



---

## SCRUTINY BOARD (CITIZENS AND COMMUNITIES)

---

Meeting to be held in Civic Hall, Leeds, LS1 1UR on  
Monday, 25th July, 2016 at 10.00 am

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

---

### MEMBERSHIP

#### Councillors

B Anderson (Chair)	Adel and Wharfedale;
C Campbell	Otley and Yeadon;
R Grahame	Burmantofts and Richmond Hill;
M Harland	Kippax and Methley;
G Hyde	Killingbeck and Seacroft;
J Illingworth	Kirkstall;
K Maqsood	Gipton and Harehills;
M Robinson	Harewood;
R. Stephenson	Harewood;
K Wakefield	Kippax and Methley;
N Walshaw	Headingley;

---

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

---

**Agenda compiled by:**  
**Guy Close**  
**Scrutiny Support Unit**  
**Tel: 39 50878**

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

# A G E N D A

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

Item No	Ward/Equal Opportunities	Item Not Open		Page No
3			<p><b>LATE ITEMS</b></p> <p>To identify items which have been admitted to the agenda by the Chair for consideration.</p> <p>(The special circumstances shall be specified in the minutes.)</p>	
4			<p><b>DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS</b></p> <p>To disclose or draw attention to any disclosable pecuniary interests for the purposes of Section 31 of the Localism Act 2011 and paragraphs 13-16 of the Members' Code of Conduct.</p>	
5			<p><b>APOLOGIES FOR ABSENCE AND NOTIFICATION OF SUBSTITUTES</b></p> <p>To receive any apologies for absence and notification of substitutes.</p>	
6			<p><b>MINUTES - 27TH JUNE AND 6TH JULY 2016</b></p> <p>To confirm as a correct record, the minutes of the meetings held on 27<sup>th</sup> June and 6th July 2016.</p>	1 - 10
7			<p><b>UNIVERSAL CREDIT SCRUTINY RECOMMENDATIONS - FORMAL RESPONSE AND PROGRESS.</b></p> <p>To consider a report from the Assistant Chief Executive (Citizens and Communities) presenting a formal response and update on progress relating to the Scrutiny recommendations arising from the previous inquiry into Universal Credit.</p>	11 - 30
8			<p><b>COUNCIL TAX SUPPORT SCHEME</b></p> <p>To consider a report from the Head of Scrutiny Support presenting draft terms of reference for the Board's forthcoming review into the development of a revised Council Tax Support Scheme.</p>	31 - 32

Item No	Ward/Equal Opportunities	Item Not Open		Page No
9			<p><b>WORK SCHEDULE</b></p> <p>To consider the Board’s work schedule for the forthcoming municipal year.</p>	33 - 62
10			<p><b>DATE AND TIME OF NEXT MEETING</b></p> <p>Monday, 12 September 2016 at 10 am (pre-meeting for all Board Members at 9.30 am)</p> <p><b>THIRD PARTY RECORDING</b></p> <p>Recording of this meeting is allowed to enable those not present to see or hear the proceedings either as they take place (or later) and to enable the reporting of those proceedings. A copy of the recording protocol is available from the contacts on the front of this agenda.</p> <p>Use of Recordings by Third Parties – code of practice</p> <ul style="list-style-type: none"> <li>a) Any published recording should be accompanied by a statement of when and where the recording was made, the context of the discussion that took place, and a clear identification of the main speakers and their role or title.</li> <li>b) Those making recordings must not edit the recording in a way that could lead to misinterpretation or misrepresentation of the proceedings or comments made by attendees. In particular there should be no internal editing of published extracts; recordings may start at any point and end at any point but the material between those points must be complete.</li> </ul>	

## SCRUTINY BOARD (CITIZENS AND COMMUNITIES)

**MONDAY, 27TH JUNE, 2016**

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

Councillors C Campbell, R Grahame,  
M Harland, G Hyde, J Illingworth,  
K Maqsood, M Robinson, R. Stephenson,  
K Wakefield and N Walshaw

### **1 Late Items**

There were no late items.

### **2 Declaration of Disclosable Pecuniary Interests**

There were no disclosable pecuniary interests declared to the meeting.

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

There were no apologies for absence. However, notification was received that Councillor Wakefield would be arriving later to the meeting.

### **4 Minutes - 16 May 2016**

**RESOLVED** – That the minutes of the meeting held on 16<sup>th</sup> May 2016 be approved as a correct record.

### **5 Scrutiny Board Terms of Reference**

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

**RESOLVED** – That the report be noted.

### **6 Co-opted Members**

The report of the Head of Scrutiny and Member Development sought the Board's formal consideration for the appointment of co-opted members.

The Board was informed that they could appoint the following:

- Up to five non-voting co-opted members for a term of office that does not go beyond the next Annual Meeting of the Council; and/or
- Up to two non-voting co-opted members for a term of office that relates to the duration of a particular and specific scrutiny inquiry.

**RESOLVED** – The Board agreed to consider the appointment of co-opted members on an ad-hoc basis for any inquiries where it was deemed appropriate.

## **7 Sources of work**

The report of the Head of Scrutiny and Member Development provided information and guidance on potential sources of work and areas of priority within the Board's terms of reference.

The following were in attendance for this item and invited to share their views around potential areas of work for the Scrutiny Board this year:

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

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

In summary, the following key areas were raised:

- Progress surrounding welfare reforms;
- Review of the Council Tax Support Scheme;
- Future changes to the Leeds Advice Consortium;
- Digital Centre of Excellence programme, with particular focus on improving customer access to environmental service areas;
- Reducing repeat customer contacts by addressing service call failures;
- Community Hubs and the development of phase 3;
- Progress surrounding the Equality Improvement Priorities;
- Engagement processes with existing equality forums and organisations;
- Assessing the equality impacts of council decisions;
- Community Centres Review;
- Development of the Cohesion/Prevent Strategy;
- Review of Taxi & Private Hire Licensing, including safeguarding matters;
- Effective measures in maintaining the electoral register;
- Safeguarding issues linked to the night time economy;
- The Housing and Planning Act 2016 and its implications on citizens and communities;
- Digital inclusion, with references made to the recent inquiry undertaken by the City Development Scrutiny Board.

**RESOLVED** – That the report and discussion be noted and used to help inform the Board’s work schedule for the forthcoming municipal year.

## **8 Work schedule**

The Head of Scrutiny and Member Development submitted a report detailing a draft work schedule for the 2016/17 municipal year. This included the traditional items of Scrutiny work which involves performance monitoring, recommendation tracking and Budget and Policy Framework Plans.

In consideration of the wide range of potential areas raised during the meeting, the Board discussed how best to undertake its work this year. In conclusion, the Board agreed to prioritise the following three areas:

- Review of the Council Tax Support Scheme
- Safeguarding issues linked to the night time economy
- Reducing repeat customer contacts by addressing service call failures

In acknowledging the urgency surrounding the review of the Council Tax Support Scheme, Members agreed to arrange a working group meeting to discuss the potential scope for this inquiry before the Board’s July meeting.

### **RESOLVED –**

- (a) That the Principal Scrutiny Adviser, in liaison with the Chair and Assistant Chief Executive (Citizens and Communities), updates the work schedule to reflect the Board’s comments.
- (b) That a working group meeting is arranged prior to the Board’s July meeting to discuss the potential scope for the Board’s inquiry into the revised Council Tax Support Scheme.

(Councillor K Wakefield arrived at 10.45 am during consideration of this item).

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

Monday, 25 July 2016 at 10 am (Pre-meeting for all Board Members at 9.30 am)

At the end of the meeting, the Chair took the opportunity to alert Board Members that the Council would be taking part in the national one minute silence at 12 noon, in remembrance of those who lost their lives in the terrorist attack in Sousse, Tunisia on 26<sup>th</sup> June 2015.

(The meeting concluded at 10.55 am)

This page is intentionally left blank



## **SCRUTINY BOARD (CITIZENS AND COMMUNITIES)**

**WEDNESDAY, 6TH JULY, 2016**

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

Councillors C Anderson, C Campbell,  
R Grahame, M Harland, G Hyde,  
J Illingworth, P Latty, M Lyons, C Towler  
and N Walshaw

### **12 Exempt Information - Possible Exclusion of the Press and Public**

**RESOLVED** – That the press and public be excluded from the meeting during consideration of the following parts of the agenda designated as containing exempt information on the grounds that it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the press and public were present there would be disclosure to them of exempt information, as follows:

Agenda item 7 – Appendix A of the Executive Board report is designated exempt from publication under the provisions of Access to information Procedure Rule 10.4 (3) 'Information relating to the financial or business affairs of any particular person (including the authority holding that information).' (Minute no.17 refers).

### **13 Late Items**

There were no late items.

### **14 Declaration of Disclosable Pecuniary Interests**

There were no disclosable pecuniary interests declared to the meeting, however Councillor C Townsley drew the Board's attention to the fact that he was President of Horsforth Historical Society.

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

Apologies for absence were submitted by Councillors K Maqsood, R Stephenson, M Robinson and K Wakefield. Notification had been received that Councillor M Lyons was to substitute for Councillor K Maqsood, Councillor P Latty for Councillor R Stephenson, Councillor C Anderson for Councillor M Robinson and Councillor C Towler for Councillor K Wakefield.

### **16 Call In Briefing Paper**

The Head of Scrutiny and Member Development submitted a report in relation to the procedural aspects of the call in process.

Members were advised that the options available to the Scrutiny Board in respect of this particular called in decision were:

### **Option 1- Release the decision for implementation**

Having reviewed this decision, the Scrutiny Board may decide to release it for implementation. If the Scrutiny Board chooses this option, the decision will be immediately released for implementation and the decision may not be Called In again.

### **Option 2 - Recommend that the decision be reconsidered.**

The Scrutiny Board may decide to recommend to the decision maker that the decision be reconsidered. If the Scrutiny Board chooses this option a report will be submitted to the decision maker.

In the case of an Executive Board decision, the report of the Scrutiny Board will be prepared within three working days of the Scrutiny Board meeting and submitted to the Executive Board. Any report of the Scrutiny Board will be referred to the next Executive Board meeting for consideration.

In reconsidering the decision and associated Scrutiny Board report, the Executive Board may vary the decision or confirm its original decision. In either case, this will form the basis of the final decision and will not be subject to any further call-in.

### **Failure to agree one of the above options**

If the Scrutiny Board, for any reason, does not agree one of the above courses of action at this meeting, then Option 1 will be adopted by default, i.e. the decision will be released for implementation with no further recourse to Call In.

**RESOLVED** – That the report outlining the call in procedures be noted.

## **17 Community Hubs - Phase 2 Business Case**

The Head of Scrutiny and Member Development submitted a report, together with relevant background papers, in relation to an Executive Board decision dated 22 June 2016 in relation to 'Community Hubs - Phase 2 Business Case'

The decision had been called in for review by Councillors C Campbell, J Bentley, J Chapman, C Townsley and S Lay on the following grounds:

'There has been a complete failure to consult with service users around the proposed closure of Horsforth Area Housing Office. The paper misrepresents the level of discussion that has taken place with Horsforth Historical Society. No discussion had taken place with the museum about the specific proposal to close the building at the time the paper was published. The only discussion

with the historical society to have taken place was arranged after the publication of the report and at the instigation of ward members.

The lack of consultation means that serious issues, such as the Historical Society's lease on the building until 2029, have not been considered. This lease was drawn up following a Heritage Lottery funded refurbishment of community space at the site. It is not at all clear what the implications are of prematurely removing from its intended a heritage lottery funded asset, but this is precisely the sort of issue that should have been resolved by consultation.

The report fails to address the wider issues of the selling off of assets in outer towns and districts and the proceeds diverted to other areas and the lack of any community facilities at all in some areas.'

The Scrutiny Board considered the following written evidence:

- Copy of the completed Call In request form
- Report of the Assistant Chief Executive (Citizens and Communities) presented to Executive Board at its meeting on 22 June 2016
- Scrutiny Inquiry report on the development of Community Hubs (as referenced in the Executive Board report)
- Extract from the draft minutes of the Executive Board meeting held on 22 June 2016.

The following were in attendance:

- Councillor Chris Townsley, Signatory to the Call In
- Councillor Jonathan Bentley, Signatory to the Call In
- Councillor Debra Coupar, Executive Board Member for Communities
- James Rogers, Assistant Chief Executive (Citizens and Communities)
- Lee Hemsworth, Chief Officer – Customer Access
- Dayle Lynch, Executive Manager, Strategic Asset Management.

Councillors C Townsley and J Bentley presented the reasons for calling in the decision.

These included:

- Misinformation and a lack of consultation regarding the proposal to close Horsforth Area Housing Office.
- Concern about the impact of closure on members of Horsforth Historical Society.
- The need to ensure equality of provision across the city and meeting the needs of communities.

In response to the concerns raised, the following points were made:

- An outline of the community hub programme and development of a phased approach, which included a specific focus on identifying gaps in provision.
- Confirmation that a Community Hub is already formed in Horsforth library as previously agreed as part of the Phase 1a programme. As such, the Executive Board report was providing a progress update in delivering the Phase 1a Community Hubs.
- Confirmation that feedback from the local community regarding development of the community hub programme had been overwhelmingly positive. It was noted that consultations were undertaken in Horsforth through the Housing Office and the existing Community Hub.
- An apology from the directorate in making the assumption that Councillor Townsley was being consulted as Ward Member and in his capacity as President of the Historical Society.
- Confirmation that the proposals outlined in the Executive Board report enabled investment in community provision.
- Clarification regarding lease arrangements. The Board was advised that the lease on the building was up to 2029. As such, discussions regarding the conditions of the lease and alternative options were ongoing.

The Chair invited questions and comments from the Board and the key areas of discussion were:

- An update on the level of consultation that had been undertaken.
- Confirmation of the options already being considered regarding the future location of Horsforth Historical Society. These were:
  - To remain at the current location
  - To relocate to basement of Mechanics Institute.
  - To relocate to Horsforth Hall Park Depot (it was noted that this particular option had already been ruled out due to issues with cost and timing)
- The on-going commitment to continue dialogue with the Horsforth Historical Society to find an appropriate solution. It was noted that a meeting involving interested parties was scheduled to take place in August to consider potential options.
- Assurances were sought that future consultations with Ward Members would be acknowledged separately to the need for wider consultation with local communities and interested parties.
- A suggestion to review the general role of asset management in identifying and valuing available assets and particularly its role in establishing priorities linked to the Community Hub programme. It was suggested that this be raised with the Chair of Scrutiny Board (City Development) for consideration.

- Concern that not releasing the decision for implementation would delay the on-going positive work that was being undertaken with the Community Hubs programme.
- A suggestion that the Scrutiny Board continued to receive regular updates, particularly in terms of discussions with Ward Members and the local community, as part of its wider monitoring of the Community Hub programme.

Following consideration of Appendix A of the Executive Board report, designated as exempt from publication under the provisions of Access to Information Procedure Rule 10.4 (3), which was considered in private during the meeting, it was

**RESOLVED –**

- (a) That the report and information provided be noted
- (b) That the Chair of Scrutiny Board (City Development) be made aware of the suggestion to review the general role of asset management in identifying and valuing available assets and particularly its role in establishing priorities linked to the Community Hub programme.
- (c) That the Scrutiny Board continues to receive regular updates, particularly in terms of discussions with Ward Members and the local community, as part of its wider monitoring of the Community Hub programme.

(Councillor J Illingworth joined the meeting at 9.40am during the consideration of this item.)

(Councillor R Grahame left the meeting at 10.25am during the consideration of this item.)

**18 Outcome of Call-In**

**RESOLVED –** That the decision be released for implementation.

**19 Date and Time of Next Meeting**

Monday, 25 July 2016 at 10.00 am  
(Pre-meeting for all Board Members at 9.30 am)

(The meeting concluded at 10.40 am)

This page is intentionally left blank



Report author: D Gill/S Carey

Tel: 43001

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

### Report to Citizens & Communities Scrutiny Board

Date: 25<sup>th</sup> July 2016

**Subject: Universal Credit (UC) Scrutiny recommendations – formal response and progress.**

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. Universal Credit (UC) is one of the main elements of the Governments Welfare Reform Programme and roll out for new single job seeking claimants in Leeds started from 1<sup>st</sup> February 2016
2. During 2015, the Scrutiny Board (Citizens & Communities) carried out an in-depth review into Universal Credit and its potential impacts on a number of stakeholders ahead of its implementation in Leeds on 1<sup>st</sup> February 2016. A number of recommendations were made with the focus on helping to ensure that appropriate preparations were made both for the initial roll out and for the wider roll out to Full Service which is anticipated to start in Leeds sometime in late 2017 or early 2018 ([Click to access Scrutiny Inquiry report](#)).
3. Relevant Directors highlighted in the scrutiny report welcome and accept these recommendations and are in the process of addressing the points raised.

### Recommendations:

1. Scrutiny Board is asked to:
  - a. Note and comment on the progress to date in implementing the recommendations;

- b. Agree further update reports as required to provide information on the preparations for the wider roll out Full Service which is anticipated to come to Leeds towards the end of 2017.



## **Purpose of this report**

- 1.1 The report provides a response and update on the progress made in implementing the recommendations set out in the Scrutiny inquiry report of 15<sup>th</sup> February 2016. The report also provides an update on the initial roll out of Universal Credit in Leeds as well as providing additional information on aspects where there is still uncertainty.

## **2 Background information**

- 2.1 UC went live in Leeds on 1<sup>st</sup> February 2016 and is focused only on single jobseekers at this time. This group is considered by DWP to be the simplest cohort for UC purposes and enables the Government to continue to test the delivery of UC while expanding its reach nationally. It is estimated that around 10,000 UC claims will be made in Leeds over the first 14 months from Feb 16 to March 17 and that, in line with experience elsewhere, only around 20-25% of these will be from tenants with a rental liability.

- 2.2 Ahead of go live a series of actions were undertaken by the Council to ensure that the implementation of UC went as smoothly as possible. These included:

- Agreeing a Delivery Partnership with DWP to provide funding to support customers to make an online claim for Universal Credit and to provide Personal Budgeting Support where required
- An extensive programme of briefings about Universal Credit to front line staff across Housing Leeds, Customer Services and other relevant stakeholders. These briefings were supported by written Staff Aids to help staff deal with what were expected to be common enquiries
- The development of processes within the Benefits Unit to deal with Universal Credit claims and the associated notifications from DWP
- Networking with Core City and West Yorkshire councils to learn from their experiences of going live with Universal Credit
- Seminars for elected members on the roll out and implications of Universal Credit

- 2.3 The Council was well supported by Jobcentre Plus in preparing for Universal Credit and it should be noted that since go live there has been no major issues raised from customers or other stakeholders.

- 2.4 In addition to the preparations by the Council for go live, Scrutiny Board also undertook a Scrutiny inquiry which focused on the further roll out of UC which is due to commence late in 2017. Work has now commenced on the recommendations from this enquiry.

### **3 Main issues**

3.1 The Scrutiny inquiry highlighted 16 recommendations to be addressed by directors of services across the Council and DWP. A progress report has been prepared on each of the recommendations and this is attached at appendix 1. Work will continue throughout 2016 to finalise implementation of the recommendations and to ensure that customers continue to be supported as UC expands further.

3.2 A future update report will be produced which will cover the wider roll out processes once the transition and migration approach is known.

#### ***Initial roll out***

3.3 As at 17<sup>th</sup> June 2016, 2439 people had made a successful claim for UC in Leeds and had completed the initial interview at JCP. Analysis by JCP has also shown that of these claims, 20 – 25% of claims are being received from tenants with a rental liability, which is in line with original predictions. Appendix 2 shows some of the data collected in relation to Universal Credit roll out in Leeds.

3.4 Jobcentre Plus has worked constructively with the Council to help ensure that Universal Credit launch in Leeds is as successful as possible. To this end, the Council and Jobcentre Plus have put in place local arrangements to raise and escalate issues relating to operational issues, including administration and payment issues, through local Jobcentre Plus dedicated contacts. While there have been no major issues arising from the launch of Universal Credit, ongoing monitoring has identified areas that needed to be addressed.

#### ***Landlord notifications***

3.5 DWP advised that social sector landlords would be notified when their tenants make a UC claim. This allows landlords to provide any support or advice to help tenants deal with the new UC claiming regime. Through monitoring it was identified that many of these DWP notifications were not being sent in a timely manner and some were not sent at all. This is an issue that was also experienced in other live sites. The following steps have been taken to help address this:

- DWP has now acknowledged the wider issue of social sector landlord notifications and has put in place a more structured electronic process for ensuring notifications are issued in line with requirements and sent to a single place within the council;
- In addition, and as an added security measure, the Council's Welfare & Benefits Service is also sharing information on relevant new Universal Credit cases with Housing Leeds.

#### ***Maximising Council Tax Support claims***

3.6 As people claiming UC are now required to make a separate claim for Council Tax Support, there was concern that take up of this benefit would not be maximised. Evidence from LAs already live with UC suggested that take up of Council Tax

Support did not match the numbers claiming UC. A number of actions have been taken to help address this issue.

- The Council has produced a simplified Council Tax Support claim specifically for UC claimants and have agreed with Jobcentre Plus that this will be issued to claimants at the initial Universal Credit interview undertaken with a Work Coach;
- The Welfare & Benefit Service, which receives notifications of all new Universal Credit claims, is checking to help identify where a claim for Council Tax Support may be required and, where appropriate, issuing claim forms
- Housing Leeds is also being proactive with their tenants in respect of Council Tax Support in ensuring they assist their tenants to complete the simplified application where appropriate.

### ***Rent arrears and Alternative Payment Arrangement***

- 3.7 The number of Housing Leeds tenants claiming Universal Credit is growing and the impact on rent accounts is being closely monitored. Many tenants came onto Universal Credit already having rent arrears. The early signs, however, are that the level of average rent arrears is increasing following the move to Universal Credit. At the time of writing, 97 requests had been made for an Alternative Payment Arrangement (APA) which would see the housing costs element of Universal Credit paid directly to Housing Leeds – 41 of these requests for APAs have been decided and are now in payment to Housing Leeds.

### ***Outstanding Issues***

- 3.8 There are a number of areas where policy decisions are still awaited from DWP. These are set out below

- *Free School Meals:* no formal decision has yet been made about the eligibility thresholds for Free School Meals within Universal Credit. For now, the situation remains that anyone entitled to Universal Credit will be able to claim Free School Meals where appropriate;

Decisions on the provision of 'passported' benefits, including the eligibility and verification arrangements to confirm entitlement, remain the responsibility of the Government Departments, Devolved Administrations and the Utility Organisations that deliver them.

DWP has agreed to the introduction of a system of earnings thresholds to enable the continued delivery of 'passported' benefits under Universal Credit. DWP is now working with Government Departments to determine the right earnings thresholds which will be introduced as claimant numbers expand. Information on the current earnings thresholds for the passported benefits is provided below.

- Help with Health Costs – on 1st November 2015, the Department of Health (DH) introduced two earnings thresholds; a higher one of £935 net per

month for claimants who are responsible for a child or who have limited capability for work, and a lower one of £435 net per month for all other claimants.

- Healthy Start Vouchers – DH is currently considering where to set the threshold for Healthy Start with the aim of continuing to target groups of pregnant women and families with young children who have the greatest need for support from the scheme.
- ECO Affordable Warmth – the Department of Energy and Climate Change (DECC) is currently using an earnings threshold of £1,250 net per month.
- Assisted Prisoner Visitors Scheme – Ministry of Justice (MoJ) will continue to use an income threshold of £1,250 net per month.
- Civil Court Fees Remissions – Ministry of Justice will continue to use an earnings threshold of £6,000 gross per year for fee remissions.
- Civil and Criminal Legal Aid – MoJ is considering how the current eligibility regulations should be adapted to accommodate the roll out of UC. A consultation paper will be issued in due course.
- *Transitional Protection:* the scope and details of the Universal Credit transitional protection scheme are still awaited. Key decisions concern how claimants affected by welfare reforms relating to other benefits will be treated when they move to Universal Credit and whether claimants transitionally protected from some of the welfare reforms will continue to be transitionally protected. There is also a question about how transitional protection will apply to claimants who are moved to Universal Credit as part of the managed migration programme and under what circumstances they might lose it.
- *The full transition and migration plan:* details of the areas and councils that will transition to Full Service up to the end of December 2016 have been issued have been issued (Leeds not included in this list) but no details of further roll out are available nor are there yet details relating to the managed migration programme which is due to start in July 2018. DWP is keen to understand Local Authorities issues around managed migration and a Leeds City Council is currently seconded to the DWP managed migration team to help with this.
- *Treatment of specialist accommodation:* This covers hostels and supported accommodation. No decisions have yet been made on whether housing costs support will be provided through Universal Credit or remain with Housing Benefit or some other provision.
- *The role of social sector landlords:* DWP is continuing to run a pilot to test the 'Trusted Partner' approach for social sector landlords. Under this approach, social sector landlords would have more influence over decisions around Alternative Payment Arrangements.

## **Next steps**

- 3.9 Work will continue on implementation of the recommendations with a clear focus on preparations for the wider roll out of Universal Credit. Work is continuing on understanding the financial impact of Universal Credit. Housing Leeds has reflected potential impacts on rent collection in its longer term financial planning. Discussions continue with DWP about the impact of Universal Credit roll out on the Housing Benefit administration grant and work has started on more indirect financial implications such as the impact of Universal Credit roll out on the volume of Housing Benefit overpayments and the ability to recover overpayments.

## **4 Corporate Considerations**

### **4.1 Consultation and Engagement**

- 4.1.1 This report provides an update on the recommendations from the Scrutiny Inquiry on UC and does not require consultation at this stage.

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

- 4.2.1 Equality impact assessments will be carried out as part of the on-going preparations for the further roll out of Universal Credit, particularly for families and disabled customers. This will be done to help ensure that the appropriate level of support is put in place.

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

- 4.3.1 A key priority for the council is addressing poverty and deprivation. A thorough understanding of Universal Credit is essential in helping to maximise benefits arising from Universal Credit and mitigate risks arising from the way Universal Credit is delivered. The approach to implementation has included cross sector working, particularly with the Advice Sector and 3<sup>rd</sup> sector organisations such as Leeds Credit Union and has been aimed at ensuring tenants and residents receive support to manage the changes. This will continue once further roll out is known.

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

- 4.4.1 Supporting residents to deal with Universal Credit and dealing with the administrative implications has cost implications for the council. DWP provide funding to help with these costs and in return they require evidence of all customers helped with Universal Credit. However, DWP payments are limited to the areas covered by the Delivery Partnership and do not extend to other issues such as increased customer contacts, increased rent arrears etc.

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

- 4.5.1 There are no legal implications arising from this report

## 4.6 Risk Management

- 4.6.2 Universal Credit is part of a wider welfare reform programme that is already covered by the Corporate Risk on welfare reform, which is reviewed on a regular basis and which looks at risks around rent arrears and other housing issues.

## 5 Conclusions

- 5.1 The Scrutiny inquiry has been welcomed by officers responsible for ensuring a smooth implementation. The recommendations from this inquiry have highlighted ongoing areas of work to ensure the Council continues to understand the implications of UC for its residents and ensure all stakeholders are fully prepared and informed.
- 5.2 There are still areas where Universal Credit policy is being determined and areas where decisions have yet to be made by DWP. These include Free School Meals, the transition and migration plan and the roll of social sector landlords.

## 6 Recommendations

Scrutiny Board is asked to:

Note and comment on the progress to date in implementing the recommendations;

Agree further update reports as required to provide information on the preparations for the wider roll out Full Service which is anticipated to come to Leeds towards the end of 2017.

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

None

---

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

**Appendix 1**  
**Universal Credit Scrutiny enquiry recommendations and progress July 2016**

No	<i>Desired Outcome / Recommendation</i>	<b>Progress</b>
1	<p><i>Having clarity surrounding Transitional Protection entitlement.</i></p> <p>That the Assistant Chief Executive (Citizens and Communities) continues to seek clarification from DWP as to whether Transitional Protection will apply to those housing benefit claimants affected by the Benefit Cap when they move onto Universal Credit.</p>	<p>The rollout to Universal Credit is being done through ‘transition’ and ‘migration’.</p> <p>‘Transition’ relates to new claims for a benefit that is now dealt with under Universal Credit and in these cases there is no Transitional Protection.</p> <p>Migration falls into two areas:</p> <ul style="list-style-type: none"> <li>- Managed migration; and</li> <li>- Natural migration.</li> </ul>
2	<p><i>Having clarity surrounding Transitional Protection entitlement.</i></p> <p>That the Assistant Chief Executive (Citizens and Communities) seeks clarification from DWP as to whether existing claimants with disabilities will receive Transitional Protection, where appropriate, when moving from the current system of means- tested benefits to Universal Credit.</p>	<p>‘Natural migration’ happens where someone in receipt of a legacy benefit (for example, Jobseekers Allowance) has a change in their circumstances that ends their existing claim or requires them to make a claim for new benefit. These cases will be migrated to Universal Credit but there will be no entitlement to Transitional Protection.</p> <p>‘Managed migration’ relates to those claimants still getting legacy benefits at the point that the Government closes down the legacy benefits. These claimants will be migrated onto Universal Credit and, if they would be worse off under Universal Credit, will be entitled to Transitional Protection. Where this occurs, and the total household Universal Credit entitlement would have been lower than their total existing award of benefit and tax credits, Transitional Protection will be applied as a cash top-up to make up the difference.</p> <p>Aside from this DWP has yet to set out its overall approach to Transitional Protection for cases moving to Universal Credit through the managed migration process. There remains considerable uncertainty around claimants affected by the Benefit Cap, who face a</p>

		<p>large reduction when they move to Universal Credit, and their right to Transitional Protection.</p> <p>The issue is formally logged on DWP's Action Point list.</p>
3	<p><i>That measures are put in place to ensure that eligible Universal Credit claimants encounter no delays in accessing free school meals</i></p> <p>That the Assistant Chief Executive (Citizens and Communities) and Director of Children's Services work closely with DWP to put in place local measures that will help alleviate any delays in accessing free school meals for eligible Universal Credit claimants.</p>	<p>This initial roll out (single people) will see minimal claims for Free School Meals (FSM) as these will only arise when a single claimant becomes a family unit . The current UC process automatically entitles claimants to FSM and these claims will be identified as part of the CTS claim process</p> <p>Leeds also uses a single FSM claim form for people who do not have a council tax liability and these forms will continue to be used for UC claimants.</p> <p>The main emphasis initially is ensuring the continuation of FSM whilst there is a 5-6 week wait for the UC decision. Working procedures are already in place to ensure there is a short term continuation of FSM entitlement when an existing Housing Benefit claim ends. We have extended the FSM entitlement for the small number of cases where UC has been claimed. This gives both parents and schools time to adjust to the award being withdrawn ahead of any UC decision.</p> <p>Agreement needs to be reached with both Childrens services and schools that this arrangement will continue once we move into a wider roll out programme</p> <p>Once the final eligibility criteria is agreed then further discussions will take place as to how migration of FSM will take place.</p>



4	<p><i>To have a local Council Tax Support system that helps to mitigate frequent fluctuations of Council Tax Support awards linked to the administration of Universal Credit</i></p> <p>That the Assistant Chief Executive (Citizens and Communities) undertakes a review of the Council's existing Council Tax Support system to explore methods of helping to mitigate frequent fluctuations of Council Tax Support awards linked to the administration of Universal Credit</p>	<p>Proposals to revise the current Council Tax Support scheme were presented to Executive Board in June 2016. The proposals incorporate a scheme that would interface more simply with the Universal Credit assessment. This, in turn, would provide additional discretion when dealing with changes reported through from Universal Credit. The proposed Council Tax Support scheme will be subject to Scrutiny Board review at the meeting on 25<sup>th</sup> July 2016.</p>
5	<p><i>That Council Tax Support claims are administered quickly and accurately for Universal Credit claimants in Leeds</i></p> <p>That the Assistant Chief Executive (Citizens and Communities) works closely with DWP to monitor the effectiveness of the new Local Council Tax Reduction automation process to ensure that Council Tax Support claims are administered quickly and accurately in Leeds.</p>	<p>The DWP currently issues notifications and information regarding UC to LAs via a "Data Hub". DWP have now completed the automation of referrals to LA's.</p> <p>The effectiveness of this automation is being monitored and currently manual intervention is taken in each of these notifications to ensure a Council Tax Support ( CTS) claim is either received and then promptly processed or an application is issued to the customer. Monitoring of the numbers of CTS claims being made in line with the numbers of UC claims is ongoing and working practices are being developed to ensure CTS is maximised in UC claims.</p> <p>A single CTS application has been produced to make CTS claiming linked to UC a streamlined process and this is issued by each Job Centre Plus (JCP) as part of the work coach interview</p> <p>In addition to this process, data from the hub is shared with Housing Leeds to ensure Council Tenants are fully supported through the UC claim to manage their rent liabilities and also encourage CTS claiming at the tenant contact.</p>

6	<p><i>That there is an effective process for easily identifying, awarding and paying Discretionary Housing Payments linked to the administration of Universal Credit</i></p> <p>That the Assistant Chief Executive (Citizens and Communities) works with DWP to explore the feasibility of establishing an effective process for easily identifying, awarding and paying Discretionary Housing Payments as part of the preparations for the wider roll out of Universal Credit in Leeds.</p>	<p>The revised DWP Discretionary Housing Payment (DHP) guidance clarifies what LA's need to do to award DHP and what to take into account for UC.</p> <p>Identification of DHP cases will continue to be driven by Housing Leeds / Social Sector Landlords and tenants (as is the case now) and in addition we will continue to identify cases affected by other Welfare Reforms which may also be linked with UC to ensure DHP is considered if appropriate</p> <p>The DWP have confirmed that they will notify Councils of any UC claimant that is affected by the Benefit Cap. This will allow the Council to consider whether DHP will be appropriate in these cases</p> <p>DWP have awarded additional funding to LAs for system enhancements for the DHP administration process. This module will simplify the current UC DHP award process to ensure DHP claims are maintained accurately within the system.</p>
7	<p><i>That access to Jobcentre Plus Work Coach services is maximized through the Councils Community Hub model</i></p> <p>That the Assistant Chief Executive (Citizens and Communities) works with the DWP's West Yorkshire Work Services District Manager to explore the feasibility of co-location of other services, such as Jobcentre Plus Work Coaches, with the Council's Community Hub model to improve accessibility of services and maximise resources linked to the administration of Universal Credit.</p>	<p>Agreement has been made to continue with the current JCP secondee. This role will help to resolve any issues that are raised via the LA Local Hubs, to increase staff understanding and to provide a resource for Customer Service Officers to help resolve issues quickly. The JCP officer has access to the DWP systems. We expect the role to continue to evolve as we move forward with UC.</p> <p>Discussions have taken place with Jobcentre Plus West Yorkshire District Manager about the potential for co-location of other services, such as Jobcentre Plus Work Coaches, with the Council's Community Hub model.</p> <p>The West Yorkshire District Manager is considering co-location activity but will need to undertake further investigation.</p>

8	<p><i>That there is clarity surrounding the implications of Universal Credit in line with new charging policies reflected within the Care Act</i></p> <p>That the Assistant Chief Executive (Citizens and Communities) works with DWP and the Director of Adult Social Care to seek further clarity surrounding the implications of Universal Credit in line with new charging policies reflected within the Care Act.</p>	<p><b><u>Adult Social Care response</u></b></p> <p>It has been confirmed that there will be no adverse impact on the Social Care Financial Assessment. As is currently the case, the 125% of Income Support is calculated by ascertaining what the customer would be entitled to claim; not what they get paid. Therefore, if a customer received a particularly high payment of UC in the same month as the Social Care Assessment, this would have no bearing on the 125% figure used in the assessment. These figures are based on standard “applicable amounts” which are used to calculate benefit entitlement and they include basic personal allowances plus any applicable premiums based on disabilities or whether the person is a carer.</p> <p>Just as now – even if someone has their benefit sanctioned and therefore receives a lower payment of benefit than they otherwise would get, they still have 125% of what they should receive disregarded in their financial assessment.</p>
9	<p><i>That there is an alignment of existing automated systems to improve the verification process for Universal Credit linked to proof of social housing tenancies and associated rent charges</i></p> <p>That the Assistant Chief Executive (Citizens and Communities) and Director of Environment and Housing works with DWP to explore opportunities for improving the verification process linked to proof of social housing tenancies and associated rent changes through the alignment of existing automated systems.</p>	<p><b><u>Housing Leeds response</u></b></p> <p>This recommendation will require a change in DWP policy nationally. Housing Leeds has begun discussions with Citizens and Communities as to how this can be taken forward, possibly the Welfare Reform Strategy Board. Currently the DWP UC process put the onus on the tenant to provide any verification proof. Housing Leeds will also raise the issue with other social housing landlords via the Northern Rents Benchmarking Group and seek support in making proposals to DWP. The issue has also been raised at the DWP Universal Credit Steering Group which has Leeds’ representation but there is as yet no firm commitment from DWP to automate this aspect. Housing Leeds is participating in a research project with the Northern Housing Consortium along with other social landlords. Issues facing landlords and tenants will be highlighted and relayed to DWP.</p>

10	<p><i>That Housing Leeds tenants in receipt of Universal Credit are made fully aware of their responsibility to use their Universal Credit payments to pay their rent direct to the council</i></p> <p>That as part of the roll out of Universal Credit, the Director of Environment and Housing writes to Housing Leeds tenants in receipt of Universal Credit to reiterate their responsibility for using their Universal Credit payments to also pay their rent direct to the Council.</p>	<p><b><u>Housing Leeds response</u></b></p> <p>Housing Leeds sent a Universal Credit Leaflet to all tenants in September 2015 enclosed within the tenants' newsletter, which explains Universal Credit and the rent responsibility to tenants. <a href="#">Click here</a> for the link to the leaflet on the website. We have continued to provide regular communications via the housing webpages and tenant newsletters. We have also established a Voice of Involved Tenants Across Leeds (VITAL) sub-group to work with tenants to develop a clear communication plan for tenants in relation to Welfare Reform.</p> <p>Housing Leeds have produced a standard letter template which will be sent to any tenants claiming Universal Credit and this will be recorded on their rent account.</p> <p>Additional resources of 16 Housing Officers were employed from January 2016 to support tenants through Welfare Changes such as Universal Credit, Under Occupation and the Benefit Cap by providing an enhanced service similar to another project which targeted Under Occupied tenancies in multi storey flats. The enhanced service offer provides a much higher level of support to tenants in key areas including: benefit and debt advice, budget advice, banking and financial advice, getting online support, plus job skills/training/volunteering support, fuel poverty and media switching amongst other services to enable customers to get back into work and maximise their income and rent payment ability. Housing Leeds' Enhanced Income Team are contacting all Universal Credit tenants over the telephone, home visit, office appointment, and email/mail to offer this tailored enhanced support. During the interviews rent liability is highlighted with the tenants and rent payment arrangements are agreed. Direct Debit is promoted as the most cost effective and efficient payment method and can now be set up immediately by the member of staff.</p>
----	---	--

11	<p><i>That DWP identify a key role for the Council to play in actively engaging the Private Rented Sector in the roll out of Universal Credit</i></p> <p>That the Assistant Chief Executive (Citizens and Communities) and Director of Environment and Housing works with DWP to explore how the Council can be given a greater role in engaging the Private Rented Sector in the roll out of Universal Credit in Leeds.</p>	<p><b><u>Housing Leeds response</u></b></p> <p>As with Recommendation 9, Housing Leeds will work with Citizens and Communities to consider the most effective way of engaging with DWP to strengthen the Council’s role in engaging with the Private Rented Sector.</p> <p>The Private Sector Housing (PSH) Team have been liaising with both the National Landlord Association (NLA) and the Residential Landlords Association (RLA) for the past 2 years+ regarding Universal Credit implementation. This has included providing briefing sessions and encouraging them to update all their members which they do on a regular basis. Universal Credit discussions have been held at our quarterly Strategic meetings with representatives from the Private Rented Sector – this includes the RLA and NLA but also local landlord representatives and local landlord forums.</p> <p>The PSH team have sent out regular updates on Universal Credit (supplied by colleagues in Benefits and from DWP) via our email alert system – this reaches nearly 3,000 separate private landlords. DWP spoke at the annual landlord conference November 2015 to explain the impact of Universal Credit on the Private Rented Sector in Leeds which was also followed by a Q&amp;A session at the end of the conference.</p> <p>There are website links for Universal Credit on our PRS pages on the Council website and refer landlords to this information.</p> <p>The PSH team also hold regular training sessions for licenced HMO landlords and the Universal Credit is included as part of the course. A leaflet was produced for Private landlords as part of the initial roll out to advise of the implications for them and their tenants.</p>
----	--	---

		<p><b>Managed Migration</b></p> <p>There are limitations as to what information can be shared with Private landlords. DWP have not yet made a decision on what role the Council will play in this..</p> <p>It is anticipated that where a landlord receives Housing Benefit direct for their tenant , the council will be able to advise that the HB payment will be ending once a UC claim is made.</p> <p>This issue will continue to be raised at Transitional Working Groups.</p> <p>It is intended that as part of managed migration further work with private landlords will take place to ensure they understand the “transition and migration” phase and how best to support their tenants.</p>
12	<p><i>That identified financial implications associated with the roll out of Universal Credit are factored into the Councils future financial models.</i></p> <p>That the Assistant Chief Executive (Citizens and Communities) ensures that as Universal Credit continues to be rolled out, the financial implications identified as part of this Scrutiny Board inquiry are factored into the Council’s future financial models.</p>	<p><b><u>Housing Leeds response</u></b></p> <p>This recommendation also links to the Director of Environment and Housing due to the impact on Rent Loss Income and increased Rent Arrears.</p> <p>The 2016/17 Housing Revenue Account (HRA) budget includes £1.9m provision for bad debts. In addition to this, the HRA has £2m set aside in a reserve specifically earmarked to fund the implications of the Government’s Welfare Change programme (including the impact of the rollout of Universal Credit). To put this into context, should the level of current tenant arrears double from what it is at present, £1.6m of this reserve would be required as an additional contribution to the bad debt provision.</p> <p>At present it is difficult to accurately assess the impact Universal Credit will have on rent collection and arrears. However, arrears will continue to be monitored monthly and the bad debt provision reviewed quarterly to ensure adequate provision.</p>

		<p>The HRA 10 year Financial Plan is currently being updated and as the impact of Universal Credit becomes clearer the financial impact will be factored in to ensure adequate provision.</p>
13	<p><i>That Universal Credit training to frontline staff addresses the wider implications associated with Universal Credit</i></p> <p>That the Assistant Chief Executive (Citizens and Communities) ensures that the Universal Credit training provided to frontline staff considers the wider implications associated with Universal Credit, including other cohorts such as couples and families, from the outset. This should take into account the DWP Training material which has been handed over.</p>	<p><b><u>Housing Leeds response</u></b></p> <p>Also links to the Director of Environment and Housing and the front line staff delivering Housing Services across Leeds. Housing Leeds have procured external training from Housing Benefit Systems and sessions have been delivered in July, August and October to key members of front line staff, and Senior Managers. In addition to this all front line Area Housing Teams have had staff briefings during September and again in January with some final sessions taking place in February 2016. The DWP also delivered 2 sessions to Housing Leeds in December 2015. Regular communications, updates and guides have been produced and circulated via Housing Hot Topics newsletter sent to all Housing Staff. Going forward refresher training will be provided with additional training for new staff members, and more in depth training will be scheduled in conjunction with the migration phases as Universal Credit rolls out, but the Council is waiting on more details from DWP in relation to the specifics for the next roll out phase, currently expected in late 2017.</p>
14	<p><i>That there is a high take-up of Universal Credit frontline staff training to ensure staff are equip with the knowledge and capacity to identify and support eligible claimants and particularly vulnerable claimants</i></p> <p>That the Assistant Chief Executive (Citizens and Communities) works closely with other directorates to actively raise the profile of Universal Credit amongst key frontline staff and encourages the uptake of staff training to ensure they are equip with the knowledge</p>	<p>It is anticipated that the transition timetable will be made available in September 2016. Once details are known then a program of training for front line staff will be developed to ensure adequate online claiming support and relevant Personal Budgeting Support for the new cohort is provided.</p> <p>Front line staff will include: Childrens Services / Adult Social Care / Customer Services / 3<sup>rd</sup> Sector partners / Social Sector Partners and Private Landlord forums</p>

	<p>and capacity to identify and support eligible Universal Credit claimants, and particularly vulnerable claimants.</p>	<p>Training will include:</p> <ul style="list-style-type: none"> <li>• Making a claim as a couple</li> <li>• How Free School Meals will be paid un UC</li> <li>• What support can be given to couples and families during transition to UC</li> <li>• Updated written briefings</li> </ul> <p>A full go live training plan was implemented for LCC/ 3<sup>rd</sup> sector and other stakeholders/ partners to ensure UC awareness was maximised. It is intended that this area will be revisited once a transition timetable is available. The transition phase will bring new challenges for the council to ensure front line staff are equipped with the relevant information in order to advise customers and a programme of delivery will be determined.</p>
15	<p><i>That elected members are kept fully aware of developments linked to Universal Credit as it continues to evolve and be rolled out in Leeds</i></p> <p>That the Assistant Chief Executive (Citizens and Communities) leads on:</p> <ul style="list-style-type: none"> <li>(i) Developing a dedicated guide to Universal Credit for Elected Members;</li> <li>(ii) Making the DWP website easily accessible to Elected Members (eg. through a mobile application);</li> <li>(iii) Periodically arranging Member Seminars to generate awareness and better understanding of Universal Credit as it continues to evolve and be rolled out in Leeds.</li> </ul>	<p>Universal Credit is a complex benefit affecting many different client types. An overview booklet for elected members is in draft form and, once agreed, this will be followed by a series of information guides looking at Universal Credit from different aspects e.g. 'In work and claiming Universal Credit', Disabled and claiming Universal Credit' etc.</p> <p>The website is available through a link on the Leeds City Council website. Arrangements are also being made to support elected members who need help in creating a direct link on their homepage or mobile phone.</p> <p>Further seminars will be run as more information about Universal Credit becomes available.</p>



16	<p><i>That employers across the city are being actively encouraged to identify and assist eligible employees to claim Universal Credit</i></p> <p>That the Assistant Chief Executive (Citizens and Communities) reports back to Scrutiny in relation to progress made in working in collaboration with the Trade Unions; Leeds, York &amp; North Yorkshire Chamber of Commerce; and the District Manager of DWP to help raise the profile of Universal Credit and encourage other employers across the city to identify and assist eligible employees to claim.</p>	<p>Internally steps are being taken to ensure that the Council, as an employer, understands the type and degree of support needed for its employees in making and managing a Universal Credit claim. This will be used to develop information guides for large employers in the city on supporting employees through the Universal Credit process</p> <p>Discussions have also taken place with Jobcentre Plus West Yorkshire District Manager to jointly meet with Leeds Chamber of Commerce to discuss the implications of Universal Credit for employers and employees. This is expected to take place following confirmation of the timescale for roll out to Full Service for Leeds.</p> <p>WY District Manager has also agreed to attend the next West Yorkshire Revenues and Benefits Managers meeting to discuss this and other issues around Universal Credit.</p>
----	---	---

## Appendix 2

### Latest Universal Credit data June 2016

Type of data	Accumulative
Number claimed Universal Credit	3340
Number getting Universal Credit	2439
Number of CTS claims in receipt of UC	365
Number of HB claims closed down	398
Number of DHP awards	25
Number of UC claimants accessing Local Welfare Support schemes	25
Number of Council Tenants on UC	284
Number of Alternative Payment Arrangements requested (CT only)	97
Number of Alternative Payment Arrangements accepted (CT only)	41
<b>Number requiring online support:</b>	35
* <i>Basic</i>	17
* <i>Mediated</i>	18
<b>Number requiring Personal Budgeting Support</b>	12
* <i>Telephone support provided</i>	12
* <i>Face to face support provided</i>	0

**Report of Head of Scrutiny Support**

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

**Date: 25<sup>th</sup> July 2016**

**Subject: Council Tax Support Scheme**

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

**1. Purpose of this report**

- 1.1 Last year, the Citizens and Communities Scrutiny Board undertook an in-depth inquiry into Universal Credit and its potential impacts on a number of stakeholders. The Board’s report identified that many people in low-paid work with fluctuating earnings will also see their monthly Universal Credit payment fluctuate and, as things stand, this will lead to monthly changes to Council Tax Support with further implications for Council Tax payment dates and liability orders. A recommendation was therefore made to consider whether changes can be made to the Council Tax Support Scheme to manage this.
- 1.2 At its meeting on 22<sup>nd</sup> June 2016, the Executive Board received a report from the Assistant Chief Executive (Citizens and Communities) on Welfare Reform and Council Tax Support ([Click to access Executive Board report](#)). This report highlighted the expected impacts of the Government’s continuing package of welfare reform on local Council Tax Support schemes and options for how the Council can respond to these changes. In conclusion, the Executive Board approved the development of a revised scheme and the need to undertake public consultation on the revised scheme, to be concluded by November 2016.
- 1.3 At its meeting on 27<sup>th</sup> June 2016, the Citizens and Communities Scrutiny Board agreed to undertake an urgent review to assist in the development of this revised scheme. As such, the Board agreed to hold a working group meeting prior to the Board’s July meeting to discuss the potential scope for this review. This meeting was held on 6<sup>th</sup> July 2016.

- 1.4 The draft terms of reference for the Scrutiny Board's review into the development of a revised Council Tax Scheme will be tabled at today's meeting for the Board's consideration and agreement.
- 1.5 The Chief Officer (Welfare and Benefits) will also be attending today's meeting to provide a presentation on the main issues surrounding the Council Tax Support scheme and to prompt discussion surrounding the development of an alternative scheme that utilises the Universal Credit needs assessment, as well as discussing the potential options that will be subject to public consultation.

## **2. Recommendation**

- 2.1. Members are requested to note the presentation and discussion during today's meeting and agree the terms of reference for its forthcoming review into the development of a revised Council Tax Support Scheme.

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

- 3.1 None

---

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

## Report of Head of Scrutiny Support

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

**Date: 25th July 2016**

**Subject: Work Schedule**

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

### Summary of main issues

1. The Board's work schedule is attached as appendix 1. This will be subject to change throughout the municipal year.
2. Also attached at appendix 2 are the minutes of the Executive Board meeting held on 22<sup>nd</sup> June 2016, for the Board's information.

### Recommendation

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

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

4. None used

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

This page is intentionally left blank

Scrutiny Board (Citizens and Communities) Work Schedule for 2016/2017 Municipal Year

Area of review	Schedule of meetings/visits during 2016/17		
	June	July	August
<b>Development of a revised Council Tax Support Scheme</b>		Initial briefing and agreeing terms of reference. SB 25/07/16 @ 10 am	
<b>Safeguarding issues linked to the night time economy.</b>			
<b>Reducing repeat customer contacts</b>			
<b>Briefings</b>	Scrutiny Board Terms of Reference and Sources of Work SB 27/06/16 @ 10 am		
<b>Recommendation Tracking</b>		Universal Credit SB 25/07/16 @ 10 am	
<b>Performance Monitoring</b>			

## Scrutiny Board (Citizens and Communities) Work Schedule for 2016/2017 Municipal Year

Areas of review	Schedule of meetings/visits during 2016/17		
	September	October	November
<b>Development of a revised Council Tax Support Scheme</b>			
<b>Safeguarding issues linked to the night time economy.</b>	Scoping terms of reference WG - tbc		
<b>Reducing repeat customer contacts</b>	Scoping terms of reference WG - tbc		
<b>Briefings</b>			
<b>Recommendation Tracking</b>	Migration in Leeds SB 25/07/16 @ 10 am  Development of Community Committees SB 12/09/16 @ 10 am	Development of Community Hubs SB 10/10/16 @ 10 am	
<b>Performance Monitoring</b>	Performance Update SB 12/09/16 @ 10 am		



## Scrutiny Board (Citizens and Communities) Work Schedule for 2016/2017 Municipal Year

Area of review	Schedule of meetings/visits during 2016/17		
	December	January	February
Development of a revised Council Tax Support Scheme			
Safeguarding issues linked to the night time economy.			
Reducing repeat customer contacts			
<b>Briefings</b>		2017/18 Initial Budget Proposals SB 09/01/17 @ 10 am	
<b>Recommendation Tracking</b>			
<b>Performance Monitoring</b>		Performance Update SB 09/01/17 @ 10 am	

Page 37

**Scrutiny Board (Citizens and Communities) Work Schedule for 2016/2017 Municipal Year**

<b>Area of review</b>	<b>Schedule of meetings/visits during 2016/17</b>		
	<b>March</b>	<b>April</b>	<b>May</b>
<b>Safeguarding issues linked to the night time economy.</b>			
<b>Reducing repeat customer contacts</b>			
<b>Briefings</b>			
<b>Recommendation Tracking</b>			
<b>Performance Monitoring</b>			

## EXECUTIVE BOARD

WEDNESDAY, 22ND JUNE, 2016

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

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

### 1 **The Chair's Opening Comments**

Tribute to Jo Cox MP and those who had lost their lives in Orlando, Florida

In opening the meeting, the Chair made reference to the terrible events of last week, which had seen 49 people killed in Orlando, Florida, and also the killing of Jo Cox MP.

As a mark of respect for both Jo Cox MP and those who lost their lives in Orlando, the meeting observed a minute's silence.

Councillor Charlwood

The Chair welcomed all in attendance to the meeting, especially Councillor Charlwood, given that it was her first meeting as an Executive Board Member.

EU Referendum

The Chair highlighted that given the proximity of this meeting to the EU Referendum and the fact that we remained within the purdah period, Members would need to exercise caution, should any issues arise during the meeting which related to the referendum question.

Municipal Journal Local Government Achievement Awards

The Chair paid tribute to, and congratulated all concerned for Leeds City Council's recent success at the Municipal Journal Local Government Achievement awards. Specifically, it was noted that the Council had been voted 'Local Authority of the Year', whilst awards were also received in the areas of 'Commercialism in the Property Estate' and 'Innovation and Impact in Children's Services'.

### 2 **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 E to the report entitled, 'Learning Places Programme: Capital Programme Update', referred to in Minute No. 9 is designated as

Draft minutes to be approved at the meeting  
to be held on Wednesday, 27th July, 2016

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) which, if disclosed to the public could or would be likely to prejudice the commercial interests of that person or of the Council. On the basis that the information provided details pre-tender estimates, there is a risk that disclosing the information could prejudice the outcome of the tenders when submitted.

- (b) Appendix A to the report entitled, 'Community Hubs: Phase 2 Business Case', referred to in Minute No. 15 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 the information) and contains property valuations for Council buildings which the report proposes are disposed of. It is therefore considered that the public interest in maintaining the content of the appendix as exempt from publication outweighs the public interest in disclosing the information, as publication could prejudice potential value of asset rationalisation.
- (c) Appendix 1 to the report entitled, 'The Grand Quarter', referred to in Minute No. 25 is designated as exempt from publication in accordance with paragraph 10.4(3) of Schedule 12A(3) of the Local Government Act 1972 on the grounds that the information contained within the submitted appendix relates to the financial or business affairs of a particular organisation and of the Council. It is considered that the public interest in maintaining the content of the appendix as exempt from publication outweighs the public interest in disclosing the information due to the impact that disclosing the information would have on the Council and third parties
- (d) Appendices 1 and 2 to the report entitled, 'Design and Cost Report: Proposed Maintenance Works: Leeds Grand Theatre', referred to in Minute No. 26 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 and business affairs of the Council and a number of third party organisations. It is considered that the public interest in treating this information as exempt from publication outweighs the public interest in disclosing it by reason of the fact that it contains information and financial details which, if disclosed, would adversely affect the business of the Council and third parties.
- (e) Appendix 1 to the report entitled, 'Leeds City Region Enterprise Zone Update and Infrastructure Delivery', referred to in Minute No. 27 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 from publication outweighs the public interest in disclosing the information. This report relates to a procurement exercise and as such release of detailed information about the power requirement at this time would prejudice the council's position.

- (f) Appendix 1 to the report entitled, 'Design and Cost Report for the Acquisition of Properties for the Council's Investment Portfolio', referred to in Minute No. 28 is designated as exempt from publication in accordance with paragraph 10.4(3) of Schedule 12A(3) of the Local Government Act 1972 on the grounds that the information contained within the submitted appendix relates to the financial or business affairs of a particular organisation and of the Council. It is considered that the public interest in maintaining the content of the appendix as exempt from publication outweighs the public interest in disclosing the information, due to the impact that disclosing the information would have on the Council and third parties.

### **3 Late Items**

No formal late items of business were added to the agenda, however Members were in receipt of a re-issued version of Appendix B to agenda item 16 (Welfare Reform and Council Tax Support), as although the appendix had featured within the agenda papers, the formatting of that document had led to some text within it being obscured. As such, a re-formatted version had been provided to Board Members for their consideration prior to the meeting (Minute No. 16 refers).

### **4 Declaration of Disclosable Pecuniary Interests**

There were no Disclosable Pecuniary Interests declared at the meeting, however, in relation to the agenda items entitled, 'Learning Places Programme' and 'Outcome of Consultation to Increase Primary School Places at Hawksworth Wood Primary School', Councillor Yeadon drew the Board's attention to her position as governor of Hawksworth Wood Primary School (Minute Nos. 9 and 14 refer). In relation to the agenda item entitled, 'Design and Cost Report: Proposed maintenance works: Leeds Grand Theatre', Councillor Yeadon also drew the Board's attention to her position as Chair of the Leeds Grand Theatre and Opera House Board of Management (Minute No. 26 refers).

In addition, a further comment with regard to interests was made at a later point in the meeting. (Minute No. 16 refers).

### **5 Minutes**

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

## **CHILDREN AND FAMILIES**

### **6 Children's Transport Changes - Deputation to Council**

The Director of Children's Services submitted a report which was in response to the deputation presented to full Council on 23rd March 2016 representing families from East Keswick and Bardsey in respect of changes to the Children's Transport Policy. At that meeting, Council resolved that the response to the deputation be referred to Executive Board for consideration.

In considering this matter, and responding to enquiries raised, it was confirmed that the Local Government Ombudsman's (LGO's) finding was that although the school transport policy had been correctly applied, the Council had not clearly explained to parents that their nearest priority school for admissions purposes may not be their nearest qualifying school for transport purposes. When this became apparent, all parents who had unsuccessfully applied for assistance were advised in writing to appeal in line with the Council's transport policy. It was also confirmed that clearer information was now provided to parents on such matters, an issue which had already been addressed before the complaint to the LGO. In addition, it was noted that the Council is providing a refund of travel costs and free school transport for a period of time to the children of the two families concerned in line with the LGO's recommendations, and has agreed to apply the LGO's recommendations to other families in identical circumstances who had unsuccessfully appealed.

Emphasis was placed upon the importance of clarity of communication with parents, and also continuing to ensure that in such circumstances families were treated consistently and fairly and in line with the policy.

Responding to a Member's enquiry, it was requested that further detail on the specifics of this case and the finding and recommendations of the LGO be provided to the Member in question.

**RESOLVED** – That the contents of the submitted report be received and noted.

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

## **HEALTH, WELLBEING AND ADULTS**

### **7 Review of the Long Term Community Support Service - next steps and Progress Report**

Further to Minute No. 104, 19<sup>th</sup> November 2014, the Director of Adult Social Services submitted a report presenting the outcome of the review and related consultation undertaken with respect to the Long Term Community Support Service, and in light of such outcomes, the report outlined a proposal for Adult Social Care to cease provision of the long term service.

Responding to an enquiry regarding potential new providers and their links to the city, the Board was provided with details of the criteria that such providers would need to satisfy in such areas. In addition, it was requested that the providers liaise and engage with local Ward Members when delivering services. In noting the low level of locally based providers identified for this service, it was suggested that this could potentially be a matter which could be raised with the Local Government Association for consideration on a wider basis.

Members also considered the role of the Council, as a commissioning body, and the development of that role in processes such as this.

**RESOLVED –**

- (a) That approval be given to cease the directly provided Long Term Community Support Service (LTCSS), and that the plans for the transfer of customers to independent sector providers be noted;
- (b) That the timescales for ceasing the directly provided Long Term Community Support Service (LTCSS), commencing in July 2016, be agreed, with an aim to complete closure by September 2016;
- (c) That approval be given to the undertaking of continued formal consultation under Employment Legislation with Trade Unions and staff and support for staff throughout the process, including identifying any opportunities for employment within the Council;
- (d) That the use of £0.656m from the savings achieved to develop the in-house Skills for Independent Living Service (SkILs) be approved, and that the opportunities which this development creates for staff, be noted;
- (e) That the work which has been undertaken in carrying out the further review of the Long Term Community Support Service (LTCSS), be noted;
- (f) That in approving a decision on the future of the service the outcome of the full consultation report, as detailed within Appendix 1 to the submitted report, be noted;
- (g) That the development of alternative models of support, including those provided in the independent sector and the support available for existing customers to transfer to suitable alternative services within the independent sector, be noted;
- (h) That it be noted that the lead officer responsible for the implementation of such matters is the Director of Adult Social Services.

## **CHILDREN AND FAMILIES**

### **8 Annual Reports of the Fostering and Adoption Service & annual updates of the respective Statements of Purpose**

The Director of Children's Services submitted a report which presented the Annual Reports for both the Fostering and Adoption Services. In addition, the report also sought approval of the revised Statements of Purpose for Leeds City Council's Fostering and Adoption Services.

Having received an overview of the key points detailed within the report, responding to a specific enquiry, the Board received further information on the actions being taken to care for the increasing number of adolescents which were becoming looked after in Leeds, whilst the success and cost of the 'Staying Put' scheme in the city was noted. In addition, Members also received an update regarding the current position in respect of external residential placements and also considered the Residential Review which had been undertaken.

**RESOLVED** – That the submitted report be received and noted, and that support continues to be provided for the work of the fostering service and the promotion of best outcomes for children.

### **9 Learning Places Programme - Capital Programme Update**

Further to Minute No. 75, 21<sup>st</sup> October 2015, the Director of Children's Services, the Deputy Chief Executive and the Director of City Development submitted a joint report which presented an update on the three year strategy for providing sufficient school places in the city, an update on the progress of the projects currently forming the Learning Places Programme and which also sought approval for the 'authority to spend' for schemes within the 2016 Bulge Cohort Programme, which was a sub-programme of the Learning Places Programme.

Responding to a specific enquiry, officers undertook to provide the Member in question with details of the original estimated costs for those schemes, as detailed within Appendix B to the submitted report.

Following consideration of Appendix E 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 following be approved:
  - (i) Authority to spend on the schemes identified within the 2016 Bulge Cohort Programme which have an individual cost in excess of £500k, at a total value up to £3,410,000, as detailed within the Table at exempt Appendix E of the submitted report;
  - (ii) The delegation of the approval of design and cost reports for the bulge cohort schemes which exceed £500k to the Director of



Children's Services, and that these approvals shall be subject to the agreement of the Director of City Development and the Deputy Chief Executive in consultation with the appropriate Executive Members in line with the September 2014 Executive Board approval for the Learning Places Programme, and as detailed in the Table in exempt Appendix E;

- (iii) That the resolutions as detailed within this minute be exempted from the Call In process, for those reasons as set out within paragraph 4.5.3 of the submitted report (detailed below).
- (b) That the following be noted:
  - (i) The projected funding deficit which currently stands at £67.5m, based on Education Funding Agency rates, together with the fact that this is likely to increase due to a number of factors, as set out within paragraph 4.4.5 of the submitted report;
  - (ii) That the current reporting period has seen two further requests to access the programme capital risk fund (for Castleton Primary School and Roundhay Secondary School) totalling £1,278,944, leaving a balance of £4,356,056, which were approved in accordance with the Executive Board governance arrangements.

(The Council's Executive and Decision Making Procedure Rules state that a decision may be declared as being exempt from Call In by the decision taker if it is considered that any delay would seriously prejudice the Council's, or the public's interests. In line with resolution (a)(iii) above, the resolutions contained within this minute were exempted from the Call In process due to the constricted programme required to enable delivery of Bulge Cohort schemes by September 2016 and the limited opportunity to seek authority to spend between the date when pupil preferencing data is available (April 2016) and when orders need to be placed (mid to end of June 2016). The submitted report confirmed that the latest budget estimates had only just been received and costs are higher than anticipated on some of the projects, which has meant that they now fall within the remit of Executive Board rather than general departmental delegation limits, and some orders would need to be placed as soon as the authority to spend is granted at the Executive Board meeting in order to maintain programme. If the decision is not implemented before the end of the call-in period, there is a significant risk that some projects will not be completed in time for the start of term, with the subsequent risk of disruption to the education of a number of children starting school this year).

#### **10 Outcome of statutory notices on proposals to expand primary provision in Hyde Park/Headingley, Swarcliffe/Whinmoor and Bramley planning areas**

The Director of Children's Services submitted a report regarding the proposals brought forward to meet the local authority's duty to ensure sufficiency of school places. Specifically, this report was divided into three parts, dealing with proposals to expand Bramley (Community) Primary, Brudenell

(Community) Primary and Fieldhead Carr (Community) Primary Schools and also to establish specialist provision at Bramley (Community) Primary School.

**RESOLVED –**

- (a) That the proposal to expand Brudenell (Community) Primary School by increasing its capacity from 280 pupils to 420 pupils, increasing the admission number from 40 to 60 with effect from September 2017, be approved;
- (b) That the proposal to expand Bramley (Community) Primary School by increasing its capacity from 280 pupils to 420 pupils, increasing the admission number from 40 to 60 with effect from September 2017, be approved, and also, approval be given to establishing Special Educational Needs (SEN) provision for pupils with Complex Communication Difficulties including children who may have a diagnosis of ASC (Autistic Spectrum Condition) from September 2017 for approximately 6 pupils;
- (c) That the proposal to expand Fieldhead Carr (Community) Primary School by increasing its capacity from 210 pupils to 420 pupils, increasing the admission number from 30 to 60 with effect from September 2018, be approved;
- (d) That it be noted that the officer responsible for the implementation of such matters is the Head of Learning Systems.

- 11 Outcome of consultation to increase primary school places in Hunslet**  
The Director of Children's Services submitted a report on proposals brought forward to meet the local authority's duty to ensure sufficiency of school places. Specifically, the submitted report detailed the outcome of consultation on proposals to expand primary school provision at Hunslet Moor Primary School and which sought permission to publish a statutory notice in respect of such proposals.

**RESOLVED –**

- (a) That the publication of a Statutory Notice to expand Hunslet Moor 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 2018, be approved;
- (b) That it be noted that the responsible officer for the implementation of such matters is the Head of Learning Systems.

- 12 Outcome of a consultation on a proposal to cease to provide complex social, emotional and mental health provision under the West Oaks SEN Specialist School and College (Oakwood Lane site) and providing for these needs under the Wellspring Academy Trust**  
Further to Minute No. 153, 9<sup>th</sup> March 2016, the Director of Children's Services submitted a report on the outcome of the consultation undertaken and subsequent Statutory Notice regarding the proposal to cease to provide

complex social, emotional and mental health (SEMH) provision under the West Oaks SEN Specialist School and College (Oakwood Lane site). Specifically, the report sought approval to provide for these needs under the Wellspring Academy Trust.

**RESOLVED –**

- (a) That the proposal to cease to provide behaviour, emotional and social difficulty (BESD) provision under the governance of The West Oaks SEN Specialist School and College (Oakwood Lane site) from 31 August 2016, be approved, with this being conditional upon the conversion of the existing BESD SILC into a 4 – 19 SEMH sponsored academy. The provision at the Oakwood Lane site would become part of the new academy from 1 September 2016. Should the academy conversion not be in place by then, then the provision would continue at Oakwood Lane under the governance of West Oaks SEN Specialist School and College.
- (b) That it be noted that the officer responsible for the implementation of such matters is the Head of Learning Systems.

**13 Outcome of consultation to increase primary and secondary school places in Burmantofts & Richmond Hill**

The Director of Children's Services submitted a report presenting proposals brought forward to meet the local authority's duty to ensure efficiency of school places. Specifically, this report described the outcome of consultation regarding the proposals to expand primary and secondary school provision in Burmantofts and which sought permission to publish statutory notices in respect of such proposals.

Responding to a specific enquiry, officers undertook to provide the Member in question with a briefing on the proposal to expand primary places at Shakespeare Primary School.

**RESOLVED –**

- (a) That the publication of a Statutory Notice to expand primary places at Shakespeare Primary School from a capacity of 315 pupils to 630 pupils with an increase in the admission number from 45 to 90 with effect from September 2018, be approved, which will involve the relocation of Shakespeare Primary School onto the Dolly Lane site;
- (b) That the publication of a Statutory Notice to expand secondary places at The Co-operative Academy of Leeds from a capacity of 900 students to 1,200 students, with an increase in the admissions number from 180 to 240 with effect from September 2019, be approved;
- (c) That it be noted that the officer responsible for the implementation of such matters is the Head of Learning Systems.

**14 Outcome of consultation to increase primary school places at Hawksworth Wood Primary School**

The Director of Children's Services submitted a report regarding proposals brought forward to meet the local authority's duty to ensure sufficiency of primary school places. Specifically, the report detailed the outcome of the consultation undertaken in respect of proposals to expand primary school provision at Hawksworth Wood Primary School and to publish a Statutory Notice in respect of such proposals.

**RESOLVED –**

- (a) That the publication of a Statutory Notice to expand primary provision at Hawksworth Wood Primary School from a capacity of 210 pupils to 420 pupils, with an increase in the admission number from 30 to 60 with effect from September 2017, be approved;
- (b) That it be noted that the officer responsible for the implementation of such matters is the Head of Learning Systems.

**COMMUNITIES**

**15 Community Hubs - Phase 2 Business Case**

Further to Minute No. 25, 15<sup>th</sup> July 2015, the Assistant Chief Executive (Citizens and Communities) submitted a report presenting the progress which had been made to date on the Community Hub programme, specifically the delivery of the six Priority 1a schemes. In addition, the report also sought agreement to a number of proposals in order to progress Phase 2 of the scheme. Finally, the report also sought approval for the overall funding injections and authority to spend required to enable the delivery of the Community Hub Phase 2 programme.

Responding to a concern raised with regard to proposals in Horsforth, it was highlighted that consultation would continue with local Ward Members and all other relevant parties on this matter, and it was highlighted that the related proposals remained 'in principle' whilst such consultation took place.

With regard to proposals in Pudsey, emphasis was placed upon the importance of continuing to utilise Pudsey Town Hall as a venue for public meetings.

With regard to Rothwell, a concern was raised regarding the declaration of the area office as surplus to requirements.

Following consideration of Appendix A 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, and specifically the progress made on delivering the Phase 1a Community Hubs, be noted;

Draft minutes to be approved at the meeting to be held on Wednesday, 27th July, 2016

- (b) That the delivery of the Phase 2 of Community Hubs schemes, be supported;
- (c) That the contributions of £600k from the Changing the Workplace and Corporate Property Management programmes already injected into the capital programme be noted, and that an additional injection of £4,017.4k be authorised in order to finalise the total funding needed of £4,617.4k for phase 2 of the Community Hubs programme;
- (d) That expenditure of £4,617.4k for the delivery of phase 2 of the Community Hubs programme be authorised, subject to the approval of the Assistant Chief Executive (Citizens and Communities) to the individual submission of business cases for delivering each part of the Phase 2 Community Hub programme;
- (e) That the disposal of the properties, as set out in the capital receipt section of exempt appendix A to the submitted report, be approved;
- (f) That the use of the revenue savings expected from the proposed asset rationalisation and delivery of the Community Hubs, as set out in paragraph 6.4.9 of the submitted report, be approved, in order to contribute towards the capital repayment cost required to deliver the Phase 2 Community Hub programme.

(Under the provisions of Council Procedure Rule 16.5, Councillor A Carter required it to be recorded that he abstained from voting on the decisions referred to within this minute, whilst under the same provisions, Councillor Golton required it to be recorded that he voted against the decisions referred to within this minute)

## **16 Welfare Reform and Council Tax Support**

The Assistant Chief Executive (Citizens and Communities) submitted a report providing analysis on the impact of local Council Tax Support schemes since 2013 on those groups who no longer received 100% Council Tax support. In addition, the report also considered the expected impacts of the Government's continuing package of welfare reforms on local Council Tax Support schemes and set out options for how the Council could respond to such changes. Overall, the purpose of providing such information was to identify where changes were being recommended to the support scheme, and, if required, to obtain approval to undertake any related public consultation exercise.

Board Members were in receipt of a re-issued version of Appendix B to this report, as although the appendix had featured within the original agenda papers, the formatting of that document had led to some text within it being obscured. As such, a re-formatted version had been provided to Board Members for their consideration prior to the meeting.

Responding to an enquiry, it was noted that the relevant Scrutiny Board was intending to undertake a piece of work on the matters raised within the submitted report.

**RESOLVED –**

- (a) That the development of a revised Council Tax Support scheme, as set out in paragraphs 3.18 – 3.30 and Appendix C to the submitted report, be approved;
- (b) That a public consultation exercise on the revised scheme be approved, with the consultation to be concluded by November 2016;
- (c) That approval be given to retaining the Child Allowance for 3rd and subsequent children during the transition to any new scheme;
- (d) That approval be given to retain the Family Premium during the transition to any new scheme;
- (e) That the development of a hardship scheme for those in protected groups who may be worse off under a revised scheme, be approved;
- (f) That the intention to offer a financial incentive for jobseekers to complete Personal Work Support Packages by offering to write off court costs, be noted.

(During the consideration of this item, Councillor A Carter drew the Board's attention to the fact that his step-daughter was in receipt of related benefits)

**ENVIRONMENT AND SUSTAINABILITY**

**17 Meeting the Cost of Non-Urgent Tree Works**

The Director of Environment and Housing submitted a report regarding the issue of non-urgent tree works on Council owned or managed land in circumstances where a resident or organisation may consider agreeing to pay for such works.

Members welcomed the proposals detailed within the submitted report, however it was highlighted that this proposal should be part of a wider approach towards the management of trees across Leeds. In response it was noted that Leeds did have a tree planting programme, and that further details of this could be provided to Members, should they wish to receive them.

**RESOLVED –**

- (a) That approval be given to the following:-
  - (i) That the full cost of non-urgent works on Council trees can be met by an interested party, subject to the criteria as set out in paragraphs 3.8 and 3.9 of the submitted report, with specified works being in line with best arboricultural practice (BS 3998) by a Council approved contractor;

- (ii) That where it is deemed appropriate to remove a Council tree affected by development, then this work be undertaken by a Council approved contractor where the private landowner is prepared to meet the full cost;
- (b) That it be noted that the Chief Officer (Parks and Countryside) will be responsible for the implementation of such matters.

## **18 Cremator Replacement**

The Director of Environment and Housing submitted a report presenting potential options to sustain cremation provision in the city in order to meet current and anticipated demand.

### **RESOLVED –**

- (a) That it be noted that the existing cremators at Lawnswood are coming to the end of their operational life and need replacing;
- (b) That it be noted that it is not suitable to only replace cremators at Lawnswood without filtration, as this would be vulnerable to a change in legislation and contrary to statutory guidance;
- (c) That approval be given to undertake a feasibility study to ‘RIBA B’ at Lawnswood to install 3 cremators with mercury filtration equipment;
- (d) That a land search be conducted to the east of the city in order to identify suitable site locations, in accordance with the criteria as identified in paragraph 3.4.4 of the submitted report;
- (e) That it be noted that the Chief Officer Parks and Countryside is responsible for the implementation of such matters, and that it also be noted that a future report is anticipated to be submitted to Executive Board before the end of 2016.

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

## **ECONOMY AND CULTURE**

## **19 Review of Discretionary Business Rate Relief Scheme**

Further to Minute No. 201, 5<sup>th</sup> March 2014, the Director of City Development submitted a report which sought approval to extend the current scope of discretionary rate relief to ‘for profit’ organisations which met agreed criteria, as permitted under Section 69 of the Localism Act 2011.

### **RESOLVED –**

- (a) That the proposals to extend the guidelines for the award of discretionary relief for Business Rates from 2016/17 onwards, be approved;

- (b) That the implementation of the scheme be delegated to the Chief Officer Economy and Regeneration, in consultation with the Executive Members for 'Economy & Culture' and 'Resources & Strategy', together with the Deputy Chief Executive.

## **20 Growing the Leeds Visitor Economy**

Further to Minute No. 135, 17<sup>th</sup> December 2015, the Director of City Development submitted a report highlighting the success of the transition of 'VisitLeeds' to the Council from April 2015. In addition, the report also provided an overview of the current approach together with the mid to long term forward plan and how this was aligned to the core budget, looked to bring in external funding, whilst also exploiting cross boundary collaboration opportunities. Finally, the report sought approval to continue the implementation of this approach.

The work being undertaken by the Visitor Economy and Inward Investment team was welcomed, and in response to a specific enquiry, the Board received information on the actions being taken to promote Leeds as a conferencing venue, which included details of the 'Conferencing City Proposition'.

In promoting the city's tourism offer within the context of the overall objective of maximising the economic benefits of tourism, emphasis was placed upon the potential of focussing promotions on Leeds and local residents, in addition to those from further afield, an area which was supported via a number of initiatives across Council directorates and partner organisations.

### **RESOLVED –**

- (a) That the strategic approach and forward plan for the Leeds Visitor Economy function, as set out in the submitted report (including the cross-boundary, partnership based approach aimed at attracting visitors in national and international markets) be approved, and that the detailed delivery of this be delegated to the Chief Officer of Economy and Regeneration, in consultation with the relevant Executive Member;
- (b) That the approach to working with other destinations and 'Welcome to Yorkshire' on joint promotional campaigns be approved, and that the focus on attracting visitors from outside Leeds City Region, who spend more and support more jobs than local visitors, be endorsed;
- (c) That the approach to attracting additional funding by applying for and delivering external investment and commercial match funding, (including in-kind support), be approved, in order to ensure that Leeds is a lead destination and included where relevant, and when the function has the capacity to do so;
- (d) That approval be given for VisitLeeds to continue horizon scanning for strategic developments and opportunities, new approaches to funding, mutually beneficial collaborative partnerships (including working more closely and effectively with Leeds City Region destination management



organisations) and funding opportunities, and that such opportunities be responded to appropriately, in consultation with the Chief Officer of Economy and Regeneration;

- (e) That the resolutions detailed above be exempted from the Call In process, for those reasons as detailed within paragraph 4.5.2 of the submitted report (detailed below).

(The Council's Executive and Decision Making Procedure Rules state that a decision may be declared as being exempt from Call In by the decision taker if it is considered that any delay would seriously prejudice the Council's, or the public's interests. In line with resolution (e) above, the resolutions contained within this minute were exempted from the Call In process due to the time sensitivity of external funding applications the function is currently bidding for, in particular the 'Discover England' fund where if the function is successful, it would be awarded funds to commence delivery early June 2016).

## **21 Storm Eva - Recovery Plan Update**

Further to Minute No. 157, 9<sup>th</sup> March 2016, the Assistant Chief Executive (Citizens and Communities) submitted a report which provided an update on the impact of Storm Eva in Leeds, specifically with regard to the recovery plan, flood alleviation proposals for the city, an update in respect of those who still remain affected by the floods, the ongoing discussions which continued with Government, proposals for regeneration and also the lessons which had been learned.

Responding to specific enquiries raised, the Board received an update on the progress being made on the development of the feasibility study for proposed flood alleviation measures, together with the collaborative work being undertaken with partners such as the Environment Agency. In addition, Members highlighted the need to ensure that those flood alleviation measures that the Authority could establish itself were progressed as appropriate, and were included in any wider flood alleviation proposals.

Also in response to a specific enquiry, the Board received an update on the allocation of grant scheme monies to those affected, and also received further information regarding proposals on the use of any remaining government flood response funds.

### **RESOLVED –**

- (a) That the updates detailed within the submitted report, including the details on the progress of the Strategic Recovery Plan, be noted;
- (b) That the implementation of the recommendations from the lessons learned review, as detailed within section 3.7 of the submitted report, be endorsed;
- (c) That the principle of using the remaining government flood response funds to assist in supporting businesses in flood affected areas through further recovery and resilience measures, supporting any outstanding

Draft minutes to be approved at the meeting  
to be held on Wednesday, 27<sup>th</sup> July, 2016

clean-up priorities, and the development of a wider regeneration strategy for the Kirkstall Road corridor and industrial areas in Hunslet, be supported, and that the Director of City Development be requested to develop detailed proposals for this, in consultation with the relevant Executive Member.

## **RESOURCES AND STRATEGY**

### **22 Financial Performance - Outturn Financial Year ended 31st March 2016**

The Deputy Chief Executive submitted a report presenting the Council's 2015/16 financial outturn position for both revenue and capital and which included the Housing Revenue Account together with spending on schools. In addition, the report also highlighted the position regarding other key financial health indicators including Council Tax and Business Rates collection statistics, sundry income, reserves and the prompt payment of creditors.

#### **RESOLVED –**

- (a) That the Council's outturn position for the financial year ending 31<sup>st</sup> March 2016, as detailed within the submitted report, be noted, and that the creation of earmarked reserves, as detailed within paragraphs 3.6 and 5.3 of the submitted report, be agreed, and that the release of such earmarked reserves be delegated to the Deputy Chief Executive;
- (b) That it be noted that the Chief Officer Financial Services will be responsible for the implementation of such matters following the conclusion of the 'Call In' period.

### **23 Treasury Management Outturn Report 2015/16**

The Deputy Chief Executive submitted a report which provided a final update on the Treasury Management Strategy and operations for the 2015/16 financial year.

Responding to an enquiry, the Board received further information regarding the management of the Council's debt budget.

**RESOLVED –** That the Treasury Management outturn position for 2015/16 be noted, together with the fact that treasury activity has remained within the treasury management strategy and policy framework.

### **24 Financial Health Monitoring 2016/17 - Month 2 (May 2016)**

The Deputy Chief Executive submitted a report which presented the projected financial health position for 2016/17, as at month 2 of the financial year.

Responding to Members' enquiries, the Board received further details of the collaborative work being undertaken across directorates in order to manage the continued budgetary challenges, with specific reference being made to the pressures on the Children's Services directorate budget.

**RESOLVED –** That the projected financial position of the authority, as detailed within the submitted report, be noted.

## **REGENERATION, TRANSPORT AND PLANNING**

### **25 The Grand Quarter**

Further to Minute No. 71, 21<sup>st</sup> October 2015, the Director of City Development submitted a report providing an update on the progress made in negotiations for the disposal and development of land at Belgrave Gardens and which also recommended that the Council exchanged an Option Agreement for the sale of such land.

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

#### **RESOLVED –**

- (a) That approval be given to the Council exchanging an Option Agreement with Wade Lane Developments Limited for the sale of land at Belgrave Gardens on the terms as detailed within exempt appendix 1 to the submitted report;
- (b) That approval be given for officers to negotiate the final terms for the disposal of Council owned land at Belgrave Gardens, and also for the disposal of the Council's freehold reversionary interest in Belgrave House, Commerce House and Warwick House, and that final terms for the disposals be approved by the Director of City Development under delegated powers; and
- (c) That subject to an encouraging response to the Expressions of Interest by the Heritage Lottery Fund (HLF), the necessary authority be delegated to the Director of City Development, in liaison with the Executive Member (Regeneration, Transport and Planning), to submit a Stage 1 bid to the HLF in support of a heritage-led regeneration programme for the Grand Quarter.

### **26 Design and Cost Report: Proposed Maintenance Works: Leeds Grand Theatre**

The Director of City Development submitted a report regarding proposed maintenance works in respect of the Leeds Grand Theatre and which sought approval for an injection of funding into the Capital Programme, together with 'Authority to Spend', in order to enable such maintenance works to be undertaken.

Following consideration of Appendices 1 and 2 to the submitted report, designated as exempt from publication under the provisions of Access to Information Procedure Rule 10.4(3), which were considered in private at the conclusion of the meeting, it was

#### **RESOLVED –**

- (a) That an injection of funding into the Capital Programme, together with an 'Authority to Spend' on the proposed maintenance works to the

Draft minutes to be approved at the meeting  
to be held on Wednesday, 27th July, 2016

Leeds Grand Theatre, as detailed within exempt Appendix 1 to the submitted report, be approved;

- (b) That in the event that the injection of funding and 'Authority to Spend', as detailed within exempt Appendix 1 proves insufficient, the Deputy Chief Executive and the Director of City Development with the concurrence of the Executive Member for Economy and Culture be authorised to approve a further injection and 'Authority to Spend', as detailed in exempt Appendix 1, in order to facilitate the proposed maintenance works to the Theatre.

**27 Leeds City Region Enterprise Zone update and Infrastructure Delivery**

The Director of City Development submitted a report which provided an update on the progress achieved to date in respect of the Leeds City Region Enterprise Zone and highlighted the priority areas of work moving forward. The report also sought approval to commence a procurement process and utilise Council owned land to deliver a power solution which was intended to ensure that the required infrastructure was in place to facilitate the continued delivery within the Enterprise Zone and wider Aire Valley area.

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

**RESOLVED –**

- (a) That the progress made to secure development and occupation of new floorspace within the Enterprise Zone, be noted;
- (b) That the recommendations made within the 2015 Enterprise Zone Growth Plan, be noted;
- (c) That a procurement exercise by the Director City Development to deliver improved infrastructure within the Enterprise Zone, in consultation with the Executive Member for Regeneration, Transport and Planning, and subject to funding being confirmed by the Local Enterprise Partnership (LEP), be approved;
- (d) That the necessary authority be delegated to the Director City Development in order to enter into negotiations and agree a contract to deliver the required infrastructure improvements;
- (e) That the necessary authority be delegated to the Director City Development in order to agree terms for the use of Council owned land adjacent to the A63 to accommodate a new electricity substation;
- (f) That the proposed funding mechanism to support delivery of the infrastructure improvements within the Enterprise Zone, be noted;

- (g) That the necessary authority be delegated to the Director City Development in order to inject funding from the LEP into the Council's Capital Programme, in order to support infrastructure delivery within the Enterprise Zone.

## **28 Design and Cost Report for Acquisition of Properties for the Council's Investment Portfolio**

The Deputy Chief Executive and the Director of City Development submitted a joint report regarding the terms for the acquisition of two newly constructed buildings in Leeds (3 Sovereign Square and Unit 1 Logic Leeds) which could be added to the Council's property investment portfolio.

Members welcomed the proposals to acquire the properties, as detailed within the submitted report.

It was confirmed to the Board that the name of the tenant to occupy Unit 1, Logic Leeds (Amazon) was now in the public domain. Following this, an enquiry was raised about potential concerns regarding the working practices of that company. In response, it was confirmed that regardless of whether the Council bought the property, Amazon had obtained the lease of Unit 1, Logic Leeds, and as such, should Members have concerns about the working practices of the company on their Leeds premises, then a dialogue could be had with them. In connection with this, Members also considered the possibility of establishing an ethical landlord policy for the Council.

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

### **RESOLVED –**

- (a) That the acquisition of 3 Sovereign Square as an investment on the terms as detailed within exempt Appendix 1 to the submitted report, be approved;
- (b) That the acquisition of Unit 1 Logic Leeds as an investment on the terms as detailed within exempt Appendix 1 to the submitted report, be approved;
- (c) That the injection into the Capital Programme, together with the associated 'Authority to Spend', for the sums as detailed within exempt Appendix 1, be approved;
- (d) That the Director of City Development, under the scheme of Delegation, be authorised to approve any changes to the recommended terms which may be necessary prior to completion, and that the Director of City Development also be authorised to complete the acquisitions;

- (e) That the Director of City Development be authorised to investigate the acquisition of additional investment opportunities which will further enhance the strength and performance of the Council's investment portfolio in supporting the Council's budget and stimulating economic regeneration and confidence as part of a strategic investment fund;
- (f) That the resolutions, as detailed within this minute be exempted from the Call In process, for the reasons as set out within paragraph 4.5.3 of the submitted report (detailed below);
- (g) That the recommendation, as detailed at paragraph 10.1 of exempt Appendix 1 be approved, and that the Director of City Development be authorised to facilitate this resolution.

(The Council's Executive and Decision Making Procedure Rules state that a decision may be declared as being exempt from Call In by the decision taker if it is considered that any delay would seriously prejudice the Council's, or the public's interests. In line with resolution (f) above, the resolutions contained within this minute were exempted from the Call In process as the Council is purchasing 3 Sovereign Square under the provision of an option agreement which requires the transaction to be exchanged within 20 days of notice being served by the vendor. By variation, the vendors have agreed to extend this to a long-stop date of the 27 June to exchange. Accordingly, if the Council does not exchange by that date it will lose its special position afforded by the option agreement. This situation would place the purchase under significant risk. Similarly, with respect to Unit 1 Logic Leeds, the price negotiated has been concluded on the basis that the sale is completed by 30 June 2016 to be before the end of the vendor's financial year. Should the sale not complete to that timescale, the Council would be at risk of the sale and the purchase price being re-opened for negotiation in open competition with other parties).

**29 Holbeck, South Bank Supplementary Planning Document (SPD) - Adoption**

Further to Minute No. 160, 9<sup>th</sup> March 2016, the Director of City Development submitted a report presenting feedback from the public consultation exercise undertaken on the draft Holbeck, South Bank Supplementary Planning Document (SPD) and which requested approval of the proposed changes arising from this. Specifically, the report recommended the adoption of the re-drafted SPD, which would formally replace the existing Holbeck Urban Village Revised Planning Framework, previously adopted as Supplementary Planning Guidance in 2006.

Members acknowledged and welcomed the proposal to now refer to the area as Holbeck, rather than 'Holbeck Urban Village'.

**RESOLVED –**

- (a) That the contents of the submitted report, together with the associated formal consultation statement, be noted;

- (b) That the renaming of the Holbeck Urban Village, South Bank Supplementary Planning Document to 'Holbeck, South Bank Supplementary Planning Document' be approved, and that officers commence dialogue with residents and partners in order to consider how best to market and promote this area of the city;
- (c) That the Holbeck, South Bank Supplementary Planning Document be adopted in the form as appended to the submitted report, pursuant to section 23 of the Planning and Compulsory Purchase Act 2004 (as amended);
- (d) That it be noted that the Chief Planning Officer will publish the Holbeck, South Bank Supplementary Planning Document (SPD) and associated documents in accordance with the Town and Country planning (Local Planning) (England) Regulations 2012 Compulsory Purchase Act 2004 (as amended).

### **30 Dewsbury Road: Integrated Road Safety Scheme**

The Director of City Development submitted a report which sought approval of the detailed design and implementation of the Dewsbury Road integrated road safety scheme and the associated Traffic Orders.

Responding to an enquiry, the Board noted that local Ward Members had been consulted, and that further consultation would continue, as the scheme progressed.

#### **RESOLVED –**

- (a) That the scheme, as detailed within the submitted report, be approved, and that the detailed design and implementation of said package of measures, as shown on drawing TM-10-2377-GA-01b, as appended to the submitted report, be authorised;
- (b) That authority to incur expenditure of £600,000, comprising of £495,000 works costs, £100,000 staff fees and £5,000 legal fees, be approved, and which are all to be funded from the Local Transport Plan Transport Policy Capital Programme;
- (c) That it be noted that all remaining decisions following detailed design relating to the proposed Traffic Regulation Orders, Speed Limit Order, Movement Order, Section 90c Notices and the designation of cycle tracks on the public highway will be reported to the Chief Officer (Highways and Transportation) using existing powers under the Officer Delegation Scheme (Part 3, Council Constitution) and sub-delegated by the Director of City Development.

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

**31 Design and Cost Report for the Repair of Linton Bridge and other Highway Infrastructure Assets damaged during Winter Storms of 2015**

The Director of City Development submitted a report providing details regarding the cost of repairs to Council owned infrastructure as a result of the flooding in December 2015 and the grant award funding from government to effect repairs. Specifically, the submitted report detailed proposals regarding the repair of Linton Bridge and which sought support to approach Central Government to make additional funds available for broader infrastructure works.

Members received an update on the currently projected timeframe for the completion of the bridge, whilst the complexities of the project were noted. In addition, further information was also provided on the actions being taken to progress other assets which had been damaged by the 2015 winter storms.

**RESOLVED –**

- (a) That the contents of the submitted report be noted;
- (b) That the proposal not to pursue the provision of a temporary bridge between Linton and Collingham be approved;
- (c) That the injection of £4.5m government grant for local road repairs into the Bridge Maintenance Capital Programme, together with associated 'Authority to Spend', be approved, for the sole purpose of expeditious repairs to Linton Bridge, with any remaining funding at the completion of the repairs to be distributed proportionally to the cost of repairs to other Leeds City Council infrastructure assets;
- (d) That the Permanent Works be procured and delivered in line with the dates as identified within section 3.11 of the submitted report;
- (e) That support be given to an approach being made to Central Government to make additional funds available for broader infrastructure works;
- (f) That it be noted that the Chief Officer Highways and Transportation is responsible for the implementation of such matters.

**32 The Future of Transport in Leeds**

Further to Minute No. 72, 21<sup>st</sup> October 2015, the Director of City Development submitted a report which provided details of the Secretary of State for Transport's decision to not grant the legal powers (under the Transport and Works Act) needed to construct and operate a trolleybus system in the form that was presented through the related Public Inquiry. In addition, the report highlighted that the funding allocated for New Generation Transport (NGT), £173.5m, would remain as allocated for schemes within Leeds, whilst it also presented the proposed next steps regarding the future of transport in Leeds.

Members made reference to the way in which such matters had recently featured in the local press.



Having noted the proposal to draw up an outline strategic case for the funding by the early autumn, Members discussed such timescales and looked forward to further discussion on this matter.

**RESOLVED –**

- (a) That the Government's decision regarding NGT, as detailed within the submitted report, be noted;
- (b) That it be agreed that the Council do not make an application for a Judicial Review of the Secretary of State decision, now that the Department for Transport (DfT) has been allocated £173.5m for transport in Leeds;
- (c) That it be noted that the Leader has asked for an associated scrutiny inquiry to take place, and that support be given to the proposal that the DfT and the West Yorkshire Combined Authority (WYCA) be invited to participate;
- (d) That approval be given to a letter being sent to the Secretary of State for Transport which outlines concerns about the process of developing public transport schemes in order to help lessons to be learnt nationally;
- (e) That officers be requested to undertake city wide engagement on developing a new long term transport vision and an associated transport plan, including for the allocation of the £173.5m;
- (f) That approval be given for officers to work in partnership with WYCA and the DfT to draw up an outline strategic case for the funding by the early autumn for submission to Secretary of State for Transport with the aim that by the end of the year we will have reached a clear, transparent and concise funding agreement for the £173.5m with Government.

**DATE OF PUBLICATION:** FRIDAY, 24<sup>TH</sup> JUNE 2016

**LAST DATE FOR CALL IN OF ELIGIBLE DECISIONS:** 5.00 P.M., FRIDAY, 1<sup>ST</sup> JULY 2016

(Scrutiny Support will notify Directors of any items called in by 12.00noon on Monday, 4<sup>th</sup> July 2016)

Draft minutes to be approved at the meeting to be held on Wednesday, 27th July, 2016

This page is intentionally left blank