local Government Finance Act 1992 and accompanying regulations, detailed procedures are laid down for calculating the tax base which will be used for calculating council tax. The tax base for the Leeds area is expressed as the number of Band D equivalent properties and will be used both for calculating Leeds City Council's own element of council tax and for notifying to the West Yorkshire Police and Crime Commissioner and the West Yorkshire Fire & Rescue Authority for them to calculate their own elements of council tax. The Police and Crime Commissioner and the Fire & Rescue Authority have to be notified of the tax base by 31st January 2016.

3.4 In addition to calculating the tax base for the Leeds area as a whole, a separate tax base has to be calculated for each part of the Council's areas to which a "special item" of expenditure relates. In Leeds, it is considered that only parish precepts should be treated as special items for these purposes and a tax base is therefore also calculated for each parish/town council.

3.5 Details of the calculations for Leeds as a whole and for each individual parish are given in Appendix 1. In summary, the council tax base for Leeds is calculated at 218,267.1 Band D equivalent properties. This is calculated estimating changes from the Valuation Office Agency's Valuation List that will take place during 2016/17 by reference to the following:

- provision for successful appeals,
- provision for exempt properties,
- changes in number of properties (demolitions and new additions),
- estimated single person and other discounts, and
- estimated collection rate.

The equivalent amounts for each of the parishes are:

PARISH OF	Taxbase Numbers 2016/17
Aberford and District	769.1
Allerton Bywater	1,372.6
Alwoodley	3,630.6
Arthington	285.9
Austhorpe	25.4
Bardsey cum Rigton	1,118.8
Barwick in Elmet and Scholes	1,961.0
Boston Spa	1,955.6
Bramham cum Oglethorpe	728.5
Bramhope and Carlton	1,808.9
Clifford	726.3
Collingham with Linton	1,689.4
Drighlington	1,824.9
East Keswick	584.5
Gildersome	1,793.8
Great and Little Preston	559.8
Harewood	1,837.0
Horsforth	7,015.5
Kippax	2,851.2
Ledsham	96.1
Ledston	156.1
Micklefield	490.3
Morley	10,237.3
Otley	4,788.2
Pool in Wharfedale	937.2
Rawdon	2,668.0
Scarcroft	801.3
Shadwell	960.8
Swillington	945.5
Thornor	747.7
Thorp Arch	371.7
Walton	115.7
Wetherby	4,492.8
Wothersome	9.2

- 3.6 The council tax requirement for 2016/17, which will be decided by Council in February 2016, will be divided by the calculated council tax base to arrive at the council tax for a Band D property, from which the council taxes for other valuation bands will be calculated.

Non-Domestic Rates

- 3.7 Under the Business Rates Retention Scheme introduced by the Local Government Finance Act 2012, the Council has to calculate the amounts of business rates it will collect in 2016/17. Under the scheme, the Business Rates collected have to be shared between

Leeds itself, Central Government and the West Yorkshire Fire and Rescue Authority in the following proportions:

- 49% retained by Leeds;
- 50% passed to Central Government;
- 1% passed to West Yorkshire Fire and Rescue Authority.

3.8 The headline amounts are currently estimated as follows:

- | | |
|--|--------------|
| • to be paid to Central Government: | £195,480,000 |
| • to be retained by Leeds | £191,570,000 |
| • to be passed to West Yorkshire Fire and Rescue Authority | £ 3,910,000 |

3.9 The actual amounts may differ from the above and will be calculated using DCLG's *National Non Domestic Rate Return 1* (NNDR1) which has to be completed and sent back to DCLG by 31st January 2016. The return has only just been received and the updated data required to complete it will not be available until the middle of January.

3.10 The final estimated amount to be retained for Leeds will be used in the development of the 2016/17 budget proposals which are to be considered by Executive Board on 10th February and by Council on 24th February.

4 Corporate Considerations

4.1 Consultation and Engagement

4.1.1 The matters set out in this report are purely factual and arise from calculations made using internal council tax and business rates records. As such, they are not subject to consultation or engagement.

4.2 Equality and Diversity / Cohesion and Integration

4.2.1 The information contained in this report will inform the development of budget proposals which will be considered by Executive Board on 10th February, and agreed by Council on 24th February. The report itself has no specific implications for equality, diversity, cohesion or integration. A screening assessment has been carried out and is appended to this report.

4.3 Council policies and City Priorities

4.3.1 As outlined above, this report will inform the development of budget proposals for 2016/17. The budget process seeks to ensure that financial resources are used to support the Council's policies and priorities.

4.4 Resources and value for money

4.4.1 This is a financial report and the financial and resource implications are detailed in the main body of the report.

4.5 Legal Implications, Access to Information and Call In

4.5.1 The decisions requested in this report will enable the City Council to fulfil its responsibilities under the Local Government Finance Act 1992 and the Local Government Finance Act 2012 in relation to council tax discounts and exemptions. The decisions relating to council tax bases and non-domestic rates estimates will enable the Council to finalise its budget proposals and set a legal council tax for 2016/17.

4.6 Risk Management

4.6.1 The risks associated with the council tax base and the non-domestic rates estimates will be assessed as part of the budget-setting process and will be included in the budget proposals to be considered by Executive Board and Council in February.

5 Recommendations

5.1 Members are requested to:

- a) agree that, in accordance with the Local Authorities (Calculation of Tax Base) (England) Regulations 2012, the amount calculated by the Council as its council tax base for the year 2016/17 shall be 218,267.1 for Leeds and for each parish as listed in Section 3.5, above, and detailed in Appendix 1;
- b) note the indicative business rates shares set out in Section 3.8, above, and delegate authority to the Deputy Chief Executive to make the detailed calculations and to submit the final figures to the Department for Communities and Local Government on or before 31st January 2016.

6 Background documents²

None.

² 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.

TAX BASE FOR PURPOSE OF CALCULATING COUNCIL TAX 2016/17

Appendix 1

CALCULATION FOR THE WHOLE OF:

LEEDS

TAX BASE = A x B
(Formula 1)

Where "A" equals total of relevant amounts as calculated below
and "B" is the authority's estimation of its collection rate for the year

RELEVANT AMOUNT FOR EACH BAND = ((H-Q+ E+J) -Z) x (F/G)
(Formula 2)
(paragraph 4 (1) of the legislation)

Where "H" is the number of chargeable dwellings on the relevant day
and "Q" is a factor to take account of the discounts to which the amount of council tax payable was subject on the relevant day
and "E" is a factor to take account of the premiums, if any, to which the amount of council tax payable was subject on the relevant day
and "J" is the amount of any adjustment in respect of changes in the number of chargeable dwellings or discounts calculated
and "Z" is the total amount that the authority estimates will be applied in accordance with the council tax reduction scheme in relation to the band
and "F" is the relevant proportion applicable to each band
and "G" is the relevant proportion applicable to band D

		BAND A (5/9)	BAND A	BAND B	BAND C	BAND D	BAND E	BAND F	BAND G	BAND H	TOTAL	Note	
Dwellings in valuation list		424	135,132	73,746	66,105	32,998	20,220	9,676	6,669	630	345,600	1	
Less Exempt dwellings		0	5,726	4,961	2,106	1,021	358	99	64	10	14,346	1	
	= "H" in formula 2	424	129,406	68,785	63,999	31,977	19,862	9,577	6,605	620	331,254		
Total discounts	= "Q" in formula 2	34	17,543	6,750	5,129	2,038	966	443	269	28	33,199	1	
Total Premiums	= "E" in formula 2	0	235	82	67	31	19	10	8	5	455	3	
Additions less Reductions	= "J" in formula 2	2	79	601	475	459	54	21	11	5	1,707	3	
Reduction Scheme	= "Z" in formula 2	121	35,103	8,035	3,800	979	354	120	50	2	48,563	3	
Proportion for relevant Band	= "F" in formula 2	5	6	7	8	9	11	13	15	18		2	
Proportion for Band D	= "G" in formula 2	9	9	9	9	9	9	9	9	9		2	
RELEVANT AMOUNT FOR EACH BAND		150.8	51,383.4	42,531.3	49,432.4	29,449.4	22,752.2	13,063.5	10,508.4	1,199.2			
TOTAL RELEVANT AMOUNTS	= "A" in formula 1										220,470.6	4	
ESTIMATED COLLECTION RATE	= "B" in formula 1										99.0%	3	
UNADJUSTED TAX BASE FOR CALCULATION OF TAX: ("A" x "B")											218,266		
Addition by reference to payments from Secretary of State for Defence for Class O exempt properties (SI 1992/2943)												1	1
TAX BASE FOR CALCULATION OF TAX FOR:											218,267.1		

Notes:

- 1 From Valuation List / Council Tax records on 30 November 2015
- 2 Laid down in the legislation
- 3 Estimated
- 4 Sum of result of formula 2 for each band

TAX BASE FOR PURPOSE OF CALCULATING COUNCIL TAX 2016/17

CALCULATION FOR THE PARISH OF:

ABERFORD and DISTRICT

TAX BASE = A x B
(Formula 1)

Where "A" equals total of relevant amounts as calculated below
and "B" is the authority's estimation of its collection rate for the year

RELEVANT AMOUNT FOR EACH
BAND = ((H-Q+ E+J) -Z) x (F/G)
(Formula 2)
(paragraph 4 (1) of the legislation)

Where "H" is the number of chargeable dwellings on the relevant day
and "Q" is a factor to take account of the discounts to which the amount of council tax payable was subject on the relevant day
and "E" is a factor to take account of the premiums, if any, to which the amount of council tax payable was subject on the relevant day
and "J" is the amount of any adjustment in respect of changes in the number of chargeable dwellings or discounts calculated
and "Z" is the total amount that the authority estimates will be applied in accordance with the council tax reduction scheme in relation to the band
and "F" is the relevant proportion applicable to each band
and "G" is the relevant proportion applicable to band D

	BAND A (5/9)	BAND A	BAND B	BAND C	BAND D	BAND E	BAND F	BAND G	BAND H	TOTAL	Note
Dwellings in valuation list	1	75	104	108	149	196	93	60	4	790	1
Less Exempt dwellings	0	3	0	0	0	0	0	0	0	3	1
= "H" in formula 2	1	72	104	108	149	196	93	60	4	787	
Total discounts	= "Q" in formula 2	0	12	10	10	7	3	2	0	54	1
Total Premiums	= "E" in formula 2	0	0	0	0	1	0	0	1	1	3
Additions less Reductions	= "J" in formula 2	0	0	0	2	2	2	1	0	7	3
Reduction Scheme	= "Z" in formula 2	0	22	14	2	4	4	0	1	47	3
Proportion for relevant Band	= "F" in formula 2	5	6	7	8	9	11	13	15	18	2
Proportion for Band D	= "G" in formula 2	9	9	9	9	9	9	9	9	9	2
RELEVANT AMOUNT FOR EACH BAND		0.6	25.6	62.0	86.9	137.4	228.6	132.2	95.5	8.0	
TOTAL RELEVANT AMOUNTS	= "A" in formula 1									776.8	4
ESTIMATED COLLECTION RATE	= "B" in formula 1									99.0%	5
UNADJUSTED TAX BASE FOR CALCULATION OF TAX: ("A" x "B")										769.1	
Addition by reference to payments from Secretary of State for Defence for Class O exempt properties (SI 1992/2943)										0	1
TAX BASE FOR CALCULATION OF TAX FOR:										769.1	

Notes:

- 1 From Valuation List / Council Tax records on 30 November 2015
- 2 Laid down in the legislation
- 3 Estimated
- 4 Sum of result of formula 2 for each band
- 5 As for the District as a whole (legal requirement)

TAX BASE FOR PURPOSE OF CALCULATING COUNCIL TAX 2016/17

CALCULATION FOR THE PARISH OF:

ALLERTON BYWATER

TAX BASE = A x B
(Formula 1)

Where "A" equals total of relevant amounts as calculated below
and "B" is the authority's estimation of its collection rate for the year

RELEVANT AMOUNT FOR EACH BAND = ((H-Q+ E+J) -Z) x (F/G)
(Formula 2)
(paragraph 4 (1) of the legislation)

Where "H" is the number of chargeable dwellings on the relevant day
and "Q" is a factor to take account of the discounts to which the amount of council tax payable was subject on the relevant day
and "E" is a factor to take account of the premiums, if any, to which the amount of council tax payable was subject on the relevant day
and "J" is the amount of any adjustment in respect of changes in the number of chargeable dwellings or discounts calculated
and "Z" is the total amount that the authority estimates will be applied in accordance with the council tax reduction scheme in relation to the band
and "F" is the relevant proportion applicable to each band
and "G" is the relevant proportion applicable to band D

		BAND A (5/9)	BAND A	BAND B	BAND C	BAND D	BAND E	BAND F	BAND G	BAND H	TOTAL	Note
Dwellings in valuation list		6	1,048	598	330	105	28	0	1	0	2,116	1
Less Exempt dwellings		0	9	3	1	0	0	0	0	0	13	1
	= "H" in formula 2	6	1,039	595	329	105	28	0	1	0	2,103	
Total discounts	= "Q" in formula 2	1	113	42	14	4	0	0	1	0	175	1
Total Premiums	= "E" in formula 2	0	1	0	0	0	0	0	0	0	1	3
Additions less Reductions	= "J" in formula 2	0	7	67	21	4	0	1	0	0	100	3
Reduction Scheme	= "Z" in formula 2	4	183	29	10	2	2	0	0	0	230	3
Proportion for relevant Band	= "F" in formula 2	5	6	7	8	9	11	13	15	18		2
Proportion for Band D	= "G" in formula 2	9	9	9	9	9	9	9	9	9		2
RELEVANT AMOUNT FOR EACH BAND		0.8	500.4	459.3	289.6	102.8	31.4	1.4	0.8	0.0		
TOTAL RELEVANT AMOUNTS	= "A" in formula 1										1,386.5	4
ESTIMATED COLLECTION RATE	= "B" in formula 1										99.0%	5
UNADJUSTED TAX BASE FOR CALCULATION OF TAX: ("A" x "B")											1,372.6	
Addition by reference to payments from Secretary of State for Defence for Class O exempt properties (SI 1992/2943)											0	1
TAX BASE FOR CALCULATION OF TAX FOR:											1,372.6	

Notes:

- 1 From Valuation List / Council Tax records on 30 November 2015
- 2 Laid down in the legislation
- 3 Estimated
- 4 Sum of result of formula 2 for each band
- 5 As for the District as a whole (legal requirement)

TAX BASE FOR PURPOSE OF CALCULATING COUNCIL TAX 2016/17

CALCULATION FOR THE PARISH OF:

ALWOODLEY

TAX BASE = A x B
(Formula 1)

Where "A" equals total of relevant amounts as calculated below
and "B" is the authority's estimation of its collection rate for the year

RELEVANT AMOUNT FOR EACH BAND = ((H-Q+ E+J) -Z) x (F/G)
(Formula 2)
(paragraph 4 (1) of the legislation)

Where "H" is the number of chargeable dwellings on the relevant day
and "Q" is a factor to take account of the discounts to which the amount of council tax payable was subject on the relevant day
and "E" is a factor to take account of the premiums, if any, to which the amount of council tax payable was subject on the relevant day
and "J" is the amount of any adjustment in respect of changes in the number of chargeable dwellings or discounts calculated
and "Z" is the total amount that the authority estimates will be applied in accordance with the council tax reduction scheme in relation to the band
and "F" is the relevant proportion applicable to each band
and "G" is the relevant proportion applicable to band D

		BAND A (5/9)	BAND A	BAND B	BAND C	BAND D	BAND E	BAND F	BAND G	BAND H	TOTAL	Note	
Dwellings in valuation list			0	40	183	1,126	1,163	560	282	352	46	3,752	1
Less Exempt dwellings			0	1	4	14	8	5	3	1	0	36	1
	= "H" in formula 2		0	39	179	1,112	1,155	555	279	351	46	3,716	
Total	= "Q" in formula 2		0	8	26	105	77	27	16	11	1	270	1
Total Premiums	= "E" in formula 2		0	0	0	2	1	0	1	0	1	5	3
Additions less Reductions	= "J" in formula 2		0	0	0	0	0	0	0	0	0	0	3
Reduction Scheme	= "Z" in formula 2		0	4	17	67	38	8	5	2	0	141	3
Proportion for relevant Band	= "F" in formula 2		5	6	7	8	9	11	13	15	18		2
Proportion for Band D	= "G" in formula 2		9	9	9	9	9	9	9	9	9		2
RELEVANT AMOUNT FOR EACH BAND			0.0	17.9	105.9	837.2	1,041.0	635.5	374.0	562.8	93.0		
TOTAL RELEVANT AMOUNTS	= "A" in formula 1											3,667.3	4
ESTIMATED COLLECTION RATE	= "B" in formula 1											99.0%	5
UNADJUSTED TAX BASE FOR CALCULATION OF TAX: ("A" x "B")												3,630.6	
Addition by reference to payments from Secretary of State for Defence for Class O exempt properties (SI 1992/2943)												0	1
TAX BASE FOR CALCULATION OF TAX FOR:												3,630.6	

Notes:

- 1 From Valuation List / Council Tax records on 30 November 2015
- 2 Laid down in the legislation
- 3 Estimated
- 4 Sum of result of formula 2 for each band
- 5 As for the District as a whole (legal requirement)

TAX BASE FOR PURPOSE OF CALCULATING COUNCIL TAX 2016/17

CALCULATION FOR THE PARISH OF:

ARTHINGTON

TAX BASE = A x B
(Formula 1)

Where "A" equals total of relevant amounts as calculated below
and "B" is the authority's estimation of its collection rate for the year

RELEVANT AMOUNT FOR EACH BAND = ((H-Q+ E+J) -Z) x (F/G)
(Formula 2)
(paragraph 4 (1) of the legislation)

Where "H" is the number of chargeable dwellings on the relevant day
and "Q" is a factor to take account of the discounts to which the amount of council tax payable was subject on the relevant day
and "E" is a factor to take account of the premiums, if any, to which the amount of council tax payable was subject on the relevant day
and "J" is the amount of any adjustment in respect of changes in the number of chargeable dwellings or discounts calculated
and "Z" is the total amount that the authority estimates will be applied in accordance with the council tax reduction scheme in relation to the band
and "F" is the relevant proportion applicable to each band
and "G" is the relevant proportion applicable to band D

		BAND A (5/9)	BAND A	BAND B	BAND C	BAND D	BAND E	BAND F	BAND G	BAND H	TOTAL	Note
Dwellings in valuation list		0	2	18	26	23	37	20	90	14	230	1
Less Exempt dwellings		0	0	0	0	0	0	0	0	0	0	1
	= "H" in formula 2	0	2	18	26	23	37	20	90	14	230	
Total discounts	= "Q" in formula 2	0	0	2	2	2	1	1	5	0	13	1
Total Premiums	= "E" in formula 2	0	1	0	0	0	0	0	0	0	1	3
Additions less Reductions	= "J" in formula 2	0	0	0	0	0	0	0	0	0	0	3
Reduction Scheme	= "Z" in formula 2	0	0	4	3	1	0	0	1	0	9	3
Proportion for relevant Band	= "F" in formula 2	5	6	7	8	9	11	13	15	18		2
Proportion for Band D	= "G" in formula 2	9	9	9	9	9	9	9	9	9		2
RELEVANT AMOUNT FOR EACH BAND		0.0	1.5	9.1	18.8	20.4	44.5	27.4	139.6	27.5		
TOTAL RELEVANT AMOUNTS	= "A" in formula 1										288.8	4
ESTIMATED COLLECTION RATE	= "B" in formula 1										99.0%	5
UNADJUSTED TAX BASE FOR CALCULATION OF TAX: ("A" x "B")											285.9	
Addition by reference to payments from Secretary of State for Defence for Class O exempt properties (SI 1992/2943)											0	1
TAX BASE FOR CALCULATION OF TAX FOR:											285.9	

Notes:

- 1 From Valuation List / Council Tax records on 30 November 2015
- 2 Laid down in the legislation
- 3 Estimated
- 4 Sum of result of formula 2 for each band
- 5 As for the District as a whole (legal requirement)

TAX BASE FOR PURPOSE OF CALCULATING COUNCIL TAX 2016/17

CALCULATION FOR THE PARISH OF:

AUSTHORPE

TAX BASE = A x B
(Formula 1)

Where "A" equals total of relevant amounts as calculated below
and "B" is the authority's estimation of its collection rate for the year

RELEVANT AMOUNT FOR EACH BAND = ((H-Q+ E+J) -Z) x (F/G)
(Formula 2)
(paragraph 4 (1) of the legislation)

Where "H" is the number of chargeable dwellings on the relevant day
and "Q" is a factor to take account of the discounts to which the amount of council tax payable was subject on the relevant day
and "E" is a factor to take account of the premiums, if any, to which the amount of council tax payable was subject on the relevant day
and "J" is the amount of any adjustment in respect of changes in the number of chargeable dwellings or discounts calculated
and "Z" is the total amount that the authority estimates will be applied in accordance with the council tax reduction scheme in relation to the band
and "F" is the relevant proportion applicable to each band
and "G" is the relevant proportion applicable to band D

		BAND A (5/9)	BAND A	BAND B	BAND C	BAND D	BAND E	BAND F	BAND G	BAND H	TOTAL	Note
Dwellings in valuation list		0	1	0	2	9	13	0	0	0	25	1
Less Exempt dwellings		0	0	0	1	0	0	0	0	0	1	1
	= "H" in formula 2	0	1	0	1	9	13	0	0	0	24	
Total discounts	= "Q" in formula 2	0	0	0	0	0	1	0	0	0	1	1
Total Premiums	= "E" in formula 2	0	0	0	0	0	0	0	0	0	0	3
Additions less Reductions	= "J" in formula 2	0	0	0	0	0	0	0	0	0	0	3
Reduction Scheme	= "Z" in formula 2	0	0	0	0	0	0	0	0	0	0	3
Proportion for relevant Band	= "F" in formula 2	5	6	7	8	9	11	13	15	18		2
Proportion for Band D	= "G" in formula 2	9	9	9	9	9	9	9	9	9		2
RELEVANT AMOUNT FOR EACH BAND		0.0	0.7	0.0	0.9	8.8	15.3	0.0	0.0	0.0	0	
TOTAL RELEVANT AMOUNTS	= "A" in formula 1										25.7	4
ESTIMATED COLLECTION RATE	= "B" in formula 1										99.0%	5
UNADJUSTED TAX BASE FOR CALCULATION OF TAX: ("A" x "B")											25.4	
Addition by reference to payments from Secretary of State for Defence for Class O exempt properties (SI 1992/2943)											0	1
TAX BASE FOR CALCULATION OF TAX FOR:											25.4	

Notes:

- 1 From Valuation List / Council Tax records on 30 November 2015
- 2 Laid down in the legislation
- 3 Estimated
- 4 Sum of result of formula 2 for each band
- 5 As for the District as a whole (legal requirement)

TAX BASE FOR PURPOSE OF CALCULATING COUNCIL TAX 2016/17

CALCULATION FOR THE PARISH OF:

BARDSEY cum RIGTON

TAX BASE = A x B
(Formula 1)

Where "A" equals total of relevant amounts as calculated below
and "B" is the authority's estimation of its collection rate for the year

RELEVANT AMOUNT FOR EACH BAND = ((H-Q+ E+J) -Z) x (F/G)
(Formula 2)
(paragraph 4 (1) of the legislation)

Where "H" is the number of chargeable dwellings on the relevant day
and "Q" is a factor to take account of the discounts to which the amount of council tax payable was subject on the relevant day
and "E" is a factor to take account of the premiums, if any, to which the amount of council tax payable was subject on the relevant day
and "J" is the amount of any adjustment in respect of changes in the number of chargeable dwellings or discounts calculated
and "Z" is the total amount that the authority estimates will be applied in accordance with the council tax reduction scheme in relation to the band
and "F" is the relevant proportion applicable to each band
and "G" is the relevant proportion applicable to band D

		BAND A (5/9)	BAND A	BAND B	BAND C	BAND D	BAND E	BAND F	BAND G	BAND H	TOTAL	Note	
Dwellings in valuation list			0	19	56	42	140	219	241	203	12	932	1
Less Exempt dwellings			0	0	1	0	3	2	0	0	0	6	1
	= "H" in formula 2		0	19	55	42	137	217	241	203	12	926	
Total discounts	= "Q" in formula 2		0	2	6	5	10	13	13	7	0	55	1
Total Premiums	= "E" in formula 2		0	0	0	0	0	1	0	0	0	1	3
Additions less Reductions	= "J" in formula 2		0	0	0	0	1	0	8	6	0	15	3
Reduction Scheme	= "Z" in formula 2		0	5	9	3	9	3	3	2	0	34	3
Proportion for relevant Band	= "F" in formula 2		5	6	7	8	9	11	13	15	18		2
Proportion for Band D	= "G" in formula 2		9	9	9	9	9	9	9	9	9		2
RELEVANT AMOUNT FOR EACH BAND			0.0	7.7	31.3	30.0	119.5	246.9	337.1	334.1	23.5		
TOTAL RELEVANT AMOUNTS	= "A" in formula 1											1,130.1	4
ESTIMATED COLLECTION RATE	= "B" in formula 1											99.0%	5
UNADJUSTED TAX BASE FOR CALCULATION OF TAX: ("A" x "B")												1,118.8	
Addition by reference to payments from Secretary of State for Defence for Class O exempt properties (SI 1992/2943)												0	1
TAX BASE FOR CALCULATION OF TAX FOR:												1,118.8	

Notes:

- 1 From Valuation List / Council Tax records on 30 November 2015
- 2 Laid down in the legislation
- 3 Estimated
- 4 Sum of result of formula 2 for each band
- 5 As for the District as a whole (legal requirement)

TAX BASE FOR PURPOSE OF CALCULATING COUNCIL TAX 2016/17

CALCULATION FOR THE PARISH OF:

BARWICK in ELMET and SCHOLES

TAX BASE = A x B
(Formula 1)

Where "A" equals total of relevant amounts as calculated below
and "B" is the authority's estimation of its collection rate for the year

RELEVANT AMOUNT FOR EACH BAND = ((H-Q+ E+J) -Z) x (F/G)
(Formula 2)
(paragraph 4 (1) of the legislation)

Where "H" is the number of chargeable dwellings on the relevant day
and "Q" is a factor to take account of the discounts to which the amount of council tax payable was subject on the relevant day
and "E" is a factor to take account of the premiums, if any, to which the amount of council tax payable was subject on the relevant day
and "J" is the amount of any adjustment in respect of changes in the number of chargeable dwellings or discounts calculated
and "Z" is the total amount that the authority estimates will be applied in accordance with the council tax reduction scheme in relation to the band
and "F" is the relevant proportion applicable to each band
and "G" is the relevant proportion applicable to band D

		BAND A (5/9)	BAND A	BAND B	BAND C	BAND D	BAND E	BAND F	BAND G	BAND H	TOTAL	Note
Dwellings in valuation list		0	115	218	814	466	337	197	81	3	2,231	1
Less Exempt dwellings		0	2	4	6	7	4	2	0	0	25	1
	= "H" in formula 2	0	113	214	808	459	333	195	81	3	2,206	
Total discounts	= "Q" in formula 2	0	17	25	62	34	16	10	4	0	168	1
Total Premiums	= "E" in formula 2	0	1	1	0	0	0	0	0	0	1	3
Additions less Reductions	= "J" in formula 2	0	0	1	1	2	1	0	0	0	5	3
Reduction Scheme	= "Z" in formula 2	0	40	24	44	18	5	2	1	0	134	3
Proportion for relevant Band	= "F" in formula 2	5	6	7	8	9	11	13	15	18		2
Proportion for Band D	= "G" in formula 2	9	9	9	9	9	9	9	9	9		2
RELEVANT AMOUNT FOR EACH BAND		0.0	37.7	129.7	625.0	408.5	382.1	264.7	127.1	6.0		
TOTAL RELEVANT AMOUNTS	= "A" in formula 1										1,980.8	4
ESTIMATED COLLECTION RATE	= "B" in formula 1										99.0%	5
UNADJUSTED TAX BASE FOR CALCULATION OF TAX: ("A" x "B")											1,961.0	
Addition by reference to payments from Secretary of State for Defence for Class O exempt properties (SI 1992/2943)											0	1
TAX BASE FOR CALCULATION OF TAX FOR:											1,961.0	

Notes:

- 1 From Valuation List / Council Tax records on 30 November 2015
- 2 Laid down in the legislation
- 3 Estimated
- 4 Sum of result of formula 2 for each band
- 5 As for the District as a whole (legal requirement)

TAX BASE FOR PURPOSE OF CALCULATING COUNCIL TAX 2016/17

CALCULATION FOR THE PARISH OF:

BOSTON SPA

TAX BASE = A x B
(Formula 1)

Where "A" equals total of relevant amounts as calculated below
and "B" is the authority's estimation of its collection rate for the year

RELEVANT AMOUNT FOR EACH BAND = ((H-Q+ E+J) -Z) x (F/G)
(Formula 2)
(paragraph 4 (1) of the legislation)

Where "H" is the number of chargeable dwellings on the relevant day
and "Q" is a factor to take account of the discounts to which the amount of council tax payable was subject on the relevant day
and "E" is a factor to take account of the premiums, if any, to which the amount of council tax payable was subject on the relevant day
and "J" is the amount of any adjustment in respect of changes in the number of chargeable dwellings or discounts calculated
and "Z" is the total amount that the authority estimates will be applied in accordance with the council tax reduction scheme in relation to the band
and "F" is the relevant proportion applicable to each band
and "G" is the relevant proportion applicable to band D

		BAND A (5/9)	BAND A	BAND B	BAND C	BAND D	BAND E	BAND F	BAND G	BAND H	TOTAL	Note
Dwellings in valuation list		1	95	365	310	332	401	307	208	22	2,041	1
Less Exempt dwellings		0	1	3	7	3	2	1	2	0	19	1
	= "H" in formula 2	1	94	362	303	329	399	306	206	22	2,022	
Total discounts	= "Q" in formula 2	0	17	37	33	36	28	14	6	0	171	1
Total Premiums	= "E" in formula 2	0	0	1	1	1	0	0	0	0	2	3
Additions less Reductions	= "J" in formula 2	0	2	0	3	2	4	4	2	0	17	3
Reduction Scheme	= "Z" in formula 2	1	40	73	30	10	9	3	0	0	166	3
Proportion for relevant Band	= "F" in formula 2	5	6	7	8	9	11	13	15	18		2
Proportion for Band D	= "G" in formula 2	9	9	9	9	9	9	9	9	9		2
RELEVANT AMOUNT FOR EACH BAND		-0.1	26.2	196.3	216.5	285.7	447.3	422.7	336.8	44.0		
TOTAL RELEVANT AMOUNTS	= "A" in formula 1										1,975.4	4
ESTIMATED COLLECTION RATE	= "B" in formula 1										99.0%	5
UNADJUSTED TAX BASE FOR CALCULATION OF TAX: ("A" x "B")											1,955.6	
Addition by reference to payments from Secretary of State for Defence for Class O exempt properties (SI 1992/2943)											0	1
TAX BASE FOR CALCULATION OF TAX FOR:											1,955.6	

Notes:

- 1 From Valuation List / Council Tax records on 30 November 2015
- 2 Laid down in the legislation
- 3 Estimated
- 4 Sum of result of formula 2 for each band
- 5 As for the District as a whole (legal requirement)

TAX BASE FOR PURPOSE OF CALCULATING COUNCIL TAX 2016/17

CALCULATION FOR THE PARISH OF:

BRAMHAM cum OGLETHORPE

TAX BASE = A x B
(Formula 1)

Where "A" equals total of relevant amounts as calculated below
and "B" is the authority's estimation of its collection rate for the year

RELEVANT AMOUNT FOR EACH BAND = ((H-Q+ E+J) -Z) x (F/G)
(Formula 2)
(paragraph 4 (1) of the legislation)

Where "H" is the number of chargeable dwellings on the relevant day
and "Q" is a factor to take account of the discounts to which the amount of council tax payable was subject on the relevant day
and "E" is a factor to take account of the premiums, if any, to which the amount of council tax payable was subject on the relevant day
and "J" is the amount of any adjustment in respect of changes in the number of chargeable dwellings or discounts calculated
and "Z" is the total amount that the authority estimates will be applied in accordance with the council tax reduction scheme in relation to the band
and "F" is the relevant proportion applicable to each band
and "G" is the relevant proportion applicable to band D

		BAND A (5/9)	BAND A	BAND B	BAND C	BAND D	BAND E	BAND F	BAND G	BAND H	TOTAL	Note	
Dwellings in valuation list			0	115	117	86	85	150	95	89	5	742	1
Less Exempt dwellings			0	2	0	1	0	3	1	0	0	7	1
	= "H" in formula 2		0	113	117	85	85	147	94	89	5	735	
Total discounts	= "Q" in formula 2		0	14	11	10	6	7	4	3	0	56	1
Total Premiums	= "E" in formula 2		0	0	0	0	2	2	1	1	1	6	3
Additions less Reductions	= "J" in formula 2		0	0	0	0	3	10	0	0	0	13	3
Reduction Scheme	= "Z" in formula 2		0	22	12	5	1	3	1	0	0	44	3
Proportion for relevant Band	= "F" in formula 2		5	6	7	8	9	11	13	15	18		2
Proportion for Band D	= "G" in formula 2		9	9	9	9	9	9	9	9	9		2
RELEVANT AMOUNT FOR EACH BAND			0.0	51.1	73.1	62.2	83.0	182.1	128.8	144.6	11.0		
TOTAL RELEVANT AMOUNTS	= "A" in formula 1											735.9	4
ESTIMATED COLLECTION RATE	= "B" in formula 1											99.0%	5
UNADJUSTED TAX BASE FOR CALCULATION OF TAX: ("A" x "B")												728.5	
Addition by reference to payments from Secretary of State for Defence for Class O exempt properties (SI 1992/2943)												0	1
TAX BASE FOR CALCULATION OF TAX FOR:												728.5	

Notes:

- 1 From Valuation List / Council Tax records on 30 November 2015
- 2 Laid down in the legislation
- 3 Estimated
- 4 Sum of result of formula 2 for each band
- 5 As for the District as a whole (legal requirement)

TAX BASE FOR PURPOSE OF CALCULATING COUNCIL TAX 2016/17

CALCULATION FOR THE PARISH OF:

BRAMHOPE and CARLTON

TAX BASE = A x B
(Formula 1)

Where "A" equals total of relevant amounts as calculated below
and "B" is the authority's estimation of its collection rate for the year

RELEVANT AMOUNT FOR EACH BAND = ((H-Q+ E+J) -Z) x (F/G)
(Formula 2)
(paragraph 4 (1) of the legislation)

Where "H" is the number of chargeable dwellings on the relevant day
and "Q" is a factor to take account of the discounts to which the amount of council tax payable was subject on the relevant day
and "E" is a factor to take account of the premiums, if any, to which the amount of council tax payable was subject on the relevant day
and "J" is the amount of any adjustment in respect of changes in the number of chargeable dwellings or discounts calculated
and "Z" is the total amount that the authority estimates will be applied in accordance with the council tax reduction scheme in relation to the band
and "F" is the relevant proportion applicable to each band
and "G" is the relevant proportion applicable to band D

		BAND A (5/9)	BAND A	BAND B	BAND C	BAND D	BAND E	BAND F	BAND G	BAND H	TOTAL	Note	
Dwellings in valuation list			0	89	15	134	302	299	391	335	22	1,587	1
Less Exempt dwellings			0	5	0	3	3	6	4	3	0	24	1
	= "H" in formula 2		0	84	15	131	299	293	387	332	22	1,563	
Total discounts	= "Q" in formula 2		0	10	2	15	30	21	20	13	0	112	1
Total Premiums	= "E" in formula 2		0	0	0	1	0	1	0	0	0	2	3
Additions less Reductions	= "J" in formula 2		0	0	0	0	0	0	0	0	0	0	3
Reduction Scheme	= "Z" in formula 2		0	11	2	10	10	4	4	1	1	43	3
Proportion for relevant Band	= "F" in formula 2		5	6	7	8	9	11	13	15	18		2
Proportion for Band D	= "G" in formula 2		9	9	9	9	9	9	9	9	9		2
RELEVANT AMOUNT FOR EACH BAND			0.0	42.2	8.6	94.4	258.6	328.3	523.8	529.9	41.4		
TOTAL RELEVANT AMOUNTS	= "A" in formula 1											1,827.2	4
ESTIMATED COLLECTION RATE	= "B" in formula 1											99.0%	5
UNADJUSTED TAX BASE FOR CALCULATION OF TAX: ("A" x "B")												1,808.9	
Addition by reference to payments from Secretary of State for Defence for Class O exempt properties (SI 1992/2943)												0	1
TAX BASE FOR CALCULATION OF TAX FOR:												1,808.9	

Notes:

- 1 From Valuation List / Council Tax records on 30 November 2015
- 2 Laid down in the legislation
- 3 Estimated
- 4 Sum of result of formula 2 for each band
- 5 As for the District as a whole (legal requirement)

TAX BASE FOR PURPOSE OF CALCULATING COUNCIL TAX 2016/17

CALCULATION FOR THE PARISH OF:

CLIFFORD

TAX BASE = A x B
(Formula 1)

Where "A" equals total of relevant amounts as calculated below
and "B" is the authority's estimation of its collection rate for the year

RELEVANT AMOUNT FOR EACH
BAND = ((H-Q+ E+J) -Z) x (F/G)
(Formula 2)
(paragraph 4 (1) of the legislation)

Where "H" is the number of chargeable dwellings on the relevant day
and "Q" is a factor to take account of the discounts to which the amount of council tax payable was subject on the relevant day
and "E" is a factor to take account of the premiums, if any, to which the amount of council tax payable was subject on the relevant day
and "J" is the amount of any adjustment in respect of changes in the number of chargeable dwellings or discounts calculated
and "Z" is the total amount that the authority estimates will be applied in accordance with the council tax reduction scheme in relation to the band
and "F" is the relevant proportion applicable to each band
and "G" is the relevant proportion applicable to band D

		BAND A (5/9)	BAND A	BAND B	BAND C	BAND D	BAND E	BAND F	BAND G	BAND H	TOTAL	Note
Dwellings in valuation list		0	56	105	158	140	82	139	86	2	768	1
Less Exempt dwellings		0	1	1	1	4	1	1	0	0	9	1
	= "H" in formula 2	0	55	104	157	136	81	138	86	2	759	
Total discounts	= "Q" in formula 2	0	11	11	17	12	5	6	4	0	65	1
Total Premiums	= "E" in formula 2	0	0	0	0	0	0	0	0	0	0	3
Additions less Reductions	= "J" in formula 2	0	0	0	0	0	0	0	0	0	0	3
Reduction Scheme	= "Z" in formula 2	0	16	14	9	8	1	1	1	0	50	3
Proportion for relevant Band	= "F" in formula 2	5	6	7	8	9	11	13	15	18		2
Proportion for Band D	= "G" in formula 2	9	9	9	9	9	9	9	9	9		2
RELEVANT AMOUNT FOR EACH BAND		0.0	19.0	61.3	116.7	115.7	91.6	189.5	135.8	4.0		
TOTAL RELEVANT AMOUNTS	= "A" in formula 1										733.6	4
ESTIMATED COLLECTION RATE	= "B" in formula 1										99.0%	5
UNADJUSTED TAX BASE FOR CALCULATION OF TAX: ("A" x "B")											726.3	
Addition by reference to payments from Secretary of State for Defence for Class O exempt properties (SI 1992/2943)											0	1
TAX BASE FOR CALCULATION OF TAX FOR:											726.3	

Notes:

- 1 From Valuation List / Council Tax records on 30 November 2015
- 2 Laid down in the legislation
- 3 Estimated
- 4 Sum of result of formula 2 for each band
- 5 As for the District as a whole (legal requirement)

TAX BASE FOR PURPOSE OF CALCULATING COUNCIL TAX 2016/17

CALCULATION FOR THE PARISH OF:

COLLINGHAM with LINTON

TAX BASE = A x B
(Formula 1)

Where "A" equals total of relevant amounts as calculated below
and "B" is the authority's estimation of its collection rate for the year

RELEVANT AMOUNT FOR EACH
BAND = ((H-Q+ E+J) -Z) x (F/G)
(Formula 2)
(paragraph 4 (1) of the legislation)

Where "H" is the number of chargeable dwellings on the relevant day
and "Q" is a factor to take account of the discounts to which the amount of council tax payable was subject on the relevant day
and "E" is a factor to take account of the premiums, if any, to which the amount of council tax payable was subject on the relevant day
and "J" is the amount of any adjustment in respect of changes in the number of chargeable dwellings or discounts calculated
and "Z" is the total amount that the authority estimates will be applied in accordance with the council tax reduction scheme in relation to the band
and "F" is the relevant proportion applicable to each band
and "G" is the relevant proportion applicable to band D

		BAND A (5/9)	BAND A	BAND B	BAND C	BAND D	BAND E	BAND F	BAND G	BAND H	TOTAL	Note
Dwellings in valuation list		0	22	65	109	79	148	298	474	106	1,301	1
Less Exempt dwellings		0	1	0	3	1	0	5	4	0	14	1
	= "H" in formula 2	0	21	65	106	78	148	293	470	106	1,287	
Total discounts	= "Q" in formula 2	0	4	7	12	10	8	16	17	3	75	1
Total Premiums	= "E" in formula 2	0	0	0	0	0	0	1	1	0	1	3
Additions less Reductions	= "J" in formula 2	0	0	0	0	2	1	0	1	0	4	3
Reduction Scheme	= "Z" in formula 2	0	5	9	13	3	4	3	5	0	42	3
Proportion for relevant Band	= "F" in formula 2	5	6	7	8	9	11	13	15	18		2
Proportion for Band D	= "G" in formula 2	9	9	9	9	9	9	9	9	9		2
RELEVANT AMOUNT FOR EACH BAND		0.0	8.2	38.3	72.2	67.3	167.8	396.9	748.9	206.9		
TOTAL RELEVANT AMOUNTS	= "A" in formula 1										1,706.5	4
ESTIMATED COLLECTION RATE	= "B" in formula 1										99.0%	5
UNADJUSTED TAX BASE FOR CALCULATION OF TAX: ("A" x "B")											1,689.4	
Addition by reference to payments from Secretary of State for Defence for Class O exempt properties (SI 1992/2943)											0	1
TAX BASE FOR CALCULATION OF TAX FOR:											1,689.4	

Notes:

- 1 From Valuation List / Council Tax records on 30 November 2015
- 2 Laid down in the legislation
- 3 Estimated
- 4 Sum of result of formula 2 for each band
- 5 As for the District as a whole (legal requirement)

TAX BASE FOR PURPOSE OF CALCULATING COUNCIL TAX 2016/17

CALCULATION FOR THE PARISH OF:

DRIGHLINGTON

TAX BASE = A x B
(Formula 1)

Where "A" equals total of relevant amounts as calculated below
and "B" is the authority's estimation of its collection rate for the year

RELEVANT AMOUNT FOR EACH
BAND = ((H-Q+ E+J) -Z) x (F/G)
(Formula 2)
(paragraph 4 (1) of the legislation)

Where "H" is the number of chargeable dwellings on the relevant day
and "Q" is a factor to take account of the discounts to which the amount of council tax payable was subject on the relevant day
and "E" is a factor to take account of the premiums, if any, to which the amount of council tax payable was subject on the relevant day
and "J" is the amount of any adjustment in respect of changes in the number of chargeable dwellings or discounts calculated
and "Z" is the total amount that the authority estimates will be applied in accordance with the council tax reduction scheme in relation to the band
and "F" is the relevant proportion applicable to each band
and "G" is the relevant proportion applicable to band D

		BAND A (5/9)	BAND A	BAND B	BAND C	BAND D	BAND E	BAND F	BAND G	BAND H	TOTAL	Note	
Dwellings in valuation list			3	617	498	777	271	251	64	14	3	2,498	1
Less Exempt dwellings			0	3	4	6	1	0	0	0	0	15	1
	= "H" in formula 2		3	614	494	771	270	251	64	14	3	2,483	
Total discounts	= "Q" in formula 2		0	84	45	59	15	12	1	1	0	217	1
Total Premiums	= "E" in formula 2		0	1	2	0	1	0	0	0	0	4	3
Additions less Reductions	= "J" in formula 2		0	0	5	0	0	0	0	0	0	5	3
Reduction Scheme	= "Z" in formula 2		1	126	37	37	12	4	1	1	0	219	3
Proportion for relevant Band	= "F" in formula 2		5	6	7	8	9	11	13	15	18		2
Proportion for Band D	= "G" in formula 2		9	9	9	9	9	9	9	9	9		2
RELEVANT AMOUNT FOR EACH BAND			1.1	269.7	325.9	599.9	244.1	286.6	89.2	20.8	6.0		
TOTAL RELEVANT AMOUNTS	= "A" in formula 1											1,843.3	4
ESTIMATED COLLECTION RATE	= "B" in formula 1											99.0%	5
UNADJUSTED TAX BASE FOR CALCULATION OF TAX: ("A" x "B")												1,824.9	
Addition by reference to payments from Secretary of State for Defence for Class O exempt properties (SI 1992/2943)												0	1
TAX BASE FOR CALCULATION OF TAX FOR:												1,824.9	

Notes:

- 1 From Valuation List / Council Tax records on 30 November 2015
- 2 Laid down in the legislation
- 3 Estimated
- 4 Sum of result of formula 2 for each band
- 5 As for the District as a whole (legal requirement)

TAX BASE FOR PURPOSE OF CALCULATING COUNCIL TAX 2016/17

CALCULATION FOR THE PARISH OF:

GILDERSOME

TAX BASE = A x B
(Formula 1)

Where "A" equals total of relevant amounts as calculated below
and "B" is the authority's estimation of its collection rate for the year

RELEVANT AMOUNT FOR EACH BAND = ((H-Q+ E+J) -Z) x (F/G)
(Formula 2)
(paragraph 4 (1) of the legislation)

Where "H" is the number of chargeable dwellings on the relevant day
and "Q" is a factor to take account of the discounts to which the amount of council tax payable was subject on the relevant day
and "E" is a factor to take account of the premiums, if any, to which the amount of council tax payable was subject on the relevant day
and "J" is the amount of any adjustment in respect of changes in the number of chargeable dwellings or discounts calculated
and "Z" is the total amount that the authority estimates will be applied in accordance with the council tax reduction scheme in relation to the band
and "F" is the relevant proportion applicable to each band
and "G" is the relevant proportion applicable to band D

		BAND A (5/9)	BAND A	BAND B	BAND C	BAND D	BAND E	BAND F	BAND G	BAND H	TOTAL	Note
Dwellings in valuation list		4	650	719	786	206	222	32	10	1	2,630	1
Less Exempt dwellings		0	15	3	4	0	1	0	0	0	24	1
	= "H" in formula 2	4	635	716	782	206	221	32	10	1	2,606	
Total discounts	= "Q" in formula 2	1	91	65	54	9	10	2	0	1	232	1
Total Premiums	= "E" in formula 2	0	2	1	0	0	0	1	0	0	3	3
Additions less Reductions	= "J" in formula 2	0	0	0	0	1	0	0	0	0	1	3
Reduction Scheme	= "Z" in formula 2	2	175	72	43	3	6	2	0	0	303	3
Proportion for relevant Band	= "F" in formula 2	5	6	7	8	9	11	13	15	18		2
Proportion for Band D	= "G" in formula 2	9	9	9	9	9	9	9	9	9		2
RELEVANT AMOUNT FOR EACH BAND		0.7	246.8	450.7	608.8	194.8	250.9	41.9	16.3	1.0		
TOTAL RELEVANT AMOUNTS	= "A" in formula 1										1,811.9	4
ESTIMATED COLLECTION RATE	= "B" in formula 1										99.0%	5
UNADJUSTED TAX BASE FOR CALCULATION OF TAX: ("A" x "B")											1,793.8	
Addition by reference to payments from Secretary of State for Defence for Class O exempt properties (SI 1992/2943)											0	1
TAX BASE FOR CALCULATION OF TAX FOR:											1,793.8	

Notes:

- 1 From Valuation List / Council Tax records on 30 November 2015
- 2 Laid down in the legislation
- 3 Estimated
- 4 Sum of result of formula 2 for each band
- 5 As for the District as a whole (legal requirement)

TAX BASE FOR PURPOSE OF CALCULATING COUNCIL TAX 2016/17

CALCULATION FOR THE PARISH OF:

GREAT and LITTLE PRESTON

TAX BASE = A x B
(Formula 1)

Where "A" equals total of relevant amounts as calculated below
and "B" is the authority's estimation of its collection rate for the year

RELEVANT AMOUNT FOR EACH BAND = ((H-Q+ E+J) -Z) x (F/G)
(Formula 2)
(paragraph 4 (1) of the legislation)

Where "H" is the number of chargeable dwellings on the relevant day
and "Q" is a factor to take account of the discounts to which the amount of council tax payable was subject on the relevant day
and "E" is a factor to take account of the premiums, if any, to which the amount of council tax payable was subject on the relevant day
and "J" is the amount of any adjustment in respect of changes in the number of chargeable dwellings or discounts calculated
and "Z" is the total amount that the authority estimates will be applied in accordance with the council tax reduction scheme in relation to the band
and "F" is the relevant proportion applicable to each band
and "G" is the relevant proportion applicable to band D

		BAND A (5/9)	BAND A	BAND B	BAND C	BAND D	BAND E	BAND F	BAND G	BAND H	TOTAL	Note
Dwellings in valuation list		3	273	77	249	78	58	9	6	0	753	1
Less Exempt dwellings		0	1	0	2	0	0	0	0	0	3	1
	= "H" in formula 2	3	272	77	247	78	58	9	6	0	750	
Total discounts	= "Q" in formula 2	0	27	7	15	4	1	0	0	0	55	1
Total Premiums	= "E" in formula 2	0	0	0	0	0	0	1	0	0	1	3
Additions less Reductions	= "J" in formula 2	0	10	10	6	12	4	1	0	0	43	3
Reduction Scheme	= "Z" in formula 2	0	66	10	10	3	1	0	0	0	90	3
Proportion for relevant Band	= "F" in formula 2	5	6	7	8	9	11	13	15	18		2
Proportion for Band D	= "G" in formula 2	9	9	9	9	9	9	9	9	9		2
RELEVANT AMOUNT FOR EACH BAND		1.7	125.7	54.7	202.4	82.8	73.0	15.2	10.0	0.0		
TOTAL RELEVANT AMOUNTS	= "A" in formula 1										565.5	4
ESTIMATED COLLECTION RATE	= "B" in formula 1										99.0%	5
UNADJUSTED TAX BASE FOR CALCULATION OF TAX: ("A" x "B")											559.8	
Addition by reference to payments from Secretary of State for Defence for Class O exempt properties (SI 1992/2943)											0	1
TAX BASE FOR CALCULATION OF TAX FOR:	GREAT and LITTLE PRESTON										559.8	

Notes:

- 1 From Valuation List / Council Tax records on 30 November 2015
- 2 Laid down in the legislation
- 3 Estimated
- 4 Sum of result of formula 2 for each band
- 5 As for the District as a whole (legal requirement)

TAX BASE FOR PURPOSE OF CALCULATING COUNCIL TAX 2016/17

CALCULATION FOR THE PARISH OF:

HAREWOOD

TAX BASE = A x B
(Formula 1)

Where "A" equals total of relevant amounts as calculated below
and "B" is the authority's estimation of its collection rate for the year

RELEVANT AMOUNT FOR EACH BAND = ((H-Q+ E+J) -Z) x (F/G)
(Formula 2)
(paragraph 4 (1) of the legislation)

Where "H" is the number of chargeable dwellings on the relevant day
and "Q" is a factor to take account of the discounts to which the amount of council tax payable was subject on the relevant day
and "E" is a factor to take account of the premiums, if any, to which the amount of council tax payable was subject on the relevant day
and "J" is the amount of any adjustment in respect of changes in the number of chargeable dwellings or discounts calculated
and "Z" is the total amount that the authority estimates will be applied in accordance with the council tax reduction scheme in relation to the band
and "F" is the relevant proportion applicable to each band
and "G" is the relevant proportion applicable to band D

		BAND A (5/9)	BAND A	BAND B	BAND C	BAND D	BAND E	BAND F	BAND G	BAND H	TOTAL	Note
Dwellings in valuation list		0	9	31	314	339	228	253	330	86	1,590	1
Less Exempt dwellings		0	1	0	2	3	1	5	2	0	14	1
	= "H" in formula 2	0	8	31	312	336	227	248	328	86	1,576	
Total discounts	= "Q" in formula 2	0	1	4	29	26	15	11	11	2	100	1
Total Premiums	= "E" in formula 2	0	0	0	2	4	2	1	1	0	8	3
Additions less Reductions	= "J" in formula 2	0	0	0	0	0	3	0	1	4	8	3
Reduction Scheme	= "Z" in formula 2	0	0	6	18	10	6	6	2	0	48	3
Proportion for relevant Band	= "F" in formula 2	5	6	7	8	9	11	13	15	18		2
Proportion for Band D	= "G" in formula 2	9	9	9	9	9	9	9	9	9		2
RELEVANT AMOUNT FOR EACH BAND		0.0	4.5	16.2	237.0	303.2	257.4	333.9	527.5	175.9		
TOTAL RELEVANT AMOUNTS	= "A" in formula 1										1,855.6	4
ESTIMATED COLLECTION RATE	= "B" in formula 1										99.0%	5
UNADJUSTED TAX BASE FOR CALCULATION OF TAX: ("A" x "B")											1,837.0	
Addition by reference to payments from Secretary of State for Defence for Class O exempt properties (SI 1992/2943)											0	1
TAX BASE FOR CALCULATION OF TAX FOR:											1,837.0	

Notes:

- 1 From Valuation List / Council Tax records on 30 November 2015
- 2 Laid down in the legislation
- 3 Estimated
- 4 Sum of result of formula 2 for each band
- 5 As for the District as a whole (legal requirement)

TAX BASE FOR PURPOSE OF CALCULATING COUNCIL TAX 2016/17

CALCULATION FOR THE PARISH OF:

HORSFORTH

TAX BASE = A x B
(Formula 1)

Where "A" equals total of relevant amounts as calculated below
and "B" is the authority's estimation of its collection rate for the year

RELEVANT AMOUNT FOR EACH BAND = ((H-Q+ E+J) -Z) x (F/G)
(Formula 2)
(paragraph 4 (1) of the legislation)

Where "H" is the number of chargeable dwellings on the relevant day
and "Q" is a factor to take account of the discounts to which the amount of council tax payable was subject on the relevant day
and "E" is a factor to take account of the premiums, if any, to which the amount of council tax payable was subject on the relevant day
and "J" is the amount of any adjustment in respect of changes in the number of chargeable dwellings or discounts calculated
and "Z" is the total amount that the authority estimates will be applied in accordance with the council tax reduction scheme in relation to the band
and "F" is the relevant proportion applicable to each band
and "G" is the relevant proportion applicable to band D

		BAND A (5/9)	BAND A	BAND B	BAND C	BAND D	BAND E	BAND F	BAND G	BAND H	TOTAL	Note	
Dwellings in valuation list			2	910	2,564	2,201	1,570	858	455	168	11	8,739	1
Less Exempt dwellings			0	26	86	26	15	3	0	1	4	162	1
	= "H" in formula 2		2	884	2,478	2,175	1,555	855	455	167	7	8,577	
Total discounts	= "Q" in formula 2		0	146	264	183	96	38	15	5	2	749	1
Total Premiums	= "E" in formula 2		0	1	2	1	1	1	1	0	0	6	3
Additions less Reductions	= "J" in formula 2		0	0	42	6	168	3	0	1	0	220	3
Reduction Scheme	= "Z" in formula 2		1	228	278	81	32	8	3	1	0	632	3
Proportion for relevant Band	= "F" in formula 2		5	6	7	8	9	11	13	15	18		2
Proportion for Band D	= "G" in formula 2		9	9	9	9	9	9	9	9	9		2
RELEVANT AMOUNT FOR EACH BAND			0.4	340.7	1,539.4	1,704.4	1,595.8	993.2	631.6	269.9	11.0		
TOTAL RELEVANT AMOUNTS	= "A" in formula 1											7,086.4	4
ESTIMATED COLLECTION RATE	= "B" in formula 1											99.0%	5
UNADJUSTED TAX BASE FOR CALCULATION OF TAX: ("A" x "B")												7,015.5	
Addition by reference to payments from Secretary of State for Defence for Class O exempt properties (SI 1992/2943)												0	1
TAX BASE FOR CALCULATION OF TAX FOR:												7,015.5	

Notes:

- 1 From Valuation List / Council Tax records on 30 November 2015
- 2 Laid down in the legislation
- 3 Estimated
- 4 Sum of result of formula 2 for each band
- 5 As for the District as a whole (legal requirement)

TAX BASE FOR PURPOSE OF CALCULATING COUNCIL TAX 2016/17

CALCULATION FOR THE PARISH OF:

EAST KESWICK

TAX BASE = A x B
(Formula 1)

Where "A" equals total of relevant amounts as calculated below
and "B" is the authority's estimation of its collection rate for the year

RELEVANT AMOUNT FOR EACH BAND = ((H-Q+ E+J) -Z) x (F/G)
(Formula 2)
(paragraph 4 (1) of the legislation)

Where "H" is the number of chargeable dwellings on the relevant day
and "Q" is a factor to take account of the discounts to which the amount of council tax payable was subject on the relevant day
and "E" is a factor to take account of the premiums, if any, to which the amount of council tax payable was subject on the relevant day
and "J" is the amount of any adjustment in respect of changes in the number of chargeable dwellings or discounts calculated
and "Z" is the total amount that the authority estimates will be applied in accordance with the council tax reduction scheme in relation to the band
and "F" is the relevant proportion applicable to each band
and "G" is the relevant proportion applicable to band D

		BAND A (5/9)	BAND A	BAND B	BAND C	BAND D	BAND E	BAND F	BAND G	BAND H	TOTAL	Note
Dwellings in valuation list		0	15	64	34	43	60	82	187	5	490	1
Less Exempt dwellings		0	0	0	0	1	1	1	1	0	4	1
	= "H" in formula 2	0	15	64	34	42	59	81	186	5	486	
Total discounts	= "Q" in formula 2	0	2	6	4	4	5	4	7	0	31	1
Total Premiums	= "E" in formula 2	0	0	0	0	0	0	0	0	0	0	3
Additions less Reductions	= "J" in formula 2	0	0	0	0	0	0	0	1	0	1	3
Reduction Scheme	= "Z" in formula 2	0	4	10	2	1	0	1	1	0	19	3
Proportion for relevant Band	= "F" in formula 2	5	6	7	8	9	11	13	15	18		2
Proportion for Band D	= "G" in formula 2	9	9	9	9	9	9	9	9	9		2
RELEVANT AMOUNT FOR EACH BAND		0.0	6.0	37.1	24.7	37.5	66.6	109.7	298.8	10.0		
TOTAL RELEVANT AMOUNTS	= "A" in formula 1										590.4	4
ESTIMATED COLLECTION RATE	= "B" in formula 1										99.0%	5
UNADJUSTED TAX BASE FOR CALCULATION OF TAX: ("A" x "B")											584.5	
Addition by reference to payments from Secretary of State for Defence for Class O exempt properties (SI 1992/2943)											0	1
TAX BASE FOR CALCULATION OF TAX FOR:											584.5	

Notes:

- 1 From Valuation List / Council Tax records on 30 November 2015
- 2 Laid down in the legislation
- 3 Estimated
- 4 Sum of result of formula 2 for each band
- 5 As for the District as a whole (legal requirement)

TAX BASE FOR PURPOSE OF CALCULATING COUNCIL TAX 2016/17

CALCULATION FOR THE PARISH OF:

KIPPAX

TAX BASE = A x B
(Formula 1)

Where "A" equals total of relevant amounts as calculated below
and "B" is the authority's estimation of its collection rate for the year

RELEVANT AMOUNT FOR EACH BAND = ((H-Q+ E+J) -Z) x (F/G)
(Formula 2)
(paragraph 4 (1) of the legislation)

Where "H" is the number of chargeable dwellings on the relevant day
and "Q" is a factor to take account of the discounts to which the amount of council tax payable was subject on the relevant day
and "E" is a factor to take account of the premiums, if any, to which the amount of council tax payable was subject on the relevant day
and "J" is the amount of any adjustment in respect of changes in the number of chargeable dwellings or discounts calculated
and "Z" is the total amount that the authority estimates will be applied in accordance with the council tax reduction scheme in relation to the band
and "F" is the relevant proportion applicable to each band
and "G" is the relevant proportion applicable to band D

		BAND A (5/9)	BAND A	BAND B	BAND C	BAND D	BAND E	BAND F	BAND G	BAND H	TOTAL	Note
Dwellings in valuation list		6	1,392	1,105	1,114	487	138	29	4	0	4,275	1
Less Exempt dwellings		0	15	10	9	2	0	0	1	0	37	1
	= "H" in formula 2	6	1,377	1,095	1,105	485	138	29	3	0	4,238	
Total discounts	= "Q" in formula 2	0	159	95	67	23	5	2	1	0	351	1
Total Premiums	= "E" in formula 2	0	1	0	1	0	1	0	0	0	2	3
Additions less Reductions	= "J" in formula 2	0	0	0	1	1	0	0	0	0	2	3
Reduction Scheme	= "Z" in formula 2	1	233	103	55	18	2	1	0	0	413	3
Proportion for relevant Band	= "F" in formula 2	5	6	7	8	9	11	13	15	18		2
Proportion for Band D	= "G" in formula 2	9	9	9	9	9	9	9	9	9		2
RELEVANT AMOUNT FOR EACH BAND		2.8	657.3	697.1	875.3	444.8	161.0	37.9	3.8	0.0		
TOTAL RELEVANT AMOUNTS	= "A" in formula 1										2,880.0	4
ESTIMATED COLLECTION RATE	= "B" in formula 1										99.0%	5
UNADJUSTED TAX BASE FOR CALCULATION OF TAX: ("A" x "B")											2,851.2	
Addition by reference to payments from Secretary of State for Defence for Class O exempt properties (SI 1992/2943)											0	1
TAX BASE FOR CALCULATION OF TAX FOR:	KIPPAX										2,851.2	

Notes:

- 1 From Valuation List / Council Tax records on 30 November 2015
- 2 Laid down in the legislation
- 3 Estimated
- 4 Sum of result of formula 2 for each band
- 5 As for the District as a whole (legal requirement)

TAX BASE FOR PURPOSE OF CALCULATING COUNCIL TAX 2016/17

CALCULATION FOR THE PARISH OF:

LEDSHAM

TAX BASE = A x B
(Formula 1)

Where "A" equals total of relevant amounts as calculated below
and "B" is the authority's estimation of its collection rate for the year

RELEVANT AMOUNT FOR EACH BAND = ((H-Q+ E+J) -Z) x (F/G)
(Formula 2)
(paragraph 4 (1) of the legislation)

Where "H" is the number of chargeable dwellings on the relevant day
and "Q" is a factor to take account of the discounts to which the amount of council tax payable was subject on the relevant day
and "E" is a factor to take account of the premiums, if any, to which the amount of council tax payable was subject on the relevant day
and "J" is the amount of any adjustment in respect of changes in the number of chargeable dwellings or discounts calculated
and "Z" is the total amount that the authority estimates will be applied in accordance with the council tax reduction scheme in relation to the band
and "F" is the relevant proportion applicable to each band
and "G" is the relevant proportion applicable to band D

		BAND A (5/9)	BAND A	BAND B	BAND C	BAND D	BAND E	BAND F	BAND G	BAND H	TOTAL	Note
Dwellings in valuation list		0	0	12	3	6	9	11	36	1	78	1
Less Exempt dwellings		0	0	0	0	0	0	0	0	0	0	1
	= "H" in formula 2	0	0	12	3	6	9	11	36	1	78	
Total discounts	= "Q" in formula 2	0	0	3	0	0	1	0	1	0	5	1
Total Premiums	= "E" in formula 2	0	0	0	0	0	0	0	0	0	0	3
Additions less Reductions	= "J" in formula 2	0	0	0	0	0	0	0	0	0	0	3
Reduction Scheme	= "Z" in formula 2	0	0	3	0	1	0	1	0	0	5	3
Proportion for relevant Band	= "F" in formula 2	5	6	7	8	9	11	13	15	18		2
Proportion for Band D	= "G" in formula 2	9	9	9	9	9	9	9	9	9		2
RELEVANT AMOUNT FOR EACH BAND		0.0	0.0	4.9	2.7	4.8	10.4	14.4	57.9	2.0		
TOTAL RELEVANT AMOUNTS	= "A" in formula 1										97.1	4
ESTIMATED COLLECTION RATE	= "B" in formula 1										99.0%	5
UNADJUSTED TAX BASE FOR CALCULATION OF TAX: ("A" x "B")											96.1	
Addition by reference to payments from Secretary of State for Defence for Class O exempt properties (SI 1992/2943)											0	1
TAX BASE FOR CALCULATION OF TAX FOR:											96.1	

Notes:

- 1 From Valuation List / Council Tax records on 30 November 2015
- 2 Laid down in the legislation
- 3 Estimated
- 4 Sum of result of formula 2 for each band
- 5 As for the District as a whole (legal requirement)

TAX BASE FOR PURPOSE OF CALCULATING COUNCIL TAX 2016/17

CALCULATION FOR THE PARISH OF:

LEDSTON

TAX BASE = A x B
(Formula 1)

Where "A" equals total of relevant amounts as calculated below
and "B" is the authority's estimation of its collection rate for the year

RELEVANT AMOUNT FOR EACH
BAND = ((H-Q+ E+J) -Z) x (F/G)
(Formula 2)
(paragraph 4 (1) of the legislation)

Where "H" is the number of chargeable dwellings on the relevant day
and "Q" is a factor to take account of the discounts to which the amount of council tax payable was subject on the relevant day
and "E" is a factor to take account of the premiums, if any, to which the amount of council tax payable was subject on the relevant day
and "J" is the amount of any adjustment in respect of changes in the number of chargeable dwellings or discounts calculated
and "Z" is the total amount that the authority estimates will be applied in accordance with the council tax reduction scheme in relation to the band
and "F" is the relevant proportion applicable to each band
and "G" is the relevant proportion applicable to band D

		BAND A (5/9)	BAND A	BAND B	BAND C	BAND D	BAND E	BAND F	BAND G	BAND H	TOTAL	Note
Dwellings in valuation list		1	63	30	5	16	18	22	23	1	179	1
Less Exempt dwellings		0	0	0	1	0	1	1	0	0	3	1
	= "H" in formula 2	1	63	30	4	16	17	21	23	1	176	
Total discounts	= "Q" in formula 2	0	5	2	0	1	1	2	1	0	11	1
Total Premiums	= "E" in formula 2	0	1	0	0	1	0	0	0	1	2	3
Additions less Reductions	= "J" in formula 2	0	0	0	0	0	0	0	1	0	1	3
Reduction Scheme	= "Z" in formula 2	0	11	4	0	0	1	0	0	0	16	3
Proportion for relevant Band	= "F" in formula 2	5	6	7	8	9	11	13	15	18		2
Proportion for Band D	= "G" in formula 2	9	9	9	9	9	9	9	9	9		2
RELEVANT AMOUNT FOR EACH BAND		0.6	31.6	19.1	3.3	15.8	18.6	27.4	38.3	3.0		
TOTAL RELEVANT AMOUNTS	= "A" in formula 1										157.7	4
ESTIMATED COLLECTION RATE	= "B" in formula 1										99.0%	5
UNADJUSTED TAX BASE FOR CALCULATION OF TAX: ("A" x "B")											156.1	
Addition by reference to payments from Secretary of State for Defence for Class O exempt properties (SI 1992/2943)											0	1
TAX BASE FOR CALCULATION OF TAX FOR:											156.1	

Notes:

- 1 From Valuation List / Council Tax records on 30 November 2015
- 2 Laid down in the legislation
- 3 Estimated
- 4 Sum of result of formula 2 for each band
- 5 As for the District as a whole (legal requirement)

TAX BASE FOR PURPOSE OF CALCULATING COUNCIL TAX 2016/17

CALCULATION FOR THE PARISH OF:

MICKLEFIELD

TAX BASE = A x B
(Formula 1)

Where "A" equals total of relevant amounts as calculated below
and "B" is the authority's estimation of its collection rate for the year

RELEVANT AMOUNT FOR EACH BAND = ((H-Q+ E+J) -Z) x (F/G)
(Formula 2)
(paragraph 4 (1) of the legislation)

Where "H" is the number of chargeable dwellings on the relevant day
and "Q" is a factor to take account of the discounts to which the amount of council tax payable was subject on the relevant day
and "E" is a factor to take account of the premiums, if any, to which the amount of council tax payable was subject on the relevant day
and "J" is the amount of any adjustment in respect of changes in the number of chargeable dwellings or discounts calculated
and "Z" is the total amount that the authority estimates will be applied in accordance with the council tax reduction scheme in relation to the band
and "F" is the relevant proportion applicable to each band
and "G" is the relevant proportion applicable to band D

		BAND A (5/9)	BAND A	BAND B	BAND C	BAND D	BAND E	BAND F	BAND G	BAND H	TOTAL	Note
Dwellings in valuation list		6	584	86	75	62	34	11	5	0	863	1
Less Exempt dwellings		0	1	3	0	0	0	0	1	0	5	1
	= "H" in formula 2	6	583	83	75	62	34	11	4	0	858	
Total discounts	= "Q" in formula 2	1	66	8	5	3	2	0	0	0	84	1
Total Premiums	= "E" in formula 2	0	1	0	0	0	0	0	0	0	1	3
Additions less Reductions	= "J" in formula 2	0	0	0	0	0	0	0	0	0	0	3
Reduction Scheme	= "Z" in formula 2	4	122	4	1	4	1	1	0	0	137	3
Proportion for relevant Band	= "F" in formula 2	5	6	7	8	9	11	13	15	18		2
Proportion for Band D	= "G" in formula 2	9	9	9	9	9	9	9	9	9		2
RELEVANT AMOUNT FOR EACH BAND		0.4	263.7	55.4	61.3	55.5	38.2	14.1	6.7	0.0		
TOTAL RELEVANT AMOUNTS	= "A" in formula 1										495.3	4
ESTIMATED COLLECTION RATE	= "B" in formula 1										99.0%	5
UNADJUSTED TAX BASE FOR CALCULATION OF TAX: ("A" x "B")											490.3	
Addition by reference to payments from Secretary of State for Defence for Class O exempt properties (SI 1992/2943)											0	1
TAX BASE FOR CALCULATION OF TAX FOR:											490.3	

Notes:

- 1 From Valuation List / Council Tax records on 30 November 2015
- 2 Laid down in the legislation
- 3 Estimated
- 4 Sum of result of formula 2 for each band
- 5 As for the District as a whole (legal requirement)

TAX BASE FOR PURPOSE OF CALCULATING COUNCIL TAX 2016/17

CALCULATION FOR THE PARISH OF:

MORLEY

TAX BASE = A x B
(Formula 1)

Where "A" equals total of relevant amounts as calculated below
and "B" is the authority's estimation of its collection rate for the year

RELEVANT AMOUNT FOR EACH BAND = ((H-Q+ E+J) -Z) x (F/G)
(Formula 2)
(paragraph 4 (1) of the legislation)

Where "H" is the number of chargeable dwellings on the relevant day
and "Q" is a factor to take account of the discounts to which the amount of council tax payable was subject on the relevant day
and "E" is a factor to take account of the premiums, if any, to which the amount of council tax payable was subject on the relevant day
and "J" is the amount of any adjustment in respect of changes in the number of chargeable dwellings or discounts calculated
and "Z" is the total amount that the authority estimates will be applied in accordance with the council tax reduction scheme in relation to the band
and "F" is the relevant proportion applicable to each band
and "G" is the relevant proportion applicable to band D

		BAND A (5/9)	BAND A	BAND B	BAND C	BAND D	BAND E	BAND F	BAND G	BAND H	TOTAL	Note
Dwellings in valuation list		25	6,093	3,600	3,590	1,370	896	177	42	2	15,795	1
Less Exempt dwellings		0	67	29	35	5	0	0	2	0	138	1
	= "H" in formula 2	25	6,026	3,571	3,555	1,365	896	177	40	2	15,657	
Total discounts	= "Q" in formula 2	2	813	354	278	63	30	9	1	2	1,553	1
Total Premiums	= "E" in formula 2	0	7	3	1	0	1	1	0	0	12	3
Additions less Reductions	= "J" in formula 2	0	0	0	94	16	0	0	0	0	110	3
Reduction Scheme	= "Z" in formula 2	12	1,277	298	203	44	18	2	0	0	1854	3
Proportion for relevant Band	= "F" in formula 2	5	6	7	8	9	11	13	15	18		2
Proportion for Band D	= "G" in formula 2	9	9	9	9	9	9	9	9	9		2
RELEVANT AMOUNT FOR EACH BAND		6.0	2,628.4	2,272.2	2,816.9	1,274.1	1,036.4	241.1	64.6	1.0		
TOTAL RELEVANT AMOUNTS	= "A" in formula 1										10,340.7	4
ESTIMATED COLLECTION RATE	= "B" in formula 1										99.0%	5
UNADJUSTED TAX BASE FOR CALCULATION OF TAX: ("A" x "B")											10,237.3	
Addition by reference to payments from Secretary of State for Defence for Class O exempt properties (SI 1992/2943)											0	1
TAX BASE FOR CALCULATION OF TAX FOR:											10,237.3	

Notes:

- 1 From Valuation List / Council Tax records on 30 November 2015
- 2 Laid down in the legislation
- 3 Estimated
- 4 Sum of result of formula 2 for each band
- 5 As for the District as a whole (legal requirement)

TAX BASE FOR PURPOSE OF CALCULATING COUNCIL TAX 2016/17

CALCULATION FOR THE PARISH OF:

OTLEY

TAX BASE = A x B
(Formula 1)

Where "A" equals total of relevant amounts as calculated below
and "B" is the authority's estimation of its collection rate for the year

RELEVANT AMOUNT FOR EACH BAND = ((H-Q+ E+J) -Z) x (F/G)
(Formula 2)
(paragraph 4 (1) of the legislation)

Where "H" is the number of chargeable dwellings on the relevant day
and "Q" is a factor to take account of the discounts to which the amount of council tax payable was subject on the relevant day
and "E" is a factor to take account of the premiums, if any, to which the amount of council tax payable was subject on the relevant day
and "J" is the amount of any adjustment in respect of changes in the number of chargeable dwellings or discounts calculated
and "Z" is the total amount that the authority estimates will be applied in accordance with the council tax reduction scheme in relation to the band
and "F" is the relevant proportion applicable to each band
and "G" is the relevant proportion applicable to band D

		BAND A (5/9)	BAND A	BAND B	BAND C	BAND D	BAND E	BAND F	BAND G	BAND H	TOTAL	Note
Dwellings in valuation list		4	821	2,145	1,736	987	541	177	62	6	6,479	1
Less Exempt dwellings		0	14	22	13	6	2	2	0	0	60	1
	= "H" in formula 2	4	807	2,123	1,723	981	539	175	62	6	6,419	
Total discounts	= "Q" in formula 2	1	134	216	155	64	27	8	4	1	608	1
Total Premiums	= "E" in formula 2	0	1	2	3	1	1	0	1	0	8	3
Additions less Reductions	= "J" in formula 2	0	0	24	18	56	1	0	0	0	99	3
Reduction Scheme	= "Z" in formula 2	1	244	277	82	25	4	1	0	0	634	3
Proportion for relevant Band	= "F" in formula 2	5	6	7	8	9	11	13	15	18		2
Proportion for Band D	= "G" in formula 2	9	9	9	9	9	9	9	9	9		2
RELEVANT AMOUNT FOR EACH BAND		1.4	286.2	1,288.1	1,339.5	948.6	623.3	239.8	99.2	10.5		
TOTAL RELEVANT AMOUNTS	= "A" in formula 1										4,836.6	4
ESTIMATED COLLECTION RATE	= "B" in formula 1										99.0%	5
UNADJUSTED TAX BASE FOR CALCULATION OF TAX: ("A" x "B")											4,788.2	
Addition by reference to payments from Secretary of State for Defence for Class O exempt properties (SI 1992/2943)											0	1
TAX BASE FOR CALCULATION OF TAX FOR:											4,788.2	

Notes:

- 1 From Valuation List / Council Tax records on 30 November 2015
- 2 Laid down in the legislation
- 3 Estimated
- 4 Sum of result of formula 2 for each band
- 5 As for the District as a whole (legal requirement)

TAX BASE FOR PURPOSE OF CALCULATING COUNCIL TAX 2016/17

CALCULATION FOR THE PARISH OF:

POOL in WHARFEDALE

TAX BASE = A x B
(Formula 1)

Where "A" equals total of relevant amounts as calculated below
and "B" is the authority's estimation of its collection rate for the year

RELEVANT AMOUNT FOR EACH BAND = ((H-Q+ E+J) -Z) x (F/G)
(Formula 2)
(paragraph 4 (1) of the legislation)

Where "H" is the number of chargeable dwellings on the relevant day
and "Q" is a factor to take account of the discounts to which the amount of council tax payable was subject on the relevant day
and "E" is a factor to take account of the premiums, if any, to which the amount of council tax payable was subject on the relevant day
and "J" is the amount of any adjustment in respect of changes in the number of chargeable dwellings or discounts calculated
and "Z" is the total amount that the authority estimates will be applied in accordance with the council tax reduction scheme in relation to the band
and "F" is the relevant proportion applicable to each band
and "G" is the relevant proportion applicable to band D

		BAND A (5/9)	BAND A	BAND B	BAND C	BAND D	BAND E	BAND F	BAND G	BAND H	TOTAL	Note
Dwellings in valuation list		1	46	152	215	186	127	138	113	6	984	1
Less Exempt dwellings		0	0	1	2	0	1	3	2	0	9	1
	= "H" in formula 2	1	46	151	213	186	126	135	111	6	975	
Total discounts	= "Q" in formula 2	0	8	13	21	14	11	8	3	0	78	1
Total Premiums	= "E" in formula 2	0	0	0	0	0	1	1	0	0	1	3
Additions less Reductions	= "J" in formula 2	0	0	0	0	0	0	0	0	0	0	3
Reduction Scheme	= "Z" in formula 2	0	17	20	13	3	2	2	0	0	57	3
Proportion for relevant Band	= "F" in formula 2	5	6	7	8	9	11	13	15	18		2
Proportion for Band D	= "G" in formula 2	9	9	9	9	9	9	9	9	9		2
RELEVANT AMOUNT FOR EACH BAND		0.4	13.8	91.6	159.3	168.7	139.0	181.6	180.8	11.5		
TOTAL RELEVANT AMOUNTS	= "A" in formula 1										946.7	4
ESTIMATED COLLECTION RATE	= "B" in formula 1										99.0%	5
UNADJUSTED TAX BASE FOR CALCULATION OF TAX: ("A" x "B")											937.2	
Addition by reference to payments from Secretary of State for Defence for Class O exempt properties (SI 1992/2943)											0	1
TAX BASE FOR CALCULATION OF TAX FOR:											937.2	

Notes:

- 1 From Valuation List / Council Tax records on 30 November 2015
- 2 Laid down in the legislation
- 3 Estimated
- 4 Sum of result of formula 2 for each band
- 5 As for the District as a whole (legal requirement)

TAX BASE FOR PURPOSE OF CALCULATING COUNCIL TAX 2016/17

CALCULATION FOR THE PARISH OF:

RAWDON

TAX BASE = A x B
(Formula 1)

Where "A" equals total of relevant amounts as calculated below
and "B" is the authority's estimation of its collection rate for the year

RELEVANT AMOUNT FOR EACH BAND = ((H-Q+ E+J) -Z) x (F/G)
(Formula 2)
(paragraph 4 (1) of the legislation)

Where "H" is the number of chargeable dwellings on the relevant day
and "Q" is a factor to take account of the discounts to which the amount of council tax payable was subject on the relevant day
and "E" is a factor to take account of the premiums, if any, to which the amount of council tax payable was subject on the relevant day
and "J" is the amount of any adjustment in respect of changes in the number of chargeable dwellings or discounts calculated
and "Z" is the total amount that the authority estimates will be applied in accordance with the council tax reduction scheme in relation to the band
and "F" is the relevant proportion applicable to each band
and "G" is the relevant proportion applicable to band D

	BAND A (5/9)	BAND A	BAND B	BAND C	BAND D	BAND E	BAND F	BAND G	BAND H	TOTAL	Note
Dwellings in valuation list	0	81	411	826	635	439	264	196	30	2,882	1
Less Exempt dwellings	0	2	3	6	4	2	0	2	0	20	1
= "H" in formula 2	0	79	408	820	631	437	264	194	30	2,862	
Total discounts	0	11	45	70	41	22	14	6	0	211	1
Total Premiums	0	0	0	1	1	0	0	1	0	2	3
Additions less Reductions	0	0	0	0	0	0	0	0	0	0	3
Reduction Scheme	0	18	59	38	27	6	2	1	0	151	3
Proportion for relevant Band	= "F" in formula 2	5	6	7	8	9	11	13	15	18	2
Proportion for Band D	= "G" in formula 2	9	9	9	9	9	9	9	9	9	2
RELEVANT AMOUNT FOR EACH BAND		0.0	33.1	236.2	632.9	562.9	499.6	357.8	312.9	59.5	
TOTAL RELEVANT AMOUNTS	= "A" in formula 1									2,694.9	4
ESTIMATED COLLECTION RATE	= "B" in formula 1									99.0%	5
UNADJUSTED TAX BASE FOR CALCULATION OF TAX: ("A" x "B")										2,668.0	
Addition by reference to payments from Secretary of State for Defence for Class O exempt properties (SI 1992/2943)										0	1
TAX BASE FOR CALCULATION OF TAX FOR:										2,668.0	

Notes:

- 1 From Valuation List / Council Tax records on 30 November 2015
- 2 Laid down in the legislation
- 3 Estimated
- 4 Sum of result of formula 2 for each band
- 5 As for the District as a whole (legal requirement)

TAX BASE FOR PURPOSE OF CALCULATING COUNCIL TAX 2016/17

CALCULATION FOR THE PARISH OF:

SCARCROFT

TAX BASE = A x B
(Formula 1)

Where "A" equals total of relevant amounts as calculated below
and "B" is the authority's estimation of its collection rate for the year

RELEVANT AMOUNT FOR EACH BAND = ((H-Q+ E+J) -Z) x (F/G)
(Formula 2)
(paragraph 4 (1) of the legislation)

Where "H" is the number of chargeable dwellings on the relevant day
and "Q" is a factor to take account of the discounts to which the amount of council tax payable was subject on the relevant day
and "E" is a factor to take account of the premiums, if any, to which the amount of council tax payable was subject on the relevant day
and "J" is the amount of any adjustment in respect of changes in the number of chargeable dwellings or discounts calculated
and "Z" is the total amount that the authority estimates will be applied in accordance with the council tax reduction scheme in relation to the band
and "F" is the relevant proportion applicable to each band
and "G" is the relevant proportion applicable to band D

		BAND A (5/9)	BAND A	BAND B	BAND C	BAND D	BAND E	BAND F	BAND G	BAND H	TOTAL	Note
Dwellings in valuation list		0	9	33	41	58	53	74	253	71	592	1
Less Exempt dwellings		0	0	1	1	0	1	0	2	1	6	1
	= "H" in formula 2	0	9	32	40	58	52	74	251	70	586	
Total discounts	= "Q" in formula 2	0	2	3	6	4	4	2	7	1	29	1
Total Premiums	= "E" in formula 2	0	0	0	1	1	0	0	0	1	3	3
Additions less Reductions	= "J" in formula 2	0	0	0	0	0	0	1	2	1	4	3
Reduction Scheme	= "Z" in formula 2	0	4	4	3	2	2	2	1	1	19	3
Proportion for relevant Band	= "F" in formula 2	5	6	7	8	9	11	13	15	18		2
Proportion for Band D	= "G" in formula 2	9	9	9	9	9	9	9	9	9		2
RELEVANT AMOUNT FOR EACH BAND		0.0	2.2	19.3	28.4	52.7	56.5	102.5	408.3	139.5		
TOTAL RELEVANT AMOUNTS	= "A" in formula 1										809.4	4
ESTIMATED COLLECTION RATE	= "B" in formula 1										99.0%	5
UNADJUSTED TAX BASE FOR CALCULATION OF TAX: ("A" x "B")											801.3	
Addition by reference to payments from Secretary of State for Defence for Class O exempt properties (SI 1992/2943)											0	1
TAX BASE FOR CALCULATION OF TAX FOR:											801.3	

Notes:

- 1 From Valuation List / Council Tax records on 30 November 2015
- 2 Laid down in the legislation
- 3 Estimated
- 4 Sum of result of formula 2 for each band
- 5 As for the District as a whole (legal requirement)

TAX BASE FOR PURPOSE OF CALCULATING COUNCIL TAX 2016/17

CALCULATION FOR THE PARISH OF:

SHADWELL

TAX BASE = A x B
(Formula 1)

Where "A" equals total of relevant amounts as calculated below
and "B" is the authority's estimation of its collection rate for the year

RELEVANT AMOUNT FOR EACH BAND = ((H-Q+ E+J) -Z) x (F/G)
(Formula 2)
(paragraph 4 (1) of the legislation)

Where "H" is the number of chargeable dwellings on the relevant day
and "Q" is a factor to take account of the discounts to which the amount of council tax payable was subject on the relevant day
and "E" is a factor to take account of the premiums, if any, to which the amount of council tax payable was subject on the relevant day
and "J" is the amount of any adjustment in respect of changes in the number of chargeable dwellings or discounts calculated
and "Z" is the total amount that the authority estimates will be applied in accordance with the council tax reduction scheme in relation to the band
and "F" is the relevant proportion applicable to each band
and "G" is the relevant proportion applicable to band D

		BAND A (5/9)	BAND A	BAND B	BAND C	BAND D	BAND E	BAND F	BAND G	BAND H	TOTAL	Note
Dwellings in valuation list		0	12	29	59	135	217	172	183	9	816	1
Less Exempt dwellings		0	1	2	1	0	4	0	0	0	8	1
	= "H" in formula 2	0	11	27	58	135	213	172	183	9	808	
Total discounts	= "Q" in formula 2	0	2	4	7	13	15	8	5	0	55	1
Total Premiums	= "E" in formula 2	0	0	0	1	0	0	0	0	0	1	3
Additions less Reductions	= "J" in formula 2	0	0	0	0	2	0	0	0	0	2	3
Reduction Scheme	= "Z" in formula 2	0	1	1	2	4	4	0	2	0	14	3
Proportion for relevant Band	= "F" in formula 2	5	6	7	8	9	11	13	15	18		2
Proportion for Band D	= "G" in formula 2	9	9	9	9	9	9	9	9	9		2
RELEVANT AMOUNT FOR EACH BAND		0.0	5.7	16.8	44.3	120.0	236.7	236.7	292.8	17.5		
TOTAL RELEVANT AMOUNTS	= "A" in formula 1										970.5	4
ESTIMATED COLLECTION RATE	= "B" in formula 1										99.0%	5
UNADJUSTED TAX BASE FOR CALCULATION OF TAX: ("A" x "B")											960.8	
Addition by reference to payments from Secretary of State for Defence for Class O exempt properties (SI 1992/2943)											0.0	1
TAX BASE FOR CALCULATION OF TAX FOR:											960.8	

Notes:

- 1 From Valuation List / Council Tax records on 30 November 2015
- 2 Laid down in the legislation
- 3 Estimated
- 4 Sum of result of formula 2 for each band
- 5 As for the District as a whole (legal requirement)

TAX BASE FOR PURPOSE OF CALCULATING COUNCIL TAX 2016/17

CALCULATION FOR THE PARISH OF:

SWILLINGTON

TAX BASE = A x B
(Formula 1)

Where "A" equals total of relevant amounts as calculated below
and "B" is the authority's estimation of its collection rate for the year

RELEVANT AMOUNT FOR EACH BAND = ((H-Q+ E+J) -Z) x (F/G)
(Formula 2)
(paragraph 4 (1) of the legislation)

Where "H" is the number of chargeable dwellings on the relevant day
and "Q" is a factor to take account of the discounts to which the amount of council tax payable was subject on the relevant day
and "E" is a factor to take account of the premiums, if any, to which the amount of council tax payable was subject on the relevant day
and "J" is the amount of any adjustment in respect of changes in the number of chargeable dwellings or discounts calculated
and "Z" is the total amount that the authority estimates will be applied in accordance with the council tax reduction scheme in relation to the band
and "F" is the relevant proportion applicable to each band
and "G" is the relevant proportion applicable to band D

		BAND A (5/9)	BAND A	BAND B	BAND C	BAND D	BAND E	BAND F	BAND G	BAND H	TOTAL	Note
Dwellings in valuation list		6	648	328	322	112	64	21	7	1	1,509	1
Less Exempt dwellings		0	4	0	0	0	0	0	0	0	4	1
	= "H" in formula 2	6	644	328	322	112	64	21	7	1	1,505	
Total discounts	= "Q" in formula 2	1	73	26	22	9	4	1	0	0	136	1
Total Premiums	= "E" in formula 2	0	1	1	0	1	0	0	0	0	2	3
Additions less Reductions	= "J" in formula 2	0	1	1	0	0	0	0	0	0	2	3
Reduction Scheme	= "Z" in formula 2	1	143	36	25	5	0	0	0	0	210	3
Proportion for relevant Band	= "F" in formula 2	5	6	7	8	9	11	13	15	18		2
Proportion for Band D	= "G" in formula 2	9	9	9	9	9	9	9	9	9		2
RELEVANT AMOUNT FOR EACH BAND		2.2	286.3	208.1	244.5	98.3	73.6	29.3	11.3	1.5		
TOTAL RELEVANT AMOUNTS	= "A" in formula 1										955.1	4
ESTIMATED COLLECTION RATE	= "B" in formula 1										99.0%	5
UNADJUSTED TAX BASE FOR CALCULATION OF TAX: ("A" x "B")											945.5	
Addition by reference to payments from Secretary of State for Defence for Class O exempt properties (SI 1992/2943)											0	1
TAX BASE FOR CALCULATION OF TAX FOR:											945.5	

Notes:

- 1 From Valuation List / Council Tax records on 30 November 2015
- 2 Laid down in the legislation
- 3 Estimated
- 4 Sum of result of formula 2 for each band
- 5 As for the District as a whole (legal requirement)

TAX BASE FOR PURPOSE OF CALCULATING COUNCIL TAX 2016/17

CALCULATION FOR THE PARISH OF:

THORNER

TAX BASE = A x B
(Formula 1)

Where "A" equals total of relevant amounts as calculated below
and "B" is the authority's estimation of its collection rate for the year

RELEVANT AMOUNT FOR EACH BAND = ((H-Q+ E+J) -Z) x (F/G)
(Formula 2)
(paragraph 4 (1) of the legislation)

Where "H" is the number of chargeable dwellings on the relevant day
and "Q" is a factor to take account of the discounts to which the amount of council tax payable was subject on the relevant day
and "E" is a factor to take account of the premiums, if any, to which the amount of council tax payable was subject on the relevant day
and "J" is the amount of any adjustment in respect of changes in the number of chargeable dwellings or discounts calculated
and "Z" is the total amount that the authority estimates will be applied in accordance with the council tax reduction scheme in relation to the band
and "F" is the relevant proportion applicable to each band
and "G" is the relevant proportion applicable to band D

	BAND A (5/9)	BAND A	BAND B	BAND C	BAND D	BAND E	BAND F	BAND G	BAND H	TOTAL	Note	
Dwellings in valuation list	1	68	90	106	110	156	74	121	20	746	1	
Less Exempt dwellings	0	0	0	1	2	1	0	0	0	4	1	
= "H" in formula 2	1	68	90	105	108	155	74	121	20	742		
Total discounts	= "Q" in formula 2	0	12	11	10	8	9	4	6	1	60	1
Total Premiums	= "E" in formula 2	0	0	0	0	1	1	0	0	0	1	3
Additions less Reductions	= "J" in formula 2	0	0	0	0	0	0	0	0	0	0	3
Reduction Scheme	= "Z" in formula 2	0	21	13	9	4	2	0	1	0	50	3
Proportion for relevant Band	= "F" in formula 2	5	6	7	8	9	11	13	15	18		2
Proportion for Band D	= "G" in formula 2	9	9	9	9	9	9	9	9	9		2
RELEVANT AMOUNT FOR EACH BAND		0.6	23.3	51.2	76.7	96.8	176.9	101.8	189.5	38.5		
TOTAL RELEVANT AMOUNTS	= "A" in formula 1										755.3	4
ESTIMATED COLLECTION RATE	= "B" in formula 1										99.0%	5
UNADJUSTED TAX BASE FOR CALCULATION OF TAX: ("A" x "B")											747.7	
Addition by reference to payments from Secretary of State for Defence for Class O exempt properties (SI 1992/2943)											0	1
TAX BASE FOR CALCULATION OF TAX FOR:											747.7	

Notes:

- 1 From Valuation List / Council Tax records on 30 November 2015
- 2 Laid down in the legislation
- 3 Estimated
- 4 Sum of result of formula 2 for each band
- 5 As for the District as a whole (legal requirement)

TAX BASE FOR PURPOSE OF CALCULATING COUNCIL TAX 2016/17

CALCULATION FOR THE PARISH OF:

THORP ARCH

TAX BASE = A x B
(Formula 1)

Where "A" equals total of relevant amounts as calculated below
and "B" is the authority's estimation of its collection rate for the year

RELEVANT AMOUNT FOR EACH BAND = ((H-Q+ E+J) -Z) x (F/G)
(Formula 2)
(paragraph 4 (1) of the legislation)

Where "H" is the number of chargeable dwellings on the relevant day
and "Q" is a factor to take account of the discounts to which the amount of council tax payable was subject on the relevant day
and "E" is a factor to take account of the premiums, if any, to which the amount of council tax payable was subject on the relevant day
and "J" is the amount of any adjustment in respect of changes in the number of chargeable dwellings or discounts calculated
and "Z" is the total amount that the authority estimates will be applied in accordance with the council tax reduction scheme in relation to the band
and "F" is the relevant proportion applicable to each band
and "G" is the relevant proportion applicable to band D

		BAND A (5/9)	BAND A	BAND B	BAND C	BAND D	BAND E	BAND F	BAND G	BAND H	TOTAL	Note
Dwellings in valuation list		0	0	33	90	41	87	17	68	11	347	1
Less Exempt dwellings		0	0	0	1	0	0	0	1	0	2	1
	= "H" in formula 2	0	0	33	89	41	87	17	67	11	345	
Total discounts	= "Q" in formula 2	0	0	3	8	4	4	1	3	1	22	1
Total Premiums	= "E" in formula 2	0	0	0	0	0	0	0	0	0	0	3
Additions less Reductions	= "J" in formula 2	0	0	0	0	0	0	0	2	0	2	3
Reduction Scheme	= "Z" in formula 2	0	0	1	8	3	2	0	0	0	14	3
Proportion for relevant Band	= "F" in formula 2	5	6	7	8	9	11	13	15	18		2
Proportion for Band D	= "G" in formula 2	9	9	9	9	9	9	9	9	9		2
RELEVANT AMOUNT FOR EACH BAND		0.0	0.0	22.8	65.2	34.0	99.5	23.5	110.0	20.5		
TOTAL RELEVANT AMOUNTS	= "A" in formula 1										375.5	4
ESTIMATED COLLECTION RATE	= "B" in formula 1										99.0%	5
UNADJUSTED TAX BASE FOR CALCULATION OF TAX: ("A" x "B")											371.7	
Addition by reference to payments from Secretary of State for Defence for Class O exempt properties (SI 1992/2943)											0	1
TAX BASE FOR CALCULATION OF TAX FOR:											371.7	

Notes:

- 1 From Valuation List / Council Tax records on 30 November 2015
- 2 Laid down in the legislation
- 3 Estimated
- 4 Sum of result of formula 2 for each band
- 5 As for the District as a whole (legal requirement)

TAX BASE FOR PURPOSE OF CALCULATING COUNCIL TAX 2016/17

CALCULATION FOR THE PARISH OF:

WALTON

TAX BASE = A x B
(Formula 1)

Where "A" equals total of relevant amounts as calculated below
and "B" is the authority's estimation of its collection rate for the year

RELEVANT AMOUNT FOR EACH BAND = ((H-Q+ E+J) -Z) x (F/G)
(Formula 2)
(paragraph 4 (1) of the legislation)

Where "H" is the number of chargeable dwellings on the relevant day
and "Q" is a factor to take account of the discounts to which the amount of council tax payable was subject on the relevant day
and "E" is a factor to take account of the premiums, if any, to which the amount of council tax payable was subject on the relevant day
and "J" is the amount of any adjustment in respect of changes in the number of chargeable dwellings or discounts calculated
and "Z" is the total amount that the authority estimates will be applied in accordance with the council tax reduction scheme in relation to the band
and "F" is the relevant proportion applicable to each band
and "G" is the relevant proportion applicable to band D

		BAND A (5/9)	BAND A	BAND B	BAND C	BAND D	BAND E	BAND F	BAND G	BAND H	TOTAL	Note
Dwellings in valuation list		0	1	2	14	11	20	16	32	3	99	1
Less Exempt dwellings		0	0	0	0	0	0	0	0	0	0	1
	= "H" in formula 2	0	1	2	14	11	20	16	32	3	99	
Total discounts	= "Q" in formula 2	0	0	0	1	2	2	1	2	0	8	1
Total Premiums	= "E" in formula 2	0	0	0	0	0	0	0	0	0	0	3
Additions less Reductions	= "J" in formula 2	0	0	0	0	0	0	0	0	0	0	3
Reduction Scheme	= "Z" in formula 2	0	0	0	2	1	0	0	2	0	5	3
Proportion for relevant Band	= "F" in formula 2	5	6	7	8	9	11	13	15	18		2
Proportion for Band D	= "G" in formula 2	9	9	9	9	9	9	9	9	9		2
RELEVANT AMOUNT FOR EACH BAND		0.0	0.7	1.4	9.6	8.3	22.3	22.0	47.1	5.5		
TOTAL RELEVANT AMOUNTS	= "A" in formula 1										116.9	4
ESTIMATED COLLECTION RATE	= "B" in formula 1										99.0%	5
UNADJUSTED TAX BASE FOR CALCULATION OF TAX: ("A" x "B")											115.7	
Addition by reference to payments from Secretary of State for Defence for Class O exempt properties (SI 1992/2943)											0	1
TAX BASE FOR CALCULATION OF TAX FOR:											115.7	

Notes:

- 1 From Valuation List / Council Tax records on 30 November 2015
- 2 Laid down in the legislation
- 3 Estimated
- 4 Sum of result of formula 2 for each band
- 5 As for the District as a whole (legal requirement)

TAX BASE FOR PURPOSE OF CALCULATING COUNCIL TAX 2016/17

CALCULATION FOR THE PARISH OF:

WETHERBY

TAX BASE = A x B
(Formula 1)

Where "A" equals total of relevant amounts as calculated below
and "B" is the authority's estimation of its collection rate for the year

RELEVANT AMOUNT FOR EACH BAND = ((H-Q+ E+J) -Z) x (F/G)
(Formula 2)
(paragraph 4 (1) of the legislation)

Where "H" is the number of chargeable dwellings on the relevant day
and "Q" is a factor to take account of the discounts to which the amount of council tax payable was subject on the relevant day
and "E" is a factor to take account of the premiums, if any, to which the amount of council tax payable was subject on the relevant day
and "J" is the amount of any adjustment in respect of changes in the number of chargeable dwellings or discounts calculated
and "Z" is the total amount that the authority estimates will be applied in accordance with the council tax reduction scheme in relation to the band
and "F" is the relevant proportion applicable to each band
and "G" is the relevant proportion applicable to band D

		BAND A (5/9)	BAND A	BAND B	BAND C	BAND D	BAND E	BAND F	BAND G	BAND H	TOTAL	Note	
Dwellings in valuation list			2	261	1,087	940	719	1,139	474	312	22	4,956	1
Less Exempt dwellings			0	4	19	6	12	1	3	2	0	47	1
	= "H" in formula 2		2	257	1,068	934	707	1,138	471	310	22	4,909	
Total discounts	= "Q" in formula 2		0	40	125	91	61	59	27	11	1	416	1
Total Premiums	= "E" in formula 2		0	1	1	1	0	0	0	0	0	3	3
Additions less Reductions	= "J" in formula 2		0	0	5	31	0	0	2	1	0	39	3
Reduction Scheme	= "Z" in formula 2		0	71	182	53	19	10	5	0	0	340	3
Proportion for relevant Band	= "F" in formula 2		5	6	7	8	9	11	13	15	18		2
Proportion for Band D	= "G" in formula 2		9	9	9	9	9	9	9	9	9		2
RELEVANT AMOUNT FOR EACH BAND			1.1	97.6	596.3	730.3	626.8	1,306.5	637.3	500.3	42.0		
TOTAL RELEVANT AMOUNTS	= "A" in formula 1											4,538.2	4
ESTIMATED COLLECTION RATE	= "B" in formula 1											99.0%	5
UNADJUSTED TAX BASE FOR CALCULATION OF TAX: ("A" x "B")												4,492.8	
Addition by reference to payments from Secretary of State for Defence for Class O exempt properties (SI 1992/2943)												0	1
TAX BASE FOR CALCULATION OF TAX FOR:												4,492.8	

Notes:

- 1 From Valuation List / Council Tax records on 30 November 2015
- 2 Laid down in the legislation
- 3 Estimated
- 4 Sum of result of formula 2 for each band
- 5 As for the District as a whole (legal requirement)

TAX BASE FOR PURPOSE OF CALCULATING COUNCIL TAX 2016/17

CALCULATION FOR THE PARISH OF:

WOTHERSOME

TAX BASE = A x B
(Formula 1)

Where "A" equals total of relevant amounts as calculated below
and "B" is the authority's estimation of its collection rate for the year

RELEVANT AMOUNT FOR EACH BAND = ((H-Q+ E+J) -Z) x (F/G)
(Formula 2)
(paragraph 4 (1) of the legislation)

Where "H" is the number of chargeable dwellings on the relevant day
and "Q" is a factor to take account of the discounts to which the amount of council tax payable was subject on the relevant day
and "E" is a factor to take account of the premiums, if any, to which the amount of council tax payable was subject on the relevant day
and "J" is the amount of any adjustment in respect of changes in the number of chargeable dwellings or discounts calculated
and "Z" is the total amount that the authority estimates will be applied in accordance with the council tax reduction scheme in relation to the band
and "F" is the relevant proportion applicable to each band
and "G" is the relevant proportion applicable to band D

		BAND A (5/9)	BAND A	BAND B	BAND C	BAND D	BAND E	BAND F	BAND G	BAND H	TOTAL	Note
Dwellings in valuation list		0	0	2	4	0	1	0	2	0	9	1
Less Exempt dwellings		0	0	0	0	0	0	0	0	0	0	1
	= "H" in formula 2	0	0	2	4	0	1	0	2	0	9	
Total discounts	= "Q" in formula 2	0	0	0	1	0	0	0	0	0	1	1
Total Premiums	= "E" in formula 2	0	0	0	0	0	0	0	1	0	1	3
Additions less Reductions	= "J" in formula 2	0	0	0	0	0	0	0	0	0	0	3
Reduction Scheme	= "Z" in formula 2	0	0	1	0	0	0	0	0	0	1	3
Proportion for relevant Band	= "F" in formula 2	5	6	7	8	9	11	13	15	18		2
Proportion for Band D	= "G" in formula 2	9	9	9	9	9	9	9	9	9		2
RELEVANT AMOUNT FOR EACH BAND		0.0	0.0	0.8	3.1	0.0	1.2	0.0	4.2	0.0		
TOTAL RELEVANT AMOUNTS	= "A" in formula 1										9.3	4
ESTIMATED COLLECTION RATE	= "B" in formula 1										99.0%	5
UNADJUSTED TAX BASE FOR CALCULATION OF TAX: ("A" x "B")											9.2	
Addition by reference to payments from Secretary of State for Defence for Class O exempt properties (SI 1992/2943)											0	1
TAX BASE FOR CALCULATION OF TAX FOR:											9.2	

Notes:

- 1 From Valuation List / Council Tax records on 30 November 2015
- 2 Laid down in the legislation
- 3 Estimated
- 4 Sum of result of formula 2 for each band
- 5 As for the District as a whole (legal requirement)

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Appendix 2



Equality, Diversity, Cohesion and Integration Screening

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

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

Completed at the earliest opportunity it will help to determine:

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

Directorate: Strategy & Resources	Service area: Corporate Financial Management
Lead person: M. S. Woods	Contact number: 0113 395 1373

1. Title:	Calculation of the Council Tax and Business Rates Tax Bases for 2016/17		
Is this a:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Strategy / Policy	Service / Function	Other
If other, please specify			

2. Please provide a brief description of what you are screening
The calculation of the Council Tax and Business Rates tax bases for 2016/17.

3. Relevance to equality, diversity, cohesion and integration

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

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

When considering these questions think about age, carers, disability, gender reassignment, race, religion or belief, sex, sexual orientation and any other relevant characteristics (for example socio-economic status, social class, income, unemployment, residential location or family background and education or skills levels).

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

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

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

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

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

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

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

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

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

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

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

Date to scope and plan your impact assessment:	
--	--

Date to complete your impact assessment	
---	--

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

6. Governance, ownership and approval

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

Name	Job title	Date
Neil Warren	Head of Corporate Finance	17th December 2015

7. Publishing

This screening document will act as evidence that due regard to equality and diversity has been given. If you are not carrying out an independent impact assessment the screening document will need to be published.

If this screening relates to a **Key Delegated Decision, Executive Board, full Council** or a **Significant Operational Decision** a copy should be emailed to Corporate Governance and will be published along with the relevant report.

A copy of **all other** screening's should be sent to equalityteam@leeds.gov.uk. For record keeping purposes it will be kept on file (but not published).

Date screening completed	17 th December 2015
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If relates to a Key Decision - date sent to Corporate Governance	4 th January 2016
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Any other decision – date sent to Equality Team (equalityteam@leeds.gov.uk)	
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Report author: Kate Sadler

Tel: 0113 39 51711

Report of Leader of Council

Report to Full Council

Date: 13th January 2016

Subject: Executive Arrangements

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

On 21st May 2015 the Leader presented Full Council with details of her executive arrangements, including the Officer Delegation Scheme (Executive Functions) and the Executive Members Oversight of Officer Executive Delegations.

Following a review of the Officer Delegation Scheme (Executive Functions) and the Executive Member Oversight of Officer Executive Delegations the Leader has approved amendments to these documents.

In addition the Deputy Monitoring Officer has approved amendments to Article 12 “Officers” to reflect changes to legislation.

Recommendations

Council are requested to note amendments to:-

- the Executive Members Oversight of Officer Executive Delegations as shown at Appendices A;
- Officer Delegation Scheme (Executive Functions) shown at Appendices B to L attached;
 all of which took effect from 1st January 2016; and
- Article 12 “Officers” shown at Appendix M attached;

1 Purpose of this report

- 1.1 This report sets out amendments to the Officer Delegation Scheme (Executive Functions) and Executive Member Oversight of Officer Executive Delegations approved by the Leader with effect from 1st January 2016.

2 Background information

- 2.1 The Leader previously approved her Executive Arrangements in May 2015 and presented them to Full Council at the Annual Council Meeting of 21st May 2015.
- 2.2 Article 15.2 of the Constitution provides that “the Monitoring Officer is authorised to make any changes to any Part of the Constitution which are required:
- As a result of legislative change or decisions of the Council or Executive to enable him/her to maintain it up to date;
 - Or for the purposes of clarification only.”
- 2.3 The Monitoring Officer has sub-delegated this authority to the Head of Corporate Governance in his role as deputy Monitoring Officer.

3 Main issues

- 3.1 The Leader has approved amendments to the Officer Delegation Scheme (Executive Functions). Amendments were proposed following a review of the scheme by the Head of Governance Services working in conjunction with the Directors. Each scheme has been reviewed and reworded to ensure that it provides a clear and consistent list of the functions undertaken within the Directorate. With the exception of the mobile library service (see paragraph 3.2 below) no Director is given any new function as a result of this review which seeks only to provide transparency in relation to existing delegations.
- 3.2 It is anticipated that responsibility for the mobile library service will transfer from the Director of City Development to the Assistant Chief Executive (Citizens and Communities.) This change is reflected in the amended Officer Delegation Scheme (Executive Functions.)
- 3.3 As a result of the amended wording set out in the Officer Delegation Scheme (Executive Functions) the Leader has amended the Executive Members Oversight of Officer Executive Delegations. Again, no functions are moved between Portfolios as the amendments are intended only to provide clarity and transparency.
- 3.4 In addition the Head of Governance Services has approved amendments to Article 12 in accordance with changes to legislation. Section 18 of the Children Act 2004, Section 6 of the Local Authority Social Services Act (as amended) and Section 73A of the National Health Service Act 2006 require the appointment of the Director of Children’s Services, the Director of Adult Social Services and the Director of Public Health respectively as statutory officers. Whilst these posts were designated in accordance with the timescales set out in the relevant legislation they had not until now been reflected in the Constitution.

4 Corporate Considerations

4.1 Consultation and Engagement

4.1.1 Amendments were developed in conjunction with individual Directors and their staff, and have been the subject of discussion and approval at Corporate Leadership Team.

4.1.2 In addition the proposed amendments have been shared with the Leader's Cabinet.

4.2 Equality and Diversity / Cohesion and Integration

4.2.1 There are no implications for this report.

4.3 Council policies and Best Council Plan

4.3.1 The review of executive arrangements is in line with the Council's value of being 'Open, honest and trusted' providing clarity and transparency in relation to both Member and officer involvement in executive decision making.

4.4 Resources and value for money

4.4.1 There are no implications for this report.

4.5 Legal Implications, Access to Information and Call In

4.5.1 This report fulfils the requirement that the Leader reports any amendments to her executive arrangements to Council.

4.6 Risk Management

4.6.1 There are no implications for this report.

5 Conclusions

5.1 Amendments to the Officer Delegation Scheme (Executive Functions), the Executive Member Oversight of Officer Decision Making and Article 12 provide greater transparency in relation to both Member and officer involvement in executive decision making.

6 Recommendations

6.1 Council are requested to note amendments to:-

- the Executive Members Oversight of Officer Executive Delegations as shown at Appendices A;
- Officer Delegation Scheme (Executive Functions) shown at Appendices B to L attached;

all of which took effect from 1st January 2016; and

- Article 12 "Officers";

7 Background documents¹

7.1 None

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

SECTION 3E: OFFICER DELEGATION SCHEME (EXECUTIVE FUNCTIONS)

INTRODUCTION

- (a) This officer delegation scheme sets out the executive functions delegated to officers by the Leader under his/her Executive Arrangements¹.
- (b) The fact that a function stands delegated to an officer under these arrangements shall not preclude the Executive Board, from exercising the function directly.
- (c) An officer may consider that a delegated authority should not be exercised and that it should be referred to the Executive Board for determination.
- (d) An appropriate Executive Member may request that an officer refrains from exercising a delegated authority in respect of a particular matter and refer it instead to the Executive Board, for a decision.
- (e) The Executive Board may determine to reserve decisions about particular matters to itself.
- (f) In addition to the delegations set out in this scheme, the Executive Board can arrange for further delegations on specific matters.
- (g) Unless expressly indicated, the fact that a function has been delegated to an officer under this scheme does not require that officer to give the matter his/her personal attention. The officer may arrange for such delegation to be exercised by an officer of suitable experience and seniority. However the officer specified under this scheme will remain responsible for any decision taken pursuant to such arrangements.
- (h) Delegations set out in this scheme will be read in conjunction with all provisions of the Council's Constitution, and decisions taken by officers in accordance with this scheme will be taken in accordance with all relevant rules and protocols.
- (i) In taking decisions in relation to executive functions officers will ensure that they:
 - take appropriate advice in relation to legal and financial considerations;
 - make appropriate arrangements for assessing the impact of the decision in relation to equalities; and
 - undertake appropriate consultation

¹ Council functions are delegated by Full Council and are set out in the Officer Delegation Scheme (Council (non-executive) Functions). The executive functions delegated by the Leader should be construed in a broad and inclusive fashion to include the doing of anything which is calculated to facilitate or is conducive or incidental to the discharge of those functions. They should not however be understood to include any Council function.

GENERAL DELEGATIONS TO OFFICERS

The Chief Executive, the Deputy Chief Executive, Assistant Chief Executive (Citizens and Communities), Directors and City Solicitor are authorised² to carry into effect without reference to the Executive Board or to any of its committees, matters of day to day management and administration and, in particular, the following functions:

1) FINANCIAL

- a) To incur expenditure and to generate and collect income in line with Financial Regulations, Contract Procedure Rules and within approved revenue and capital estimates.
- b) In an emergency to incur any immediate and necessary expenditure required. Such expenditure must be reported to the Deputy Chief Executive at the first opportunity.

2) PROCUREMENT

- a) To make decisions in relation to commissioning and procurement activity. Such activity should be carried out in accordance with the Contracts Procedure Rules.
- b) To approve all matters relating to operational PFI projects, including (without limitation) variations to project documents and refinancing.
- c) Subject to the approval of the City Solicitor and the Deputy Chief Executive, to sign certificates under the Local Government (Contracts) Act 1997 in relation to contracts³.

3) GENERAL

a) Community Right to Challenge⁴

- i) In consultation with the Chief Officer PPPU and Procurement, to make a decision on an expression of interest under community right to challenge.

² Save where the Leader or a relevant Portfolio Holder has directed or the Director considers that the matter should be referred to Executive Board for consideration.

³ This function delegated only to:-

- 1) Statutory Chief Officers (Deputy Chief Executive, Director of Childrens Services, Director of Adult Social Services and Director of Public Health);
- 2) Non-Statutory Chief Officers (Assistant Chief Executive (Citizens and Communities), Director of City Development, Director of Environment and Housing and City Solicitor); and
- 3) Deputy Chief Officer (Chief planning Officer) in accordance with the Local Authority (Contracts) Regulations 1997/2862.

This function is not to be sub-delegated

⁴ See Executive Board 17th October 2012 Minute Number 89

Officer Delegation Scheme (Executive Functions)

b) Data Protection, Human Rights, Surveillance Activities, Freedom of Information

- i) To implement and ensure compliance with:
 - the rules on data protection, human rights, surveillance activities, and freedom of information⁵;
 - the Council's policies on these matters; and
 - guidance and advice from the SIRO⁶ on these matters.
- ii) To designate officers with specific responsibilities for these matters.
- iii) To advise the SIRO of any new types of data processed, of new ways of processing personal data and of any new persons or organisations to whom data is given.

c) Media

- i) To issue statements to the press and other news media about their delegated functions within the Council's adopted Budget and Policy Framework⁷.

d) Authorising Officers

- i) To authorise officers possessing such qualifications as may be required by law or in accordance with the Council's policy, to take samples, carry out inspection, enter premises and generally perform the functions of a duly authorised officer of the Council (however described) and to issue any necessary certificates of authority.

e) Corporate Procedures

- i) To take any action remitted to him/her under corporate procedures.⁸

f) Local Choice Functions (see Section 1, Part 3 of the Constitution)

- i) Functions under a local act, unless otherwise specified in Regulation 2 or Schedule 1 of the Local Authorities (Functions and Responsibilities) Regulations 2000.
- ii) To obtain particulars of persons interested in land.

g) Budget and Policy Framework

- i) To canvas the views of local stakeholders, formulate and publish initial proposals within the budget and policy framework.

⁵ Contained within the following: Data Protection Act 1998, Human Rights Act 1998, Freedom of Information Act 2000 and the Regulation of Investigatory Powers Act 2000 and subsidiary legislation

⁶ The Council's SIRO (Senior Information Risk Owner) is the Deputy Chief Executive

⁷ The Budget and Policy Framework is defined in Article 4 of the Constitution.

⁸ Where, under approved procedures, a function stands remitted to a committee or sub-committee or officer post that has not been re-established, the Chief Executive shall be authorised to determine by whom that function shall be discharged pending the review of such procedures.

4) EMPLOYMENT

a) Miscellaneous Employment Issues

- i) To deal with employment issues in accordance with agreed procedures and the relevant national conditions of service as modified or extended by any local or national agreements.

b) Changes to Staffing Structures

- i) Decisions can be taken in relation to restructures⁹ except where the decision:
 - involves changes to existing National or Local Agreements and policies; and/or
 - cannot be achieved within delegated powers in respect of budgets
- ii) Decisions in respect of restructures which involve changes to existing agreements or policies and/or which have budgetary implications as set out in 4(b)(i) above are delegated to the Deputy Chief Executive and are subject to consultation with the City Solicitor and other appropriate parties.

c) Workforce Development

5) WAYS OF WORKING

a) Partnerships

- i) To engage in partnerships with organisations in public, private, and voluntary sector
- ii) To promote and influence partnership working with organisations across the city

b) Functions on Behalf of an NHS Body

- i) To carry out functions exercisable on behalf of an NHS body under Section 75 National Health Service Act 2006 in relation to matters within their remit.

c) Provision of Statutory Returns

- i) To provide such statutory returns as are necessary within the Director's remit.

⁹ Decisions in relation to restructures are subject to:-

- appropriate professional advice being sought;
- prior consultation with all appropriate parties affected by the decision, including all officially recognised trade unions; and
- appropriate consideration of pay and grading requirements.

The Chief Executive is authorised¹ to discharge any function of the Executive not otherwise delegated to a Director including the following functions in relation to ²

1) Functions in relation to elections including:-

- a) The registration of electors;
- b) Elections and referenda in relation to local matters, including:-
 - i) reviews of polling districts, places and stations;
- c) Assisting with and responding to consultation in relation to boundary reviews of all types, including:-
 - i) parliamentary constituency reviews;
 - ii) electoral reviews;
 - iii) principal area boundary reviews;
 - iv) structural reviews; and
- d) Community governance reviews.

2) Civic and ceremonial functions of the Council including:-

- a) Provision of support to the Lord Mayor;
- b) Ceremonial occasions; and
- c) Authorisation of use of Council's Crest.

3) Devolution and local freedoms including:-

- a) Delivery of devolved powers and freedoms, including those received through the city deal and growth deal, in conjunction with the LEP;
- b) Liaison with:-
 - i) West Yorkshire Combined Authority and Leeds City Region bodies;
 - ii) Central government departments; and
 - iii) Core Cities.

4) City Region functions including:-

- a) the Council's interface with Leeds City Region partners, the Local Enterprise Partnership and other city regions.

¹ Save where the Leader or the relevant Portfolio Holder has directed or the Director considers that the matter should be referred to Executive Board for consideration.

² Together with similar and ancillary functions which have not been delegated to another Director.

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The Deputy Chief Executive is authorised¹ to discharge the following functions²

- 1) Setting, supporting and monitoring the council's financial strategy.**
- 2) Ensuring effective financial management and controls³, including:-**
 - a) managing the Council's borrowing and investment requirements;
 - b) managing and monitoring the Council's revenue budget and capital programme;
 - c) preparation of the Council's financial accounts;
 - d) managing the Council's tax affairs;
 - e) collecting council tax and business rates, and collecting other money that is owed to the council;
 - f) administration of pensions;
 - g) insurance for the council; and
 - h) internal audit.
- 3) Setting, supporting and monitoring the council's policies and procedures for managing:-**
 - a) budgets (including closure of the accounts);
 - b) human resources (including health and safety);
 - c) information and communications technology;
 - d) information governance;
 - e) procurement and purchasing;
 - f) projects and programmes;
 - g) performance and service improvement; and
 - h) risk and business continuity.
- 4) Corporate communications services, including:-**
 - a) the council's communications strategy and policy;
 - b) internal and external communications;
 - c) international relations; and
 - d) press and media relations.
- 5) The council's corporate planning and policy development services, including coordination of the Best Council Plan**
- 6) The council's city-wide resilience and emergency planning functions**

¹ Save where the Leader or the relevant Portfolio Holder has directed or the Director considers that the matter should be referred to Executive Board for consideration.

² Together with similar and ancillary functions which have not been delegated to another Director.

³ The Deputy Chief Executive has responsibility for these arrangements as Section 151 Officer

7) Civic Enterprise Leeds services including:-

- a) business support, facilities management, and similar services for the council and its civic and community buildings and office accommodation; and
- b) trading these services to schools and other external partners (including the approval of business cases as and when required for the exercise of trading powers)⁴.

8) Community Infrastructure Levy spending relating to Strategic Fund.

⁴Subject to consultation with the appropriate Members.

The Assistant Chief Executive (Citizens and Communities) is authorised¹ to discharge the following functions²

1) Integrated locality working and its associated citywide support and delivery functions including:-

- a) Community Committees;
- b) Area Leadership Teams;
- c) Neighbourhood Improvement Boards;
- d) Parish and Town Councils;
- e) Locally devolved functions;
- f) Multiagency working in neighbourhoods;
- g) Cohesion and integration;
- h) Community centres;
- i) Administration of the well-being and youth activity fund budgets³;
- j) Migration;
- k) Volunteering;
- l) Consultation and engagement;
- m) Relationships with the Third Sector;
- n) Commissioning of Third Sector infrastructure; and
- o) Community Infrastructure Levy spending relating to the Neighbourhood Fund.

2) Equalities.

3) The council's corporate customer services functions including:-

- a) The telephone contact centre;
- b) Digital access including the council's website and e-services;
- c) Community hubs covering provision of the Councils:-
 - i) One Stop Centre Services;
 - ii) Community based housing management and advice services;
 - iii) Front line community library services and mobile library services; and
 - iv) Local job-shop provision; and
- d) Interpretation and translation services.

4) Registrars functions including:-

- a) Registration of births, deaths, marriages and civil partnerships; and
- b) Provision of civic weddings, civil partnerships and citizenship ceremonies.

¹ Save where the Leader or the relevant Portfolio Holder has directed or the Director considers that the matter should be referred to Executive Board for consideration.

² Together with similar and ancillary functions which have not been delegated to another Director.

³ This function to be used in the respect of delegations to community committees (as set out in the Community Committee Executive Delegation Scheme) to allow urgent decisions relating to the use of the annual capital and revenue allocation to any such committee, and subject to any conditions stipulated by the Executive or the relevant Community Committee.

5) Licensing functions including:-

- a) Taxi and Private hire licensing functions and related enforcement activities;
- b) The administration and enforcement of licences for entertainment, gambling and the sale of alcohol; and
- c) Miscellaneous licences.

6) Local Land Charges functions including:-

- a) Maintenance of the Local Land Charges Register; and
- b) Responsibility for processing local authority searches.

7) Welfare and benefits services including:-

- a) Welfare rights;
- b) Housing benefit, including recoverability of overpayments, and education benefit services;
- c) Local Council Tax Support and recoverability of excess Council Tax Support payments;
- d) Local hardship schemes;
- e) Financial and social inclusion initiatives; and
- f) Commissioning of credit union and Leeds advice consortium services.

8) Council tax processing and billing arrangements including:-

- a) Annual billing;
- b) Discount schemes including single person discounts;
- c) Administration of s13 decisions; and
- d) Empty property charges.

The Director of Children's Services is authorised¹ to discharge the following functions²

1) Safeguarding, Specialist and Targeted Services

a) Preventative Services including:-

Taking account of the benefits of prevention and early intervention and the importance of co- operating with other agencies to offer early help to children, young people and families to:-

- i) Understand local need; and
- ii) Secure provision of services.

b) Safeguarding and Child Protection including:-

- i) Leading on multiagency arrangements to ensure that resources are coordinated and deployed in safeguarding vulnerable children;
- ii) Provision of safeguarding training to ensure that staff are equipped to recognise and address child abuse;
- iii) Acting as corporate parents for looked after children;
- iv) Provision of placements for looked after children; and
- v) Implementing planned transition for young people leaving care.

c) Assessment and Care Management including:-

- i) Assessment of children who may have social care needs; and
- ii) Co-ordination, management and review of care package to meet assessed needs.

d) Complex Needs including:-

- i) Provide and commission services to meet the need of children with complex needs.

e) Residential and Respite Care including:-

- i) Provision and commissioning of residential placements; and
- ii) Provision and commissioning of respite care.

f) Support For Carers including:-

- i) Provision or commissioning of training, advice and practical help for carers.

g) Youth Offending Services including:-

- i) Provision of education for children in custody; and
- ii) Safeguarding arrangements for children in custody.

2) Learning, Skills and Universal Services

¹ Save where the Leader or the relevant Portfolio Holder has directed or the Director considers that the matter should be referred to Executive Board for consideration.

² Together with similar and ancillary functions which have not been delegated to another Director.

a) Early Years Provision including:-

- i) Provision of information, advice and assistance to parents and prospective parents;
- ii) Provision of children's centres;
- iii) Promotion of child care to ensure sufficient good quality child care to support working parents;
- iv) Promotion of high quality early years provision;
- v) Provision of free education for three and four year olds and all disadvantaged two year olds; and
- vi) Support to early years providers meeting requirements of Early Years Foundation Stage statutory framework.

b) Access to education including:-

- i) Promote a diverse supply of strong schools, including:-
 - Encouraging good schools to expand and,
 - Where there is a need for a new school, seeking proposals for an Academy or Free School
- ii) Ensure fair access to all schools for every child, including:-
 - Provision of appropriate information to parents; and
 - Compliance with the statutory School Admissions and School Admissions Appeal Codes;
- iii) Provision of suitable home to school transport arrangements; and
- iv) Make arrangements for children outside mainstream education or missing education.

c) Special Educational Needs including:-

- i) Provide and commission education services to meet the need of children with special educational needs; and
- ii) Funding provision for children with statements of special educational needs.

d) Promotion of educational excellence including:-

- i) Support to maintained schools delivering national curriculum;
- ii) Development of robust school improvement strategies;
- iii) Support of school to school collaboration;
- iv) Improvement of poorly performing schools;.
- v) Establishing a schools forum; and
- vi) Maintaining a scheme for financing maintained schools and related provision of information.

e) Development of active citizens including:-

- i) Promotion of access to educational and recreational leisure time activities for improvement of well-being and personal and social development of children; and
- ii) Promotion of children's participation in public decision making.

3) Information, education and training including:-

- a) **Provision of education relating to young people aged 16-19**
 - b) **provision of information, advice and guidance including:-**
 - community settings; and
 - school settings;
 - c) **Reduction and removal of barriers to learning and employment including:-**
 - community settings; and
 - school settings;
 - d) **Apprenticeships;**
 - e) **vocational training and allied services for persons over compulsory school age including:-**
 - commissioning and delivery of adult (19 plus) community learning
 - influencing learning and training providers to ensure provision meets employers' needs; and
 - working with learning and training providers to develop and deliver provision to meet emerging labour market needs; and
 - f) **Employment support services including:-**
 - the promotion of arrangements to assist persons to obtain employment
 - the promotion of arrangements to enable employers to meet their workforce needs; and
 - the promotion of arrangements to support citizens in disadvantaged communities to enter and remain in employment.
- 4) Child Poverty including:-**
Establish local co-operation arrangements to reduce child poverty, including:-
- a) Preparation and publication of a local child poverty needs assessment; and
 - b) Preparation of a local child poverty strategy.

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The Director of Adult Social Services is authorised¹ to discharge the following functions² through the commissioning and provision of services to support adults³

1) Promotion of well-being including:-

- a) Integration and personalisation of health and social care services across the city for the benefit and health and well-being of Leeds citizens;
- b) Promotion of the principle of well-being; and
- c) Consideration of supplier lead service innovation.

2) Information, advice and advocacy including:-

- a) Provision of information about available services;
- b) Provision of advice to potential service users; and
- c) Arrangement of independent advocacy to support participation in, or understanding of, the care and support system.

3) Prevention and Recovery:-

To take steps to prevent, reduce or delay the need for care and support for all people including:-

- a) Preventative Services:-
 - i) Provision or arrangement of community and home based services to adults with less intensive needs; and
- b) Re-Ablement Services:-
 - i) Provision or arrangement of early intervention time-limited services to meet the immediate requirements of adults with short-term social care needs.

4) Safeguarding including:-

- a) Co-ordination of multiagency arrangements to ensure that resources are deployed in safeguarding vulnerable adults;
- b) Delivery of safeguarding training; and
- c) To promote and enable identification of and appropriate action for vulnerable adults at risk of abuse or neglect.

5) Assessment and eligibility

- a) Assessment, support planning and review including:-
 - i) Assessment of adults who appear to need care and support;
 - ii) Identification of outcomes within the care and planning process that will establish the cornerstone of the subsequent support plan;
 - iii) Provision of a Personal Budget for persons with eligible needs;
 - iv) Co-ordination, management and review of care and support arrangements to meet eligible needs;

¹ Save where the Leader or the relevant Portfolio Holder has directed or the Director considers that the matter should be referred to Executive Board for consideration.

² Together with similar and ancillary functions which have not been delegated to another Director.

³ "Adults" includes any vulnerable person over the age of 18; whether vulnerable by reasons of mental health problems, learning disabilities, physical or sensory impairment, because they are older people or because they are carers.

Officer Delegation Scheme (Executive Functions)

- v) Assessment of social care needs of carers; and
- vi) Arrangement and funding of services to meet the care and support needs of adults who are detained in prison or who are resident in approved premises; and
- b) Self-Directed Care
 - i) Provision of assistance to adults to self-direct their support (including assistance with direct payments, individual service funds and trust funds).

6) Diverse and High Quality Services

To commission or provide⁴ directly care and support services that meet people's needs including:-

- a) Support to live at home:-
 - i) Supported and other accommodation, including extra-care;
 - ii) Assistance to enable access to other accommodation, including extra-care;
 - iii) Equipment and adaptations;
 - iv) Home care and community meals services;
 - v) Day support and care services;
 - vi) Short breaks;
 - vii) Community alarm service and assistive technology;
 - viii) Carers services; and
 - ix) *Shared Lives* service;
- b) Residential and Nursing Care:-
 - i) Residential placements, including specialist provision for people with mental health needs and dementia; and
 - ii) Nursing placements, including specialist provision for people with dementia.

7) Charging and financial assessments including:-

- a) To undertake financial assessment; and
- b) Provision of deferred payments.

⁴ Including arrangements to ensure continuity of care in the event of provider failure

The Director of Public Health is authorised¹ to discharge the following functions²

1) Commissioning of Public Health Services including:-

- a) Sexual Health Services (Mandatory);
- b) NHS Health Check Assessments (Mandatory);
- c) National Child Measurement Programme (Mandatory);
- d) Smoking Cessation Services;
- e) Weight Management Services;
- f) Mental Health Services;
- g) Alcohol and Drug Misuse Services;
- h) Healthy Child Programme (5-19);
- i) Health Visiting and Family Nurse Partnerships (0-5);
- j) Nutrition;
- k) Physical Activity;
- l) Oral Health; and
- m) Accident and Injury Prevention.

2) Promotion of Health and Wellbeing including:-

- a) Development and Implementation of Programmes and Campaigns including:-
 - i) Cancer and Long Term Conditions Prevention;
 - ii) Accidental Injury Prevention;
 - iii) Workplace Health;
 - iv) Seasonal Mortality;
 - v) Seasonal Exclusion;
 - vi) Best Start;
 - vii) Behaviours and Lifestyles; and
 - viii) Wider Determinants of Health.

3) Health Protection including:-

- a) Communicable and Infectious Disease Control;
- b) Vaccination and Immunisation Programmes;
- c) Oversight of National Screening Programmes including:-
 - i) NHS screening programmes, both cancer and non-cancer; and
 - ii) ante-natal and children's screening programmes;
- d) Emergency Planning Resilience;
- e) Response to Environmental hazards which include:-
 - i) Air quality; and
 - ii) Severe weather; and
- f) Assessment of risks posed by violent and sexual offenders.

4) Public Health advice including:-

- a) Provision of advice to the three Leeds Clinical Commissioning Groups (Mandatory).

¹ Save where the Leader or the relevant Portfolio Holder has directed or the Director considers that the matter should be referred to Executive Board for consideration.

² Together with similar and ancillary functions which have not been delegated to another Director.

Officer Delegation Scheme (Executive Functions)

5) Functions of Responsible Authority including:-

- a) Responses under the Licensing Act 2003, e.g. making representations about licensing applications.

6) Publication of the annual report on the health of the local population³.

³ In accordance with The National Health Service Act 2006 section 73B(5) the Director of Public Health must prepare this report (this responsibility is reflected in Article 12) and section 73B(6) the local authority must publish it.

The Director of City Development is authorised¹ to discharge the following functions²

1) Asset Management including:-

- a) strategic management and development of the Council's land and property portfolio;
- b) disposals and acquisitions both freehold and leasehold³;
- c) valuations and appropriations;
- d) architectural and design services; and
- e) any other dealings with land or any interest in land.

2) Functions relating to the Council's register of Assets of Community Value.

3) Regeneration including:-

- a) development of regeneration frameworks;
- b) implementation of plans to promote the regeneration of specific areas; and
- c) management of the Housing Growth Team with specific responsibility for private housing development and the affordable housing programme.

4) Economic Development including:-

- a) business support;
- b) the Council's markets service; and
- c) management of the city centre.

5) Inward investment including:-

- a) tourism and the visitor economy.

6) Highways and Transportation including:-

- a) the authority's role as a highways authority;
- b) maintenance of highway assets of roads, bridges, retaining walls, street lighting and associated infrastructure;
- c) design and delivery of major and minor highway schemes;
- d) development of the Council's transport policy (including parking policy⁴);
- e) flood and water management including land drainage activities; and
- f) the making of agreements for the execution of highways works under S278 Highways Act 1980.

7) Culture including:-

- a) museums and galleries; and
- b) arts and events.

¹ Save where the Leader or the relevant Portfolio Holder has directed or the Director considers that the matter should be referred to Executive Board for consideration.

² Together with similar and ancillary functions which have not been delegated to another Director.

³ To deliver the Council's Capital receipts Programme and support housing growth.

⁴ The Director of City Development's delegations do not cover parking enforcement which falls within the delegations of the Director of Environments and Housing.

Officer Delegation Scheme (Executive Functions)

8) Library and information service including:-

- a) Development of the library service across the city;
- b) Management of central library including front line staff; and
- c) Library volunteers and 'At home';

9) Sport and Active Lifestyles including:-

- a) leisure centres and community sports facilities⁵.

10) Planning Services including:-

- a) management of the planning service⁶;
- b) building control;
- c) safety at sports grounds;
- d) street naming and numbering;
- e) building conservation and urban design;
- f) contaminated land; and
- g) obtaining of information as to interests in land.

⁵ The Director of City Development's delegations do not cover golf courses and outdoor pitches in parks which falls within the delegations of the Director of Environments and Housing.

⁶ Excluding specific decisions on planning applications, the development of planning policy including the Council's Core Strategy which are delegated to the Chief Planning Officer.

The Chief Planning Officer is authorised¹ to discharge the following functions in relation to ² the authority's role as Local Planning Authority³ including:-

- 1) Development Plan functions including:-**
 - a) Preparation, monitoring and review of the Development Plan, (including the Core Strategy, Site Allocation Plan, Aire Valley Leeds Area Action Plan and Natural Resources & Waste Development Plan Document).
- 2) Planning Policy and Guidance functions including:-**
 - a) Preparation and review of other planning policy and guidance notes (including Supplementary Planning Documents).
- 3) Neighbourhood Planning functions.**
- 4) Conservation Area functions including:-**
 - a) Designation and review of Conservation Area Appraisals and Management Plans.

¹ Save where the Leader or the relevant Portfolio Holder has directed or the Director considers that the matter should be referred to Executive Board for consideration.

² Together with similar and ancillary functions which have not been delegated to another Director.

³ The Chief Planning Officer's delegations do not cover those functions delegated to the Director of City Development in relation to Planning Services.

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The Director of Environment and Housing is authorised¹ to discharge the following functions²

1) Community Safety including:-

- a) CCTV;
- b) Reduction of crime and disorder;
- c) Tackling anti-social behaviour; and
- d) Tackling domestic violence.

2) Public Health Protection and Control of Statutory Nuisance including:-

- a) rubbish accumulations and fly-tipping;
- b) domestic, commercial and industrial noise, fumes and odours;
- c) air quality management; and
- d) other forms of pollution harmful to public health.

3) Environmental Health and Consumer Protection including:-

- a) food hygiene and safety;
- b) health and safety at work³;
- c) monitoring and control of infectious diseases;
- d) private water supply monitoring; and
- e) animal health and welfare⁴.

4) Streetscene and Environmental Management including:-

- a) street cleaning;
- b) litter bin provision and maintenance;
- c) gully cleaning;
- d) provision and cleaning of public conveniences;
- e) graffiti removal; and
- f) dog control and dog warden service.

5) Car Parking including:-

- a) Operation and maintenance of on and off street car parking provision;
- b) Decriminalised parking functions including:-
 - i) issuing of parking contravention notices; and
 - ii) camera operated bus lanes;
- c) Provision of commercial and residential parking permits; and
- d) monitoring and enforcement of disabled 'blue badge' parking use.

6) Sustainable Energy and Carbon Reduction including:-

- a) Formulation and implementation of sustainable energy and carbon reduction policies for the city.

¹ Save where the Leader or the relevant Portfolio Holder has directed or the Director considers that the matter should be referred to Executive Board for consideration.

² Together with similar and ancillary functions which have not been delegated to another Director.

³ other than in relation to Leeds City Council staff or activities

⁴ including livestock markets and animal breeding and boarding establishments

7) Waste including:-

- a) Development and implementation of a municipal waste policy;
- b) refuse collection; and
- c) waste disposal.

8) Cemeteries, crematoria, burial grounds and mortuaries including:-

- a) The authority's role as burial authority;
- b) Provision, management and maintenance of public burial grounds and crematoria;
- c) Provision of burial and cremation services for the public; and
- d) contribution to the regional mortuary service serving West Yorkshire.

9) Parks and countryside including:-

- a) Creation, management and enhancement of green spaces⁵;
- b) Creation, management and enhancement of related visitor attractions and facilities;
- c) Public rights of way;
- d) Woodland and tree management;
- e) Provision of educational events and programmes; and
- f) Grass cutting and grounds maintenance.

10) Countryside management including:-

- a) provision and maintenance of footpaths and bridleways;
- b) management of the public rights of way network including legal recording, enforcement and maintenance activities;
- c) provision and maintenance of landscaping schemes; and
- d) management of designated conservation sites.

11) Landlord Functions (funded by the Housing Revenue Account):-

- a) Council Housing Management, including:-
 - i) Tenant involvement;
 - ii) Lettings & rent collection;
 - iii) Repairs & maintenance;
 - iv) Housing Revenue Account investment (to maintain existing and provide new council housing); and
 - v) Housing PFI projects

⁵ Including parks & city centre beds, nature reserves & woodlands, playgrounds, allotments

12) Housing Functions (funded by the General Fund)

- a) Condition and Occupation of Housing, including:-
 - i) Private and voluntary sector rental housing (including enforcement and licensing);
 - ii) Empty property strategy; and
 - iii) Partnerships with Housing Associations and other key stakeholders.

- b) Other Housing Services, including:-
 - i) Housing advice;
 - ii) Homelessness;
 - iii) Gypsies & travellers;
 - iv) Emergency & temporary accommodation;
 - v) Energy efficiency & fuel poverty; and
 - vi) Adaptations.

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The City Solicitor is authorised¹ to discharge the following functions in relation to ²

1) Legal Services including:-

- a) Provision of legal advice and related support services;
- b) Functions relating to the role of Solicitor to the Council including:-
 - i) taking any action intended to give effect to a decision of the Executive (taken under the Leader's executive arrangements);
 - ii) the commencement, defence, withdrawal or settlement of proceedings; and
 - iii) the authorisation of Council officers to conduct legal matters in court.

2) Democratic Services including support to elected members in their responsibilities, particularly in respect of:-

- a) The Leader of Council;
- b) Councillors via group support offices;
- c) The full Council meeting;
- d) Executive Board;
- e) Committees appointed by full Council;
- f) Scrutiny of the Executive;
- g) Training and development of councillors; and
- h) Management and oversight of the Members' Allowances Scheme.

3) Supporting the corporate governance of the council, particularly in respect of:-

- a) The requirements of the Members' Code of Conduct;
- b) Compliance with access to information requirements;
- c) Upkeep of the constitution; and
- d) Preparation of the Annual Governance Statement.

¹ Save where the Leader or the relevant Portfolio Holder has directed or the Director considers that the matter should be referred to Executive Board for consideration.

² Together with similar and ancillary functions which have not been delegated to another Director.

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**SECTION 3B (b): EXECUTIVE MEMBERS
Oversight of Officer Executive Delegations**

This document should be read in conjunction with the Officer Delegation Scheme (Executive Functions) which provides greater detail as to the scope of the functions of each Director.

POST	DECISION MAKING OVERSIGHT
Leader of Council and Executive Member for Economy and Culture Councillor J Blake	Chief Executive 3) Devolution and local freedoms.
	Deputy Chief Executive 1) Setting, supporting and monitoring the council's financial strategy.
	Director of City Development 5) Inward investment; and 7) Culture.
Deputy Leader and Executive Member for Children and Families¹ Councillor L Yeadon	Director of Children's Services 1) Safeguarding, Specialist and Targeted Services including:- a) Preventative Services; b) Safeguarding and Child Protection; c) Assessment and Care Management; d) Complex Needs; e) Residential and Respite Care; f) Support For Carers; and g) Youth Offending Services. 2) Learning, Skills and Universal Services including:- a) Early Years Provision; b) Access to education; c) Special Educational Needs; d) Promotion of educational excellence; and e) Development of active citizens. 4) Child Poverty

¹ The Executive Member for Children's Services is the Lead Member for Children's Services appointed in accordance with the Section 19 of the Children Act 2004 and must therefore have responsibility for the functions conferred on or exercisable by the authority specified in S18(1)(a) and (b) of the Children Act 2004 and such other functions as the authority consider appropriate.

<p>Deputy Leader and Executive Member for Resources and Strategy</p> <p>Councillor J Lewis</p>	<p>Chief Executive</p> <p>1) Functions in relation to elections; and 2) Civic and ceremonial functions of the Council.</p> <hr/> <p>Deputy Chief Executive</p> <p>2) Ensuring effective financial management and controls²; 3) Setting, supporting and monitoring the council’s policies and procedures 4) Corporate communications services; 5) The council’s corporate planning and policy development services, including coordination of the Best Council Plan. 6) The council’s city-wide resilience and emergency planning functions. 7) Civic Enterprise Leeds services; and 8) Community Infrastructure Levy spending relating to Strategic Fund.</p> <hr/> <p>City Solicitor</p> <p>1) Legal Services; 2) Democratic Services including support to elected members in their responsibilities; and 3) Supporting the corporate governance of the council.</p> <hr/> <p>Assistant Chief Executive (Citizens and Communities)</p> <p>4) Registrars functions; 5) Licensing functions; 6) Local Land Charges functions; and 8) Council tax processing and billing arrangements.</p>
<p>Executive Member for Employment, Enterprise and Opportunity</p> <p>Councillor M Rafique</p>	<p>Director of Children’s Services</p> <p>3) Information, education and training including:- a) Provision of education relating to young people aged 16-19; b) provision of information, advice and guidance; c) Reduction and removal of barriers to learning and employment; d) Apprenticeships; e) vocational training and allied services for persons over compulsory school age; and f) Employment support services.</p> <hr/> <p>Assistant Chief Executive (Citizens and Communities)</p> <p>2) Equalities.</p>

² The Deputy Chief Executive has responsibility for these arrangements as Section 151 Officer

Executive Functions

<p>Executive Member Health, Wellbeing and Adults</p> <p>Councillor L Mulherin</p>	<p>Director of Adult Social Services</p> <ol style="list-style-type: none"> 1) Promotion of well-being; 2) Information, advice and advocacy; 3) Prevention and Recovery; 4) Safeguarding; 5) Assessment and eligibility; 6) Diverse and High Quality Services; and 7) Charging and financial assessments.
	<p>Director of Public Health</p> <ol style="list-style-type: none"> 1) Commissioning of Public Health Services; 2) Promotion of Health and Wellbeing; 3) Health Protection; 4) Public Health advice; 5) Functions of Responsible Authority; and 6) Publication of the annual report on the health of the local population.
	<p>Director of City Development</p> <ol style="list-style-type: none"> 9) Sport and Active Lifestyles.
<p>Executive Member for Regeneration, Transport and Planning</p> <p>Councillor R Lewis</p>	<p>Chief Executive</p> <ol style="list-style-type: none"> 4) City Region Functions
	<p>Director of City Development</p> <ol style="list-style-type: none"> 1) Asset Management; 3) Regeneration; 4) Economic Development; 6) Highways and Transportation; and 10) Planning Services.
	<p>Chief Planning Officer</p> <ol style="list-style-type: none"> 1) Development Plan functions; 2) Planning Policy and Guidance functions; 3) Neighbourhood Planning functions; and 4) Conservation Area functions.
	<p>Director of Environment and Housing</p> <ol style="list-style-type: none"> 5) Car Parking; and 6) Sustainable Energy and Carbon Reduction.

Executive Functions

<p>Executive Member for Communities</p> <p>Councillor D Coupar</p>	<p>Assistant Chief Executive (Citizens and Communities)</p> <p>1) Integrated locality working and its associated citywide support and delivery functions;</p> <p>3) The council’s corporate customer services functions; and</p> <p>7) Welfare and benefits services.</p> <hr/> <p>Director of Environment and Housing</p> <p>8) Cemeteries, crematoria, burial grounds and mortuaries;</p> <p>9) Parks and countryside;</p> <p>10) Countryside management;</p> <p>11) Landlord Functions (funded by the Housing Revenue Account); and</p> <p>12) Housing Functions (funded by the General Fund).</p> <hr/> <p>Director of City Development</p> <p>1) Asset Management so far as it relates to the use of land and buildings for the provision of front line services.</p> <p>2) Functions relating to the Council’s register of Assets of Community Value; and</p> <p>8) Library and information service.</p>
<p>Executive Member for Environmental Protection and Community Safety</p> <p>Councillor M Dobson</p>	<p>Director of Environment and Housing</p> <p>1) Community Safety;</p> <p>2) Public Health Protection and Control of Statutory Nuisance;</p> <p>3) Environmental Health and Consumer Protection;</p> <p>4) Streetscene and Environmental Management; and</p> <p>7) Waste.</p>

ARTICLE 12 - OFFICERS

12.1 MANAGEMENT STRUCTURE

- **General**

The full Council may engage such staff (referred to as officers) as it considers necessary to carry out its functions.

- **Chief Officers**

The full Council will engage persons for the following posts, who will be designated Chief Officer¹ and will have the functions responsibilities set out in the Officer Delegation Scheme (Council (non-executive) Functions) at Part 3 Section 2C and the Officer Delegation Scheme (Executive Functions) at Part 3 Section 3E of this Constitution.

- Chief Executive
- Deputy Chief Executive
- Assistant Chief Executive (Citizens and Communities)
- Director of Adult Social Services²
- Director of Children’s Services³
- Director of City Development
- Chief Planning Officer
- Director of Environment and Housing
- Director of Public Health⁴
- City Solicitor

¹ Any reference to a Director within the constitution shall be deemed to include reference to all officers listed in this Article, except where the context requires otherwise.

²

³

⁴

Article 12 – Officers

- **Head of Paid Service, Monitoring Officer and Chief Finance Officer**

The Council will designate the following posts as shown:

DESIGNATION	POST	DEPUTY
Head of Paid Service ⁵	Chief Executive	Deputy Chief Executive
Monitoring Officer ⁶	City Solicitor	Head of Governance Services
Chief Finance Officer ⁷	Deputy Chief Executive	Chief Officer (Financial Management)
Director of Children’s Services ⁸		Deputy Director of Children’s Services (Safeguarding, Specialist and Targeted Services)
		Deputy Director of Children’s Services (Learning, Skills and Universal Services)
Director of Adult Social Services ⁹		Chief Officer, Access & Care Delivery
		Chief Officer, Resources & Strategy
		Chief Officer, Commissioning
		Chief Officer, Health Partnerships
Director of Public Health ¹⁰		Consultant in Public Health Medicine Child and Maternal Health

By law, some functions of the Monitoring Officer and Chief Finance Officer (apart from the administration of the financial affairs of the Council) must be carried out personally, or carried out by a deputy nominated by them in cases of absence or illness¹¹.

In addition to the functions detailed in the Officer Delegation Scheme (Council (non-executive) Functions) and the Officer Delegation Scheme (Executive Functions) such posts will have the functions described in Article 12.2–12.5 below.

⁵ Designated under Section 4 Local Government and Housing Act 1989

⁶ Designated under Section 5 Local Government and Housing Act 1989

⁷ Appointed in accordance with Section 151 Local Government Act 1972

⁸ Appointed under Section 18 Children Act 2004

⁹ Appointed under Section 6 Local Authority Social Services Act 1970

¹⁰ Appointed under Section 73A National Health Service Act 2006

¹¹ See further Section 5/5A Local Government and Housing Act 1989

12.2 FUNCTIONS OF THE HEAD OF PAID SERVICE

- **Structure**

The Head of Paid Service will determine and publicise a description of the overall departmental structure of the Council showing the management structure and deployment of officers. This is set out at Part 7 of this Constitution.

- **Discharge of functions by the Council**

The Head of Paid Service will report to full Council on the manner in which the discharge of the Council's functions is co-ordinated, the number and grade of officers required for the discharge of functions and the organisation of officers.

- **Politically restricted posts**

The Head of Paid Service will grant and supervise exemptions from political restriction¹², in consultation with the Monitoring Officer.

- **Dispensations**

Following consultation with the Chair of the Standards and Conduct Committee, the Head of Paid Service will consider and determine written requests for dispensations.¹³

- **Chair of Leeds Safeguarding Children Board and Leeds Safeguarding Adults Board**

Following consultation with appropriate partners, the Head of Paid Service will appoint or dismiss and hold to account the Chairs of the LSCB¹⁴ and LSAB¹⁵

- **Restrictions on functions**

The Head of Paid Service cannot be the Monitoring Officer but may hold the post of Chief Finance Officer if a qualified accountant.

12.3 FUNCTIONS OF THE MONITORING OFFICER

- **Maintaining the Constitution**

The Monitoring Officer will maintain an up-to-date version of the Constitution and will ensure that it is widely available for consultation by Members, staff and the public.

¹² Section 3A Local Government and Housing Act 1989

¹³ In accordance with Section 33 of the Localism Act 2011.

¹⁴ Regulation 4 LSCB Regulations 2006 and "Working Together to Safeguard Children" statutory guidance March 2015

¹⁵ Care Act 2014 and "The Care and Support Statutory Guidance"

- **Ensuring lawfulness and fairness of decision making.**

After consulting with the Head of Paid Service and Chief Finance Officer, the Monitoring Officer will report to the full Council or to the Executive in relation to an executive function, if he/she considers that any proposal, decision or omission would give rise to unlawfulness or if any decision or omission has given rise to maladministration. Such a report will have the effect of stopping the proposal or decision being implemented until the report has been considered.

- **Reporting on maladministration or injustice**

The Monitoring Officer will prepare reports as required by the Local Government Act 1974 and the Local Government and Housing Act 1989 in relation to complaints which have been the subject of investigation by the Local Government Ombudsman and which have revealed maladministration, whether or not that maladministration has caused injustice.

- **Supporting the Standards and Conduct Committee**

The Monitoring Officer will contribute to the promotion and maintenance of high standards of conduct through provision of support to the Standards and Conduct Committee¹⁶.

- **Functions relating to the Members' register of interests**

The Monitoring Officer will establish, maintain and publish the register of Members' interests¹⁷.

- **Proper officer for access to information.**

The Monitoring Officer will ensure that decisions, together with the reasons for those decisions and relevant officer reports and background papers are made publicly available as soon as possible.

- **Advising whether executive decisions are within the budget and policy framework**

The Monitoring Officer will advise whether decisions of the Executive are in accordance with the Budget and Policy Framework

- **Contributing to corporate management**

The Monitoring Officer will contribute to the corporate management of the Council, in particular through the provision of professional legal advice.

¹⁶ Including any action under the procedure for considering complaints alleging a failure to comply with the Members' Code of Conduct

¹⁷ In relation to Leeds City Councillors, voting co-opted Members of Leeds City Council, and Members of Parish and Town Councils in the Leeds area

Article 12 – Officers

- **Providing advice**

The Monitoring Officer will provide advice on the scope of powers and authority to take decisions, maladministration, financial impropriety, probity and Budget and Policy Framework issues to all Councillors and will support and advise Councillors in their respective roles. The Monitoring Officer will also advise Members on the interpretation of the Members' Code of Conduct.

- **Reporting on resources**

The Monitoring Officer will report to the Council, as necessary on the staff, accommodation and resources s/he requires to discharge his/her statutory functions.

- **Receiving copies of certificates**

The Monitoring Officer will receive copies of certificates under the Local Authorities (Contracts) Regulations 1997.

- **Restrictions on posts**

The Monitoring Officer cannot be the Chief Finance Officer or the Head of Paid Service.

12.4 FUNCTIONS OF THE CHIEF FINANCE OFFICER

- **Ensuring lawfulness and financial prudence of decision making**

After consulting with the Head of Paid Service and the Monitoring Officer, the Chief Finance Officer will report to the full Council or to the Executive in relation to an executive function and the Council's external auditor if he/she considers that any proposal, decision or course of action will involve incurring unlawful expenditure, or is unlawful and is likely to cause a loss or deficiency or if the Council is about to enter an item of account unlawfully.

- **Administration of financial affairs**

The Chief Finance Officer will make arrangements for the administration of the financial affairs of the Council in accordance with section 151 of the Local Government Act 1972.

- **Contributing to corporate management**

The Chief Finance Officer will contribute to the corporate management of the Council, in particular through the provision of professional financial advice.

Article 12 – Officers

- **Providing advice**

The Chief Finance Officer will provide advice on the scope of powers and authority to take decisions, maladministration, financial impropriety, probity and Budget and Policy Framework issues to all Councillors and will support and advise Councillors and officers in their respective roles.

- **Give financial information**

The Chief Finance Officer will provide financial information to the media, members of the public and the community.

12.5 FUNCTIONS OF THE DIRECTOR OF PUBLIC HEALTH

- **Annual Report**

The Director of Public Health has statutory responsibility for writing the annual report on the health of the local population.

12.6 DUTY TO PROVIDE SUFFICIENT RESOURCES

The Council will provide all Statutory Officers with such officers, accommodation and other resources as are in their opinion sufficient to allow their duties to be performed.

12.7 CONDUCT

Officers will comply with the codes of conduct and protocols set out in Part 5 of this Constitution.

12.8 EMPLOYMENT

The recruitment, selection and dismissal of officers will comply with the Officer Employment Procedure Rules set out in Part 4 of this Constitution.

Report of the Chair Inner North West Community Committee

Report to Full Council

Date: 13 January 2016

Subject: Inner North West Community Committee

Are specific electoral Wards affected?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If relevant, name(s) of Ward(s):		
Headingley, Hyde Park & Woodhouse and Weetwood wards		
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

This report provides an overview of the progress, achievements and opportunities for the Inner North West Community Committee over the past year. Key achievements include:

- Hosting four themed meetings around key community committee priorities;
- Various successful projects funded by the community committee;
- The work of community champions and sub groups

Recommendations

Members are asked to note the content of this report.

1 Purpose of this report

- 2 The purpose of this report is to outline the progress, achievements, opportunities and challenges of the Inner North West Community Committee over the period since the last update to Full Council in January 2015.

3 Background information

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

6 Progress

7. The Community Committee has enjoyed some well attended and successful workshops over the past year. Papers for meetings have been refined to make them more user friendly, colourful and engaging. A newsletter has also been developed for the Committee, which has been placed in local libraries, housing offices and Community Centres, to expand the reach of the Committee to new audiences.

8. In June 2015 the Committee held a meeting to look back at the work it had done over the previous twelve months. Over the past year the Committee has also held the following workshops:

- ***Helping local people into work (January 2015)***
- ***Student changeover and the local environment (March 2015)***
- ***Improving accessibility; focus on housing, high streets and highways (September 2015)***
- ***Raising awareness about domestic violence (December 2015)***

9. ***Helping local people into work*** – A presentation looked at local statistics and what initiatives were currently in place to help local people back into work. Roundtable discussions after the presentation focussed on volunteering opportunities, what help and support is available from Job Centre Plus, and explored what barriers there are around getting hard to help families into work.

10. One of the key points to come out of the discussions was how we can better engage with BME communities in the area. Pop up employment facilities in community hubs are now being developed and discussions are ongoing around where further workshops need to take place to better engage with BME communities.

11. The Community Committee were also particularly keen to allocate wellbeing funding to projects that promote volunteering in the 2015/16 financial year. For example, £2,100 has been allocated to the Open XS Volunteering project which helps people claiming out of work benefits get back into employment.



Meeting of the Inner North West Community Committee to discuss local employment issues.

12. ***Student changeover and the local environment*** – Student changeover annually generates high levels of waste and noise nuisance problems, as students leave or move into their rental accommodation. A vast majority of students live in the Inner North West area of the city and sometimes the issues related to changeover can cause problems within the local community. The Community Committee held a topic discussion on changeover and the local environment to see what was working locally and what could potentially be done differently.
13. The topic has a direct impact upon the Community Committee environmental delegation, as the Community Committee has identified a number of unique challenges relating to the changeover period. Through discussions at the Community Committee and the Environment sub group operational changes have been made within environmental services to tackle these challenges.
13. As a result of this, a number of projects have been supported through wellbeing to help combat some of these issues and enhance local service. These projects included nearly £3,500 for the Leave Leeds Tidy initiative which is run by Leeds University, which encourages residents to reuse and recycle unwanted items, and £10,000 for a dedicated noise nuisance patrol, ring-fenced to the LS6 area. Nearly £1,000 was approved for additional dog fouling and littering patrols in the area and just short of £12,000 wellbeing funds for additional staff to be allocated to work on Woodhouse Moor. The Communities Team also worked with Leeds Beckett's University Students' Union to develop a new project which will aim to boost volunteering around changeover time to address environmental issues in the area; just over £5,000 has been allocated to this project.
14. Officers from the Communities Team also regularly meet with partners and Members to discuss plans for student changeover and continue to look at innovative and sustainable ways to improve the local environment in the Inner North West area. Local councillors and members of the public have commented this year that they have seen a reduction in the environmental problems often associated with student changeover.



Leeds Beckett Students' Union, Refloat team. The project aims to reduce the amount of glass sent to landfill during changeover and is funded with Wellbeing monies.

15. **Improving Accessibility; focus on housing, high streets and highways** – At the Inner North West Community Committee meeting in September the Committee looked at how physical accessibility could be improved to housing in the area, and how pavements and roads could be made easier for everyone to use.
16. Presentations were received from: the council's highways department about how the council designs high streets to make them accessible; Leeds University Students' Union about the experiences that disabled students face living in the area; and the RNIB about a pilot project that they were launching in Headingley.
17. The following workshop discussions allowed attendees to look more closely at the issues, build links with local organisations and raise awareness about the difficulties that people with disabilities or mobility problems might face on a day to day basis. The workshops helped raise Member's awareness about issues in the area and some have subsequently become involved in helping to develop the RNIB's pilot project in Headingley.
18. **Raising awareness about domestic violence** – The meeting looked at how domestic violence and abuse affects individuals, families and communities within the Inner North West area and how we can raise awareness about the issue. The meeting was led by contributions from the council's domestic violence team and Behind Closed Doors, a domestic violence charity.
19. Some of the key issues that Members wanted to draw out of the meeting included, looking at how we can encourage those harder to reach groups to report incidents of domestic violence and how more organisations in the local area can be encouraged to sign up to the Leeds domestic violence quality mark. Workshop discussions centred around how such work could be progressed and officers are now actively approaching local organisations to see whether they would like any support and training around domestic violence.
20. **Priority Neighbourhoods**
21. The neighbourhoods of Hyde Park and Little London have been identified as priority neighbourhoods within the Inner North West area. These two areas are amongst the most deprived in the city and improvement plans have therefore been drawn up for these areas, along with some key priorities for targeted project work.
22. The Inner North West Community Committee approved these targeted and measurable improvement plans, that have been drawn up in consultation with

partners and Members, at their Community Committee meeting in December. Work will now start to take place around these priorities.

23. Little London Community Project

24. The Little London Community Project has had a number of meetings with partners and local residents to consider what the key issues are in Little London. Whilst the project is still in its early stages, there has been an encouraging amount of interest from the community and another meeting is planned for February 2016.

25. **Wellbeing projects & Youth Activities Fund**

26. The Inner North West Community Committee has approved wellbeing schemes totalling £106,237 so far this year. A great deal of the funding is spent on local environmental issues such as the Leave Leeds Tidy project run by Leeds University Students' Union and the out of hours noise nuisance project that provides a ring fenced service during peak times of year to the LS6 area. A substantial amount of funding has also been allocated to community events such as the Hyde Park Unity Day and volunteering projects.

27. The Committee has also allocated Youth Activities Fund monies for this year. The majority of this has been spent on summer activities such as Minecraft activities in local libraries and a sports club at Woodsley Community Centre in Hyde Park, run by Al Haqq Supplementary School.



A thank you poster from Al Haqq Supplementary School



Hyde Park Unity Day

Social Media

28. The introduction of Facebook and Twitter has allowed the Community Committee to interact with a wider audience by developing a stronger social connection with residents who have not necessarily previously engaged. Social media has provided a platform to build relationships and share useful and interesting information from local media, community groups and residents. The Facebook page is specifically

for the Inner North West area, the Twitter page @_YourCommunity is a city wide account for all Community Committees.

29. The Communities Team have publicised a range of messages on Facebook around consultation, community events or improvements to an area, which have proven to be very popular, with some posts reaching around 1,000 views. The most popular posts have been about applications for secondary school places in the city, the proposed expansion of Brudenell School, and a job post for local organisation OWLs.

Community Committee Champions and Sub Groups

30. Community Committee Champions positions are held by the following Members in Inner North West during 2015/16:

- Children & Young People – Cllr Neil Walshaw
- Environment & Community Safety – Cllr Christine Towler
- Health & Well Being and Adult Social Care – Cllr Javaid Akhtar
- Employment, Skills & Welfare – Cllr Jonathan Pryor

31. The Inner North West Community Committee has three sub groups: the Children and Young People's sub group; Environment sub group; and Planning sub group. The sub groups consider issues of a thematic importance to the area and hear locally targeted reports from services. Both the Environment sub group and Planning sub group contain resident members from the three wards that make up the Inner North West areas, while the Children and Young People's sub group is attended by cluster representatives and relevant partners.

32. The **Children & Young People's sub group** meets on approximately a three monthly basis. Members have held a discussion about safeguarding, with a focus on the Prevent agenda. The sub group considers youth activities fund applications and puts forward recommendations to the Community Committee. A children and young people's event is also currently being finalised for 15 January 2016 at Leeds University. Schools from across the Inner North West area have been invited to attend, where a day of engagement activities will take place with young people.

33. The **Environment sub group** meets on a three monthly basis and hears regular update reports from services. The residents that attend the group offer a local resident perspective to the meetings. A strong focus of the group every year is on student changeover; and the Communities Team supports the work of a student changeover group that is attended by services, the universities, local police, Members and residents. The group meets regularly from April through until October to discuss key messages and to see how services can work together on any key issues. This year there has been positive feedback received by both the Environment sub group and student changeover working group regarding the success of managing the changeover process.

34. The **Planning sub group** meets on a monthly basis to discuss major planning policy issues, updates on neighbourhood plans and any key planning applications. The group has strong attendance from local residents that are all part of local neighbourhood forums.

35. The community champions' role is also being developed further through more regular meetings with lead officers from the relevant departments to discuss key priorities for the area.

36. **Corporate Considerations**

Consultation and Engagement

37. The Inner North West Community Committee has good working relationships with the communities it serves. The Committee will continue to support and enable local people and communities to engage and interact with us on issues that are important to them.

Equality and Diversity / Cohesion and Integration

38. The Inner North West Community Committee is committed to equality and cohesion. Specific equality impact assessments are undertaken on community engagement plans, specific initiatives and decisions as required. All projects funded from wellbeing and the youth activities fund must have an equal opportunities policy and outline which group the project will work with, and how equality and cohesion issues have been considered. Internal and statutory partners are committed to equality and cohesion and all projects they are involved with will have considered these issues.

Council policies and City Priorities

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

Resources and value for money

40. There is no new resource implications detailed within this report.

Legal Implications, Access to Information and Call In

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

Risk Management

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

43. **Conclusions**

44. The Area Committees were established in 2004 to improve service delivery at local level and deliver projects and programmes of work on priority issues in the locality. The Community Committees have since built on the successes of Area Committees and developed on the engagement and involvement of local communities in the decision making process.

45. All themed meeting have allowed the Community Committee to work with a bottom-up approach by engaging with stakeholders to envision ways to strengthen the way in which citizens are involved in local decision making.
46. The Community Committee already has good relationships with its local communities and utilises its available funding streams to support local projects. It recognises that there are challenges ahead especially with engaging with hard to reach groups, but will continue to strengthen its positive working relationships with stakeholders to improve local services and facilities.
47. **Recommendations**
48. Members are asked to note the content of this report.
49. **Background documents¹**
None

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

Report of the Chair Outer North West Community Committee

Report to Full Council

Date: 13th January 2016

Subject: Outer North West Community Committee

Are specific electoral Wards affected? If relevant, name(s) of Ward(s): Adel & Wharfedale, Guiseley & Rawdon, Horsforth and Otley & Yeadon	<input checked="" type="checkbox"/> Yes	<input 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

This report provides an overview of the progress, achievements and opportunities for the Outer North West Community Committee over the period since the last update to Full Council in April 2015. Key achievements include:

- The work of the Community Champions and sub groups;
- Hosting two themed workshops around key community committee priorities;
- Successful projects.

Recommendations

Members are asked to note the content of this report.

1 Purpose of this report

- 2 The purpose of this report is to outline the progress, achievements and opportunities for the Outer North West Community Committee over the period since the last update to Full Council in April 2015.

3 Background information

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

- 5 This report looks at the achievements of the Community Committee over the period since the last update, and highlights the opportunities and challenges for the future.

6 Community Committee Champions & Sub groups

7. Community Committee Champions positions are held by the following Members in Outer North West during 2015/16:

- **Children & Young People – Cllr P Latty**
- **Environment & Community Safety – Cllr B Anderson**
- **Health & Well Being and Adult Social Care – Cllr G Latty**
- **Employment, Skills & Welfare – Cllr R Downes**

8. The Outer North West currently has 6 themed sub groups covering the following key areas: Environment and Community Safety; Employment, Learning and the Local Economy; Children's Services and Family Health; Adult Social Care Health and Well-being; Highways and Transportation and Policy. In all cases the sub group chairs have been aligned with the Community Champion role.

9. The Community Committee sub groups continue to address issues of thematic importance to the area. Through the sub groups the Community Champions are working with lead officers to develop clear priorities and play an active role in shaping themes and progressing work. Key achievements from the sub groups include:

10. The **Health & Well-being and Adult Social Care** sub group chose Social Isolation as a workshop topic. The session highlighted that it is difficult to find people who are socially isolated in the area. Learning from this topic was referred to the sub group and with their support; approval has been given to pilot a mobile phone app. This will provide guidance to users on; how to identify socially isolated community members, crucially what assistance is available and also which services should be informed.

11. Through the **Children's Services and Family Health** sub group Members have been involved in consulting with young people in schools on the Youth Activities fund which has resulted in improved targeting and tailoring of resources. A youth activities commissioning round was undertaken earlier this year by sub group

members who interviewed applicants and recommended over £50,000 of activities for children and young people in the outer north west.

12. Following on from the successful Children's Engagement event held last January another event for children and young people has been planned for January 2016. This time there will be greater participation from local young people explaining how they have made a difference in their local community through volunteering and providing feedback on activities funded by the Outer North West Community Committee
13. The **Environment & Community Safety** sub group receives regular updates from the Locality Manager, Environmental Action Service and the Outer North West Police Inspector. The sub group has supported and championed a range of community safety and environmental initiatives; working with Care and Repair on a burglary reduction scheme in the local area, contributing towards the funding of 2 additional PCSO's in Horsforth and a site-based gardener for several facilities in the outer north west.
14. At its last meeting the community committee approved a new Service Level Agreement for 2015/16, to help maintain clean and tidy neighbourhoods across the Outer North West area. The proposed framework has been discussed at the Committee's Environmental & Community Safety Sub Group, who oversees the delegation on behalf of the committee.
15. The **Employment, Learning and the Local Economy** sub group has met with officers to discuss local priorities and challenges, receiving updates from local job shops and figures for local young people leaving school but not going onto further education, employment and training. It worked with local neighbourhood planning groups to consider joint priorities and information sharing opportunities.
16. **Progress**
17. The Community Committee has considered a range of issues since the last update to Full Council in April 2015 and two community committee workshops were held on the following topics:
 - **Neighbourhood Planning (June 2015)**
 - **Road Safety (October 2015)**
18. **Neighbourhood Planning**
19. Planning officers presented on the local, citywide and national perspective on Neighbourhood Planning and were available to offer support and guidance. The workshop brought together representation from the outer north west Neighbourhood Planning groups to consider mutual areas of concern and priorities across the area. Peer to peer support was seen to be an important factor of the workshop with an opportunity to share progress and examples of good practice.

20. **Road Safety**

21. This themed workshop focused on Road Safety issues in the outer north west area. Representatives from five of the local Parish and Town Councils and local community groups joined Councillors and officers from, Leeds City Council Highways and Transportation Service and the Neighbourhood Policing Team to discuss how they could work in partnership to prioritise and support road safety initiatives.
22. The discussions focused on the issues associated with speeding traffic and parking around schools at pick up and drop off times, what partners and communities can do to address these issues and also how we can help educate community members.
23. Feedback from the workshop was referred to the Community Committee's Environment & Community Safety sub group and a number of actions are being explored, including a Community Speed Awareness Scheme and an information leaflet detailing who to contact with road safety issues.

24. **Community Infrastructure Levy CIL**

25. A joint workshop for Councillors from the Outer North West and Outer West Community Committees, together with representatives from Neighbourhood Planning areas took place on the 28th July at Trinity University in Horsforth. Officers from Forward Planning gave a presentation on the Community Infrastructure Levy, followed by an opportunity to ask questions.

Councillors and representatives considered how Community Committees could work together with parished areas to overcome potential issues, fund local priorities and consider what the Neighbourhood Fund guidance should contain

26. **Wellbeing projects & Youth Activities Fund**

27. The Community Committee uses the Well-being fund to support local community activity and community assets. The committee has given grants to over 30 community projects this year. This has included funding community focused events such as Yeadon Lights switch-on, which was held on the evening of 4th December. Over 200 people joined young people from 4 local Primary Schools in the community singing, before the Yeadon Carnival Queen turned on the lights. The Community Committee has also supported organisations such as Friends of Parkinson Park who received a small grant of £500 towards a children's gala.
28. The Community Committee approved a grant of £7,500 for OPAL (Older People in the Locality) towards the renovation of the former Bedford Arms public house into a Community Centre which will house a Community Café, two large activity rooms and smaller meeting rooms.
29. The Community Committee continues to support Aireborough Supported Activities Scheme, who received £8,190 Well-being funding this year, to run a holiday play scheme for children between the ages of 4 and 19 years old, with moderate to severe learning disabilities.

30. The Youth Activity fund has similarly supported local activities for children and young people and funded various projects including skateboard training sessions at Ralph Thoresby School and parks in Horsforth, Otley and Rawdon whilst Leeds Play Network provided play sessions for over 500 children in the summer holidays. There was a combined attendance of 1600 children and young people at the two Mini Breeze events hosted in the outer north west.
31. Social Media
32. The introduction of Facebook and Twitter has allowed the Community Committee to share useful and interesting information from local media, community groups and residents. The Communities Team have publicised a range of messages on Facebook around; consultation, community events or improvements to an area which have proven to be very popular, with some posts receiving over 3,000 views.
33. **Community Engagement (Citizens@)**
34. Parish and Town Council Forum
35. The Community Committee continues to host a Parish and Town Council Forum three times a year, which enables the committee to engage with the six local Parish and Town Councils in outer north west Leeds. A number of joint priorities between the community committee and the local councils are being progressed, including Highway issues and links to Leeds Bradford airport, both of which were discussed at the last forum meeting in October 2015.
36. Citizens@Guiseley & Rawdon Forum
37. This community forum meets approx. 6 times over the year and invites guest speakers to attend and discuss local issues as well as receive regular updates from the Outer North West Neighbourhood Policing Team.
38. Citizens@Holt Park
39. The last forum meeting in September focused on the Holt Park District Centre. Leeds City Council Land & Property Officer provided an update on the current position and there was an opportunity for residents to ask questions.
40. Citizens@Yeadon
41. The forum met in December and focused on the Leeds Bradford Airport Link Road consultation, with the Head of Leeds City Council Transportation in attendance.
42. **Corporate Considerations**
43. **Consultation and Engagement**
44. The Outer North West Community Committee has good working relationships with the communities it serves. The Committee will continue to support and enable local people and communities to engage and interact with us on issues that are important to them.

45. Equality and Diversity / Cohesion and Integration

46. The Outer North West Community Committee is committed to equality and cohesion. Specific equality impact assessments are undertaken on community engagement plans, specific initiatives and decisions as required. All projects funded from Well Being must have an equal opportunities policy and outline which group the project will work with, and how equality and cohesion issues have been considered. Internal and statutory partners are committed to equality and cohesion and all projects they are involved with will have considered these issues.

47. Council policies and City Priorities

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

49. Resources and value for money

50. There is no new resource implications detailed within this report.

51. Legal Implications, Access to Information and Call In

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

53. Risk Management

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

55. Conclusions

56. The Area Committees were established in 2004 to improve service delivery at local level and deliver projects and programmes of work on priority issues in the locality. The Community Committees have since built on the successes of Area Committees and developed on the engagement and involvement of local communities in the decision making process.

57. All themed meetings have allowed the Community Committee to work with a bottom-up approach by engaging with stakeholders to envision ways to strengthen the way in which citizens are involved in local decision making.

58. The Community Committee already has good relationships with its local communities and utilises its available funding streams to support local projects. It recognises that there are challenges ahead especially with engaging with hard to reach groups, but will continue to strengthen its positive working relationships with stakeholders to improve local services and facilities.

59. Recommendations

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

61. Background documents¹

¹ The background documents listed in this section are available to download from the Council's website,

62. None

unless they contain confidential or exempt information. The list of background documents does not include published works.

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Report author: Kevin Tomkinson
Tel: 74357

Report of **City Solicitor**

Report to **Council**

Date: **13 January 2016**

Subject: **Appointments**

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

Summary of main issues

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

- 2 A member of Council has resigned from some Committee positions as detailed in paragraph 4 of the report and as a result of this the relevant Group Whip has requested a membership change.

Recommendations

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

2 Purpose of this report

- 2.1 To note a resignation from various Committees and also approve appointments to the relevant Committees.

3 Background information

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

4 Main issues

Council is asked to note that on 16th December 2015 Councillor Andrea McKenna resigned as Chair of the Outer East Community Committee, as a member of the Standards Committee and as a member of the Corporate Governance and Audit Committee.

Council is asked to approve;

- Councillor Ingham to replace Councillor A McKenna on the Standards Committee.
- Councillor Hyde to replace Councillor A McKenna on the Corporate Governance and Audit Committee.

4.1 Consultation and Engagement

- 4.2.1 The relevant Group Whip has been notified of these resignations and consulted on the appointments.

4.3 Equality and Diversity / Cohesion and Integration

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

4.4 Council policies and City Priorities

- 4.4.1 There are no specific implications.

4.5 Resources and value for money

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

4.6 Legal Implications, Access to Information and Call In

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

4.7 Risk Management

- 4.7.1 No specific implications

5 Recommendations

5.1 That Council note the resignations and approve the appointments referred to in paragraph 4 of the report.

6 Background documents¹ - None

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

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EXECUTIVE BOARD

WEDNESDAY, 18TH NOVEMBER, 2015

PRESENT: Councillor J Blake in the Chair

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

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

- (a) Appendix 1 to the report entitled, 'South Bank Regeneration', referred to in Minute No. 81 is designated as exempt from publication in accordance with paragraph 10.4(3) of Schedule 12A(3) of the Local Government Act 1972 on the grounds that the information contained within the submitted appendix relates to the financial or business affairs of any particular person (including the authority holding that information). It is considered that the public interest in maintaining the content of appendix 1 as exempt outweighs the public interest in disclosing the information.
- (b) Appendix 4 to the report entitled, 'Design and Cost Report for the Acquisition of Tribeca House, Deacon House and Unit 2 Killingbeck Court for Council Accommodation', referred to in Minute No. 87 is designated as exempt from publication in accordance with paragraph 10.4(3) of Schedule 12A(3) of the Local Government Act 1972 on the grounds that the information within the appendix relates to the financial or business affairs of a particular of a particular person and the Council.

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

prove acceptable to the Council. It is considered that whilst there may be a public interest in disclosure, much of this information will be publicly available from the Land Registry following completion of this transaction and consequently the public interest in maintaining the exemption outweighs the public interest in disclosing this information at this point in time.

77 Late Items

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

78 Declaration of Disclosable Pecuniary Interests

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

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

79 Minutes

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

ENVIRONMENTAL PROTECTION AND COMMUNITY SAFETY

80 Recycling Strategy Review

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

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

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

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

RESOLVED –

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

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

ECONOMY AND CULTURE

81 South Bank Regeneration

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

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

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

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

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

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

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

RESOLVED – That the following be agreed:-

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

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

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

82 Capital Programme Quarter 2 Update 2015-19

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

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

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

RESOLVED –

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

RESOURCES AND STRATEGY

83 Open Data: Realising the Potential of an untapped resource

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

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

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

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

RESOLVED –

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

84 Financial Health Monitoring 2015/16 - Month 6

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

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

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

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

85 Treasury Management Strategy Update 2015/16

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

RESOLVED –

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

REGENERATION, TRANSPORT AND PLANNING

86 Regeneration Progress in East Leeds

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

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

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

RESOLVED –

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

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

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

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

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

RESOLVED –

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

HEALTH, WELLBEING AND ADULTS

88 White Paper Response - Cycling Facility Development in Leeds

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

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

RESOLVED –

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

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

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

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

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

RESOLVED –

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

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

90 Learning Disability Day Service Modernisation

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

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

RESOLVED –

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

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

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

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

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

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

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

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

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

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

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

CHILDREN AND FAMILIES

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

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

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

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

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

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

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

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

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

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

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

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

RESOLVED –

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

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

94 Outcome of School Admission arrangements 2015

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

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

RESOLVED – That the following be noted:-

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

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

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

RESOLVED –

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

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

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

RESOLVED –

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

COMMUNITIES

97 Sheltered Housing Investment Strategy

The Director of Environment and Housing submitted a report providing an update on the Council's investment strategy into older people's housing

provision across the city, and which sought authorisation to commence a further phase of work in this area.

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

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

RESOLVED –

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

98 Community Centre Review Update

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

RESOLVED –

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

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

DATE OF PUBLICATION: FRIDAY, 20TH NOVEMBER 2015

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

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

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EXECUTIVE BOARD

WEDNESDAY, 16TH DECEMBER, 2015

PRESENT: Councillor J Blake in the Chair

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

SUBSTITUTE MEMBERS: Councillors J Bentley and J Procter

APOLOGIES: Councillor A Carter

99 Substitute Member

Under the provisions of Executive and Decision Making Procedure Rule 3.1.6, at the point at which Councillor Golton left the meeting (Minute No. 107 refers), Councillor J Bentley was invited to attend for the remainder of the meeting on behalf of Councillor Golton.

Under the same provisions, Councillor J Procter was invited to attend the meeting on behalf of Councillor A Carter, who had submitted his apologies for absence from the meeting.

100 Declaration of Disclosable Pecuniary Interests

There were no Disclosable Pecuniary Interests declared at the meeting, however, in relation to those relevant reports within the 'Health, Wellbeing and Adults' portfolio, Councillor Golton drew the Board's attention to his position as a Board Member of Aspire Community Benefit Society Limited.

101 Minutes

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

HEALTH, WELLBEING AND ADULTS

102 Out of the Shadows - Time to Shine Project

The Director of Adult Social Services and the Director of Public Health submitted a joint report providing an update on the progress made in the development and delivery of the project. Also, the report described the outcomes following the commissioning of a number of activities, including the local evaluation and the wider impact that the project has had on raising the profile of social isolation across the city.

In considering the report, the Board welcomed the leading role played by the third sector in the initiative and also welcomed the external evaluation process which was to be undertaken. With regard to the evaluation, it was noted that the outcomes would be submitted to the Board in due course, and it was suggested that delivery partners were involved in that process.

Draft minutes to be approved at the meeting
to be held on Wednesday, 20th January, 2016

Responding to a Member's enquiry regarding the projects which had been commissioned as part of the initiative to date, specifically in terms of the geographical spread and the groups which had been targeted, it was highlighted that any gaps which existed would be the focus of the next round of commissioning.

In conclusion, the overarching vision of the project, as outlined within the report, was welcomed, together with how the report had highlighted the significant issue of loneliness and isolation amongst older people in the city.

RESOLVED -

- (a) That the progress made in the development and delivery of the 'Time to Shine' project be welcomed;
- (b) That the positive impact that the work on tackling loneliness and social isolation will have, together with the contribution it will make towards the breakthrough project 'Making Leeds the Best City to Grow Old In', be recognised;
- (c) That the excellent work of Leeds Older People's Forum in leading on the project be commended;
- (d) That Executive Board receive an annual report which provides an update on the progress of the project;
- (e) That it be noted that the lead officers responsible for ensuring updates are brought are the Consultant in Public Health (Older People) and the Head of Commissioning, Adult Social Care.

103 Telecare equipment for the Leeds Telecare Service 2015/16

The Director of Adult Social Services submitted a report which sought authority to incur capital expenditure of the final £1,000,000 on telecare equipment for the Leeds Tele Care Service from December 2015, in accordance with the Council's Financial Procedure Rules.

Responding to a Member's specific enquiry, the Board noted that any income received from receipt of fees and charges in respect of the telecare service would be invested back into the provision of the service.

RESOLVED –

- (a) That authority to spend the further £1,000,000 capital expenditure for the Leeds Tele Care Service from December 2015, be approved;
- (b) That it be noted that the Service Delivery Manager Assisted Living Leeds is the lead officer responsible for the implementation of such matters.

104 Delivering the Better Lives Strategy Adult Social Care - BME Day Services

Further to Minute No. 53, 23rd September 2015, the Director of Adult Social Services submitted a report providing an update on proposals for the future delivery of day support for older people from Black and Minority Ethnic (BME) communities at Apna (Hyde Park and Woodhouse) and Frederick Hurdle (Chapel Allerton) day centres. Specifically, the report provided details of the review of such services and on the proposed consultation to be undertaken with service users, carers, trade unions, staff, partner organisations and Elected Members. Furthermore, the report provided details of how the consultees' views would be taken forward as part of the proposed next steps for improving the range of services offered to older people from BME communities.

In receiving the submitted report, the Board discussed the role which would be played by trade unions in the development of a new service model and also in any associated consultation exercise.

RESOLVED –

- (a) That the proposed change of approach towards determining the future model for delivering of services at Apna and Frederick Hurdle day centres from that outlined in the report approved by Executive Board in September 2015 be noted.
- (b) That approval be given for a revised two stage approach to a proposed service change:-
 - In Phase One, currently anticipated to be between January 2016 and December 2016, a new service model would be developed, including producing a service specification in co-production with service users, carers, unions, staff, partner organisations, community groups and Elected Members, working with Adult Social Care Commissioning;
 - Work on the new service model would include consideration of whether the service can continue to be provided directly by the Local Authority to meet the needs of the BME community or whether commissioning externally provides the best option;
 - The proposals arising from the development of the service model would then be subject to a formal consultation process;
 - The outcome of the consultation and recommendations would be reported back to Executive Board for a decision;
 - Contingent on the approval of the recommendation, Phase Two would involve the implementation of the Executive Board decision and a move to a new model of delivery.
- (c) That it be noted that the lead officer responsible for the implementation of such matters is the Director of Adult Social Services.

ECONOMY AND CULTURE

105 Initial Budget Proposals for 2016/2017

The Deputy Chief Executive submitted a report which sought the Board's agreement to the Council's initial budget proposals for 2016/2017, as detailed within the submitted paper. The report sought approval for those proposals to be submitted to Scrutiny and also used as a basis for wider consultation with stakeholders.

It was highlighted to the Board that whilst the initial budget proposals were presented within the submitted report, confirmation of the 2016/17 Local Government finance settlement was still to be received.

Responding to an enquiry regarding proposals to change the funding formula for the provision of Police Community Support Officers (PCSOs), it was highlighted that discussions between relevant parties on such matters continued, and that once further information had been received, the views of the relevant Scrutiny Board would be sought prior to the final budget proposals being submitted to the Executive in February 2016. Also in relation to this matter, it was requested that Parish and Town Councils be included in any related consultation exercise, as appropriate. Furthermore, it was suggested that as and when appropriate, consideration be given to cross-party correspondence being submitted to the Police Crime Commissioner which highlighted the Council's commitment to the valuable role played by PCSOs across the city.

The Board considered the cumulative impact upon the Council arising from the challenging funding reductions it had faced to date, with tribute being paid to the key role played by Council employees for their continued efforts throughout this period, and with thanks also being given to those officers responsible for managing the budget setting process.

RESOLVED – That the Initial Budget Proposals, as set out within the submitted report, be agreed, and that approval be given for the proposals to be submitted to Scrutiny and also used as a basis for wider consultation with stakeholders.

(In accordance with the Council's Budget and Policy Framework Procedure Rules, decisions as to the Council's budget are reserved to full Council. As such, the resolution above is not subject to call in, as the budget is a matter that will ultimately be determined by full Council, and the submitted report is in compliance with the relevant Procedure Rules as to the publication of initial budget proposals two months prior to adoption).

(Under the provisions of Council Procedure Rule 16.5, Councillor Golton required it to be recorded that he abstained from voting on the decisions referred to within this minute. Also, in relation to such matters, as Councillor J Procter was in attendance as a non-voting Member, he drew the Board's attention to the fact that if he were able to, he would abstain from voting on the decisions referred to within this minute)

(Councillor Mulherin left the meeting at 1.30pm, at the conclusion of this item)

106 European Capital of Culture 2023 - Progress Report

Further to Minute No. 178, 18th March 2015, the Director of City Development submitted a report which provided an update on the work being undertaken towards the preparation of a Leeds Bid for the 'European Capital of Culture' title in 2023. Specifically, the report presented details of the progress made over the past eight months with establishing governance structures, and also in respect of preparing the human and financial resources for making a bid.

In considering the report, Members highlighted the need to ensure that the bid was truly representative of the city as a whole. In addition, emphasis was also placed upon effectively conveying the key linkages between the city's cultural diversity and heritage and the continued growth of the Leeds economy.

Responding to a Member's enquiry, the Board received further information on the potential options available with regard to the funding of the Leeds bid.

RESOLVED –

- (a) That the progress made over the past eight months, as set out within the submitted report, be approved;
- (b) That the 'Leeds 2023 Champions' scheme be promoted to communities in local Wards;
- (c) That the Director of City Development be requested to return with a further progress report in 2016 before submitting the city's formal expression of interest;
- (d) That the Director of City Development be requested to return in 2016 with a report into a strategic approach towards capital investment in cultural infrastructure for the medium to long term;
- (e) That the competitive nature of the bidding process, together with the implications for transparency and openness, be noted.

EMPLOYMENT, ENTERPRISE AND OPPORTUNITY

107 State of the City 2015: Driving Skills for the Manufacturing Sector

This Director of City Development and the Director of Children's Services submitted a joint report presenting the outcomes arising from the recent 'State of the City' event, with particular reference being made to the actions being taken to address the issue of skills shortages within the city, particularly with regard to the manufacturing sector.

Responding to a Member's enquiry, the Board was provided with further detail on the specific actions which were being or would be undertaken to address the issue of skills shortages in this area.

Emphasis was placed upon the need to effectively convey the importance of the manufacturing sector in the city and the actions that needed to be taken to promote the sector with young people.

In conclusion, it was requested that a further report be submitted to a future Board meeting which provided more information on the actions being taken in this area, and the outcomes arising from such actions.

RESOLVED –

(a) That the following actions be approved:-

- Telling and selling the story of Leeds manufacturing
The Council support measures to better tell the story of Leeds' manufacturing, including: facilitating better collaboration between employers and schools; encouraging greater engagement between Elected Members and manufacturing businesses in their Wards; and supporting further development of the Leeds Manufacturing Forum website, newsletter and other communications activity.
- Fostering innovation and collaboration
Facilitation of greater connections between manufacturers and universities, linking these with initiatives such as the Retail Institute at Leeds Beckett University, the National Facility for Innovative Robotic Systems and the Institute of Medical and Biological Engineering at the University of Leeds, and to national bodies and with programmes such as Innovate UK.
- Developing skills and increasing the diversity of the workforce
To explore possibilities for greater collaboration between schools and businesses in promoting opportunities offered by a career in manufacturing, including further embedding the awareness among young people and schools of apprenticeship pathways, and work to support all schools including the newly established Leeds University Technical College.

To look into further opportunities to support diversity in the manufacturing workforce, including: 1) considering how the manufacturing sector can be involved in work to increase BAME representation on apprenticeships; and 2) collaborate with Women in Science and Engineering (WiSE) in promoting opportunities for women in manufacturing.

Look at further means by which the voice of employers can be heard by education and training providers in creating and delivering courses that reflect the needs of local businesses.

- Supporting business growth
To explore what further support can be given to strengthen the Leeds Manufacturing Forum, working with the Chamber of Commerce and manufacturing businesses.

To review how a wider range of sites and premises can be brought forward through means available to Leeds City Council, including, but not limited to, the Enterprise Zone.

- (b) That it be noted that the Chief Officers for Economic Development and Employment and Skills will be responsible for overseeing the implementation of such matters, with a future update report being provided to Executive Board in due course, which provides more information on the actions being taken in this area, and the outcomes arising from such actions.

(Councillor Golton left the meeting at 1.50pm during the consideration of this item, with Councillor J Bentley attending in his place for the remainder of the meeting)

RESOURCES AND STRATEGY

108 Financial Health Monitoring 2015/16 - Month 7

The Deputy Chief Executive submitted a report which set out the Council's projected financial health position after seven months of the 2015/2016 financial year.

Responding to a Member's enquiry, the Board received an update on the current budgetary position of Civic Enterprise Leeds (CEL) and the actions to be taken in order to promote the catering service within CEL.

In response to an enquiry, the Board received further information on the currently projected saving within the Adult Social Care staffing budget. Further to this, officers undertook to provide the Member in question with a briefing on such matters, if required.

RESOLVED - That the projected financial position of the Council for 2015/16 be noted.

109 Safeguarding in Taxi & Private Hire Licensing - 12 Month Review of Progress

Further to Minute No. 132, 17th December 2014, the Assistant Chief Executive (Citizens and Communities), the Director of Children's Services and the Director of Adult Social Services submitted a joint report setting out the developments in regard to further improving safeguarding arrangements in Taxi and Private Hire Licensing. Furthermore, the report also recommended the approval of a new policy in respect of the 'fit and proper' person assessment for applicants born outside of the EU.

Members received further information on the key aspects of the submitted report and welcomed the ongoing work which was being undertaken with West Yorkshire Police in order to address concerns following the introduction of the Common Law Police Disclosure guidance.

In conclusion, the Chair thanked those officers and Elected Members involved for the considerable work which had been undertaken in this crucial area of safeguarding.

RESOLVED -

- (a) That the direction officers and Members of Licensing Committee are taking with regard to improvements for safeguarding in Taxi and Private Hire Licensing, be noted and endorsed;
- (b) That the new 'fit and proper' person character assessment policy, as recommended to Executive Board by Licensing Committee, and as outlined within the submitted appendix 3, be approved;
- (c) That it be noted that such matters will be implemented immediately (following the conclusion of any eligible 'Call In' timeframes) by the Section Head of Taxi and Private Hire Licensing.

COMMUNITIES

110 Emerging 2016/17 Best Council Plan priorities, tackling poverty and deprivation

Further to Minute No. 48, 23rd September 2015, the Deputy Chief Executive and the Assistant Chief Executive (Citizens and Communities) submitted a joint report presenting the emerging 2016/2017 Best Council Plan priorities for the Board's early consideration which would provide the framework for the Council's approach towards tackling poverty and deprivation in the city. In addition, the report also presented a summary of the latest analysis on poverty and deprivation in order to inform the priorities, together with an outline of key initiatives aimed at tackling economic disadvantage.

RESOLVED –

- (a) That the emerging 2016/2017 Best Council Plan priorities be noted alongside the Initial Budget Proposals, as detailed elsewhere on the Executive Board agenda, and that the priorities be submitted to Scrutiny for consideration. It also be noted that the annual budget proposals form part of the medium-financial strategy, which is the financial expression of the Council's Best City / Best Council ambition, policies and priorities;
- (b) That the latest analysis on poverty and deprivation be noted, and that approval be given to further work being undertaken in order to develop a more targeted geographic approach towards tackling inequalities, which will include engagement with the Community Committees in order to help inform this approach and the decisions that the

Community Committees make about services and priorities for their local areas.

ENVIRONMENTAL PROTECTION AND COMMUNITY SAFETY

111 Update on Cutting Carbon and Improving Air Quality Breakthrough Project

The Director of Environment and Housing submitted a report outlining the significant progress that the Council had made in respect of the 'Cutting Carbon and Improving Air Quality' breakthrough project, whilst also providing some insight into the progress made in this area by the city as a whole. In addition, the report also presented future priorities and highlighted the challenges faced. Finally, the report set out a proposed Council-wide energy policy, its associated benefits and the targets contained within it, whilst also providing background information to the European Covenant of Mayors movement and the associated Sustainable Energy Action Plan (SEAP).

The Board was provided with details of the Council's key achievements in this area, and how Leeds performed comparatively against other cities. In noting the ambitious nature of the Council's policy in this area, Members discussed a number of initiatives which had already been progressed, and others which could be potentially be progressed in the future.

RESOLVED –

- (a) That the progress the Council has made to date, together with its continued plans to reduce carbon emissions, be noted;
- (b) That the Sustainable Energy Action Plan be endorsed in support of the Council's participation in the European Covenant of Mayors;
- (c) That the adoption of a Council wide energy policy from 4th January 2016 be supported, together with the acknowledgement that a Council wide behaviour change to drive energy savings is required;
- (d) That the Council continue to demonstrate leadership in this area and also to continue to work closely with private, public and third-sector partners across the city.

REGENERATION, TRANSPORT AND PLANNING

112 Response to Sir David Higgins' decision about the HS2 station location

Further to Minute No. 170, 18th March 2015, the Director of City Development submitted a report providing an update on the work being undertaken with regard to HS2 in the Leeds City Region. This followed the approval of the Council's response to the HS2 Phase 2 proposed line of route formal consultation in December 2013, and its approval to work with Government to consider the best way of accommodating future rail in the city in December 2014. This report also set out the main principles for the continued development of the Council's policy in relation to Leeds station, and

considered how the Council could realise the regeneration and economic growth benefits of enhanced connectivity.

Members welcomed the contents of Sir David Higgins' report and the prospect of establishing a transport hub for the city region. Emphasis was placed upon the key role which the collaborative working of local government had played in getting to the current position, and the Board also welcomed the correspondence received from HS2, as appended to the submitted report, with regard to the line of route refinement and mitigation process.

In addition, Members discussed the range of benefits arising from the proposed solution for HS2 arriving into Leeds and received an update on the latest position regarding the redevelopment of the station including the opening of the southern entrance.

RESOLVED -

- (a) That the conclusions of the Sir David Higgins' report entitled, 'The Yorkshire Hub' (as appended to the submitted covering Executive Board report), which is an interim report on the redevelopment of Leeds Station that the location of the HS2 station in Leeds should be a 'T' shaped configured integrated station, be welcomed and supported;
- (b) That approval be given for the Council to continue to press HS2 Limited and the Government on the mitigation of the line of route and to review compensation arrangements for those adversely affected;
- (c) That in accordance with resolution (a) (above), the following principles be agreed as a basis by which the Council will support the development of the station:-
 - (i) The existing station and the HS2 station should share a common concourse for passengers to allow easy access between HS2 and other services, including improved city region services and Northern Powerhouse Rail. The concourse should have easy access to the city centre, the South Bank and the waterfront;
 - (ii) The new combined station should have good quality car and bus access enabling it to become a fully integrated transport hub for the region;
 - (iii) The new station and its approaches should have sufficient capacity and be future proofed to allow for the improvements needed to accommodate significant increases in rail services resulting from the Northern Powerhouse Rail network, and on city region rail routes. This should include four tracking to the east of the existing station;
 - (iv) The station and its approaches should allow for through trains to enhance local services to the rest of the city region. This should include a connection between HS2 and the existing network, to enable some classic

- compatible HS2 trains to run through the existing station to and from York and beyond;
- (v) The design of the combined station (including the existing concourse areas) should reflect the significance of its role and place not just for Leeds and Yorkshire, but as a major national landmark. It should be a world class iconic design, surrounded by outstanding public realm, in line with the masterplan for development and growth of Leeds South Bank, one of the most significant regeneration projects in Europe. The station needs to create an attractive environment for all users of the city centre, including pedestrians moving across the city centre who need to walk through and around the station but may not to rail users.
- (d) That approval be given for the Council to take a lead role in the work with HS2 Limited, Department for Transport, Network Rail, Transport for the North and West Yorkshire Combined Authority in order to develop a long term plan for the station, including the necessary short term improvements, its integration with the transport network and its seamless integration with the city itself;
 - (e) That approval be given for the Council to now progress detailed work on the HS2 Growth Strategy in order to maximise the growth associated with HS2 for the city, and the city region, with approval also be given for the Council to work closely with City Region districts and West Yorkshire Combined Authority and Central Government on its development;
 - (f) That approval be given for the Council to now finalise the masterplan for the Southbank area in order to help realise the potential regeneration and place making opportunities of the new station, whilst approval also be given to develop a policy approach that will maximise the social, physical and economic benefits from HS2 and to facilitate the design of a world class arrival space;
 - (g) That a more detailed report be submitted in 2016, which outlines the conclusions from the Masterplanning work prior to full public consultation commencing, and which also provides an update on the Leeds HS2 growth strategy;
 - (h) That it be noted that the Director of City Development will be responsible for the implementation of such actions.

113 Leeds Parking Supplementary Planning Document (SPD) - Adoption
Further to Minute No. 36, 16th July 2014, the Director of City Development submitted a report which advised of the public consultation process, feedback and subsequent changes made to the Leeds Parking Supplementary Planning Document (SPD). Specifically, the report recommended the adoption of the

re-drafted Leeds Parking SPD, which would formally replace a number of parking policies contained within the Unitary Development Plan.

Members discussed the proposed SPD and highlighted the need to strike the correct balance between ensuring adequate parking provision and the sustainability of other modes of transport, alongside the promotion of economic growth and regeneration.

In response to an enquiry, Members received an update regarding the possibility of future park and ride provision in the city.

RESOLVED –

- (a) That the contents of the submitted report, together with the associated consultation statement, be noted;
- (b) That the Leeds Parking Supplementary Planning Document, in the form annexed to the submitted report be adopted, pursuant to section 23 of the Planning and Compulsory Purchase Act 2004 (as amended);
- (c) That it be noted that the Chief Planning Officer will publish the Leeds Parking SPD and associated documents in accordance with the Town and Country planning (Local Planning) (England) Regulations 2012.

(As Councillor J Procter was in attendance as a non-voting Member, he drew the Board's attention to the fact that if he were able to, he would vote against the decisions referred to within this minute)

CHILDREN AND FAMILIES

114 Children's Services Transport Policy: Consultation on Transport Assistance for Post-16 Students with Special Educational Needs and/or Disabilities (SEND)

Further to Minute No. 35, 16th July 2014, the Director of Children's Services and the Deputy Chief Executive submitted a joint report providing an update on the proposals for the future provision of transport assistance available to post-16 students with special educational needs and/or disabilities (SEND). The report sought permission for a new consultation exercise to take place, in order to assess the likely impact upon young people and families of the proposals. Furthermore, the report sought permission for the findings from the consultation to be used, if appropriate, in the preparation of a new post-16 SEND transport offer, for approval at a future Executive Board meeting. Finally, the report highlighted the success of the Independent Travel Training programme, and the opportunities for the further promotion of this scheme.

Following a discussion regarding the potential ways in which the Council's fleet could be utilised differently, it was emphasised that the key objectives of the proposed consultation exercise was not only to increase value for money where possible, but to also empower families and help make available to them a wider choice and flexibility of service which better suited their own bespoke needs.

Responding to a Member's enquiry, the Board was assured that the proposed consultation exercise would be comprehensive and inclusive, that the views of each affected individual family would be sought in a way that was correct for them, and that the Scrutiny Board Children's Services would be involved in the consultation process.

RESOLVED –

- (a) That the completion of the review of special needs passenger transport within the authority, which is deployed by Civic Enterprise Leeds on behalf of Children's Services and Adult Social Care, be noted;
- (b) That the opportunities for further promoting inclusion in travel options through Independent Travel Training, while reducing costs and dependency, be noted;
- (c) That the demographic pressures relating to the increase in the number of children with an Education, Health and Care (EHC) plan (which replaced the statement of Special Educational Needs), be noted;
- (d) That approval be given for a new consultation to take place during January-April 2016 in order to assess the likely impact on young people and families of new proposals. The consultation will centre upon a range of options, each of which may be subject to a final round of detailed analysis of the granular data prior to consultation commencing. The following options for consultation will involve ceasing the direct organisation and provision of transport for post-16 SEND students, and instead offer:-
 - A personal transport budget equivalent to the cost of one or two Metro passes, dependent on whether a student would need accompanying on their journey;
 - A personal transport budget comprising the offer of a mileage allowance to parents, typically in the range of 50p - £1 per mile;
 - A personal transport budget based on a rate-banding system that takes into account the differing levels of need of students and the opportunity this would give parents to make their own arrangements in a more cost effective way.
- (e) That the findings of the consultation be used, if appropriate, in the preparation of a new Post-16 SEND transport offer (which is currently planned to be presented to a future Executive Board for approval - anticipated to be in July 2016);
- (f) That it be noted that the officer responsible for implementation of such matters is the Head of Commissioning and Contracting.

115 Outcome of Consultation to increase Primary School Places in Pudsey/Swinnow

Further to Minute No. 96, 18th November 2015, the Director of Children's Services, the Deputy Chief Executive and the Director of City Development

Draft minutes to be approved at the meeting to be held on Wednesday, 20th January, 2016

submitted a joint report presenting details of proposals brought forward to meet the local authority's duty to ensure sufficiency of school places. Specifically, this report described the outcome of a statutory notice regarding proposals to expand primary school provision at Park Spring and which sought a final decision on such proposals.

Responding to a Member's enquiry, the Board received an update regarding the ongoing and collaborative work which was being undertaken in order to address the pressure on school places which existed across the city, with the Member in question being offered a further briefing on such matters, if required.

RESOLVED –

- (a) That the expansion of Park Spring Primary School from a capacity of 315 pupils to 420 pupils be approved, with the admission number increasing from 45 to 60, with effect from September 2017;
- (b) That it be noted that the officer responsible for the implementation of such matters is the Capacity Planning and Sufficiency Lead.

DATE OF PUBLICATION: FRIDAY, 18TH DECEMBER 2015

**LAST DATE FOR CALL IN
OF ELIGIBLE DECISIONS:** 5.00PM, MONDAY, 4TH JANUARY 2016

(Scrutiny Support will notify Directors of any items called in by 12.00noon on Tuesday, 5th January 2016)

SCRUTINY BOARD (STRATEGY AND RESOURCES)

MONDAY, 26TH OCTOBER, 2015

PRESENT: Councillor K Groves in the Chair

Councillors S Bentley, D Cohen, C Dobson,
H Hayden, J Jarosz, J McKenna, D Nagle
and B Urry

25 Late Items

There were no late items.

26 Declaration of Disclosable Pecuniary Interests

There were no disclosable pecuniary interests.

27 Apologies for Absence and Notification of Substitutes

Apologies for absence were received from Councillor A Sobel, Councillor T Wilford and Councillor R Wood. Councillor B Urry substituted for Councillor A Sobel.

28 Minutes - 28 September 2015

RESOLVED – That the minutes of the meeting held on 28 September 2015 be confirmed as a correct record.

29 Fees and Charges

At the Board's September meeting Members held the first session of their Inquiry looking at fees and charges. The agreed terms of reference provided the rationale behind the Inquiry. These focused on the belief that a critical examination of fees and charges was an effective way to help ease budget pressures and focus spend and subsidy on the highest priorities and therefore help deliver the Council's Best Council Plan.

The October Executive Board report in relation to the Medium Term Financial Strategy 2016/17 – 2019/20 stated that addressing an estimated budget gap of £146m by March 2020 would require the Council to take difficult decisions in order to reduce the Council's net spend. These decisions would very likely to include generating additional income through increasing fees and charges for services, potentially based on the ability to pay.

Members of the Scrutiny Board recognised this and asked for greater detail of current charges made by Directorates. The Board agreed to invite Directorate representatives to discuss with members areas where further analysis and consideration into possible new areas for income generation could be

Minutes approved as a correct record
at the meeting held on Monday, 23rd November, 2015

undertaken. The Board also agreed to explore with Directorates the principles around charging including; policies for non-Leeds residents, the use of subsidy and differential charges

The following were in attendance to respond to Members' questions:

- Martin Farrington – Director of City Development
- Richard Ellis – Head of Finance, Environment and Housing
- Simon Criddle – Head of Finance City Development
- John Mulcahy – Citizens and Community.

In summary the main areas of discussion were:

- The Directorates responses to the questionnaire previously sent out to all Directorates.
- That every 1% increase in fees and charges equates to £1m additional income.
- The notion that two issues required debate; how much existing fees are raised and what new ones should be introduced.
- Key principles for inclusion in a revised fees and charges policy.
- The ease in which fees and charges can be paid, particularly for community lets.
- The need to work towards the complete recovery of cost and reducing subsidies where appropriate.
- The concept of introducing increased charges in January (rather than April) where possible.
- The analysis of, and the understanding of the unintended consequences of introducing some charges.
- The concept of geographical flexibility in the level of fees and charges and the criteria used to set those differential, for example deprivation or quality of provision.
- A range of new income streams taken up by other authorities but not currently by Leeds City Council.
- The aims and objectives of the Leeds card and its current discount structure.
- The role of Community Committees in setting community centre charges.
- Assurances that where fees can only recover costs, all possible overheads are included.
- The need for an IT Culture Platform that showcases the very best of Leeds, addresses concerns about the efficiency of numerous box offices but also offers the opportunity for advertising and marketing for the Public and Private Sector (which in turn supports the Culture Capital bid).

In terms of next steps the Board agreed that they should receive information on the following:

- Running costs of Community Centres and the actual income generated through fees and charges.
- Estimates of the potential income generated from those areas identified by the Directorate as potential new fee areas. These included;
 - Charging entry for Museum sites including City Museum
 - Charging entry to Leeds Art Gallery
 - Residents and visitor parking permits
 - Workplace parking levy
 - Charge for pre planning advice
 - Car parking charges at visitor attractions
 - Full sponsorship of bonfires and firework displays
 - Charging for replacement wheeled bins
 - Charge for kerbside garden waste collection
 - Charges for depositing inert waste at Household Waste Sites
 - Fees for parking at District shopping centres
 - Charging for bulky waste
 - Charges for pest control, e.g rats in homes
 - Where enforcement action is being undertaken against private landlords then relevant costs charged to the persons to whom action is being taken
 - Charging landlords for referring tenants onto them
 - Introducing private landlord registration scheme (Beyond HMOs)
 - Credit card administration fee.
- The total amount collected in voluntary contribution boxes in venues where charges are not levied.

It was also agreed that the Directors of Children's and Adult Social Care be invited to the Board's November meeting.

RESOLVED –

- (i) That the Board receive the requested information
- (ii) That the Head of Scrutiny and Member Development draft a more detailed note on the Board's current observations and recommendations
- (iii) That the Directors of Children's Services and Adult Social Care be invited to the November Board meeting
- (iv) That the Board receive a draft revised fees and charges policy for its consideration.

(Councillor Nagle left the meeting during the discussion on this item at 11.30am.)

(Councillor J McKenna left the meeting during the discussion on this item at 11.40am.)

30 Career Families

This item was deferred.

31 Work Schedule and Draft Terms of Reference

The Head of Scrutiny and Member Development submitted a report which provided information regarding the Board's work Schedule. It was noted that the scheduled item on non-contract spend update would now be received in December rather than November.

Draft terms of reference were also submitted into an Inquiry into ICT resources.

RESOLVED –

- (i) That the Board's work schedule be amended as discussed
- (ii) That the draft terms of reference be agreed.

32 Date and Time of Next Meeting

Monday 23 November 2015 at 10.00am. (Pre-meeting for all Board Members at 9.30 a.m.)

(The meeting concluded at 12.10 pm)

SCRUTINY BOARD (STRATEGY AND RESOURCES)

MONDAY, 23RD NOVEMBER, 2015

PRESENT: Councillor K Groves in the Chair

Councillors S Bentley, D Cohen, C Dobson,
H Hayden, J Jarosz, J McKenna, D Nagle,
A Sobel, T Wilford and R Wood

33 Late Items

There were no late items.

34 Declaration of Disclosable Pecuniary Interests

There were no disclosable pecuniary interests.

35 Apologies for Absence and Notification of Substitutes

There were no apologies for absence.

36 Minutes - 26 October 2015

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

37 Fees and Charges

The Head of Scrutiny and Member Development submitted a report to introduce the third session of the Board's Inquiry into fees and charges. This session focused on discussions with officers from Adult Social care and Children's Services. In addition the Board received a revised version of the Council's Fees and Charges Policy and Best Practice Guidance reflecting recommendations made by the Board in July and September.

The following were in attendance to respond to Members' questions:

- Nigel Richardson, Director of Children's Services
- Tim Pouncey, Chief Officer, (Audit and Investment)
- Ann Hill, Head of Finance, Adult Social Care
- Steve Clough, Head of Revenues Saving Programme

In summary the main areas of discussion were:

- The Directorates responses to the questionnaire previously sent out to all Directorates.
- The range of fees levied to individuals by Children's Services

Draft minutes to be approved at the meeting
to be held on Monday, 21st December, 2015

- The pricing structure for nursery places in Leeds
- The pricing structure for music centres in Leeds and the action being taken to reduce the current deficit
- Areas of traded services within Children's Services including School Improvement and the capacity for the service to increase trade in this area with schools, cluster and other local authorities
- The overall charges levied to schools for services provided by Children's Services
- The levels of subsidy given to Lineham Farm and Herd Farm and the actions taken to ensure the Council is capitalising on the enormous success of this unique and much supported asset
- Funding structures of Children's Centres
- The corporate support provided to Directorates in terms of marketing, communications and business acumen to fully maximise income potential.
- The current consultation taking place with regards non-residential Adult Social care services and options for removing the current cap on the amount anyone pays for their services per week

In addition to the above the Board discussed the revised Fees and Charges Policy and Best practice Guidance. The following recommendations were made:

- **Removal of all outdated references** to CPA scores/Audit Commission and old legislation.
- The requirement to produce and **publish a directory of all fees and charges made by the Council** should be strengthened. The main reasons for this are in the interests of transparency and openness although there may also be small efficiency savings in terms of having to deal with reduced numbers phone calls enquiring about fees and charges. As it currently stands the Council does not publish all fees and charges and those that are, are published in a multitude of different places, making it very difficult for customers to find pricing information. It is recommended that a full list of fees and charges is published prominently on the Council website and that it is updated as and when prices change. Other channels should also be used to promote the existence of the Council's fees and charges list, including, for example, One Stop Shops, social media and the YEP. Consistency of message is crucial.
- Where no charges are made or **where charges do not recover full costs, the council tax payer/business rates payer subsidises users**. The guidance regarding subsidy should be strengthened to ensure that decisions about subsidy are made in a more transparent way with reference to all key facts. The new policy should require a **business case** to be approved for all services where there is a subsidy and additionally that all these **subsidised services are**

identified in the budget. There is also a recommendation that consideration should be given to avoising subsidisation of **non-Leeds residents** . It is acknowledged that this may be difficult to achieve in some circumstances.

- The revised policy and guidance should provide clear advice on how to calculate the true costs of providing services. Up to now various different ways of calculating full costs (particularly overheads costs) have been used. These revisions are aimed at getting **greater consistency and a more realistic assessment of the true costs of providing services**. The guidance stipulates that **CIPFA's Service Reporting Code of Practice for Local Authorities (SeRCOP)** should be followed when calculating full costs and determining what level of overheads to apportion to charged for services. Overhead charges are a particularly difficult area and the new guidelines should seek to simplify the situation by annually setting a fixed percentage to be applied to direct costs to cover overheads. This percentage will be calculated using SeRCOP guidance. Different fixed percentages might be applied to reflect differences in the way services are provided. These changes should ensure greater transparency over price setting and the level of subsidy for each service.
- **A recommendation that concessions may be used to provide a discount from the standard charge for specific groups** for certain services. This is particularly useful when trying to achieve certain policy objectives. The guidance should be revised to **allow concessions to be provided to target groups or on a geographical basis** i.e. to allow differential charging across the city, where it would assist the council in achieving a specific policy outcome. **Regular reviews of take up should be undertaken.** It is recommended that consideration be given to not granting concessions to **non-Leeds residents**.
- The section on **waivers should be removed** because the council has other policies in place that cover this eventuality (debt recovery policies).

In terms of the next steps, the Board agreed that they would receive information on the following;

- Funding structures of Children's Centres, including a commentary on pricing policy in nursery
- A note on the work undertaken to reduce the deficit in Music Centres.
- Breakdown of take up of school improvement services by school type

- Breakdown of school surpluses (and school contribution to Children's Centres)
- A note on Lineham Farm and Herd Farm - including current costs and recovery rates including extent to which the council subsidises these facilities?

It was also agreed that the Chair in conjunction with the Head of Scrutiny and Member Development draft an Inquiry report with the view that this be agreed at the Board's December 2015 meeting

RESOLVED –

- I. That the Board receive the requested information
- II. That the Chair in conjunction with the Head of Scrutiny and Member Development draft an Inquiry report.

38 Work Schedule

The Head of Scrutiny and Member Development submitted a report which provided information regarding the Board's work schedule.

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

39 Date and Time of Next Meeting

Monday 21 December 2015 at 10.00am.(Pre-meeting for all Board Members at 9.30 am.)

(The meeting concluded at 12 noon)

SCRUTINY BOARD (STRATEGY AND RESOURCES)

MONDAY, 21ST DECEMBER, 2015

PRESENT: Councillor K Groves in the Chair

Councillors S Bentley, D Cohen, C Dobson,
H Hayden, J Jarosz, J McKenna, D Nagle,
A Sobel, T Wilford and R Wood

40 Late Items

There were no late items.

41 Declaration of Disclosable Pecuniary Interests

There were no disclosable pecuniary interests.

42 Apologies for Absence and Notification of Substitutes

There were no apologies for absence.

43 Minutes - 23 November 2015

RESOLVED – That the minutes of the meeting held on 23 November, 2015 be approved as a correct record.

44 Draft Scrutiny Inquiry Report - Fees and Charges

RESOLVED – That the Board's Inquiry report into Fees and Charges be agreed and submitted to the Executive Board for formal consideration.

45 Initial Budget Proposals for 2016/17

In accordance with the Council's Budget and Policy Framework Rules, the Board received and considered the Executive's initial budget proposals as set out in the report of Deputy Chief Executive.

The following were in attendance to respond to members' questions:

- Councillor Judith Blake, Leader of the Council
- Councillor James Lewis, Deputy Leader
- Alan Gay, Deputy Chief Executive
- Doug Meeson, Chief Officer (Financial Services).

Introducing the report, the Deputy Chief Executive advised the Board that the Secretary of State for Communities and Local Government had announced the local government finance settlement on 17 December 2015. The key

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message in terms of funding for Leeds was that the settlement figure for 2016/17 was worse than that assumed in the Initial Budget Proposals by almost £6m. In addition to this the grant received for the implementation of the Care Act of £3.5m was now assumed to be within the revenue support grant, making the cut even greater. Therefore overall it was reported that the Council was more than £9m away from planned.

Councillor Judith Blake also described the difficult position the Council now found itself and reiterated that difficult decisions would continue to be taken to meet the additional funding gap and therefore within that context thanked the Scrutiny Board for its work of fees and charges.

Councillor James Lewis also thanked the Board for its work on fees and charges which was both timely and recognised that the Council needed to look beyond its traditional ways of raising revenue.

In summary the main areas of discussion were:

- Strategies to meet the funding shortfall.
- Integrated people commissioning and the importance of looking at different models of social care to ensure the best value for money for 'the Leeds £'.
- The potential advantages of shared services across public services.
- The impact on staff numbers and the requirement to ensure the balance of staff losses between JNC and NJC was managed correctly.
- The importance of ensuring staff are adequately equipped to transfer skills across services.
- The importance of managing the wellbeing of staff.
- The various risks associated with business rates including appeals and reduced reliance on physical buildings.
- The need to make efficiencies with care and to strike the right balance between 'back office' efficiencies and front line staff efficiencies.
- The proposed minimum revenue provision policy for 2016/17 and its ability to generate savings of £21m.
- The general role of asset management to support the Council's budget.
- Reserves and the proposal to increase levels of reserves

Closing the discussion the Chair thanked Councillor Judith Blake and Councillor James Lewis for their attendance and also congratulated the hard work and expertise of the Council's finance teams.

RESOLVED –

- (a) That the Board receive and note the Executive's initial budget proposals
- (b) To note that further amendments will be presented to Executive Board in February to take account of the increased budget pressures arising from the provisional local government finance settlement

- (c) That the Board's Inquiry report on fees and charges form part of Scrutiny's formal response to the consultation of the initial budget proposals.
- (d) That an additional recommendation be submitted to the Executive in relation to charging businesses for using council owned land for ad hoc trading activity.

46 Emerging 2016/17 Best Council Plan priorities, tackling poverty and deprivation

In accordance with the Council's Budget and Policy Framework Rules, the Board received and considered the emerging 2016/17 Best Council Plan priorities, tackling poverty and deprivation, as set out in the joint report of the Deputy Chief Executive and Assistant Chief Executive (Citizens and Communities).

The following were in attendance to respond to members' questions;

- Councillor James Lewis, Deputy Leader of Council.

In summary the main areas of discussion were:

- The clear links between the budget and Best Council Plan.
- The dual role of local decision making and corporate initiatives to drive improvement.
- The role of Community Committees and devolved budgets in driving improvement at a local level.
- The support given to Community Committees to realise their potential.
- The importance of elected members in taking ownership of Community Committee agendas and direction.
- The need to involve other service providers (including the Third Sector) to achieve improvement targets, especially when commissioning services.
- The need to ensure Leeds has the trained workforce to take advantage of the real and good jobs available.

RESOLVED –

- (a) To note the emerging 2016/17 Best Council Plan priorities, tackling poverty and deprivation
- (b) To provide officers with appropriate feedback from the discussions held.

47 Effective Procurement

The Chief Officer PPU submitted a report providing

- An update on general procurement savings achieved to 31 October 2015

- An update on PPPU's access to council feeder systems following the intervention of the Scrutiny Board
- Improvements to the council's financial management system (FMS) to reduce off contract spend
- An analysis of the use of Waivers of the Contracts Procedure Rules (CPRs) April to September 2015.

The report also detailed on going work to reduce non-contract spend

Josephine McCann, Portfolio Manager, PPPU was in attendance to answer members' questions.

In summary the main areas of discussion were;

- General procurement savings of £4.6m
- Access to FMS Feeder systems to monitor spend
- Improvements to FMS
- Waivers
- Non and off contract spend.

In addition to the above a written response was requested in relation to the type of conditions that can be included within contract specifications including; the use of local employment, requirement for the living wage to be paid, employment of people with disabilities.

A written response was also requested regarding the use of P purchasing cards

Concluding the discussion the Board congratulated officers within PPPU for their work in this area and reiterated the Board's willingness to offer further help and support in this area.

RESOLVED –

- (a) To request further information in relation to contract specifications and purchasing cards
- (b) To record the Board thanks and continuing support in this area of work and to request a further report back in six months to report on the full year procurement savings achieved.

48 Internal Audit update report on contract extensions and Spending Money Wisely Challenge

The Acting Head of Internal Audit submitted a report detailing the outcome of a follow up audit review on contract extensions.

Louise Hornsey, Principal Audit Manager, was in attendance to respond to members' questions.

In summary the main areas of discussion were:

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to be held on Monday, 25th January, 2016

- The recognition that the findings of the audit review present an improved picture from the previous audit in terms of directorates considering whether to extend a contract sufficiently in advance.
- The recognition that a best value analysis of the options available was not always being completed.
- The outcomes of the Spending Money Wisely Challenge reviews, particularly the low level of compliance with CPRs and the action proposed to understand and address the cause of this non compliance

Concluding the discussion the Board congratulated officers within Audit for their work in this area and reiterated the Board's willingness to offer further help and support in this area.

RESOLVED – That the Board notes the contents of the report and the findings of the two reviews.

49 Work Schedule

The Head of Scrutiny and Member Development submitted a report which provided information regarding the Board's work schedule.

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

50 Date and Time of Next Meeting

Monday 25 January 2016 at 10.00am. (Pre-meeting for all Board Members at 9.30 am.)

(The meeting concluded at 12.20pm)

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SCRUTINY BOARD (CITIZENS AND COMMUNITIES)

MONDAY, 9TH NOVEMBER, 2015

PRESENT: Councillor B Anderson in the Chair

Councillors A Blackburn, C Campbell,
R Grahame, M Harland, J Illingworth,
K Maqsood, K Wakefield and N Walshaw

38 Late Items

There were no late items.

39 Declaration of Disclosable Pecuniary Interests

There were no disclosable pecuniary interests declared to the meeting.

40 Apologies for Absence and Notification of Substitutes

Apologies for absence were submitted by Councillor A Carter.

41 Minutes - 12 October 2015

RESOLVED – That the minutes of the meeting held on 12 October 2015 be approved as a correct record.

42 The development of Community Hubs - Scrutiny Inquiry

The report of the Head of Scrutiny and Member Development reminded the Board of the agreed terms of reference relating to this inquiry and set out the purpose of this first inquiry session, which was to address the following areas:

- The level of clarity surrounding the future approach for the community hub network based on the 3 'types' of provision.
- The current infrastructure of the three pathfinder community hubs and the views of existing 'front of house' staff in relation to this model delivering a more integrated service (identifying any ongoing challenges)

A report from the Assistant Chief Executive (Citizens and Communities) was also appended to provide the background to the development of the Community Hubs within the city and other information pertaining to this first session. It was also noted that a number of 'front of house' staff had been invited to today's meeting to share their views and experiences with Scrutiny.

The following were in attendance for this item:

- James Rogers, Assistant Chief Executive (Citizens and Communities)

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- Councillor Debra Coupar, Executive Member for Communities
- Susan Murray, Head of Customer Contact
- Bev Rice, Head of Library and Information Service
- Josette Ward, Community Hub Manager, Compton Centre
- Tom Booth, Customer Service Team Manager, Compton Centre
- Kamran Aziz, Library Assistant, Compton Centre
- Jacqueline Bolton, Customer Services Officer, Compton Centre
- Jan Jackson, Community Hub Manager, Armley
- Charlotte Batty, Assistant Community Hub Manager, Armley
- Elaine Gibson, Library Assistant, Armley
- Lucy Bain, Library Assistant, Armley
- Chris McLoughlin, Community Hub Manager, St George's Centre
- Janine Lowe-Waterworth, Customer Services Officer, St George's Centre

The Chair invited the Assistant Chief Executive (Citizens and Communities) to briefly introduce his report. Members then watched a video produced by the directorate which showed 3 members of staff from the Compton Centre sharing their initial views and experience of the new Community Hub model. The Chair then invited the officers in attendance to share their own views of the Community Hub model with the Board.

In summary, the key areas of discussion were as follows:

- Embracing new ways of working – Members noted that many staff were initially apprehensive about the proposed new ways of working but were pleased to learn that staff have now embraced the Community Hub model as they recognise the value of working as a team in delivering more integrated services to customers.
- Staff training – this was a key area of discussion. It was noted that staff receive a skills and capabilities audit to determine training needs and a development plan. This has led to staff feeling more confident and empowered to deal with a wider range of customer enquiries.
- Working with the third sector - Members were pleased to learn that the Community Hub approach is being embraced by third sector organisations, with particular reference made to the successful Money Buddies scheme.
- Mobile provision – Members noted examples of where 'pop-up' provisions had proven to be successful in providing an un-met demand for access to Council and Partner services. It was highlighted that this provision is delivered by teams already based out of the Community Hub buildings with the aim of building up trust and encouraging people to continue to access services from the physical Hub sites. It was also noted that IT issues were still being addressed to improve access to systems remotely.
- Promoting self-serve facilities – it was highlighted that library staff are also actively promoting self-serve facilities such as the 'library at home' service.
- Interpretation services – Members were pleased to learn that provisions are made to address language barriers so that customers' needs are addressed at the point of enquiry. It was highlighted that video phones are also provided to enable sign language users to access interpreters too.

- Financial costs – Members sought budgetary information relating to the provision of Community Hubs.
- Community Hub buildings – particular importance was placed upon the standard of buildings used and it was noted that the Scrutiny Board would be considering this in more detail at a future inquiry session.

In conclusion, the Chair thanked everyone for their contribution and praised staff for their continued commitment in delivering the Community Hub approach. The Chair explained that the next stage of the Inquiry will involve visits to the 3 Pathfinder Community Hubs.

RESOLVED -

- (a) That the Board notes the report of the Assistant Chief Executive (Citizens and Communities)
- (b) That the Board's forthcoming Community Hub visits are arranged and confirmed with Board Members as soon as possible.

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

43 Performance Report (Qtr 2)

The report of the Assistant Chief Executive (Citizens and Communities) presented an update on the 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
- Councillor James Lewis, Executive Member for Resources and Strategy
- Steve Carey, Chief Officer Welfare and Benefits
- John Mulcahy, Head of Elections, Licensing and Registration
- Susan Murray, Head of Customer Contact

The key issues raised were as follows:

- Registration of deaths – Members queried the 90% target set for registering a death within 5 days of death and learned that this was a nationally driven target.
- Individual Electoral Registration – Members discussed initiatives linked to promoting the importance of registering, including door-step canvassing and adopting a routine enquiry approach by Contact Centre staff as well as piloting this approach within One Stop Centres.
- Checking the electoral register online – Members highlighted the challenge of individuals being able to check their registration details online. It was noted that this had been a longstanding problem nationally and that potential solutions continue to be explored.

RESOLVED – That the performance report be noted.

(Councillor C Campbell left at 11.25 am during consideration of this item).

44 Long term Strategic Partnership with Leeds City Credit Union.

The Assistant Chief Executive (Citizens and Communities) was requested to update the Scrutiny Board on the Council's joint work with the Leeds City Credit Union in tackling poverty, including the long term strategy for on-going partnership work. A copy of the Executive Board report on this matter, dated 21st October 2015, was appended to assist in providing this update to the Scrutiny Board.

The following were in attendance for this item:

- James Rogers, Assistant Chief Executive (Citizens and Communities)
- Steve Carey, Chief Officer Welfare and Benefits
- Susan Murray, Head of Customer Contact

The key areas of discussion were as follows:

- Gift card scheme – Members welcomed a new initiative involving a gift card scheme with a number of high street retailers to provide domestic appliances, furniture and electronic goods at prices up to 50% cheaper than high street rent to buy stores. It was noted that the Community Hubs would be used to actively promote this initiative.
- Modernisation of the Credit Union – Members felt that further effort was needed to assist the Leeds City Credit Union in modernising the range of services it provides to attract a wider range of customers. The Board therefore agreed to schedule a further session early in the New Year to explore this further.

RESOLVED -

- (a) That the Board notes the Executive Board report.
- (b) That a further session is scheduled early in the New Year to consider further options available in assisting the Leeds City Credit Union to modernise its services and attract greater numbers of customers.

45 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. The Chair highlighted that the work schedule would be updated to reflect today's discussions.

The Chair also proposed that the Board's next scheduled meeting on 7th December 2015 be cancelled. This would be replaced with a working group meeting linked to the Board's on-going Universal Credit Inquiry.

RESOLVED –

- (a) That the work schedule be updated to reflect the Board's discussions today.

Draft minutes to be approved at the meeting
to be held on Monday, 18th January, 2016

- (b) That the Scrutiny Board's planned meeting on Monday 7th December 2015 be cancelled.
- (c) That a working group meeting is held on Monday 7th December 2015 at 10 am in line with the Board's on-going inquiry into Universal Credit.

46 Date and Time of Next Meeting

Monday, 18th January 2016 at 10.00 am (pre-meeting for all Board Members at 9.30 am).

(The meeting concluded at 12.00 pm)

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SCRUTINY BOARD (ENVIRONMENT AND HOUSING)

TUESDAY, 17TH NOVEMBER, 2015

PRESENT: Councillor J Procter in the Chair

Councillors J Bentley, D Collins, A Gabriel,
P Grahame, M Iqbal, A Khan, M Lyons,
J Pryor, K Ritchie and G Wilkinson

39 Late Items

There were no late items.

40 Exempt Information - Possible Exclusion of the Press and Public

There were no exempt items, although the Chair advised that there may be a requirement for aspects of agenda item 7, Peckfield Landfill Site, to be considered in private session. It was advised that if this was the case then the relevant provisions were to be made clear to the Board.

41 Declaration of Disclosable Pecuniary Interests

There were no disclosable pecuniary interests declared to the meeting.

42 Apologies for Absence and Notification of Substitutes

There were no apologies for absence.

43 Minutes - 13 October 2015

RESOLVED – That the minutes of the meeting held on 13 October 2015 be approved as a correct record.

44 Matters arising from the minutes

Minute No. 39 – Community Safety Related Matters – Prostitution

The Board requested an update regarding progress made in providing practical support to the Holbeck area, particularly the need for more street cleansing support. The Director of Environment and Housing advised that a twice weekly clean-up of the private estate was commencing in the next couple of weeks.

Minute No. 39 – Community Safety Related Matters – Police Community Support Officers (PCSOs)

A point of clarification was made in reference to the proposed percentage increase in the Council's contribution to fund PCSOs (from 21% to 50%) stating that this did not imply an increase in funding.

45 Peckfield Landfill Site

The Head of Scrutiny and Member Development submitted a report which presented an update following the previous Scrutiny Inquiry into Peckfield Landfill Site.

The following information was appended to the report:

- Scrutiny Inquiry Final report, Peckfield Landfill Site (20 April 2015)
- Background information provided by City Development directorate
- An update on work at Peckfield Landfill Site submitted by the Environment Agency.

The following were in attendance:

- Councillor Mark Dobson, Executive Member (Environmental Protection and Community Safety)
- Councillor Mary Harland, Ward Member for Kippax and Methley
- Councillor James Lewis, Ward Member for Kippax and Methley
- Neil Evans, Director of Environment and Housing
- Caroline Allen, Head of Service, Legal Services
- Steve Speak, Deputy Chief Planning Officer
- Andrew Lingham, Waste Management, Environment and Housing
- Clive Saul, Minerals, Waste and Renewable Energy Planning Manager (Acting)
- Emma Hargreaves, Minerals Enforcement Officer.

The Chair explained that the Board would be formally tracking the recommendations arising from the Scrutiny Inquiry into Peckfield Landfill Site at its December meeting. It was noted that whilst the Environment Agency was unable to provide a representative to attend today's meeting, there would be a representative in December to address any further queries.

The Board received a brief presentation on the role of the Waste Planning Authority in relation to the planning and regulation of Peckfield Landfill Site.

The key areas of discussion were:

- Clarification sought whether the site operator was on target to complete landfill of the site by 2020. The Board was advised that no issues had been reported by the site operator with regards meeting this target.
- Confirmation that LCC no longer disposed its waste at the site.
- A general overview of local residents' concerns; whether work was still on schedule; concern that parts of the site had been closed off and then re-opened; and concern that the site operator could withdraw from the site and the subsequent need for restoration work. However, it was

highlighted by the Ward Members that the number of resident complaints had reduced.

- Clarification sought about the types of waste being disposed at the site and where it was coming from. This was to be pursued with the Environment Agency in December.
- A suggestion that the originator of the request for scrutiny, Ms Carolyn Walker, also be invited to attend the Board's December meeting.
- Clarification that there was a requirement for the site operator to ensure that the site was being progressively restored.
- Confirmation that the Environment Agency had secured a restoration bond for the site. Clarification of the exact figure was to be confirmed by the Environment Agency at the December Board meeting.

RESOLVED –

- (a) That the report and appendices be noted.
- (b) That the originator of the request for Scrutiny, Ms Carolyn Walker, be invited to attend in December when the Board will be formally tracking the recommendations arising from the Scrutiny Inquiry into Peckfield Landfill Site.

46 Effective Housing Management and Lettings Policies

The Chief Officer (Housing Management) submitted a report which presented proposed new approaches to housing management and key principles for local lettings policies.

The following information was appended to the report:

- List of local lettings policies.

The following were in attendance:

- Councillor Debra Coupar, Executive Member (Communities)
- Neil Evans, Director of Environment and Housing
- Mandy Sawyer, Head of Neighbourhood Services
- Kathryn Bramall, Housing Manager.

The key areas of discussion were:

- The Board discussed issues surrounding the behaviour of tenants and asked the department to provide clear guidance for all managers about taking past anti-social behaviour into account. The Board also requested some examples of cases to illustrate how this works in practice.
- The Council's responsibility to support tenants with different and sometimes challenging needs, the need for early intervention and signposting tenants to the right agencies. It was noted that a review of housing related support was due to be undertaken.
- A suggestion that issues arising from estate walkabouts are also factored into the tenancy management process.

Minutes approved as a correct record
at the meeting held on Tuesday, 8th December, 2015

- The Board welcomed the proposed delivery of pre-tenancy training and suggested that such training could also be extended to existing tenants where appropriate.
- The challenges in ensuring the right balance of housing provision across the city, particularly in terms of an increased demand for the younger population.
- It was highlighted that the report to Executive Board was now being scheduled for February 2016. It was therefore agreed that a further update would be brought back to Scrutiny for consideration in January 2016.

RESOLVED –

- (a) That the report be noted.
- (b) That the above issues raised by the Scrutiny Board are taken forward and where appropriate inform the new approaches to housing management and lettings policies.
- (c) That a further report on this matter is brought back to the Scrutiny Board in January 2016 for consideration.

(Councillor A Gabriel left the meeting at 3.10pm, during the consideration of this item.)

47 Waste Strategy related matters

The Director of Environment and Housing submitted a report which provided an overview of key issues and challenges in the following areas:

- The City's Waste Strategy
- Recycling (including addressing low participation rates in existing alternate weekly collection (AWC) areas and viable options for non-AWC areas across the city)
- Managing waste in high waste properties.

The following were in attendance:

- Councillor Mark Dobson, Executive Member (Environmental Protection and Community Safety)
- Councillor Debra Coupar, Executive Member (Communities)
- Neil Evans, Director of Environment and Housing
- Andrew Lingham, Head of Service (Waste Strategy and Information).

The key areas of discussion were:

- Clarification that financial pressures had resulted in the Council now proposing a revised target to recycle 50% of household waste by 2020, with the longer-term target to exceed 60% remaining unchanged;
- Development of education and awareness initiatives to ensure a more consistent approach to household recycling across the city.
- Greater enforcement of contaminated waste.

Minutes approved as a correct record
at the meeting held on Tuesday, 8th December, 2015

- Confirmation that low take-up of household recycling in some areas had resulted in different approaches being applied.
- Confirmation that the Veolia Recycling and Energy Recovery Facility RERF was now in the commissioning phase and that full service commencement is anticipated to be in March 2016. Emphasis was also made in using the RERF Visitor Centre to develop an effective educational programme.

RESOLVED – That the report be noted.

(Councillor G Wilkinson left the meeting at 4.20pm, Councillor M Lyons at 4.25pm and Councillor K Ritchie at 4.40pm, during the consideration of this item.)

48 Performance Update

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

The following information was appended to the report:

- Environment and Housing Performance Information, September 2015 (Housing)
- Environment and Housing Performance Information , September 2015 (Community Safety, Waste and Environment)

The following were in attendance:

- Councillor Debra Coupar, Executive Member (Communities)
- Neil Evans, Director of Environment and Housing
- Andrew Lingham, Waste Management, Environment and Housing.

The key areas of discussion were:

- Particular emphasis was made around improving performance around rent collection rates. Linked to this, the Board requested that future reports also provide a breakdown of performance rates linked to the different payment methods used by tenants.
- Concern about the increase in tenants' arrears and clarification regarding how much of this was due to technical arrears.
- Concern regarding the % of housing repairs completed on target and the need for further improvements in this area.

RESOLVED – That the report and appendices be noted.

(Councillor P Grahame left the meeting at 4.50pm and Councillor A Khan at 4.55pm, during the consideration of this item.)

49 Work Schedule

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

The Board briefly discussed arrangements for the December Board meeting. As part of the housing themed report from the directorate, the Board requested that this report also included further information surrounding housing repairs. In particular, to include further detail on how performance figures are compiled and the mechanisms/improvement plans in place to drive performance up to the 99% target figure.

In reference to the Board's February meeting, which is themed around Environmental matters, the Chair also suggested that the Board may wish to undertake a visit to the Veolia Recycling and Energy Recovery Facility.

The Chair also highlighted the forthcoming working group meeting on PCSOs which was scheduled to take place on Tuesday, 24 November 2015 at 3.00pm.

RESOLVED – That the work schedule be approved.

50 Date and Time of Next Meeting

Tuesday, 8 December 2015 at 1.30pm (pre-meeting for all Board Members at 1.00pm)

(The meeting concluded at 5.07pm)

SCRUTINY BOARD (ENVIRONMENT AND HOUSING)

TUESDAY, 8TH DECEMBER, 2015

PRESENT: Councillor J Procter in the Chair

Councillors J Bentley, D Collins, A Gabriel,
P Grahame, M Iqbal, A Khan, M Lyons,
J Pryor, K Ritchie and G Wilkinson

51 Late Items

There were no late items.

52 Declaration of Disclosable Pecuniary Interests

There were no disclosable pecuniary interests declared to the meeting.

53 Apologies for Absence and Notification of Substitutes

There were no apologies for absence.

54 Minutes - 17 November 2015

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

55 Peckfield Landfill Site - Recommendation tracking

The Head of Scrutiny and Member Development submitted a report which set out the progress made in responding to the recommendations arising from the Scrutiny Inquiry regarding Peckfield Landfill Site.

The following information was appended to the report:

- Recommendation tracking flowchart and classifications
- Details of progress against each of the recommendations
- Public Health Report – Summary of Analysis of Local Health Data 2015
- Impact on Health of Emissions from Landfill Sites – Advice from the Health Protection Agency.

The following were in attendance:

- Councillor Mary Harland, Ward Member for Kippax and Methley
- Councillor James Lewis, Ward Member for Kippax and Methley
- Councillor Keith Wakefield, Ward Member for Kippax and Methley
- Neil Evans, Director of Environment and Housing
- Clive Saul, Minerals, Waste and Renewable Energy Planning Manager (Acting)

- Nicola Hoggart, Environment Management Team Leader – Waste (Leeds, Bradford & Craven), Environment Agency
- Roy Thompson, Regulatory Officer, Environment Agency
- Anna Frearson, Consultant in Public Health (Healthy Living and Health Improvement), The Office of the Director of Public Health, Technorth
- Dr Mike Gent, Consultant in Communicable Disease Control, Public Health England
- Ian Walker, Specialist Registrar, Public Health England
- Greg Hodgson, Head of Unit, Centre for Radiation Chemicals and the Environment, Public Health England
- Christine Boothroyd, Local resident and member of the Peckfield Liaison Committee
- Carolyn Walker, Local resident and originator of the Scrutiny request.

A brief overview was provided regarding the role of the Environment Agency and Public Health England in relation to Peckfield Landfill Site.

The key areas of discussion were:

- Clarification sought regarding the subsistence fee, which it was noted had not featured as part of the Scrutiny Inquiry into Peckfield Landfill Site. The Board was advised that the subsistence fee was contained within the Environment Agency's fees and charges public document.
- Clarification provided regarding assessment of the site and non-compliance arrangements.
- Confirmation that the site operator was unable to attend today's Board meeting.
- Confirmation that there had been no indication from the site operator regarding abandonment of the site. The operator continued to maintain and develop the infrastructure of the site.
- The Environment Agency suggested that if the site was abandoned then the permit would cease to exist and the site would be classified as contaminated land.
- Clarification of whether any contingency plans were in place in case the site was abandoned, particularly in terms of sufficient financial security for restoration and other contingencies.
- It was noted that financial security (in the form of a bond) would be used to ensure that the active phase of the site was capped so that it no longer posed an environmental risk. This would also be used as part of a 60 year aftercare and monitoring scheme, which involved capping the site, although it did not include full restoration of the site.
- A representative from the Environment Agency advised that the exact amount of financial security could not be disclosed as it was considered commercially sensitive information. However, it was confirmed that the Environment Agency had ownership of the bond and that this was subject to review every 6 years.
- The Board expressed concern that there was still a need to provide reassurance regarding aftercare and restoration of the site. Members also questioned whether a 60 year aftercare and monitoring

scheme was sufficient after learning that the site would still produce small levels of landfill gasses after 60 years.

- Clarification was sought about the types of waste disposed at the site and where the waste came from. The Board was advised that since 2006, the site only received non-hazardous waste. There were no restrictions in terms of where the waste came from.
- Confirmation that the operator was currently on target with completion of the site by 2020.
- An update on regular dialogue that existed between the Environment Agency and the Peckfield Liaison Committee.
- The Board acknowledged the Public Health report relating to the Peckfield Landfill Site and also the praise given by local residents for the work undertaken in this regard.

The status of recommendations were agreed as follows:

- Recommendation 1 – Not fully implemented (Progress made not acceptable. Continue monitoring)
- Recommendation 2 – Not fully implemented (Progress made acceptable. Continue monitoring)
- Recommendation 3 – Not fully implemented (Progress made not acceptable. Continue monitoring)
- Recommendation 4 – Not fully implemented (Progress made acceptable. Continue monitoring)
- Recommendation 5 – Achieved
- Recommendation 6 – Not fully implemented (Progress made acceptable. Continue monitoring)
- Recommendation 7 – Stop monitoring
- Recommendation 8 – Not fully implemented (Progress made acceptable. Continue monitoring)
- Recommendation 9 – Achieved.

RESOLVED –

- (a) That the contents of the report and appendices be noted
- (b) That the above status of recommendations be approved
- (c) That the Board will determine the most effective means of proceeding with some of the issues that had been identified.

(Councillor A Khan joined the meeting at 2.50pm during the consideration of this item.)

(Councillor A Gabriel left the meeting at 3.40pm at the conclusion of this item.)

56 Housing Related Matters

The Director of Environment and Housing submitted a report which provided an update on a series of summaries of housing issues that were presented to the Board in September 2015. In addition, the report also included

information relating to the implications of the Housing and Planning Bill 2015 and the current position regarding responsive repairs and maintenance.

The following were in attendance:

- Councillor Debra Coupar, Executive Member (Communities)
- Neil Evans, Director of Environment and Housing
- Liz Cook, Chief Officer (Housing Management)
- Simon Costigan, Chief Officer (Property and Contracts).
- John Statham, Head of Housing Partnerships and Housing Growth

The key areas of discussion in relation to the various housing issues were as follows:

The Housing Revenue Account (HRA) growth programme with a focus on HRA council house programme and use of Right to Buy (RTB) receipts

- An update on the Council House Growth programme.

Progress with the Empty Homes Strategy

- Acknowledgement regarding the significant progress made in relation to the Empty Homes Strategy.

Standards within the Private Rented Sector

- Particular reference was made to the proposed measures set out in the Housing and Planning Bill 2015 in relation to tackling rogue landlords in the private sector.
- Clarification that the Directorate was awaiting clarification regarding arrangements for managing the properties of a banned person. Further details to be provided to the Board when available.
- The Executive Member (Communities) advised that a report on private sector housing in Leeds was being submitted to a future Executive Board meeting. Details to be provided to the Scrutiny Board in due course.

Estate Management arrangements

- Good progress made in relation to the Tenant Scrutiny Board Inquiry regarding the Environment of Estates. Some initial feedback had been received in relation to improvements needed to estate walkabouts, communications and garden maintenance. An update on progress with the Board's Inquiry would be reported back to the Board.
- Acknowledgement of the positive work undertaken as part of the High Rise Project.

Local Lettings Policy

- Members were reminded that following the Board's November meeting, it was agreed that more detailed policy proposals would be developed and presented to the Scrutiny Board at its January 2016 meeting.

Enforcement of tenancy agreements

- Members noted the update and no particular issues were raised.

Briefings on housing management forums

- Members noted the update and no particular issues were raised.

Temporary accommodation

- Implications of the Autumn Statement to be reviewed in relation to Housing Benefit.
- A request to be provided with a breakdown by Ward regarding the 92 households in emergency temporary accommodation.
- Confirmation that the timescale for temporary accommodation was approximately 12 months. Due to the demands on Council housing stock and to ensure a level of stability, families were generally allocated private sector housing on a 6 month let.

Housing and Planning Bill

- Concern regarding aspects of the Housing and Planning Bill, particularly in relation to the policy referred to as 'pay to stay', which required higher rents for high income social tenants. The Board requested to receive a specific update on the Housing and Planning Bill at a future Board meeting.

Update on Responsive Repairs and Maintenance

- An update on the work undertaken by Mears and Leeds Building Services. The Board asked for a breakdown regarding the additional income in 2013/14 arising from performance deductions that was invested in the central heating boiler replacement programme.
- Members noted an omission in the report in terms of referencing repairs and improvement work to Council properties in the North of the City.
- A recognised need for greater consistency across the different contractors in terms of performance indicators.
- A need for more robust checks to audit the end-to-end service when measuring overall contractor satisfaction with repairs services (in accordance with KPI: RR6)
- Acknowledgement regarding other areas of poor performance that required additional support.

- The Board requested that future reports provide a breakdown of repairs completed within timescale in terms of emergency repairs, priority repairs and general repairs.

RESOLVED –

- (a) That the contents of the report and appendices be noted
- (b) That the Board receives a specific update on the Housing and Planning Bill to a future Board meeting
- (c) That the requests for information/clarification be provided.

(Councillors P Grahame and K Ritchie left the meeting at 4.05pm, during the consideration of this item.)

57 Work Schedule

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

The key points of discussion were

- The Board noted the forthcoming working group meeting on PCSOs, scheduled for Wednesday 9th December at 10.00 am.
- The Board was advised that a bullet point had been omitted under the Community Safety theme for January in relation to LeedsWatch. The January Board meeting was also to include a briefing on initial budget proposals for 2016-17 and an update on Leeds Local Lettings Policy proposals.
- Following a discussion from today's Board meeting, it was suggested that the work schedule be updated to include the implications of the Housing and Planning Bill (to be considered at the March Board meeting).
- It was suggested that the Board receives an update on the Peckfield Landfill Site following further discussions with the Peckfield Liaison Committee. However, this was provisionally scheduled for the Board's April 2016 meeting.

RESOVLED – That the work schedule, as amended, be approved.

58 Date and Time of Next Meeting

Tuesday, 12 January 2016 at 1.30 pm (pre-meeting for all Board Members at 1.00 pm)

(The meeting concluded at 4.30 pm)

SCRUTINY BOARD (CHILDREN'S SERVICES)

THURSDAY, 12TH NOVEMBER, 2015

PRESENT: Councillor S Bentley in the Chair

Councillors N Dawson, C Dobson, J Elliott,
C Gruen, A Lamb, P Latty, A Ogilvie,
K Renshaw, B Urry and F Venner

CO-OPTED MEMBERS (VOTING)

Mr E A Britten – Church Representative (Catholic)
Mr A Graham – Church Representative (Church of England)
Mrs J Ward – Parent Governor Representative (Secondary)
Ms J Hazelgrave – Parent Governor Representative (SEN)

CO-OPTED MEMBERS (NON-VOTING)

Ms C Foote – Teacher Representative
Ms C Bewsher – Looked After Children and Care Leavers

37 Late Items

The Board received the following supplementary information that was subsequently made available on the Council's website:

- Information and data previously submitted to the October Board meeting as part of the Inquiry into 'Preparing for the Future, Supporting Special Educational Needs and Disabled Young People'. (Minute No. 42 refers)

38 Declaration of Disclosable Pecuniary Interests

There were no disclosable pecuniary interests declared to the meeting.

39 Apologies for Absence and Notification of Substitutes

Apologies for absence were submitted by Co-opted Members, Mrs S Hutchinson, Ms K Jan and Ms T Kayani.

40 Minutes - 15 October 2015

RESOLVED – That subject to the inclusion of Mr E A Britten under Minute No. 31, Apologies for Absence, the minutes of the meeting held on 15 October 2015 be approved as a correct record.

41 Matters arising

The Chair reported on concerns raised at yesterday's full Council about a recent letter that had been submitted by Ofsted to the Council's Chief Executive, which not all Elected Members had been made aware of. Nigel

Minutes approved as a correct record
at the meeting held on Thursday, 17th December, 2015

Richardson, Director of Children's Services, advised that a meeting had been requested with Ofsted to provide context to the information and data that had been submitted. It was agreed that a copy of the letter together with the Council's response would be circulated to the Board.

42 Scrutiny Inquiry - Preparing for the Future, Supporting Special Educational Needs and Disabled Young People

The Head of Scrutiny and Member Development submitted a report which presented information as part of the Board's Inquiry into 'Preparing for the Future, Supporting Special Educational Needs and Disabled Young People'.

The following information was appended to the report:

- Updated Special Educational Needs and Disabilities (SEND) Action Plan
- School attendance by SEND children and young people in the 2014/15 academic year
- Details of Personal Progress Courses
- Ofsted and Care Quality Commission (CQC) consultation: inspection of local area SEND arrangements
- Example of an Education, Health and Care Plan (EHCP)
- Outcomes from the 'Make your Mark' ballot

The following were in attendance:

- Councillor Jane Dowson, Deputy Executive Member (Children and Families)
- Nigel Richardson, Director of Children's Services
- Barbara Newton, Head of Service (Complex Needs)
- Andrew Eastwood, Head of Service (Learning Improvement)
- John Ashton, Targeted Service Leader (SILC Cluster and JESS).

The key areas of discussion were:

- Clarification sought regarding the role of Empowering Parents Improving Choice (EPIC). The Board was informed that EPIC was a forum aimed at encouraging parental involvement in decision making and was linked to the work of other parent groups.
- An acknowledgement of the different approaches used by SILCs and mainstream education providers in tackling attendance. The Board was informed about the attendance OBA event conducted by the SILC Cluster. The Board also considered development of a SILC cluster approach and the need to strengthen links with other key services.
- The difficulties associated with developing a 'one size fits all' solution to improving attendance when dealing with diverse needs.
- Concern that there was no statutory duty for governing bodies to have a SEND governor. The Board was advised that it was common for governing bodies to merge the role of SEND with other duties, e.g. safeguarding. In addition, LCC encouraged awareness of SEND by

providing training for governors, which was led by senior inclusion and SEN improvement advisers. The Board also sought confirmation regarding the number of governors that had received SEND training.

- The training and development of LCC Staff.
- The development of skills within the SILC Cluster through Education, Health and Wellbeing self-assessment and commissioning.
- The importance of making a distinction between physical and learning disability to ensure reasonable adjustments.
- The importance of SILCs developing workstreams that supported the whole family.
- Acknowledgement that some SEND children and young people had not accessed targeted support because they did not attend school in the area in which they lived. The formulation of the new SILC Cluster should have a significant impact to remove this issue.
- The added value of SILC Cluster support and guidance meetings.
- The important role of schools and early years in terms of identifying the right level of support for children and young people. The Board also sought clarification about how target setting was monitored and challenged.
- Clarification provided regarding the assessment process, particularly in terms of a multi-agency approach and family involvement.
- The joint Ofsted inspection framework and the improvement journey so far.
- Confirmation that that the next session of the Inquiry focussed on pathways and post 16 opportunities for SEND young people.

RESOLVED –

- (a) That the above issues raised as part of the Board's Inquiry be noted.
- (b) That the above requests for information be provided.

43 Leeds Safeguarding Children Board - Annual Report 2014/15

The Independent Chair of Leeds Safeguarding Children Board submitted a report which presented an executive summary of the Leeds Safeguarding Children Annual Report 2014/2015.

The following were in attendance:

- Councillor Jane Dowson, Deputy Executive Member (Children and Families)
- Nigel Richardson, Director of Children's Services
- Mark Peel, Independent Chair, Leeds Safeguarding Children Board
- Phil Coneron, Manager of Leeds Safeguarding Children Board.

The Board wished to place on record its thanks to Jane Held and Bryan Gocke for their hard work and positive contribution to the work of Leeds Safeguarding Children Board.

The key areas of discussion were:

- Further work needed in terms of tracking transition from child and adolescent mental health services to adult mental health services.
- The important role of adult focussed services in relation to safeguarding.
- Lessons learned from Serious Case Reviews, particularly through development of the learning improvement framework and joint working with partners.
- Engagement with children and young people. The Board was informed about the work of the Student Leeds Safeguarding Board, which was tackling some challenging issues, including do you know who you are talking to online and child sexual exploitation.
- An acknowledgement of the increased demand for targeted youth services.
- Further information and data requested about the impact of parental alcohol, drug and substance misuse on children.
- A suggestion that a further update be provided in approximately 6 months' time.

RESOLVED –

- (a) That the information contained within the Leeds Safeguarding Children Board (LSCB) Annual Report, be noted.
- (b) That a further update be provided before the end of the 2015/16 municipal year.

(Councillor A Lamb left the meeting at 11.58pm, Councillor K Renshaw at 12.02pm and Councillor Pat Latty at 12.10pm, during the consideration of this item.)

44 Recommendation Tracking - Private Fostering

The Head of Scrutiny and Member Development submitted a report which outlined the progress made from the Scrutiny Inquiry in relation to Private Fostering.

The following were in attendance for this item:

- Councillor Jane Dowson, Deputy Executive Member (Children and Families)
- Nigel Richardson, Director of Children's Services
- Sarah Johal, Assistant Head of Service (Looked After Children).

The status of recommendations were agreed as follows:

- Recommendation 2 – Achieved
- Recommendation 3 – Achieved.

RESOLVED – That the above status of recommendations be approved.

Minutes approved as a correct record
at the meeting held on Thursday, 17th December, 2015

(Councillor B Urry left the meeting at 12.20pm at the conclusion of this item.)

45 Work Schedule

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

Sandra Pentelow, Principal Scrutiny Adviser, presented the report.

The Board was provided with a brief update on potential agenda items for the December Board, including, BESD / SILC provision consultation and Targeted Youth Services. It was suggested that due to demands on the Board's workload that Board Members be provided with potential working group dates (up to the end of January) to consider the next session of the Board's Inquiry into 'Preparing for the Future, Supporting Special Educational Needs and Disabled Young People'.

RESOLVED –

- (a) That the work schedule, as amended, be approved.
- (b) That the Principal Scrutiny Adviser suggests some potential working group dates (up to the end of January) to consider the next session of the Board's Inquiry into 'Preparing for the Future, Supporting Special Educational Needs and Disabled Young People'.
- (c) That reference to health be included in the terms of reference for the Board's Inquiry into 'Preparing for the Future, Supporting Special Educational Needs and Disabled Young People'.

46 Date and Time of Next Meeting

Thursday, 17 December 2015 at 9.45am (pre-meeting for all Board Members at 9.15am)

(The meeting concluded at 12:30pm)

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SCRUTINY BOARD (CITY DEVELOPMENT)

WEDNESDAY, 18TH NOVEMBER, 2015

PRESENT: Councillor P Truswell in the Chair

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

35 Late Items

There were no late items.

36 Declaration of Disclosable Pecuniary Interests

There were no declarations of disclosable pecuniary interests.

37 Apologies for Absence and Notification of Substitutes

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

38 Minutes - 14 October 2015

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

39 Session 2 - Scrutiny Inquiry into Digital Inclusion

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

The following information was appended to the report:

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

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

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

The key areas of discussion were:

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

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

40 Inclusive, accessible and sustainable cultural provision in Leeds

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

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

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

The key areas of discussion were:

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

RESOLVED –

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

41 Work Schedule

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

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

42 Date and Time of Next Meeting

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

(The meeting concluded at 12.15pm)

SCRUTINY BOARD (ADULT SOCIAL SERVICES, PUBLIC HEALTH, NHS)

TUESDAY, 24TH NOVEMBER, 2015

PRESENT: Councillor P Gruen in the Chair

Councillors C Anderson, B Flynn,
A Hussain, G Hussain, B Selby, A Smart,
E Taylor and S Varley

Co-opted Member: Dr J Beal (HealthWatch Leeds)

55 Late Items

The following late information was submitted to the Board:

- Agenda item 9 – Care Quality Commission Inspection Outcomes – Updated appendix 1 (minute no. 62 refers)
- Agenda item 11 – The Adult Social Care Residential and Nursing Framework Contract (minute no. 64 refers)

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

56 Declaration of Disclosable Pecuniary Interests

There were no disclosable pecuniary interests declared to the meeting, however Councillor G Hussain drew the Board's attention to the fact that two close family members were employees within the local NHS.

57 Apologies for Absence and Notification of Substitutes

Apologies for absence were submitted by Councillors Christine Macniven, Sandy Lay and Co-opted Member, Mr Richard Taylor (HealthWatch Leeds).

58 Minutes - 20 October 2015

RESOLVED – That the minutes of the meeting held on 20 October 2015 be approved as a correct record.

59 Matters arising from the minutes

Minute no. 43 – Chair's Update

In relation to proposed changes to and/or mergers of local GP practices, the Chair reported that a response had been received from the local CCG advising that individual GP practices were responsible for determining the level of consultation undertaken with patient groups.

Representatives from the CCG were in attendance and provided a brief summary of work undertaken, particularly in terms of communication and engagement.

The Chair advised that the above issues would be considered as part of the Board's next working group session.

In relation to Windmill Health Centre, the Chair advised that he had requested a meeting to seek a progress update and the outcome was to be reported back to the Board.

Minute no. 44 – Request for Scrutiny – Tobacco Investments

The Chair advised that he had referred some of the issues associated with the request for scrutiny to the West Yorkshire Joint Health Overview and Scrutiny Committee and the Scrutiny Board (Strategy and Resources).

60 Minutes of Executive Board

RESOLVED – That the minutes of the Executive Board meeting held on 21 October 2015, be noted.

61 Chair's Update

The Chair provided a verbal update on some of the scrutiny activity since the October Board meeting.

The following updates were provided:

- **HealthWatch Leeds** – The Board was advised that there had been productive discussions with HealthWatch Leeds regarding joint visits. Further details to be provided in due course.
- **Richmond Medical Practice** – There were concerns regarding the level of patients still registered at the practice. NHS England had given notice that the practice would close and requested that patients registered at an alternative GP practice. NHS England would then allocate patients to an alternative practice where they had not registered themselves. NHS England had agreed to provide a weekly update to the Scrutiny Board and Ward Members were being kept informed.
- **NHS England / CCG Co-commissioning** – The Chair reported on recent information from NHS England / CCGs regarding the future arrangements for commissioning Primary Care. The Chair suggested that the Board give this matter more formal consideration, including governance issues and managing conflicts of interests, at its December meeting.

- **Leeds and York Partnership Foundation Trust** – The Chair reported on the recent announcement that the Chief Executive, Chris Bulter had resigned and was due to leave the organisation in December 2015. On behalf of the Board, the Chair thanked Chris for his hard work and positive contribution.

RESOLVED – That the Chair’s update be noted.

62 Care Quality Commission Inspection Outcomes

The Head of Scrutiny and Member Development submitted a report which presented a summary of Care Quality Commission (CQC) inspection reports relating to Health and Social Care organisations within the Leeds boundary.

The following information was appended to the report:

- A summary of recent CQC Inspection Reports (an updated summary was presented at the meeting (minute 55 refers).
- Adult Commissioning Briefing Note in relation to Adult Social Care Monitoring, 11 November 2015
- CQC ‘Building on strong foundations – Shaping the future of health and care quality regulation’, October 2015
- CQC consultation: Regulatory Fees – Have Your Say (November 2015).

The following representatives were in attendance:

- Councillor Lisa Mulherin, Executive Member (Health, Wellbeing and Adults)
- Cath Roff, Director of Adult Social Services
- Mick Ward, Head of Commissioning, Adult Social Services
- Mark Phillott, Head of Contracts, Business Development and Markets Management, Adult Social Services.

The Head of Contracts, Business Development and Markets Management presented a brief outline of the Adult Social Services briefing note in relation to monitoring service quality and quality assurance.

The key areas of discussion were:

- Timescales for improvement and concern that approximately 50% of providers failed to improve following re-inspection.
- Clarification regarding improvement work as part of monitoring and CQC reporting arrangements.
- Concern about high levels of agency staff employed by some providers. The Board was advised that levels of agency staff were monitored by CQC and Leeds City Council (LCC).
- Recognising the work undertaken by Adult Social Services, but concern that more than 50% of providers had received a rating of ‘inadequate’ or ‘requires improvement’.

Minutes approved as a correct record
at the meeting held on Tuesday, 22nd December, 2015

- Identifying trends and the development of training across the independent sector.
- Concern about the proposed increases in registration fees outlined in the CQC consultation document.
- Concern regarding the apparent disparity between the proposed regulatory fees for NHS hospital trust and independent hospitals.
- Confirmation that the Adult Social Care directorate and Executive Member (Health, Wellbeing and Adults) were in the process of submitting its response to the CQC consultation in relation to Regulatory Fees. It was suggested that the Scrutiny Board presented its response to the consultation document to the December Board meeting when representatives from CQC were expected to attend.

RESOLVED –

- (a) That the contents of the report and appendices be noted
- (b) That the Scrutiny Board presents its response to the consultation document at the December Board meeting.

(Councillor S Varley joined the meeting at 2.30pm during the consideration of this item.)

63 Charging for Non-Residential Adult Social Care Services

The Director of Adult Social Services submitted a report which outlined the main aspects of the consultation underway on charging for non-residential Adult Social Care services and which invited the Board to provide comments as part of the consultation process.

The following information was appended to the report:

- Standard rates for Adult Social Care Services
- Financial Assessment Methodology
- Consultation proposals – Changes to the Financial Assessment Methodology.

The following were in attendance:

- Councillor Lisa Mulherin, Executive Board Member (Health, Wellbeing and Adults)
- Cath Roff, Director of Adult Social Services
- Mick Ward, Head of Commissioning, Adult Social Services
- Ann Hill, Head of Finance, Adult Social Services.

The key areas of discussion were:

- An acknowledgement of the severe financial pressures facing the service.
- Clarification regarding the likely impact of the proposals, particularly for individuals required to pay an extra £50 or more per week for services.

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at the meeting held on Tuesday, 22nd December, 2015

The Board was advised that the impact was also dependent on whether a cap for services was applied (currently £250).

- A comparison of charges applied by other West Yorkshire Councils, North Yorkshire County Council and City of York Council. The Board was advised that two Councils had retained a cap for services (reported to be £380 and £420).
- The level of additional income the proposals were likely to generate and the availability of a hardship fund.
- Whether there was any cumulative impact on those most likely to be affected by the proposals.
- Joint working with the independent sector to improve signposting to access services.
- Confirmation that 550 consultation responses had been received to date. The main concerns related to affordability and respondents being unclear about the likely impact of the proposals.

The Chair summarised the discussion and queried the timescales for decision-making and suggested the Board might give further consideration to the proposals following analysis of the consultation response and prior to the Executive Board's decision.

RESOLVED –

- (a) That the Board notes the consultation underway on charging for non-residential Adult Social Care services
- (b) That a draft response to the consultation on charging for Non-Residential Adult Social Care Services be submitted to the Board's next working group meeting.

64 The Adult Social Care Residential and Nursing Framework Contract

The Head of Contracts and Business Development submitted a report which outlined the history of the Adult Social Care Residential and Nursing Framework Contract, how it was operating and proposals for the next phase of the commissioning process.

The following information was appended to the report:

- Service Specification – Quality Standards Framework
- Schedule of Fees 2014.

The following were in attendance:

- Councillor Lisa Mulherin, Executive Member (Health, Wellbeing and Adults)
- Cath Roff, Director of Adult Social Services
- Mick Ward, Head of Commissioning, Adult Social Services
- Mark Phillott, Head of Contracts, Business Development and Markets Management, Adult Social Services.

The Board briefly discussed the importance of monitoring providers to ensure they were financially robust. The Board also considered the sanctions that could be applied.

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

65 Public Health 2015/16 Budget - Update

The Head of Scrutiny and Member Development submitted a report which presented an update regarding the Public Health budget for 2015/16.

The following information was appended to the report:

- Department of Health 'Local authority public health grant allocations 2015/16 – Government response to public consultation on in-year savings and Equality and health inequalities analysis', November 2015.

The following were in attendance:

- Councillor Lisa Mulherin, Executive Board Member (Health, Wellbeing and Adults)
- Ian Cameron, Director of Public Health
- Doug Meeson, Chief Officer (Finance Services), Financial Management.

The key areas of discussion were:

- An update on Public Health savings, particularly the cessation of planned activities, raising awareness campaigns and partnership opportunities. The Board was advised that commissioned activity was unaffected and job losses were not anticipated at present.
- Concern that following public consultation and despite the level of opposition to the original proposals, there had been no change to the original proposals. The Board was reminded that LCC opposed the savings proposed and favoured option A, to 'take a larger sum from local authorities above target'.
- The degree to which alternative options had been considered in order to make the required level of 'in-year' savings for 2015/16, including the use of Council Reserves and/or generating savings in other areas of Council expenditure.
- The need to balance resources across all Council directorates and service areas.

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

66 Primary Care

The Head of Scrutiny and Member Development submitted a report which presented information in relation to the development of general practice (GP services) in Leeds.

Minutes approved as a correct record
at the meeting held on Tuesday, 22nd December, 2015

The following information was appended to the report:

- Report of Clinical Commissioning Group (CCG) in relation to the development of Primary Care Services (General Practice), 24 November 2015
- Details of all practices extended opening arrangements
- Prime Minister's Challenge Fund: Improving Access to General Practice, First Evaluation Report, October 2015
- NHS Leeds West CCG – Enhancing Primary Care Access Scheme – Assurance Monitoring and Evaluation Update, July 2015.

The following were in attendance:

- Kathryn Hilliam, Head of Co-Commissioning, NHS England (North), Yorkshire and Humber sub-region
- Gina Davy, Deputy Director of Commissioning, (Primary Care and Business Development), NHS Leeds North CCG
- Matt Ward, Chief Operating Officer, NHS Leeds South and East CCG
- Kirsty Turner, Associate Director of Primary Care, Leeds West CCG
- Dr Nicola Hambridge, Vice Chair of Leeds Local Medical Committee.

The Board was advised that a Pharmacy Workshop was scheduled to take place on 1 December 2015. Further details were to be forwarded to Board Members.

The key areas of discussion were:

- Context around the NHS 5-Year Forward View.
- The pressures and challenges associated with providing 7 day access to primary care (GP) service, including whether there was sufficient demand beyond 6-days.
- The most significant pressure / challenge related to workforce recruitment and retention.
- Developing work with partners and local practices around integration and making the most of collective resources.
- The need to change the current service model for GP and potentially consider the funding model.
- An increased use of technology and access to online services.
- An update on the clinical pharmacist scheme, which enabled GPs to focus on more complex patient needs.
- Concern about the longer-term sustainability of some proposals contained in the NHS Five Year Forward Plan.
- Concern about patients unable to access non-urgent appointments.
- Examples of practices working in partnership to deliver better outcomes for patients.
- Concern about an insufficient number of healthcare professionals, particularly in parts of South and East Leeds.
- The impact of new housing developments in terms of accessing a GP.

- The need to tackle missed appointments.
- The importance of patient engagement and involvement, including the role of patient reference groups and development of the Patient Leader Programme.

The Chair summarised the discussion and was encouraged by the level on on-going and innovative work. The Chair also confirmed there would be further discussion at the working group meeting in December and it would then be necessary to take stock of the discussions to date and any areas for recommendations.

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

(Councillor G Hussain left the meeting at 4.45pm during the consideration of this item.)

67 Cancer Waiting Times

The Head of Scrutiny and Member Development submitted a report which introduced a joint report from Leeds' Clinical Commissioning Groups and Leeds Teaching Hospitals NHS Trust in relation to Cancer Waiting Times and associated levels of performance against national targets.

The following information was appended to the report:

- Cancer performance data: Performance data for each of the Leeds CCGs against the National Waiting Times Standards, across all providers, and Leeds Teaching Hospitals NHS Trust (LTHT) performance across all commissioners.

The following were in attendance:

- Sue Robins, Director of Commissioning, Strategy and Performance, NHS Leeds West Clinical Commissioning Group (CCG) – representing all Leeds' CCGs
- Angie Craig, Head of Performance, Leeds Teaching Hospitals NHS Trust.

The key areas of discussion were:

- Raising awareness and developing patient understanding of symptoms.
- Challenges associated with the 2 week wait from GP referral and the 62-day treatment target – particularly in relation to referrals from outside the Leeds area.
- The importance to consider and track outcomes alongside timed targets.
- Confirmation that a review of outcomes was reported by Cancer Strategy Board.

RESOLVED –

- (a) That the Board notes the current situation regarding cancer performance and monitoring and the progress made to deliver better outcomes and shorter wait times for both Leeds patients and other patients treated at Leeds Teaching Hospitals NHS Trust.
- (b) That a further report on cancer outcomes be presented to a future meeting.
- (c) That the report presented be submitted to the West Yorkshire Joint Health Overview and Scrutiny Committee for further consideration.

68 Work Schedule - November 2015

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

Members were advised that a working group was taking place (2nd week in December) to consider progress in relation to Integrated Health and Social Care Teams.

A Pharmacy workshop session was taking place in December – details regarding this to be forwarded to Board Members.

RESOLVED – That, subject to any on-going scheduling decisions, the Board's work schedule be approved.

69 Date and Time of Next Meeting

Following a short discussion, members agreed to start future meetings 30 minutes earlier than currently scheduled (i.e. 1:30pm rather than 2:00pm). As such, the next meeting would be:

Tuesday, 22 December 2015 at 1.30pm (pre-meeting for all Board Members at 1.00pm)

(The meeting concluded at 5.15pm)

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NORTH AND EAST PLANS PANEL

THURSDAY, 29TH OCTOBER, 2015

PRESENT: Councillor N Walshaw in the Chair

Councillors R Grahame, M Harland,
C Macniven, J Procter, G Wilkinson,
B Cleasby, B Selby, S McKenna,
P Wadsworth and M Coulson

77 Chair's opening remarks

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

78 Appeals against refusal of inspection of documents

There were no appeals against the refusal of inspection of documents

79 Exempt Information - Possible Exclusion of the Press and Public

Minute 86 refers

80 Late Items

There were no formal late items, however the Panel was in receipt of additional information, classed as exempt under Access to Information Procedure Rule 10.4 (5) which related to legal advice provided by Counsel, which was tabled during discussions on application 14/00575/FU – 56 The Drive Ls15 (minute 86 refers)

81 Declarations of Disclosable Pecuniary Interests

There were no declarations of disclosable pecuniary interests, however in respect of the pre-application proposals for Roundhay School, Councillor Macniven brought to the Panel's attention that she was a Governor at the school and that she lived adjacent to the site (minute 93 refers)

82 Apologies for Absence

Apologies for absence had been received from Councillor A McKenna, with Councillor Coulson in attendance as a substitute

83 Minutes

RESOLVED - That the minutes of the North and East Plans Panel meeting held on 1st October 2015 be approved

Minutes approved at the meeting
held on Thursday, 12th November, 2015

84 Matters arising from the minutes

With reference to 75 of the meeting held on 1st October 2015, relating to applications at Marks and Spencer at Wetherby, Councillor Wilkinson raised the matter and set out that whilst it had been agreed that a meeting would take place with representatives of Marks and Spencer and Ward Members, this had not taken place. It was stated that a letter would be put together from the Chair, reminding Marks and Spencer of their undertaking to the Panel

85 Application 15/01613/FU - Formation of pond (retrospective) and proposed landscaping scheme - Land adjacent to Grove Manor Wetherby Road Scarcroft LS14

Councillor J Procter requested deferral of this application to enable a site visit to take place. He advised that the matter was complex and that consideration should be given to what was around the site, with a site visit enabling a better understanding of the issues involved

RESOLVED - That consideration of the application be deferred for one cycle to enable a Members site visit to take place

86 Application 14/00575/FU - Update in respect of progress of the development granted by planning permission 14/00575/FU at 56 The Drive Cross Gates LS15

Further to minute 69 of the North and East Plans Panel meeting held on 1st October 2015, where Panel received an update on the works to implement Application 14/00575/FU at 56 The Drive Cross Gates LS15, Members considered a further report of the Chief Planning Officer. A Members site visit had taken place earlier in the day

The Chair raised a preliminary matter relating to speaking on enforcement cases as the public speaking protocol for Plans Panels was silent on the issue of speaking on enforcement cases. A request to speak had been received from two Ward Members and the applicant had been notified of this but had not attended or nominated a representative to speak. The Chair sought the view of Panel as to whether to allow the Ward Members to speak, with Panel agreeing to this

Officers then presented the report

Plans and drawings were displayed at the meeting

Reference was made to the progress updates which Panel had requested at the previous meeting and the further works which had taken place since 1st October 2015

Members were advised that the temporary solution in respect of the doors was due to the applicant's desire to install underfloor heating

The discrepancies between what was on site and the approved plans were outlined in relation to windows, with Officers advising these differences would not impact on the amenity of neighbours and that the differences could be dealt with by a non-material amendment to replace the agreed plan with the one displayed at the meeting, if Members were accepting of this

The Panel then heard from Councillor P Gruen who outlined continued concerns about this matter, which included:

- the nature of the applicant and that previous guarantees he had given had been reneged upon
- that no certificate of completeness had been provided
- the quality of the works which were being undertaken on the property
- the longstanding nature of this case and the need for it to be satisfactorily resolved for the residents who had endured this situation for many years
- the need for the Council to maintain the pressure on the applicant to bring this matter to a close

The Panel also heard from Councillor P Grahame who stated that the way in which local residents had been affected by this matter should be taken into account. Concerns were also raised about the safety of the structure, particularly in the event of severe weather

Members discussed the matter with concerns being raised about the approach which had been taken by Planning Officers in this case; the seeming acceptance of elements of the scheme which might have been refused on other schemes; the length of time this matter had been continuing and the need for Officers to follow up on works relating to landscaping and internal works. Concerns were also raised about who would live in the property and that the Council had a strategy to deal with unoccupied properties. Concerns were also raised about the untidiness of the site; the quality of the building and the lost revenue to the Council from Council Tax, in view of the length of time this matter had been ongoing. Members sought clarification on what options were available to the Panel in respect of trying to bring the matter to a resolution

Members were informed that it was the applicant's intention to move into this dwelling and that in terms of the wider site, there were planning conditions relating to landscaping

The Panel's Legal Adviser referred to Counsel's advice and suggested the Panel might need to go into private session. Discussion took place on the reasons for this, with Members being informed that legally privileged advice from Counsel would be considered and further legal advice might be required. A copy of the advice obtained from Counsel was circulated to Members by the case officer

The Panel considered this issue and passed the following resolution:
RESOLVED - That the public be excluded from the meeting during discussions on this matter as if members of the public were present there would be disclosure to them of exempt information as designated as follows:

Discussions referred to below and information comprising Counsel's advice under Schedule 12A (3) Local Government Act 1972 and the terms of Access to Information Procedure Rule 10.4(5) and on the grounds that there would be disclosure of information in respect of which a claim to legal

professional privilege could be maintained. It is considered that if this information was in the public domain there would be potential legal implications in respect of the information discussed

The public withdrew from the meeting at this point

Members discussed the current position as seen on site and possible options to resolve this long-standing matter. The Panel's Legal Adviser outlined Counsel's advice; the terms of the Unilateral Undertaking and referred to the further works which had been carried out by the applicant. Mention was also made to an issue referred to in Counsel's advice regarding taking action directly affecting the applicant

Councillor R Grahame brought to the Panel's attention at this point that his wife was involved in this matter through being a Ward Member

The Panel's Lead Officer sought to explain the rationale in accepting the scheme before Members, with reference to the applicant's fallback position and advised that the discrepancies could be dealt with by a non-material amendment which could be brought to Panel, although it was the view of Officers that no harm to residential amenity and the streetscene arose through these alterations

The Panel discussed the issues with the key points relating to:

- the advice sought and obtained from Counsel
- the costs incurred by the Council so far in dealing with this case
- the issuing of a final certificate in full and timescales related to this
- non-compliance of the Unilateral Undertaking in respect of not achieving a practical completion as defined
- the comments made and the way forward, having regard to Panel's previous resolution regarding demolition

At this point, the public were readmitted to the meeting

Members continued to discuss the matter with concerns being raised about the amount of work remaining and aspects of the building which were not in accordance with the approved plans; the quality of the work being undertaken from a public safety perspective and the need for the Council's Building Control Section to carry out an inspection of the building, with a special meeting of the Panel being arranged to consider the findings of this inspection

The fairness of Officers in dealing this case was recognised but the view was expressed that the good nature of Officers and Ward Members had been taken advantage of and that in this case, the interests of the local residents had not been best served

The possibility of undertaking a Scrutiny Inquiry into Planning Enforcement was raised as was further consideration of the public speaking protocol by Joint Plans Panel

Members considered how to proceed

RESOLVED – i) That due to non-compliance with the applicant's Unilateral Undertaking in respect of not achieving practical completion (as defined), to proceed with arrangements to effect the demolition of the property
ii) That the Chief Planning Officer be instructed to arrange for Council Building Control Officers to visit 56 The Drive Cross Gates LS15 within 7 days of this Panel meeting due to safety concerns and report back to a special meeting of North and East Plans Panel on 12th November 2015
iii) That action be taken in respect of tidying up the site including consideration of the serving of a S215 Notice

87 Application 14/03958/OT - Outline application for residential development on former depot site - Land off York Road Killingbeck Bridge and Selby Road LS14

Plans, graphics, including a sun path analysis and drawings were displayed at the meeting. A Members site visit had taken place earlier in the day

Officers presented the report which sought outline approval for a residential development on a former highways depot on land off York Road, Killingbeck Bridge

Members were informed that the access arrangements had been amended from what had been initially proposed and whilst Highway Officers were content with these, subject to appropriate conditions, local concerns remained about highways safety, with a further representation being reported on this issue

The scheme would result in some tree loss but this would be off set with an on-site in lieu Green Space contribution forming part of a S106 agreement

The Highways Officer attending the meeting provided information on the access arrangements which would be from Killingbeck Bridge and explained why this was considered to be more preferable than from Selby Road, which some objectors to the scheme had raised as a possible route

The Panel discussed the application, with the main issues considered relating to:

- access arrangements
- tree loss
- housing mix with concerns that what was indicated on the plan appended to the report did not comply with the housing mix for Leeds. Members were informed that the housing mix would form part of the Reserved Matters application and that the applicant had been advised that the mix suggested would not be supported

RESOLVED - To defer and delegate approval to the Chief Planning Officer subject to the conditions set out in the submitted report (and any others which he might consider appropriate) – together with consultation with Ward Members, particularly around conditions and if no agreement was reached to submit a further report to Panel for determination - and the completion of a S106 agreement to secure the following:

- affordable housing – 15% (with a 60% social rent and 40% submarket split)
- on-site in lieu Green Space contribution towards improvement of local facilities
- employment and initiatives (applies to the construction phase)
- provision of a lit footway to Killingbeck Bridge

In the circumstances where the Section 106 agreement has not been completed within 3 months, the final determination of the application shall be delegated to the Chief Planning Officer

88 Application 15/05018/FU - Mixed use development of 9,980 sqm general industrial (B2 use) unit, a 2,055sqm general industrial unit (B2use) and storage and distribution (B8 use), and two drive through restaurants - Land at Coal Road Whinmoor LS14

Plans, photographs and drawings were displayed at the meeting. A Members site visit had taken place earlier in the day

Officers presented the report which related to a mixed use, industrial development with two fast food/coffee shop outlets on land at Coal Road LS14

Members were informed that additional information relating to highways matters had recently been submitted as had a revised layout plan, with this information still being assessed by Officers. The revised layout plan showed the building to be sited further away from the boundary and the trees, some of which were covered by a Tree Preservation Order

As the highways matters remained under assessment and conditions relating to highways could change from those within the submitted report, if Panel agreed to defer and delegate approval of the application, it was proposed to consult further with Ward Members

Officers sought an amendment to the proposed conditions to delete condition No. 7 which related to opening hours restrictions

Members considered the application and commented on the following matters:

- that the site was in the Cross Gates and Whinmoor Ward but also bordered Killingbeck and Seacroft Ward and the need for both sets of Ward Members to be consulted
- the wording of the training and employment condition and that both Wards should be included in this
- highways issues, local concerns about rat running at Coal Road
- car parking levels; the impact of additional traffic at junctions the Coal Road and A58 junctions and the need for the Coal Road/Ring Road junction to be considered
- that as the highways issues were still being assessed, whether Members could reach a decision at this stage
- the need for the land to be developed

The Panel's Highways Adviser stated that a package of measures to be funded by the applicant which would include 30mph speed limit; traffic calming and TROs would be put in place. A pedestrian safety scheme had

been requested with this requiring approval before implementation and also that analysis of a number of junctions was still to be concluded with both safety and capacity concerns. In relation to traffic generation, it was felt the amount of traffic from the site might not be so much as to greatly impact on nearby junctions but that this would be known on completion of the analysis and it was acknowledged that there was a limit on how much developers could reasonably be asked to fund towards highway measures

The Panel considered how to proceed

RESOLVED – To defer and delegate approval to the Chief Planning Officer to allow further negotiations with Officers to take place on the outstanding matters outlined in the submitted report and the points raised about highways, specifically the impact on the junctions at the A58 and Coal Road and Coal Road and the Ring Road; the wording of the training and employment condition to include the Killingbeck and Seacroft Ward as well as the Cross Gates and Whinmoor Ward, in consultation with both sets of Ward Members and for details of the external materials to be submitted and approved

89 Application 15/04344/FU - Single storey side and rear extension; re-siting and conversion of a garage to habitable room; extend existing driveway - 73 Buckstone Avenue Moortown LS17

Plans, drawings and photographs were displayed at the meeting. A Members site visit had taken place earlier in the day

Officers presented a report which sought approval of extensions to 73 Buckstone Avenue; the re-siting and conversion of an existing garage to form a habitable room and the extension of the existing driveway for the re-sited garage which would be sited approximately 3 metres further back from its current position

The planning history of the site was referred to with Members being informed that the application sought to overcome the concerns about the impact on neighbours of the previously refused scheme

If minded to approve the application, condition No. 5 required amendment to state that no windows to be inserted in the side elevations of the extension

A correction to paragraph 7.1 of the submitted report was made, with Members being advised there had never been any concerns relating to the widened access/parking

The Panel discussed the application, with the main issues raised relating to:

- drainage and possible flooding issues. A condition was proposed to require permeable paving to the front of the property
- the impact of the proposals on the streetscene
- the relocation of the garage and the amount of space being provided for a vehicle
- the possibility in the future of the room being linked to the house
- that inaccurate drawings had been presented to Panel in that windows were shown on the side extension which Members had

been informed would not be inserted and that alterations should be dealt with by the submission of revised plans

- detailed design issues relating to the half landing window

The Panel's Lead Officer accepted the point made regarding the inclusion of inaccurate details and apologised for this. On the issue of the half landing window, Members were informed that whilst the proposal was not desirable, a balance had to be reached on this relatively minor design detail

The Panel considered how to proceed

RESOLVED - That the application be granted subject to the conditions set out in the submitted report, subject to an amendment to condition 5 to specify no windows to be inserted in the side elevation; an additional condition to specify permeable paving to be used on the driveway and details of a suitable bin store to be submitted and approved

90 Application 15/04422/LA - Horticultural glasshouse at Whinmoor Grange York Road Scholes LS15

Plans, drawings and photographs were displayed at the meeting

Officers presented the report which sought approval of an application for a new horticultural glasshouse for Leeds City Council as a replacement facility to the existing site at Red Hall. The site was located in the Green Belt and due to its size and impact was a departure from the development plan, with the application having to be referred to the Secretary of State

Members were informed that the proposals would provide a more energy efficient development for the growing and cultivation of plants and flowers. Like at Red Hall, a small sales and display area would be provided together with ancillary offices. The equivalent of 70 full-time jobs would be provided through the development

Additional planting was proposed around the site which over time would lessen the visual impact of the structure

Details of the access arrangements were outlined

Members discussed the application with concerns being raised in relation to:

- the statement that as part of the highways arrangements part of Thorner Lane would be stopped up for works being progressed as part of the East Leeds Orbital Road and the lack of consultation on this
- the need to consider the signage to the site and that this and the gates should be well set back
- whether there was merit in realigning the access road
- the length of the open roadway in open countryside

RESOLVED - To defer and delegate to the Chief Planning Officer for approval subject to the conditions set out in the submitted report, consultation with Ward Members about the signage, boundary and entrance treatments and following referral and consideration of the application by the Secretary of State

91 Application 15/02915/FU - Single storey side and rear extension including raised decking area with steps and balustrading - 19 Chelwood Avenue Moor Allerton LS8

Further to minute 55 of the North and East Plans Panel meeting held on 27th August 2015, where Panel deferred and delegated this application for consultation with neighbours to seek amendments to the proposals, the Panel considered a further report

Members were informed that whilst alterations to the roof line had been made, the neighbour remained unhappy and wished to see a fully hipped roof, whereas the applicant wished the application to be determined as amended

RESOLVED - That the application be granted subject to the conditions set out in the submitted report

92 Application 14/02619/FU - Stables off Wetherby Road Scarcroft LS14 - Appeal decision summary

Further to minute 81 of the North and East Plans Panel meeting held on 23rd October 2014, where Panel refused planning permission for change of use of a stable including alterations to form one holiday cottage, Members considered a report of the Chief Planning Officer setting out the Inspector's decision on the appeal lodged by against this decision

It was the decision of the Inspector to allow the appeal but to refuse the application for costs submitted by the applicant

Concerns were raised by Panel about the decision the Inspector had reached in this case

RESOLVED - To note the report

93 Preapp/15/00768 - Roundhay School Old Park Road Roundhay LS8

Prior to consideration of this matter, Councillor Coulson left the meeting

The Panel considered a report of the Chief Planning Officer setting out pre-application proposals for a three storey detached extension and new synthetic pitch with flood lighting at Roundhay School and received a presentation from the applicant's representatives

Plans, graphics and photographs were displayed at the meeting

Members were provided with information on the proposals, which included:

- the need for the extension
- the site context; its proximity to residential dwellings and the fact that the site was in a Conservation Area
- access arrangements including those for the construction phases
- tree retention
- proposed materials which would be brick at lower levels and render at upper levels with some full height glazing
- the aim to create an aspirational environment for students

- timescales, with the project hoping to start in April – May 2016 and taking a year to complete, subject to obtaining planning permission

In commenting on the specific issues raised in the report, the Panel provided the following responses:

- that Members were supportive of the principle of developing this part of the school site
- that in terms of the architectural quality of the building and the proposed synthetic pitch with flood lighting, Members stressed the importance of protecting residential amenity. Members were informed that a lighting assessment would be required and that consultation would take place with the Council's Environmental Protection Team and local residents. Members welcomed the news that there would be a community use agreement for the playing pitch
- Members were satisfied with the proposed highway matters and car parking measures with the view being expressed that this would improve the current situation
- on whether any submitted application could be dealt with under delegated powers, the Panel discussed this and concluded that this could take place in consultation with Ward Members and that in the event of any difficulties, the application should be referred to Panel for determination

RESOLVED - To note the report, the presentation and the comments now made

94 Date and Time of Next Meetings

Thursday 12th November 2015 at 1.30pm in the Civic Hall, Leeds
 Thursday 3rd December 2015 at 1.30pm in the Civic Hall, Leeds

NORTH AND EAST PLANS PANEL

THURSDAY, 12TH NOVEMBER, 2015

PRESENT: Councillor N Walshaw in the Chair

Councillors R Grahame, M Harland,
C Macniven, J Procter, G Wilkinson,
B Cleasby, B Selby, S McKenna and
P Gruen

95 Chair's opening remarks

The Chair welcomed everyone to the meeting and asked Members and Officers to introduce themselves. The Chair informed the Panel that further legal advice would be provided and asked Panel to consider whether the public should be excluded to enable such discussions to take place

96 Exempt Information - Possible Exclusion of the Press and Public

RESOLVED – That the public be excluded from the meeting during discussions on legal aspects of the case, with it being considered as if members of the public were present there would be disclosure to them of exempt information as designated as follows:

Discussions referred to in minute 100 under Schedule 12A (3) Local Government Act 1972 and the terms of Access to Information Procedure Rule 10.4(5) and on the grounds that there would be disclosure of information in respect of which a claim to legal professional privilege could be maintained. It is considered that if this information was in the public domain there would be potential legal implications in respect of the information discussed

97 Late Items

There were no formal late items. However, the Panel was in receipt of a supplementary report setting out the latest position in respect of this matter. A copy of this report had been circulated in advance of the meeting and published on the Council's website (minute 100 refers)

98 Declarations of Disclosable Pecuniary Interests

There were no declarations of disclosable pecuniary interests

99 Apologies for Absence

Apologies for absence had been received from Councillor A McKenna, with Councillor P Gruen substituting. Apologies for absence had also been received from Councillor Wadsworth

Minutes approved at the meeting
held on Thursday, 3rd December, 2015

100 Application 14/00575/FU - Update report in respect of development granted by planning permission 14/00575/FU for a 4 bedroom detached house incorporating basement accommodation (part retrospective - 56 The Drive LS15

Photographs were displayed at the meeting

The Panel considered two reports of the Chief Planning Officer setting out the current situation in respect of this matter and providing further information on issues resolved by Panel at its meeting held on 29th October 2015

Officers presented the reports and informed Members that in terms of proceeding to demolition of the structure, in line with procurement rules, three tenders for this work had been obtained. In respect of two of the tenders, further information was being sought to clarify aspects of the quote

On the issue of demolition, the Council would need to give 7 days notice of the intention to enter on the land and commence demolition and that following further correspondence with the applicant's legal representatives, it had been stated that the applicant's legal advisers would progress injunctive relief through the High Court once this notice had been served

In respect of the safety concerns raised by Panel, the Council's Building Control Enforcement Officer had undertaken a site visit and advised that in his opinion, the building did not constitute a dangerous structure. Members were informed that as the applicant had elected to use his own Approved Building Inspector, the Council did not have the ability to become involved in Building Control matters related to this case. Members were also informed that the local residents' association had lodged a complaint with the applicants approved building inspector and this matter was being considered under the organisation's complaints procedure. The Panel noted that although an invitation to the approved building inspector to attend this meeting had been issued, no representative of this organisation was in attendance

Further correspondence from the applicant's legal advisers had also been received in respect of the structure of the building, with Members being informed that a Structural Engineer appointed by the applicant had recently visited the site and had reported that the structure was robust and stable and that there were no reasons to consider it a dangerous structure. The letter also highlighted the inability of a final practical completion certificate being issued due to the complaint which had been lodged

On the issue of taking enforcement action to require the tidying up of the site, Members were informed that if a Section 215 Notice was served, the applicant would have a right of appeal to the Magistrates Court. Furthermore, Section 215 Notices should not relate to works which constituted building works as part of the implementation of a planning permission and accordingly it was not considered appropriate at this stage to serve a Section 215 Notice. To progress this issue, Officers would write to the applicant and request that the site be tidied up. Members were also informed that an application had been received for the works to the TPO trees

Councillor R Grahame joined the meeting at this point

The Chair invited the Building Control Surveyor (Enforcement) who had carried out the survey and the Building Control Manager to address the Panel and respond to questions and comments

The Building Control Surveyor advised that he had visited the site, he was not of the view that it was a dangerous structure and considered there was no reason to take any action in this case

In response to questions from the Panel he advised that he had carried out a visual inspection of the building from the boundary of the property at the front and rear as he did not have any jurisdiction to go on to the land and nobody was on the site to ask if a closer inspection could be made. That said, the Building Control Surveyor reiterated his view that he did not feel it necessary to seek to enter further onto the site as his initial assessment was that the structure did not constitute a danger. For clarification, details were provided of the kind of issues which would be looked for when considering the safety of a building. Members were also informed of the previous involvement of the Health and Safety Executive (HSE) as a complaint had been made by residents relating to the working practices seen on site. As those working on the property were family members rather than employees, the site was not treated as a construction site, however guidance leaflets on safe working had been provided

Concerns continued to be raised about the inspection carried out by the Council's Building Control Surveyor with the Head of Planning Services stressing that the Council was not the approved Inspector for this site; that the assessment had been carried out on the basis of the possibility the building being a dangerous structure and that the conclusion was that this was not the case. In terms of the structural integrity of the building, that would be for the approved, private Building Inspector to assess

For information, the Building Control Manager outlined the process in relation to Building Regulations and the inspections which would be required for an Inspector to issue a final certificate

Discussions then took place on the timescales for the issuing of a certificate in view of information provided at the meeting held on 29th October by the applicant's legal representatives that a further certificate could not be issued until the property was essentially habitable on the inside i.e. that there was electric heating and water.

The Head of Service, Strategy and Resources – Legal Services advised that clarification on this issue had been sought from the Council's Building Control Officers following the Panel meeting on 29th October who advised that whilst a final certificate would need to deal with the electrical works and making the property habitable, this did not preclude the applicant's Building Inspector issuing a further certificate for the shell only and that legally there was no reason why this could not be done

At this point, having resolved to discuss legal information in private, the public were asked to withdraw from the meeting at this point

Members received information from the Panel's legal adviser relating to the terms of the Unilateral Undertaking; the issuing of a certificate of practical completion and associated issues around this and the possibility of demolition of the property, as allowed for in the agreed Unilateral Undertaking.

The public were then re-admitted to the meeting

The Head of Planning Services stated that the reports before Panel had been provided for noting and to update Members on the current situation; that a full discussion had taken place and that the direction of the Panel had not changed, in that the Council was to proceed with arrangements to effect the demolition of the property. Alongside these arrangements a meeting with the Chair and Officers was proposed with the applicant regarding his future plans for the site; that a close watch would be maintained on the complaint brought by the Residents' Association on how the approved Inspector had dealt with matters. It was also proposed that a meeting take place with the local residents' group around the general way the Council was progressing this and their aims and objectives, with further reports likely to be presented to Panel. A letter would also be sent on behalf of the Chief Planning Officer to the applicant stressing the general desire for the property to be completed and for someone to take up residence in the property and for the site to be tidied up

The need for this matter to remain on the agenda for each North and East Plans Panel meeting until it was satisfactorily resolved was suggested as was the possibility of an item being considered by Joint Plans Panel relating to any other similar cases in the city and to identify a suitable procedure for addressing such issues

The Panel considered how to proceed

RESOLVED –

- i) To note the reports
- ii) that the outcome of the complaint made by residents to the applicants approved building inspector be monitored and reported to the Panel in due course
- iii) that the Chair and Officers seek to arrange a meeting with the applicant to establish his future plans for the site and then a meeting be arranged with the local residents' group to update them in relation to this matter and their own representations to the approved Inspector
- iv) for this matter to be retained on the agenda for each North and East Plans Panel meeting until a satisfactory outcome had been achieved
- v) for Joint Plans Panel to consider any similar cases which were ongoing in the city and to identify a suitable procedure for addressing such issues

(Under Council Procedure Rule 16.4, Councillor Cleasby required it to be recorded that he voted against this matter)

During consideration of this matter, Councillor J Procter left the meeting

101 Date and Time of Next Meeting

Minutes approved at the meeting
held on Thursday, 3rd December, 2015

Thursday 3rd December 2015 at 1.30pm in the Civic Hall, Leeds

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NORTH AND EAST PLANS PANEL

THURSDAY, 3RD DECEMBER, 2015

PRESENT: Councillor N Walshaw in the Chair

Councillors R Grahame, M Harland,
C Macniven, J Procter, G Wilkinson,
B Cleasby, B Selby, S McKenna,
P Wadsworth and J McKenna

102 Chair's opening remarks

The Chair welcomed everyone to the meeting.

The Chair informed the North and East Plans Panel that the meeting would be the last that Angela Bloor the Clerk to the Panel would attend as she was retiring.

He said that Angela not only was a lovely person but an extremely efficient clerk ensuring that everything went smoothly and on time, she would be greatly missed by all who sat on the Panel.

The Area Planning Manager also said a few words saying that he agreed with the sentiments of the Chair reiterating how much Angela would be missed especially by her colleagues in Planning. She would be remembered for her friendly nature and efficient organisation of the Plans Panel.

He presented Angela with a gift to show the North and East Plans Panel's gratitude for the service that Angela had performed as clerk to the Panel.

103 Late Items

There were no late items

104 Declarations of Disclosable Pecuniary Interests

There were no declarations of disclosable interest

105 Apologies for Absence

Apologies for absence had been received from Councillor A McKenna, with Councillor J McKenna attending as a substitute

106 Minutes

RESOLVED – That the minutes of the North and East Plans Panel meetings held on 29th October 2015 and 12th November 2015 be approved

107 Matters arising from the minutes

With reference to minute 87 of North and East Plans Panel meeting held on 29th October 2015, relating to application 14/03958/OT – land off York Road Killingbeck, a query was raised on how the deferral and delegation of the approval to the Chief Planning Officer was progressing. Members were informed that discussions were continuing on the S106 agreement

A query was raised that application 14/00575/FU – 56 The Drive LS15 had not been listed on the agenda, with the Chair inviting Officers to provide a verbal update on this long-standing matter

Members were informed that as resolved at the North and East Plans Panel meeting on 12th November 2015, the Chair and Officers had met with the applicant and his legal representative, with it being confirmed that the applicant wanted to complete the works with the intention of moving into the dwelling and that he thought he had undertaken all of the necessary works in respect of the external shell of the building

In terms of tidying the site, the applicant had advised that it would be necessary to clear out the building so the site could be cleared in one go. It was reported that whilst the building had been cleared, the waste remained on site, with the applicant attributing the delay to the bad weather

The applicant's reluctance to incur expenditure on the internal fit-out of the dwelling whilst the threat of demolition remained was reported

It was agreed from the meeting that the applicant's formal position would be set out in a letter to the Council but the receipt of this was awaited

Also in line with Members' resolution, the Chair and Officers had met with the Cross Gates Watch local resident's group. Members were advised that the group's view was that their objective in lodging a complaint with the applicant's approved building inspector, relating to the structural soundness of the building, had been achieved. Members were informed that the Building Control Company had requested additional information and had added further matters to the schedule and as a result, the Cross Gates Watch local resident's group had confirmed they had withdrawn from the complaints process

The Chair stated that this matter now appeared to be progressing, but that the applicant's approved building inspector's response to the works was awaited

At this point, Councillor R Grahame brought to the Panel's attention that this wife was involved in this matter through being a Ward Member

A request for information about costs incurred in dealing with this case was made, with the Chair advising that information could be circulated to Members in due course

RESOLVED - To note the information provided

108 Applications 15/02634/FU and 15/02635/FU - Variation of condition 1 (delivery hours) of previous approval relating to delivery hours and erection of permanent storage facility within car park - Marks and Spencer Store - Horsefair Wetherby LS22

With reference to minute 84 of the North and East Plans Panel meeting held on 29th October 2015, relating to the applications at Marks and Spencer Wetherby, Councillor Procter advised that having spoken to the Director of Property at Marks and Spencer, assurances had been given that some of the outstanding matters would be pursued and that a further meeting was to take place. In view of this, Councillor Procter requested that consideration of the applications be deferred

RESOLVED - That consideration of the applications be deferred and that the Chief Planning Officer be asked to submit a further report in due course

109 Application 15/04860/FU - Single storey rear extension and dormer window to rear - 16 Valley Terrace Shadwell LS17

The Panel's Lead Officer advised that the applicants had withdrawn this application. However, the application for Permitted Development at the rear of the dwelling which had been submitted under the Prior Approval process, remained. Objections to the proposals had been received and that it would be for Officers to reach a view regarding the impact of this on neighbouring residential amenity

110 Application 14/03167/FU - Change of use of vacant ground floor shop (use class A1) to take away hot food shop (iuse class A5) Former Newsagents Main Street Collingham Wetherby LS22 - Appeal summary

Further to minute 102 of the North and East Plans Panel meeting held on 27th November 2014 where panel heard the Application 14/03167/FU permission for change of use of vacant ground floor shop (use class A) to take away hot food shop (use class A5), Main Street, Collingham.

Members were informed that the applicant had appealed the decision of the Panel.

Members were informed that the applicant had been willing to compromise on hours of opening, closing at 21:30 Monday to Wednesday and close at 22:30 Thursday to Sunday.

The Inspector had identified that the main issue was whether the proposed change of use of the premises to a hot food take away would safeguard the living conditions of neighbouring occupiers, having regard to noise and disturbance.

The Inspector noted the location of the premises in relation to the A58 (Main Street) which runs through the centre of Collingham and that the premises were in an elevated position in comparison to the road.

Draft minutes to be approved at the meeting
to be held on Thursday, 7th January, 2016

The inspector had also noted that there was a small forecourt in front of the premises for customer parking.

Members were informed that the view of the inspector was that the appeal be allowed, Members to be kept informed of the implications of the decision.

RESOLVED – That Members noted the report

111 Application 15/00889/FU - Single storey side and rear extension - 8 Kings Mount LS17 - Appeal summary

Further to minute 21 of the North and East Plans Panel meeting held on 25th June 2015, where Panel resolved to refuse planning permission for single storey side and rear extension, which had been brought to Panel as the neighbour who had objected to the proposals was the former Chair of North and East Plans Panel, Members considered a report of the Chief Planning Officer setting out the Inspector's decision to the appeal lodged against this refusal

It was the decision of the Inspector to allow the appeal

RESOLVED - To note the report

112 Application 15/03785/FU - Residential development comprising 5 dwellings at former Depot Green Lane Garforth LS25

Officers presented an application which sought permission for 5 dwellings comprising 3 four bedroom dwellings and 2 two bedroom dwellings formed in detached and semi-detached arrangements. The dwellings are positioned to front onto Green Lane and front and rear gardens with driveways and open parking bays to the front and side.

Members were informed that gardens depths were limited with plot 5 being the shortest although this plot had garden space to the side of the property.

A previous application on this site for 9 flats was refused. The site was formerly a Milk depot which has now been cleared and the site is currently boarded off.

The application was brought to the plans panel by Cllr. Mark Dobson who attended the meeting and addressed the panel.

Cllr. Dobson explained to the panel that he had brought the application to North and East Plans Panel in respect of 6.2 of the submitted report which cited the grounds of the 6 letters of objection.

- Parking problems in the vicinity of the train station; narrow carriageway and danger near curve in road and school run times; recent house/office developments resulted in on street parking/blocking pavements/obstructing bus routes; insufficient parking for flats; existing traffic exceeds speed limit.

- Already huge flood problems around the area and onto Ninelands Lane and the development adds water and waste – improvement of drainage system take precedence over new buildings; drainage infrastructure has insufficient capacity to deal with incidents of extreme rainfall with underlying soils not being effective for soakaways.

Cllr. Dobson informed the Panel that the proposed development was only 100 metres from Garforth station, in a built up area close to other residential areas. Although the site is not classed as a flood zone it is between two flood zones which had been the site of previous floods. He explained that the 1960's drainage was inadequate and that the sewerage situation needed addressing.

He told the panel that local schools in the area were already at capacity and given the type of dwellings proposed it would be families who would live in them and require school places.

Answering Cllr. Cleasby's enquiry about the use of permeable surfaces, Cllr. Dobson said that there had been no suggestion of permeable surfaces as he had been told that there was no impact on flooding or parking.

Cllr. Grahame highlighted 10.9 of the submitted report saying that the fencing adjoining the railway and the properties needed to be of sufficient height.

Mrs Fletcher, Support Senior Planner spoke on behalf of the applicant informing the Members that the development would improve the area that it was a brownfield site. The developers had worked with Leeds City Council and Yorkshire Water on the new scheme addressing issues of flooding and providing solutions and the use of permeable surfaces.

In response to questions on safety she informed the Panel that fencing and hedging would be provided to the North of the site and that she would provide the Panel with information of this.

The Area Planning Manager set the context of how Planning deals with issues of flooding informing that planning put measures in place to ensure that the problem is not made worse.

An officer from Flood Risk Management was in attendance for this item and was able to clarify points;

- Flood risk zones
- The impact of the new development
- Ongoing work with Yorkshire Water to address surface water

Members discussed the size of the dwellings, the fact that they fall short of the National Space Standards and the shortage of amenity space particularly at plot 5.

Members were reminded that the National Space Standards was not a policy which had been adopted by Leeds City Council.

The Highways Officer in responding to comments on highway issues informed Members that the parking was compliant to that for modest dwellings taking into account traffic for visitors.

He informed the panel that there was an issue with parking on Woodlands Drive in relation to the railway station.

He said that there was no recorded injury or accidents in the area.

RESOLVED - That Members agreed to defer and delegate approval of the planning application to officers subject to the reduction of the scheme to 4 units. If no agreement is reached then the application is to be reported back to Panel for determination.

Conditions to require the use of permeable surfacing for driveways and provide a suitable fence to the boundary with the railway line to prevent children from accessing the line.

113 Application 15/04630/FU - Part demolition and new build extension to form a 1020 student place school - Former East Leeds Leisure Centre Neville Road LS15

Plans, photographs and graphics were displayed at the meeting

Officers presented a report which sought approval for part demolition and extension to the former East Leeds Leisure Centre to form a 1020 student place through school

Details relating to access; layout; design; changes in land levels across the site and how these would be dealt with were outlined to Members. The extent of the protected trees on the site was highlighted and whilst many of these would be retained, there would be some tree loss, which the Council's Tree Officer had considered and had not objected to

The parking arrangements were presented, with 96 staff and visitor parking spaces on site, together with drop-off areas for both primary and secondary pupils. In the case of the primary drop-off point, this was located within the multi-use games area (MUGA)

Members were informed there were currently 60 pupils being taught on the site, with these numbers rising to 1020 by 2021; that whilst the development would impact on the highway network, this had to be balanced against the need for this brownfield site to be redeveloped and the high demand for school places in this area

The Panel discussed the application, with the main issues being raised relating to:

- the two MUGAs being provided; their size and the range of sports they would cater for. It was stated that the size complied with the requirements of Sport England, with football; basketball and touch rugby all being capable of being played, together with use as a general play area

- vehicular access to the school and residents' parking with the need to avoid issues which had occurred at Roundhay School. The Panel's Highways representative advised that in terms of traffic management, this was controlled by condition and would include a review of the situation, post occupation
- the closure of the leisure centre and the loss of a much needed asset in the local community. Members were informed that the school would provide the opportunity for use by the community outside of school hours, particularly the sporting facilities it offered, with this being supported by local Ward Members. A detailed discussion took place relating to the proposed community use in respect of hours of use; the range of groups and activities which would be accommodated and the parking arrangements for this out of hours use. The need for conditions relating to community use was stressed
- the level of staff parking being provided with concerns this was insufficient. The Panel's Highways representative was of the view that staff parking had been well catered for in the scheme and that the site was located in a well-connected area which benefitted from several routes towards the site
- the level of play space being provided for the planned school numbers. The Presenting Officer explained that in addition to the formal play areas there would be informal play spaces provided and that in terms of the size of the school and its facilities, it complied with the guidance contained within Design Bulletin 103, produced by the Education Funding Authority

The Panel considered how to proceed. Whilst some concerns about room sizes and play areas remained, it was noted that Ward Members -, one of whom had been a long serving Member of the Panel - were supporting the scheme

RESOLVED - That the application be granted subject to the conditions set out in the submitted report; an additional condition relating to the community use of the building, to include information about the range of uses and numbers and for this condition to be discharged in consultation with Ward Members. In terms of traffic management, a condition to be added for a traffic survey to be undertaken and details to be submitted for consideration, together with a scheme of remedial measures to be implemented if required and for a further report to be brought to Panel on the traffic implications arising from the development, within six months from the occupation of the extended school.

114 Application 15/05427/FU - Two storey and single storey extensions, alterations to landscaping, external works and extension to car parking - Gledhow Primary School Lidgett Lane Gledhow LS8

The planning application was submitted by Children's Services for a two storey and single building extensions, alterations, landscaping, external works and extension to car parking.

The proposed development would create an additional 210 places moving the school from a two form to a three form entry.

The Officer presenting informed the Panel that an application for a Village Green had been dealt with and was explained at 10.6 and 10.7 of the submitted report. In relation to this space the Officer clarified that the land belonged to the school and was paid for and maintained by the school.

Members were shown photographs of the surrounding area and plans for the proposed development.

In response to questions on highway issues the Planning officer informed Members that the 20mph zone surrounding the school was to be extended and this had been welcomed by local residents.

He said that Cllr. Urry was involved in ongoing discussions with local residents in Gledhow Wood Grove to address concerns raised in relation to traffic issues.

The panel was informed the Brackenwood Drive would remain a drop off and turning area.

In response to a question in relation to the shops located at the junction with Lidgett Lane and Chandos Gardens. The Members were informed that extra 'baffles' would be used during the day to mitigate parking issues.

RESOLVED – That the application be granted subject to the conditions set out in the submitted report.

115 Application 15/05497/FU - Demolition of existing building and construction of 14 apartments with associated access and parking - 16 Harehills Lane LS7

Plans, drawings, photographs and graphics were displayed at the meeting

Officers presented a report on an application for the demolition of an existing building and the construction of a small residential development, comprising 14 apartments together with access and parking at 16 Harehills Lane LS7

Whilst the recommendation before Panel was to refuse the application, Members were advised that following the discovery that the ownership certificate had been incorrectly completed and served with the application, it had been necessary to serve the owner with the correct notice, which had now been done. Therefore the recommendation should be amended to defer and delegate refusal of the application to the Chief Planning Officer for the reasons set out in the submitted report

Details of the application relating to the planning history of the site; the proposed access arrangements; amenity areas; scale of the proposals; landscaping details, including root protection zones of those trees which would be most affected by the development were outlined to Panel. A series

of images showing the deterioration of the existing building over a period of years were also shown. Although it was accepted that the site required redevelopment, it was the view of Officers that the submitted scheme was overdevelopment of the site and could not be supported

The Panel heard representations from the applicant and his agent, with the main issues being raised relating to:

- that an earlier scheme had been refused planning permission and that this scheme had been significantly revised to overcome the concerns raised in respect of the previous scheme
- tree protection issues and that the development could be built to ensure the survival of all of the trees on the site
- that no objections had been received to the proposals
- the state of the existing building and the need for the site to be redeveloped
- the property market which remained challenging and that any further reduction in the number of apartments proposed would delay the regeneration of the site and might not be financially viable

The Panel discussed the application, with the key issues raised relating to:

- an indication of a form of development on the site which could be supported. The Head of Planning Services suggested that positioning the building deeper into the site and reconsidering the orientation of the apartments and providing amenity space to the front and rear might be a starting point for a revised scheme
- the need for the site to be redeveloped, with possibly 12 units being considered more appropriate
- that if the current level of units was to be maintained in the event of a further submission, financial viability information would be expected if full planning contributions were not being offered

The Panel considered how to proceed with Members indicating an unwillingness to defer and delegate refusal of the scheme before them

An alternative proposal to defer determination for further discussions was proposed and seconded

RESOLVED – That determination of the application be deferred to enable discussions to take place about a reduced form of development. In the event such a scheme did come forward, subject to the Ward Members being satisfied on the proposals, that the application could be delegated to the Chief Planning Officer for determination

116 Application 15/02681/FU - Demolition of existing surgery and construction of detached block of five flats and associated works at 150 Nursery Lane LS17

The application for the demolition of existing surgery and construction of detached block of five flats and associated works at 150 Nursery Lane, Leeds, LS17 7AQ was brought to North and East Plans Panel at the request of Cllr. Harrand and Cllr. Cohen due to the levels of local concern at the proposals three storey nature that the new building will be out of keeping with

the remainder of the streetscene, highway safety and potential loss of privacy for residents particularly to the rear of the property.

Members had attended a site visit earlier in the day and were shown plans and photographs during the presentation.

The officer presented the application informing Members that the development proposals consist of a single block that would contain five flats over three floors. The second floor accommodation would be in the roof space to keeping the roof ridge height in line with next door.

The site boundaries are surrounded by a number of mature trees. Members were informed that the provision of car parking would not alter therefore there would be no detrimental impact on the trees.

The original submission was for 8 units this has now been lowered to 5 units increasing the amenity space.

Representation had been received with concerns raised in relation to:

- Loss of privacy due to increase in height of building
- Loss of sunlight on neighbouring properties
- Property opposite Allerton High School, Nursery Lane busy at beginning and end of school day
- Impact on trees
- Car parking provision inadequate

Members were informed that bulk and mass were not sufficient reasons for refusal.

During the site visit Members had viewed the site from a neighbouring residence at the rear of the application site. The occupiers of this property had objected to the application and had raised concerns that the second floor would overlook their conservatory and rear bedroom. Members had noted that they were unable to gain significant views of the existing doctors surgery from the neighbour's garden.

Plans and graphs were shown at the meeting of the vegetation currently in situ and the fact that the development would be 48 metres from properties to the rear of the site therefore objections were not sustainable.

RESOLVED – That permission be granted in accordance with the recommendations as detailed in the submitted report.

117 Application 15/04713/FU - Change of use of house to form five flats including three and two storey extensions to front, side and rear with first floor balconies, accommodation within the roof-space with dormers to the rear - 135 Alwoodley Lane LS17

Plans, drawings and photographs were displayed at the meeting. A Members site visit had taken place earlier in the day

Officers presented the report which sought approval for the change of use of a house to form five flats, together with extensions; provision of first floor balconies and living accommodation in the roof space

Details of the proposed extensions were provided and in terms of the amount of extensions proposed, Members were informed these would be considered acceptable if they were part of a domestic dwelling

In respect of amenity space, generous provision was being made. Whilst some concerns had been raised about overlooking, the separation distances above that specified in 'Neighbourhoods for Living' would be achieved

A representation received from Sandmoor Golf Club was referred to with Officers being of the view that the concerns raised by the Golf Club, particularly in relation to air flow were not sustainable

The Panel heard representations from a local resident who attended the meeting and highlighted concerns about the proposals, which included:

- potential overlooking and concerns that a balcony element could be added at a later stage
- highways issues, including road safety concerns due to the level of speeding vehicles in the immediate area of the site
- car parking arrangements
- concerns about large areas of glazing particularly in view of the close proximity of the Golf Club. The Panel discussed the application and commented on the following matters:
 - the level of parking provision. The Panel's Highways representative advised that 12 spaces were being provided for 5 flats which equated to provision of 240% and was well in excess of the Council's guidelines
 - levels of speeding in the area
 - tree loss. The Presenting Officer advised that protection to the frontage was being sought to minimise the number of trees lost. Concerns were raised about this with it being requested that the landscaping treatments be drawn up in consultation with Ward Members
 - design details of the extensions, particularly the flat roof to the rear and whether this could be changed to a hipped roof. Members were informed that the rationale for the rear flat roofed extension was that it was not in the public domain and would be screened by the existing trees
 - a condition preventing a balcony being added to the development was requested, however it was proposed to address this by removing rights to insert additional windows, without prior approval

RESOLVED - That the application be granted subject to the conditions set out in the submitted report; an additional condition stating that no further fenestration be inserted without the prior approval of the local planning authority and for Ward Members to be consulted on the landscaping details of the proposals with the objective of maintaining a vegetated frontage to Alwoodley Lane

Draft minutes to be approved at the meeting
to be held on Thursday, 7th January, 2016

118 Application 15/03206/FU - Residential development of 111 dwellings at Sandbeck Lane Wetherby

Officers presented an application from developers Barrett and David Wilson which sought planning permission for the development of 111 houses on a greenfield site close to Wetherby.

The presentation included plans and photographs of the site.

The site lies to the north-east of Wetherby between the A1(M) and the Sandbeck Lane Industrial Estate. The site had been allocated as Employment land within the UDP it splits into two sections one to the north and one to the south with the site bisected by the access road which spurs off from an existing roundabout.

Members were informed that a bridle path located on the site would be re-routed around the site.

The development would consist of two storey and three storey dwellings with some of the two storey dwellings having dormers. The properties would front onto the motorway therefore the gardens would shield the properties from traffic noise. There is acoustic fencing in place however this would need to be increased.

Members were shown drawings and photographs of other developments in Leeds by Barrett and David Wilson. The proposed development would use materials in a mixture of brick and stone.

Officers were of the view that the layout was acceptable with open space to the northern area of the development but were of the view that the south of the development could also use open space to balance the site.

The developers propose to build 39 affordable houses however the size of these dwellings falls short of national standards also the gardens are not always private.

Members discussed the proposals, with the main issues being raised relating to:

- the parking up of HGVs on A168 and the associated nuisance and environmental issues arising from this and the need for a scheme to be delivered to address these problems in the interest of existing and future residents
- housing mix and that locally there was a need for small dwellings with smaller gardens to enable older, local residents to downsize but remain in the area
- the proposed layout with concerns that a number of dwellings fronting on to the roundabout
- the affordable housing; its siting; concerns that those dwellings which did not meet the Government's space standards were the

affordable housing provision; the importance of community cohesion; that providing cramped dwellings did not help with this and the likelihood of Registered Social Landlords (RSL) wishing to manage such small units on a long-term basis. The Head of Planning Services referred to a meeting between the Chair of North and East Plans Panel and the developer on space standards in general, in view of comments made at a recent City Plans Panel, which had resulted in a useful exchange of views. The developer's view was that the house types on this site and the one at Station Road, Methley, were those taken up by Housing Associations and that to reach the new space standards would take time and that there was a lead-in time for the introduction of these. Members were also informed that whilst the smaller affordable housing types fell short on space, there were issues about how much a RSL would pay; land values and viability and that similar discussions would be needed with the other volume house builders. As a way forward if acceptable to Panel, as part of the defer and delegate process, Officers could work with the applicant on the issue of house types. Concerns continued to be raised about the size of the affordable housing properties, together with the lack of private garden space which some of these properties also experienced

- the importance of adopting the space standards at the earliest opportunity
- boundary treatments; the need to avoid long timber fences adjacent to highways and for hedges to be considered rather than fences
- that the current proposed layout was an improvement on the original proposal but that questions remained about the moving of the open space to the centre of the development, especially in view of the informal play space being sited there which could prove unpopular with residents. That the proposed siting of the open space related well to neighbouring open land.
- that officers should be commended for their work as the revised scheme was a significant improvement over the original submission
- that further work was required on the bus shelter and real-time display on Deighton Lane to ensure its location and design was appropriate
- that the installation of any photovoltaics on dwellings should be controlled by condition

Members considered how to proceed

RESOLVED – To defer and delegate approval to the Chief Planning Officer as set out in the recommendation in the submitted report, subject to the prior completion of a Section 106 Agreement relating to affordable housing; bridleway; details to improve bus stops/displays to be agreed; provision of Metro cards; greenspace and travel plan monitoring. Additionally, revisions to the design and layout of the scheme; delivery of a scheme to prevent HGVs parking along the A168 to be discussed with the

applicant and Ward Members; careful consideration of the bus stop provision and real-time displays to ensure they were sited appropriately to serve a purpose and that the design of the affordable housing units and other house types be reviewed so that an appropriate standard of accommodation was provided together with well designed, attractive house types

119 Application 15/04521/FU - Demolition of existing working men's club; residential development of 54 units and replacement working men's club - Meanwood WMC - 35 Stonegate Road Meanwood LS6

Members were shown plans and photographs of as part of the officer's presentation.

Members were informed that membership at the Meanwood WMC had dwindled therefore needed a smaller site.

The application was for a residential development of 54 dwellings over four floors with a mix 1 bedroom and 2 bedroom properties which would be pepper potted over the four floors, with a smaller WMC with a managers flat above.

There would be car parking for 66 cars this would include parking for the WMC.

The development will have amenity space that is split into communal and private.

A ginnel nearby would be widened by 2 metres which would improve access.

One sycamore tree within the vicinity has a TPO.

Members were informed that the development would include 8 affordable units.

The units are short of the national size standards however the layout of the properties was good and did not make them look 'pokey'.

The Panel was told that Cllr. Sobel supported the scheme and had requested that the 8 affordable units be fitted with solar panels and that electric points be available for rechargeable vehicles.

The Head of Planning Services relayed to the Panel the problems with the site over the years his view was that this was an interesting scheme and design

The Chair said that he had had sight of the floor plans and said that the scheme was laid out, bigger than other developments and was well proportioned.

Members noted that pedestrian facilities were available close to the development.

RESOLVED – That Members defer and delegate approval to officers subject to the conditions set out in the report and the prior completion of a Section 106 Agreement (affordable housing, METRO cards, greenspace, real time bus stops, greenspace contributions and for changes at the car park access arrangement).

120 Application 15/01613/FU - Formation of pond (retrospective) and proposed landscaping scheme - Land adjacent to Grove Manor LS14

Plans and photographs including an historic image of the land were displayed at the meeting. A Members site visit had taken place in the morning

Officers presented the report which sought retrospective approval for the formation of a pond, together with a proposed landscaping scheme on land adjacent to Grove Manor, Wetherby Road, Scarcroft which was sited in the Green Belt and in a Special Landscape Area

Officers were of the view that the pond did not impact on openness and was considered to be an engineering operation which was acceptable in the Green Belt

Neither the Environment Agency or Flood Risk Management had objected to the application

In terms of the domestication of the land, a hedge was to be replanted

As the applicant had removed the pontoon, if minded to approve the application, condition 5 which related this, would be deleted

Members discussed the application, with the main issues raised relating to:

- that works had been undertaken on site without planning permission; concerns that further unauthorised works could take place and how this could be addressed
- the need for public safety measures due to the depth of the pond. Members were informed there was no public access to the pond and that it would be necessary to enter on to private land and through a set of electric gates to access it. A suggestion was made that the applicant be asked to consider erecting a safety notice
- the potential for the pond to be used as a fishing lake. The Presenting Officer advised that the pond was self-filled and that the water was not aerated so would not be suitable for fishing
- the extent of the Green Belt boundary and the domestic curtilage of the property, with concerns that the area down to the pond had been mown and so had the appearance of being part of the garden area to the property. Members were advised that the hedge which was to be replanted would provide a strong boundary feature and comprise a range of trees. Further discussion on this issue took place with a

Unilateral Undertaking being suggested as a way to deal with this matter

The Panel considered how to proceed

RESOLVED - To defer and delegate approval of the application to the Chief Planning Officer subject to the conditions set out in the submitted report, following deletion of condition No. 5 relating to the pontoon; condition No. 3 to require details of the maintenance regime of the land to be submitted and approved; an additional condition to prevent the erection of further structures on the land and the prior completion of a Unilateral Undertaking which excludes the land from the residential curtilage and its use as such

121 Closing remarks

With the permission of the Chair, the clerk, Angela Bloor addressed the Panel and thanked Members and Officers for their good wishes; the card and gift. She stated that she had thoroughly enjoyed clerking this Panel and took the opportunity to pay tribute to the Panel's Lead Officer, David Newbury, for his outstanding organisation of the reports process and clear summaries he gave after Panel had determined applications

122 Date and Time of Next Meeting

Thursday 7th January 2016 at 1.30pm in the Civic Hall, Leeds

CITY PLANS PANEL

THURSDAY, 5TH NOVEMBER, 2015

PRESENT: Councillor C Gruen in the Chair

Councillors P Gruen, D Blackburn,
S Hamilton, G Latty, T Leadley,
N Walshaw, M Ingham, C Campbell,
A Khan, K Ritchie, E Taylor and
G Wilkinson

53 Appointment of Chair

In the absence of Councillor J McKenna, nominations were sought to chair the meeting, with Councillor Caroline Gruen being appointed as Chair for the duration of the meeting

54 Late Items

There were no formal late items. However the Panel was in receipt of a revised report in of Application 13/05134/OT – Land at Breary Lane East, Bramhope, which Officers circulated to Members prior to the start of the meeting (minute 60 refers)

55 Declarations of Disclosable Pecuniary Interests

There were no declarations of disclosable pecuniary interest, however in respect of application 13/05423/OT – Land at Bradford Road East Ardsley – Councillor Leadley brought to the Panel's attention that he knew the agricultural tenant of the land (minute 62 refers)

56 Apologies for Absence

Apologies for absence were received from Councillor J McKenna and Councillor R Procter, with Councillors C Gruen and G Wilkinson substituting for their respective colleagues

57 Minutes

RESOLVED - That the minutes of the City Plans Panel meeting held on 15th October 2015 be approved

58 Matters arising

With reference to minute 48 of the City Plans Panel meeting held on 15th October 2015, relating to Application 15/03167/FU – residential and commercial development at David Street Holbeck - the Head of Planning

Minutes approved at the meeting
held on Thursday, 26th November, 2015

Services advised that following the meeting further discussions had taken place on the affordable housing provision and that a successful outcome had been achieved, with the full 5% affordable housing being provided as a commuted sum for off-site provision, with the S106 Agreement being close to completion

59 Applications 13/05134/OT/ 14/00315/OT/ 13/05423/OT and 14/01211/OT - Land at Breary Lane East; Land at Leeds Road Collingham; Land at Bradford Road East Ardsley and Land at East Scholes - Covering report for PAS appeals

The North East and East Area Planning Manager presented a report which set the context for the meeting, in that the agenda items related to outline planning permissions on land designated as Protected Area of Search (PAS), which had been refused by City Plans Panel in August to October 2014. Appeals had since been lodged against these refusals. Due to changes in the planning policy context, some of the reasons for refusal given at that time were now out of date as they referred to a historic policy context and some of the policies had since been superseded or deleted. However, the principles that underpinned the reasons and their general intent closely followed that of the original reasons. Members were being asked to consider revised reasons for refusal, where relevant, on which the Council would contest the appeals which were scheduled to take place in February and April 2016. It was stressed that the applications were not for redetermination; that there were no opportunities to add new reasons for refusal, although it was possible to remove reasons and in one case, Breary Lane East, Bramhope, this was being proposed (minute 60 refers) and that Members were being asked to note the reports and endorse the updated reasons for refusal of each of these applications

In respect of the reason in each case relating to the absence of a signed S106 Agreement, Members were informed that often at the appeal hearing the appellant would have sought to rectify this and present a near final draft S106 for both parties to agree. As such, there was a strong likelihood that this reason would have been negotiated out by the time the appeals were considered

Updated information was provided in relation to paragraph 2.9 of the submitted report, with Members being informed that the Planning Inspectorate had refused a request by the appellants for the East of Scholes and East Ardsley appeals for these two appeals to be postponed, pending the High Court Challenge concerning the Kirklees Knoll decision

The Head of Planning Services informed the Panel that the judgement on Kirklees Knoll had been handed out earlier in the day and reminded Members of the history of this case. Of the six grounds brought before the Judge by the appellant, only one ground was found in their favour, this being Ground B which related to the failure of the Secretary of State to understand and take into account the material consideration of the withdrawal of the Interim PAS Policy, which was agreed by Executive Board on 11th February 2015. It was reported that the Judge did not accept the appellant's grounds of claim about the Council's 5 year housing land supply and that policy N34 was out of date.

In terms of Ground B, the Judge concluded that the failure to take into account the withdrawal of the Interim PAS Policy was not merely a factual error by the Secretary of State but was an error in law and so quashed the Secretary of State's decision. Members were informed that a further decision would now be awaited from the Secretary of State

The Panel discussed the covering report and the information provided on the Kirklees Knoll decision, with the main issues being raised relating to:

- the disparity in the time periods allowed for Local Planning Authorities (LPAs) to determine planning applications compared to the lengthy time periods being adopted by the Planning Inspectorate to deal with appeals
- the impact which delays in the appeal process had on local communities
- that as a major Planning Authority, whether pressure could be brought to bear to improve the current imbalance between the LPA, the Inspectorate and appellants. The Head of Planning Services advised that whilst channels did exist for Officers to make representations on this, the greatest pressure would be through the political process
- whether planning policy changes were conveyed to the Planning Inspectorate and Secretary of State to ensure they were aware of the LPAs latest policy position. The Head of Planning Services outlined the processes which were in place and accepted that in respect of a recent appeal decision at Haigh Moor Road, this had fallen short of what had been required
- the inability to introduce new reasons for refusal and that the process could be viewed by the public as being weighted towards the appellants. The Head of Planning Services advised that where there was a significant material change in circumstance, new reasons could be added but that was not the case here
- the Council's 5 year land supply. The Panel's Legal adviser stated that the Inspector on the Kirklees Knoll Inquiry had concluded that the Council had a 5 year land supply and since that time, the Council's position had strengthened. Members were also advised that there was no reason why the Secretary of State could not determine this matter quickly and that there was no reason to see how the Kirklees Knoll judgement changed the fundamentals of the reports being presented at this meeting

RESOLVED - To note the report

60 Application 13/05134/OT - Outline application for residential development (up to 380 dwellings), a convenience store and public open space - Breary Lane East Bramhope - PAS Update report

Members considered a revised covering report which had been tabled prior to the meeting. A copy of the report setting out the application which had been submitted to City Plans Panel at its meeting on 28th August 2014 had been provided to the Panel for information

Minutes approved at the meeting
held on Thursday, 26th November, 2015

Plans and photographs were displayed at the meeting. A Members site visit had taken place earlier in the day

Officers presented a report which set out updated reasons for refusal of an outline application for residential development of up to 380 dwellings together with a convenience store and public open space at Breary Lane East Bramhope

Members were informed that the revised report related primarily to revisions to the first reason for refusal, with an additional sentence being included which was highlighted to the Panel. Other alterations to wording were also outlined

Attention was drawn to the original reason for refusal based on standards of design, landscaping, residential amenity and provision of on-site Greenspace. Members were informed this reason would not be fought at appeal in view of the Consultation Draft Site Allocation Plan having allocated the site for 376 dwellings, as opposed to the 250 shown on the plan displayed at the meeting

In response to a question about CIL liability, Members were informed that if the Inspector decided to allow the appeal, it would be liable for CIL, with this being the same for all of the cases being considered at this meeting

RESOLVED - To note the report and to endorse the updated reasons as set out in the revised report tabled at the meeting

61 Application 14/00315/OT - Outline application for residential development up to 150 dwellings, including means of access - Land at Leeds Road Collingham Wetherby - PAS Update report

Plans and photographs were displayed at the meeting. A Members site visit had taken place earlier in the day

Officers presented a report which set out updated reasons for refusal of outline planning permission for a residential development of up to 150 dwellings, including means of access on a PAS site at Leeds Road Collingham, which had been refused by City Plans Panel at its meeting held on 30th October 2014. A copy of the report considered at that meeting was appended for Members' information

The updated reasons were outlined to the Panel. In respect of reason no. 6, relating to the absence of a detailed tree survey and further habitat and ecology surveys, Members were informed that the appellant had submitted updated information and whilst agreement on this had not been reached, in the event it was, this reason for refusal could be removed

RESOLVED - To note the content of the report and to endorse the updated reasons for refusal

62 Application 13/05423/OT - Outline application for means of access from Bradford Road and to erect residential development - Land at Bradford Road East Ardsley WF3 - PAS Update report

Plans and photographs were displayed at the meeting. A Members site visit had taken place earlier in the day

Officers presented a report which set out updated reasons for refusal of an application for outline planning permission for means of access and to

erect residential development on a PAS site at Bradford Road East Ardsley, which had been refused by City Plans Panel at its meeting held on 7th August 2014. A copy of the report considered at that meeting was appended for Members' information

The updated reasons for refusal were outlined to the Panel. On the issue of prematurity, a Member referred to a suggestion which had been made when the application was determined, that whilst a primary school might be proposed for a corner of the site, the whole of the site might be suitable for a further High School in the area

The issue of sustainability was also commented on with details being provided to Officers of the poor public transport links from the site to Leeds and that consideration should be given to the bus timetables when the appeal was dealt with

RESOLVED - To note the content of the report and endorse the updated reasons for refusal

63 Application 14/01211/OT - Outline application for mixed use development comprising up to 700 dwellings including extra care (C2), retail and community uses (A1 to A5), health care (D1) and education uses (D1), car parking, means of access, infrastructure, open space, landscaping, including demolition of existing house and agricultural building - Land at East Scholes LS15 - PAS Update report

Plans and photographs were displayed at the meeting. A Members site visit had taken place earlier in the day

Officers presented a report which set out updated reasons for refusal of an outline application for a residential-led mixed use development on a PAS site at East Scholes, which had been refused planning permission by City Plans Panel at its meeting held on 28th August 2014. A copy of the report considered at that meeting was appended for Members' information

The updated reasons were outlined to the Panel with Members also being informed that the appellants had submitted an updated Environmental Impact Assessment which sought to alter the scheme to remove certain parts of the development proposals. The housing numbers were proposed to be reduced to 650, with additional green space being provided. In terms of the primary school, this had now been omitted, with the appellants proposing an area of land at West Scholes to be gifted to Leeds to enable an extension of the existing primary school

Officers had contested the submission of this information with the view being this was a new scheme which had not been consulted upon. Members were informed that this matter was currently with the Planning Inspectorate for consideration

Concerns were raised about the approach being taken by the appellants in this case with the Head of Planning Services informing Panel that discussions had taken place with a senior representative of Barratt Homes on the reasons for pursuing this application at this time; that time was being spent on dealing with such sites when other more acceptable sites, including brownfield sites were available and could be developed, with a response on this being awaited

Members proposed that a letter be sent from the Panel to Barratt Homes expressing disappointment at the approach being adopted to pursue a different scheme with no public consultation and inviting them to withdraw the application. In terms of the other appellants, it was proposed that discussions take place with the Executive Member Regeneration, Transport and Planning and the Plans Panel Chairs to consider how these issues be taken forward

RESOLVED - i) To note the content of the report and to endorse the updated reasons for refusal

ii) That a letter be sent from the Panel to Barratt Homes setting out the concerns expressed on the approach being taken by the appellant and inviting a withdrawal of the application

64 Date and Time of Next Meeting

Thursday 26th November 2015 at 1.30pm in the Civic Hall

CITY PLANS PANEL

THURSDAY, 26TH NOVEMBER, 2015

PRESENT: Councillor J McKenna in the Chair

Councillors P Gruen, R Procter,
D Blackburn, S Hamilton, G Latty,
T Leadley, N Walshaw, M Ingham,
C Campbell, A Khan, K Ritchie and
E Taylor

65 Chair's opening remarks

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

66 Late Items

There were no formal late items, however in respect of the pre-application presentation relating to the Granary Wharf car park, additional information setting out the proposals was tabled to the Panel (minute 72 refers)

67 Declarations of Disclosable Pecuniary Interests

There were no declarations of disclosable pecuniary interests

68 Minutes

RESOLVED - That the minutes of the City Plans Panel meeting held on 5th November 2015 be approved

69 Matters arising from the minutes

With reference to minute 63 of the City Plans Panel meeting held on 5th November 2015 relating to application 14/012110/OT – update on the appeal relating to the refusal of planning permission on a PAS site at East Scholes, LS15, the Head of Planning Services advised that, in accordance with the wishes of the Panel expressed at that meeting, a letter had been sent to Barratt Homes reiterating the Council's wish to work with them on more acceptable sites and asking them to withdraw the appeal on the East Scholes site. A written response to that request had been received which indicated the developer did wish to work with the Council and confirmation was received on 25th November that Barratt Homes had formally withdrawn the appeal on the East Scholes site. A similar approach had been made to Miller Homes, the appellants in the Breary Lane Bramhope and Leeds Road Collingham

appeals, and that a meeting was to take place on 27th November, with Officers hoping the outcome of that meeting would be as positive

The decision by Barratt Homes was welcomed by the Panel and the need for developers to work with communities was stressed

70 Application 14/06534/OT - Outline application for mixed use redevelopment including A1, A3, A4 and A5 uses, offices (B1), residential (C2), medical centre (D1), college (D1), student residential accommodation, multi-storey car park, basement car parking, access and open space - Land at Quarry Hill St Peters Street LS2

Further to minute 112 of the City Plans Panel meeting held on 22nd January 2015, where Panel considered a position statement on a mixed use development at Quarry Hill, the Panel considered a further report setting out the formal application

Photographs, including an historic image of Quarry Hill flats, graphics and plans, including a sun path diagram were displayed at the meeting. A Members site visit had taken place earlier in the day

Officers presented the report which sought outline approval for a major mixed use scheme and provided information on the context of the site in relation to existing and proposed development, including Victoria Gate which was well under way

Details of the scheme were outlined, with these including vehicular and pedestrian access; scale and massing of the blocks; car parking provision; landscaping treatment; levels of open space and the range of uses proposed for the different buildings on the site. The flexibility of the scheme was stressed with some blocks being designated different possible uses, e.g. office or college use

The receipt of a letter of support from West Yorkshire Playhouse was reported and read out to Members

Members were also informed that in terms of the footbridge over the A64(M), the applicant had agreed to fund the works to £50,000, with this to be included in the S106 agreement

Members discussed the application and in response to questions from the Panel additional information was provided in respect of:

- the location of the closest bus stops on York Road. These were highlighted to Members
- the proximity of the site to the Cultural Quarter of Leeds and whether the development added to this. Members were informed that the proposed mix of uses in the application were acceptable for the site, however if a different, more cultural use came forward for part of the site, subject to the view of Panel, this in general terms could be acceptable
- the height of the buildings and whether a wind analysis had been undertaken. The Principal Planning Officer advised that the detailed design of the proposals including building entrances, public seating areas and landscape arrangements would need to be informed by further wind testing at the Reserved Matters stage. However, the Council's independent wind consultants had confirmed that the submitted wind

study demonstrated that the proposals, subject to detailed design, would achieve an acceptable wind environment

- local employment and the need for those wards closest to the site, which included Burmantofts and Richmond Hill, to benefit from the jobs being created through the scheme. The Deputy Area Planning Manager outlined the established process of securing local employment, through the Council's Jobs and Skills team
- possible flooding issues. The Panel was advised that a flood risk assessment and drainage strategy had been assessed and that technical conditions were included on the outline application to address these issues
- concerns about the phasing of the proposals and the need to ensure the other uses around the site were not impacted upon
- car parking provision. Members were informed that as part of an existing agreement, the developer, Caddick, was required to provide 500 public car parking spaces on the Quarry Hill site. However, if the car park at Victoria Gate was completed first and it could be demonstrated that there were sufficient public parking spaces to serve the area, the public car park on Quarry Hill might not come forward. It was stressed that in addition, there would be up to 600 private parking spaces to serve the development

A detailed discussion took place on the car parking provision with concerns being raised relating to:

- the level of disabled parking being provided
- the level of short stay car parking spaces being guaranteed for West Yorkshire Playhouse after 6.00pm, but that events and matinee performances took place at the theatre
- concerns that the cost of parking to attend WYPH would increase
- whether sufficient car parking was being provided for the uses on the site
- the possibility that the 500 public parking spaces on Quarry Hill could not be delivered
- the existence of coal on the site; the possibility that this would require removal and the implications of this on car parking provision during any removal works

The issue of the phasing of the development was raised and the Chair invited representatives of the developer to provide information on this

The applicant's agent addressed the Panel; responded to Members' queries and comments and provided information which included:

- that the development was a market-led proposal and that active discussions were taking place with possible providers regarding the multi-storey car park and the college
- that the development was a 10 year scheme and it was not yet possible to indicate which phase would come first. Reference

was made to the timescales set out in proposed conditions 2 and 3, with Members being informed that the applicant would not let those timescales slip

- that if a multi-storey car park was not required, an alternative use, possibly a cultural use could be considered and that if it was required, it would need to be fitted into the phasing of the development
- that the site had an active car park use and this would continue, with a condition being proposed to deal with the temporary landscaping on areas which were not proceeding. The Design Team Manager suggested that Members would benefit from seeing the landscaping proposals being tied into the phasing plan to ensure elements of the site which were not being developed did not appear as a building site throughout the life of the build. The Deputy Area Planning Manager referred to the success of the Wellington Place development where plots which were not coming forward for development in the early stages of the scheme were utilised for a range of temporary landscaping and uses
- that the Quarry Hill Stakeholders Group met regularly to consider how the whole of the development on Quarry Hill would come forward, including the schemes which already had planning consent to ensure there was joined-up thinking to the approach being taken for the site
- an indication of how the site would be progressed, from the initial engineering works, to securing tenants/providers for the uses to working up a phasing plan based on those confirmed uses and that there was a real proposition of early building taking place on the site, although the need for flexibility was stated

The Chair thanked the applicant's agent for the information he had Provided

The Panel continued to discuss the application, with the main issues being raised relating to:

- the need for greater clarity on the timescales for the development and greater commitment on the part of the developer, particularly in view of a scheme for the site originally being presented in 2005
- the impact on WYPH of a 10 year building programme for the site
- that a clear phasing programme was required and that currently there was a lack of certainty that a development for the whole of the site would be achieved
- the levels of sunlight across the site, with concerns that much of the north-facing blocks would remain in the shade for much of the day and that consideration should be given to re-orientating the buildings towards the sun
- car parking provision on this scheme; that a multi-storey car park was felt to be integral to the scheme and that it was not

likely that the John Lewis car park would have spare capacity and that there did not seem to be an incentive to commence work on the site until the John Lewis car park had been completed. The Deputy Area Planning Manager advised that the existing level of public car parking would be maintained but if it could be demonstrated that demand for public car parking was not there, Caddick could be relinquished from the existing agreement. The Panel's legal adviser confirmed that the existing agreement safeguarded the Council's position regarding delivery of a multi-storey car park and that it would be for Panel to consider if this should be varied as a result of assessments on the capacity of the John Lewis car park once it was operational

On this specific issue, the Chair invited another of the developer's representatives to address Panel, with Members being informed that much work had been undertaken on the development agreement and that the multi-storey car park would be delivered as the first phase, subject to supply and demand

The Chief Planning Officer informed Members that an outline permission would give certainty and be beneficial in moving the scheme on. There was also the possibility of tightening up some of the conditions regarding maintenance of car parking. In terms of phasing, an amendment to the wording of condition 1 was suggested, whereby the wording of this condition was preceded by the phrase ' Within six months of the grant of planning consent'

The Panel considered how to proceed

Whilst welcoming the suggestion of revised wording, concerns remained about aspects of the scheme and the uncertainty regarding the phasing of the development; the car parking and how this worked with the John Lewis car park. It was accepted that there were no concerns regarding the proposed uses for the site; the massing or the masterplan. It was also confirmed that if outline consent was granted, the Reserved Matters application for each phase would be presented to Panel

RESOLVED - To note the Panel's general satisfaction with the form of development but that a further report be presented in due course on the application to include the phasing plan, with details of the temporary landscaping proposals and how they related to the phasing, together with evidence of the developer's commitment to early delivery of this scheme in writing

Following consideration of this matter, Councillor Khan left the meeting

71 Application 15/04604/RM - Reserved matters application for the erection of residential development on land at Station House Station Road Methley LS26

Plans, photographs, drawings and graphics were displayed at the meeting. A Members site visit had taken place earlier in the day

Officers presented the report which sought determination of the Reserved Matters application to be deferred and delegated to the Chief

Planning Officer subject to conditions and the resolution of outstanding matters as set out in the report before Panel

City Plans Panel had previously considered the outline application on this Protected Area of Search (PAS) site, with a key element of the justification for bringing the site forward at this time being the financial contribution to be made to the delivery of flood defences to the north of the village

The Reserved Matters proposals were outlined with Members being informed that a revised layout plan had recently been submitted, with 219 dwellings proposed for the site, comprising predominantly two storey dwellings, but with some two and a half and three storey properties in the centre of the site. Affordable housing of 12.7% - which equated to 27 dwellings - would be located across the site

Details of the housing mix across the site were provided, with Members being informed that three of the 3 bed dwellings were to be swapped for three 4 bed dwellings. In terms of the 3 bed properties, these could be utilised as a 2 bed dwelling with a study. On the issue of space standards, Members were informed that limited weight could be given to the National Space Standards as the Council had not yet gone through a formal process to adopt them

Designs of house types were outlined with Members being informed that the materials would comprise brick of a colour appropriate to Methley, artstone and possibly a darker coloured roof tile than was shown on the graphic

In terms of outstanding matters, Officers were continuing to work with the applicant on a small area in the south west corner of the site and that a revised layout which had been submitted had been sent to Highways for checking and to Yorkshire Water for confirmation they were satisfied with the revised layout

The Panel discussed the application, with the main issues being raised relating to:

- car parking. Members were informed that the scheme provided two parking spaces per dwelling which met Highways car parking requirements. Concerns continued to be raised about the level of car parking in what would be a car dominant development and how visitor parking would be accommodated,
- bin storage, with details of the siting of this being provided for the different types of dwelling on the site
- housing mix; that the local community had expressed the desire for bungalows to be included but none were proposed. Members were informed this request had been taken back to the applicant but had been advised that bungalows did not work for the applicant in terms of viability
- the number of two bed properties in the scheme and whether these could be increased to ensure mixed communities were created. Officers confirmed that this request could be taken back to the applicant. The Head of Planning Services stated that the applicant's view was that where there were two bedrooms and a small third room, these dwellings could be utilised as a two bedroom property. Concerns continued to be raised about the housing mix and the size of some of the units,

with the view being made that permission was being sought for - in this case - three bed dwellings – a design type which was not fit for purpose. The Chief Planning Officer advised that the current situation of two adequate sized bedrooms and one smaller room had existed for decades, but with the introduction of new space standards; once these were adopted, the size of new dwellings would need to be in line with these standards. In terms of housing mix, there was a long-term vision and that whilst there was a desire to see a mix across all sites, the policy stated that on larger sites, adjustments should be considered to meet local housing needs. The importance of adopting the national space standards in Leeds was stressed by Panel

- the revisions to the house numbers being provided, with circa 180 units being proposed at outline stage and whether the objections relating to impacts on nursery and school places had been fully taken into account in view of there now being 219 dwellings proposed. The Panel was advised that the submission of a transport assessment had shown that higher numbers of dwellings could be accommodated on site and that primary and secondary education contributions would come through the Community Infrastructure Levy (CIL). Concerns were also raised that Panel had indicated that on major housing applications, information on education provision would be provided
- the lack of reference to the Leeds Standard and that consideration should be given to this. The Head of Planning Services agreed to have this discussion with the applicant and provide feedback through the Chair

The Panel considered how to proceed

RESOLVED - To defer and delegate the application to the Chief Planning Officer for approval, subject to the conditions set out in the submitted report and the resolution of the outstanding matters relating to the south-west corner of the site; checking of the layout by Highways, including the parking layout; confirmation that Yorkshire Water was satisfied with the revised layout plan and further discussions on the housing mix and standard, and in consultation with Ward Members

Under Council Procedure Rule 16.4. Councillor R Procter required it to be recorded that she voted against this matter

Under Council Procedure Rule 16.4, Councillor G Latty required it to be recorded that he abstained from voting on this matter

Following consideration of this matter, Councillor Gruen left the meeting

72 Preapp/15/00277 - Proposal for a mixed use development comprising three blocks of residential apartments with ground floor commercial and office units, car parking and a landscape scheme at Granary Wharf Car Park, Wharf Approach Holbeck - Pre-application presentation

Final minutes approved as a correct record at the meeting held on Thursday, 17th December, 2015

Plans, graphics, photographs and drawings were displayed at the meeting. A Members site visit had taken place earlier in the day

The Panel considered a report of the Chief Planning Officer setting out the emerging proposals for a mixed use development at Granary Wharf car park, which was situated within the defined boundary of Holbeck Urban Village (HUV). The Deputy Area Planning Manager informed Members that the proposals had been the subject of detailed discussions with Officers and the developer of the Tower Works site and had addressed significant heritage issues relating to the two sites. The positive response to these issues and the work undertaken with the adjacent landowners provided comfort that a co-ordinated response to the heritage of the area would be a key part of both schemes

Members then received a presentation on the proposals on behalf of the developer, with information being provided which included:

- the credentials of the developer in delivering high quality, developments in major Yorkshire cities, including Wakefield Waterfront and The Hepworth Gallery
- that the proposals had been developed as part of an integrated approach with the adjacent Tower Works site as a holistic strategy was considered to be the most appropriate method for this area
- that the extant approval from 2006 had been office use, whereas what was being proposed for this site was a residential-led scheme with a smaller element of office use with some ancillary A3 uses
- connectivity and the creation of a boulevard to the Tower Works site and beyond to the wider HUV area
- that three separate buildings were proposed , with undercroft car parking being provided under Block B
- the internal layout of the upper floors, with an apartment layout being proposed with central atriums
- generous sized 1, 2 and 3 bed apartments were to be provided
- that the setting of the Lock-Keepers cottage would be respected in the scheme and the views of the Listed Towers would be retained
- that in designing the facades of the buildings, the local vernacular had been the starting point and that inspiration had been drawn from warehousing typology in terms of banding; repeat elevations and deep brick reveals. The importance of adding interest and depth through the brickwork was highlighted. Members were advised that although the same materials would be used on all three buildings, the materials would be used differently
- that a small number of projecting balconies would be provided, with these being of a robust design with glass cheeks

The Panel discussed the proposals, with the main areas of comment relating to:

- safety and security issues across the site which featured ginnels and alleys. Members were informed that the areas would be clean, safe and well-lit and that proactive site management would be provided which would include CCTV although this would need to be integral to the design of the scheme
- the aim for the site to be seamless with the Tower Works site and in the event of there being exposed walls, how these would be treated. The developer's representative advised that in the event of the other site not proceeding, an attractive, quality brickwork elevation would be provided
- the possibility of including public art into the scheme and through it referencing the history of this area, including reference to the adjacent Leeds and Liverpool Canal
- the timetable for commencement of the works. Members were informed that the intention was to submit for full planning approval, and if this was granted it was hoped to be on site in mid 2016
- the level of car parking being provided on the site with some concerns being raised that 43 spaces was insufficient. It was noted there would be car clubs; that the site was in close proximity to the railway station and that in several major cities it was not unusual for there to be a limited amount of car parking on city centre residential schemes. Whilst this might be accepted, concerns remained that for people working in Leeds, car parking provision was required
- the need for a strategy to be developed to deal with the cars which would be displaced through the development of the site. Discussion took place on the changing attitudes to car parking provision in recent years, with it being stated that several city centre schemes had parking provision which was not fully utilised. The Chief Planning Officer stated that a car parking Supplementary Planning Document was to be brought in on the back of the Core Strategy which would take as its starting point the limiting and controlling of car parking alongside improvements to public transport including park and ride schemes, together with some re-provisioning of car parking in the City Centre. There would also be a need to consider how to deal appropriately with the end of the temporary permissions in March 2017 for car parking for up to 3500 spaces in the City Centre, particularly as some of these sites could be redeveloped and that consideration would need to be given to the redevelopment of the Carlsberg Tetley site and the recently announced Burberry development

In response to the specific points raised in the report, the following responses were provided:

- that the principle of development were considered to be appropriate to Holbeck Urban Village
- in terms of the emerging scale and massing of the proposals this was generally supported subject to detailing the appearance of the buildings fronting Water Lane which appeared 'blocky'

- on the landscaping proposals no information had yet been provided on these. The Deputy Planning Manager advised that work was ongoing to create a car free, pedestrian friendly environment with good connectivity, especially to Tower Works, with Members being satisfied on this
- that the scheme was welcomed as was the emerging high quality design

RESOLVED - To note the report, the presentation and the comments now made

During consideration of this matter, Councillor Procter left the meeting

73 Chair's closing remarks

The Chair announced that this was to be the last City Plans Panel meeting for Angela Bloor, the clerk, as she was retiring from the Council. Members paid generous tributes to Angela for her hard work; professionalism; attentiveness and her humour. Her organisation behind the scenes and her detailed minutes were also commented on. The Head of Planning Services thanked Angela for her efforts and for ensuring that agendas were published on time, even on occasions when reports were submitted after her strict deadlines. Members wished her well in her retirement.

74 Date and Time of Next Meeting

Thursday 17th December 2015 at 1.30pm in the Civic Hall, Leeds

CITY PLANS PANEL

THURSDAY, 17TH DECEMBER, 2015

PRESENT: Councillor J McKenna in the Chair

Councillors P Gruen, D Blackburn,
S Hamilton, G Latty, T Leadley,
N Walshaw, C Campbell, A Khan,
K Ritchie, E Taylor and S McKenna

75 Appeals Against Refusal of Inspection of Documents

There were no appeals against refusal of inspection of documents.

76 Exempt Information - Possible Exclusion of Press and Public

There were no resolutions to exclude the public.

77 Late Items

There were no formal late items submitted for consideration. However supplementary information had been circulated and published in relation to Agenda Item 8 "Pre-Application Proposals for a residential led mixed use development" (Minute No.83 refers).

78 Declarations of Disclosable Pecuniary Interests

There were no declarations of disclosable pecuniary interests made at the meeting.

79 Apologies for Absence

Apologies for absence were received from, Councillor R Procter and Councillor M Ingham (Councillor S McKenna attended as substitute).

80 Minutes

RESOLVED – That the minutes of the meeting held on 26th November 2015 be approved as a correct record.

81 Matters Arising From The Minutes

With reference to Minute No. 63 of the City Plans Panel meeting held on 5th November 2015 relating to application 14/012110/OT – Members requested an update on the appeal relating to the refusal of planning permission on a PAS site at East Scholes, LS15.

The Head of Planning Services confirmed that an approach had been made to Miller Homes to work constructively with the Council but that as yet no response had been received.

82 Application 15/06583/OT Land Between Barrowby Lane and Manston Lane, Thorpe Park, LS15

The Chief Planning Officer submitted a report which proposed a variation of conditions 3 (approved plans), 4 (total quantum of development/uses) and 49 (uses not permitted) of approval 15/02217/OT, to allow a cinema use, and submission of amended parameter plans to land between Barrowby Lane and Manston Lane, Thorpe Park, Leeds 15.

Site photographs and plans were displayed and referred to throughout the discussion on the application.

Further issues highlighted in relation to the application included the following:

- that a typographical error within the submitted report at paragraph 1.5 should state the cinema use class as D2;
- naturally seeding trees had now been cleared;
- the archaeological recording was on-going and that it was gradually moving westwards across the site;
- Coal extraction had taken place and so far 40,000 tonnes had been removed;
- Confirmation that the Manston Lane Link Road (MLLR) work was due to start in the second quarter of 2016 with a 12 month construction programme so it should be delivered by the middle of 2017;
- Details of the two speculative office developments on the site were outlined to Members with confirmation that construction of the first office block would begin on 4th January 2016, once this block was occupied work would begin on the second office block;
- The building of the second office block would trigger the completion of "Green Park" which would include sports facilities and green space;
- The construction of the cinema would be made possible by a reduction in the amount of floor space available for hotel use. It was confirmed to Members that the cinema would be a 12 screen format with 2,000 seats which would be large enough to interest the larger national operators;
- Confirmation was given to Members that the site was now clear.

In response to Members comments and questions, the following were discussed:

- The possible detrimental effect on other shopping areas in East Leeds such as Cross Gates. Members were informed that this development brought "something different" to the area and that the type of retailers expected were not the same as found in Cross Gates. It was confirmed that consideration would be given to the impact on other local centres.

Members stressed the importance of high quality retailers being attracted to the development and the East Leeds area;

- Public transport infrastructure of the area - It was noted that there was no railway station nearby and it was suggested that it could often be difficult getting buses from the Swillington area to Cross Gates. Officers present confirmed that they had no update on a possible rail link. Members confirmed that the East Leeds Regeneration Board had recently re-stated a desire for public transport links to the scheme. Members were of the view that rail links were integral to the area and to this application
- The employment of local people was considered. Members sought to establish what discussions had taken place with the developer. It was confirmed that the developer was being pro-active in ensuring local people were considered for employment opportunities within the development.

The Committee expressed satisfaction with the variation to the original application and that the development including the cinema would be welcomed in East Leeds. Members commented that they would look forward to seeing measurable progress of the development taking place on site.

RESOLVED – That the application be deferred and delegated to the Chief Planning Officer for approval subject to:

- (i) Satisfactory outcome regarding consideration of the additional sequential/impact assessment information, the expiry of the publicity period on 08/01/16 and referral of the application to the Secretary of State for the Department of Communities and Local Government under the Town and Country Planning (Consultation)(England) Direction 2009 as a departure from the Statutory Development Plan; with the inclusion of the suggested conditions in Appendix 1 of the submitted report (and any others which he might consider appropriate); the submission of a revised travel plan, and; a deed of variation to the existing Section 106 agreement to cover the terms of the original agreement; and
- (ii) In the event of the Section 106 not been completed within 3 months of the determination of the Secretary of State to grant planning permission, the final determination of the application shall be delegated to the Chief Planning Officer.

83 PREAPP/15/00745 M1 Junction 45 to Junction 44 On Slip

The Chief Planning Officer submitted a report which introduced a Pre application enquiry PREAPP/15/00745 for a residential led mixed use development on land at M1 Junction 45 to Junction 44 on slip.

Site photographs and plans were displayed and referred to throughout the discussion on the application.

The Chief Planning Officer confirmed that the estimated amount of housing which could be delivered was less than assumed in the Site Allocation Plan as a motorway service area (MSA) was now proposed on part of the site.

The Chief Planning Officer also requested that Members give consideration as to whether this was a good location for a service station and whether the adjoining housing development would be complimentary, bearing in mind the accommodation of traffic from the housing development and users of the service station.

Further issues highlighted in relation to the application included the following:

- That this was two applications and adjoining sites resulting in two schemes being presented at the same time;
- Confirmation was given to Members that this site had previously been allocated for employment use in the UDP;
- The Planning Officer provided an overview of the surrounding area specifically that the site was close to Temple Newsam Country Park and the landfill site at Skelton Grange which was due to close in 2016

The applicant for the residential led development addressed the Panel. The following issues were highlighted:

- The total development would consist of 1,800 units (including greenbelt land), equating to 35-40 dwellings per hectare, the designs for these being at an advanced stage. The developer was of the opinion that these were high quality designs and that the development would contribute to the Leeds growth agenda;
- The proposed planning application would be for 1100 dwellings with a primary school or 1000 dwellings with a through school site.
- The developer confirmed that they had been engaging with stakeholders and interested parties since 2013;
- Members were informed that a primary school and a food store would be built within the site;
- The site formed part of a former mining area and the developer would work with the local topography;
- It was confirmed that the primary access and egress to the development would be via junction 45 of the M1 motorway. Due to the proximity of the motorway and the proposed service station the applicant suggested that careful landscaping of the site would take place

In response to Members comments and questions, the following were discussed:

- The zoning of the land and how much of it was now going to be given to residential use. It was confirmed that all the site shown to the Panel would be allocated for housing;

- The proximity of the site to a sewage works and a tip were noted by Members which would need to be considered when landscaping the site;
- Pontefract Lane was discussed in detail, which, if it was to be used by the housing development, would need to undergo significant upgrading works, it was currently shut to the public. It was noted that Pontefract Lane could possibly be used by public transport. The developer confirmed that the primary access to the housing development would be via the motorway junction;
- Members also suggested that the site was in close proximity to Woodlesford and Rothwell and a transport link to these areas would be helpful. The developer confirmed that the option for a transport link would be created to the south-west of the site via Knosthorpe Lane;
- Public transport was considered to be an important consideration by the Panel in order for the development to be sustainable, as currently anyone living on the proposed development would require their own transport. The developer confirmed they were still in discussion with highway officers to address this issue.

The applicant for the motorway service station addressed the Panel. The following issues were highlighted:

- That the applicant was a successful and experienced operator of motorway service stations;
- The motorway network required regular and good service facilities for people visiting or passing through the area; and
- The job opportunities that would be available if the proposal was developed and the contribution such a development would make to the wider economy. The developer put specific emphasis on this development being an opportunity to create employment for local people.

The applicant provided detailed information on the distance between the nearest service stations on the M1, M62 and the M621, which demonstrated that there was a need for a motorway service area around this point on the M1.

- Due to site constraints the site could only potentially house 170 dwellings and that due to a restrictive covenant these could not be delivered anyway.

In response to Members comments and questions, the following was discussed:

- The volume of traffic specifically HGVs which might not compliment a residential development in close proximity. The developer provided some clarification that work was on-going with Highways England to ensure a safe design and that to reduce the impact of noise “buffering” was being considered;

- Members discussed the design of the building in detail and were satisfied with the drawings shown, including the green roof. It was requested that a similar design should be used for the application. The Panel were of the view that good landscaping would be essential to break up the effect of the large car-park; and
- Members welcomed reference to paying a living wage for staff and considered this a positive statement from the developer.

In summary the developer confirmed that there was still a lot of work to do including the completion of a full Environmental assessment.

Members commented that they were agreeable with a motorway service area being positioned at Junction 45 of the M1, it being a good location. Members were of the opinion that the concept was a good one.

Members considered that a possible visit to Hartshead Service Area (or similar arrangement) should be undertaken to demonstrate how a residential development could work alongside a motorway service area.

RESOLVED – That the applicants be invited to progress their proposals in collaboration with each other.

84 PREAPP/1500757 Central Arcade, LS1

The Chief Planning Officer submitted a report which introduced a Pre-Application presentation for proposals for the Installation of a digital advertisement screen to Central Arcade, Briggate, Leeds, LS1 (PREAPP/15/00757)

Members attended a site visit prior to the commencement of the meeting. Site photographs and plans were displayed and referred to throughout the discussion on the application.

The applicant addressed the Panel. The following issues were highlighted:

- The screen would be opposite the Trinity Centre, housed in Portland stone surround. The proposed area for positioning would create a lot of commercial interest. It was noted that the screen was adjacent to a conservation area but would only be able to be seen by people exiting the Trinity Centre and in Briggate;
- The use of advertising screens for missing person campaigns, drink drive awareness advertising and national events was also referred to.
- Specific detail relating to the size and dimensions of the two options as described within the submitted report; and
- That Leeds City Council would be offered free advertising

In response to comments and questions from Members, the following was discussed:

- Members highlighted that anyone leaving the Trinity Centre would find it difficult to view the screen, due to a statue obstructing the screen, and queried the value of the advertisement screen being placed in this location;
- The proposed position of the screen would enhance an otherwise featureless wall. However, Members urged the developer to consider placing an additional piece of Portland stone above the proposed screen in line with the top window of the host building in order to further help integrate the screen into the building elevation; and
- Members confirmed they would prefer Option 1 as detailed within the submitted report.
- That the offer of a Section 106 contribution for related environmental improvements be further explored with officers.

The Chair referred to the Central Arcade entrance which was directly below the proposed advertising screen, and suggested the existing letter sign was poorly designed in relation to the entrance and the entrance was hard to see.

RESOLVED –

- (i) That the applicant be invited to submit a formal application for Option 1 incorporating the suggestions made for improvements and;
- (ii) That the subsequent application be delegated to the Chief Planning Officer for determination.

85 Date and Time of Next Meeting

RESOLVED – To note that the next meeting will take place on Thursday 21st January 2016 at 1.30pm in the Civic Hall, Leeds.

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SOUTH AND WEST PLANS PANEL

THURSDAY, 19TH NOVEMBER, 2015

PRESENT: Councillor C Gruen in the Chair

Councillors J Akhtar, C Campbell, A Castle,
M Coulson, J Heselwood, T Leadley,
E Nash, A Smart, C Towler and R Wood

62 Exempt Information - Possible Exclusion of the Press and Public

Members were advised that an appendix to Agenda Item 10 – Application 14/06825/OT – Land at Scott Lane, Morley contained information relating to financial matters and was considered to be exempt under Access to Information Procedure Rule 10.4 (3).

63 Declarations of Disclosable Pecuniary Interests

There were no declarations of disclosable pecuniary interests.

Councillor Wood informed the Panel that he was known to the applicant for Agenda Item 9 – Application 14/01904/FU – Moorside Building Supplies, 37-39 King Street, Drighlington and that he would be taking no part in the discussion or voting on this application.

Councillor Leadley informed the Panel that he had previously had involvement with Agenda Item 7– Application 15/04780/FU – 122 Fountain Street, Morley and Agenda Item, 10 – Application 14/06825/T – Land at Scott Lane, Morley.

64 Apologies for Absence

Apologies for absence were submitted on behalf of Councillors R Finnigan and J Bentley.

Councillors T Leadley and C Campbell were in attendance as substitutes.

65 Minutes - 22 October 2015

RESOLVED – That the minutes of the meeting held on 22 October 2015 be confirmed as a correct record subject to the following amendments:

Minute 53 – Resolution to read:

Application approved as per officer recommendation with additional Grampian condition to secure parking and layout.

Minute 54 – amend wording from 100% affordable housing to 100% social rented housing.

66 Application 15/04780/FU - 122 Fountain Street, Morley

The report of the Chief Planning Officer presented a retrospective application for a detached garage, gates and boundary fence to the front at 122 Fountain Street, Morley.

Members attended a site visit prior to the meetings and site photographs and plans were displayed and referred to throughout the discussion on the application.

Further issues highlighted in relation to the application included the following:

- There was permitted planning rights for the gate and fence.
- The property was a back to back stone built terrace and fell within the Dartmouth Park Conservation Area.
- A previous application had been refused as the garage would have been immediately adjacent to the highway.
- There had been a letter of objection from a local Ward Councillor.
- It was recommended to approve the application.

All local Ward Councillors addressed the Panel with objections to the application. These included the following:

- The building and materials used were not within the character of the conservation area.
- The garage was closer to the road than was shown in the application.
- The fences were above 1.5 metres in height.
- The garage door opened onto the open highway.

The applicant addressed the Panel. The following issues were highlighted:

- The garage had replaced a garage already on the site.
- The garage had been built further back than on the refused application.
- The garage was an improvement to the near derelict garage previously in its place and improved the area.
- There had not been any complaint from neighbours.

In response to comments and questions from Members, the following was discussed.

- There had not been any objections from facing properties.
- Support for the application as it was an improvement on the previous garage building.
- Concern regarding the colour of the garage door. The applicant agreed that the door could be painted in a wood colour to suit the surrounding area.

RESOLVED – That the application be approved as per the officer recommendation.

67 Application 15/02692/FU - Deanhurst, Gelderd Road, Gildersome

The report of the Chief Planning Officer presented an application for the variation of condition number 5 (external storage) of planning permission 12/01608/FU (Change of use of former haulage office and HGV parking area to a use class B8 unit with ancillary offices and trade/counter showroom with external storage to the rear yard area and additional parking provision).

Further issues highlighted in relation to the application included the following:

- The application sought to vary an existing condition regarding areas of external storage for gas canisters and gas bottles.
- There were residential properties to the rear of the premises.
- An application was refused in April 2015. Following further discussion with Ward Councillors this revised application had been submitted with a condition to include an acoustic fence.
- A local Ward Councillor had asked for the removal of a hedge and fencing at the rear of the site. It was reported that this was in the ownership of the landlord and not the applicant and local residents could take action regarding this if they wished to do so. The fence and hedge did act as a visual and noise barrier.
- The application was recommended for approval. There were two further conditions to the original application which included the installation of an acoustic fence and for used bottle storage to be located at the front of the site.

In response to Members comments and questions, the following was discussed:

- It would be difficult to enforce a condition in relation to the hedge as it was outside the ownership of the applicant.
- Different ways of preventing noise during the movement of gas bottles and canisters had been considered. It was felt palletised storage was the most suitable solution. Environmental Health had monitored the noise at the site and had not felt it to be harmful.
- Arrangements for dropping off gas canisters and bottles.

RESOLVED – That the application be approved as per the officer recommendation and conditions outlined in the report with the following two conditions:

- Condition fence position and maintenance
- Secure location of unpalletised gas bottle storage in south west corner of the site.

68 Application 14/01904/FU - Moorside Building Supplies, 37-39 King Street, Drighlington

The report of the Chief Planning Officer presented an application for the demolition of Moorside Building Supplies and erection of residential development for 42 dwellings.

Site photographs and plans were displayed and referred to throughout the discussion on this application.

Further issues highlighted in relation to the application included the following:

- The application was deferred from the previous Panel meeting to seek clarity on the request for 100% social rented housing, additional school places that would be required, drainage solutions, sustainability credentials of the site and improved quality plans.
- The delivery of 100% social rented housing would be contrary to policy and policy suggested a 60:40 split.
- Details of drainage were detailed in the report and there would be a Section 106 contribution to drainage. The Authorities Drainage Team were satisfied with the proposals.
- The proposals would generate 12 primary and 4 secondary school places. There would be a contribution to this through the Community Infrastructure Levy.
- With regards to sustainability it was felt that the application met policy requirements and could not be refused on these grounds.
- It was recommended that the application be deferred and delegated to the Chief Planning Officer for approval and subject to conditions and a Section 106 agreement.

In response to Members comments and questions, the following was discussed:

- The proposals for the site were compliant with the Core Strategy.
- There was a confidence that the proposals would not lead to further risk of flooding. The sum within the Section 106 would be sufficient to line the nearby culvert which would make it less prone to blockages.
- Design of the properties – some concern was expressed regarding blank walls facing into the site and it was asked if it could be considered to include windows on these walls. There would be further discussion with the Chair regarding the design of properties prior to the issuing of a formal decision.

RESOLVED – That the application be approved in principle as per the officer recommendation but deferred and delegated to the Chief Planning Officer subject to conditions and the Section 106 agreement.

(Councillor T Leadley voted against the decision to approve the application and requested that his vote be recorded)

69 Application 14/06825/OT - Land at Scott Lane, Morley

Draft minutes to be approved at the meeting
to be held on Thursday, 10th December, 2015

The report of the Chief Planning Officer presented an outline application for residential development on land at Scott Lane, Morley.

Members attended a site visit prior to the meeting and site plans and photographs were displayed and referred to throughout the discussion on this application.

Further issues highlighted in relation to the application included the following:

- The site was currently open land and the majority was occupied by the Highways Agency.
- Members were shown an indicative layout of 115 dwellings on the site.
- The site was currently used for employment purposes. The applicant had extensively marketed the site for continued employment use without success.
- Members were shown access arrangements off Scott Lane. Scott Lane would be resurfaced if the application was approved.
- Whilst the site was listed for employment use, it was no longer considered to be viable for that purpose and it was recommended to defer and delegate the application to the Chief Planning Officer for approval.

A local Ward Councillor and local resident addressed the Panel with concerns and objections to the application. These included the following:

- The site was allocated for employment use and had been marketed during a period of economic recession. It was felt that it could still be used for employment purposes.
- Problems with access at the end of Scott Lane.
- Traffic problems on the A650 which were exacerbated when there were any motorway roadworks.

The applicant's representative addressed the Panel.

- The owners of the site had been marketing it as an employment for 15 years.
- The application had been submitted following a public consultation event.
- The site was no longer viable for employment purposes and was not in an area where there was an employment shortfall.
- Development of this site would assist with the prevention of further greenfield residential development.
- There would be significant economic benefits through the Section 106 agreement including highway and public transport improvements.

Members went into private session.

RESOLVED – That the public be excluded from the meeting during consideration of the following part of the agenda designated exempt on the grounds that it is likely, in view of the business to be transacted or the nature of the proceedings, that if members of the public were present there would be disclosure to them of exempt information as designated as follows:

The appendix to the main report referred to in Agenda Item 10, Application 14/06825/OT – Land at Scott Lane, Morley under Schedule 12 Local Government Act 1972 and the terms of Access to Information Procedure Rule 10.4(3) and on the grounds that it contains information relating to the financial or business affairs of any particular person (including the authority holding that information). It is considered that if this information was in the public domain it would be likely to prejudice the affairs of the applicant. Whilst there may be a public interest in disclosure, in all the circumstances of the case, maintaining the exemption is considered to outweigh the public interest in disclosing this information at this time

Following the private session and in response to Members comments and questions the following was discussed:

- Environmental impact due to the close proximity of the motorway,
- Concern that a decision should be made whilst the site allocation process was ongoing – it was reported that a decision could not be suspended due to this.

RESOLVED – That the application be approved in principle as per the officer recommendation but deferred and delegated to the Chief Planning Officer subject to conditions and Section 106 agreement.

(Councillors C Campbell and T Leadley voted against the decision to approve the application and requested that their votes be recorded)

70 Date and time of next meeting

Thursday, 10 December 2015 at 1.30 p.m.

SOUTH AND WEST PLANS PANEL

THURSDAY, 10TH DECEMBER, 2015

PRESENT: Councillor C Gruen in the Chair

Councillors J Akhtar, J Bentley, A Castle,
M Coulson, R Finnigan, J Heselwood,
S McKenna, E Nash and R Wood

71 Late Items

Members received an additional paper with relation to Agenda Item 7 – Application 15/05904/FU – Former White Bear, Dewsbury Road, Tingley which included representations from a local Ward Councillor.

72 Apologies for Absence

Apologies for absence were submitted on behalf of Councillors A Smart and C Towler.

Councillor S McKenna was in attendance as a substitute.

73 Minutes - 19 November 2015

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

74 Application 15/05904/FU - Former White Bear, Dewsbury Road, Tingley, WF3 1JX

The report of the Chief Planning Officer presented an application for the demolition of a public house and erection of two storey restaurant with drive through and associated car parking and landscaping.

Members attended a site visit prior to the hearing and site plans and photographs were displayed and referred to during the discussion on the application.

Further issues highlighted in relation to the application included the following:

- The site was located at Tingley roundabout close to the junctions of Dewsbury Road and Bradford Road.
- There had been a history of similar applications at the site that had been refused.
- There was an ongoing appeal from the applicant regarding a previously refused application.

- The proposal was for a mixed class use of A3 restaurant/café and A5 takeaway/drive through.
- There would be an agreement with the applicant for payment for improvements to bus stops.
- The site was brownfield and was largely surrounded by residential properties.
- The building on site had previously been used as a pub/restaurant and was now vacant and in a poor state of repair.
- Proximity to residential properties was shown.
- Protected trees on the site would be retained.
- Access arrangements to the site were shown including pedestrian access. The site was a main pedestrian access for students at Woodkirk Academy.
- Members were shown a previous application that was dismissed on appeal. The Inspector had not considered that the principle of the development was the main issue but the harm to residential amenity. The applicant had sought to address this concern through revised applications.
- Access to the site could be obtained from both Bradford Road and Dewsbury Road with exit only on to Dewsbury Road. These would both require visibility improvement works.
- There would be 40 parking spaces on site with spaces for 12 bicycles.
- The floor space would be half that of the existing building.
- There had been 317 letters of objection and 4 letters of support. Objections focussed on highway safety, harm to residential amenity, litter and there was also a land ownership issue. Objections had also been received from local Ward and Town Councillors.
- Members were informed that the site could still be used for use as a public house or supermarket for 24 hours a day without further permission.
- Following amendments to earlier applications which included moving the location within the site for the new building, the inclusion of acoustic fencing and reduced hours of operation on a weekend it was felt that these would have a reduced impact on amenity and the application was recommended for approval.

A local resident addressed the Panel with objections to the application. These included the following:

- This was the wrong location for this kind of operation. There had been thousands of complaints regarding this and similar applications due to the impact it would have on local residents.
- Car parking at the site was inadequate.
- Hundreds of children accessed the site on the way to and from school.
- The local authority had responsibility for public health and could refuse the application on these grounds.
- There had been no consultation between the applicant and the local community.
- The area was a traffic accident blackspot.

- Approval would breach guidance in the National Planning Policy Framework (NPPF) which stated applications of this kind should be sited in town or city centres.
- Capitol Park which was nearby would be a more suitable location.

A representative of Woodkirk Academy addressed the Panel with objections to the application. These included the following:

- The academy had a responsibility to protect the health and wellbeing of their students and promoted healthy diets as part of tackling childhood obesity.
- Fast food had an effect on children's behaviour, concentration and mood which could have an adverse effect on health and educational attainment.
- Risk of anti-social behaviour – both harmful to students and risk of their involvement.
- Additional traffic would also increase the risk on what was already a dangerous road to cross.

In response to questions from Members, the following was discussed:

- It was felt that the objections were material planning issues and the lack of sequential testing was also raised as it was not felt that this had been carried out on all suitable and immediate areas.
- There had been in excess of 6,000 objections to this application and others that had been submitted for the site.
- There had been inconsistencies across the various documentation with regards to issues such as car parking and opening hours. This had made it difficult for members of the public to understand.
- There was no benefit to children with regards to health, education and road safety.
- The operation of the public house at the site did not have an impact on nearby residents.
- Although the academy could not control children's eating habits out of school, there was a community responsibility to deal with anti-social behaviour that took place out of school.
- Students were not allowed off the school site during school opening hours and exit gates would be staffed to prevent this.
- Local residents would prefer to see this site re-used as a public house or a supermarket. There had also been discussion with the local CCG regarding the use of the site for a health hub.

The applicant's representative addressed the Panel. Issues highlighted included the following:

- Benefits of the proposals, should they be approved, included investment in the local economy and the creation of up to 65 jobs for local people.

- There had been substantial revisions to the plans following a lost appeal and these had now received the support of Council officers. The applicant was aware of residents' concerns and had sought to address these through revisions to the proposals. Revisions included moving the site of the building, no windows at the rear of the building to prevent overlooking and the provision of acoustic fencing.
- The applicant prided themselves on being a good neighbour and carried out litter patrols clearing all rubbish with patrols taking place 3 times a day.
- In response to questions from Members, the following was discussed:
 - Noise consultants had been engaged and were satisfied with the proposals.
 - Sequential testing had been completed for the area.
 - There had been some community consultation during earlier applications. The applicant was aware of community concerns to the proposals.
 - With regard to the disputed strip of land, this could only be resolved should the application be granted.

In response to questions and comments from Members, the following was discussed:

- There would be improvements to access and egress from the site. The Bradford Road access would be for incoming traffic only. The fallback position was that the current access arrangements may remain should the site be re-used for something else.
- There was no policy to determine the minimum distance that a hot food takeaway or fast food restaurant should be from a school.
- Tingley roundabout was the third worst accident blackspot across the city. It was not felt that these proposals would worsen this. Large gyratory roundabouts were common accident blackspots due to high volumes of traffic.
- The Bradford Road access to the site would be sufficient for a 7.5 tonne rigid vehicle in accordance with design standards.
- Parking at the site was felt to be sufficient and generous in comparison to other similar sites.
- Concern that customers would use residential areas for parking rather than circumnavigate Tingley Roundabout to come back down Dewsbury Road.
- Concern regarding the traffic and that the proposal was unsuitable for this site. When the previous pub/restaurant had first used the site there was much less traffic.
- The application had attracted opposition from schools, residents, Ward Councillors and the local MP. The Council had a responsibility for public health and childhood obesity was a significant problem. There was not enough parking at the site and there were road safety issues for school children crossing. The proposals would also harm residential amenity and undermine local residents' quality of life.
- Any other use of the site would add to the existing traffic.

Following a motion to refuse the application, Members went into private session to discuss reasons for refusal.

RESOLVED – That the public be excluded from the meeting during the consideration of the reasons for refusal on the grounds that it was likely, in view of the business to be transacted or the nature of the proceedings, that if members of the public were present there would be disclosure to them of exempt information as follows:

Under Schedule 12 Local Government Act 1972 and the terms of Access to Information Procedure Rule 10.4(5) Information in respect of which a claim to a legal professional privilege could be maintained in legal proceedings. It is considered that if this information was in the public domain it would be likely to prejudice the affairs of the applicant. Where there may be a public interest in disclosure, in all the circumstances of the case, maintaining the exemption is considered to outweigh the public interest in disclosing this information at this time.

Following the private session, Members were given a summary of the reasons for refusal that had been discussed.

RESOLVED – That the application be refused in principle with the decision deferred to the Chief Planning Officer to draft detailed reasons for refusal relating to the harm to residential amenity by virtue of the noise and disturbance from the coming and goings associated with customers visiting the premises at hours when residents might expect some respite particularly up to 11.00 p.m. at weekends.

Highways safety in relation to the operation of the two accesses.

And further consideration of the public health implications of the proposal particularly with regard to the proximity of Woodkirk Academy.

All of the above to be discussed with the Chair prior to the decision being issued.

75 Application 15/03540/RM - Nethertown Livery Stables, Old Lane, Drighlington, BD11 1LU

The report of the Chief Planning Officer presented a reserved matters application for 23 dwelling houses with landscaping and laying out of access roads and sewers at Nethertown Farm, Old Lane, Drighlington.

Site plans and photographs were displayed and referred to throughout the discussion of the application.

Further issues highlighted in relation to the application included the following:

- Outline planning was approved for the site in March 2015.

- The site was currently occupied by a farm and had a number of authorised and unauthorised buildings.
- The application was for 23 dwellings with an area of land set to one side as greenspace.
- The proposed dwellings equated to less than the maximum volume and height of what was approved at the outline application.
- There would be 15% affordable housing contribution which would equate to 3 dwellings.
- Each dwelling would have a different design with a mix of farmyard and courtyard styles to reflect the history of the site. This would also include bungalows.
- There would be off site highways works.
- The dwellings would be a mix of stone and brick. Materials would be conditioned. There would be a dry stone wall effect to the frontage.
- The application was recommended for approval.

A local Ward Councillor addressed the Panel with concerns regarding the application. These included the following:

- The outline application was based on 19 dwellings.. this application had an increase in floor space and volume.
- The outline application had planning benefit calculated via a Section 106 agreement prior to the introduction of the Community Infrastructure Levy. It was requested that the application be deferred so a recalculation could be made.
- In response to questions from Members the following was discussed:
 - The outline application was agreed so the site would be improved and unauthorised buildings be removed. This application did not reflect what was agreed at the outline application.

The applicant's representative addressed the Panel. The following issues were highlighted:

- Although the site was greenbelt, development was permitted providing there was no further impact on openness as the land had previously been developed.
- The proposals did not exceed the volume or height of the buildings that was agreed at the outline application.
- Although there were more dwellings they were generally of a smaller size and the layout was very close to the indicative layout of the outline application.
- In response to questions from Members, the following was discussed:
 - Affordable housing had been located where it had on the site in order to make it more affordable. These properties would likely be discount for sale properties.

Further to comments and questions from Members, the following was discussed:

- All properties would have at least two parking spaces with the exception of the middle property on the block of three affordable housing units.
- There was a preference for all affordable housing to be social rented.
- Further concern regarding the increase in dwellings following the outline application and the impact on openness.

RESOLVED – That the application be approved in principle with the decision deferred to the Chief Planning Officer for further negotiations to enlarge windows on two side gables of properties facing onto greenspace.

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Licensing Committee

Tuesday, 17th November, 2015

PRESENT: Councillor M Harland in the Chair

Councillors N Buckley, J Dunn, G Hussain,
G Hyde, A Khan, B Selby, G Wilkinson,
B Flynn and S McKenna

50 Appeals Against Refusal of Inspection of Documents

There were no appeals against the refusal of inspection of documents

51 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:-

- (i) Appendix B to a report entitled “Leeds Festival 2015 – Members Debrief” referred to in Minute No.62 was designated as exempt under Access to Information Procedure Rule 10.4 (3) because it contained information relating to, the financial or business affairs of any particular person, and 10.4 (7), information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime and disorder which may result in future legal proceedings.

It was considered that in respect of the above, the public interest in maintaining the exemption from publication outweighs the public interest in disclosing the information.

- (ii) Appendix A to a report entitled “Gambling Act 2015 – Licensing of the Large Casino – Schedule 9 Agreement – Annual Update” referred to in Minute No.63 was designated as exempt under Access to Information Procedure Rule 10.4 (3) because it contained information relating to, the financial or business affairs of any particular person. 10.4 (3), because it contained information relating to, the financial or business affairs of any particular person

It was considered that in respect of the above, the public interest in maintaining the exemption from publication outweighs the public interest in disclosing the information.

52 Late Items

No formal late items of business were added to the agenda. Members were however in receipt of supplementary information in respect of Agenda Item No. 8 De-Regulation Act 2015 and Delegation of enforcement Powers across Authorities – Late responses to consultation (Minute No. 57 refers)

53 Declaration of Disclosable Pecuniary Interests

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

54 Apologies for Absence

Apologies for absence were received from Councillors: Downes, Gettings, Townsley, Ingham and Ogilvie.

55 Minutes of the Previous Meeting

RESOLVED – That the minutes of the previous meeting held on 8th September 2015 were approved as a true and correct record

56 Matters Arising from the Minutes

There were no issues raised under matters arising

57 De-Regulation Act 2015 and Delegation of Enforcement Powers Across Authorities.

The Head of Elections, Licensing and Registration and the City Solicitor submitted a report which drew Members attention to the effect of the introduction of the Deregulation Act 2015, in particular concerns about the ability from 1st October 2015 for Private Hire Operators to sub-contract to firms outside of the Leeds district.

The report highlighted some of the potential consequences and sought the agreement of the Committee to recommend to full Council, delegation of enforcement functions across West Yorkshire authorities to help to minimise concerns across the region.

The Section Head, Taxi and Private Hire Licensing presented the report and responded to Members questions and queries.

Detailed discussion ensued on the contents of the report which included:

- The effect of the introduction of the De regulation Act 2015
- Concerns about the ability for Private Hire Operators to Sub Contract to firms outside the Leeds district
- The delegation of enforcement functions across West Yorkshire

Members were supportive of the proposals and noted that the intention was to seek to widen the cross delegation of enforcement powers to all councils within the West Yorkshire Combined Authority. Officers reported that they would also seek to extend this to other councils, in particular they would discuss this with other councils whose licensed Private Hire vehicles had been seen operating in Leeds, for example with Rossendale Borough Council and Manchester City Council.

Reference was made to the practice currently operating in Birmingham and a suggestion that the West Yorkshire Authorities may wish to adopt the Birmingham model

In responding the Section Head, Taxi and Private Hire Licensing, said that Police support had already been requested but the Police had determined it would not be feasible.

It was suggested that the Chair in consultation with the Executive Board Member responsible and the West Yorkshire Police Crime Commissioner consider further the issue of Police involvement and give further consideration to the model adopted by Birmingham.

A query was raised as to whether the other West Yorkshire authorities were operating to the same timescales as Leeds.

The Head of Elections, Licensing and Registration reported that all Leaders wanted harmonisation across Combined Authorities so it was being dealt with at Leadership level. Leeds was currently drafting a Memorandum of Understanding for all authorities in the West Yorkshire Combined Authorities.

RESOLVED –

- (i) To recommend to the General Purposes Committee and full Council that the Taxi and private hire enforcement powers as set out in paragraph 3.5 of the submitted report be delegated by Leeds City Council to the other West Yorkshire Combined Authority councils as well as being retained by Leeds City Council as licensing authority. To agree that other councils should be included in the recommendation to the General Purposes Committee and full Council where appropriate
- (ii) To agree to Leeds City Council receiving similar delegated enforcement powers from other West Yorkshire Combined Authority councils and other councils identified and included in the recommendation to the General Purposes Committee and full Council.
- (iii) To recommend to the Executive that the Council's licensing policies be amended to reflect and enable the effective delegation of enforcement functions to other authorities.
- (iv) That the Chair in consultation with the Executive Board Member responsible and the West Yorkshire Police Crime Commissioner

consider further the issue of Police involvement and give further consideration to the model adopted by Birmingham.

58 Safeguarding in Taxi & Private Hire Licensing - 12 Month Review of Progress (Draft Report to Executive Board)

The Head of Elections, Licensing and Registration / Assistant Chief Executive (Citizens and Communities) submitted a report which indicated that a report around safeguarding issues and Taxi & Private Hire Licensing would be considered by Executive Board at its meeting on 16th December 2015.

It was reported that in bringing the report to Licensing Committee, Members were being afforded the opportunity to consider and contribute to the draft report.

Appended to the report were the following appendices:

- The draft report to Executive Board – Safeguarding in Taxi & Private Hire Licensing – 12 Month Review of Progress (Appendix 1 refers)

The Section Head, Taxi and Private Hire Licensing presented the report and responded to Members questions and queries.

Detailed discussion ensued on the contents of the report which included:

- Background to the Policy Proposals
- Closer Working Relationship with Children's Safeguarding
- Working with Combined Authority
- Working with West Yorkshire

A query was raised as to whether the new proposals were compliant with the "Jay Report"

In responding officers reported that they were reasonably confident nothing had been missed.

Referring to section 4.2 of the submitted report: Equality and Diversity/ Cohesion and Integration, Members suggested that the section appeared to be incomplete

In responding Officers apologised for the omission, there was no detrimental impact on equality and diversity but the full extract would be supplied to Members.

RESOLVED –

- (i) That the report be noted and welcomed
- (ii) That the omitted extracted around Equality and Diversity/ Cohesion and Integration be circulated to all Members of the Licensing Committee

(It was noted that an incorrect version of the report had been printed within the agenda pack circulated to Members (An updated version of the report would be re-circulated to all Members of the Committee)

59 Policy Change Proposals - 'fit and proper' Person Assessment

The Head of Elections, Licensing and Registration submitted a report which identified a potential weakness in the application process in respect of the applicant's personal information being available to Officers when making a 'fit and proper' person assessment, particularly in respect of non UK citizens.

The report set out proposals for a new policy and procedure to be followed by Officers in carrying delegated decisions on personal licence applications.

Appended to the report were the following appendices:

- Background to Policy Proposals (Appendix 1 refers)
- 2014 Additional Safeguarding Proposals Consultation: Talking Point Questionnaire (Appendix 2 refers)
- 2015 Additional Safeguarding Proposals Consultation: Talking Point Questionnaire (Appendix 3 refers)
- Responses to Consultation (Appendix 4 refers)

The Section Head, Taxi and Private Hire Licensing presented the report and responded to Members questions and queries.

Detailed discussion ensued on the contents of the report which included:

- Certificates of good character, from outside of the EU was an issue of concern for the Authority
- Legal advice obtained

Members were supportive of the proposals suggesting a strong policy was required.

The view was expressed that the legal advice contained in the report was clear and the opinion provided by Counsel was reassuring.

Clarification was sought around the issue of officers' discretion, suggestion that this could be an equality issue.

In responding the Section Head, Taxi and Private Hire said that in drawing up the proposed policy change, Counsel had taken care not to discriminate, hence the inclusion of discretion.

RESOLVED – That the new policy and procedure be agreed in principle and referred to the Executive for final delegated approval

60 Licensing Committee Work Programme

Members considered the contents of the Licensing Committee Work Programme for 2015/16

RESOLVED – That the contents of the Licensing Committee Work Programme for 2015/16 be approved

61 Date and Time of Next Meeting

RESOLVED – To note that the next meeting will take place on Tuesday, 15th December 2015 at 10.00am in the Civic Hall, Leeds.

62 Leeds Festival 2015 - Members Debrief

The Head of Elections, Licensing and Registration submitted a report advising Members of the matters arising from the 2015 Leeds Festival held in the grounds of Bramham Park between 27th and 30th August 2015.

The report included a post event report produced by the Environment Department which covered the involvement of both the Health and Safety Team and Noise Team throughout the event (Appendix A refers). Also included was a summary of the outcome of the multi-agency de-briefing meeting held on 7th October 2015 at Appendix B (Exempt).

The Principal Licensing Officer, Entertainment Licensing Section, presented the report and together with Mr Melvin Benn, Festival Republic (Event organiser) responded to Members questions and queries.

Detailed discussion ensued on the contents of the report which included:

- 3 noise complaints were received directly by the City Council (1 was not connected to Leeds Festival) this compared to 7 complaints the previous year
- General Health & Safety issues were observed and the site was found to be following good practice
- Good working relationship with the Health and Safety Team
- Good collaboration with Festival Republic (Event organisers)

Members expressed their continued support of the Festival and the work undertaken by the organiser together with support agencies to ensure the smooth running of the event

RESOLVED – To note the contents of the report in respect of the debrief following the Leeds Festival 2015 held at Bramham Park.

63 Gambling Act 2005 - Licensing of the Large Casino - Schedule 9 Agreement - Annual Update

The Committee received a presentation from Global Gaming Ventures Limited (GGV) which provided an update on the build and fit out of the Casino development within the Victoria Gate shopping complex, which was due to open in September 2016.

Andrew Herd, Chief Executive, GGV provided an overview of the development describing in detail the Licensing, lease arrangements and the financing of the project

James Hepburn, Development Manager, Hammerson spoke about the Casino development in relation to the Victoria Gate scheme

David Matthews (FUSE) addressed the Committee on the Casino Design and fit out. Members viewed an animated virtual walk through of the development.

The contents of the Schedule 9 Agreement were classified as exempt (Access to Information Procedure Rule 10.4 (3)) and were considered in “Closed Session”

RESOLVED –

- (i) That the Presentation by Global Gaming Ventures Limited be received
- (ii) That the report and accompanying appendices be noted
- (iii) To note that further updates will be delivered on an annual basis

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Licensing Committee

Tuesday, 15th December, 2015

PRESENT: Councillor M Harland in the Chair

Councillors N Buckley, R Downes, J Dunn,
B Gettings, G Hussain, G Hyde, A Khan,
B Selby, C Townsley, G Wilkinson, B Flynn,
S McKenna and A Ogilvie

64 Chair's Opening Remarks

The Chair welcomed everyone to the final meeting of the Licensing Committee in 2015.

The Chair also introduced and welcomed Gill Hunter, Area Community Safety Co-ordinator who would address Members on the Cumulative Impact Policy for Armley.

65 Appeals Against Refusal of Inspection of Documents

There were no appeals against the refusal of inspection of documents.

66 Exempt Information - Possible Exclusion of the Press and Public

There were no items identified where it was considered necessary to exclude the press or public from the meeting due to the confidential nature of the business to be considered.

67 Late Items

There were no late items submitted

68 Declaration of Disclosable Pecuniary Interests

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

69 Apologies for Absence

There were no apologies for absence.

70 Minutes of the Previous Meeting

RESOLVED – That the minutes of the previous meeting held on 17th November 2015 were approved as a true and correct record.

71 Matters Arising from the Minutes

There were no issues raised under matters arising.

Draft minutes to be approved at the meeting
to be held on Tuesday, 9th February, 2016

72 Review of the City Centre CIP Areas

The Head of Elections, Licensing and Registration submitted a report which sought the views of Members in relation to the Annual Review of the City Centre CIP areas.

Appended to the report were the following appendices:

- West Yorkshire Police – Leeds City Centre: Night time Economy Related Crime - Statistics for the preceding 12 month period (Appendix 1 referred)
- CIP New Guidance (Appendix 2 referred)

The Principal Licensing Officer, Entertainment Licensing presented the report and responded to Members questions and queries.

Detailed discussion ensued on the contents of the report which included:

- The suggested amendments to the proposed cumulative impact policy areas for the City Centre
- The revised map of the City Centre
- Clarification around how incidents of crime were reported
- Reductions in Police and Local Authority funding
- Examples of good practice /initiatives implemented in other core cities
- Sufficient resources within the Taxi and Private Hire Licensing Section to undertake enforcement operations
- The need for responsible authorities to comment on applications in CIP areas
- That the issue of a night time levy for the city centre be re-visited

Responding to Members concerns as to how incidents of crime were reported. Officers referred Members to page 27 of the submitted report “Police reporting” which suggested that changes in crime recording practices had resulted in an increase in the number of recorded crimes. However, changes in crime levels, along with a number of other measures, concluded that a proportion of these recent increases were related to administrative change rather than an increase in criminality. It was suggested that the statistics be refreshed in 6 months to determine if there was a true increase in crime.

Commenting on taxi and private hire enforcement operations, the Head of Elections, Licensing and Registration reported that 7 Enforcement Officers together with a Supervising Officer were in post currently undergoing training. Training would be finalised in January 2016 at which point all those staff would be fully operational. There was also recruitment underway in relation to a vacant enforcement officer.

Referring to the reductions in Police and Local Authority funding a number of Members expressed the view that it was now appropriate to revisit the issue of a night time levy

RESOLVED –

- (i) To welcome and support the suggested amendments to the proposed cumulative impact policy areas for the City Centre
- (ii) To endorse the new cumulative impact evidence for the City Centre and the revised map of the City Centre
- (iii) That an update report on the Business Improvement District (BID) and the night time economy be prepared and brought back to this Committee in March 2016

73 Cumulative Impact Policy for Armley

The Head of Elections, Licensing and Registration submitted a report which sought the views of Members as to whether a cumulative impact policy would be appropriate for Armley, in view of the increase in disorder being experienced in the area.

Appended to the report were the following appendices:

- Leeds Anti-Social Behaviour Team – Anti – social Behaviour in Armley - Incidents for the preceding 12 month period (Appendix 1 referred)

The Principal Licensing Officer, Entertainment Licensing together with the Area Committee Safety Co-ordinator presented the report and responded to Members questions and queries.

Detailed discussion ensued on the contents of the report which included:

- Anti – social Behaviour around Armley Town Street, many types of alcohol related problems
- Large number of off licence premises in the Town Street, Branch Road areas
- A culture of street drinking
- Incidents captured on CCTV footage

In offering comment Members suggested that the views of Ward Members/ Community Committee should be included within any cumulative impact policy for Armley

In responding officers confirmed that the views of Ward Members/ Community Committee would be included as part of the public consultation exercise.

A Committee Member with close links to the Armley area said that local residents, particularly the elderly, were frightened to go to Armley Town Street because of the problems of anti-social behaviour.

It was the view of the Committee that more evidence be gathered to support the preparation of a cumulative impact policy for Armley

RESOLVED -

- (i) To agree that it was appropriate to consider a cumulative impact policy for Armley Town Street and the neighbouring area
- (ii) To request that officers undertake further work in researching the evidence and designing a cumulative impact policy
- (iii) To approve that a public consultation be undertaken in relation to the proposed cumulative impact policy
- (iv) That following the expiry of the public consultation period and subject to the preparation of a draft cumulative impact policy for Armley, a further report seeking determination of the CIP be brought back to this Committee

74 Licensing Committee Work Programme 2015/16

Members considered the contents of the Licensing Committee Work Programme for 2015/16.

Referring to the report entitled Activity Update – Taxi and Private Hire Licensing 31st July to 31 December 2015, scheduled to come to the next meeting on 9th February 2016. Members requested if the report could also include up to date information on enforcement resources and also to include statistics on plying for hire covering a 12 month period.

Members requested that reports in relation to the Night time Economy and an update on Legal Highs' be added to the meeting to be held in March 2016

RESOLVED – That with the inclusion of the suggested amendments/ additions the contents of the Licensing Committee Work Programme for 2015/16 be noted

75 Date and Time of Next Meeting

RESOLVED – To note that the next meeting will take place on Tuesday, 9th February 2016 at 10.00am in the Civic Hall, Leeds.

Licensing Sub-Committee

Tuesday, 27th October, 2015

PRESENT: Councillor G Hyde in the Chair

Councillors A Ogilvie and C Townsley

83 Election of the Chair

RESOLVED – That Councillor G Hyde be elected as Chair for the meeting.

84 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 that part of the agenda (late appendix to agenda item 7 – Application to vary a Premises Licence at Brooklyn Bar, 50 Call Lane, Leeds) 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 documents relate to the financial or business affairs of any particular person (including the authority holding that information) and would not ordinarily expect to be in the public domain. It is considered that the public interest in maintaining the exemption outweighs the public interest in disclosing the information, due to the impact that the disclosure of the information would have on the individual. (Minute 88 refers).

85 Late Items

There were no late items. Supplementary information regarding Agenda Item 7 – Application to vary a premises licence at Brooklyn Bar was distributed prior to the meeting.

86 Declarations of Disclosable Pecuniary Interests

There were no declarations of disclosable pecuniary interests.

87 Application for the grant of a premises licence for Tatra Sklep, 20-22 Branch Road, Armley, Leeds, LS12 3AQ

This application was withdrawn prior to the meeting.

88 Application to vary a premises licence held by Brooklyn Bar, 50 Call Lane, Leeds, LS1 6DT

The report of the Head of Elections, Licensing and Registration presented an application to vary a premises licence held by Brooklyn Bar, 50 Call Lane, Leeds.

The Licensing Officer presented the application.

The application was to vary the licence to amend a condition to maintaining “40 seats” instead of “40 covers” on the first floor of the premises. It also sought to change the bar layout on the first floor. It was reported that the premises fell within the red zone of the Cumulative Impact Area and Members were given a history of licensing application at the premises.

Representations against the application had been made by West Yorkshire Police, Environmental Health and the Licensing Authority.

The applicant's representative addressed the sub-committee. Issues highlighted included the following:

- With reference to a recent closure of the premises, it was reported that the assistant manager had given incorrect information regarding the provision of food after 10.00 pm. Food was available at all times.
- The first floor of the premises was currently closed to the public and only used for training.
- The capacity of the premises would remain the same and it was not sought to increase the hours of opening.
- As the licence currently stood, there was nothing to prevent the use of upstairs of the premises for vertical drinking. The applicant was proposing a condition for drinks to be provided to table by waiter or waitress service only. Food would still be available.
- With reference to an assault that had happened at the premises, it was reported that this had occurred during extended hours whilst a Temporary Event Notice was in operation. The applicant had decided against the use of any further Temporary Event Notices since then.
- Concern that minutes of a previous hearing did not reflect the conditions outlined in the licence.

The West Yorkshire Police representatives addressed the sub-committee. Issues highlighted included the following:

- The condition to include covers was to ensure that the premises maintained a restaurant style of operation. To change this allowed the possibility of a purely alcohol led operation.
- Whilst the applicant was acknowledged to be a responsible operator, the main concern was due to the location of the premises. Reference was made to alcohol fuelled crime in the area and the fact that the premises fell within the red zone of the cumulative impact area.
- Concern that modifications had been made to the bar area on the first floor without prior approval of the licensing authority.
- Reference to the minutes of the meeting held in 2012 – it was reported that the decision notice with the application had been sent correctly but there was an error with the minutes.
- It was requested that the application be refused.

A licensing authority representative addressed the sub-committee. It was reported that the variation could lead to an incremental change to the sale of alcohol as opposed to food. Further reference was made to the location of the premises in the red zone of the cumulative impact area and the associated problems encountered in the area.

An environmental health representative addressed the sub-committee. Reference was made to noise complaints in the area due to loud music and rowdy behaviour when people were moving between premises. There were currently a number of ongoing complaints although not directly linked to these premises.

In summary, the applicant's representative highlighted the following:

- Noise complaints were not in respect to the premises.
- There was no desire to move away from a food led style of operation.
- Drinks would only be available by waiter/waitress service. This would give more control than current arrangements.

The applicant's representative was asked to provide some suggested wording for a condition in relation to the operation of the first floor of the premises. The responsible authorities present did not feel satisfied that this would prevent the premises becoming an alcohol rather than food led style of operation.

RESOLVED –

- (1) That the application to amend the condition relating to covers on the first floor of the premises be refused as the Applicant had not set out any exceptional circumstances.
- (2) That the application for the amendment of the premises plan on the first floor be granted.

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Licensing Sub-Committee

Tuesday, 3rd November, 2015

PRESENT: Councillor B Flynn in the Chair

Councillors S McKenna and G Wilkinson

89 Election of the Chair

RESOLVED – That Councillor Billy Flynn be elected Chair for the duration of the meeting.

90 Appeals Against Refusal of Inspection of Documents

There were no appeals against refusal of inspection of documents.

91 Exempt Information - Possible Exclusion of the Press and Public

On this occasion there was no exempt information.

92 Late Items

There were no late items.

93 Declarations of Disclosable Pecuniary Interests

There were no declarations of disclosable pecuniary interests.

94 "Mavericks" - Application to vary a premises licence held by Maverick's 80's Lounge (formerly Brown Cow) 62 Town Street, Horsforth, Leeds, LS18 4AP

The report of the Head of Elections, Licensing and Registration provided Members of the Licensing Sub Committee with information on an application to vary a premises licence, made by Greene King Retailing Ltd, for Maverick's 80 Lounge (formerly Brown Cow) at 62 Town Street, Horsforth, Leeds, LS18 4AP.

The purpose of the variation was to seek approval to extend the sale of alcohol and regulated entertainment hours and to remove and replace certain conditions on the premises licence as detailed in paragraph 3.0 of the submitted report.

Responsible authorities and Ward Members had been notified of the application. The application had been brought in front of the Licensing Sub Committee due to representations from responsible authorities and other persons.

The representation from the Environmental Health Team was withdrawn due to the applicant agreeing to the conditions imposed as detailed at appendix F of the submitted report.

The representation submitted by the Licensing Authority remained for Members consideration, details of which are attached at appendix G of the submitted report. An officer from the Licensing Authority was in attendance at the hearing.

The Licensing section was in receipt of 2 individual letters of objection on the grounds of public nuisance. These letters were attached at appendix H of the submitted report.

The application had also attracted objections from a Horsforth Town Councillor and from Horsforth Town Council as shown at appendices I and J of the submitted report.

Members were informed of the premises history including the current operating schedule as detailed at appendix A of the submitted report and of the current operating times for the sale of alcohol and regulated entertainment as set out at 3.3 of the submitted report.

The applicant Greene King Retailing Limited was represented at the meeting by:

- Piers Warne – TLT
- Khoa Van – Maverick's 80's Lounge Financial Consultant
- Sam Baker – Maverick's 80's Lounge Manager and DPS
- Rob Summers – Greene King Retailing Limited

Mr Warne was the only speaker at the hearing.

Mr Warne informed the Sub Committee that the representations from the residents had been taken into consideration and that Friday and Saturday were key days for requesting the 1 hour extension to operating times and also the Sunday prior to bank holidays.

Members attention was drawn to appendix B of the submitted report which Mr Warne regarded as the most important part of the application.

Appendix B set out the proposed operating schedule should the extra hour be granted.

Mr Warne explained that the current conditions were old fashioned and the new proposals would bring the conditions up to date. He informed Members that consultation on the proposed conditions had taken place with West Yorkshire Police and Environmental Health Officers.

The proposed changes to the conditions were:

- Increased SIA door staff on Friday and Saturday
- Update of CCTV provision
- Addition of Challenge 25 instead of Check 21
- Last entry to be 1:00am

Members were informed that other public houses within the area opened until 1:00am and that a take away outlet a few doors away opened till 3:00am. Customers from all the surrounding pubs and take way outlets congregated at the taxi rank situated close to Maverick's 80's Lounge.

Mr Warne went on to say that unique factors should be taken into account when considering this application, the extended hour of opening allowed a longer dispersal

time of customers from premises so as not to have queues of people milling about making noise nuisance and would make a smoother transition away from the area.

Mr Warne said that his clients had worked together with Environment Health Protection to resolve complaints of noise nuisance in relation to emptying of glass bottles into recycling bins. He also informed the Sub-Committee that the premises were subject to regular noise checks and no issues had been raised.

The Officer from Entertainment Licensing informed the Sub-Committee that they had become involved due to Ward Members concerns of this premises falling within the Horsforth Cumulative Impact Policy (CIP). The Ward Members had concerns that should the Sub-Committee grant the extension till 2:00am it would set a precedent for other licensed premises within Horsforth.

The Officer informed Members of the current opening schedules of premises nearby and explained why Horsforth formed part of the CIP. The CIP has been in place since 2007. Members noted that the CIP had been effective in reducing disturbances in Horsforth and keeping the status quo.

The Officer informed Members that the CIP had last been reviewed in 2012 and was due to be reviewed shortly.

Mr Warne reminded the Sub-Committee of the Brew Dog case quoting the line of the District Judge 'They seem to take the view that man was made for policy, when the policy should be made for man'.

Mr Warne said that the CIP had not been reviewed for some time and should be reviewed. He said that his clients had turned round the premises addressing all issues, the significant increase in conditions assisted in promoting the licensing objectives.

RESOLVED - That the Licensing Sub-Committee considered this application at length noting the representation of the residents.

The Members noted the submission of Mr Warne but the view of the Panel was that the application was not exceptional and had not rebutted the presumption of refusal

On this basis the Licensing Sub-Committee decided not to grant the variation to extend the premises licence.

The Licensing Sub-Committee requested that an amendment to a typing error be made at condition 16(iii) to read;

'The applicant must have made no more than 12 such applications relating to either an event of national interest or televised sporting event of national interest in any one calendar year'

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Licensing Sub-Committee

Tuesday, 10th November, 2015

PRESENT: Councillor Wilkinson in the Chair

Councillors M Harland and Asghar Khan

95 Election of the Chair

RESOLVED – That Councillor Wilkinson be elected as Chair for the duration of the meeting.

96 Appeals Against Refusal of Inspection of Documents

There were no appeals against refusal of inspection of documents.

97 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) Supplementary information to the report entitled, 'Application for the Grant of a Premises Licence for Black Swan 37, Call Lane, Leeds, LS11 9AT', referred to in Minute No. 100 is designated as exempt from publication in accordance with Access to Information Procedure Rule 10.4(1), (2) (3) and (7) in order for Members to receive witness statements and information from West Yorkshire Police;
- (b) The Sub Committee also noted that the press and public would also be excluded from that part of the hearing where Members deliberate the application as it is in the public interest to allow the Members to have full and frank debate on the matter, as allowed under the provisions of the Licensing Procedure Rules.

98 Late Items

A late item was submitted to the agenda which was accepted for consideration by the Chair as follows:

"Application for the grant of a premises licence for Bargain Booze, 23 Nora Place, Bramley, Leeds, LS13 3JE" Minute No.103 refers.

Supplementary information was received in relation to Agenda Item 7 “ Application to vary a premises licence held by Clayton Hotel Leeds City Walk, Holbeck, Leeds, LS11 9AT.”

Supplementary information was also received from both the Applicant and West Yorkshire Police in relation to Agenda Item 6 “Black Swan, 37 Call Lane, Leeds, LS1 7BT.” Minute No 100 refers.

99 Declarations of Disclosable Pecuniary Interests

No declarations were made.

100 Application for the Grant of a Premises Licence for Black Swan 37 Call Lane, Leeds, LS1 7BT

The Sub Committee heard an application for the grant of a premises licence for Black Swan, 37 Call Lane, Leeds, LS1 7BT.

It was noted that the premises benefited from an existing premises licence. The application proposed an entirely new operating schedule, which included an extension of the terminal hour for licensable activities.

Present at the hearing were:

Mr Ord – Premises Licence Holder

Mr Lyons- Licence Holders Agent

PC Arkle – West Yorkshire Police

Ms Holden – Leeds City Council Licensing Authority

Mr Mudhar – Leeds City Council Environmental Protection Team

It was reported that the premises were situated within a Cumulative Impact Area (Red Zone) and as such representations had been received from West Yorkshire Police, Leeds City Council Licensing Authority and – Leeds City Council Environmental Protection Team.

Mr Lyons addressed the Sub Committee submitting that there were exceptional circumstances relating to this application as follows:

25 other premises in the vicinity to the Black Swan traded later than the Black Swan putting the venue at a disadvantage. It was highlighted that the venue was also unique to the area, it was not drink driven and nor were there any drinks promotions. Mr Lyons stressed that the Black Swan “raised the bar” due to the high quality food and drink on offer.

The premises had recently been re-furbished at a cost of approximately £250,000.

The venue was unique in that food would continue to be served until late into the evening and until 3.30am if the application was granted. Furthermore, that after 6pm the first floor of the premise would be reserved for dining only.

The applicant also proposed to reduce the capacity of the venue from 450 to 375 people.

The Sub Committee were informed that the current licence which permits alcohol to be sold until 3am meant that the Black Swan could not continue to service its customers after this hour and that they subsequently went to other venues to get served.

Allowing the venue to stay open for the extra hour requested would also mean a more gradual dispersal of patrons, which would help reduce problems caused by large numbers of people spilling onto Call Lane all at once.

The Sub Committee heard that the venue had successfully operated longer opening hours on several occasions through the use of Temporary Event Notices and had received no objections.

Mr Lyons refuted evidence submitted by West Yorkshire Police about crimes being committed on the premises of the Black Swan. It was also highlighted that no residential objections to the premises had been received at any time.

Mr Lyons addressed the representation made from the Environmental Protection Team explaining that one complaint had been made about the Black Swan and that this was due to the failure of a fire escape which allowed noise to escape the building.

Members asked why the applicant wanted to open for an extra hour, it was explained that the applicant wished to have commercial parity to help maintain his customer base.

The Sub Committee then heard from PC Arkle of West Yorkshire Police who highlighted the crime and disorder in the Call Lane area and put it to the Sub Committee that the Black Swan may contribute to this.

The Sub Committee heard about the saturation of licensed premises in the area that have led many local residents to complain to West Yorkshire Police about this part of Leeds.

The witness statements submitted by West Yorkshire Police were also considered by Members and were used to paint a picture of the type of problems associated with this part of the City.

The Sub Committee were informed that the Black Swan was opposite an alley which led to Regent Court where there were serious problems with anti-social behaviour.

PC Arkle explained that no representations had been made by local residents this possibly due to the difficulty people find with making themselves known when complaining. However PC Arkle highlighted that residents had been happy to make witness statements.

PC Arkle considered that this application was not exceptional and that extending the hours of licensable activity resulted in more people with more alcohol in their systems at a peak time for crime and disorder in the area.

PC Arkle agreed that no crime and disorder had been associated with the operation of temporary events. However she felt that this did not mean that crime had not occurred in other premises due to the later than normal opening hours of the venue during these temporary events.

The Sub Committee heard that although the venue is food driven in West Yorkshire Police's experience after 12:00am people want to drink alcohol and not eat food. Furthermore that the hours between 02:00 and 04:00 were peak times for robberies in the Call Lane area.

The Sub Committee heard from Mr Mudhar – Leeds City Council Environmental Protection Team, who highlighted that the CIP and Red Zone had been created because of evidence of problems with noise and anti-social behaviour in this area of the City. The Sub – Committee were informed that it was very difficult to pin point which premises and where noise and loud music escaped from in this area and to which venue people had been in.

Mr Mudhar went through the list of complaints received from residents against licensed premises situated in The Calls Red CIP Area in 2013 and 2014 as detailed at Appendix 1 of the submitted report. The Sub Committee were informed that often people did not wish to have complaints formally logged as residents in the area did not wish to be identified.

Mr Mudhar submitted that extending the hours of this venue would only add to the problems encountered by the Environmental Protection Team in this area.

Members asked if any residents regularly met to discuss issues. Mr Mudhar responded that no co-ordinated group existed to discuss the noise issues of the area and that residents in the main were very patient.

The Sub-Committee heard from Ms Holden – Leeds City Council Licensing Authority who re-iterated that the application fell within the Cumulative Impact Area and Red Zone. It was highlighted that this was an already very busy area and that due to this, road closures were in operation at the weekend to help ensure public safety. Ms Holden commented that the applicant was a good operator but questioned whether the venue was exceptional enough to allow for potentially 375 people leaving the premises at 4:30 in the morning.

The Sub Committee carefully considered the application and the objections. It was noted that the premises are located in the Red Zone of a Cumulative Impact Area. The Committee also noted that the Cumulative Impact Policy creates a rebuttable

presumption of refusal for an application of this type. However, in this instance the Sub-Committee felt that the application was exceptional.

RESOLVED – That the application be granted as applied for.

101 Application to Vary a Premises Licence held by Clayton Hotel Leeds City Walk, Holbeck, Leeds, LS11 9AT

The Sub Committee heard an application to vary the premises licence held by Clayton Hotel, Leeds City Walk, Holbeck, Leeds, LS11 9AT.

The application was to extend the current hours for the sale of alcohol, provision of live music, provision of performance of dance, provision of anything of similar description from 10:00am to 01:00am every day and for the provision of late night refreshment every day from 11:00pm to 01:00am.

The application had received representations from Scanlans Property Management on behalf of local residents.

Present at the hearing were:

Mr J Quinn and Mr Clark Coates of Crescent Brook – The applicant
Ms Perraton – Licence Holder's agent
Paul Christopher – Scanlan's Property Management
Brian Hunt – Local resident

The applicant addressed the Sub-Committee. Issues highlighted in discussion and further to questions from Members included the following:

That the applicant only took over the hotel last year, and was re-furbishing the hotel with a view to it achieving 4 star status. The hotel was also benefitting from a new management team.

It was highlighted to the Sub Committee that the layout of the ground floor would not be changing despite the re-furbishment.

The hotel wanted to hold wedding receptions and as such needed to be able to play recorded and live music.

Representations had been received from the Environmental Protection Team but these had been withdrawn due to agreement being reached, meaning that no statutory authorities had an objection to the application.

The Sub- Committee were informed that the hotel was taking steps to reduce the amount of noise from residents smoking outside and taxis arriving. More night porters and security staff were being employed and smokers were being encouraged to use the rear of the building. There were also notices about noise at the front of the hotel. Furthermore all staff were being re-trained and more staff will be obtaining personal licences.

Ms Perraton also confirmed that a telephone number will be made available for residents to contact the management of the hotel directly, should they have any issues in relation to noise or anti-social behaviour.

Members asked questions about the noise from residents returning to the hotel late at night and smoking outside the hotel and how this could be addressed. Members were informed about the increase in trained night staff and the greater emphasis being placed on getting people to leave and return to the hotel quietly.

The Sub-Committee heard from the objectors Mr Christopher of Scanlan's Property Management and Mr Hunt a local resident. They explained the issues of noise and anti-social behaviour associated with residents of the hotel over the last few years. The Sub Committee were informed that large numbers of stag and hen do's base themselves at the hotel creating a lot of noise late into the night. They acknowledged that issues do get resolved by the hotel but that often management can be dismissive of residents' complaints.

The Sub Committee heard that West Yorkshire Police had been contacted about the noise and anti-social behaviour.

Mr Hunt explained the difficulties he has had over the years with the management of the hotel. He highlighted the number of children and families that live nearby and the detrimental effect noise from the hotel had on their sleep.

Members asked if there had been any improvement in the situation since the hotel had come under new ownership. Mr Hunt stated there had been no change but that he would welcome the hotel's efforts to ensure guests did not smoke outside the front of the hotel. Members asked about the level of involvement of the Police with regards to the noise and antisocial behaviour and the number of residents that had complained about the hotel. It was confirmed the Police had been aware of issues over the years but that the hotel and Mr Hunt were unaware of other resident complaints. Mr Hunt accepted that although he had complained to the Police in the past, he had not done so in the last 12 months.

The Sub-Committee carefully considered the application and objections. They fully understood and respected the concerns raised by the local residents and the property management company. Having considered the information provided by the Applicant, the Sub-Committee could see no reason why granting the Application would be likely to impact on the licensing objectives.

RESOLVED - That the application be granted as applied for.

102 Application for the grant of a premises licence for Convenience Store Cross Gates Filling Station , 644 York Road, Leeds, LS14 6UJ

The Sub Committee heard an application for the grant of a premises licence for a convenience store, Cross Gates Filling Station, 644 York Road, Leeds, LS14 6UJ.

The application related to the sale by retail of alcohol.

In attendance:

Mr Mitchener – Licence Holders Agent

One letter of objection had been received in relation to the application.

Mr Mitchener addressed the Sub-Committee and put forward the following:

That the only representation made by the statutory authorities (West Yorkshire Police) had been withdrawn.

The objector had raised concerns about litter should a licence to sell alcohol be granted. Mr Mitchener confirmed that the site around the convenience store would be kept litter free and run by operators who were responsible. Bins would also be placed on the forecourt. Furthermore it was put to the Sub Committee that the objections raised were not relevant to the licensing objectives.

All staff are trained in relation to the sale of alcohol and tested on a three monthly basis. Furthermore the company operates a challenge 25 policy and a refusals and incident log is routinely maintained.

The Sub Committee were informed that the store was being upgraded and would feature smart, well known branding on the outside.

The Sub-Committee carefully considered the application and the objection. They fully understood and respected the concerns raised by the objector. Having considered the information provided by the Applicant, the Sub-Committee could see no reason why granting the Application would be likely to impact on the licensing objectives.

RESOLVED – That the application be granted as applied for.

103 Application for the grant of a premises licence for Bargain Booze 23 Nora Place, Bramley, Leeds, LS13 3JE

The Sub Committee heard an application for the grant of a premises licence for Bargain Booze, 23 Nora Place, Bramley, Leeds, LS13 3JE.

This was the first application for the premises which had previously traded as a chemist.

In attendance were:

Mr A Pandit – Proposed Licence Holder

Ms Sherratt – Licence Holders Agent

Cllr K Ritchie – Objecting

Several members of the public – objecting

Ms Sherratt addressed the Sub Committee, she highlighted the following:

Alcohol sales would form 20 – 25% of of total sales, due to this being ‘select’ convenience store and not just a store selling alcohol.

The operators were very experienced and ran a similar convenience store in Bradford, having had no issues or complaints with regards to their operation.

The applicant would be investing a total of £90,000 to re-furbish the store which would have a state of the art till system offering prompts on all sales of alcohol.

The staff running the store would be trained on alcohol sales and would all also be required to attain personal licences. The owner, Mr Pandit, would be working at the store full time.

The Sub – Committee heard that Bargain Booze franchises had operated successfully in Leeds for many years and that 13 stores were currently open. None of the stores had ever been subject to a review of the licence.

It was confirmed to the Sub-Committee that West Yorkshire Police were happy with the CCTV being installed and the check 25 policy to be adopted.

In addressing the representations made Ms Sherratt contended that objections raising concerns about parking and traffic were not a relevant issue for the Sub-Committee.

It was confirmed that the premises would be looked after, kept litter free and have a positive impact on the area.

It was highlighted that stores in the area such as Tesco had similar licensing hours.

Crime mapping statistics were raised and it was put to the Sub- Committee that this was a lightly policed area that posed few problems for the Police.

Members sought confirmation on the percentage of alcohol sales and also asked what consultation had been undertaken with local residents. It was confirmed that only notices in the papers had been used to consult with the residents.

Councillor Ritchie addressed the Sub-Committee raising concerns that if the licence should be granted it could cause anti-social behaviour to spread towards this otherwise quiet neighbourhood. Other premises in the area do not stay open until 11:00pm and that granting this application would encourage other licenced premises to stay open until this time.

Councillor Ritchie considered it highly likely that should the licence be granted there would be an increase in litter in the area.

Concern over the increased traffic in the area was raised with the Sub-Committee and the potential risk to public safety.

The Sub – Committee heard concerns about public health specifically the protection of children and the high levels of domestic violence in the Bramley and Stanningley ward often fuelled by alcohol.

Mr Hudson, addressed the Sub-Committee highlighting fears about anti-social behaviour fuelled by cheap alcohol and underage drinking. Although Mr Hudson does not live in the area, he has two daughters who do.

Highways issues were raised as a concern specifically the increase in traffic and difficulties caused by vehicles parking near the shop.

The Sub Committee were informed that the shop would be on the route to two large schools and as such was an advert for a place to obtain cheap drink.

General concerns were raised about the grant of a licence to this premise as being detrimental to the area.

Mr Garrett, a local resident addressed the Sub Committee and highlighted the large number of parents and children passing the shop, voicing concerns that a Bargain Booze store would not be a good influence.

The Sub-Committee heard about the parking issues that would be encountered and the noise problems of deliveries early in the morning.

Mr Garrett expressed disappointment at the lack of consultation with local residents.

Members asked questions about the level of consultation, specifically if ward councillors had been consulted. It was confirmed that ward Councillors had not been approached by the applicant.

The Sub-Committee carefully considered the application and the objections. They fully understood and respected the concerns raised by the objectors. Having considered the information provided by the Applicant, the Sub-Committee could see no reason why granting the Application would be likely to impact on the licensing objectives.

RESOLVED – That the application be granted as applied for except that alcohol is not to be served before 8:00am and where applicable sold in multipacks of no less than 4.

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Licensing Sub-Committee

Tuesday, 24th November, 2015

PRESENT: Councillor R Downes in the Chair

Councillors B Gettings and M Ingham

104 Election of the Chair

RESOLVED – That Councillor Downes be elected as Chair for the duration of the meeting

105 Late Items

There were no formal late items. However, the Panel was in receipt of additional information submitted by the applicant and the objectors in respect of the application relating to White's Deli 9 Otley Road LS6 (minute 108 refers)

106 Declarations of Disclosable Pecuniary Interests

There were no declarations of disclosable pecuniary interests

107 Greek Community Hall - The Greek Orthodox Church Harehills Avenue LS8

The Licensing Sub-Committee considered an application made by Mr Antonious Demetriou for the grant of a premises licence for the Greek Community Hall, The Greek Orthodox Church, Harehills Avenue LS8. The application had been adjourned at the hearing on 13th October 2015, for discussions to take place between the applicant and local residents who had made representations to the application. The hearing had been relisted for 24th November 2015, to enable the same Members to consider the application

Attending the meeting were:

Mr Antonious Demetriou – proposed licence holder

Dr Hadjicharitou – Chair of the Greek Orthodox Church Committee

Mr Naslas – Greek Consul

Mr Godon – representing two of the local residents who had submitted objections and who had given their permission for Mr Godon to represent them at the hearing

Members were informed by the Principal Licensing Officer that agreements had been reached with the Council's Environmental Protection Team (EPT), with the hours now being sought in the application for the sale by retail of alcohol and live music 17:00 – 23.00 every day. This reduction in hours for licensable activities meant that the requirement for late night refreshment was removed

If the Sub-Committee granted the application, as amended, the conditions suggested by the EPT would form part of the licence

Members heard from Mr Demetriou who explained that the premises had been operating for over 40 years. For events which required bar facilities, the organisation would apply for a Temporary Event Notice (TEN). As these were costly, the decision had been taken to apply for a premises licence

Meetings would often take place in the premises in the afternoon and a licence would enable people attending to enjoy a drink. Occasionally weddings would take place at the premises where a bar was also required

Members were informed that as the Greek Orthodox Church was the only one in Yorkshire, people travelled there by car; they would behave responsibly and not cause noise and disturbance to residents. In the past there had been requests made to use the premises by other groups and following one letting, an incident did take place where noise nuisance occurred and the police were called

A reduction in the hours being sought for licensable activities, to 23.00 had been agreed with the EPT, which was felt to be better for local residents

West Yorkshire Police had requested that CCTV be installed which would be done and that the organisation would provide greater management of the premises, especially when events were taking place

In response to a question from the Sub-Committee, Members were informed that measures to prevent any entertainment noise breaking out through the ceiling of the function room would be undertaken and that long-term proposals were to create a classroom in this area which would further mitigate any noise

Mr Demetriou confirmed that at the request of the Licensing Sub-Committee at its meeting on 13th September 2015, discussions had taken place with local residents where it was explained that the application was not to enable the premises to be let out, but for it to be used as the applicants wished, for the use of the Greek community and to enable the small number of annual events it held at the premises

The Licensing Sub-Committee then heard from Mr Godon who was representing two of the local residents who had submitted representations to the application

Mr Godon advised that despite the discussions which had taken place between the applicant and local residents and the agreement to restrict events at the premises to 6 per year, concerns remained, particularly relating to assurances around the number of events which would be taking place and the hours of these

Concerns relating to noise and disturbance were also referred to as were highway issues, particularly around inappropriate parking and the lack of a positive response to these concerns from some of those attending the church and the hall. The Chair reminded the applicant that his responsibilities under the licensing objectives extended to patrons leaving the premises

The Licensing Sub-Committee carefully considered the verbal representations from Mr Demetriou and Mr Godon, together with the written representations from local residents and Ward Members and noted that the licensable hours being sought in the application had been amended to be for the sale by retail of alcohol and live music 17:00 – 23.00 every day. Members welcomed the agreements which had been reached with the EPT and noted that this objection had been withdrawn. In view of this Members considered that these measures would overcome the concerns raised by local residents and were hopeful that in the operation of the 6 events per year agreed to by the applicant requiring a TEN, the same conditions would apply as were on the licence

RESOLVED - To grant the application, as amended

108 Whites Deli - 9 Otley Road Headingley LS6

Prior to consideration of this application, representations were made by the applicant's legal representative for the submission of further documentation. Copies

of this had been sent to the Council - albeit after the timescale for the submission of information – and copies had also been provided to the two objectors who were in attendance

Mr Cook, one of the objectors, referred to a document entitled ‘ Headingley Renaissance’, which he would reference in his representations, although this had not been included in the papers before the Sub-Committee

Members considered how to proceed and decided, on this occasion, to accept both sets of documents, with the hearing being adjourned for a short period to enable the Sub-Committee to have sight of this additional information

When reconvened, the Chair asked that due to the late submission of papers, when making their representations to the Sub-Committee, both parties should reference any particular points they felt the Sub-Committee should have specific regard to when considering the application

The Licensing Sub-Committee considered an application to vary a premises licence made by Whites Deli Ltd for Whites Deli, 9 Otley Road Headingley which was situated in an area covered by a cumulative impact policy

Present at the hearing were:

Mr Arnott – applicant’s legal representative

Ms White – applicant

Mr Cook – local resident

Mr Unsworth – local resident

The application had been brought to Members for consideration as the proposals had attracted representations. It was noted that the representation submitted by the EPT had been withdrawn following agreements to measures which had been incorporated into a revised operating schedule

Mr Arnott presented the case on behalf of the applicant and referred to the popularity of the premises within the Headingley community; that the premises was a well-run, food-led café/bar which was seeking a modest extension to its opening hours. Since the premises opened over a year ago there had been no problems or incidents; that the occasions when the premises had opened later with a Temporary Event Notice, no issues had occurred and that this demonstrated the premises could open later without adding to the cumulative impact of the licensed premises in this area

In terms of the complaints received by local residents, none of these referred specifically to Whites Deli

The Licensing Sub-Committee then heard from Mr Cook who outlined the reasons behind the Headingley Renaissance document which provided a vision to guide the future development of Central Headingley and the overwhelming level of support by local residents to resist further licensed premises

Concerns were raised that the premises did not operate as a Deli but as a café to a broad clientele through the day. However, by night the premises operated as a bar with music, with very few people eating. Mr Cook accepted that the premises added to the facilities in the area but was of the view that there was no good reason to allow the application to extend the hours of operation. Further canvassing of local residents about the application indicated whilst there was some support for the application, objections were raised

The Licensing Sub-Committee then heard from Mr Unsworth who commented that many of the letters of support in the additional information submitted by the applicant's legal representative were not from local people and that the premises was encouraging people into the area from further afield

By way of response, the applicant explained that market research had indicated that a deli was required in the area. However, it became clear that there was a greater demand locally for a café/bar use, so the extent of deli goods available was reduced and was now limited to less perishable items

The Licensing Sub-Committee carefully considered the verbal representations from Mr Arnott, Ms White, Mr Cook and Mr Unsworth and the written representations submitted in respect of this application, including the additional information provided by both parties

Members noted that the premises were situated in an area covered by a cumulative impact policy. However, it was considered to be a well-run, food-led operation with 36 covers and that the existing conditions on the licence would prevent it becoming a vertical drinking establishment

RESOLVED - That the application be granted

Licensing Sub-Committee

Tuesday, 1st December, 2015

PRESENT: Councillor J Dunn in the Chair

Councillors N Buckley and G Hussain

109 Election of the Chair

RESOLVED – That Councillor J Dunn be elected Chair for the duration of the meeting

110 Appeals Against Refusal of Inspection of Documents

There were no appeals against refusal of the inspection of documents

111 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 those parts of the agenda designated as exempt from publication in accordance with paragraph 10.4 (1, 2 and 3) of Schedule 12A(3) of the Local Government Act 1972. The reason for the exemptions being on the grounds that the information contained within the documents relate to individuals and include information which is likely to reveal the identity of the individuals which they would not ordinarily expect to be in the public domain. It is considered that the public interest in maintaining the exemption outweighs the public interest in disclosing the information, due to the impact that the disclosure of the information would have on the individuals. (Appendix B of Agenda item 6 “Liberté” Application for renewal of a Sex Establishment Licence and Appendix B to Agenda item 7 “The Purple Door” Application for renewal of a Sex Establishment Licence refer). (Minutes 114 The Purple Door and 115 Liberté refer)

112 Late Items

No formal late items of business were added to the agenda, however an additional document was presented in respect of Agenda item 6 Liberté – A copy of the current Dancers Welfare and Information Pack (minute 115 refers)

113 Declarations of Disclosable Pecuniary Interests

There were no declarations of disclosable pecuniary interests

114 Application for the Renewal of a Sex Establishment Licence for Purple Door, 5 York Place, Leeds LS1 2DR

The Head of Elections, Licensing and Registration submitted a report on an application received from Ruby May (2) Ltd for the renewal of a Sex Establishment Licence in respect of the premises known as “Purple Door”, 5 York Place, Leeds LS1 2DR.

The application was made under the provisions of Section 2 and Schedule 3 of the Local Government (Miscellaneous Provisions) Act 1982 seeking

renewal of the Licence in order to provide sexual entertainment in the form of lap dancing.

The Legal Advisor to the Sub Committee outlined the procedure at the hearing and the Licensing Officer presented the application, which included consideration of the external appearance of the premises and all advertising material used to promote the business. The report included the following:

- Dancers Welfare Policy
- Dancers Code of Conduct
- Customers Code of Conduct
- Pricing Policy
- Trade Union Details

The report also outlined the history of previous applications and renewals related to the premises and provided context in respect of the current Leeds City Council Statement of Licensing Policy for Sex Establishments.

No representations had been received from the responsible authorities and no objections had been received in respect of the application

Mr P Whur attended the hearing as the applicants' legal representative and was accompanied by Mr N Quadrini; Mr A Benosenko; Mr C Copeland and Mr N Kushnor from the Purple Door. A number of observers also attended the hearing

Mr P Whur addressed the Sub-Committee in support of the application and gave a brief overview of the licence history of the premises. Mr Whur confirmed that no changes had been made to the advertising material employed by the venue or to the external appearance of the venue during the last 12 months since the Licence was last renewed. Additionally, no issues had been raised or representations received from the responsible authorities to the application. No complaints had been received by the venue in respect of its appearance or operation. Mr Whur contended that this suggested the premises were run successfully.

Mr Whur concluded by reiterating the applicants' regard for compliance with the legislation and the investment made by the applicant to the interior of the venue. Finally, Members attention was drawn to that part of the report which set out the options available to the Sub Committee when determining such applications. Mr Whur concluded that none of the mandatory or discretionary grounds for refusal applied to the Purple Door application.

Members had no questions for the applicant although the comment welcoming the content of the Dancers Welfare pack was noted

The Licensing Sub-Committee carefully considered the application, the report and the representations made at the hearing.

RESOLVED – That the application for the renewal of the licence in relation to the Purple Door be granted as requested.

To clarify, this licence shall run until 30th September 2016

- The current licence conditions apply
- The hours of operation will continue to be:

Sunday to Thursday	22:00 until 04:00 hours
Friday & Saturday	22:00 until 05:00 hours

115 Application for the Renewal of a Sex Establishment Licence for Liberte, 10 York Place, Leeds LS1 2DS

The Head of Elections, Licensing and Registration submitted a report on an application for the annual renewal of a Sex Establishment Licence in respect of the premises known as "Liberté", 10 York Place, Leeds, LS1 2DS. The application was made under the provisions of Section 2 and Schedule 3 of the Local Government (Miscellaneous Provisions) Act 1982 seeking renewal of the Licence in order to provide sexual entertainment in the form of lap dancing.

The application included consideration of the external appearance of the premises and all advertising material used to promote the business. The report included the following:

- Dancers Welfare Policy
- Dancers Code of Conduct
- Customers Code of Conduct
- Pricing Policy
- Trade Union Details

Just prior to the hearing, the Licensing Officer and the applicant's representative discussed the contents of the Dancers Welfare Pack which had been submitted with the application. It became clear that the version submitted was not the document that the premises currently employed. As such, the Sub Committee re-ordered the agenda for the meeting and dealt with another application, affording the applicant the time to retrieve the correct version of the Dancers Welfare Pack from the premises and present it with the application. That document was presented to the hearing, with the agreement of all parties present.

Mr J Hughes, barrister acting for the applicants attended the hearing, accompanied by Mr W Gubbins (Jeffery Green Russell, solicitors), Mr S Mohamed, Ms M Haruta, Mr L Phillip, Mr G Loliva, Mr P Rgyapong and Mr T Fall; all associated with the premises itself. Several observers also attended the hearing.

The Legal Advisor to the Sub Committee outlined the procedure of the hearing, noting the submission of the additional document - the Dancers Welfare Pack - and clarifying the Authority's concerns that the document submitted within the application referenced fining of the Dancers which was no longer permitted under Leeds' Statement of Licensing Policy as amended in 2013. In response to a direct question from the Chair, Mr Hughes confirmed that no fines had been levied on the dancers during the previous year. The Licensing Officer then presented the application.

Mr J Hughes then addressed the hearing outlining the renewal application. He stated that Liberté had operated a Sex Establishment Licence for four years and

was now well established in the area. The operator had invested a £20k refurbishment during the previous year. Mr Hughes also confirmed that no objections or representations had been made by the responsible authorities and no issues had been raised during visits undertaken by the licensing authority. He also confirmed that issues in respect of staff training and advertising materials (flyers) raised the previous year had been addressed. In conclusion, he referred to the options available to Members when considering such applications and suggested that there were no mandatory or discretionary grounds by which the application could be refused.

Mr Hughes addressed the matter of the submission of the incorrect version of the Dancers Welfare Pack and the Sub Committee discussed the chain of events leading up to the submission of the application and the previous attempts by the Licensing Officer to confirm which version of the document was in use. Mr Hughes reiterated that Liberté and the applicants operated by the standards set out in the version of the Dancers Welfare Pack submitted at the hearing and that no fines had been levied on Dancers during the previous year. His apology for the submission of the incorrect document by the legal team was noted.

The Sub Committee carefully considered the application before them, along with the associated documents and sub missions at the hearing. The Sub Committee had regard to the Statement of Licensing Policy and noted that no representations had been received in respect of the application

RESOLVED - That, having considered the application and associated documents including the additional submission of the current Dancers Welfare Pack, the Application for the annual renewal of the Sex Entertainment Licence for "Liberté" be granted as requested. To clarify:

- Hours of operation - Sunday to Thursday 22:00 to 04:00 hours
Friday & Saturday 22:00 to 05:00 hours
- Conditions - the existing conditions will continue to apply
- This Licence will expire on 30 September 2016 (twelve months from the expiry of the previous annual Licence)

Additionally, the Sub Committee commented that the applicants should ensure that the existing conditions are kept up to date and available at all times at the premises.

HOUSING ADVISORY BOARD

TUESDAY, 10TH NOVEMBER, 2015

PRESENT: Councillor D Coupar in the Chair

Councillors B Anderson, J Bentley,
S Hamilton and K Ritchie

Tenant/Leaseholder

Ted Wilson

Independent Representative

Timothy Woods
Matthew Walker
Andrew Feldhaus

Co-opted Member

David Glew

33 Appeals Against Refusal of Inspection of Documents

There were no appeals against the refusal of inspection of documents.

34 Exempt Information - Possible Exclusion of the Press and Public

There were no items identified where it was considered necessary to exclude the press or public due to the confidential nature of the business to be considered.

35 Late Items

There were no late items of business

36 Declaration of Disclosable Pecuniary Interests

There were no declarations of disclosable pecuniary interests.

37 Apologies for Absence

Apologies for absence were received from: Councillor A Gabriel, Andy Liptrot and Jo Hourigan

38 Minutes of the Previous meeting

Draft minutes to be approved at the meeting
to be held on Tuesday, 2nd February, 2016

RESOLVED – That the minutes of the previous meeting held on 7th September 2015 were accepted as a true and correct record.

39 Matters Arising from the Minutes

The following matters arising/ actions from the minutes were highlighted

Minutes No. 72 - Housing Leeds Capital Financial Position Period 2 2015/16

That a breakdown of housing works in each ward would be circulated to members as it became available – Status Open, in progress

Minutes No.24 - Housing Leeds (HRA) Revenue Financial Position July 2015/16

Councillor Ritchie asked if he could be supplied with a Briefing Note as to how the Private Finance Initiative (PFI) scheme operated in Leeds.

Officers confirmed a Briefing Note would be prepared and supplied to Councillor Ritchie.

Minute No.25 - Performance Report

Provision of information in writing for Board members on Housing Advisory Panel funding allocations and spending/ commitments - Requested information provided to the Board – Status, closed

Minutes No. 26 - Key Welfare Changes and Preparations for Universal Credit

Provision of information following visit to Oldham to be brought to a future meeting – Information to be reported to HAB in February 2016 – Status Open, in progress

Chief Officer Welfare and Benefits to submit a report to a future meeting, including details of exceptions - Information to be reported to HAB in February 2016 – Status Open, in progress

Minute No. 28 - Housing Leeds Customer Access Strategy

An update on this issue would be provided to the Board, together with details on how the differing age ranges of tenants could be addressed in terms of the best way in which to engage with the different groups – Information to be reported to HAB in February 2016 – Status Open, in progress

Minute No. 30 - HAB Forward Plan

A request for information to be provided to Councillor Hamilton on the individual projects for High Rise blocks - Requested information supplied – Status, closed

Minute No. 31 – Agenda Distribution

A request to monitor receipt of papers to ensure that there were no further delays – Status Open, in progress

40 Voice of Involved Tenants across Leeds

Ted Wilson, Chair of the Cross City Chair's Group presented a report on behalf of "Voice of Involved Tenants Across Leeds (VITAL)

In addressing the report Mr Wilson said the intention was to provide an insight into the creation of, and direction of travel of the new strategic tenant body known as VITAL.

Mr Wilson explained the main aims of VITAL were:

- To support the development and oversee the implementation of the Tenant Involvement Strategy;
- To oversee consultations to avoid duplication or consultation fatigue;
- To ensure wide-spread feedback to tenants;
- To co-ordinate communications via a single communications plan;
- To enable communication between tenant forums to avoid duplication;
- To bring issues of concern to Housing Leeds for action;
- To review Tenant Involvement budgets for Value For Money and assess impact;
- To co-ordinate tenant training programmes and providers;
- To review representation within tenant involvement and co-ordinate approach to address any under-representation; and
- To co-ordinate tenant consultation on policy development/strategic direction.

In offering comment Councillor Bentley welcomed the establishment of the group suggesting it was important that tenants had adequate representation.

Matthew Walker also welcomed the involvement of VITAL but it was important, he said that duplication/ overlap did not take place.

Councillor Ritchie welcomed the enhanced engagement through VITAL.

Councillor Hamilton requested information on the funding of expenses to VITAL Members and the extent and cost of officer involvement.

In summing up the Chair said the Board appeared to be supportive of the involvement of VITAL and asked that the work of VITAL be reported back to the Board on a regular basis.

RESOLVED –

- (i) To welcome the establishment and involvement of VITAL
- (ii) To receive progress reports on the work of VITAL on a regular basis
- (iii) That information on the funding of expenses to VITAL Members and the extent and cost of officer involvement be provided to Councillor Hamilton

41 Housing Leeds Capital Financial Position Period 6 2015/16

The Director of Environment and Housing submitted a report which provided a financial position statement on the HRA Housing Leeds Capital programme at period 6 for the financial year 2015/16.

Appended to the report was a copy of the following document for the information/ comment of the meeting:

- Progress update on the Council House Growth Programme (Appendix A referred)

Richard Ellis, Head of Finance, Environments and Housing presented the report and responded to Members comments and queries.

Detailed discussion ensued on the contents of the report which included:

- Housing Leeds Services and BITMO refurbishment programme
- Housing Leeds Newbuild Programme &

Councillor Bentley sought clarification on the right to buy back scheme.

In responding the Director of Environment and Housing reported that the Council had set aside funding to purchase 100 long empty properties by March 2018 to be refurbished and let as council housing. In order to qualify as a long term empty home, the property had to have been empty for 6 months.

It was reported that earlier this year, Capita had been awarded the contract to carry out valuations and conveyancing on behalf of the council for this programme.

RESOLVED – To note the Housing Leeds and BITMO refurbishment programme and the Housing Leeds Council House Growth programme position at period 6, 2015/16.

42 Housing Leeds (HRA) Revenue Financial Position - Period 6 - 2015/16

The Director of Environment and Housing submitted a report which provided an update on the revenue financial position for the Housing Leeds (HRA) service as at the end of September 2015.

Richard Ellis, Head of Finance, Environment and Housing, presented the report and responded to Members comments and queries.

Detailed discussion ensued on the contents of the report which included:

- Key variances to Income – Income projected to be £515K
- Expenditure, particularly around disrepair provision projected to be £1,932K, £32K above the original estimate
- Right to buy sales (RTB) sales
- Collection Rates – 96.70% for dwelling rents, compared to the target of 98.06%
- Arrears – Currently £6.4m compared to £5.8m at the end of 2014/15

Councillor Anderson referred to paragraph 6.1 of the submitted report suggesting that 53% of under-occupiers were in arrears. He asked if a distinction could be made between those who will not pay and those cannot pay.

In responding the Director of Environment and Housing said the Council would try to assist but tenants must qualify for subsidy under the policy. Collection would be pursued for those Tenants who did not qualify.

Councillor Bentley referred to collection rates and the attempt to get tenants to pay by direct debit/ standing order. He highlighted that many tenants worked part time or had zero hours' contracts which could cause problems for many households, and suggested that it might be useful to break collection rates down by the three different collection streams i.e. those receiving full housing benefit, partial housing benefit and no housing benefit.

Councillor Ritchie agreed that tenants on low pay/zero hours contracts were likely to struggle and needed signposting to relevant support.

In responding Liz Cook, Chief Officer Housing Management, said there was a range of strategies available to tenants but officers had to be aware of the household circumstances in order to address the tenant's needs.

Commenting on paragraph 3.2 of the report and the projected overspend by £400k for the repairs budget. David Glew welcomed the more pro-active approach to avoid expensive disrepair claims in the future.

RESOLVED –

- (i) That the report be noted
- (ii) That a breakdown be provided of collection rates by the three different collection streams

43 Performance Report

The Director of Environment and Housing submitted a report which provided a summary of the most recent performance data against the new six Housing Leeds priorities and informed the Board of progress with the development performance measures and dashboards for each priority. It was reported that the purpose of the dashboards and extended range of performance measures was to give greater insight on matters that affected tenants and to help to put service performance into context.

Appended to the report were copies of the following documents for the information/ comment of the meeting:

- Priority 1 Dashboard – Environmental Improvement (Appendix 1 referred)
- Priority 2 Dashboard – Rents and Benefits (Appendix 2 referred)
- Priority 4 Dashboard – Repairs (Appendix 3 referred)

Debra Scott, Head of Resources and Strategy, Environment and Housing, presented the report and responded to Members comments and queries.

Detailed discussion ensued on the contents of the report which included:

- Progress on Environmental Improvement schemes
- Improvements in rent collection and arrears performance in quarter 2
- Homeless preventions
- Temporary Accommodations
- Re-Let Days
- Number of Void Lettable Properties
- Adaptation
- Repairs
- Annual Home Visits and outcomes
- Disrepair

Referring to paragraph 3.1 of the report, Environmental Improvement, Councillor Ritchie highlighted concerns with one of the city-wide schemes and suggested that there be some evaluation of the quality and impact of these schemes.

Ted Wilson confirmed that the Chair's group had also asked for a value for money evaluation.

Referring to paragraph 3.3.5 of the report, voids, Councillor Hamilton queried the inclusion of PFI new builds if, by doing so, it gave a distorted view of performance, and asked what was likely to be causing delays in getting the new properties let.

In responding, Simon Costigan, Chief Officer Property and Contracts, explained that the PFI properties were not 'voids' and shouldn't be included. He went on to say that performance measures needed to reflect the whole process, including void works and lettings.

Referring to paragraph 3.6.3, Annual Home Visit Outcomes and the 12% of tenants would did not have bank accounts. Councillor Anderson asked what arrangements were being put in place for those tenants when Universal Credit was implemented.

Andrew Feldhaus also noted the high number of rent arrears within the £100 to £500 band, which may point to short-term pressures associated with variations in income and those without bank accounts

In responding on these points Liz Cook, Chief Officer, Housing Management, said discussions were taking place with tenants around future rent arrangements. The use of bank accounts and credit union accounts was been explained and promoted. Tenants would also receive additional support during the transition to Universal Credit.

Referring to paragraph 3.4 of the report, Councillor Hamilton noted that there had been a significant number of outstanding repairs reported via the Annual Homes Visits.

Councillor Anderson had also noted this and suggested that some analysis be done to determine whether they are new issues requiring attention or existing repairs that have already been reported.

A discussion then took place in relation to repairs performance and the ability to accurately compare the respective performance of contractors and the in-house service.

In responding, Simon Costigan, Chief Officer, Property and Contracts, confirmed that work was being done to develop more consistency of performance measurement across contractors and the Leeds Building Service

Ted Wilson, referring to Repairs Satisfaction, asked for further information on the telephone survey that had been introduced.

David Glew referring to the Annual Home Visits asked if he could be supplied with a copy of the proforma used when undertaking annual home visits.

The Chair suggested that the contents of the proforma may be of interest to other Board Members and that it be circulated accordingly.

RESOLVED –

- (i) To note the most recent performance information relating to the Six Housing Leeds Priorities
- (ii) To note the progress being made to develop dashboards for each of the Six Housing Leeds priorities which will be reported to future meetings of the Board
- (iii) That Members be supplied with the additional performance information requested in order to give a more accurate assessment of performance across voids and repairs, and to better understand rent collection rates
- (iv) That an evaluation be undertaken of city-wide environmental schemes
- (v) That a copy of the proforma used in the Annual Home Visits be circulated to Board Members for information

44 Effective Housing Management & Lettings Policies

The Director of Environment and Housing submitted a report which sought the Boards views on new approaches to housing management and the key principles for local lettings policies.

Appended to the report was a copy of the following document for the information/ comment of the meeting:

- List of Local Lettings policies (Appendix 1 referred)

Liz Cook, Chief Officer, Housing Management, presented the report and responded to Members comments and queries.

Detailed discussion ensued on the contents of the report which included:

- Housing Management Practice
- Lettings and Tenancy Management Practice
- Good Tenancy Record
- Transfer Policy

- Pre-Tenancy Training
- Case Conferencing
- Housing Pathways
- Sheltered Housing
- Age Designations
- Local Connections
- High Rise Housing
- New Build Homes
- Other Criteria
- Employment / Training

It was the generally opinion of the Board that they were supportive of the proposals.

Referring to section 3.9 Age Designation, Councillor Hamilton expressed a need for caution, with a view to discrimination issues.

In responding officers said there was an intention to provide pre-tenancy training which would include sessions on how to maintain a successful tenancy. The existing policy on age was to be modified to age/lifestyle related bands

In offering comment Councillor Bentley, referring to the transfer policy said there was an issue around competing needs, some people may be disadvantaged because they were not existing tenants.

Councillor Anderson also indicated his broad support, but highlighted a concern that the transfer policy might lead to increasing costs and needed some cost benefit analysis.

David Glew suggested that as part of the pre-tenancy training, tenants should receive instruction on how the ventilation system operates in new build properties.

Ted Wilson said that he welcomed the report especially the proposals around high rise housing.

The Chair thanked Members for their contributions suggesting some really useful comments had been made.

RESOLVED

- (i) That the contents of the report be noted

- (ii) To support the new approach to developing Community Lettings Policies building on the success of new criteria used for new build homes and delivered through the Council's Housing Growth Programme.

45 Promoting Tenant Mobility

The Director of Environment and Housing submitted a report which provided an evaluation of tenant mobility incentive schemes operated in Leeds to date.

The report also sought the Boards views on other options available to encourage tenant mobility and to determine the options on spending the remainder of the budget.

Appended to the report were copies of the following documents for the information/ comment of the meeting:

- Mutual Exchanges (Appendix 1 refers)
- Tenant Mobility Incentive Scheme 2014 -15 (Appendix 2 refers)

Mandy Sawyer, Head of Neighbourhood Services, Environment and Housing, presented the report and responded to Members comments and queries.

Detailed discussion ensued on the contents of the report which included:

- The proposed new scheme
- Proposals for the marketing and communications for the scheme

Councillor Hamilton queried why in the past take up had been low and suggested that if work was completed on a property prior to occupation this may lead to better outcomes.

In responding officers said that tenants were not attracted to multi storey blocks and sheltered housing in unpopular parts of the city.

It was the general view of the Board that the report be welcomed and the suggested way forward be supported

RESOLVED – To support the introduction of a new financial incentive scheme to promote mobility and increase the number of transfer moves secured through mutual exchanges by Leeds City Council tenants

46 High Rise Project Update

The Director of Environment and Housing submitted a report which provided an update on progress made with the High Rise Project, including information on a number of projects deliveries.

Draft minutes to be approved at the meeting
to be held on Tuesday, 2nd February, 2016

Appended to the report were copies of the following documents for the information/ comment of the meeting:

- Example of Block Profile (Appendix 1 refers)
- Clyde's and Wortley's Improvement Plan (Appendix 2 refers)

Martyn Long, Service Manager Projects, Environment and Housing, presented the report and responded to Members comments and queries.

Detailed discussion ensued on the contents of the report which included:

- Housing Management - including extensive pilot project in Clyde's and Wortley's;
- Investment Strategy;
- Repairs and Maintenance;
- Enhanced Community Safety

Members welcomed the report and the work of the Project Board in developing the high rise strategy.

In offering comment the Chair said some important work had been carried out particularly in respect Clyde's and Wortley's high rise blocks, and that the high rise profiles were very useful for local Members.

The Chair suggested that the Board may wish to undertake a visit to this area in due course.

RESOLVED –

- (i) To welcome and note the progress to date with the high rise project
- (ii) That arrangement be made for the Board to visit the Clyde's and Wortley's high rise blocks, date to be determined at a later date

47 Housing Advisory Board Forward Plan 2015/16

The Board considered the contents of the Housing Advisory Board Forward Plan for 2015/16

Councillor Bentley requested if an item on “Repairs Performance” could be included on the agenda for the next meeting and could Mears (Repairs contractor) be invited to attend.

Members were supportive of Councillor Bentley’s suggestion

RESOLVED – That with the inclusion of an item on “Repairs Performance” on the next meeting, the contents of the Housing Advisory Board Forward Plan for 2015/16 be noted

48 Date and Time of Next Meeting

RESOLVED – To note that future meetings of the Board will take place as follows:

- Tuesday 2nd February 2016
- Tuesday 26th April 2016

All meetings to take place in the Civic Hall, Leeds, commencing at 5.00pm.

EMPLOYMENT COMMITTEE

FRIDAY, 13TH NOVEMBER, 2015

PRESENT: Councillor L Mulherin in the Chair

Councillors G Latty, J Lewis, C Macniven
and A Ogilvie

1 Election of Chair

RESOLVED – That Councillor Mulherin be elected as Chair for the duration of the meeting.

2 APPEALS AGAINST REFUSAL OF INSPECTION OF DOCUMENTS

There were no appeals against the refusal of inspection of documents.

3 EXCLUSION OF PUBLIC

RESOLVED - That the public be excluded from the meeting under the terms of Access to Information Procedure Rule 10.4(1) and (2) and on the grounds that, in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information by reason of the need to maintain the competitive nature of the interview process and to retain information submitted by individual applicants in confidence, as disclosure could undermine the process, future appointment processes, or the outcome on this occasion to the detriment of the Council's and public interest.

4 DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS

Apologies for No declarations of interest were made.

5 Apologies For Absence

There were no apologies for absence.

6 Governance Arrangements Relating to the Temporary Recruitment to the Post of Chief Officer (Commissioning) Adult Social Care

The City Solicitor submitted a report which provided Members with an overview of the governance arrangements and format for this specific Employment Committee which will have responsibility for the recruitment to the temporary post of Chief Officer (Commissioning) Adult Social Care.

RESOLVED – That the Committee note:-

- (a) The governance arrangements and format relating to the Employment Committee; and
- (b) The Council's requirements regarding the consideration and disclosure of confidential and 'exempt' information.

7 Appointment of Chief Officer Commissioning, Adult Social Services

The Director of Adult Social Care and the Chief Officer HR were in attendance in an advisory capacity.

The Committee interviewed 2 applicants for the position of Chief Officer (Commissioning) Adult Social Services.

RESOLVED – That Mick Ward be offered the position of Chief Officer (Commissioning) Adult Social Services.

EMPLOYMENT COMMITTEE

FRIDAY, 27TH NOVEMBER, 2015

PRESENT: Councillor D Coupar in the Chair

Councillors B Anderson, J Bentley, A Lowe,
M Rafique and B Urry

8 Election of Chair

RESOLVED – That Councillor Coupar be elected as Chair for the duration of the meeting.

9 APPEALS AGAINST REFUSAL OF INSPECTION OF DOCUMENTS

There were no appeals against refusal of inspection of documents.

10 EXCLUSION OF PUBLIC

RESOLVED - That the public be excluded from the meeting under the terms of Access to Information Procedure Rule 10.4(1) and (2) and on the grounds that, in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information by reason of the need to maintain the competitive nature of the interview process and to retain information submitted by individual applicants in confidence, as disclosure could undermine the process, future appointment processes, or the outcome on this occasion to the detriment of the Council's and public interest.

11 DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS

No declarations were made.

12 Apologies

There were no apologies for absence.

13 Governance Arrangements Relating to the Recruitment to the Post of Chief Officer (Communities)

The City Solicitor submitted a report which provided Members with an overview of the governance arrangements and format for this specific Employment Committee which will have responsibility for the recruitment to the post of Chief Officer (Communities).

RESOLVED – That the Committee note:-

- (a) The governance arrangements and format relating to the Employment Committee; and
- (b) The Council's requirements regarding the consideration and disclosure of confidential and 'exempt' information.

14 Appointment of Chief Officer (Communities) Citizens and Communities

The Assistant Chief Executive (Citizens and Communities) and the Chief Officer HR were in attendance in an advisory capacity.

The Committee interviewed 2 applicants for the position of Chief Officer (Communities) Citizens and Communities.

RESOLVED – That Shaid Mahmood be offered the position of Chief Officer (Communities) Citizens and Communities.

GENERAL PURPOSES COMMITTEE

TUESDAY, 8TH DECEMBER, 2015

PRESENT: Councillor J Blake in the Chair

Councillors D Blackburn, R Charlwood,
G Latty, J Lewis, A Lowe, J Procter,
J Pryor, M Rafique, S Varley and L Yeadon

19 Appeals against refusal of inspection of documents

There were no appeals against the refusal of inspection of documents.

20 Exempt Information - possible exclusion of the press and public

There were no appeals against refusal of inspection of documents.

21 Late items

There were no late items submitted for consideration.

22 Declaration of Disclosable Pecuniary and Other Interests

No declarations were made.

23 Apologies for absence

Apologies for absence were received from Councillor S. Golton.

24 Minutes of the previous meeting

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

25 Changes to the Constitution to enable cross authority monitoring and enforcement of taxi and private hire activity

The Head of Elections, Licensing and Registration presented his report which set out the background to the changes made by the Deregulation Act 2015 and how they will affect this Authority, particularly issues of general public safety, safeguarding and enforcement capability. The report recommended that taxi and private hire licensing enforcement functions be delegated to the other West Yorkshire authorities, and similarly for this authority to receive their delegated taxi and private hire licensing enforcement functions.

The work of the Licensing Committee and Licensing officers in bringing forward the proposals was commended; as was the positive work taking place between all West Yorkshire authorities, York and the Police and Crime Panel on these matters. It was also acknowledged that this innovative practice was also being considered nationally by the Local Government Association.

RESOLVED – The Committee resolved to recommend to full Council that:

- (a) The Taxi and Private Hire enforcement powers as set out in paragraph 3.3 of the submitted report are delegated by Leeds City Council to the following local authorities, namely: City of Bradford Metropolitan District Council; Wakefield Metropolitan District Council; Calderdale Metropolitan Borough Council; Kirklees Metropolitan Borough Council and City of York Council as well as retaining those functions within Leeds City Council. To agree to Leeds City Council receiving similar delegated enforcement powers from those named Authorities.
- (b) Changes to the Constitution as set out at Appendix A and Appendix B of the submitted report be approved;
- (c) The Section Head Taxi and Private Hire Licensing continues enquiries with other councils (including Manchester City Council and Rossendale Borough Council) and if agreement is reached in principle with other councils, for the report to full Council, and the recommended changes to the Constitution, to include reference to those councils; and
- (d) Members note that on recommendation from the Council's Licensing Committee that any necessary changes to the Council's Licensing Polices arising from the proposed changes will be approved by the Council's Executive.

OUTER NORTH WEST COMMUNITY COMMITTEE

MONDAY, 30TH NOVEMBER, 2015

PRESENT: Councillor P Wadsworth in the Chair

Councillors B Anderson, C Anderson,
C Campbell, B Cleasby, D Collins,
R Downes, B Flynn, G Latty, P Latty, S Lay
and C Townsley

23 **APPEALS AGAINST REFUSAL OF INSPECTION OF DOCUMENTS**

There were no appeals against refusal of inspection of documents.

24 **EXEMPT INFORMATION - POSSIBLE EXCLUSION OF THE PRESS AND PUBLIC**

There were no resolutions to exclude the public.

25 **LATE ITEMS**

There were no formal late items submitted to the agenda for consideration.

However late supplementary information was received in relation to Agenda Item 8 "Outer North West CCTV Report" this was Appendix 1 to the report.

26 **DECLARATION OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS'**

No declarations were made.

27 **Apologies For Absence**

There were no apologies for absence.

28 **Minutes - 7th September 2015**

RESOLVED – That the minutes of the meeting held on 7th September 2015 be approved as a correct record.

29 **Open Forum**

In accordance with the Community Committee Procedure Rules, the Chair allowed a period of up to 10 minutes for members of the public to make representations or ask questions on matters within the terms of reference of the Community Committee.

On this occasion no members of the public were present.

30 **Outer North West CCTV Report**

An officer from Leeds Watch presented a report to Committee which outlined the effectiveness of the 14 cameras, serving the Outer North West Community Committee area. The report provided:

Draft minutes to be approved at the meeting
to be held on Monday, 25th January, 2016

- An analysis of crime and anti-social behaviour by Ward, with CCTV camera locations ;
- The different types of incidents and arrests captured by CCTV Operators in 'real time', including a focus on the monthly occurrence of incidents; and
- Information on the current costs for all CCTV cameras in the Committee area.

The report focused on the period April 2015 – end October 2015.

Members discussed the report in detail, issues included;

Whether Leeds Watch cameras could be used to prosecute car users observed committing a driving offence, such as driving down a one way street. The legality of using cameras for motoring offences was considered and it was agreed that this needed to be reviewed.

Members suggested that businesses which routinely rely on the cameras to operate safely should be asked to contribute to the costs of operating and maintaining them.

Members considered the funding of cameras and how this had evolved and changed over the years. Members felt that the cost of the cameras was high.

The Committee considered that cameras provide a deterrent, however they noted that this is something that could not be quantified.

Members requested an additional meeting of the Environment & Community Safety Sub Group be convened to discuss the usage of Leeds Watch CCTV in detail.

RESOLVED – The Committee resolved to:

- (a) Note the contents of the report; and
- (b) Request that an additional meeting of the Environment & Community Safety Sub Group be convened to review the usage of Leeds Watch CCTV in detail and to report findings back to the Committee at the earliest opportunity.

31 Environmental Services - Service Agreement for 2015/16

The Locality Manager, Environmental Action Service presented a report for approval on the new Service Agreement between the Committee and the Environmental Action Service to help maintain clean and tidy neighbourhoods across the Outer North West area.

The proposed framework had been discussed at the Committee's Environmental Sub Group, with a recommendation made to approve the

Service Agreement and that the plans on a page for each ward, be further developed through meetings with ward Members, which the sub group can then oversee on behalf of the Committee.

Members discussed the collection of bulky items and sought assurance that all bulky items would be collected. It was confirmed that all council owned properties had arrangements in place to ensure bulky waste was collected.

Clarification was sought that Carlton formed part of Otley for the purposes of the shift work undertaken by Environmental Services.

It was confirmed to Members that gulleys were cleared every 5 years on a rota basis but that in addition work is also undertaken reactively when required.

Members were assured that funding had been secured to cover the additional functions that have come into the Locality Team.

The Committee thanked the Locality Manager for the excellent service that his team provides.

RESOLVED – The Committee resolved to:

- (a) Approve the attached Service Agreement for the 2015/16 municipal year; and
- (b) Delegate the responsibility to oversee the development and delivery of the Agreement and the associated “plans on a page” to the Environmental Sub Group, with input through ward member and sub-group meetings.

32 Outer North West Finance Update Report

The Outer North West Area Leader submitted a report which provided members with an update on the budget position for the Wellbeing fund for 2015/16. The report also shows the current position of the Small Grants and skips pots and provides an update on the Youth Activity Fund. Members were also provided with details of the current monitoring position of the Wellbeing fund and the Youth Activity Fund.

Members discussed the allocation of PCSOs for each ward of the Outer North West area. It was confirmed that Horsforth gets 6 full time PCSOs and that 20% of the cost of PCSOs is funded by Leeds City Council the other 80% coming from West Yorkshire Police.

In discussing the Youth Activity Fund Members requested that that monitoring information from groups who have received funding should be returned as soon as possible

Members also noted that most activities appeared to take place in the summer with very few activities taking place in the winter months. The

Committee requested that the Children's Services and Family Health Sub Group look into this.

RESOLVED –

- (a) That the current budget position for the Wellbeing Fund for 2015/16 as detailed in Table 1 of the submitted report, be noted;
- (b) That the following be agreed with regard to the large grant applications received:
 - (i) Horsforth CCTV – Horsforth Ward - £2,013 – That the determination of this matter be deferred to the 25th January 2016;
 - (ii) Horsforth PCSOs 2015/16 - Horsforth Ward - £9,359 – That the funding be approved; and
 - (iii) Rawdon Cricket Club – Guiseley and Rawdon Ward- £5,000 – That £3,500 (Capital) funding be approved with a further £500 to be considered subject to further discussion.
- (c) That the Youth Activity Fund application – Aireborough Performing Arts 2016 - detailed at paragraph 14 of the submitted report be noted and approved;
- (d) That the return to the Youth Activity Funding pot of the monies allocated to the Summer Activities project as detailed at paragraph 15 be noted;
- (e) That the small grants that have been approved since the last meeting as detailed in Table 2 of the submitted report be noted;
- (f) That the skips that have been approved since the last meeting as detailed in Table 3 of the submitted report be noted;
- (g) That the current budget position for the Capital Wellbeing Fund for 2015/16 as detailed in Table 4 of the submitted report be noted; and
- (h) That the Finance Monitoring information detailed at appendix 2 of the submitted report be noted;
- (i) That monitoring information circulated to groups allocated with funding be returned at the earliest opportunity; and
- (j) That the Children's Services and Family Health Sub Group be requested to give consideration to the lack of activities for children taking place in the winter months compared with the summer.

33 Community Committee Update Report

The West North West Area Leader submitted a report which updated the Committee on the work of the sub groups of the Committee: Environment & Community Safety; Employment, Learning and the Local Economy; Children's Services and Family Health; Adult Social Care, Health & Well-being; Highways & Transportation and Policy.

The report also updated the Committee on community forums and partnership working that has taken place in the area since the last meeting.

Led by Community Committee Champions, Members discussed the following:

Draft minutes to be approved at the meeting
to be held on Monday, 25th January, 2016

Environment and Community Safety

Members discussed the recording of crime with Inspector Brady who confirmed that the increase in crime figures was because of a more stringent approach to recording crime. Following questions from Members about the public perception of crime in the area, Inspector Brady commented that the public had confidence in the Police keeping control of crime in the Outer North West area of the City.

Adult Social Care, Health & Well-Being

Councillor G Latty updated the Committee on the success of a mobile phone “App” which is being developed by Leeds City Council, to identify members of the community who are socially isolated. The suggestion came from a social isolation workshop, held by the Outer North West Community Committee.

RESOLVED – The Committee resolved to

- (a) Note the work of the sub groups since the last Community Committee meeting; and
- (b) Note the community forums and partnership working that has taken place in the area since the last meeting.

34 Date and Time of Next Meeting

1.30pm 25th January 2016.

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OUTER EAST COMMUNITY COMMITTEE

TUESDAY, 1ST DECEMBER, 2015

PRESENT: Councillor A McKenna in the Chair

Councillors D Coupar, M Dobson, P Gruen,
M Harland, H Hayden, M Lyons,
S McKenna and K Wakefield

22 Apologies for Absence

Apologies for absence were submitted on behalf of Councillors J Cummins, P Grahame and J Lewis.

23 Minutes - 9 September 2015

RESOLVED – That the minutes of the meeting held on 8 September 2015 be confirmed as a correct record.

24 Open Forum

In accordance with the Community Committee Procedure Rules, the Chair allowed a period of up to 10 minutes for members of the public to make representations or ask questions on matters within the terms of reference of the Community Committee.

On this occasion no members of the public present wished to speak.

25 Highway Asset Management Strategy

The report of the Chief Highways Officer informed Members of the process involved to develop the Highways Maintenance Local Road Programme and the strategic approach to scheme prioritisation.

Andrew Molyneux, Highways Asset Manager presented the report.

Issues highlighted included the following:

- Highway maintenance – routine, reactive and planned maintenance.
- Asset management of the highways network.
- Planned maintenance and how it is prioritised.
- The introduction of a strategic based approach to repair roads according to priority across the District. This is aimed at minimising the number of roads in poor condition with a mixture of preventative maintenance to arrest deterioration and structural maintenance to bring the roads back into good condition..

In response to Members comments and questions, the following was discussed:

- Involvement of Ward Members in the prioritisation of schemes and reporting of roads that needed repair.
- A request was made for information regarding the use of the government grant for pothole maintenance. It was agreed that the schedule of work undertaken would be sent to all Members.

RESOLVED – That the report be noted.

26 Outer East Community Committee delegated budgets report 2015/16

The report of the South East Area Manager provided Members with the following:

- Details of the Wellbeing Budget position.
- Details of the funding streams agreed.
- Details of the Youth Activities Fund projects agreed to date.
- Details of Capital Funding available.
- Details of project proposals for consideration and approval.
- Details of the Small Grants Budget approvals.

Martin Hackett, Area Improvement Manager presented the report.

Members attention was brought to the following project proposals:

- Improvements to Glencoe Playground (Garforth and Swillington) – Amount proposed - £10,000
- Brigshaw Play Area – amount proposed - £5,000
- Security and access improvements to Allerton Bywater Welfare Hall - amount proposed - £4,350
- Notice Board for Hebdens in Whinmoor – amount proposed - £1,900

RESOLVED –

- (1) That the report and Wellbeing and capital funds available to spend on priority work be noted.
- (2) That the following projects be approved:
 - Improvements to Glencoe Playground - £10,000
 - Brigshaw Play Area - £5,000
 - Security and access improvements to Allerton Bywater Welfare Hall - £4,350
 - Provision of Notice Board in Whinmoor - £1,900

27 Summary of Key Work

Draft minutes to be approved at the meeting
to be held on Tuesday, 15th March, 2016

The report of the South East Area Leader brought Members attention to a summary of key work which the Communities Team was engaged in based on priorities identified by the Community Committee and not covered elsewhere on the Agenda.

Peter Mudge, Area Officer presented the report.

Issues discussed included the following:

- Older Person's Event Week
- Foodbanks – these were now operating in Garforth and Allerton Bywater
- Youth Activities Fund
- Christmas light switch on events in Garforth and Cross Gates.
- Free Community Centre lettings.

RESOLVED -

- (1) That the report be noted.
- (2) That Members submit details of locations for additional litter bins.
- (3) That work on introducing the Youth Activity recommendations will progress through the Children & Young People Community Champion Role.

28 Date and Time of Next Meeting

Tuesday, 15 March 2016 at 4.00 p.m.

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OUTER SOUTH COMMUNITY COMMITTEE

MONDAY, 30TH NOVEMBER, 2015

PRESENT: Councillor K Bruce in the Chair

Councillors N Dawson, J Dunn, J Elliott,
R Finnigan, B Gettings, T Leadley,
L Mulherin, D Nagle, K Renshaw and
S Varley

25 Apologies for Absence

Apologies for absence were submitted on behalf of Councillor S Golton.

26 Minutes - 28 September 2015

RESOLVED – That the minutes of the meeting held on 28 September 2015 be confirmed as a correct record and recommendations made at that meeting be ratified.

27 Open Forum

In accordance with the Community Committee Procedure Rules, the Chair allowed a period of up to 10 minutes for members of the public to make representations or ask questions on matters within the terms of reference of the Community Committee.

On this occasion none of the members of the public present wished to speak.

28 Wellbeing Report

The report of the South East Area Leader provided Members with the following:

- Details of the Wellbeing budget position
- Details of the revenue projects agreed to date including projects approved by Delegated Decision Notice (DDN).
- Details of the Youth Activities Fund projects agreed to date including projects agreed by DDN.
- Details of Capital Funding by Ward.
- Details of the Small Grants Budget.
- Details of the Skips position.

Jarnail Mudhar, Area Officer presented the report.

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

Members attention was brought to the remaining funds available and the small grants and skip budgets.

RESOLVED –

- (1) That the Wellbeing Budget position be noted.
- (2) That the Revenue Wellbeing Budget projects agreed to date including those approved by DDN be noted.
- (3) That the details of the Youth Activities Fund projects agreed to date including those approved by DDN be noted.
- (4) That the Capital Funds allocation be noted.
- (5) That the Small Grants position be noted.
- (6) That the Community Skips allocated be noted.

29 Summary of Key Work

The report of the South East Area Leader provided Members with a summary of key work which the Communities Team had been engaged in based on priorities identified by the Community Committee that were not covered elsewhere on the agenda.

Jarnail Mudhar, Area Officer presented the report.

Community Committee Champions were invited to update Members by theme. The following issues were discussed:

- Children and Families
 - Consultation with Young People was going from strength to strength and had included representatives from all Morley Schools.
 - Disappointment was expressed regarding a low turnout at recent fostering events.
- Employment, Skills and Welfare
 - The Point initiative based at the White Rose Centre which advised on careers and careers support. They had also held a Jobs Fair in August.
 - Success of the Money Buddies project.
 - A suggestion that a workshop be held regarding assistance for getting over 50s back into work.
 - Encouraging females into manufacturing and engineering jobs.
 - Impact of the Universal Credit.
 - Lack of work experience offered to young people at some schools.
- Environment and Community Safety
 - It was proposed that the next Community Committee workshop focussed on environmental issues.
 - Good news had been announced regarding the continued funding of policing.
 - Members were informed of a forthcoming locality a safety partnership meeting.

- Health and Wellbeing
 - Winter Friends training – had been delivered to support organisations and volunteers with identifying older and vulnerable people.
 - Winter wellbeing packs were now available.
 - The Patient Empowerment Project.
 - Social Prescribing Scheme
 - Availability of Third Sector Health Grants to improve local health outcomes.
- Adult Social Care
 - Tackling social isolation and reaching those most vulnerable.
 - Events held for the International Day of Older People.

Further issues discussed included the following:

- Community Centres Sub Group – The report detailed a summary of free lets since the last meeting of the Community Committee. These had been to an amount of £70,170.
- Agreement for time limited, post event action plans to be signed off by Champions.
- Community Infrastructure Levy (CIL)– Members were informed that monies collected under the CIL could be made available for Town and Parish Councils or in areas that did not have these it could be made available for the Community Committee to decide on spending. Members would be contacted with further details of funds available to date. It was suggested that the Community Committee should establish a CIL Sub-group.
- Housing Advisory Panel – Members were informed of the projects supported by the Housing Advisory Panel included ‘In Bloom’, community and environmental related projects, community clear ups and Christmas trees. Further to a query that there was no Morley Member on the Housing Advisory Panel, it was reported that additional Members could be added at the Chair’s discretion and Councillor S Varley was nominated.

RESOLVED

- (1) That the report be noted.
- (2) That Councillor S Varley be nominated for appointment to the Outer South Local Housing Advisory Panel

30 Reappointment of Trustees to the Archbishop Margetson Trust Fund

The report of the City Solicitor sought Members’ approval of the reappointment of the current group of trustees of the Archbishop Margetson Trust Fund. The group included four local representatives with Leeds City Council being represented by a local Ward Councillor, Councillor B Gettings.

RESOLVED – That the re-appointment of the current trustees to the Archbishop Margetson’s Trust Fund, with the four local representatives serving for a period of three years be approved.

31 Date and Time of Next Meeting

Monday, 14 March 2016 at 4.00 p.m.

OUTER NORTH EAST COMMUNITY COMMITTEE

MONDAY, 14TH DECEMBER, 2015

PRESENT: Councillor G Wilkinson in the Chair

Councillors N Buckley, D Cohen,
P Harrand, J Procter and M Robinson

32 APPEALS AGAINST REFUSAL OF INSPECTION OF DOCUMENTS

There were no appeals against the refusal of the inspection of documents.

33 EXEMPT INFORMATION - POSSIBLE EXCLUSION OF THE PRESS AND PUBLIC

There were no items identified where it was considered necessary to exclude the press or public from the meeting due to the confidential nature of the business to be considered.

34 LATE ITEMS

There were no late items of business.

35 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors A Castle, A Lamb and R Procter

36 DECLARATION OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS

There were no declarations of any disclosable pecuniary interests.

37 OPEN FORUM

In accordance with Paragraphs 6.24 and 6.25 of the Community Committee Procedure Rules, the Chair allowed a period of up to 10 minutes for Members of the Public to make representations or to ask questions on matters within the terms of reference of the Community Committee.

On this occasion, there were no matters raised under this item by Members of the Public.

38 MINUTES OF THE PREVIOUS MEETING

Draft minutes to be approved at the meeting
to be held on Monday, 25th January, 2016

RESOLVED – With the inclusion of a minor correction the minutes of the previous meeting held on 7th September 2015 were approved as a true and correct record.

39 MATTERS ARISING FROM THE MINUTES

North East Divisional Safety Partnership Annual Report (Minute No. 26 referred) – With reference to Resolution (iii) and the request by Ward Members to be supplied with statistics for violent crime, broken down into categories by Ward which would be discussed at the next Ward Briefing meetings. Councillor Cohen said that the requested information had been supplied by both the Police and the Safer Leeds representatives that had attended the meeting but greater clarity was still needed.

A brief discussion ensued about future police resources in the Outer North East area. A suggestion that in future officers' operating in the Alwoodley Ward may come under the control of an Inspector based at Stainbeck Police Station. There was also a suggestion that a combined Police and Fire station may be located in Wetherby.

In responding the Chair said a combined Police and Fire station in Wetherby may be on a wish list but to his knowledge there were no actual plans at this stage.

In terms of future Police resources assigned to the Outer North East area the Chair said a report was going to the Executive Board in February 2016 when further clarity would be provided for Police resources across the whole of the city.

40 EAST NORTH EAST EMPLOYMENT AND SKILLS PLAN 2015/16

The Head of Communities & Partnerships submitted a report which provided an update on the progress of the work of the Skills Board in 2014/15 for the East North East area as a whole and, for the three specific Community Committee areas.

In the absence of a representative from Children's Services, the Area Officer presented the report and responded to Members comments and queries.

Detailed discussion ensued on the contents of the report which included:

- Revised structure of the East North East Employment and Skills Board and Plan for 2015/16
- Priorities and Achievements

In offering comment Councillor Robinson welcomed the report suggesting some good progress had been made but there were a number of areas where further improvement was required:

- Greater detail around key performance indicators

- Engage more with local businesses, initial steps had been taken but more could be done
- Engage more with schools
- Greater detail as to how employment opportunities are advertised
- How are apprenticeships are advertised
- A need to get EPOSS more involved
- No known accredited ESOL provision available in the Outer North East area

The Chair said given the comments made by Members and the lack of opportunity to question officers from the Department, it may be appropriate to defer this issue to the next meeting of the Committee.

RESOLVED – That further consideration of this item be deferred to the next meeting of the Committee

41 LOCALITY TEAM MID-YEAR UPDATE

The Chief Officer, Environmental Action submitted a report which provided a mid – year update on the delivery of the Service Agreement for Environmental Services across the Outer North East area, together with a summary of the other work /activities overseen by the Environmental Sub Group on behalf of the Community Committee.

John Woolmer, Locality Manager, Environment & Housing presented the report and responded to Members comments and queries.

Detailed discussion ensued on the contents of the report which included:

- The work of the Environmental Sub Group
- New zonal ways of working
- Additional functions delivered through the Locality Team;
 - (i) Clearance of gardens of properties in preparation for new tenants garden maintenance support to vulnerable tenants eligible for assistance
 - (ii) LCC housing “estates” – assistance in the management /maintenance/cleaning of public spaces
 - (iii) Household Bulky Item Collection Service
 - (iv) Needle removal
 - (v) Graffiti removal
 - (vi) Opening/closing and cleaning of LCC public toilets (Wetherby and Boston Spa) – currently using Civic Enterprise Leeds (CEL) to deliver this service
- The Locality Team were continuing to attend the Outer North East Town and Parish Council Forum to further develop good local relationships and supportive working with the individual council’s.

In offering comment Councillor Buckley requested if “verge creep” could be included with the work programme.

In responding the Locality Manager gave an undertaking that verge creep would be added to the work programme but it should be noted that leaf clearing was a priority in the winter period.

Councillor Cohen requested to know what was being done about the repeat “grot spots”

The Locality Manager said there were a number of locations across the three wards which were often untidy due to the accumulation of waste/rubbish. To counter act the problem additional signage had been deployed and covert CCTV was operational in a number of sites. Officers continued to monitor the sites and respond as the need arose.

Councillor Harrand referred to the recent heavy rainfall across the Country and asked if there had been any problems of flooding in the outer north east area.

The Locality Manger said that the areas known to flood “wet spots” were known to officers and any issues of flooding would be referred to the Highways Department.

Councillor Robinson asked if there had been any progress made in the deployment of dog fouling poster across the three wards.

If responding the Locality Manager said he was aware the posters had been ordered but would need to check if they were in place.

RESOLVED –

- (i) That the contents of the report be noted
- (ii) To note the issues covered by the sub-group over the last 6 months; in particular the progress in further developing the scope of the delegated environmental function delivered by the Locality Team.
- (iii) That the issues raised by Members be included in the work programmed or actioned accordingly

42 COMMUNITY COMMITTEE UPDATE REPORT

The East North East Area Leader submitted a report which provided an update on the Work Programme for the Outer North East Community Committee.

The following document was appended to the report for information/ comment of the meeting:

- The minutes of the Moor Allerton Partnership (MAP) Meeting held on Thursday 10th September 2015 (Appendix A referred)
- Neighbourhood Planning activity in the Outer North East area (Appendix B referred)
- Minutes of the Outer North East Environmental Sub Group held on 17th September and 12th November 2015 (Appendix C & D referred)
- Example Newsletter (Appendix E referred)

Andrew Birkbeck, Area Officer, presented the report and responded to Members comments and queries.

Detailed discussion ensued on the contents of the report together with the appendices which included:

- The Moor Allerton Partnership (MAP)
- Tasking Meetings – An opportunity for Ward Councillors, the Police, Partner Agencies and Council Officers to meet and discuss emerging and on-going crime and environmental issues in the local area
- Site Allocation Consultation
- Forward Planning and Sustainable Development and involvement in the Neighbourhood Planning process
- Work of the Environmental Sub Group
- A series of Ward Member meetings discussing: environment, highway, and planning compliance, wellbeing finance, violent crime data, youth service provision and a de-brief around the Mint Festival.
- Conversation Diner event in the Alwoodley ward – Opportunity for residents to meet their neighbours and get to know people from different backgrounds
- The Community Committees presence on Facebook and greater use of social media
- Proposals for a Community Committee newsletter

Councillor Buckley sought clarification on the Community Committee newsletter, in particular, by what means was it circulated.

In responding the Area Officer said the newsletter would be circulated via email in the first instance to Parish & Town Councils, Community representatives and partners. In terms of frequency, it was anticipated the newsletter would be published quarterly.

Councillor Cohen suggested the newsletter be trialled for a temporary 12 month period.

Councillor Procter referred to the importance of Neighbourhood Plans. He referred to a recent development in the Wetherby ward, an area currently with no approved neighbourhood plan in place. He suggested had an approved plan been in place the CIL contribution would have been far more substantial.

Commenting on future housing development within the Outer North East area Councillor Procter said he was aware of a number of schemes delivering up to 3,500 homes, it was therefore vital that assistance was provided to communities to develop their own neighbourhood plans thereby maximising the CIL contribution.

Referring to the site allocation process, Councillor Procter said a meeting had taken place already but there were plans for another similar meeting for two of the larger sites with a possible exhibition of the development sites.

Referring to the Moor Allerton Partnership, Councillor Buckley said there was outstanding information required in respect of area profiles.

In responding the Area Officer said the demographical and geographical data of the local area would be circulated at the MAP meeting in December.

RESOLVED –

- (i) That the contents of the report be noted
- (ii) To approve for a temporary 12 month trial period the circulation of a newsletter for the Outer North East Community Committee
- (iii) That the Chief Planning Officer be requested to provide assistance to Parish and Town Councils and Local Community groups to develop their own neighbourhood plans
- (iv) That the demographical and geographical data of the local area would be circulated at the next MAP meeting in December.

43 OUTER NORTH EAST WELLBEING AND YOUTH ACTIVITY BUDGETS

The East North East Area Leader submitted a report which provided an update on the current position of the Outer North East Community Committee's budgets and set out details of applications seeking Wellbeing Funding and Youth Activity Funding.

Appended to the report were copies of the following documents for information / comment of the meeting:

- Outer North East Community Committee Wellbeing Budget 2015/16 (Appendix A refers)
- Outer North East Community Committee Youth Activity Fund Budget 2015/16 (Appendix B refers)

Andrew Birkbeck, Area Officer, presented the report and responded to Members comments and queries.

Detailed discussion ensued on the contents of the report together with the appendices which included:

- Available funding for the current financial year.
- Clarification around some of the projects seeking financial assistance.

RESOLVED –

- (i) To note the spend to date and current balances for the 2015/16 financial year.
- (ii) That the following project requesting Wellbeing Funding be determined as follows:

Project	Organisation	Amount Granted (£)
Upgrade of pathways/ disabled access	Collingham Bowls Club	£2,500
NorthCall Volunteer Programme	NorthCall	Deferred for further consultation with Ward Councillors
Repairs to Scholes Bowls Club	Scholes Bowles Club	£2,000
New Flooring and Kitchen equipment	Shadwell Independent Library and Arts Centre	£2,376
Over 60s – transport & catering costs	Moortown Social Club	£1,200

- (iii) That the following project requesting Youth Activity Funding be determined as follows:

Project	Organisation	Amount Granted (£)
Creative Production-Project Development	Next Generation Arts	£12,600
EPOSS Holiday Programme	EPOSS Cluster	Deferred for further information

Draft minutes to be approved at the meeting to be held on Monday, 25th January, 2016

Wetherby Comic Club	Leeds Libraries and information Service	Declined
Autism Support Group	EPOSS	Deferred for further information
New Starters (Under 9) and Girls Club	Barwick – In – Elmet Cricket Club	£455

- (iv) To note that the following application had been approved since the Community Committee on 7th September 2015 under the delegated authority of the Assistant Chief Executive (Citizens and Communities)

Project	Organisation	Amount Granted (£)
Festive Motifs	Leeds Lights – Leeds City Council	£2,400
Conversation Dinners	Communities Team (ENE)	£700
Confluence Festival	South Asian Arts	£500

44 OUTER NORTH EAST PARISH AND TOWN COUNCIL FORUM

The East North East Area Leader submitted a report which set out the main issues discussed at the latest meeting of the Outer North East Parish and Town Council Forum held on 8th October 2015. The minutes were submitted for information /discussion.

RESOLVED –

- (i) That the report and minutes from the Outer North East Parish and Town Council Forum held on 8th October 2015, be noted
- (ii) That where appropriate to support Outer North East Parish and Town Council Forum in resolving any issues raised

45 DATE AND TIME OF NEXT MEETING

RESOLVED – To note that future meetings will be arranged as follows:

Draft minutes to be approved at the meeting
to be held on Monday, 25th January, 2016

- Monday 25th January 2016 at 5.30pm (Civic Hall, Leeds)
- Monday 7th March 2016 at 5.30pm (Civic Hall, Leeds)
- May/June 2016 (Date /venue to be confirmed)

ANNOUNCEMENT

Referring to the recent Corporate Awards for Excellence, Councillor Cohen announced that the John Grieve, Senior Governance Officer, Legal & Democratic Services, had been awarded Winner of the Lifetime Achievement 2015.

Members joined Councillor Cohen in offering their congratulations to John on this outstanding achievement.

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OUTER WEST COMMUNITY COMMITTEE

WEDNESDAY, 9TH DECEMBER, 2015

PRESENT: Councillor M Coulson in the Chair

Councillors A Blackburn, D Blackburn,
J Jarosz, R Lewis, T Wilford and R Wood

25 Appeals Against Refusal of Inspection of Documents

There were no appeals against refusal of inspection of documents.

26 Exempt Information - Possible Exclusion Of The Press And Public

There was no exempt information.

27 Late Items

There were no late items. However, supplementary information in relation to the LeedsWatch Report was circulated at the meeting. Minute 35 refers.

28 Declaration Of Disclosable Pecuniary Interest

There were no declarations of pecuniary interests made.

29 Apologies For Absence

Apologies were received from Cllr. Andrew Carter, Cllr. Amanda Carter and Co-optee Rev. Paul Ayres.

30 Open Forum / Community Forum

There were no members of the public in attendance at the meeting.

31 Minutes

It was noted that Cllr. Ann Blackburn had given her apologies however had been missed from the minutes.

RESOLVED - The minutes of the meeting held on 7th October were recorded as a correct record.

32 West North West Locality Community Safety Partnership Annual Report

Draft minutes to be approved at the meeting
to be held on Wednesday, 2nd March, 2016

The report of the North West Locality Safety Partnership provided Members of the Outer West Community Committee with an overview of the performance of the West North West Locality Community Safety partnership.

The report focused on the period October 2014-September 2015

Acting Inspector Nick Boyes and the Area Community Safety Co-ordinator attended the meeting.

Members were informed that there had been a rise in crimes in the Outer West area particularly in vehicle thefts. Acting Inspector Boyes told the Committee that offenders were travelling in to the area from Bradford and locally from Bramley to commit the crimes. He said that several arrests had been made.

The Committee were informed that the partnership working with Environmental Services was working well and that there was good co-operation between Leeds and Bradford Police forces.

Ward Members were asked to spread the word to keep doors and windows locked and keys especially car keys out of view.

Crimes statistics for each ward had been provided within the submitted report.

Members were informed that from February 2016 more Police will be based at Pudsey Police Station. From February 2016 there will be a transition to a new operating model to ensure that demand is met across all work areas with reduced staff. The majority of uniformed officers will work on a 24/7 shift pattern as will the Partnership Ward Area (PWA) Inspectors. Inspector Dan Wood would retain overall responsibility for Outer West area.

Members were informed that Partnership Ward Sergeant Louise Julian would take over in February 2016 she would be attending the next meeting to meet all ward members.

The Area Community Safety Co-ordinator spoke about the Neighbourhood Problem Solvers approach and the good partnership working across the Community Committee area.

The Committee were informed that future work in the area would include projects in relations to The Heights, vehicle crime and Farm Watch.

Discussion took place on the following issues:

- Concerns in relation to Cross Lane, Farnley
- The high rise in vehicle crime
- New Neighbourhood Watch scheme at Rodley
- Police presence at Forums and Neighbourhood Watch meetings
- Crimes relating to farms
- Speed Indication Devices

The Members thanked Acting Inspector Boyes for his contribution to the meeting and the information that he had been providing to Ward Members the Chair saying that it was 'like a breath of fresh air'.

RESOLVED – That Members would continue to support the locality Community Safety Partnership in relation to continuing to delivering towards the Safer Leeds priorities through effective partnership working set out by Safer Leeds for the 2015/16.

33 Finance Update Report

The report of the west North West Area Leader provided the Committee with an update on the budget position for the Wellbeing Fund for 2015/16 and the current position of the Small Grants and skips pots and those Small Grants and skips that had been approved since the last meeting.

Members were updated on the project from Parks and Countryside for playground improvements to Victoria Park was approved.

Two applications had been received for the Committee to consider:

- Appendix 2 of the submitted report listed Gardening for Wellbeing submitted by The Conservation Volunteers - Hollybush Conservation Centre, requesting £3,260
- Appendix 3 of the submitted report listed New Street Grove crime prevention fencing submitted by Housing Leeds requesting £6,475

In relation to Appendix 2 of the submitted report Members were informed that interest had been expressed by residents from the Outer West in the project. However due to demand those residents had had to be turned away. Members discussed transport to and from the project and the health benefits of the project specifically those with mental health issues. Cllr. Ann Blackburn to provide the name of a group in Pudsey to the Communities Team.

In relation to Appendix 3 of the submitted report Members were provided with plans showing the area of concern. Members were informed that this issue had been discussed at the Housing Advisory Panel and that match funding had been approved.

Members also discussed the public footpath which runs along the palisade fencing in situ currently. Members requested that this be addressed.

Members briefly discussed the Youth Activities Fund commissioning round. A General Purposes Sub-Group meeting would be organised in the new year to consider applications.

RESOLVED – That the Committee:

- Noted the current budget position for the revenue Wellbeing Fund for 2015/16 - Appendix 1 of the submitted report

- Considered the Wellbeing large grant and Youth Activity Fund application which had been received since the last Community Committee
 - Noted and considered the small grants that had been approved since the last meeting
 - Noted the skips that had been approved since the last meeting
 - Noted the current budget position for the Capital Wellbeing Fund for 2015/16
 - Noted the Finance Monitoring information at Appendix 4 of the submitted report
- 1) Appendix 2 of the submitted report listed Gardening for Wellbeing submitted by The Conservation Volunteers - Hollybush Conservation Centre, requesting £3,260 - APPROVED
 - 2) Appendix 3 of the submitted report listed New Street Grove crime prevention fencing submitted by Housing Leeds requesting £6,475 – APPROVED

34 Environmental Services - Update and Service Agreement for 2015/16

The Locality Manager, Environmental Action Service was in attendance at the meeting he presented for approval a new Service Agreement between the Committee and the Environmental Action Service to help maintain clean and tidy neighbourhoods across the Outer West area.

The Locality Manager explained to the Committee that the Environmental Action Service had taken on new functions including:

- Graffiti removal, needle picking, public toilet cleaning, ginnel clearance, LCC bin-yard clearance
- Household bulky item collection service, and
- Work previously done by 'Estate Caretakers' in council housing areas

Members were updated about the restructure within the service and the new ways of working within dedicated teams.

The Locality Manager highlighted page 16 of the submitted report which outlined the priorities for delivery.

Members were informed that partnership working with colleagues in Parks and Countryside was working well.

Members raised their concerns with the amount of leaves which had accumulated in certain areas. Members were informed that this work was on going however the wet weather had been a factor in not been able to collect the leaves. The Locality Manager asked Members to contact him with areas of concern so that he could address.

The Parks and Countryside Technical Manger was also in attendance at the meeting, he updated the Committee on the collections from litter bins located in parks. Members were informed that a mapping exercise was taking place to

identify the locations of litter bins and to ensure that bins were located where most needed.

RESOLVED - The Community Committee;

- approved the Service Agreement for the 2015/16 municipal year;
- delegated the responsibility to oversee the development and delivery of the Agreement and associated 'Plans on a page' to the Environmental Sub Group, with input through ward member and sub-group meetings.

35 Outer West CCTV Report

Two Officers from LeedsWatch presented the report to the Committee on the effectiveness of the 11 cameras, which serve the Outer West Community Committee area.

The submitted report provided analysis of the crime and anti-social behaviour by Ward, with CCTV camera locations as at Appendix 1, the different types of incidents and arrests captured by CCTV Operators in 'real time' including a focus on monthly occurrence of incidents. The report focussed on the period April 2015 – end October 2015.

The submitted report also had information on the current costs for all CCTV cameras in the Committee area.

Members were informed that staff had been realigned into five teams working 24/7 Monday – Sunday:

- CCTV
- Safer Learning Officers
- Parks Watch
- Security Patrol Team
- Engineering Team – repair cameras

Members discussed:

- The format of the information by ward
- The information provided
- Location of the cameras within the Outer West area
- Cost of the cameras and maintenance charges

RESOLVED – That the Outer West Community Committee noted the content of the report.

36 Minutes Heights and Bawns Neighbourhood Improvement Board

RESOLVED – The Committee noted the minutes of the Heights and Bawns Neighbourhood Improvement Board held on 30th September 2015.

37 Outer West Community Committee Update Report

This report updated the Community Committee on the work of the three sub groups of the Community, the work that had been taking place and the partnership work that had taken place in the area since the last meeting.

Members were informed that the Environmental sub group had met on 6th November 2015 and discussed partnership working throughout the Outer West. The first partnership would focus on a coordinated approach to emptying parks bins, street bins and dog bins. The Committee had heard early from the Technical Manager of Parks and Countryside that a piece of work was under way to map locations of these bins.

It was reported that following on from the workshop held in October which focused on delivering actions which support Business Enterprise and the Economy linked with employment opportunities it was decided to set up a Business, Employment and Skills sub group. The sub group has had two meetings Chaired by Cllr. Richard Lewis. The sub group decided to have four meetings a year.

It was reported that the Christmas Lights had been switched on in Pudsey and Farsley with the events being well attended. However, Calverley lights switch on had to be cancelled due to bad weather.

Members noted that the use of social media by the Outer West Community Committee was well used and proving to be a success.

Members were also informed that the Pudsey Rotary Club would be again offering Christmas day lunches for delivery to the elderly.

Ward Member for Calverley and Farsley clarified the position of the costs of the Farsley Christmas lights.

Members had received information in relation to the 'Get Cooking' project to be held at Springpark Centre, Farsley requesting £365.70. The project had been circulated to members by email.

RESOLVED – That the Community Committee noted the report including the key outcomes from the sub groups.

Members agreed to approve £365.70 for the 'Get Cooking' project

INNER EAST COMMUNITY COMMITTEE

THURSDAY, 10TH DECEMBER, 2015

PRESENT: Councillor A Khan in the Chair

Councillors C Dobson, R Grahame,
R Harington, A Hussain, G Hyde and
B Selby

Approximately 30 representatives of the local community, stakeholders and partners attended the meeting

35 Chairs Opening Remarks

The Chair welcomed all present to the meeting and brief introductions were made.

36 Appeals Against Refusal of Inspection of Documents

There were no appeals against the refusal of inspection of documents

37 Exempt Information - Possible Exclusion of the Press and Public

The agenda contained no exempt information

38 Late Items

No formal late items of business were added to the agenda, however a schedule which contained a précis of the Wellbeing grant applications (minute 47 refers) was tabled at the meeting

39 Declarations of Disclosable Interests

No declarations of disclosable interests were made

40 Apologies for Absence

Apologies for absence were received from Councillors Ingham and Maqsood and from Mr P Rone, Burmantofts & Richmond Hill Community Leadership Team.

41 Open Forum

The following matters were raised under the Open Forum:

- a) Chapel FM – Mr A Sinclair gave a brief presentation on the success of the Chapel FM community and arts centre, Seacroft, as a thankyou for the feasibility funding provided by the Inner East Community Committee (CC) in 2009. He reported on a successful Lottery bid which would enable the Centre to continue providing services, amenities and facilities for the next three years. Two service users, Zoe and Emily, also provided their individual experience of the centre. A copy of the Chapel FM annual report was tabled at the meeting.
- b) Neighbourhood Improvement Boards (NIB's) – Consideration of co-optees and/or strategic partners joining the NIBs was requested. The Area Leader responded that the CC had made a commitment to the NIB structure, with a view to establishing Neighbourhood Partnership

working first to identify key neighbourhoods and bring partners together. That work had now commenced and assurance was given that appropriate NIB membership would be sought.

- c) Consultation – Clarity was sought on how the results of consultations undertaken for the CC were reported back.
- d) Thematic Groups – Consideration was requested of whether thematic working groups, similar to those established by Community Leadership Teams, would be an appropriate approach across East Leeds to tackle specific issues
- e) “One Big Consultation” – A suggestion was received for one overarching consultation to be held with local residents and community groups on one of the city’s priorities was noted – with the theme of “how to make Leeds the best city to live in”

The CC noted that, where appropriate, all of the matters raised would be referred to the relevant Member advisory group for further discussion and/or LCC Department

42 Minutes of the Previous Meeting

RESOLVED – That, subject to an amendment to minute 31 to refer to “a review of health and wellbeing provision being discussed at the next Burmantofts & Richmond Hill partnership meeting” (and not a Health and Wellbeing Board partnership), the minutes of the previous meeting held 17th September 2015 be agreed as a correct record

43 Matters Arising

There were no matters arising

44 Deputation to Inner East Community Committee - The Green, Seacroft

In accordance with Community Committee Procedure Rules, Inner East Community Committee accepted one formal Deputation to be heard at the meeting. Mrs L Cannon addressed the meeting on a Deputation relating to “The Green Residential and Day Care Centre, Seacroft” and also on the LCC service review “Delivering the Better Lives Strategy”.

The Chair thanked Mrs Cannon on behalf of the Committee for her presentation on behalf of residents and families of The Green.

RESOLVED -

- a) That the contents of the Deputation be noted
- b) That the matter be referred to the Director of Adult Social Services as the appropriate officer for consideration and to the Executive Member for Health, Wellbeing and Adults for information.
- c) To note the Committees' support for a direct response from the relevant officers to the Group

45 Appointment of Co-optees to Community Committees

The City Solicitor submitted a report on the progress made in seeking nominees to the co-optee vacancies on the Inner East CC for the remainder of the 2014/15 Municipal Year. Two nominations had been received from the Burmantofts and Richmond Hill Community Leadership Team (CLT) and it

was noted that further work would be undertaken to seek a nominee from the Killingbeck and Seacroft CLT.

RESOLVED

- a) To approve the appointment of Sue Lynch and Phil Rone as co-optees for the Burmantofts & Richmond Hill CLT for the remainder of the 2014/15 Municipal Year in order to support the work of the Committee
- b) To note the ongoing work to secure nominees to the remaining co-optee vacancies

46 Community Committee Appointments 2015/16 - Children's Services Cluster Membership Partnership

Members considered a report on proposals to amend the current representation on the Inner East Children's Services Cluster Partnership in order for both the Children's Services Community Committee Champions to be appointed to their local Cluster Partnership. Councillors C Dobson and M Ingham currently fulfilled that role.

Appendix 1 of the report set out the current Cluster appointments agreed in June 2015. The CC noted that Councillor Khan had offered to step down as a representative on the Inner East Cluster in order for Councillor Ingham to take up that role.

RESOLVED - That approval be given to amend the Inner East CC appointments to the Children's Services Cluster Partnerships so that the Children's Services Community Committee Champions are appointed to their local Cluster Partnerships:

Inner East Cluster - Councillor M Ingham & R Harington
Seacroft & Manston - Councillor C Dobson (no change)

47 Community Committee Update Report

Neil Young, Area Officer, presented an update report on the Inner East CC work programme, its recent successes and current challenges. The report outlined the work undertaken following previous workshops and through the Committee's sub groups and with local partners. A copy of the Community Committee Performance Management Framework was included at Appendix A. Additionally, the report outlined community events held since the last meeting, ward issues and an update on communications/social media

The following issues were discussed:

- Development of the Neighbourhood Improvement Partnerships, including an update on a recent explorative meeting in Burmantofts and Richmond Hill
- Social Isolation – Councillor Harington gave an update on work done since the January 2015 workshop, seeking support and comments on proposals coming forward from each ward to tackle social isolation with the aim of seeking funding for the three identified projects at a future meeting

The Committee noted questions from the public in respect of sustainability of the projects and future funding; and whether existing community groups could lend support to new groups

Additionally, one Member commented that the theme of “young people and communication” – the topic of a previous workshop where the CC had aimed to instigate actions to assist young people in East Leeds – had not been revisited. It was agreed that a report on the actions taken since the October 2014 workshop held would be presented to the next meeting

RESOLVED –

- a) That Members note the contents of the report be noted and the comments made by Members be noted for action where appropriate
- b) That a report be presented to the next Inner East CC meeting on the outcomes and actions taken since the October 2014 workshop on the theme of young people and communication

48 Wellbeing Report

The East North East Area Leader submitted a report providing an update on the current position of the capital and revenue budget for the Inner East CC.

A schedule providing an overview of the applications and the recommendations of the Members' Wellbeing advisory sub group was tabled at the meeting

RESOLVED -

- a) To note the spend to date and the current balances for the 2015/16 financial year as detailed in Appendix 1 of the report
- b) That, having considered the submitted project proposals and comments of Elected Members, the following be agreed in respect of applications to the Wellbeing Fund:

<u>Project</u>	<u>Amount granted</u>
Digital Passport	£7,922.00
I-Smile Café	£1,000.00
Tea-time Club	£2,000.00

- c) That having considered the submitted project proposals and comments of Elected Members, the following be agreed in respect of applications to the Youth Activity Fund

<u>Project</u>	<u>Amount Granted</u>
Street Work Soccer Academy	£4,900.00

49 East North East Employment and Skills Plan 2015/16

Councillor R Grahame, Community Committee Champion for Employment & Skills, introduced an update report on the work of the ENE Employment & Skills Board in 2014/15. The report also set out the revised structure of the ENE Employment & Skills Board and Plan for 2015/16.

Michelle Anderson, LCC Children's Services, Employment & Skills Projects and Programmes, attended the meeting and gave a detailed presentation on the contents of the report, the work undertaken by the Employment & Skills Board so far and the background to the revised future priorities. Keri Evans and Jane Hopkins also attended the meeting. Key issues included:

Draft minutes to be approved at the meeting
to be held on Thursday, 24th March, 2016

- The Boards' future focus on identifying quality, realistic and deliverable priorities resulting in a greater impact
- A future priority to maximise the number of local employers in the ENE area developing apprenticeships and routes into employment to support young people
- The funding opportunities from the European Structural Investment Fund aimed at employment & skills and the need for the Board to align its priorities in order to maximise that funding
- The impact of Adult Skills funding changes from grant aid to loans, particularly on Third Sector providers
- Recognition of the role of Community Hubs which provide access to employability skills

The CC discussed the following:

Access to apprenticeship schemes – The CC noted a comment in respect of the perceived difficulties of young Inner East residents gaining access apprenticeship schemes, the differing wage offers between providers and the entry level requirements into schemes.

The CC requested a further report to a future meeting on this specific issue which would allow the CC to consider the barriers to apprenticeships, how these could be challenged with support from the CC and what flexibilities were available to scheme providers

Additionally the CC requested city-wide mapping information on where apprenticeship schemes were available

NEETS – young people not in education, employment or training – Comments seeking information on what was being done to address the number of NEETS in the Inner East area were noted

Opportunities – Information was requested on how Inner East residents accessed the opportunities offered through the development of the city centre, which partners worked with LCC to secure those opportunities and ward statistics to be provided reviewing previous year's results

RESOLVED –

- a) To note the content of the report and agree to receive an annual update from the Employment and Skills Board
- b) That the comments made by Members be noted for action

50 The Compton Centre: Development of the Community Hub approach

Josette Ward, the Inner East Community Hub Manager, presented a report providing an update on the development of the Community Hub model with specific reference to the Inner East Locality. The report detailed the services and initiatives being delivered in the city and at the Compton Centre and also noted the challenges faced by service providers

The following issues were highlighted:

- The success of the Compton Centres' first year of operation as a Hub and base for delivery of combined services
- Growing customer numbers and impact on space available
- Partnership with the Third Sector to deliver jobs & skills and support to the local community

- Future plans to develop provision through the introduction of a “Mobile Hub” to take services into the community and alleviate the pressure on the main Hub centres

The following comments were made in respect of future services:

- Whether School Admission appeals could be held at the Compton Centre for parents appealing for places in local schools. Members noted the response that consideration was being given to the practicalities of holding appeal hearings in the localities
- Whether the Compton Centre would have capacity to facilitate more services, noting that the Centre is often booked to capacity. Members noted the response that access and usage of the Centre were currently under review

It was noted that a workshop would follow the formal CC meeting to facilitate discussions between local Members, residents, officers, stakeholders and partners on the services and future provision at the Compton Centre with the aim of informing the development of services offered at the Centre

RESOLVED -

- a) To note the content of the report
- b) To note the success to date of the implementation of the Community Hub Model at the Compton Centre
- c) To note the challenges faced by staff and services at the Compton Centre and note the comments made seeking to address those challenges
- d) That the comments made by the Committee in respect of additional services that could be delivered from the Community Hubs and other ‘pop up’ locations in the area be noted.
- e) To note that a facilitated workshop will take place following the formal meeting to capture ideas to take forward.

51 Date and Time of next meeting

RESOLVED - To note the date of the next meeting as Thursday 24th March 2015. The start time and venue to be confirmed

INNER NORTH EAST COMMUNITY COMMITTEE

MONDAY, 7TH DECEMBER, 2015

PRESENT: Councillor E Taylor in the Chair

Councillors R Charlwood, J Dowson,
S Hamilton, G Hussain, C Macniven,
M Rafique, A Sobel and B Urry

Approximately 25 local residents, partners and stakeholders attended the meeting

34 Chairs Opening Remarks

The Chair welcomed all present to the meeting and brief introductions were made.

35 Appeals Against Refusal of Inspection of Documents

There were no appeals against the refusal of inspection of documents

36 Exempt Information - Possible Exclusion of the Press and Public

The agenda contained no exempt information

37 Late Items

No formal late items of business were added to the agenda however a schedule containing a précis of the Wellbeing grant applications was tabled at the meeting for ease of reference (minute 43 refers)

38 Declarations of Disclosable Interests

No declarations of disclosable interests were made

39 Apologies for Absence

No apologies for absence were received.

40 Open Forum

No matters were raised under the Open Forum.

41 Minutes of the previous meeting

RESOLVED - That, subject to the amendment of minute 33 to delete the second sentence, the minutes of the previous meeting held 21st September 2015 be agreed as a correct record

42 Matters Arising

There were no matters arising.

43 Wellbeing Budget report

Lee Griffiths, Area Officer, presented a report providing an update on the current budget position and any decisions taken under delegated authority. The report also sought consideration of applications for funding from the Inner North East Community Committee (CC).

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

A schedule of the comments made by the Members Wellbeing Advisory Groups on the applications received was tabled at the meeting.

RESOLVED -

- a) To note the current balances for 2015/16 and the spend to date against these budgets
- b) To note the delegated decisions made in relation to Wellbeing applications since the last meeting of the Inner North East Community Committee on the 21st September 2015 as follows:

<u>Project</u>	<u>Amount Awarded</u>
Youth Activity Fund	
Bonfire Night Extravaganza	£2,400
Deen Project	£2,509.64
 Chapel Allerton ward budget	
Chapeltown Flower Planter	£75.00
Chapeltown Festive Market	£500.00
Chapel Allerton Festive Lights	£2,911.00
Roundhay ward budget	
Roundhay ward Festive Lights	£1,147.00
Moortown ward budget	
New Grit bin/refills	<u>£1,847.56</u>

- c) That, having considered the Wellbeing Advisory Group's recommendations and the applications submitted, the following be approved:

<u>Project</u>	<u>Amount Awarded</u>
Moortown Ward budget	
Moortown Community Garden	£354.00
 Chapel Allerton Ward Budget	
Reginald Centre LCD Screen	£1,000.00
 Youth Activity Fund	
Zest in the Community	£2,368.00
Craft For Kids	£575.00
Chapeltown Community Activity Week	£1,020.00
Meanwood Friday Night Club & Activity Week	£1,620.00
Prince Phillip Activity Week	£990.00
RJC – Booster Ballet Sessions and Dance Camp	£2,580.00
Grand Ambitions	DEFER for further discussion

44 Community Committee Update Report

Lee Griffiths, Area Officer, presented a report which provided an update on the work programme of the Inner North East CC, its recent success and challenges. The report also outlined the main issues discussed by the

Member advisory sub groups and the progress of the Neighbourhood Improvement Partnerships.

A copy of the Performance Management Framework was included within the report along with information on recent community events, communications and social media and the challenges and opportunities ahead. The CC Champions also addressed the meeting providing additional information on work undertaken in their specific portfolios

The following local issues were raised:

- The progress of the development of the proposed Queenshill local Improvement Partnership
- The roll out of 20mph zones in the area due to planned school expansions and associated highways works
- Acknowledgement of the work undertaken by the friends of Allerton Fields group
- Events held on the theme of domestic violence awareness since the last meeting and discussion on the use of the funds set aside by the CC to support local activities raising awareness of domestic violence in each ward
- The work undertaken by the 3rd Sector to create a local bespoke Directory since the workshop on social isolation
- Future European funding opportunities aimed at supporting the local economy and helping people into work. It was noted that GIPSIL was leading the expression of interest for Leeds' bid. The role of the third sector and partners to support the bid was emphasised.
- Recognition of the areas' arts and culture heritage and the opportunities for the locality to be involved in Leeds' City of Culture 2023 bid. It was agreed that a report would be brought to a future meeting considering how the Inner North East locality could benefit, host and support the bid

RESOLVED - To note the contents of the Update report and the comments made by Members

45 East North East Employment and Skills Plan 2015/16

The Head of Communities and Partnerships, Employment & Skills, submitted a report which provided an update on the progress of the work of the ENE Employment & Skills Board in 2014/15 for the ENE area as a whole and specific to the Inner North East locality. The report also set out the revised structure of the Board and ENE Employment & Skills Plan for 2015/16.

Councillor G Hussain, Community Champion for Employment & Skills, introduced the report on annual progress made against the E&S Action Plan.

Michelle Anderson, LCC Children's Services, Employment & Skills Projects and Programmes, attended the meeting and gave a detailed presentation on the contents of the report, the work undertaken by the Employment and Skills Board so far and the background to the change in the priorities for the future. Keri Evans also attended the meeting. Key issues were discussed:

- The Boards' future focus on identifying realistic and deliverable priorities, the aim being to focus on quality with fewer priorities but resulting in a greater impact
- Future priority of maximising the number of local employers in the ENE developing apprenticeships and routes into employment to support young people
- The opportunities from the European Structural Investment Fund which offered different funding aimed at employment & skills
- The impact of Adult skills funding changes from grant aid to loans, noting that delivery of ESOL reminded critical some residents to access employment

The CC discussed the following:

- The importance of accurate school leavers data collection
- Concern that funding for ESOL courses had been withdrawn after courses had commenced. It was noted that ESOL courses were being provided by community groups but on an ad-hoc basis
- Language and communication were recognised as key for employability
- The impact of long term unemployment on mental health

In conclusion, the role of residents was identified as key in providing information on future priorities to local ward Councillors to inform the Board. Additionally, the role of Community Hubs as a base for collaboration between service providers and residents was highlighted

RESOLVED –

- a) To note the content of the report and agree to receive an annual update from the Employment and Skills Board
- b) To thank the officers for their presentation and note the work undertaken so far.
- c) To express best wishes to Michelle Anderson for her future role and to note and welcome Keri Evans as Michelle's replacement for the ENE area

46 Community Hubs

Nick Hart, Manager of ENE Centres, presented a report outlining the development of the Community Hub model across Leeds, with specific reference to the Compton Centre, seeking discussions on additional services that could be delivered from Community Hubs and other 'pop-up' or mobile hubs in the locality.

The report highlighted the early successes in the locality in respect of delivery of job shops, employment outcomes and the library service and outlined the services provided by partner organisations at the Hub. Additionally, proposals to appoint a Partnership Development Worker were highlighted whose remit would be to liaise between the LCC and North Leeds CCG in order to prioritise health and social prescribing.

The meeting received two presentations, the first from the Office of Fair Trading in relation to debt management and support offered by the LCC Illegal Money Lending Team based in community hub drop-in sessions; and the

second showing a report from "Made in Leeds" on 'Children's Takeover Day' 20th November 2015 when Wykebeck Primary School pupils attended the Reginald Centre, LS7 experiencing an adults' working day.

Dr Babu, GP based at the Westfield Medical Centre, Reginald Centre LS7, then gave a brief presentation providing more detail on the role of the Partnership Development Worker to bridge the gap between General Practice, Council and community services. Dr Babu also highlighted the role of volunteer community champions who had knowledge and understanding of local communities

A comment expressing concern over the lack of banking and financial facilities in the locality was noted for further discussion during the informal workshop to follow

RESOLVED -

- a) To note the content of the report
- b) To note the success to date of the implementation of the Community Hub Model at the Compton Centre
- c) To note the challenges faced by staff and services at the Compton Centre and note the comments made seeking to address those challenges
- d) That the comments made by the Committee in respect of additional services that could be delivered from the Community Hubs and other 'pop up' locations in the area be noted.
- e) To note that a facilitated workshop will take place following the formal meeting to capture ideas to take forward.

47 Community Comment

The Chair noted the opportunity for members of the public to give feedback and/or queries on the reports presented during the formal part of the CC meeting, the intention being that a written response would be provided within 14 days. The following comments were raised and discussed:

Employment and Skills - Sheila xxxx addressed the meeting outlining the informal support she offered to local young men seeking employment and highlighted the issue of previous criminal record as a barrier to gaining employment. She identified a gap in support for the over 24's and the wider impact unemployment had on an area. In response, the work undertaken by the Job Centre and Social Justice Team was outlined as well as information on the anticipated European funding which would target ex-offenders as a priority group in need of support.

Regeneration – Whether the regeneration of the city centre brought positive benefits to the suburbs. Information was provided on the work undertaken by the Council to build relationships with developers to ensure that local people were employed on city centre schemes.

48 Date and Time of Next Meeting

RESOLVED - To note the date and time of the next meeting as Monday 14th March 2016. The start time and venue to be confirmed

49 Chairs Closing Remarks

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

In closing the meeting, Councillor Taylor thanked everyone for their attendance and invited all to attend the informal workshop which would now commence to further discuss the theme of Community Hubs and consider future provision in the Inner North East locality

INNER WEST COMMUNITY COMMITTEE

WEDNESDAY, 9TH DECEMBER, 2015

PRESENT: Councillor K Ritchie in the Chair

Councillors C Gruen, J Heselwood,
J Illingworth, A Lowe, J McKenna,
F Venner and L Yeadon

24 **Appeals Against Refusal of Inspection of Documents**

There were no appeals against refusal of inspection of documents.

25 **Exempt Information - Possible Exclusion of the Press and Public**

There were no exempt items

26 **Late Items**

There were no late items. However supplementary information relating to Item 12 Appendix 2 was circulated to all Members prior to the meeting.

27 **Declarations of Disclosable Pecuniary Interests**

There were no declarations of disclosable pecuniary interests.

28 **Apologies for Absence**

Apologies for absence were received from Cllr. Alice Smart, Co-optees Hazel Boutle, Erica Mitchell and Marvina Newton.

29 **Open Forum / Community Forums**

On this occasion there were no speakers at the open forum.

30 **Minutes**

RESOLVED – That the minutes of the meeting held on 9th September 2015 be approved as a correct record.

31 **Matters Arising**

Minute 22 Wellbeing Fund Update

Some Ward Members were disappointed that no agreement had been reached in relation to using the Wellbeing funding as one pot of money for the area rather than splitting the allocation equally between wards.

They requested that this matter be revisited.

32 **Early Years Outcomes Update 2015**

The Early Years Outcomes Update 2015 was presented by the Early Years Foundation Stage Improvement Manager.

The report provided a brief overview of the statutory assessment outcomes at the end of the foundation stage at a national, city wide and local level.

The Officer informed the Committee that the Good Level of Development (GLD) was improving in Leeds with a rise from 51% to 62% from 2013-2015. However, Leeds is still below the national GLD which was 66% in 2015.

The Members were told that in 2013 Leeds was ranked 152 out of 152 local authorities for the 'inequality gap' measure at the end of the Early Years Foundation Stage. Leeds has managed to narrow the attainment gap over the last two years and is now ranked 116.

The Officer listed the areas that the Early Years Foundation Stage had supported schools to raise attainment in the early years this year.

- Moderation Cluster meetings
- Early years locality network meetings
- Leadership Forums
- Bespoke work with learning improvements consultants
- Universal training offer
- Targeted training and support
- Supporting Private Voluntary and Independent settings and childminders to improve quality

Members discussed at length the differences of the GLD between similar schools in each of the wards and questioned why there were such significant differences between schools in comparable areas.

Members were assured that figures would be challenged, meetings held and plans drawn up to address the issues. Armley Ward Members requested that officers come back to the Committee with information on Plans for Castleton and St Bartholemews primary schools.

Members discussed the following issues:

- Size of cohorts
- Focussed work within the underperforming schools in Inner West
- How primary schools in the Inner West matched up to primary schools nationally
- Nursery training
- Pre-school provision

Members raised their concerns that the tables highlighted differentials between areas as Hawksworth Wood Primary located in one of the most deprived areas of the city was performing well where as other schools in similar locations were not performing as well. Members requested that information be brought to the next Community Committee's General Purposes meeting.

RESOLVED – That Members noted and supported the recommendations as set out in the submitted report

Cllr. Illingworth arrived during this item.
33 Schools Place Planning

An Officer from Capacity Planning and Sufficiency presented the report on School Place Planning.

The Community Committee were informed that in the Inner West area it is projected that there would be a need for an additional 1.5 forms of entry for September 2016 in the Armley and Wortley Primary Planning Area, of which 1 form of entry would be required permanently; 0.5 form of entry in the Bramley area for 2016 and beyond; and 2 forms of entry required for Kirkstall, Burley and Hawksworth Wood area of which 1.5 forms of entry would be required permanently.

Members were informed that discussions were taking place with local schools to accommodate the expansions that are required to address the additional need.

Although there is no immediate need for additional secondary places in the area discussions would be taking place with secondary schools to meet the projected increased demand from 2018 onwards.

The Members discussed the following issues:

- The consultation that was on going with the primary schools in the area and the success of the consultation that had taken place with Bramley Primary
- The growing population within the City
- Planning for longer term provision

RESOLVED – That the Community Committee:

- Noted the content of the report and the progress to date
- Supported the expansions of the schemes in schools to provide bulge and permanent additional school places

34 Environmental Services Update Report and Service Agreement for 2015/16

The Locality Manager, Environmental Action Service was in attendance at the meeting. He presented for approval a new Service Agreement between the Committee and the Environmental Action Service to help maintain clean and tidy neighbourhoods across the Inner West area.

The Locality Manager explained to the Committee that the Environmental Action Service had taken on new functions including:

- Graffiti removal, needle picking, public toilet cleaning, ginnel clearance, LCC bin-yard clearance
- Household bulky item collection service, and
- Work previously done by 'Estate Caretakers' in council housing areas

Members were informed that the service had been working with the Keep Britain Tidy Group on Armley Town Street. It was hoped that the service would be able to do more work with communities.

Members were updated about the restructure within the service and the new ways of working within dedicated teams. The Priorities for the service including spending, service structures, and roles were set out in the submitted report.

Members raised their concerns about leaves which had accumulated in certain areas. Members were informed that this work was on going however the wet weather had been a factor in not being able to collect the leaves. A co-optee from the Kirkstall Ward also had concerns in relation to leaf fall at St Ann's Lane and the fact that it could potentially be dangerous. The Locality Manager asked Members to contact him with areas of concern so that he could address.

Members discussed the following issues:

- Tenant Scrutiny Report
- Scheduling of work for ginnels
- Litter picking in Armley and Bramley working well
- Improvement in bulky waste collection
- Work with volunteer groups

RESOLVED - The Community Committee;

- approved the Service Agreement for the 2015/16 municipal year;
- delegated the responsibility to oversee the development and delivery of the Agreement and associated 'Plans on a page' to the Environmental Sub Group, with input through ward member and sub-group meetings.

Cllr. J McKenna left the meeting during this item.

35 West North West Locality Community Safety Partnership Annual Report

Inspector Simon Jessup and the Area Community Safety Co-ordinator presented the annual report of the North West Locality Safety Partnership.

The crime figures for the Inner West area were tabled at the meeting. Inspector Jessup explained to the Committee that there had been changes in how crime is reported and logged and this had affected the figures as presented.

The Inspector spoke about the crimes for the Inner West area as listed at page 44 of the submitted report highlighting the increase in vehicle crime and burglary.

Members discussed the figures and the changes in recording crime and crime issues in their wards.

The Inspector told the Committee that the best way to report crimes was through 'Crimestoppers' as this helped build up intelligence.

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

The Committee noted that partnerships within the Inner West were working well.

The inspector informed the Committee that in February 2016 there would be a transition to a new operating model, which was necessary to ensure that demand can be met across all work areas with reduced staffing.

The main areas of change to be:

- Majority of police officers will work on a 24/7 shift pattern
- Inspector Jessup would retain overall responsibility for Inner West and remain the contact for the Committee
- Core Neighbourhood Problem Solvers would be:
 - A Partnership Ward Area Sergeant
 - 11 Ward Managers
 - 21 PCSOs

The Inspector also informed Members of a pilot in Armley which would see more Special Constables in the area to undertake work around safeguarding.

He explained that this would take time to train up the Specials and that this route was the only way into the police force.

Members were informed that in January a review would take place to look at lessons learnt in Domestic Homicide, invites would be sent out shortly.

The Chair said that the Committee realised that the Police do a difficult job and appreciated the work that they do in the area.

RESOLVED – That Members continue supporting the locality Community Safety Partnership in relation to continuing to delivering towards the Safer Leeds priorities through effective partnership working set out by Safer Leeds for 2015/16

36 Finance Update and Monitoring Report

The report of the Area Leader updated the Members on the projects funded through the Inner West Wellbeing Fund and Youth Activities Fund budgets. It also asked Members to approve the applications process for the bids to the 2016/17 Wellbeing budget.

Members attention was drawn to paragraph 6 of the submitted report which provided the Members with the remaining balances for each ward.

Members were reminded that now in quarter 3 of the financial year and to contact the Communities team if they had a project which they would like to fund.

Members were informed that the project 'Football and your future' had been withdrawn as there had not been sufficient take up. The funding had been returned to the pot.

Members were also informed the Community Led Local Development (CLLD) programme which the Committee had agreed to support with £3,100 had now had the bid submitted. The Committee to be kept informed.

Members were provided with an update on the Woodbridges Youth Project which the Committee had approved funding for an eight week period to pilot at youth club. The pilot had exceeded expectation with an average of 18 young people attending each week. In order to continue the project without a break the Ward Members and the Committee Chair agreed that £6,109 Youth Activities funding be approved by delegated decision to maintain provision during term time until the end of July 2016.

Members were reminded that the Wellbeing Commission round was on going and would remain open until 15th January 2016. To date 4 applications had been received. The Members workshop to review all the projects will be held Wednesday 10th February 2016, 10:00-12:30.

RESOLVED – That Members:

- Noted the balance of the 2015/16 Wellbeing budget and Youth Activities Fund
- Noted the monitoring report for the Wellbeing (Appendix 3) and Youth Activities Fund (Appendix 4) projects to date as per the submitted report
- Noted the Wellbeing project that had been withdrawn
- Considered the new application listed at paragraph 6 of the submitted report
- Noted the 2016/17 Wellbeing commissioning round key dates.

37 Community Committee Update Report

The report of the West North West Area Leader (Citizens and Communities) updated the Community Committee on the work of the three groups of the Committee: General Purposes, Children and Young People and the Environment.

The Committee was informed about the Chair and Champions meeting that had been held on 2nd November. The Committee was told what the meeting was and how it worked. This was the first meeting of its kind in the Inner West the meeting covered three of the themed lead areas: Environment, Housing and Community Safety.

The Committee was informed that the Christmas lights switch on at both Armley and Bramley had gone well.

The Dog chipping event at Hawksworth Wood had been a success.

Members were informed of a bid to set up a 'Pocket Park' behind St Ann's Mills. Cllr. Illingworth provided the Committee with details of the process

involved and that the outcome of the bid would not be known until end of January 2016.

In response to a question Communities Team said that they would find out when the redevelopment of the Town and District Centre would be underway.

RESOLVED – Members noted the report including the key outcomes from the sub groups.

38 Chairs Closing Remarks

The Chair thanked everyone for attending and wished everyone a Merry Christmas.

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LEEDS CITY REGION BUSINESS RATES JOINT COMMITTEE

FRIDAY, 20TH NOVEMBER, 2015

PRESENT: Councillor in the Chair

Councillors

Present: Councillor D Green (City of Bradford MDC) (Chair), Councillor D Sheard (Kirklees MC), Councillor P Box (City of Wakefield) Councillor J Blake (Leeds City Council) Councillor T Swift (Calderdale MBC) and Councillor I Cuthbertson (City of York Council)

In Attendance: J Roney (Wakefield MDC) H Friedriksen (WYCA), T Riordan (LCC), D Meeson (LCC), M Woods (LCC), J Grieve (LCC)

1 **APPEALS AGAINST REFUSAL OF INSPECTION OF DOCUMENTS**

There were no appeals against the refusal of inspection of documents.

2 **LATE ITEMS**

There were no late items of business

3 **EXCLUSION OF THE 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:-

Report entitled “Leeds City Region Business Rates Pool 2014/15 Outturn and Proposals for Future use of Pool Resources” as referred to in Minute No.8 was designated as exempt under Access to Information Procedure Rule 10.4(3) because it contained information relating to the financial or business affairs of any particular person (including the authority holding that information). It was considered in these circumstances that the public interest in maintaining the exemption from publication outweighs the public interest in disclosing the information

4 **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor C Steward

5 **DECLARATIONS OF INTEREST**

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

Draft minutes to be approved at the meeting
to be held on Date Not Specified

6 MINUTES OF THE PREVIOUS MEETING

RESOLVED – That the minutes of the previous meeting held on 12th March 2015 were approved as a true and correct record.

7 LEEDS CITY REGION BUSINESS RATES POOL 2014/15 OUTTURN AND PROPOSALS FOR FUTURE USE OF POOL RESOURCES

The Deputy Chief Executive of Leeds City Council submitted a report which provided details of the 2014/15 outturn and proposals for future use of Pool resources.

Referring to the Welcome to Yorkshire proposal the Chair said there was a concern that no recent update on the financial status of the Company had been provided.

It was reported that the Welcome to Yorkshire Board had met recently and received a report which indicated that WtY's recovery plan was on schedule (£20k ahead of target) and that WtY were in a stronger financial position

The Chair suggested that WtY's financial report be circulated to all Members, and subject to no adverse comments being received, the proposals as set out in the report could be agreed by the Deputy Chief Executive in consultation with the Chair

RESOLVED –

- (i) To note the outturn position for 2014/15 as set out in section 2.2 of the submitted report;
- (ii) To note the revised levy estimates for 2015/16 as referred in section 2.2;
- (iii) To approve the additional payment of £12.5k to City of York Council to cover the costs incurred by ASO at York Racecourse as detailed in section 3.1;
- (iv) To approve, subject to 2015/16 levies being confirmed, the revised proposals for expenditure for 2016/17 as set out in section 4.1 and 4.2;(with the exception of the Welcome to Yorkshire proposal)
- (v) That in respect of the Welcome to Yorkshire proposal, and following assurances provided by the Local Government Observer to the Welcome to Yorkshire Board meetings, a report on the financial status of the

Company be circulated to Members, and subject to no adverse comments being received, the proposals as set out in the submitted report be agreed by the Deputy Chief Executive in consultation with the Chair

(vi) To confirm the continuation of the LCR Pool into 2016/17.

8 ANY OTHER BUSINESS

There were no issues raised under any other business

9 DATE AND TIME OF THE NEXT MEETING

RESOLVED –

- (i) That a further meeting of the Joint Committee be arranged for January 2016, date, time and venue to be determined at a later date.

- (ii) That Officers' investigate the timing of future meetings of the Joint Committee, scheduling them to take place shortly after the Welcome to Yorkshire Board had met.

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West Yorkshire Police and Crime Panel

Draft Minutes

13th November 2015, Wakefield Town Hall

PRESENT:	Councillor Alison Lowe (Chair)	- Leeds City Council
	Councillor Hassan Khan	- Bradford Council
	Councillor Michael Walls	- Bradford Council
	Councillor Masood Ahmed	- Kirklees MBC
	Councillor Phil Scott	- Kirklees MBC
	Councillor Amanda Carter	- Leeds City Council
	Councillor Kevin Barker	- City of Wakefield MDC
	Councillor Alan Wassell	- City of Wakefield MDC
	Mr Roger Grasby	- Independent
	Mrs Jo Sykes	- Independent
IN ATTENDANCE:	Samantha Wilkinson	- City of Wakefield MDC
	Liz Ogden	- City of Wakefield MDC
	Vanessa O'Loughlin	- City of Wakefield MDC

1. Apologies for Absence

- 1.1 The Chair of the Panel noted apologies from Councillor Steve Pullen (Bradford), Councillor Geraldine Carter (Calderdale), Councillor Ann Martin (Calderdale) and Councillor Mohammed Iqbal (Leeds).

Mark Burns-Williamson, the Police and Crime Commissioner for West Yorkshire attended the meeting for items 2 to 12 along with Katherine Johnson, from the OPCC and Andy Battle, Assistant Chief Constable.

2. Minutes of the Meeting held on 11th September 2015

- 2.1 The minutes of the meeting were agreed as a correct record.

Matters Arising

2.2 Funding Formula Review

- 2.2.1 The Commissioner was asked about the latest position on the funding formula review and what representations he is making.

2.2.2 The Commissioner reported that he circulated a private briefing for MP's in advance of the recent Parliamentary debate on Police Funding and is going to London next week with the Temporary Chief Constable to provide further briefing and representation with MPs ahead of the CSR.

2.3 Restricted and Recuperative Duties

2.3.1 It was acknowledged that the Commissioner had circulated private information outside the Panel forum showing the numbers of officers on restricted and recuperative duties across the force. Panel members questioned the disproportionate numbers for different districts.

2.3.2 The Commissioner agreed to produce a report which is suitable for a public audience so that this could be discussed in an open meeting.

2.4 Officer Ethnicity

2.4.1 The Commissioner explained the difficulties that there are in making any positive changes to the numbers of BME officers whilst there is no external recruitment taking place.

2.4.2 The Commissioner informed Panel members of the successful recruitment drive for Special Constables where there has been a targeted approach to underrepresented groups.

2.4.3 Jo Sykes raised with the Commissioner the College of Policing Equality and Diversity initiative which has been signed up to by four forces across the country and whether there is potential for learning for West Yorkshire. The Commissioner agreed to look at the scheme and see what learning there might be for West Yorkshire.

2.5 **RESOLVED**

2.5.1 That the Commissioner produces a report suitable for a public audience on officers on Restricted and Recuperative Duties so that this can be discussed in a public meeting.

2.5.2 That the Commissioner looks into the College of Policing Equality and Diversity initiative and whether there is scope for West Yorkshire to be involved or take some learning from the programme.

3. **To note any items which the Chair has agreed to add to the agenda on the grounds of urgency.**

3.1 The Chair confirmed that there were no items to add to the agenda.

4. Members' Declaration of Interests

4.1 There were no interests declared.

5. Transformation Fund Update

5.1 The Commissioner provided an update on the allocation of the £20m Transformation Fund which has been established from a transfer from the significant reserves that had accumulated from previous years' underspend.

5.2 Panel expressed concern that the report has significant gaps and is missing operational targets as well as the value for money and efficiency savings that will be realised.

5.2 ACC Andy Battle gave an overview of the significance of the transformational projects to the force and some of the operational benefits that they will realise.

5.3 It was noted that there is a robust benefits realisation process in place with regular monitoring at regular Exec meetings.

5.4 RESOLVED

5.4.1 It was agreed to provide the Panel with more information on the process for ensuring benefits realisation including the expected operational outcomes and targets. It was also agreed that information would be provided on the processes in place should efficiencies or improved outcomes not delivered.

6. Home Office Innovation Fund

6.1 The Commissioner presented a report on the latest round of Home Office Innovation Fund bids. West Yorkshire has been more successful in this round than in previous rounds securing £1.3m.

6.2 The Commissioner is working with partner organisations on developing a number of bids for submission for the latest round in December. There are currently 18 bids which are being considered and the synergies between the bids are being looked at with a view to consolidating them into fewer bids.

6.3 RESOLVED

6.3.1 That the Commissioner continues his ambition to maximise the funding that West Yorkshire receives from the HO Innovation Fund and that the Panel is updated following the outcome of the bids.

7. West Yorkshire Police's Use of Bail – Six Monthly Report

7.1 The Panel were provided with an update on the latest West Yorkshire position of numbers of people on pre-charge bail.

- 7.2 West Yorkshire has been monitoring its use of bail, in particular the number of people on bail, the number of times an individual has been bailed in relation to one investigation, the number of overdue bails and the number of bails in excess of 180 days, to better aid understanding of these issues.
- 7.3 The Panel noted a significant reduction in the number of people on bail in excess of 180 days, with a particularly significant improvement in the past six months.
- 7.4 It was noted that West Yorkshire Police are bringing the numbers of pre-charge bail down through effective management and there have been improvements to the housekeeping and recording practices. However, the increasing complexity over gathering electronic/digital evidence, eg, CCTV, telecommunications, etc, is more time consuming and is negating some of that positive work.
- 7.5 Panel questioned why, in West Yorkshire, it takes a much more significant period of time to obtain both high tech information and medical information from the NHS than it is in South Wales.
- 7.6 It was noted that this is currently being looked into to see what improvements can be made.
- 7.7 It was agreed to report back on progress in six months' time.

7.8 RESOLVED

- 7.8.1 That the Commissioner reports back to Panel in six months' time on the progress of improvements to pre-charge bail and improvements to the timeframes for gathering medical and technical evidence.

8. Victims' Hubs in West Yorkshire

- 8.1 The Commissioner reported on the progress of Victims' Hubs which are being taken forward in Bradford, Leeds and Wakefield as part of the MoJ preparatory funding grant allocated for Victim Services.
- 8.2 The hubs provide emotional and practical support to victims, including establishing video links to courts, and each hub works with local partners in different ways. The Bradford model has more of an outreach approach and different locations within localities have been identified. Wakefield's hub on Wood Street, is due to open next week.

8.3 RESOLVED

- 8.3.1 The Commissioner invited Panel members to visit victim's hub to see first hand the support they are able to provide.

9. Complaints Oversight by the Commissioner

9.1 Panel noted the report which gives an overview of how the Commissioner holds the Chief Constable to account for complaints against the force.

9.2 It was noted that in line with the national picture, complaint allegations have increased by 28% on the previous year. The Chief Constable has stated that the increase has resulted from changes in recording practices where a number of minor cases are now recorded as “complaints” rather than “miscellaneous incidents” in line with IPCC recommendations.

9.3 Panel welcomed the roll out of the early resolution pilot across the whole force.

9.4 It is noted that the OPCC is leading a four month pilot to introduce independent mediators to assist in local resolution of certain complaints. Panel look forward to receiving further information following the assessment of the pilot

9.5 Changes to the police complaints system, which are likely to give the PCC responsibility for complaints against the Force, are expected to be brought in some time at the end of next year. The Commissioner will keep Panel updated on this and will involve Panel members in discussions about how this might work.

9.6 RESOLVED

9.6.1 That the Commissioner provides Panel with information on the Mediator pilot when it has been assessed.

9.6.2 That the Commissioner provides updates and involves Panel members in discussions about changes to overseeing the Police Complaints system.

10. Published Key Decisions

10.1 The published key decisions were noted.

10.2 RESOLVED

10.2.1 The Commissioner was asked to provide full Panel with information on the full costs to West Yorkshire of the redeployment of Mark Gilmore.

11. Agreed Actions Log

11.1 The Agreed Actions Log was noted.

12. Commissioner's Response to any current issues

12.1 The Commissioner raised the outcome of the HMIC PEEL report into efficiency in West Yorkshire which gave the service two 'good' judgements: 'how does the force use its resources to meet demands' and 'how sustainable is the force's financial position for the short and long term' as well as an outstanding judgement in 'how sustainable and affordable is the workforce model'.

12.2 Panel welcomed the outcome of the report which will be considered in more detail at a future meeting.

12.3 The Commissioner re-iterated the work that was ongoing around the funding formula and the Police budget settlement. He reported that much work had been done by West Yorkshire to make it's case. The private briefing that was circulated to MP's ahead of the Parliamentary debate on Police Funding is available on a confidential basis for Panel members.

12.4 RESOLVED

12.4.1 That Panel consider the full PEEL report at a future meeting.

13. Complaints Received by the Panel

13.1 Members noted that there are two new complaints since the last Panel meeting on 11th September 2015. The Panel now has four current complaints that are at different stages.

13.2 Panel were asked to volunteer to form a new Complaints Sub-Panel to consider the new complaints highlighted in the report.

13.3 RESOLVED

13.3.1 That a new Complaints Sub-Panel meets as soon as possible to consider the two new complaints.

14. Amendment to the Panel's Rules for the Conduct of Business – Emergency Meetings Protocol

14.1 Panel considered the proposed amendments to the West Yorkshire Police and Crime Panel Arrangements and Rules for the Conduct of Business to make provision for the calling of emergency meetings in exceptional circumstances.

14.2 RESOLVED

It was agreed to:

14.2.1 Retain Rule 4.2 stating that general meetings require five calendar days' notice.

14.2.2 Include an additional Rule 4.3 to read *“That provision is made for the Chair or Deputy Chair to call an emergency meeting of the West Yorkshire Police and Crime Panel within 24 hours’ notice, in exceptional circumstances, should the need arise.”*

14.2.3 To amend Rule 9.1 with reference to Quorum numbers to read that *“No business shall be transacted at any meeting of the Panel, including an Emergency meeting, unless at least six Members are present.”*

15. Panel Forward Agenda Plan 2015

(16. No item - number omitted in error)

17. Any Other Business

17.1 There was no other business raised.

The following resolution was passed:

“That the public and press be excluded from the meeting during consideration of agenda item 18, on the grounds that it is likely to involve the disclosure of exempt information as described in Part1 of Schedule 12A to the Local Government Act 1972, as amended.”

IN PRIVATE

18. Appeals to Panel

18.1 The Panel considered two appeals from complainants regarding decisions taken by the Complaints Sub-Panel concerning complaints against the PCC.

18.2 RESOLVED

18.2.1 Complaint 765962 - The Panel upheld the Complaints Sub-Panel decision of 21st August 2015 not to record a complaint against the PCC.

18.2.2 Complaint 15001 – The Panel upheld the Complaints Sub-Panel decision of 21st August 2015 not to record a complaint against the PCC.

19. Date and Time of Next Meeting

19.1 The next meeting is to be held at 10.00 am on Friday, 11th December at Wakefield Town Hall. The private meeting will commence at 9.00 am.

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WEST YORKSHIRE JOINT SERVICES COMMITTEE
THURSDAY 3 DECEMBER 2015

PRESENT: Bradford
Councillor S Duffy
Councillor V Slater

Calderdale
Councillor G Carter
Councillor A Miles

Kirklees
Councillor A Pinnock

Leeds
Councillor B Urry

Wakefield
Councillor R Lund

39. APOLOGIES

Apologies were submitted on behalf of, Councillors Collins, Flynn, Graham, Grahame, Hemingway, Holmes, Smith and Walls and J Badger (Director of Finance & Property).

40. MEMBERS DECLARATION OF INTEREST

No declarations were made.

41. MINUTES

Resolved - That the Minutes of the meetings of the Committee held on 24 September 2015 be signed as a correct record.

42. EXCLUSION OF THE PUBLIC – EXEMPT INFORMATION

Resolved – That the public and press be excluded from the meeting for consideration of Agenda Items 13, 14 and 15 on the grounds that they are likely to involve the disclosure of exempt information as defined in Part 1 of Schedule 12 A to the Local Government Act 1972.

43. ANNUAL AUDIT LETTER

The Head of Commercial Services and Resources introduced a report of the Section 151 Officer informing Members of the content of the Annual Audit Letter which was circulated to Members. The Committee was informed the report was

considered by the Governance and Audit Sub-Committee on 19 November who recommended that the contents of the letter be supported.

Resolved – Members supported the contents of the Annual Audit Letter which will now be published on the website.

Reason for the Decision – To ensure Members are aware of developments with regards to the progress and performance of Joint Services and the Joint Committee in its corporate governance role and any issues raised by the Appointed Auditor.

44. REVISED BUDGET MONITORING AND REVISED REVENUE BUDGETS 2015/16

A report of the Business Manager provided Members with a projection of the out-turn position at the end of March 2016, confirming an overall forecast surplus which will be committed to reserves. The Manager summarised budget revisions and drew attention to main areas of concern. Members received an update on general and earmarked reserves which remain unchanged.

Resolved – (1) Members noted the projected out-turn position and the reserves position.

(2) Member approved the revisions to the budget in the current financial year.

Reason for the Decisions – (1) To ensure Members are aware of the financial position of WYJS, the potential use of reserves, ongoing and future financial pressures faced by the service.

(2) To ensure that in year budgets are updated to reflect known changes in the financial position.

45. CAPITAL PROGRAMME 2015/16 TO 2020/21

A report of the Business Manager detailed the capital requirements over the medium term. The Resources Manager summarised the investment needs which focus on income generation areas and asked Members to support the programme in principle. Members were assured that a full Business case is considered by the Strategic Leadership Team for any significant piece of equipment and this can be reported to Members throughout the year.

Resolved – Members approved the capital programme as representing the priorities for future capital expenditure and the recurring capital expenditure necessary for effective operation of the services for which the Joint Committee is responsible.

(2) Any expenditure will be subject to a business case and approved by SLT, taking into account all factors and Members will be notified.

Reasons for the Decision – (1) To ensure Members are aware of the capital programme developments.

(2) To ensure commercial service areas can be developed to full potential in support of the medium term financial plan.

46. UPDATE ON THE SERVICE LEVEL AGREEMENT (SLA) SELF SERVICE AND WEBSITE

A report of the Business Manager summarised actions planned and ongoing in respect of the Service Level Agreement, self service and website procurement which Members of the Governance and Audit Committee discussed in detail on 19 November 2015. The Resources Manager updated on the need to withdraw the website tender and the work ongoing to clarify the specification. The Head of Commercial Services and Resources reported that the existing website is still live and will still be used to promote our services.

Members discussed reducing the cost of the Service Level Agreement and ensuring value for money. A specification is currently being drafted and a report will be presented on 28 January to enable Members to consider costs and level of provision. Members discussed looking at alternative providers and so requested a twelve month SLA rather than three years.

Resolved – (1) Members noted the report.

(2) Members asked Officers to consider a twelve month SLA with WMDC on the basis that support arrangements may need reviewing in line with changes to the Combined Authority.

Reason for the Decision – To ensure that Members are satisfied with progress on issues raised at the previous Sub-committee meeting.

47. MINUTES OF THE MEETING OF THE JOINT CONSULTATIVE COMMITTEE

The Business Manager submitted a copy of the Minutes of the meeting of the Joint Consultative Committee held on the 30 July 2015 for information.

Resolved – That the Minutes of the meeting of the Joint Consultative Committee held on 30 July 2015 be adopted.

Reason for the Decision – To ratify the Minutes of the Joint Consultative Committee.

IN PRIVATE

48. BUDGET STRATEGY AND ORGANISATION DEVELOPMENT 2016/17 to 2019/20 (EXCEMPT UNDER PARAGRAPH 3)

A report of the Business Manager outlined West Yorkshire Joint Services' budget strategy to manage budget reductions required by funding authorities.

Resolved – Members noted and agreed the proposals outlined in the report.

Reasons for the Decisions – (1) The timescale for making budget reductions is such that action needs to be taken as soon as possible to ensure that a full year effect reduction s made in 2016/17.

(2) At the time of writing the report the level of budget reductions for 2016/17 are not known but action must be taken as soon as possible if the savings are to be achieved in that financial year.

49. ANALYTICAL SERVICES – REVIEW OF FUTURE SERVICE DELIVERY OPTIONS

Members considered a report of the Business Manager written in response to ongoing concerns regarding the performance of West Yorkshire Analytical Services (WYAS).

Resolved – Members noted the report and will received a further report to the Joint Committee in January 2016.

Reason for the Decision – Strategic Leadership Team have responsibility for the effective management of WYJS. In the past Members have expressed their view that while they in principle support Analytical Services there have been concerns regarding operational performance.

50. WEST YORKSHIRE JOINT SERVICES TRADING COMPANY

A report of the Business Manager outlined the background to the proposed establishment of a trading company, with options and a business case.

Resolved – (1) Members agreed the recommendations as amended at the meeting.

Reason for the Decision – (1) The Business Case is based on protecting existing and future business of WYJS which is critical to the organisation's sustainability to ensure that Members understand the need for a trading company, are satisfied that the business case will deliver robust and sustainable service delivery and that appropriate consideration is given to the option for governance which will support a sustainable model.

Note: These minutes are subject to approval as a correct record at the next meeting of the Committee.



Report author: Mariana Pexton
Tel: 0113 247 4043

Report of Chief Executive

Report to Full Council

Date: 13th January 2016

Subject: Devolution

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

Summary of main issues

1. This report is intended to update Members on matters in the Leeds City Region Local Enterprise Partnership (LEP) and through the West Yorkshire Combined Authority (WYCA).
2. The main issues described in this report are from the latest public WYCA meeting in November.

Recommendations

3. Members are asked to consider the content of this paper and action that might be needed from Leeds City Council as a result.

Purpose of this report

- 1.1 This report is intended to update Members on matters in the Leeds City Region LEP and the West Yorkshire Combined Authority.
- 1.2 Specifically this report provides details of the latest public combined authority meeting in November.

2 Background information

- 2.1 Following cross party agreement this is the fourth report to Full Council to provide an update to Members on the work of the WYCA and Leeds City Region LEP.
- 2.2 Devolution remains a central discussion for the city region and announcements have been made elsewhere of deals agreed with central Government by Sheffield City Region, the North East, Liverpool and West Midlands. The WYCA has been working with other partner authorities to draw up proposals for a further devolution deal to the one agreed in March. A proposal has been submitted to the Treasury and negotiations continue regarding the freedoms and flexibilities of a possible deal.
- 2.3 As well as devolution, the following items were discussed at the Combined Authority meeting on the 20th November.
 - 2.3.1 *Leeds City Region Growth Deal Delivery and Budget Approvals*

This item was to update on projects under the Leeds City Region Growth Deal and also to discuss funding packages for several programmes and projects scheduled to begin in 2016/17. Members were told that significant progress had been made in delivering schemes to date and the news that £76.5m of £115m Growth Deal funding had been committed.
 - 2.3.2 *West Yorkshire Area Based Review of Post-16 Education*

The meeting received an update on the recently announced area based review that will take place in West Yorkshire starting in November. The combined authority will be kept up to date with all developments which will be led by a steering group comprising representatives from the five West Yorkshire authorities and from the LEP.
 - 2.3.3 *Leeds City Region Strategic Land and Assets Board*

This item discussed a draft terms of reference for a LCR Strategic Land and Asset Board prior to establishing a first meeting in February 2016. This comes from part of the previous pre-Election Devolution Deal agreed with the former Coalition Government in March 2015, when it was agreed to establish a Joint Leeds City Region Assets Board with the Homes and Communities Agency (HCA) to consider the use, reuse and disposal of surplus public sector land. This builds on the current LCR HCA Board which has Member representatives from each of the local authorities.
 - 2.3.4 *Appointment of Managing Director*

The meeting saw approval for the appointment of a first Managing Director of WYCA, who is expected to start in the New Year. The successful candidate, Ben Still, joins from Sheffield City Region where he has been in position since 2011 and was involved in the recent devolution negotiations.

3 Corporate Considerations

3.1 Consultation and Engagement

As this report is providing an update from a WYCA meeting, there hasn't been any specific consultation and engagement.

3.2 Equality and Diversity / Cohesion and Integration

There are no specific implications for this report.

3.3 Council policies and Best Council Plan

The Best Council Plan priorities refer to aspects of the WYCA work and are undertaken in that context.

3.4 Resources and value for money

There are no specific implications for this report.

3.5 Legal Implications, Access to Information and Call In

There are no specific legal implications arising from this report.

3.6 Risk Management

There are no specific implications for this report.

4 Recommendations

4.1 Members are asked to consider the content of this paper and action that might be needed from Leeds City Council as a result.

5 Background documents¹

5.1 None

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

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COUNCIL MEETING – 13th JANUARY 2016

NOTICE OF:	Reference No:	Date Received:	Date Forwarded:
White Paper	WP1	4/1/16	5/1/16

Submitted by:	Councillor Barry Anderson
Relevant Board/Regulatory Panel:	Executive Board
Executive Member/Chair:	Executive Member (Environmental Protection and Community Safety)
Relevant Director	Director of Environment and Housing

This Council calls on the ruling administration to make every effort to maintain PCSOs numbers in Leeds. Council believes that the budget freeze granted to police forces in the recent CSR could offer a possible opportunity to attract additional funding from the Police and Crime Commissioner.

This Council also believes the administration should consider additional resources from its own budget.

Recent worldwide events raise a number of questions about security arrangements in the UK and Leeds, as a major UK and European city. Council therefore calls for the establishment of a cross party working group on public safety in Leeds with a view to addressing possible increased security risks and to consider how PCSO funding might be maintained.

Councillor Barry Anderson

Deadlines for submission

White Papers	- 10.00 am on the day before the issue of the Summons
Questions	- 10.00 am on Monday before the meeting
Amendments (including references back)	- 10.00 am on the day before the meeting

(All submissions should be made to Governance Services for receipt to be recorded and distribution made)

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COUNCIL MEETING – 13th JANUARY 2016

NOTICE OF:	Reference No:	Date Received:	Date Forwarded:
White Paper	WP2	4/1/16	5/1/16

Submitted by:	Councillor Debra Coupar
Relevant Board/Regulatory Panel:	Executive Board
Executive Member/Chair:	Executive Member for Communities
Relevant Director	Director of Citizens and Communities

This council remains committed to supporting the creation of affordable accommodation to buy and rent in Leeds.

Council notes with concern the continued actions of central government to reduce the housing options available to residents with a sustained attack on the availability of affordable rented housing in the city. This has most recently been highlighted by the Chancellor’s Autumn Statement, which concentrated yet again on creating opportunities for people on higher incomes to buy property. The government’s interpretation of a ‘starter home’ being valued at up to £250,000 demonstrates the disconnect between their policy and the reality for most people here in Leeds.

In the context of more Leeds people now living in private rents than council homes and the cost of renting privately now standing at an average of £206pw compared to just £75pw for a council rent, Council believes that there is still a role for affordable rented accommodation in the city. Council again reiterates our commitment to increasing the provision of council housing for the benefit of people on the lowest income who need affordable rented accommodation and who should not be forgotten in central government policy making.

Council notes the research from the Joseph Rowntree Foundation and Cambridge University showing that 75,000 low cost homes to let could be lost over the next 5 years due to the expansion of Right to Buy. Council is concerned about the impact of this development on the lowest paid, who are most in need of access to social rents, and who will be forced into high cost private rented accommodation. Furthermore, Council is dismayed at the recent government decision to abolish lifetime tenancies which provide security for families and help support the creation of sustainable communities.

Council asks that the Director of Environment and Housing prepares a report for Executive Board showing the impact of the changes proposed in the Housing and Planning Bill and the Chancellor’s Autumn Statement. Council requests that the Leader of the Council raises this with all Leeds MPs at their next meeting so that they can be aware of the impact on Leeds when voting on national legislation, and writes to the Chancellor of the Exchequer to express this Council’s concerns.

Deadlines for submission

- | | |
|---|---|
| White Papers | - 10.00 am on the day before the issue of the Summons |
| Questions | - 10.00 am on Monday before the meeting |
| Amendments
(including references back) | - 10.00 am on the day before the meeting |

(All submissions should be made to Governance Services for receipt to be recorded and distribution made)



COUNCIL MEETING – 13th JANUARY 2016

NOTICE OF:	Reference No:	Date Received:	Date Forwarded:
White Paper	WP3	4/1/16	5/1/16

Submitted by:	Councillor Jonathan Bentley
Relevant Board/Regulatory Panel:	Executive Board
Executive Member/Chair:	Executive Member (Environmental Protection & Community Safety)
Relevant Director	Director of Environment and Housing

This council values the hard work and dedication of the city’s 236 remaining police community support officers and their vital role in helping all of our communities to be safe.

This council believes it is important that all council co-funded PCSOs are deployed on an equal basis per ward.

This council therefore commits to do all in its power to retain the current level and deployment of PCSO provision in 2016/2017 and future years and resolves to work closely with the West Yorkshire police and crime commissioner to achieve this aim.

Deadlines for submission

- White Papers - 10.00 am on the day before the issue of the Summons
- Questions - 10.00 am on Monday before the meeting
- Amendments - 10.00 am on the day before the meeting
(including references back)

(All submissions should be made to Governance Services for receipt to be recorded and distribution made)

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