



SCRUTINY BOARD (CITIZENS AND COMMUNITIES)

Meeting to be held in Civic Hall, Leeds, LS1 1UR on
Monday, 10th October, 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

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A G E N D A

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

Item No	Ward/Equal Opportunities	Item Not Open		Page No
3			<p>LATE ITEMS</p> <p>To identify items which have been admitted to the agenda by the Chair for consideration.</p> <p>(The special circumstances shall be specified in the minutes.)</p>	
4			<p>DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS</p> <p>To disclose or draw attention to any disclosable pecuniary interests for the purposes of Section 31 of the Localism Act 2011 and paragraphs 13-16 of the Members' Code of Conduct.</p>	
5			<p>APOLOGIES FOR ABSENCE AND NOTIFICATION OF SUBSTITUTES</p> <p>To receive any apologies for absence and notification of substitutes.</p>	
6			<p>MINUTES - 12 SEPTEMBER 2016</p> <p>To confirm as a correct record, the minutes of the meeting held on 12th September 2016.</p>	1 - 6
7			<p>SAFEGUARDING AND THE NIGHT TIME ECONOMY</p> <p>To receive a report from the Head of Governance Services and Scrutiny Support presenting an overview of actions within Taxi and Private Hire Licensing and Entertainment Licensing in relation to safeguarding and the night time economy.</p>	7 - 28
8			<p>SCRUTINY INQUIRY INTO COMMUNITY HUBS - FORMAL RESPONSE</p> <p>To receive a report from the Head of Governance Services and Scrutiny Support presenting the formal response to the recommendations arising from the Scrutiny Inquiry into the development of Community Hubs.</p>	29 - 34

Item No	Ward/Equal Opportunities	Item Not Open		Page No
9			<p>WORK SCHEDULE</p> <p>To consider the Board's forthcoming work schedule.</p>	35 - 56
10			<p>DATE AND TIME OF NEXT MEETING</p> <p>Monday, 7th November 2016 at 10 am (Pre-meeting for all Board Members at 9.30 am)</p> <p>THIRD PARTY RECORDING</p> <p>Recording of this meeting is allowed to enable those not present to see or hear the proceedings either as they take place (or later) and to enable the reporting of those proceedings. A copy of the recording protocol is available from the contacts on the front of this agenda.</p> <p>Use of Recordings by Third Parties – code of practice</p> <ul style="list-style-type: none"> a) Any published recording should be accompanied by a statement of when and where the recording was made, the context of the discussion that took place, and a clear identification of the main speakers and their role or title. b) Those making recordings must not edit the recording in a way that could lead to misinterpretation or misrepresentation of the proceedings or comments made by attendees. In particular there should be no internal editing of published extracts; recordings may start at any point and end at any point but the material between those points must be complete. 	

SCRUTINY BOARD (CITIZENS AND COMMUNITIES)

MONDAY, 12TH SEPTEMBER, 2016

PRESENT: Councillor B Anderson in the Chair

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

28 Late Items

There were no late items.

29 Declaration of Disclosable Pecuniary Interests

There were no disclosable pecuniary interests declared to the meeting.

30 Apologies for Absence and Notification of Substitutes

An apology for absence was submitted by Councillor K Wakefield.
Notification had been received that Councillor C Dobson was to substitute for
Councillor K Wakefield.

31 Minutes - 25th July 2016

RESOLVED – That the minutes of the meeting held on 25th July 2016 be
approved as a correct record.

32 Scrutiny Inquiry into Migration in Leeds - Formal response and update

The report of the Assistant Chief Executive (Citizens and Communities)
presented the formal response and general update on the progress made in
implementing the recommendations arising from the recent Scrutiny Inquiry
into Migration in Leeds.

The following were in attendance for this item:

- Councillor Debra Coupar, Executive Member for Communities
- James Rogers, Assistant Chief Executive (Citizens and Communities)
- Anne McMaster, Citizens and Communities
- Martin Dean, Area Leader
- Simon Foy, Head of Policy and Intelligence
- Sue Rumbold, Chief Officer Partnership Development and Business Support, Children's Services
- Dave Brown, Migration Yorkshire

The key issues raised were as follows:

Draft minutes to be approved at the meeting
to be held on Monday, 10th October, 2016

- Members discussed the availability of mapping information relating to migration and particularly acknowledged the difficulty of mapping EU migration as the Census data is primarily used in this regard.
- The Board was pleased to note the training courses being provided to front line staff by Migration Yorkshire to help raise awareness of migration and the needs of migrants. It was suggested that these be made accessible to Elected Members too.
- The Board requested further details surrounding the Young Interpreters Scheme.
- Particular reference was made to the provision of ESOL and the impact of reduced funding streams. However, it was noted that Migration Yorkshire was exploring the availability of additional funding for ESOL provision following the recent Government announcement.
- Members acknowledged recent national reports indicating that numbers of unaccompanied asylum seeking children were going missing from the care of local authorities. Clarification was therefore sought in terms of the Council's own procedures to help avoid this happening in Leeds.
- Reference was made to the mapping of attainment levels for vulnerable migrant children and the need to proactively promote success stories in this regard.
- Members acknowledged the current joint working with Migration Yorkshire on the development of the new Controlling Migration Fund.

In conclusion, the Board welcomed the positive work being undertaken by the Council and its partners in relation to Migration and acknowledged that the Scrutiny recommendations would continue to be tracked.

RESOLVED:

- (a) That the report be noted.
- (b) That a further recommendation tracking report is scheduled within the next 6 months.

33 Scrutiny Inquiry into the development of Community Committees - Formal Response

The report of the Head of Governance Services presented the formal response to the recommendations arising from the recent Scrutiny Inquiry into the development of Community Committees.

The following were in attendance for this item:

- Councillor Debra Coupar, Executive Member for Communities
- James Rogers, Assistant Chief Executive (Citizens and Communities)
- Martin Dean, Area Leader

The key issues raised were as follows:

- Members welcomed the work underway in developing a mechanism to share information on a range of funding being spent in localities. Importance was also placed on sharing best practices. Linked to this, reference was made to the Community Committees Annual Report as a valuable source of information.
- Particular references were made to the on-going work aimed at strengthening relationships between Community Committees and Highways and Transportation. It was noted that some Committees have appointed local Transport Champions to assist in this regard.
- In relation to the development of flood management schemes, it was noted that the Environment Agency had been involved in this work and Members reiterated the need for Community Committees to be engaged in this work too.

RESOLVED:

- (a) That the report be noted.
- (b) That a further recommendation tracking report is scheduled within the next 6 months.

34 Performance report (Q1)

The report of the Assistant Chief Executive (Citizens and Communities) provided information on the Citizens and Communities Directorate's contribution to the delivery of the Best Council Plan under the Board's remit, alongside service performance information in relation to the 2016/17 quarter 1 period.

The following were in attendance for this item:

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

The following key areas were discussed by the Board:

- The Board acknowledged and welcomed the revised format of the report in providing a more comprehensive overview of performance issues.
- Members discussed the range of factors affecting visitor numbers to Job Shops across the city and on-going efforts to extend the range of facilities and actively promoting this service.
- Members discussed the Council's security procedures linked to postal voting and also acknowledged that Leeds had the highest number of postal votes in the country.
- Reference was made to the recruitment of Welfare Rights Workers. It was noted that such posts are difficult to fill as funding is often not guaranteed for more than one year.

RESOLVED – That the report be noted.

(Councillor M Robinson left the meeting at 11 am during the consideration of this item)

35 Leeds Advice Consortium

The report of the Assistant Chief Executive (Citizens and Communities) provided an update on services linked to the Leeds Advice Consortium and invited the Board to comment on options relating to the future of such services.

The following were in attendance for this item:

- Councillor Debra Coupar, Executive Member for Communities
- James Rogers, Assistant Chief Executive (Citizens and Communities)
- Steve Carey, Chief Officer Welfare and Benefits
- Joy Wetherill, Executive Officer, Advice Services
- Diane Lyons, Leeds Citizens Advice Bureau

The following key areas were discussed by the Board:

- The role of the Leeds Advice Consortium and details of the current contract
- Details surrounding the significant increase in the number of clients assisted since the start of the contract.
- Overview of the funding contributions to the service for 2016/17.
- The role of the in-house Welfare Rights Service and the rising demands placed on this service.
- The work undertaken to improve access to advice services.
- The on-going pressures faced by the Leeds Citizens Advice Bureau.

The Board was also invited to provide comment on specific options set out within the report. Briefly, these were as follows:

- *Encouraging more people to use self-help options e.g. websites, helplines* – Members acknowledged the benefit of this approach and recognised the need for this to be encouraged.
- *Encouraging more people to seek advice by phone or email* – Members made specific comment on the need to provide a flexible out of hours service. The Board also recognised the benefits of web chat technology.
- *Reducing or removing drop-in facilities for those wanting a face-to-face service and replacing the service with surgery appointments only; reducing the number of surgeries provided* – Members acknowledged that many individuals may not have access to internet services or may require translation services and therefore will continue to benefit from a drop-in service.

- *Further reducing or removing home visits* – concerns were expressed by the Board in terms of reducing this particular service.
- *Reviewing the provision of interpretation where this is a cost to the service* – Members acknowledged the increasing demands on this service and whilst acknowledging the value of this service, it was considered unfair for local authorities to be burdened with this cost alone.
- *Limiting the issues/areas where help will be provided e.g. limiting help with PIP or DLA appeals* – Members acknowledged the rising number of appeal enquiries primarily linked to new welfare reforms and discussed the need to better utilise the Council’s website to provide step by step guides, particularly to address more straightforward enquiries.

In conclusion, the Board reiterated the need for transparency in terms of communicating the impact that any future changes to the service is likely to have. Linked to this, the Board raised concerns that whilst the Council is required to respond to associated budget pressures, the demand for advice services continues to increase. It was therefore agreed that the concerns raised by the Scrutiny Board is communicated in writing to the Government’s Welfare Rights Select Committee.

RESOLVED:

- (a) That the report be noted.
- (b) That the above comments of the Scrutiny Board are taken into consideration in the development of proposals for the future provision of advice services.
- (c) That the concerns raised by the Scrutiny Board in relation to the Council’s budgetary pressures against increased demands for advice services is communicated in writing to the Government’s Welfare Rights Select Committee.

36 work schedule

The report of the Head of Governance Services invited Members to consider the Board’s work schedule for the municipal year.

RESOLVED – That the work schedule be noted.

37 Date and Time of Next Meeting

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

(The meeting concluded at 12.10 pm)

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Report of Head of Governance and Scrutiny Support

Report to Scrutiny Board (Citizens and Communities)

Date: 10th October 2016

Subject: Safeguarding and the night time economy

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 At its meeting on 27th June 2016, the Citizens and Communities Scrutiny Board expressed an interest in undertaking further Scrutiny into the role of the Council and its partners in addressing safeguarding issues linked to the city's night time economy.
- 1.2 In acknowledging the potential for this matter to involve a number of service areas across directorates, the Chair agreed to firstly consider those service areas that fall within the responsibility of the Assistant Chief Executive (Citizens and Communities). In doing so, this will allow the Scrutiny Board to determine whether any further Scrutiny involvement is required in relation to those areas that fall within its own remit before considering what next steps to take. These service areas include Taxi and Private Hire Licensing and Entertainment Licensing.
- 1.3 The Assistant Chief Executive (Citizens and Communities) has provided the following reports in relation to these service areas:
 - Appendix A sets out the taxi and private hire licensing safeguarding policies and improvements that have been implemented in the preceding two years and how the service contributes to public safety generally in the night time economy. Much of the content of this report is to also feature as part of the 12 month review of progress report to Executive Board in December 2016.
 - Appendix B sets out the contribution entertainment licensing and partner agencies make to the night time economy in Leeds.

2. Recommendation

- 2.1. Members are requested to consider the appended reports in relation to the role and impact of Taxi and Private Hire Licensing and Entertainment Licensing on safeguarding and the night time economy and determine what, if any, further Scrutiny it would like to undertake on this matter.

3. Background documents¹

- 3.1 None

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

Report of Assistant Chief Executive (Citizens and Communities)

Report to Citizens and Communities Scrutiny Board

Date: 10 October 2016

Subject: Safeguarding in Taxi & Private Hire Licensing – 12 month review of 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. The independent enquiry into child sexual exploitation in Rotherham (1997 – 2013) and the significant concerns regarding safeguarding controls for Taxi & Private Hire Licensing in Rotherham lead to an Executive review of the control measures in place within Leeds City Council’s Taxi & Private Hire licensing environment. Reports were presented to the Executive Board on 17 December 2014 and 18 December 2015.
2. The main issues identified in the 2014 and 2015 Executive reports highlighted key licensing safeguards requiring urgent progression including, annual Disclosure and Barring Service (DBS) checks on all licence holders, shared enforcement powers and common licensing policies across West Yorkshire Authorities. This report informs the Citizens and Communities Scrutiny Board of the safeguarding policies and improvements that have been implemented in the preceding two years and how the service contributes to public safety generally in the night time economy. Much of the information contained in this report will also feature in the report to Executive Board on 14 December 2016 – Safeguarding in Taxi & Private Hire Licensing – 12 month review of progress.

Recommendations

3. Members of the Citizens and Communities Scrutiny Board are asked to note the report and make any appropriate comments relative to safeguarding.

1 Purpose of this report

- 1.1 To inform Citizens and Communities Scrutiny Board of the safeguarding policies and improvements that have been implemented in the preceding two years and how the service contributes to public safety generally in the night time economy.
- 1.2 Much of the information contained in this report will feature in the report to Executive Board 14 December 2016 – Safeguarding in Taxi & Private Hire Licensing – 12 month review of progress.

2 Background information

- 2.1 There has been significant Executive and Licensing Committee overview of the Taxi and Private Hire licensing functions which has contributed to minimising the safeguarding risks to children and vulnerable adults. Reports have been received by the Executive Board on 17 December 2014 and 16 December 2015 and also Licensing Committee on 17 November 2015. A joint working group of the Children's Services and Adult Social Services, Public Health and NHS Scrutiny Boards was also held in October 2015. This provided the opportunity to engage with representatives from both the Adult and Children's Safeguarding Boards and the Licensing Committee to ensure full support is provided to improve safeguarding in Taxi and Private Hire Licensing by way of expertise and challenge. The findings arising from this Scrutiny work was reflected in the Executive Board report in December 2015.
- 2.2 This process of overview and early intervention has been aligned to and closely monitored by the Cross Council's Safeguarding Board headed by the Assistant Chief Executive, Citizens and Communities. To ensure close monitoring of all of the issues of concern post-Rotherham the Assistant Chief Executive formed a specific Taxi sub-group enabling control measures to be brought into effect more quickly with approval being given for additional resources which enabled programs to be structured for much earlier completion dates; for example transitioning from a three yearly DBS to an annual DBS within a 14 months cycle involving 6,000+ licence holders and the design and delivery of an appropriate safeguarding awareness training course by LCSB.
- 2.3 The work carried out under the overview of Executive Board and the Cross Council Safeguarding group is set out under 'main issues' along with individual up to date position statements.
- 2.4 Executive Board 16 December 2015 did not resolve to place further requirements on the Taxi and Private Hire licensing service but have required an annual update report on progress made because of the importance and concerns nationally around these types of licensing services.

3 Main issues

3.1 New Policies approved by the Licensing Committee

Annual on-line DBS update service – the introduction of the on-line service which enables Officers to conduct DBS checks not only at the point of renewal of

a licence or where a concern is raised but also to randomly check a percentage of the driver profile each month to ascertain if there are any areas of concern revealed that have not been reported in another way. The latest position on progress is as follows:-

As at	January 2016 Estimate			Actual		
	Enrolled in update service	DBS app pending	DBS process to be started	Enrolled in update service	DBS app pending	DBS process to be started
1 st November 15				701	1031	4214
1 st December 15				799	1394	3779
1 st January 16				944	1806	3241
1 st February 16	1382	1888	2748	1557	1718	2752
1 st March 16	1474	2260	2257	1652	2145	2238
1 st April 16	1871	2378	1742	2091	2176	1779
1 st May 16	2300	2491	1200	2472	2280	1309
1 st June 16	2672	2661	658			
1 st July 16	3037	2811	143	3529	2095	433
1 st August 16	3423	2568	0	3929	2032	94
1 st September 16	3829	2162	0	4528	1508	0
1 st October 16	4235	1756	0			
1 st November 16	4642	1349	0			
1 st December 16	5130	861	0			
1 st January 17	5471	520	0			
1 st February 17	5846	145	0			
1 st March 17	5991	0	0			

- 3.2 The 16 month target date for completion (which included initial training and subsequent anticipated problems for the first two months of renewal) is on target.
- 3.3 A range of unreported convictions and police cautions have come to light as progress has been made on the implementation of the annual DBS policy. This has been a time consuming piece of work not only in terms of the process of moving licence holders onto annual DBS's, but also checking the returned disclosures against the licence holders existing file to see if there are any unreported changes.
- 3.4 Of the 4528 who have now returned their disclosures to the service, there have been 57 convictions or cautions revealed which had not been reported to the service. To date 3 decisions to revoke driver licences have been taken, with others cases receiving formal written warnings and/or training requirements, along with other decisions pending and awaiting further information.
- 3.5 Private Hire Operator Conditions**
- 3.6 The introduction of controls on telephone booking facilities and information recording of all journeys undertaken by 'out of town' Hackney Carriages which has had significant success within the Leeds licensing district. This condition has now been recognised by other authorities and one neighbouring authority, following the implementation of it, has managed to gather sufficient evidence to enable that Authority to suspend 6 Private Hire Operator licences directly in respect of Hackney Carriage vehicles which are licensed by Rossendale but operating in their district.
- 3.7 Convictions Criteria**
- 3.8 This policy takes account of all types of sexual offending; criminal activity involving drugs, violence or dishonesty and is now embedded and has not met any legal challenges. It has been shared with the West Yorkshire Combined Authority approach to accept as best practice. It also has been presented to the Local Government Association and the Home Office for consideration as a model national policy.
- 3.9 Compulsory safeguarding training**
- 3.10 Compulsory safeguarding awareness training for all existing licence holders, escorts and permit holders has been designed by LCSB and delivered by Carolyn Eyre, an experienced practitioner, appointed following a procurement exercise in accordance with the council's contracts standing orders. There are 187 contracted trainings sessions of which 71 were completed by 31 August 2016 equating to 39% (2296) of the licence base with 61% (3654) due to attend.
- 3.11 Officers are keen to emphasise that the design of the safeguarding training correctly leans towards educating drivers to understand some basic issues which can help them to avoid misunderstandings and it is not on the basis of treating drivers as 'suspects'.

- 3.12 This authority has a very high proportion of professional drivers who carry out their day to day jobs over many years and who never receive complaints or enforcement attention and deserve recognition for their service in what can be a challenging role.
- 3.13 Immediate suspension policy**
- 3.14 Licensing Committee reviewed and approved this policy which means that where an allegation or information is received about a licensed driver, which raises a real safeguarding or public safety concern, consideration is given to the immediate suspension or revocation of that licence. An immediate suspension decision means that the driver cannot drive until the suspension is lifted by the Courts or following investigation by officers.
- 3.15 Licensing applications by non UK citizens**
- 3.16 Executive Board approved significant strengthening of the previous policy to reduce the risk of applicant fraud and also required statutory declarations by applicants to protect the Council. All applications for over-seas information can now only be made through a consulate or embassy. An associated measure was also approved by the Executive that Elected Members, Officers or MPs should not supply references in the decision making process.
- 3.17 Police Disclosures**
- 3.18 Members have previously been made aware of the concerns of Officers regarding the high threshold set by the police for the disclosure of information that Officers feel is highly relevant to the Council carrying out its statutory obligations to make 'fit and proper' person assessments. The Assistant Chief Executive was specifically asked to raise this issue at senior Police Command level and those discussions led to an improved understanding of our requirements and the necessity for improved intelligence sharing to meet our statutory requirement. The common law powers of the Police to properly inform the Council of significant public safety issues outside of the provisions of the Data Protection Act have been more widely used by investigating officers.
- 3.19 To enable both a more strategic overview of licensing issues and to create efficiencies within the disclosure process, in terms of timescales and more appropriate information release, the service has appointed a Research Officer to work across different databases in order to maximise public safety information and particularly safeguarding intelligence. The Licensing Heads of other West Yorkshire Authorities have agreed in principle to an information sharing agreement that will enable the officer to undertake a much closer scrutiny of all the licensing databases and identify risks.
- 3.20 The post holder still has obligations to observe the Data Protection thresholds of the West Yorkshire Police, but will have the ability, under senior police officer guidance, and with more experience and understanding of the statutory role and responsibilities of the Council towards safeguarding and national legislation to make more pragmatic decisions on disclosure.

3.21 Safeguarding referrals.

3.22 Licensing Officers receive safeguarding referrals from the West Yorkshire Police, the LCC Local Authority Designated Officer (LADO), Children's Services and by public complaint. These referrals are promptly investigated and any licensing actions required carried out as soon as possible.

3.23 Taxi & Private Hire Resources

3.24 A review of staff skills and responsibilities within the Licensing team has been undertaken and additional fraud detection training delivered by the UK Border Agency in relation to identifying common types of forgery and counterfeiting of the type of documents commonly used to provide supporting evidence for identity (driving licences, passports, supporting documentation etc).

3.25 An additional senior licensing and compliance post has been created to enable closer scrutiny prior to the point of decision making.

3.26 The previously approved increase in Enforcement Officer establishment has now been fully taken up and their training is significantly advanced, with most Officers able to undertake independent investigations. There has also been the introduction of a new rota which extends the number of nights worked during each week and working hours which now extend until 4:30am on certain nights of the week in response to the pattern of the night time economy. It is important that Members recognise that the issues of safeguarding and investigations into other serious complaints are quite distinct from on-street enforcement issues and that the traffic management issues within the night-time economy are the responsibility of the Police.

3.27 Combined Authority

3.28 There has been clear recognition by Leaders of West Yorkshire Councils and Chief Executives of the need for the taxi & private hire licensing elements to work in a much more cohesive way in terms of policy, decision making and enforcement capability. This has led to the creation of a licensing working group involving the heads of those services to prioritise a range of issues and establish a more common approach to alleviate clear disparities.

3.29 The outcomes hoped for in attaining common standards across the West Yorkshire Authorities have not been straightforward and there are various reasons for this. However, an independent senior consultant was tasked with drawing together all of the issues and options proposals and that will be presented to the next meeting of Leaders and Chief Executives on 19 October 2016 so that clear direction can be given to Officers on how and what key issues to progress next.

3.30 The ability for Enforcement Officers to operate lawfully in other licensing districts was addressed by Full Council on 13 January 2016, which approved the delegation of certain enforcement powers to Officers of other West Yorkshire Authorities and this has been reciprocated by those other authorities to Leeds City

Council Officers which enables enforcement activity on the streets of Leeds in the night time economy on drivers and vehicles licensed from across West Yorkshire.

- 3.31 Important progress has been made on the decision making model with the schemes of delegation and all authorities now delegate decision making from Licensing Committee to Officers to make determination on policy approved by Licensing Committee or the Executive.
- 3.32 There is a significant obstacle in terms of information technology and the West Yorkshire Authorities in working more closely and utilising the information and intelligence held in individual authorities' databases. At least two authorities are moving to the same licensing system as Leeds City Council and it is likely that the other authorities will follow. This would enable mobile browser access to all databases and a much easier sharing and checking of information during the course of enforcement activities on the streets. The Chairs' of West Yorkshire Licensing Committees have undertaken to hold regular meetings to develop closer working relationships and the issues around licensing databases moving to a common database is an item of the agenda of their next meeting which will add support to Officers desire to move forward on this issue.

4 Corporate considerations

4.1 Consultation and engagement

- 4.1.1 All existing policies have been subject to consultation with feedback being considered by the Licensing Committee prior to final decisions or recommendations to the Executive.
- 4.1.2 The majority of the content of this report will form part of a Licensing Committee update report in November 2016 so that they may consider the proposed draft report to Executive Board and any observations made by the Citizens and Communities Scrutiny Board on 10 October 2016

4.2 Equality and diversity / cohesion and integration

- 4.2.1 Equality, Diversity, Cohesion and Integration Screening Assessments have been carried out on all policies agreed at Licensing Committee or approved by Executive decision.

4.3 Council policies and best council plan

- 4.3.1 The Taxi & Private Hire Licensing policies contribute to the following aims:

Best Council Plan 2013 -17

Towards being an Enterprising Council

Our Ambition and Approach

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

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

Our Best Council Outcomes

Make it easier for people to do business with us.

Our Best Council Objectives

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

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

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

- Getting services right first time
- Improving customer satisfaction

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

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

4.3.3 Safeguarding children and vulnerable adults:

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

4.4 Resources and value for money

4.4.1 The taxi and private hire service is a ring-fenced account with all licence income being expended on the service. Whilst the safeguarding and service improvements have incurred additional expenditure the service is able to meet that from a controlled surplus budget and there is no additional cost to the Council.

4.5 Legal Implications, access to information and call In

4.5.1 All previous reports and approval processes have been subject to legal overview and a test of proportionality. In respect of this report there are no legal implications.

4.6 Risk management

- 4.6.1 The very nature of the function of Taxi & Private Hire Licensing will probably mean that any safeguarding assessments would place the service in a medium to high risk category despite all of the control measures the Council has in place. The biggest challenge to the Council in conducting its enforcement activity and addressing public safety concerns is the introduction of the De-regulation Act in October 2015. Officers feel that technology has overtaken many effective control measures this authority has when drivers decide to move to other local authorities with significantly reduced rigour in the application process.

5 Conclusions

- 5.1 One of the main obstacles that has to be overcome in West Yorkshire is that other authorities ensure that their licensing enforcement capability have sufficient resources and skills to sustain the very necessary controls required within the licensing environment. These are issues that are being pressed through the Combined Authority approach.

6 Recommendations

- 6.1 Members of the Citizens and Communities Scrutiny Board are asked to note the report and make any appropriate comments relative to safeguarding.

7 Background documents¹

- 7.1 None.

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

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Report of the Assistant Chief Executive (Citizens and Communities)

Report to Scrutiny Board (Citizens and Communities)

Date: 10th October 2016

Subject: Entertainment licensing contribution to the Night Time Economy

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

Summary of main issues

1. The Leeds City Centre Evening and Night Time Economy Strategy 2010 was developed to balance the needs of people enjoying the evening and night time economy, with those of local residents, and others arriving, visiting and working in Leeds, and to encourage a wider range of activities in the city centre. The vision is to provide: 'a welcoming, safe and attractive city centre with a diverse evening and night time economy, accessible to all, whilst protecting the quality of life for residents'.
2. This encompasses an area of work which is complex. It draws in a number of organisations and partners, each of which operate differently and are accountable to different bodies. No single organisation has overall responsibility and therefore effective and committed partnership working is crucial.
3. Government legislation enables authorities to combat alcohol-related crime and disorder through the use of enforcement powers in the Licensing Act 2003 and the Violent Crime Reduction Act 2006.
4. This report provides Scrutiny Board with an overview of the Entertainment Licensing Section, the licensing legislation and the strategic, proactive and reactive work carried out by the section in association with partner agencies.

Recommendations

5. That Scrutiny Board note the contents of the report.

1 Purpose of this report

- 1.1 This report sets out the contribution entertainment licensing and partner agencies make to the night time economy in Leeds.

2 Background information

- 2.1 The alcohol industry has an annual turnover of £66 billion, which is 10% of national GDP and up to one third of the revenue raised by town and city centres. Although the highest volume of alcohol is now sold through off-licences, and particularly supermarkets, from a social perspective it is pubs, clubs and restaurants that add the most to the evening economy and any tourist offer.
- 2.2 In 2015 there were half a billion visits to pubs, reflecting the importance of pubs to our society. The wider on-trade accounts for 6% of all employment in the UK and generates one in six of new jobs for 18-24 year olds.
- 2.3 At a local level, the average pub employs 25 people and generates £250,000 inward investment for the community. Pubs have recognised benefits in community cohesion and social wellbeing, with local pubs running events for charity, offering a way to deliver public services, and often becoming the heart of the community.
- 2.4 Supporting well-run premises, that do not contribute to local crime and disorder or public nuisance, is therefore beneficial to the local economy and to the community. Creating a mix of food-led premises, vertical drinking establishments and a late-night offer, in the proportions appropriate to the locality, can enhance a tourist offer and draw in visitors from surrounding areas. However, an offer that emphasises vertical-led drinking over other alternatives can prove problematic, with high levels of anti-social behaviour and violence.
- 2.5 There has been a steady stream of press releases claiming that licensing and red tape are responsible for a decline in licensed premises, particularly nightclubs which have declined at a sharp rate. In practice, there are a number of issues taking place, including a change in consumer patterns.
- 2.6 However, nationally the pub industry is going through a period of change. In the past 10 years, 21,000 drink-led venues have closed, but over 8,600 food-led venues have opened over the same time. Over 50% of night clubs have also closed over this period – many citing conflicts with relaxed planning regulations that permit residential conversions next to the premises. These changes may be good news for some localities, but can also pose challenges for others.
- 2.7 The above information taken from a report of the LGA Safer & Stronger Communities Board 'Managing the Evening and Night-time Economy', by Ian Leete, Adviser (Regulation), LGA.

3 Main issues

Legislation

3.1 The Evening and Night Time Economy Strategy for Leeds 2010 defines the night time economy as the provision of entertainment, food, and drink usually in a social setting, predominantly but not exclusively between 6pm and 6am. That report considered entertainment, food and drink to be identified as:

- Theatres, cinemas and other cultural events e.g. Leeds Light Night
- Restaurants, cafe-eateries and takeaways
- Bars, pubs, cafes and off licences
- Dance clubs and music venues
- Fairs, circuses and other public events
- Evening retail

3.2 Most of these premises are licensed under the Licensing Act 2003 which is legislation administered and enforced by the Entertainment Licensing section and seeks to control the sale of alcohol, provision of entertainment and late night hot food and drink.

Licensing Act 2003

3.3 The Licensing Act (the Act) has four licensing objectives which underpin all decision making under that Act:

- The prevention of crime & disorder
- The prevention of public nuisance
- Public Safety
- The protection of children from harm

3.4 The Act places a responsibility on licensing authorities to establish a Statement of Licensing Policy which must set out how the authority intends to promote these objectives. The Statement of Licensing Policy must be reviewed every three years,

3.5 The Statement of Licensing Policy may provide for cumulative impact policies (CIP's) where it is identified that any of the licensing objectives are being undermined due to the concentration of licensed premises.

3.6 Leeds has six such cumulative impact policies: City Centre, Woodhouse/Hyde Park corridor, Headingley, Horsforth, Chapel Allerton and more recently Armley.

3.7 The city centre CIP goes further to identify red, amber and green zones. The red zone focuses on the areas of Call Lane/Lower Briggate and Albion Street, where it is considered that these areas cannot support any more licensed premises.

- 3.8 The Act prescribes responsible authorities that must be consulted and may submit representation against a licence application, such authorities include the police, environmental health, planning, and the licensing authority. For the purpose of Leeds, entertainment licensing is the licensing authority.

Entertainment Licensing

- 3.9 Entertainment licensing is based within Citizens and Communities under the Elections, Licensing and Registration Service. The section comprises of a section head, 5 principal officers, 4 enforcement officers and 9 licensing officers under the following structure:
- Section Head
 - Principal Liaison and Enforcement Officer with responsibility for 4 Enforcement Officers
 - Three Principal Licensing Officers with responsibility for 9 Licensing Officers.
 - One Principal Licensing Officer also having responsibility for systems and processes.
- 3.10 The Leeds metropolitan district extends over 217 square miles and has a population of just over 750,000. It includes the City Centre and the urban areas that surround it, the more rural outer suburbs and several towns, all with their very different identities. Two-thirds of the district is greenbelt (open land with restrictive building), and there is beautiful countryside within easy reach of the city.
- 3.11 In the wider Leeds district 2,702 individual premises are licensed under the Act. These include public houses, registered members clubs, late night bars, nightclubs, late night takeaways and restaurants. Also caught under this legislation are village halls, community centres and school halls.
- 3.12 The section takes three approaches to its functions – strategic, proactive and reactive.

Strategy and Policy

- 3.13 The strategic approach includes involvement in national and regional policy making, liaison with the trade, including external trade organisations such as PubWatch, Business Against Crime in Leeds (BACIL), Public Health England, and the Local Government Association.
- 3.14 In the last 12 months entertainment licensing has contributed to the following strategic and proactive projects and groups:
- New Psychoactive Substances (NPS) Operational Group – Sitting under the strategic Drugs and Alcohol Management Board, this group considers topical issues concerned with the use, advertisement, sale and supply of substances commonly referred to as 'legal highs'. This is now controlled under the Psychoactive Substances Act 2016 which came into effect in May this year and has made the manufacturing, supplying, possessing with intent to supply, possession in prisons or importing/exporting, including buying

online, of these substances illegal. Entertainment licensing promotes the new PS Act and the work of the group amongst the licence trade and in particular with event organisers through their event management plans.

- Pubwatch forums (16 forums across Leeds), including administering of the Pubwatch website which provides a useful tool for licensees to access and share information in promoting safe and enjoyable environments in the daytime, evening and night time economies.
- Business Against Crime in Leeds (BACIL) Board of Management - BACIL supports daytime and night time retailers in fighting retail crime across the city centre through closer partnership working with retailers, agencies and other stakeholders. Entertainment licensing is an active partner on the board in supporting its aims and objectives.
- Leeds Licensing Enforcement Group (LEG) – Chaired by entertainment licensing, a six weekly meeting between all bodies designated as responsible authorities under the Licensing and Gambling Acts as well as other groups such as LASBT, West Yorkshire Police, British Transport Police, Trading Standards, LCC Community Safety/Safer Leeds, Planning, Environmental Health Services, Public Health, and Children’s Services/Leeds Safeguarding Children Board, where a common and consistent approach is agreed in respect of specific ‘problem premises’ in all areas of the city.
- City Centre Tasking Group – This operational group sits under the Divisional Community Safety Partnership and looks at addressing issues of concern affecting the city centre e.g. environmental issues, street begging/anti-social behaviour. The group is made up of partners from a wide variety of agencies.
- City Centre Community Safety Partnership – This group is made up of a wide range of agencies and stakeholders. The aim of the group is to reduce crime and disorder in the city centre, and to help people feel safe in their communities, concentrating on anti-social behaviour, safeguarding, localities working, partnership arrangements and Intelligence sharing.
- Triathlon Leeds 2016 Internal Project Group – The group was set up ahead of this year’s successful Triathlon Leeds 2016 and consisted of many agencies from across Leeds and other stakeholders/organisers. The group worked together in planning and delivering the Leeds stage of a successful global event.
- Strategic Safety Advisory Group (SSAG) – It is the policy of the Leeds City Council to uphold reasonable standards of public safety at events, and to encourage the wellbeing of the public, officials, event organisers and performers. The local authority maintains a Strategic Safety Advisory Group (SSAG) to provide oversight of existing Safety Advisory Groups (SAGs) to seek assurance as to their efficacy. It is not within the remit of this group to advise organisers on licensing and other technical issues relating to their public event. This function will continue to be implemented at an event planning level, through Safety Advisory Groups. The SSAG exists to ensure

that the relevant SAGs are meeting and considering the relevant guidance, legislation and advice provided.

- Health as a Licensing Objective (HALO): Leeds was selected as a pilot area which involved entertainment licensing and LCC Public Health attending a health workshop in London to look into the feasibility of health as a licensing objective.
- Entertainment licensing sits as a representative for Yorkshire and Humber at the Local Government Association Licensing Policy Forum which looks at national issues and upcoming changes to legislation.
- Leeds Purple Flag Task Force - Purple Flag is an accreditation process similar to the Green Flag award for parks and the Blue Flag for beaches. It leads to Purple Flag status for town & city centres that meet or surpass the standards of excellence in managing the evening and night-time economy. Leeds is currently progressing an application for Purple Flag accreditation.
- Business Improvement District (BID): As opposed to the council adopting a late night levy that would apply to all licensed premises meeting a given criteria irrespective of their location, in 2014 the private sector, supported by the council, formed the BID4Leeds company to develop proposals for a BID for Leeds City Centre. This would generate around £2.3million investment annually from business contributions into a singular pot of investment.

One of the areas that city centre stakeholders and businesses wanted the BID to support and help manage was the night time economy in the city centre. As well as helping to promote its advantages, there was consensus that it should also help to create a safer and more welcoming environment for the night time economy and for promoting Leeds, “Acting as a one stop shop for businesses to ensure a clean and safe city centre. Working with the various existing initiatives such as Radio Link, Pub Watch, Taxi Marshalls and Street Angels that are run through partners including Leeds City Council, the Police and BACIL (Business Against Crime in Leeds) to ensure a well-managed city both day and night.”

Proactive Work

3.15 In the capacity as a responsible authority, entertainment licensing assesses all licence applications and may make representations, in particular to uphold the council’s statement where the premises are in a CIP area. In the last 12 months entertainment licensing has made representations to the following applications which have then proceeded to a hearing before the licensing subcommittee:

- Brooklyn Bar, Call Lane (City Centre CIP red zone) - refused
- Mavericks, LS18h (Horsforth CIP) - refused
- The Guitar Café, Call Lane (City Centre CIP red zone) – granted with conditions
- The Hedonist, Lower Briggate (City Centre CIP red zone) – refused but now subject to an appeal
- Dixy Chicken (late night refreshment), LS18 (Horsforth CIP) - refused

- Rolands Bar, Call Lane (City centre CIP red zone) – granted with conditions
- Space, Duncan Street (City Centre CIP red zone) – to be determined

- 3.16 The enforcement team undertake regular joint licensing operations with partner agencies, an example of which is Operation Capitol with the West Yorkshire Police. This operation is typically held on Friday/Saturday/Sunday evenings in to the early hours of the morning and will involve compliance visits to identified premises within the city centre policing district. Similar operations are held with divisional neighbourhood policing teams around the Leeds district.
- 3.17 Joint operations also take place with Trading Standards to identify and address under-age sales and counterfeit goods, illegal drinking dens, and unlicensed late night takeaways.
- 3.18 Members of the licensing committee have joined licensing and police officers on visits of the City Centre. The Members are able to witness for themselves the vibrancy of the City into the early hours of the morning, and the excellent work carried out by partner agencies, licence holders and volunteers in supporting the night-time economy.

Reactive Work

- 3.19 The licensing act contains measures to ensure that the council and responsible authorities are able to deal with premises that wilfully and persistently undermine the licensing objectives. The council and responsible authorities are committed to encouraging a thriving day time and evening licensed economy but will not tolerate those premises whose activities infringe upon the quality of life for local residents, businesses and visitors.
- 3.20 The enforcement team operate under an enforcement protocol which was developed and agreed with the bodies that are designated as responsible authorities under the legislation. As such complaints about licensed premises are dealt with under this protocol which ensures a reasonable and proportionate response.
- 3.21 In the last 12 months the enforcement team have received 158 complaints concerning licensed and unlicensed premises. Typical complaints include public nuisance arising from music, patrons using external areas, nuisance caused by lighting or vehicles, premises exceeding hours or operating without licence, and we deal with a number of complaints from aggrieved customers to licensed premises.
- 3.22 Complaints are generally resolved through liaison with the relevant licence holder and where appropriate engagement with the relevant agencies, but where complaints are substantiated and a solution is not feasible then formal enforcement action may be necessary.
- 3.23 The low level of prosecutions and reviews demonstrate that liaison and support is a successful tool, and over the past 12 months entertainment licensing has only brought one prosecution against a late night takeaway in the LS8 area.

Prosecutions

- 3.24 In accordance with the enforcement protocol, the council adopts a multi-agency approach to the prosecution of offences under the Licensing Act.
- 3.25 Consideration will be given to the appropriate powers that should be used to address a problem where other agencies such as the police, fire authority, environmental protection and trading standards also have their own, more effective powers.
- 3.26 The council has adopted the principles of the Hampton Report in its enforcement concordat. Formal enforcement will be a last resort and proportionate to the degree of risk. To this end the key principles of consistency, transparency and proportionality will be maintained.
- 3.27 The council has a zero tolerance to anti-social behaviour and environmental crime.

Reviews of Licences

- 3.28 The Act provides for an application to review a licence which can be brought by a responsible authority or any other person where a premises is undermining one or more of the licensing objectives. Once again, liaison is often the key to resolving problems before they reach the need for a review.
- 3.29 Over the past 12 months there have been 5 reviews brought before the licensing subcommittee:
- 2 x off licences in LS8 (both same licence holder). Review brought by the licensing authority under crime & disorder licensing objective (non-maintenance of CCTV). Licence holder eventually rectified issues and was provided with warning by the licensing subcommittee.
 - Public House, LS19. Review brought by the police under all 4 licensing objectives. Licence suspended for 8 weeks, removal of the designated premises supervisor, additional conditions and reduction of hours. Decision appealed to the magistrates but agreements reached before the court hearing.
 - Off licence, LS12. Review following a closure order sought by the police and the anti-social behaviour team. Licence revoked and no subsequent appeal.
 - Public House, LS28. Review brought by the police under all four licensing objectives. Licence revoked with appeal pending.

Events

- 3.30 Premises licences are required for the majority of outdoor events held throughout the Leeds district, ranging from large scale events such as Leeds Festival to smaller community events, some of which are held under temporary event notices.
- 3.31 All events are fed through the Safety Advisory Group (SAG) process although SAGs do not have legal powers or responsibilities and are not empowered to approve or prohibit events from taking place. They provide independent advice to event organisers, who retain the legal responsibility for ensuring a safe event. However representatives of those organisations forming the SAG may have powers to require event organisers to comply with their legal obligations.

Entertainment Licensing will contribute to the SAG process and in addition provide officer presence at identified events, and will feed back in to the debrief process.

4 Corporate Considerations

4.1 Consultation and Engagement

- 4.1.1 This report is for information only, and as such there is no need to consult upon its contents.

4.2 Equality and Diversity / Cohesion and Integration

- 4.2.1 There are no implications for equality diversity, cohesion or integration in relation to the call for evidence.

4.3 Council Priorities and Best Council Plan

- 4.3.1 The licensing regime contributes to the following Best Council Plan 2015-20:

Priorities:

- Supporting economic growth and access to economic opportunities
- Keeping people safe from harm
- Supporting communities, raising aspirations
- Hosting world class events in Leeds City Council supporting a resilient, inclusive, cultural and creative sector

Outcome:

- Be safe and feel safe

Breakthrough Project:

- World class events and a vibrant city centre that all can benefit from
- Strong communities benefiting from a strong city

4.4 Resources and Value for Money

- 4.4.1 There are no cost implications in relation to this report.

4.5 Legal Implications, Access to Information and Call In

4.5.1 There are no legal implications in relation to this report and access to information and call in is not relevant.

4.6 Risk Management

4.6.1 There are no risks associated with this report.

5 Conclusions

5.1 Since the introduction of Leeds as a 24 City, which was followed by a change to licensing legislation bringing the responsibility of alcohol licensing to the council, Leeds has built on its reputation of being a vibrant city with a variety of leisure offerings including bars, clubs, restaurants, live music venues, theatre and cinema.

5.2 Effective partnership working involving the licence trade and voluntary organisations is imperative to supporting the night time economy and making Leeds a safe and enjoyable place to visit, live and work.

6 Recommendations

6.1 That Scrutiny Board note the contents of the report.

7 Background documents¹

None

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

Report of Head of Governance Services and Scrutiny Support

Report to Citizens and Communities Scrutiny Board

Date: 10th October 2016

Subject: Inquiry into the development of Community Hubs – formal response

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. Last year, the Citizens and Communities Scrutiny Board conducted an inquiry into the development of Community Hubs. This inquiry concluded in March 2016 and a report setting out the Scrutiny Board’s findings and recommendations was published in May 2016 ([Click here for inquiry report](#))

2. It is the normal practice to request a formal response from the relevant Directorate(s) to the Board’s recommendations once a report has been published. Details of the formal response to the Board’s recommendations are attached for Members’ consideration (see appendix 1).

Recommendations

3. Members are asked to consider the formal response to the recommendations arising from the Scrutiny Board’s inquiry into the development of Community Hubs.

Background papers¹

4. None

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

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Appendix 1 – Response to the Scrutiny Inquiry Report on the development of Community Hubs

Scrutiny Recommendations	Directorate Response
<p>Desired Outcome That there is a clear assessment and delivery model in place linked to the Community Hub ‘Mobile’ type provision.</p> <p>Recommendation 1 That the Assistant Chief Executive (Citizens and Communities) urgently progresses the development of a clear assessment and delivery model linked to the Community Hub ‘Mobile’ type provision.</p>	<p>Accept the Recommendation We continue to test what types of Pop ups are required and where, by offering the services at different locations, including non-council locations.</p> <p>We have also invited other partners to pop up with us. Money Buddies are popping up with us at Cottingley for example. This Pop up is taking place in the local church as there is no Council building. The Mobile Library time has also been changed so that it is at the same location as the Pop up at the same time.</p> <p>Whilst we do not have a delivery model agreed at the moment, the following is being used to influence the development of the model:</p> <ul style="list-style-type: none"> • The location needs to be a well-used/respected community facility • It is better to ‘pop up’ with other services and organisations at the same time • The need to be able to access the Council’s IT system at the Pop up site is crucial. • The officer popping up needs to be experienced in a range of services and getting people into work. <p>The reason a delivery model hasn’t been agreed upon yet is that Pop up is being delivered from existing resources, which means that whilst we are popping up, the relevant Community Hub/One Stop Centres/Job Shops has the same number of customers but less staff to deal with enquiries.</p> <p>With regard to the Mobile Library service, this is currently under review to ensure it is efficient and effective to enable it to be a fundamental part of the Pop up model. We have made a good start by ensuring that we coordinated mobile library timings with the Pop up surgeries but there is a lot more to be done to provide a more streamlined pop up approach.</p>

<p>Desired Outcome That local Parish and Town Councils are actively engaged in the development and roll out of the Community Hub network.</p> <p>Recommendation 2 That the Assistant Chief Executive (Citizens and Communities) works closely with the Chief Officer Customer Access and the Area Leaders to ensure that, where appropriate, local Parish and Town Councils are also actively engaged in the development and roll out of the Community Hub network.</p>	<p>Accept the Recommendation We will ensure that as Community Hubs are developed that relevant Parish and Town Councils are included in any consultation and engagement activity.</p>
<p>Desired Outcome That all possible options are explored within the Council to assist in providing affordable transportation facilities for customers requiring access to Community Hub provisions.</p> <p>Recommendation 3 That the Assistant Chief Executive (Citizens and Communities) leads on working with other directorates to explore all possible options for providing affordable transportation facilities for customers requiring access to Community Hub provisions, such as maximising other council funded transport services that may otherwise only be utilised during certain periods of the day.</p>	<p>Accept the Recommendation We will ensure that this is considered as the Community Hub network expands and services are introduced where residents need to travel or be transported to the Hub.</p>
<p>Desired Outcome That there is a clear systematic and strategic approach towards maximising resources and integrating services with other key partners as part of the Community Hub approach.</p> <p>Recommendation 4 That in moving forward and delivering the network of Community Hubs, the Assistant Chief Executive (Citizens and Communities) ensures that a more systematic and strategic approach towards maximising resources and integrating services with other key partners is developed.</p>	<p>Accept the Recommendation We will ensure that we continue to have a clear systematic and strategic approach towards maximising resources and integrating services with other key partners as part of the Hub approach.</p> <p>In this regard we continue to develop our relationship with partners and two specific examples are worthy of highlight to demonstrate the work being done to deliver against this recommendations.</p> <p>Example 1 – Money Buddies. The partnership with Money Buddies is benefiting local residents and we are now delivering in partnership over 15 locations. The average gain per client from this service is £1,316.74 and the average gain per month to Leeds is £47,371.91.</p> <p>Example 2 – Social Prescribing at Reginald Centre. Connect Well is the Social Prescribing service made up of a range of partners and is</p>

	<p>active in 26 GP Practices plus 5 satellites across Leeds North boundary, with the main Social Prescribing hub being at the Reginald Centre.</p> <p>There are 18 wellbeing coordinators who can dedicate time to a patient who has been referred by a GP to help improve their health and well-being.</p> <p>The main reason for referrals so far is loneliness/isolation. In response to this and other issues, the Reginald Centre has introduced Yoga and Zumba classes and a chess club and has recently opened a Community Café run by Black Health Initiative which will include social events.</p>
<p>Desired Outcome That the Community Hub approach continues to be acknowledged as part of the on-going development of new care models in Leeds.</p> <p>Recommendation 5 That the Assistant Chief Executive (Citizens and Communities) champions the added benefits of the Community Hub approach linked to the on-going development of new care models in Leeds and also seeks to ensure that associated development processes include representation from the Citizens and Communities directorate in this regard.</p>	<p>Accept the Recommendation We continue to be involved in discussions around the development of the new models of care work in Leeds and we are – through the excellent work done on Social prescribing in North Leeds – continuing to engage with relevant CCGs around how we can integrate the Hub network into their service delivery models going forward.</p> <p>There is still more work to be done, specifically around the relationship between the Community hub network and the Integrated Health and Social Care team network, and the work we are doing in Armley to pilot the new, strength-based approach to Adult Social Care if facilitating this work.</p>
<p>Desired Outcome That the good practices recognised within existing Community Hub provisions are taken forward as part of the on-going development of the Community Hub network.</p> <p>Recommendation 6 That the Assistant Chief Executive (Citizens and Communities) acknowledges those good practices identified by Scrutiny within the existing Community Hub provisions and ensures that these are taken forward as part of the on-going development of the Community Hub network. In summary these include the following:</p> <ul style="list-style-type: none"> • The promotion of self-serve facilities • Provision of interpretation services • Staff floor-walking 	<p>Accept the Recommendation We will build the good practice into the Phase 2 Hub schemes as these are developed.</p> <p>With regard to the development of the 5 new Community Hubs (Rothwell, Pudsey, Moor Allerton, Horsforth and Kippax), all have the social zones as part of their layout and this is being used for a variety of reasons and is well used.</p> <p>The Floor Walking role continues and is becoming part of the normal way a Community Hub works.</p> <p>We continue to support and encourage residents to use self-serve facilities but this is a challenge as some residents do not want to do</p>

<ul style="list-style-type: none"> • Incorporating 'social zones' into the hub design layout 	<p>this. Whilst ever there is a choice as to how residents want to access services this will always be a challenge.</p> <p>The hubs have access to Interpretation services but do not have the BSL video phones and we are working with IT to deliver a more sustainable and cost effective roll out for the rest of the City.</p>
<p>Desired Outcome</p> <p>That the lessons learned from existing Community Hub provisions are taken forward as part of the on-going development of the Community Hub network.</p> <p>Recommendation 7</p> <p>That the Assistant Chief Executive (Citizens and Communities) acknowledges the key issues raised by Scrutiny stemming from the lessons learned from the existing Community Hub provisions and ensures that these are taken forward as part of the on-going development of the Community Hub network. In summary these involve the following:</p> <ul style="list-style-type: none"> • Undertaking detailed liaison between all parties in agreeing the hub design layout; • That the design and location of enquiry booths provide sufficient privacy; • That the financial modelling process factors in the full costs of developing a new site; • Undertaking more publicity and marketing of future site developments; • Exploring a more efficient way of allocating funds for the development of sites. 	<p>Accept the Recommendation</p> <p>As we progress the design and delivery of the Phase 2 programme, we do ensure that all proposed plans are discussed with all parties.</p> <p>We have also worked on the design around the Hub enquiry booths to improve them, and where possible additional glass interview rooms are being installed.</p> <p>The Phase 2 Business case included full costs for the works, ICT and also backlog maintenance issues in order to deliver the Phase 2 Hubs sites.</p> <p>Consultation events are now being held at all future sites and designs are being shared with the public and any comments are being captured and fed into designs, where appropriate.</p>

Report of Head of Governance Services and Scrutiny Support

Report to Scrutiny Board (Citizens and Communities)

Date: 10th October 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 21st September 2016, for the Board's information.

Recommendation

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

Background documents¹

4. None used

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

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

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
Development of a revised Council Tax Support Scheme	Session 2 on the inquiry WG – 19/09/16 @ 1.30 pm Session 3 of the inquiry WG – 28/09/16 @ 1 pm	Session 4 of the inquiry WG – 4/10/16 @ 10 am Session 5 of the inquiry WG – 18/10/16 @ 1.30 pm	Agree final report SB 07/11/16 @ 10 am
Safeguarding issues linked to the night time economy.		Overview of actions taken within Taxi and Private Hire Licensing and Entertainment Licensing. SB 10/10/16 @ 10 am	
Reducing repeat customer contacts		Scoping terms of reference WG – 6/10/16 @ 2pm	Agree terms of reference and introductory session SB 7/11/16 @ 10 am
Briefings	Future changes to the Leeds Advice Consortium. SB 12/09/16 @ 10 am		The roll out of Community Hubs SB 7/11/16 @ 10 am
Budget & Policy Framework/pre-decision Scrutiny			
Recommendation Tracking	Migration in Leeds SB 12/09/16 @ 10 am Development of Community Committees SB 12/09/16 @ 10 am	Development of Community Hubs SB 10/10/16 @ 10 am	
Performance Monitoring	Performance Update SB 12/09/16 @ 10 am		

Key: SB – Scrutiny Board (Citizens and Communities) Meeting

WG – Working Group Meeting

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
Reducing repeat customer contacts			
Briefings			
Budget & Policy Framework/pre-decision Scrutiny		2017/18 Initial Budget Proposals SB 09/01/17 @ 10 am	
Recommendation Tracking			Universal Credit SB 13/02/17 @ 10 am
Performance Monitoring		Performance Update SB 09/01/17 @ 10 am	

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

Area of review	Schedule of meetings/visits during 2016/17		
	March	April	May
Reducing repeat customer contacts			
Briefings			
Budget & Policy Framework/pre-decision Scrutiny			
Recommendation Tracking	Migration in Leeds SB 13/3/17 @ 10 am Development of Community Committees SB 13/3/17 @ 10 am		
Performance Monitoring			

EXECUTIVE BOARD

WEDNESDAY, 21ST SEPTEMBER, 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

SUBSTITUTE MEMBER: Councillor J Procter

57 Substitute Member

Under the provisions of Executive and Decision Making Procedure Rule 3.1.6, at the point at which Councillor A Carter left the meeting (Minute No. 61 refers), Councillor J Procter was invited to attend for the remainder of the meeting on behalf of Councillor Carter.

58 Declaration of Disclosable Pecuniary Interests

There were no Disclosable Pecuniary Interests declared at the meeting, however, in relation to the agenda item entitled, 'Outcome of Statutory Notices on Proposals to Increase Primary and Secondary Learning Places in Holbeck; Kirkstall-Burley-Hawksworth and Burmantofts Planning Areas', Councillor Yeadon drew the Board's attention to her position as governor of Hawksworth Wood Primary School (Minute No. 78 refers).

59 Minutes

RESOLVED – That the minutes of the previous meeting held on 27th July 2016 be approved as a correct record.

HEALTH, WELLBEING AND ADULTS

60 Better Lives Programme: Phase Three: Next Steps and Progress Report

The Director of Adult Social Services submitted a report presenting the outcomes from the associated consultation exercise which was agreed to be undertaken by Executive Board on 23rd September 2015 (Minute No. 40 referred), and which sought approval of the next steps for the delivery of the Better Lives Strategy.

In presenting the report, the Executive Member for Health, Wellbeing and Adults thanked all of those who had participated in the associated consultation process, with specific reference to the contribution of the Scrutiny Board (Adult Social Services, Public Health and NHS), partners, stakeholders, Trade Unions, service users and their families, and highlighted how the original proposals had been revised in response to the contributions made.

In addition, detail was provided upon the submitted proposals, which looked to modernise the type of social care that was provided in Leeds, unlock sites for extra care and also enhance intermediate care and complex care provision.

Draft minutes to be approved at the meeting
to be held on Wednesday, 19th October, 2016

The focus that was being placed upon improving the quality of service provided within the private sector was also highlighted.

Members then discussed the key proposals detailed within the report, and with respect to specific enquiries raised around the decommissioning of certain services, the Board was provided with detailed responses to such enquiries.

Linked to this, Members also discussed the evolving nature of social care provision in the city, with specific reference being made to the role played by the Council, Neighbourhood Networks and private sector providers. The Board also considered matters regarding capacity and quality levels of social care provision, with specific reference being made to the surplus of residential care in the city and the demand which existed for extra care housing. Responding to such comments, emphasis was placed upon the vital role to be played by extra care housing in the future, whilst also, officers undertook to provide Board Members with further details regarding the over-supply of residential care units in the city.

In response to a specific enquiry regarding the content of correspondence which had been received by some service users, it was undertaken that the content of such communications would be reviewed.

Also, given the significant nature of this matter, it was requested that Members were provided with the opportunity to comment upon this matter at the next scheduled Council meeting. In response, it was undertaken that this request, and the portfolio order by which the Executive Board minutes would be considered at the November Council meeting would be submitted to the Group Whips for consideration.

Furthermore, the Board received assurances that the priority for providing any affected service users with alternative provision would be to accommodate the choices of the individual, and that they would be guaranteed to receive a level of provision which was at least equal in quantum and to the standard of their current provision, if not better. In addition, it was highlighted however that should an individual choose provision that was rated less than their current standard, then where appropriate, checks may be undertaken in order to ensure that that choice was in the individual's best interest.

In addition, assurances were also provided around the personal support that service users and their families would be given during any transition process by the Assessment and Transfer Team.

In conclusion, the Chair highlighted the need for the Council to continue to lobby Government on a cross-party basis, in order to highlight the level of resource that the Local Authority needed in order to ensure that there was the necessary levels of social care provision in the city.

RESOLVED –

- (a) That the decommissioning of the services provided at: Middlecross, Siegen Manor and The Green residential care homes, be approved;
- (b) That the decommissioning of the services provided at: Middlecross, Siegen Manor, The Green, Springfield and Radcliffe Lane Day Centres, be approved;
- (c) That the timescales for ceasing those services, based on the timeline as detailed within Appendix 3 to the submitted report, be agreed;
- (d) That the remodelling of Wykebeck Valley day centre to become a complex needs centre for the east of the city, taking a phased approach to accommodate the needs of existing and future customers, be approved;
- (e) That approval be given to the reinvestment of £0.111m from the planned savings, in order to ensure that Wykebeck can offer an enhanced service like Laurel Bank and Calverlands complex needs day centres;
- (f) That approval be given for the Siegen Manor site to be ear-marked for the purposes of exploring the potential to develop it for the provision of extra care housing;
- (g) That the development of a city-wide in-house integrated recovery service, comprised of Assisted Living Leeds, the SKiLs enablement service and a bed-based offer to support the wider Leeds Intermediate Care Strategy, be approved, and that it be agreed that this service should be called the 'Leeds Recovery Service';
- (h) That approval be given for The Green to be retained as a community asset for intermediate care / recovery beds, subject to discussion and agreement with NHS commissioners, with a further report being presented to Executive Board for consideration when associated discussions have concluded;
- (i) That the outcome of the full consultation reports with stakeholders, including residents, service users, their families and carers, Trade Union, staff and Scrutiny Board, as detailed at Appendices 1 and 2 to the submitted report, be noted;
- (j) That the immediate decommissioning of the services provided at Manorfield House residential home, together with the assessment and transfer process of residents, be noted;
- (k) That the continued formal consultation under Employment Legislation with Trade Unions and staff be noted, together with the provision of support for staff throughout the decommissioning process which

includes identifying any opportunities for employment within the Council;

- (l) That the development of alternative models of support, including those provided in the independent sector and by other in-house services, be noted;
- (m) That it be noted that the commissioned service Bay Tree Resource Centre in Moor Allerton also offers a choice of day support for people with complex needs including dementia;
- (n) That the continued work via the Housing and Care Futures programme to identify potential future use of the sites that become available as a result of the implementation of such proposals and resolutions be noted, which include the opportunity for further development of specialised older people accommodation, including extra care housing;
- (o) That it be noted that the lead officer responsible for implementation of such matters is the Director of Adult Social Services.

(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)

ECONOMY AND CULTURE

61 Medium Term Financial Strategy 2017/18 to 2019/20

Further to Minute No. 42, 27th July 2016, the Deputy Chief Executive submitted a report which presented the Council's updated Medium-Term Financial Strategy for 2017 – 2020 for the purposes of approval. The report also invited the Board to consider whether or not to accept the Government's 4-year funding offer.

Members welcomed the early consideration of such matters. With regard to considering the Government's 4 year funding offer, it was requested that should the offer be accepted, then this should be with a caveat that the level of funding currently offered is a minimum level of funding, and that in accepting the 4 year funding offer, this should not preclude the Council from receiving any further provision of funding during the 4 year period.

In addition, it was also requested that representations be made on behalf of the Council to Government with respect to the fact that the level of financial settlement received by Leeds was comparatively less than other Core Cities.

In considering the submitted report, Members considered the ongoing review in respect of Locality Services, whilst emphasis was placed upon the increasing importance of working effectively with the Council's partners across all sectors and working effectively at a local level.

RESOLVED –

- (a) That the draft 2017 – 2020 Medium Term Financial Strategy and Efficiency Plan be approved;
- (b) That it be noted that further proposals will be brought forward to address the current shortfall;
- (c) That the Government's 4-year funding offer be accepted, on the basis that this represents a minimum level of government funding;
- (d) That representations be made on behalf of Leeds City Council to Government with respect to the fact that the level of financial settlement received by Leeds is comparatively less than other Core Cities;
- (e) That the recommendation to approve the Medium Term Financial Strategy and Efficiency Plan, and the consideration of whether to accept the 4-year funding offer, be exempted from the Call In process, for those reasons as detailed within paragraph 4.5.2 of the submitted report (detailed below);
- (f) That it be noted that the Deputy Chief Executive will be responsible for the implementation of the resolutions above.

(During the consideration of this item, Councillor A Carter left the meeting and was replaced by Councillor J Procter for the remainder of the meeting)

(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, resolutions (a) and (c) contained within this minute were exempted from the Call In process, given that the size of the financial challenge facing the Council has meant that the outcomes of the work from service and policy reviews could not be brought to Executive Board sooner, and also due to the fact that the deadline for accepting the Government's 4-year funding offer is the 14th October 2016. As such, it is deemed that any delay to the implementation of these matters would prejudice the Council's, or the public's interests).

COMMUNITIES

62 Citizens@Leeds: Supporting Communities and Tackling Poverty - Update

Further to Minute No. 6, 24th June 2015, the Assistant Chief Executive (Citizens and Communities) submitted a report providing an update on the progress made in supporting communities and tackling poverty in Leeds over the past 12 months. The report also presented the planned activities for the next year and set out details of key challenges.

Responding to an enquiry in respect of the programme's action plan for 2016/17, it was highlighted that the submitted report did provide details of priorities for the forthcoming year, however, it was undertaken that further detail in respect of proposed actions would be provided to Executive Members for consideration.

RESOLVED –

- (a) That the information detailed within the submitted report, be noted;
- (b) That the plans for the next year, as detailed within the submitted report, be noted;
- (c) That a further report be submitted to Executive Board in 12 months which sets out the progress made in supporting communities and in tackling poverty.

63 Strategic and Co-ordinated response to Migration in Leeds

The Assistant Chief Executive (Citizens and Communities) submitted a report which was in response to a recommendation from the Scrutiny Board (Citizens and Communities) to Executive Board, and which also provided an update on the work being undertaken to establish the Leeds Strategic Migration Board.

Members thanked the Scrutiny Board (Citizens and Communities) for the work which they had undertaken in this area.

In addition, emphasis was placed upon the need to ensure that adequate funding was provided by Government where the Authority agreed to participate in specific migration programmes.

RESOLVED –

- (a) That the work which has taken place to establish the Leeds Strategic Migration Board, as detailed within the submitted report, be noted;
- (b) That endorsement be given to the approach being taken to establish what Leeds' 'support' is for those new migrants coming to the city;
- (c) That a report detailing the progress of the Leeds Strategic Migration Board be submitted to Executive Board in the spring of 2017;
- (d) That it be noted that the Assistant Chief Executive (Citizens and Communities) is responsible for leading on such matters.

64 City of Sanctuary Progress Report

The Assistant Chief Executive (Citizens and Communities) submitted a report providing an overview of the principles of the City of Sanctuary initiative and detailed the recent work which had been undertaken in this area. In addition, the report also highlighted some areas of challenge and the work taking place to understand and address such issues. Finally, the report sought the Board's continued commitment to the City of Sanctuary principles.

Members welcomed the content of the submitted report, the proposal to explore the potential of gaining a formal accreditation, and the work being undertaken in schools which was linked to the City of Sanctuary initiative.

RESOLVED –

- (a) That the work which has taken place in order to support Leeds' status as a City of Sanctuary be noted;
- (b) That approval be given to recommitting to the principles of, and work undertaken as part of the City of Sanctuary, and that a formal promise be given to supporting the initiative;
- (c) That approval be given to exploring the potential of providing a submission in order to gain a formal accreditation as a City of Sanctuary, and, as part of this, further consideration be given to working with the City of Sanctuary group with the aim of developing a 'Council of Sanctuary' award;
- (d) That a progress report on such matters be submitted to Executive Board in early 2017;
- (e) That it be noted that the Assistant Chief Executive (Citizens and Communities) is responsible for leading on such matters.

65 Strong and Resilient Communities - a Refreshed Approach to Delivering Cohesion and Prevent Across the City

The Assistant Chief Executive (Citizens and Communities) submitted a report regarding the refreshed approach towards the promotion of cohesion in Leeds and also on the delivery of the statutory 'Prevent' initiative across the city. The report also sought support for the development of new ways of working as part of a long term strategy which looked to embed cohesion, compassion and mutual respect across all of the city's communities.

Members thanked all of those involved for the significant work which had been undertaken in this area to date.

Responding to a specific Member enquiry, officers undertook to provide the Member in question with further information on the work of the pathfinder projects and breakthrough project.

RESOLVED –

- (a) That the refreshed approach towards cohesion and Prevent, as outlined within the submitted report, be endorsed;
- (b) That approval be given to the staged approach towards the Pathfinder projects, as set out in section 4.10 of the submitted report, as follows:-
 - **Stage 1:** Undertake consultation with services and elected members to identify issues, skills gaps and agree a range of activities – commence by October 2016;

Draft minutes to be approved at the meeting to be held on Wednesday, 19th October, 2016

- **Stage 2:** Development of local cohesion plans for each of the 10 Community Committee Areas – to 31 March 2017;
 - **Stage 3:** Build the capacity and confidence of frontline staff and Elected Members – to April 2017 (then ongoing);
 - **Stage 4:** Identify pathfinder projects – 1st project to commence in Autumn of 2016.
- (c) That the Chief Officer (Communities) be requested to take forward the development and implementation of the staged approach and the Pathfinder projects, with a progress report being submitted to the Board in 2017;
- (d) That the Chief Officer (Communities) be requested to provide the Board with an update report on the implications of the 'Casey Review' for Leeds, following the national publication of the report.

ENVIRONMENT AND SUSTAINABILITY

66 Leeds Parks Trust

The Director of Environment and Housing submitted a report which sought approval to enter into an agreement with the Leeds Community Foundation in order to establish a Leeds Parks Trust, which would look to maximise opportunities for charitable giving and legacies, and gaining support from local businesses and other organisations for the benefit of improving parks and greenspaces across the city.

Members highlighted the vital role in improving parks and greenspaces which was played by local communities, volunteers, voluntary groups, together with the donations which were received.

Responding to an enquiry, the Board noted that where financial donations were not dedicated to a specific park or greenspace, then such donations would contribute towards the improvement of community parks, with specific reference being made to those which were yet to achieve the Leeds Quality Parks Standard. In addition, clarification was also provided in respect of the proposed management fee of 15%, in that it would be subject to a maximum cap on larger donations relating to actual costs, and that the fee would be reviewed after 6 months.

In addition, it was requested that further consideration be given to the name of the proposed 'Leeds Parks Trust' organisation, so that it was clear that the assets of the city's parks were not to become part of that Trust.

RESOLVED –

- (a) That approval be given to enter into an agreement with the Leeds Community Foundation in order to establish an organisation which will maximise opportunities for charitable giving and legacies, together with gaining support from local businesses and other organisations;

- (b) That it be noted that the Chief Officer (Parks and Countryside) is responsible for the implementation of resolution (a) (above), ahead of a planned launch in April 2017.

ECONOMY AND CULTURE

67 Visitor Economy and Vibrant City Centre

The Director of City Development submitted a report providing an update on the success of a number of initiatives held during Summer 2016 which aimed to enhance the vibrancy of Leeds city centre. In addition, the report also presented key details from the 2015 research and evaluation which had been undertaken in respect of the Leeds visitor economy, which demonstrated continued growth in this area.

Members welcomed the submitted report and the actions which had been taken in order to make the city centre more family friendly.

Responding to specific enquiries, it was undertaken that the Members in question would be provided with further details on: the ways in which visitors to the city were accessing and being provided with tourist information; and the ways in which Leeds' offer as a city was now being communicated and marketed both nationally and internationally.

RESOLVED – That the following be noted:

- (a) The continued growth of the visitor economy figures between 2013 to 2015 which is supported by the VisitLeeds strategy, the improved product, the successful delivery of world class events and the continued momentum this gives towards the Leeds 2023 European Capital of Culture bid;
- (b) The Council will work with the Leeds Business Improvement District in order to seek to align their marketing and promotional activities with the work of VisitLeeds as the principal destination management organisation leading on visitor economy;
- (c) The successful implementation of a range of interventions to embrace the vibrancy of Leeds city centre and to endorse the further development and associated financial support which will deliver tactical interventions such as the pop up parks in the future, in order to improve the attractiveness and vibrancy of Leeds city centre as a visitor destination;
- (d) That the success demonstrated to date will be built upon in order to ensure that the Council continues to take advantage of critical developments including: Victoria Gate and Kirkgate Market; Leeds Business Improvement District and world class events hosted in Leeds;
- (e) The continued support for the strong city collaborative approach with all partners, to increase momentum and ramp up activity in the context of national and international competition.

EMPLOYMENT, SKILLS AND OPPORTUNITY

68 More Jobs, Better Jobs: A Progress Report

The Director of Children's Services and the Director of City Development submitted a joint report which provided an update on the work undertaken to date in respect of the 'More Jobs, Better Jobs' Breakthrough Project.

Responding to a Member's enquiry, the Board received further information on the process by which the Council would address concerns which existed with an employer in the city, received further details on the work which would be undertaken by the newly appointed Key Account Manager who would be working with businesses, and was advised of the methodology which would be used to evaluate the progress being made as part of the 'More Jobs, Better Jobs' Breakthrough Project.

RESOLVED – That the progress made to date in respect of the 'More Jobs, Better Jobs' Breakthrough Project, as detailed within the submitted report, be noted.

RESOURCES AND STRATEGY

69 Financial Health Monitoring 2016/17 - Month 4

The Deputy Chief Executive submitted a report which set out the Council's projected financial position at month 4 of the 2016/17 financial year. In addition, the report also reviewed the current budget position and highlighted key potential risks and variations.

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

REGENERATION, TRANSPORT AND PLANNING

70 Investment of Affordable Housing Planning Obligation Funding

The Director of City Development submitted a report providing an overview of the current position regarding the affordable housing planning obligation funding (Committed Sums) and which sought approval for the investment of such funding into a range of new supply affordable housing schemes.

Responding to a Member's enquiry, the Board was provided with information on the proposals detailed within the report in respect of the site at Kidacre Street, Hunslet, whilst an update was also provided on the current position regarding the creation extra care housing in the context of affordable housing provision.

RESOLVED –

- (a) That the content of the submitted report, be noted;
- (b) That the necessary 'authority to spend' for those schemes listed at section 3.9 of the submitted report, be approved.

71 Integrating Diversity and Inclusion into the Built Environment

The Deputy Chief Executive and the Director of City Development submitted a joint report which presented, for the purposes of proposed adoption, a framework which aimed to help the Council achieve its ambition to become the best City in the UK - fair, open and welcoming - by creating high quality, inclusive and accessible environments which would eliminate barriers for both Council employees and those living in communities across Leeds.

Responding to an enquiry, the Board received an update on the progress being made in Leeds with respect to the provision of 'Changing Places' toilets.

RESOLVED –

- (a) That the proposed framework for Leeds City Council, in respect of 'Integrating Diversity and Inclusion into the Built Environment', as appended to the submitted report, be adopted;
- (b) That in applying the framework, it be noted that Leeds City Council will seek to strike the right balance between aspiration, practicality and cost;
- (c) That it be noted that the overall responsibility for the implementation of the framework sits with the Director of City Development.

72 'West Yorkshire Plus' Transport Fund

The Director of City Development submitted a report which sought approval to enter into the Grant Agreements with the West Yorkshire Combined Authority (WYCA) which were needed to continue funding and also deliver those agreed major projects identified within the West Yorkshire Plus Transport Fund (WYTF) programme.

Responding to an enquiry, the Board received assurances that Ward Member consultation would take place as appropriate on schemes which affected a Member's Ward.

In addition, a Member highlighted the importance of ensuring that all geographic areas of Leeds benefitted from future investment in the city's transport infrastructure.

RESOLVED –

- (a) That approval in principle be given to the progression of the schemes as referenced in paragraph 2.4 of the submitted report, subject to engagement and consultation with local Members and other relevant partners and communities during scheme design;
- (b) That authority be given to enter into the Grant Agreements with WYCA for the projects in the West Yorkshire Plus Transport Fund, the detail of which is to be agreed by the Chief Officer (Highways & Transportation) under his authority from the scheme of delegation;

- (c) That the progress which has been made to date with schemes within the Leeds District, as summarised within paragraph 2.4 of the submitted report, be noted;
- (d) That it be noted that the Chief Officer (Highways & Transportation) is responsible for the implementation of such matters.

73 Site Allocations Plan: Revised Publication Consultation for Outer North East

The Director of City Development submitted a report which presented the revised draft Site Allocations Plan (SAP) for the Outer North East (ONE) Housing Market Characteristic Area (HMCA), and which sought approval for those documents to be the subject of a period of public consultation, in order to invite the submission of formal representations.

RESOLVED –

- (a) That the publication of the revised draft Site Allocations Plan for the Outer North East HMCA, together with the sustainability appraisal reports and other relevant supporting documents be approved for the purposes of public participation and also to formally invite representations to be made;
- (b) That the necessary authority be delegated to the Chief Planning Officer, in consultation with the relevant Executive Member, in order to make any factual and other minor changes to the Revised Publication Plan for the Outer North East HMCA and supporting material, prior to public consultation.

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

74 Killingbeck Meadows Natural Flood Mitigation Solution and Brownfield Land Programme: Update

The Director of City Development submitted a report providing details of a proposed scheme to improve the level of surface water storage during storm events within the Wyke Beck valley in the Killingbeck and Seacroft and Halton Moor areas of the city. The report also provided an update on the site disposal process for Council owned brownfield land in Seacroft and Halton Moor and also sought approval to inject funding which had been secured from the Local Growth Fund into the Capital Programme, whilst also seeking associated 'Authority to Spend'.

Members welcomed the proposals detailed within the submitted report.

RESOLVED –

- (a) That the principle of Natural Flood Management Schemes at Killingbeck Meadows, be approved;

Draft minutes to be approved at the meeting to be held on Wednesday, 19th October, 2016

- (b) That the submission of planning applications for the Killingbeck Meadows Natural Flood Management Schemes, be approved;
- (c) That approval, together with the necessary authority be given to inject £1.5 million and spend £1.6 million of funding from the Capital Programme, in order to support the delivery of the Killingbeck Meadows Natural Flood Management Schemes;
- (d) That it be noted that the officer responsible for the implementation of the delivery of the Killingbeck Meadows Natural Flood Management Schemes is the Chief Officer (Highways & Transportation). It also be noted that the works will be procured through a competitive tender process and, subject to securing sufficient financial contributions, delivered during 2018;
- (e) That the progress made in bringing forward new housing on the Council's brownfield sites across the city, be noted;
- (f) That approval be given to inject into the Capital Programme and also provide the necessary authority to spend the £1.1m of recoverable loan funding from the Local Growth Fund, in order to support the provision of enabling works associated with the delivery of new homes on Council owned brownfield sites in East Leeds;
- (g) That the necessary authority be delegated to the Director of City Development in order to approve the reinvestment of the Local Growth Fund loan into additional sites, once receipts begin to be received for the original tranche of 9 sites.

CHILDREN AND FAMILIES

75 Domestic Violence and Abuse Breakthrough Project

The Director of Environment and Housing submitted a report which provided an update on the work undertaken to date as part of the 'Domestic Violence and Abuse' Breakthrough Project, and which presented the first annual report on this project.

By way of an introduction to the report, the Board received further detail on the current activities which were taking place in this area, and noted the intention to provide Elected Members with the opportunity to become more involved in such activities.

Responding to an enquiry, Members received an update on the actions being taken to further develop the safeguarding arrangements for those suffering from domestic violence and abuse which were in place over weekends. Further to this, the Board noted the crucial role which was being played by the 'Front Door Safeguarding Hub', and the improvements it had brought to the process of information sharing between partners. Specific emphasis was also placed upon the importance of ensuring that young people affected by

domestic violence and abuse received the correct support from the relevant agencies.

RESOLVED –

- (a) That the progress which has been made to date in addressing the issues associated with domestic violence and abuse be noted, together with the content of the first Annual Report on the associated Breakthrough Project, as appended to the submitted report;
- (b) That annual update reports on the Domestic Violence and Abuse Breakthrough Project be presented to future Executive Board meetings.

76 Retirement of Nigel Richardson, Director of Children's Services

On behalf of the Board, the Chair together with the Executive Member for Children and Families paid tribute to the Director of Children's Services, Nigel Richardson for his services to the Council, as this would be the final Board meeting in which he would be in attendance prior to his retirement. Members thanked Nigel for what he had achieved during his time in Leeds and for the legacy that he was leaving.

77 Outcome of the consultation to increase learning places at Hovingham Primary School

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, this report related to the outcome of a consultation exercise regarding proposals to expand provision at Hovingham 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 Hovingham Primary School from a capacity of 420 pupils to 630 pupils with an increase in the admission number from 60 to 90, with effect from September 2017, be approved;
- (b) That it be noted that the responsible officer for the implementation of such matters is the Head of Learning Systems.

78 Outcome of Statutory Notices on proposals to increase primary and secondary learning places in Holbeck; Kirkstall-Burley-Hawthorn and Burmantofts Planning Areas

The Director of Children's Services submitted a report providing details of proposals brought forward to meet the local authority's duty to ensure sufficiency of school places. Specifically, this report was divided into three parts and included consideration of proposals in respect of Hunslet Moor Primary School; Hawthorn Wood Primary School; Shakespeare Primary School and the Co-operative Academy of Leeds.

When considering this matter, the Board noted that the paragraph 4.6.1 of the submitted report should read: 'The statutory time limit for final decisions on each of the proposals detailed in this report is 2nd October 2016', rather than 2nd September 2016, as detailed.

RESOLVED –

- (a) That the proposal to expand Hunslet Moor (Community) Primary School by increasing its capacity from 315 pupils to 420 pupils, increasing the admission number from 45 to 60, with effect from September 2018, be approved;
- (b) That the proposal to expand Hawksworth Wood (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 2017, be approved;
- (c) That the proposal to expand Shakespeare (Community) Primary School by increasing its capacity from 315 pupils to 630 pupils, increasing the admission number from 45 to 90, with effect from September 2018, be approved;
- (d) That the linked proposal to expand The Co-operative Academy of Leeds by increasing its capacity from 900 students to 1200 students, increasing the admission number from 180 to 240, with effect from September 2019, be approved;
- (e) That it be noted that the responsible officer for the implementation of such matters is the Head of Learning Systems.

DATE OF PUBLICATION: FRIDAY, 23RD SEPTEMBER 2016

**LAST DATE FOR CALL IN
OF ELIGIBLE DECISIONS:** 5.00 P.M., FRIDAY, 30TH SEPTEMBER
2016

(Scrutiny Support will notify Directors of any items called in by 12.00noon on Monday, 3rd October 2016)

Draft minutes to be approved at the meeting
to be held on Wednesday, 19th October, 2016

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