

## **SCRUTINY BOARD (ENVIRONMENT AND HOUSING)**

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Meeting to be held in Civic Hall, Leeds, LS1 1UR on  
Thursday, 9th June, 2016 at 10.00 am

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

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### **MEMBERSHIP**

#### **Councillors**

J Bentley	Weetwood;
A Blackburn	Farnley and Wortley;
K Bruce	Rothwell;
D Collins	Horsforth;
A Gabriel	Beeston and Holbeck;
A Garthwaite	Headingley;
P Grahame	Cross Gates and Whinmoor;
A Khan	Burmantofts and Richmond Hill;
M Lyons	Temple Newsam;
J Procter (Chair)	Wetherby;
K Ritchie	Bramley and Stanningley;
G Wilkinson	Wetherby;

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

Item No	Ward/Equal Opportunities	Item Not Open		Page No
3			<p><b>LATE ITEMS</b></p> <p>To identify items which have been admitted to the agenda by the Chair for consideration.</p> <p>(The special circumstances shall be specified in the minutes.)</p>	
4			<p><b>DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS</b></p> <p>To disclose or draw attention to any disclosable pecuniary interests for the purposes of Section 31 of the Localism Act 2011 and paragraphs 13-16 of the Members' Code of Conduct.</p>	
5			<p><b>APOLOGIES FOR ABSENCE AND NOTIFICATION OF SUBSTITUTES</b></p> <p>To receive any apologies for absence and notification of substitutes.</p>	
6			<p><b>MINUTES - 26 APRIL 2016</b></p> <p>To confirm as a correct record, the minutes of the meeting held on 26 April 2016.</p>	1 - 4
7			<p><b>SCRUTINY BOARD TERMS OF REFERENCE</b></p> <p>To receive a report from the Head of Scrutiny and Member Development presenting the Board's terms of reference.</p>	5 - 14
8			<p><b>CRIME AND DISORDER SCRUTINY</b></p> <p>To receive a report from the Head of Scrutiny and Member Development on the Crime and Disorder Scrutiny role.</p>	15 - 30
9			<p><b>CO-OPTED MEMBERS</b></p> <p>To receive a report from the Head of Scrutiny and Member Development on the appointment of co-opted members to Scrutiny Boards.</p>	31 - 34

Item No	Ward/Equal Opportunities	Item Not Open		Page No
10			<p><b>SOURCES OF WORK FOR THE SCRUTINY BOARD</b></p> <p>To receive a report from the Head of Scrutiny and Member Development on potential sources of work for the Scrutiny Board.</p>	35 - 44
11			<p><b>WORK SCHEDULE</b></p> <p>To consider the Board's work schedule for the forthcoming municipal year.</p>	45 - 50
12			<p><b>DATE AND TIME OF NEXT MEETING</b></p> <p>Thursday, 7<sup>th</sup> July 2016 at 10.00 am (pre-meeting for all Board Members at 9.30 am)</p> <p><b>THIRD PARTY RECORDING</b></p> <p>Recording of this meeting is allowed to enable those not present to see or hear the proceedings either as they take place (or later) and to enable the reporting of those proceedings. A copy of the recording protocol is available from the contacts on the front of this agenda.</p> <p>Use of Recordings by Third Parties – code of practice</p> <ul style="list-style-type: none"> <li>a) Any published recording should be accompanied by a statement of when and where the recording was made, the context of the discussion that took place, and a clear identification of the main speakers and their role or title.</li> <li>b) Those making recordings must not edit the recording in a way that could lead to misinterpretation or misrepresentation of the proceedings or comments made by attendees. In particular there should be no internal editing of published extracts; recordings may start at any point and end at any point but the material between those points must be complete.</li> </ul>	

## SCRUTINY BOARD (ENVIRONMENT AND HOUSING)

**TUESDAY, 26TH APRIL, 2016**

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

Councillors J Bentley, D Collins, C Dobson,  
B Flynn, A Gabriel, P Grahame, M Iqbal,  
M Lyons, J Pryor and K Ritchie

### **88 Late Items**

There were no late items.

### **89 Declaration of Disclosable Pecuniary Interests**

There were no disclosable pecuniary interests declared to the meeting, however the following matter was brought to the attention of the Scrutiny Board:

- Councillor J Procter advised that his employer had procured the services of waste management providers.

Councillor J Procter remained present for the duration of the meeting.

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

Apologies for absence were submitted by Councillors A Khan and G Wilkinson. Notification had been received that Councillor C Dobson was to substitute for Councillor A Khan and Councillor B Flynn for Councillor G Wilkinson.

### **91 Minutes - 22 March 2016**

**RESOLVED** – That the minutes of the meeting held on 22 March 2016 be approved as a correct record.

### **92 Waste Strategy Theme - update**

The Director of Environment and Housing submitted a report which presented an update on a series of waste issues that were presented to the Board in November 2015.

The following were in attendance:

- Neil Evans, Director of Environment and Housing
- Susan Upton, Chief Officer (Waste Management)
- Andrew Lingham, Head of Service (Waste Strategy and Information)

Draft minutes to be approved at the meeting  
to be held on Date Not Specified

- Paul Fowler, General Manager at Veolia Environmental Services, Leeds.

The key areas of discussion in relation to the various themes were:

### **The City's Waste Strategy**

- The development of education programmes outlining the benefits of recycling.
- The need to address local concerns about emissions and odours being associated with the Recycling and Energy Recovery Facility (RERF). To assist with this it was suggested that the Council works closely with the Environment Agency to put in place local air quality management and monitoring arrangements that would assist in identifying the source of complaints. The Board requested that a further briefing on this matter be brought back to Scrutiny at a future meeting.
- Confirmation regarding the cost benefits of recycling at the site. The Board was advised that Veolia had a minimum target of 10% for recycling.
- A breakdown was sought regarding sources of waste. It was reported that Leeds City Council (LCC) waste was between 85-90%. The remaining amount was Veolia commercial.

### **Recycling (including addressing low participation rates in existing AWC areas and viable options for non-AWC areas across the city)**

- Concern about missed bins in areas that were difficult to access. The Board was advised about recent improvements regarding missed bins.
- Concern that not all landlords provided tenants with information about recycling.
- The need for information about recycling to be displayed in different languages.
- Development of targeted recycling campaigns.
- The need for clearer recycling messages and markings on packaging. The Board discussed the need to involve the Local Government Association (LGA) in helping to address this issue.
- Issues associated with recycling of textiles and fabrics.
- The benefits of home composting.

### **Managing waste in high rise properties**

- No issues identified.

### **The bulky item collection service**

- An acknowledgement regarding recent improvements to the Council's bulky item collection service.
- The need to promote the Council's free of charge service.

### **Addressing fly-tipping across the city**

- The positive impact of covert operations in the outer north east area of Leeds.
- The need for more joined up working with police, particularly in terms of enforcement.

### **RESOLVED –**

- (a) That the update on waste issues be noted
- (b) That a further briefing about air quality management and monitoring arrangements for those areas surrounding the Veolia RERF be brought back to Scrutiny at a future meeting.

### **93 Peckfield Landfill Site**

The Head of Scrutiny and Member Development submitted a report which provided an update regarding Peckfield Landfill Site.

The following information was appended to the report:

- Memorandum for the operation of liaison groups for mineral working, waste management and energy sites.

**RESOLVED –** That a more detailed update in relation to the Peckfield Landfill site be scheduled early in the new municipal year to include feedback from the Peckfield Liaison Committee in relation to the site's Restoration and Aftercare scheme.

### **94 Scrutiny Inquiry Report - Housing Mix**

The Head of Scrutiny and Member Development submitted a report which presented the final report following the recent scrutiny inquiry into Housing Mix.

**RESOLVED –** That the Scrutiny Inquiry Report into Housing Mix be noted.

(The meeting concluded at 2.50pm)

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## Report of Head of Scrutiny and Member Development

### Report to Scrutiny Board (Environment and Housing)

**Date:** 9<sup>th</sup> June 2016

### **Subject: Scrutiny Board Terms of Reference**

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

### **Summary of main issues**

1. This report presents the terms of reference for Scrutiny Board (Environment and Housing) for Members' information.

### **Recommendation**

2. Members are requested to note the Scrutiny Board's terms of reference.

### **1.0 Purpose of this report**

- 1.1 This report presents the terms of reference for Scrutiny Board (Environment and Housing).

### **2.0 Background information**

#### Scrutiny Board's terms of reference

- 2.1 This Board's terms of reference are related to functions delegated to the Director of Environment and Housing. The terms of reference are shown as Appendix 1 and the relevant officer delegations as Appendix 2.
- 2.2 In terms of Executive Members, the Scrutiny Board's role encompasses the areas of responsibility assigned to:

- **Councillor R Lewis (Executive Member for Regeneration, Transport and Planning)**
  - Car parking
- **Councillor D Coupar (Executive Member for Communities)**
  - Community Safety;
  - Landlord Functions (funded by the Housing Revenue Account); and
  - Housing Functions (funded by the General Fund).
- **Councillor L Yeadon (Executive Member for Environment and Sustainability)**
  - Public Health Protection and Control of Statutory Nuisance;
  - Environmental Health and Consumer Protection;
  - Streetscene and Environmental Management;
  - Sustainable Energy and Carbon Reduction;
  - Waste;
  - Cemeteries, crematoria, burial grounds and mortuaries;
  - Parks and countryside; and
  - Countryside management

### **3.0 Corporate Considerations**

#### **3.1 Consultation and Engagement**

- 3.1.1 These terms of reference were formally considered and approved by Council on 19<sup>th</sup> May 2016.

#### **3.2 Equality and Diversity / Cohesion and Integration.**

- 3.2.1 In line with the Scrutiny Board Procedure Rules, the Scrutiny Boards will continue to ensure through service review that equality and diversity/cohesion and integration issues are considered in decision making and policy formulation.

#### **3.3 Council Policies and the Best Council Plan**

- 3.3.1 The terms of reference of the Scrutiny Board will continue to promote a strategic and outward looking Scrutiny function that focuses on the Best Council Plan.

#### **3.4 Resources and Value for Money**

- 3.4.1 This report has no specific resource and value for money implications.

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

- 3.5.1 This report has no specific legal implications.

#### **3.6 Risk Management**

- 3.6.1 This report has no risk management implications.

#### **4.0 Recommendation**

4.1 Members are requested to note the Scrutiny Board's terms of reference.

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

5.1 None

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

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## Scrutiny Board (Environment and Housing)

The Scrutiny Board (Environment and Housing) is authorised to discharge the following overview and scrutiny functions<sup>1</sup>:

1. to review or scrutinise decisions made or other action taken in connection with any council or executive function or any matter which affects the authority's area or the inhabitants of that area;<sup>2</sup>
2. to receive and consider requests for Scrutiny from any source;
3. to review or scrutinise the performance of such Trust / Partnership Boards as fall within its remit
4. to act as the appropriate Scrutiny Board in relation to the Executive's initial proposals for a relevant plan or strategy within the Budget and Policy Framework which falls within its remit;<sup>3</sup>
5. to review or scrutinise executive decisions that have been Called In;
6. to exercise the functions of a crime and disorder committee<sup>4</sup>, including the following:
  - a. to review or scrutinise the exercise of crime and disorder functions<sup>5</sup> by responsible authorities;<sup>6</sup>
  - b. to review or scrutinise any local crime or disorder matter raised by a Member;<sup>7</sup> and
7. to make such reports and recommendations as it considers appropriate and to receive and monitor formal responses to any reports or recommendations made.

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<sup>1</sup> In relation to functions delegated to the Director of Environment and Housing under the Officer Delegation Scheme (Executive Functions) whether or not those functions are concurrently delegated to any other committee or officer.

<sup>2</sup> Including matters pertaining to outside bodies and partnerships to which the authority has made appointments.

<sup>3</sup> In accordance with Budget and Policy Framework Procedure Rules.

<sup>4</sup> In accordance with Section 19 Police and Justice Act 2006

<sup>5</sup> As defined by Section 6 Crime and Disorder Act 1998 (formulating and implementing crime and disorder strategies).

<sup>6</sup> These are the authorities responsible for crime and disorder strategies set out in Section 5 of the Crime and Disorder Act 1998

<sup>7</sup> This is any matter concerning –

- a) crime and disorder (including in particular forms of crime and disorder that involve anti-social behaviour or other behaviour adversely affecting the local environment), or
- b) the misuse of drugs, alcohol and other substances in that area.

which affects all or part of the electoral area for which the Member is elected or any person who lives or works in that area.

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**The Director of Environment and Housing is authorised<sup>1</sup> to discharge the following functions<sup>2</sup>**

**1) Community Safety including:-**

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

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

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

**3) Environmental Health and Consumer Protection including:-**

- a) food hygiene and safety;
- b) health and safety at work<sup>3</sup>;
- c) monitoring and control of infectious diseases;
- d) private water supply monitoring; and
- e) animal health and welfare<sup>4</sup>.

**4) Streetscene and Environmental Management including:-**

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

**5) Car Parking including:-**

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

**6) Sustainable Energy and Carbon Reduction including:-**

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

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

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

<sup>3</sup> other than in relation to Leeds City Council staff or activities

<sup>4</sup> including livestock markets and animal breeding and boarding establishments

**7) Waste including:-**

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

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

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

**9) Parks and countryside including:-**

- a) Creation, management and enhancement of green spaces<sup>5</sup>;
- b) Creation, management and enhancement of related visitor attractions and facilities;
- c) Public rights of way;
- d) Woodland and tree management;
- e) Provision of educational events and programmes; and
- f) Grass cutting and grounds maintenance.

**10) Countryside management including:-**

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

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

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

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<sup>5</sup> Including parks & city centre beds, nature reserves & woodlands, playgrounds, allotments



**12) Housing Functions (funded by the General Fund)**

- a) Condition and Occupation of Housing, including:-
  - i) Private and voluntary sector rental housing (including enforcement and licensing);
  - ii) Empty property strategy; and
  - iii) Partnerships with Housing Associations and other key stakeholders.
- b) Other Housing Services, including:-
  - i) Housing advice;
  - ii) Homelessness;
  - iii) Gypsies & travellers;
  - iv) Emergency & temporary accommodation;
  - v) Energy efficiency & fuel poverty; and
  - vi) Adaptations.

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## Report of Head of Scrutiny and Member Development

### Report to Scrutiny Board (Environment and Housing)

**Date: 9<sup>th</sup> June 2016**

### **Subject: Crime and Disorder Scrutiny**

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

## 1.0 Introduction

- 1.1 In recent years, the role and responsibilities of overview and scrutiny have expanded significantly, with the function now responsible for investigating the delivery of services provided by a wide range of public, private and third-sector partners.
- 1.2 Provisions in the Police and Justice Act 2006, namely Section 19, 20 and 21, further extend the remit of local authorities to scrutinise crime and disorder functions and as from April 2009, the Council has been required to designate a Scrutiny Board to act as the Council's 'Crime and Disorder Committee'. The Environment and Housing Scrutiny Board has been assigned to fulfil this role.
- 1.3 In its capacity as a 'Crime and Disorder Committee', the Environment and Housing Scrutiny Board has powers to review or scrutinise decisions made (or action taken), in connection with the discharge by the 'responsible authorities' of their crime and disorder functions. These are the authorities responsible for crime and disorder strategies and include the Local Authority, West Yorkshire Police, West Yorkshire Fire and Rescue Service, Leeds Clinical Commissioning Groups, Office of the Police and Crime Commissioner and the West Yorkshire Community Rehabilitation Company.
- 1.4 The Crime and Disorder Act 1998 also introduced Crime and Disorder Reduction Partnerships (now referred to as Community Safety Partnerships) to develop and implement such strategies. In Leeds, *Safer Leeds* is the city's Community Safety Partnership.

- 1.5 Home Office guidance recommended that a protocol be developed jointly between the local Scrutiny function and the Community Safety Partnership to help provide guidance and a common understanding of how crime and disorder scrutiny will operate in practice. A protocol was therefore developed in Leeds and is attached for the information of the Scrutiny Board (Appendix 1).

## **2.0 Introduction of Police and Crime Commissioners and Police and Crime Panels**

- 2.1 The Police Reform and Social Responsibility Act 2011 replaced police authorities with Police and Crime Commissioners (PCCs) and introduced Police and Crime Panels to scrutinise the decisions and actions of the PCCs and assist them in carrying out their functions.
- 2.2 However, local Crime and Disorder Committees have no remit to directly scrutinise their PCCs as this role lies with the new Police and Crime Panels (PCPs). In view of this, particular importance is placed upon forging strong links between Crime and Disorder Committees and their respective PCP members in order to relay to the PCC any issues that have been raised through local scrutiny and vice-versa.
- 2.3 The West Yorkshire Police and Crime Panel also fully recognise the benefits of establishing and maintaining strong links with the five Local Crime and Disorder Scrutiny Committees. As such, a 'Principles for Engagement' document was developed in liaison with the five Local Crime and Disorder Scrutiny Committees. This is also attached for Members information (Appendix 2).

## **3.0 Recommendations**

- 3.1 Members of the Scrutiny Board (Environment and Housing) are asked to
- (i) note the attached joint protocol between Scrutiny and the local Community Safety Partnership
  - (ii) note the Principles for Engagement document in relation to the West Yorkshire Police and Crime Panel and the Local Crime and Disorder Scrutiny Committees.

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

- 4.1 None.

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



## **Crime and Disorder**

### **Protocol between Scrutiny and the Safer Leeds Partnership**

**June 2015**

## **1.0 BACKGROUND**

- 1.1 The Local Government Act 2000 brought in new arrangements that clearly defined a scrutiny role for elected members in holding executives of councils to account, and in scrutinising the work of other agencies providing local services. The overview and scrutiny function of a local authority has the power to summon members of the executive and officers of the authority to answer questions, and can invite other persons to attend meetings to give their views or submit evidence.
- 1.2 There are four fundamental roles that define good scrutiny and underpin scrutiny activity:
1. provides 'critical friend' challenge to executive policy-makers and decision-makers;
  2. enables the voice and concerns of the public and its communities to be heard;
  3. is carried out by 'independent minded governors' who lead and own the scrutiny process; and
  4. drives improvement in public services
- 1.3 In recent years, the role and responsibilities of overview and scrutiny have expanded significantly, with the function now responsible for investigating the delivery of services provided by a wide range of public, private and third-sector partners.
- 1.4 Provisions in the Police and Justice Act 2006, namely Section 19, 20 and 21, extend the remit of local authorities to scrutinise crime and disorder functions. As a result, the Council has been required to designate a Scrutiny Board to act as the Council's 'Crime and Disorder Committee'.
- 1.5 The purpose of this protocol is to provide guidance and a common understanding on how scrutiny of crime and disorder will operate in Leeds. The publication of Regulations<sup>1</sup> and good working practice has shaped this protocol, which may be revised by agreement between all the interested parties in order to continually improve the scrutiny process. The aim is for all parties to help ensure that Scrutiny remains a positive and challenging process.

## **2.0 SCRUTINY BOARDS (GENERAL)**

- 2.1 The overall role and function of scrutiny is to hold decision-makers to account and secure improvements in local practice for local people via a contribution to policy development and review. As such, Scrutiny Boards do not have decision-making powers.
- 2.2 Scrutiny Boards are composed of Elected Members selected to represent the political balance of Leeds City Council. These Members will be the only members of the Board with voting rights and will be selected to serve for a period of 12 months. The membership of the Board will seek to avoid conflicts

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<sup>1</sup> The Crime and Disorder (Overview and Scrutiny) Regulations 2009 (S.I.2009/942) and the Crime and Disorder (Overview and Scrutiny) (Amendment) Regulations 2010 (S.I. 2010/616).

of interest and where potential for this exists interests of those Members will be declared and subject to the Council's procedures on these matters<sup>2</sup>.

- 2.3 Scrutiny Boards may also seek nominations from other representative groups to act as co-opted members of the Board. These nominations may be for the duration of a municipal year and/or on an inquiry by inquiry basis, as set out in the Scrutiny Board Procedure Rules, Leeds City Council Constitution. However, the Crime and Disorder (Overview and Scrutiny) Regulations 2009 and the 2010 amendment make specific provision for the co-option of additional members to serve on a 'Crime and Disorder Committee'.

### **3.0 SCRUTINY OF CRIME AND DISORDER IN LEEDS**

#### **3.1 Scope**

- 3.1.1 In its capacity as a 'Crime and Disorder Committee', the designated Scrutiny Board has powers to review or scrutinise decisions made (or action taken), in connection with the discharge by the 'responsible authorities' of their crime and disorder functions. These are the authorities responsible for crime and disorder strategies, as detailed in the Crime and Disorder Act 1998, Section 5<sup>3</sup>. The Act also introduced Crime and Disorder Reduction Partnerships (CDRPs) to develop and implement such strategies. However, since 1<sup>st</sup> March 2010 the Home Office use the term Community Safety Partnerships in replace of CDRPs. In Leeds, *Safer Leeds* is the city's Community Safety Partnership.
- 3.1.2 Responsible authorities also have a duty to work in conjunction with 'co-operating' bodies. The Safer Leeds Executive comprises a number of responsible authorities\* and co-operating bodies. These include Leeds City Council\*; West Yorkshire Police\*; West Yorkshire Fire and Rescue Service\*; Leeds Children's Trust Board; Leeds Safeguarding Children's Board; Youth Offending Service; Adult Social Care; Leeds Clinical Commissioning Groups\*; Office of the Police and Crime Commissioner\*; Housing Leeds ; HM Prison Service Leeds; Third Sector Partnerships and West Yorkshire Community Rehabilitation Company\*.
- 3.1.3 The Scrutiny Board will scrutinise the work of the Community Safety Partnership and the partners who comprise it, only insofar as their activities relate to the partnership itself. For the avoidance of doubt, the Scrutiny Board will not extend to the separate statutory functions of the partner bodies, nor will it entail scrutiny of individual cases.
- 3.1.4 The Police and Justice Act 2006 also makes provision for elected members to refer local crime and disorder matters to the Council's designated Crime and Disorder Committee. Local crime and disorder matters should be considered to encompass crime and disorder matters that affect all or part of the ward for which the member is elected or any person who lives or works in that area including:

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<sup>2</sup> Leeds City Council Constitution - Scrutiny Board Procedure Rules Section 2

<sup>3</sup> This was amended by the Policing and Crime Act 2009. Section 108 of the Act provides for every provider of probation services in a particular area, whose arrangements under section 3 of the Offender Management Act 2007 provide for it to be a responsible authority, to be added to the list of "responsible authorities" which comprise the Community Safety Partnership. It also extends the remit of CSPs to explicitly include the reduction of re-offending.

- Antisocial behaviour;
- Other behaviour adversely affecting the local environment;
- The misuse of drugs, alcohol or other substances

3.1.5 While the Police and Justice Act 2006 makes separate provision for the referral of local crime and disorder matters, in practice the principles and processes involved are essentially the same as for any Councillor Call for Action (CCfA) referral.

## **3.2 Work items**

3.2.1 In its capacity as a 'Crime and Disorder Committee', the designated Scrutiny Board is responsible for considering any Member referred crime and disorder matter. At the beginning of each municipal year, the Community Safety Partnership will be invited to make any referrals to the Scrutiny Board which will be considered as part of its overall work schedule. Such referrals are to be formally agreed and presented by a representative of the Safer Leeds Executive.

3.2.2 Where the production of a specific report is requested and/or necessary for a particular Scrutiny Board meeting, then sufficient notice will be given for the preparation of that documentation. There will be a minimum of 7 working days notice.

## **3.3 Information to be supplied to the Board**

3.3.1 Where the Scrutiny Board makes a request in writing for information, this request will be directed to the Chair of the Safer Leeds Executive for action. This information must be provided no later than the date indicated in the request, or as soon as reasonably possible, but not beyond 2 weeks of the date indicated without the agreement of the Scrutiny Board Chair.

3.3.2 Where information has been requested by the Scrutiny Board in connection with their inquiries, this shall be depersonalised information, unless the identification of an individual is necessary or appropriate in order to enable the Scrutiny Board to properly exercise its powers.

3.3.3 However, requests made by the Scrutiny Board shall not include information that the disclosure of which would not be in the public interest or would be reasonably likely to prejudice legal proceedings or current or future operations of the responsible authorities, whether acting together or individually, or of the co-operating bodies.

3.3.4 The Scrutiny Board will not publish confidential information in its reports or information which is exempt under Schedule 12A of the Local Government Act 1972, as amended by the Local Government (Access to Information) (Variation) Order 2006. Where exempt information has been used in the preparation of a report by the Scrutiny Board the report, if published, will list the exempt information referred to in the preparation of the report but not reproduce it in the report. However, Schedule 12A of the Local Government Act 1972 should not be used as a method to bypass the requirement to depersonalise information by placing reports which are not depersonalised



onto a Scrutiny Board agenda as an item to be heard without the press or public present.

### **3.4 Attending Scrutiny Board Meetings**

- 3.4.1 As the 'Crime and Disorder Committee' the designated Scrutiny Board is required to meet no less than once in every twelve month period to carry out this particular function.
- 3.4.2 The Scrutiny Board may require the attendance of an officer of a responsible authority or of a co-operating body to answer questions. Where reasonable notice of the intended date is given, the responsible authority or co-operating body will be obliged to attend<sup>4</sup>.
- 3.4.3 The Scrutiny Support Unit will also try to give approximate times for items to be discussed. However, as items sometimes overrun, there may be a short waiting time.
- 3.4.4 Prior to a Scrutiny Board meeting, the Chair receives a briefing on items to appear on the forthcoming agenda from officers in the Scrutiny Support Unit. On occasion, officers from the responsible authorities or co-operating bodies may be requested to attend this briefing, or a separate session, to enable the Chair of the Scrutiny Board to be briefed ahead of the scrutiny meeting.

### **3.5 Conduct of Scrutiny Board Inquiries**

#### The role of Terms of Reference

- 3.5.1 The majority of Scrutiny Inquiries have agreed terms of reference. These are used to inform departments of the Council and partners of the emphasis of a particular inquiry.
- 3.5.2 Officers in the Scrutiny Support Unit will liaise with relevant officers of the Council and the responsible authorities and co-operating bodies during the preparation of Terms of Reference to ensure that the focus of the inquiry is relevant and the timing of it appropriate.

#### Co-opted Members

- 3.5.3 The Crime and Disorder (Overview and Scrutiny) Regulations 2009 and the 2010 amendment make specific provision for the co-option of additional members to serve on a 'Crime and Disorder Committee'. The Scrutiny Board has agreed to consider the co-option of any additional members on an inquiry by inquiry basis.

#### Gathering evidence

- 3.5.4 The evidence to be gathered will be detailed in the inquiry's terms of reference. This material may be considered at a scrutiny meeting which is open to the public or by a small working group of Board members deputed to

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<sup>4</sup> The responsible authority or co-operating body should ensure that officers attending Scrutiny Board meetings are in a position to answer the Scrutiny Board's questions and are given appropriate support by their line managers.

undertake a specific evidence gathering task. In the latter case, working group members will report back to a full meeting of the Scrutiny Board on their findings.

- 3.5.5 The Scrutiny Support Unit will try to give guidance on what will be asked and sometimes possible question areas will be passed on to the responsible authorities or co-operating bodies to allow some time for preparation before the meeting. However, members may follow a related line of discussion and ask other questions on the day.

#### Preparation and publication of reports

- 3.5.6 At the conclusion of an inquiry, where considered appropriate, the Scrutiny Board will produce a preliminary report. This will be drafted by the Scrutiny Support Unit in conjunction with the Scrutiny Board Chair and agreed by the Board. This report will provide a summary of the evidence submitted, along with the Scrutiny Board's conclusions and recommendations. The Scrutiny Board will consult the Community Safety Partnership Executive and other relevant responsible authorities or co-operating bodies prior to finalising its report. Final reports will be published on the Council's website and be widely available to all relevant stakeholders and members of the public. Copies will be sent to each of the responsible authorities and each of the co-operating persons and bodies.

#### Response to reports

- 3.5.7 Where the Scrutiny Board makes a report or recommendations to the Council or the Executive about the exercise of crime and disorder functions by responsible authorities, a copy will be provided to each of the responsible authorities and each of the co-operating persons and bodies.
- 3.5.8 Where a relevant authority or co-operating persons or body has been notified, it must:
- consider the report and recommendations;
  - respond in writing to the Scrutiny Board within 28 days of the date of the report or recommendations, indicating what (if any) action it proposes to take; and
  - have regard to the report or recommendations in exercising its functions.
- 3.5.9 The implementation of any agreed scrutiny recommendations will be monitored by the Scrutiny Support Unit and progress recorded at regular intervals.

### **3.6 Scrutiny Support Unit**

- 3.6.1 In summary, the work of the Scrutiny Support Unit entails:
- Providing a research and intelligence function to Scrutiny Boards (each of which has been allocated a different area of specialism)
  - Managing programmes of inquiries for each of the Scrutiny Boards
  - Providing support and guidance to witnesses
  - Managing the presentation of witnesses, research and reports to Scrutiny Boards and/or carrying out research and reports "in house" as appropriate

- Assisting Scrutiny Boards to prepare reports of their inquiries and steering recommendations through the Council's decision making arrangements
- Monitoring and tracking the implementation of scrutiny recommendations
- Leading the continuing development of the Overview and Scrutiny function

3.6.2 Contact the Scrutiny Support Unit at [scrutiny.unit@leeds.gov.uk](mailto:scrutiny.unit@leeds.gov.uk)

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## West Yorkshire Police and Crime Panel

### Principles for Engagement:

## Local Crime and Disorder Scrutiny Committees

### Background to Local Crime and Disorder Scrutiny Committees

Provisions in the Police and Justice Act 2006 extended the remit of local authorities to scrutinise crime and disorder functions and as of April 2009 each Council has been required to designate a Scrutiny Board to act as their 'Crime and Disorder Committee.'

'Crime and Disorder Committees' have the powers to review or scrutinise decisions made (or action taken) by the local Community Safety Partnership (CSP) and the 'responsible authorities' that comprise it, but only with regards to activities which relate to the Partnership itself.

### Impact of the Police Reform and Social Responsibility Act 2011

Although the Act did not change the legal remit of local authority Crime and Disorder Scrutiny Committees, they will not have the power to directly scrutinise the Police and Crime Commissioner because he/ she will not be a 'responsible authority' on the CSP.

Under previous arrangements the Scrutiny Committees could scrutinise the West Yorkshire Police Authority. However, the reforms signal a readjustment of responsibilities in relation to the scrutiny of policing in West Yorkshire. In this sense, the West Yorkshire Police and Crime Panel will carry out part of the role previously exercised by Local Crime and Disorder Scrutiny Committees.

### Rationale for Engagement

The West Yorkshire Police and Crime Panel fully recognise the benefits of establishing and maintaining strong links with the five Local Crime and Disorder Scrutiny Committees. These Local Scrutiny Committees can play a critical role in helping the Panel:

- To **recognise** the needs and concerns of local communities in relation to community safety and crime.
- To better **understand** the link between the strategic direction set by the Police and Crime Commissioner and its impact on individual wards and **neighbourhoods**.

- To **assess the impact** of all Partners on crime and community safety related issues in each district.
- To apply the **skills and expertise** necessary to effectively scrutinise the Police and Crime Commissioner.
- To **focus** on issues which are common to all of the West Yorkshire districts.
- To **maximise its resources** by contributing to scrutiny work initiated by the West Yorkshire Police and Crime Panel.

Equally, the West Yorkshire Police and Crime Panel is eager to assist Local Crime and Disorder Scrutiny Committees by:

- Holding the **Commissioner to account** if he/she
  - Has a detrimental impact on the safety or confidence of communities in West Yorkshire
  - Raises public concern due to their chosen approach
  - Acts in a way which would have previously prompted the Committee to 'call in the responsible authority.'
- **Informing and supporting** the Commissioner in such a way as to ensure his/ her approach and plans reflect the needs and interests of the diverse communities across West Yorkshire.
- **Promoting** policing and community safety interventions which have proved successful in the past or are working well under the Commissioner.
- **Leading** on scrutiny investigations on behalf of the five Scrutiny Committees where issues of sub-regional significance have been identified.

## Moving Forwards

On the basis of the rationale outlined above, the West Yorkshire Police and Crime Panel will work in partnership with Local Crime and Disorder Scrutiny Committees (CDCs) in the following ways:

### 1. Panel Meetings

- 1.1 CDC Chairs will, at the very least, be invited to meetings of the West Yorkshire Police and Crime Panel on an annual basis to engage in an open discussion about the impact of the Commissioner in each district and to review the relevance of the latest iteration of the 'Principles for Engagement.'
- 1.2 Should serious concerns arise during the year, the Panel may ask one or more CDC Chairs to attend additional Panel meetings and provide their perspective on the issue under consideration.

- 1.3 CDC Chairs can request an item to be put on the agenda of a Panel meeting by contacting the Chair of the Panel directly and explaining the reason for the request.

## **2. Influencing the Police and Crime Plan**

- 2.1 The Police and Crime Panel is in a fortunate position in terms of its ability to influence the development of the Police and Crime Plan and the CDCs are encouraged to inform the Panel's approach when exercising this influence.
- 2.2 The Police and Crime Panel will encourage the Commissioner to have regard to the business cases and strategic assessments submitted by the individual authorities when developing his/ her Police and Crime Plan and subsequent commissioning arrangements.
- 2.3 CDCs will be sent a copy of all the draft iterations of the Police and Crime Plan that are submitted to the Panel and will be asked to return any comments or suggestions in advance of the Panel meeting during which the draft will be discussed.
- 2.4 CDCs are also asked to brief their authority's Panel Members in advance of any discussions on the Plan so the local perspective is sufficiently understood and so the Panel is made aware if the Plan does not have regard to the evidenced needs of communities across West Yorkshire.

## **3. Regular Exchange of Information and Intelligence**

- 3.1 The five CDCs will each complete a quarterly briefing note for use by all Panel Members to support them in assessing the impact of the Commissioner across West Yorkshire.
- 3.2 The lead scrutiny officers will be notified of the deadlines for these briefing notes as far in advance as is practicable. These deadlines will be aligned with Panel Meeting dates as responses will be required two weeks before each Panel meeting.
- 3.3 All completed briefings notes are to be formally approved by the CDC Chair before submission.
- 3.4 Unless a request is made to the contrary, all submissions will be circulated to the other CDCs in West Yorkshire to allow comparisons and further linkages to be made.
- 3.5 The completion of the briefing notes will not be an onerous task and will only call upon information and examples that the CDCs are already aware of or hold.

- 3.6 CDCs will be encouraged to play an active role in developing and adapting the themes covered within the briefing note.
- 3.7 Questions in the briefing note will, at the very least, relate to:
- The findings of any relevant investigations carried out at the local level
  - Plans for any future investigations at the local level which may be of interest or relevance to the Panel and/ or other CDCs in West Yorkshire.
  - Any concerns the CDCs want the Panel to be aware of, to either raise directly with the Police and Crime Commissioner or to investigate further.
  - Any suggestions about the way in which the Panel could better support or influence the approach of the Police and Crime Commissioner.
- 3.8 Panel Members will have sight of all of the completed briefing notes as well as a covering note highlighting any common issues or trends.
- 3.9 CDCs may also choose to arrange regular verbal briefings with the Panel Members representing their authority on the West Yorkshire Police and Crime Panel.

#### **4. Co-ordinating Work Programmes**

- 4.1 CDCs will submit the latest iteration of their work programmes along with their quarterly briefing notes.
- 4.2 These work programmes will then be circulated to the five CDC lead officers to help identify linkages across the five CDC work programmes and will also be used by the AWYA to identify linkages between the work of the CDCs and the Panel.
- 4.3 In cases where the CDCs are due to carry out investigations that are likely to be of interest to the Panel, the Panel may request a short briefing note summarising the results of these investigations.
- 4.4 Where one or more of the CDCs are due to investigate the same issue the Panel may decide to carry out the investigation at a sub-regional level on behalf of all five CDCs or in conjunction with them.
- 4.5 If the Panel identifies an issue for concern which relates to only one of the West Yorkshire districts, the relevant CDC may be asked to lead on the resultant investigation with support from a Panel Member from that authority.



- 4.6 CDCs will be notified of such a request from the Panel at the earliest possible opportunity and the Panel recognises that the CDC response to these requests will be dependent on the availability of resources at that time.
- 4.7 Equally, the Panel's ability to lead on investigations on behalf of the CDCs will be resource and work load dependent.

## **5. Aligning Membership**

- 5.1 Where possible, at least one Panel Member will sit on each CDC to ensure the Panel has a detailed understanding of local issues as well as the skills necessary to effectively scrutinise the Commissioner.
- 5.2 Where membership is not aligned in this way a Panel Member from each authority will be designated as the lead Panel Member for their authority's CDC and as such will contribute to CDC meetings and investigations as and when required and subject to existing workload pressures.

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## Report of Head of Scrutiny and Member Development

### Report to Scrutiny Board (Environment and Housing)

**Date: 9th June 2016**

### Subject: Co-opted Members

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. For a number of years the Council's Constitution has made provision for the appointment of co-opted members to individual Scrutiny Boards.
2. This report provides guidance to the Scrutiny Board when seeking to appoint co-opted members. There are also some legislative arrangements in place for the appointment of specific co-opted members. Such cases are set out in Article 6 of the Council's Constitution and are also summarised within this report.

### Recommendation

3. In line with the options available outlined in this report, Members are asked to consider the appointment of co-opted members to the Scrutiny Board.

## **1 Purpose of this report**

- 1.1 The purpose of this report is to seek the Scrutiny Board's formal consideration for the appointment of co-opted members to the Board.

## **2 Background information**

- 2.1 For a number of years the Council's Constitution has made provision for the appointment of co-opted members to individual Scrutiny Boards. For those Scrutiny Boards where co-opted members have previously been appointed, such arrangements have tended to be reviewed on an annual basis, usually at the beginning of a new municipal year.

## **3 Main issues**

### General arrangements for appointing co-opted members

- 3.1 It is widely recognised that in some circumstances, co-opted members can significantly aid the work of Scrutiny Boards. This is currently reflected in Article 6 (Scrutiny Boards) of the Council's Constitution, which outlines the options available to Scrutiny Boards in relation to appointing co-opted members.
- 3.2 In general terms, Scrutiny Boards can appoint:
- Up to five non-voting co-opted members for a term of office that does not go beyond the next Annual Meeting of Council ; and/or,
  - Up to two non-voting co-opted members for a term of office that relates to the duration of a particular and specific scrutiny inquiry.
- 3.3 In the majority of cases the appointment of co-opted members is optional and is determined by the relevant Scrutiny Board. However, Article 6 makes it clear that co-option would normally only be appropriate where the co-opted member has some specialist skill or knowledge, which would be of assistance to the Scrutiny Board. Particular issues to consider when seeking to appoint a co-opted member are set out later in the report.
- 3.4 There are also some legislative arrangements in place for the appointment of specific co-opted members. Such cases are also set out in Article 6 (Scrutiny Boards) of the Council's Constitution and relate to Education representatives.

### Issues to consider when seeking to appoint co-opted members

- 3.5 The Constitution makes it clear that 'co-option would normally only be appropriate where the co-opted member has some specialist skill or knowledge, which would be of assistance to the Scrutiny Board'. In considering the appointment of co-opted members, Scrutiny Boards should be satisfied that a co-opted member can use their specialist skill or knowledge to add value to the work of the Scrutiny Board. However, co-opted members should not be seen as a replacement to professional advice from officers.

- 3.6 Co-opted members should be considered as representatives of wider groups of people. However, when seeking external input into the Scrutiny Board's work, consideration should always be given to other alternative approaches, such as the role of expert witnesses or use of external research studies, to help achieve a balanced evidence base.
- 3.7 When considering the appointment of a standing co-opted member for a term of office, Scrutiny Boards should be mindful of any potential conflicts of interest that may arise during the course of the year in view of the Scrutiny Boards' wide ranging terms of reference. To help overcome this, Scrutiny Boards may wish to focus on the provision available to appoint up to two non-voting co-opted members for a term of office that relates to the duration of a particular and specific scrutiny inquiry.
- 3.8 Despite the lack of any national guidance, what is clear is that any process for appointing co-opted members should be open, effective and carried out in a manner which seeks to strengthen the work of Scrutiny Boards.

#### **4.0 Corporate Considerations**

##### **4.1 Consultation and Engagement**

- 4.1.1 During 2010/11, the guidance surrounding co-opted members was discussed by the Scrutiny Chairs and it was agreed that individual Scrutiny Boards would consider the appointment of co-optees on an individual basis.

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

- 4.2.1 The process for appointing co-opted members should be open, effective and carried out in a manner which seeks to strengthen the work of the Scrutiny Board. In doing so, due regard should also be given to any potential equality issues in line with the Council's Equality and Diversity Scheme.

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

- 4.3.1 The Council's Scrutiny arrangements are one of the key parts of the Council's governance arrangements. Within the Council's Constitution, there is particular provision for the appointment of co-opted members to individual Scrutiny Boards, which this report seeks to summarise.

##### **4.4 Resources and Value for Money**

- 4.4.1 Where applicable, any incidental expenses paid to co-optees will be met within existing resources.

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

- 4.5.1 Where additional members are co-opted onto a Scrutiny Board, such members must comply with the provisions set out in the Member's Code of Conduct as detailed within the Council's Constitution.

## **4.6 Risk Management**

- 4.6.1 As stated in paragraph 3.7 above, when Scrutiny Boards are considering the appointment of a standing co-opted member for a term of office, they should be mindful of any potential conflicts of interest that may arise during the course of the year in view of the Scrutiny Boards' wide ranging terms of reference.

## **5.0 Conclusions**

- 5.1 For a number of years the Council's Constitution has made provision for the appointment of co-opted members to individual Scrutiny Boards. This report sets out the legislative arrangements in place for the appointment of specific co-opted members and also provides further guidance when seeking to appoint co-opted members.

## **6.0 Recommendations**

- 6.1 In line with the options available outlined in this report, Members are asked to consider the appointment of co-opted members to the Scrutiny Board.

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

- 7.1 None.

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



Report author: Angela Brogden  
Tel: 24 74553

## Report of Head of Scrutiny and Member Development

### Report to Scrutiny Board (Environment and Housing)

Date: 9<sup>th</sup> June 2016

### Subject: Sources of work for the Scrutiny Board

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. Scrutiny Boards are responsible for ensuring that items of scrutiny work come from a strategic approach as well as a need to challenge service performance and respond to issues of high public interest.
2. The vision for Scrutiny, agreed by full Council on 21<sup>st</sup> May 2015 (Appendix 1) also recognises that resources to support the Scrutiny function are, (like all other Council functions), under considerable pressure and that requests from Scrutiny Boards cannot always be met. Consequently, when establishing their work programmes Scrutiny Boards should:
  - Ensure any Scrutiny undertaken has clarity and focus of purpose and will add value and can be delivered within an agreed time frame;
  - Avoid pure “information items” except where that information is being received as part of a policy/scrutiny review;
  - Seek the advice of the Scrutiny officer, the relevant Director and Executive Member about available resources;
  - Avoid duplication by having a full appreciation of any existing forums already having oversight of, or monitoring a particular issue;
  - Balanced in terms of the workload across the Scrutiny Boards and as to the type of Scrutiny taking place;

- Sufficiently flexible to enable the consideration of urgent matters that may arise during the year.
3. This report provides information and guidance on potential sources of work and areas of priority within the Board's terms of reference. In consultation with the relevant Director and Executive Board Members, the Scrutiny Board is requested to consider areas of Scrutiny for the forthcoming municipal year.

### **Recommendations**

4. Members are requested to;
- Use the attached information and the discussion with those present at the meeting to draw up a list of areas for Scrutiny for the forthcoming municipal year.
  - Request that the Chair and the Scrutiny Officer consult with the relevant Director and Executive Board Members regarding resources in line with the agreed Vision for Scrutiny and report back to the next meeting with a draft work programme.



## **1.0 Purpose of this report**

- 1.1 To assist the Scrutiny Board in effectively managing its workload for the forthcoming municipal year, this report provides information and guidance on potential sources of work and areas of priority within the Board's terms of reference.

## **2.0 Background information**

- 2.1 Scrutiny Boards are responsible for ensuring that items of scrutiny work come from a strategic approach as well as a need to challenge service performance and respond to issues of high public interest.

## **3.0 Main issues**

### Best Council Plan

- 3.1 A refresh of the Best Council Plan was agreed by Council in February 2016 to reflect the significant changes to the context in which the council is working. The resulting 'Best Council Plan – Summary' is attached as Appendix 2.

### Other sources of Scrutiny work

- 3.2 The Scrutiny Boards' terms of reference are also determined by reference to Directors' delegations. As such, Scrutiny Boards have always challenged service directorates across the full range of council activities and the Scrutiny Board may therefore undertake pieces of scrutiny work in line with its terms of reference, as considered appropriate.
- 3.3 Other common sources of work include pre-decision scrutiny, requests for scrutiny and other corporate referrals. The Board is also required to be formally consulted during the development of key policies which form part of the council's budget and policy framework.

## **4.0 Corporate Considerations**

### **4.1 Consultation and Engagement**

- 4.1.1 It is recognised that in order to enable Scrutiny to focus on strategic areas of priority, each Scrutiny Board needs to establish an early dialogue with the Directors and Executive Board Members holding the relevant portfolios. The Vision for Scrutiny, agreed by full Council in May 2015 also states that Scrutiny Boards should seek the advice of the Scrutiny officer, the relevant Director and Executive Member about available resources prior to agreeing items of work.

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

- 4.2.1 The Scrutiny Board Procedure Rules state that, where appropriate, all terms of reference for work undertaken by Scrutiny Boards will include 'to review how and to what effect consideration has been given to the impact of a service or policy on all equality areas, as set out in the Council's Equality and Diversity Scheme'.

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

- 4.3.1 The terms of reference of the Scrutiny Boards promote a strategic and outward looking Scrutiny function that focuses on the best council objectives.

### **4.4 Resources and Value for Money**

- 4.4.1 Experience has shown that the Scrutiny process is more effective and adds greater value if the Board seeks to minimise the number of substantial inquiries running at one time and focus its resources on one key issue at a time.
- 4.4.2 The Vision for Scrutiny, agreed by full Council also recognises that resources to support the Scrutiny function are, (like all other Council functions), under considerable pressure and that requests from Scrutiny Boards cannot always be met. Consequently, when establishing their work programmes Scrutiny Boards should:
- Seek the advice of the Scrutiny officer, the relevant Director and Executive Member about available resources;
  - Avoid duplication by having a full appreciation of any existing forums already having oversight of, or monitoring a particular issue;
  - Ensure any Scrutiny undertaken has clarity and focus of purpose and will add value and can be delivered within an agreed time frame.

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

- 4.5.1 This report has no specific legal implications.

### **4.6 Risk Management**

- 4.6.1 There are no risk management implications relevant to this report.

## **5.0 Conclusions**

- 5.1 Scrutiny Boards are responsible for ensuring that items of scrutiny work come from a strategic approach as well as a need to challenge service performance and respond to issues of high public interest. This report provides information and guidance on potential sources of work and areas of priority within the Board's terms of reference. In consultation with the relevant Directors, Executive Board Members and Scrutiny Officer, the Scrutiny Board is requested to consider areas of Scrutiny for the forthcoming municipal year.

## **6.0 Recommendations**

- 6.1 Members are requested to;
- Use the attached information and the discussion with those present at the meeting to draw up a list of areas for Scrutiny for the forthcoming municipal year.

- Request that the Chair and the Scrutiny Officer consult with the relevant Director and Executive Board Members regarding resources in line with the agreed Vision for Scrutiny and report back to the next meeting with a draft work programme.

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

### **7.1 None**

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

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### Vision for Scrutiny at Leeds

"To promote democratic engagement through the provision of an influential scrutiny function which is held in high regard by its many stakeholders and which achieves measurable service improvements which add value for the people of Leeds through a member led process of examination and review"

To achieve this Scrutiny will follow the nationally agreed 'Four Principles of Good Scrutiny';

1. Provide 'critical friend' challenge to decision makers, through holding them to account for decisions made, engaging in policy review and policy development;
2. Promote Scrutiny as a means by which the voice and concerns of the public can be heard;
3. Ensure Scrutiny is carried out by 'independent minded' Board members;
4. Improve public services by ensuring reviews of policy and service performance are focused.

To succeed Council recognises that the following conditions need to be present;

- Parity of esteem between the Executive and Scrutiny
- Co-operation with statutory partners
- Member leadership and engagement
- Genuine non-partisan working
- Evidence based conclusions and recommendations
- Effective dedicated officer support
- Supportive Directors and senior officer culture

Council agrees that it is incumbent upon Scrutiny Boards to recognise that resources to support the Scrutiny function are, (like all other Council functions), under considerable pressure and that requests from Scrutiny Boards cannot always be met. Therefore Council agrees that constructive consultation should take place between the Executive and Scrutiny about the availability of resources prior to any work being undertaken.

Consequently, when establishing their work programmes Scrutiny Boards should

- Seek the advice from the Scrutiny officer, the relevant Director and Executive Member about available resources
- Avoid duplication by having a full appreciation of any existing forums already having oversight of, or monitoring a particular issue (e.g. Plans Panel, Housing Advisory Board, established member working groups, other Scrutiny Boards)
- Ensure any Scrutiny undertaken has clarity and focus of purpose and will add value and can be delivered within our agreed time frame.



## BEST CITY • BEST COUNCIL

*Tackling poverty and reducing inequalities*

Our vision is for Leeds to be the best city in the UK: one that is compassionate with a strong economy, that tackles poverty and reduces the inequalities that still exist. We want Leeds to be a city that is fair and sustainable, ambitious, fun and creative for all. We will continue to work with others to achieve better outcomes for the city through a combination of innovation and efficiencies.

Everyone who works for Leeds City Council plays a vital role in shaping our amazing city. Our day-to-day jobs may be very different but they all contribute to improving life in Leeds and creating a strong economy and compassionate city.

We are pleased to share our priorities for 2016/17 in this plan and also look at how we all need to work to achieve our ambitions.

We shared our vision for the future of Leeds City Council in the Best Council Plan 2015-2020: a more enterprising council, working with partners and businesses who are more civic; and a more engaged public. Our overall approach is still guided by this vision and closely aligned with the budget that has been agreed. Significant progress has been made towards these ambitions, using a civic enterprise approach, but more needs to be done – and against a challenging backdrop.

**We know that 2016/17 will bring continued reductions in our funding and that this will continue to 2020.**

Leeds has a growing and ageing population with increasingly complex needs; some communities are not benefiting from the economic growth the city has experienced and welfare changes could make the inequality gap bigger.

**That is one reality but it is certainly not the full story. The full story is about our ambition, and our growing confidence and resilience as a council, a city and a region.**

We are determined to keep building a strong economy and working compassionately to tackle poverty and disadvantage. This includes improving the health of the poorest fastest; working to become a child friendly city, investing in our young people; and building on the scale and diversity of the Leeds economy through business investment and expansion.

Maintaining provision of the good quality, efficient services that communities in the city need is essential, while finding new ways of delivering the best for Leeds. Innovative approaches developed with service users, citizens and partners are already changing relationships and shifting responsibilities, with positive results. We encourage everyone to find those big and small ideas which will improve outcomes faster and reduce costs.

We recognise that we are again asking for a lot from our colleagues. We would like to share our heartfelt thanks for all your efforts so far, and for the hard work that will be needed in the year ahead.

**Cllr Judith Blake**  
Leader of  
Leeds City  
Council



**Tom Riordan**  
Chief Executive of  
Leeds City  
Council



## BEST COUNCIL PLAN 2015-20 UPDATE FOR 2016/17

*Tackling poverty and reducing inequalities*



# BEST COUNCIL PLAN 2015-20 – UPDATE FOR 2016/17

## BEST CITY · BEST COUNCIL

Tackling poverty and reducing inequalities



### AMBITIONS

Leeds... A Strong Economy and a Compassionate City • Leeds City Council... An Efficient and Enterprising Organisation

### 2016/17 PRIORITIES

**i** What we and our partners are doing in 2016/17 to improve outcomes

- 1 Supporting economic growth and access to economic opportunities
- 2 Keeping people safe from harm
- 3 Supporting communities, raising aspirations
- 4 Improving educational achievement and closing achievement gaps
- 5 Providing skills programmes and employment support
- 6 Helping people adjust to welfare changes
- 7 Providing enough homes of a high standard in all sectors
- 8 Keeping the streets clean and improving road safety
- 9 Supporting children to have the best start in life
- 10 Preventing people dying early
- 11 Promoting physical activity
- 12 Building capacity for individuals to withstand or recover from illness
- 13 Supporting healthy ageing
- 14 Enabling carers to continue their caring role and careers
- 15 Improving air quality
- 16 Helping deliver a well-connected transport system
- 17 Providing an inclusive, accessible range of transport options
- 18 Hosting world class events in Leeds
- 19 Supporting a resilient, inclusive, cultural and creative sector
- 20 Enhancing the quality of our public realm and green spaces

We want everyone in Leeds to...

- Be safe and feel safe
- Enjoy happy, healthy, active lives
- Live with dignity and stay independent for as long as possible
- Do well at all levels of learning and have the skills they need for life
- Earn enough to support themselves and their families
- Live in good quality, affordable homes within clean and well cared for places
- Move around a well-planned city easily
- Enjoy greater access to green spaces, leisure and the arts

### OUTCOMES

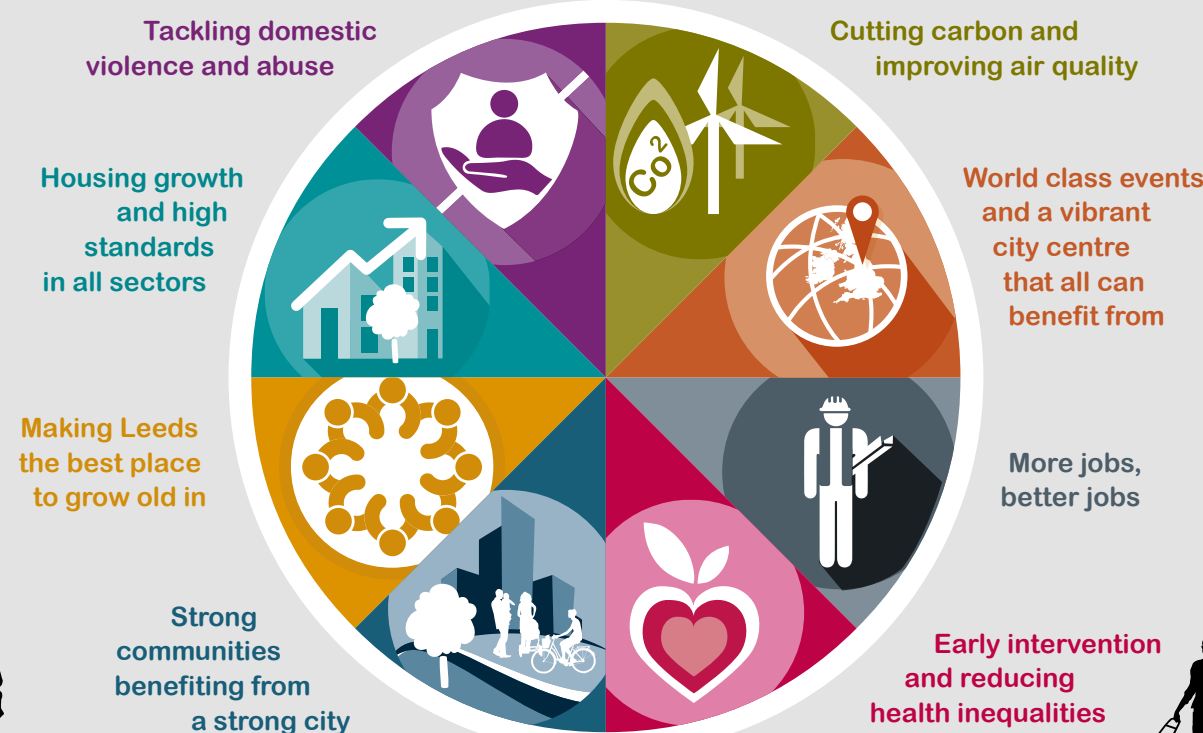
### 20 FOR 2020

**i** How we are measuring progress in achieving better outcomes: 20 key indicators

- 1 Number of children looked after
- 2 Number of domestic violence and abuse incidents with repeat victims
- 3 Number of recorded nuisance and damage related incidents
- 4 Percentage of adult population active for 30 mins once per week
- 5 Obesity levels at age 11
- 6 Number of Air Quality Management Areas
- 7 Total number of bed weeks in residential and nursing care homes for older people / working age adults supported by the local authority
- 8 Proportion of people who use social care services who say that these services have made them feel safe and secure
- 9 Primary and secondary school attendance
- 10 Percentage of young people NEET (not in education / employment / training) / not known
- 11 Percentage of adults in Leeds who have all 5 basic digital skills
- 12 Percentage of Leeds households in receipt of a welfare benefit and in work
- 13 Business rate growth
- 14 Jobs growth
- 15 Housing growth target
- 16 Energy and thermal efficiency performance of houses
- 17 Percentage of waste recycled
- 18 Access to employment by public transport
- 19 Percentage of city centre travel by sustainable modes (bus, train, cycling, walking)
- 20 Overall satisfaction with cultural provision in Leeds

### BREAKTHROUGH PROJECTS

**i** How we are delivering our 2016/17 priorities: a set of 8 cross-cutting projects





## Report of Head of Scrutiny and Member Development

### Report to Scrutiny Board (Environment and Housing)

**Date:** 9<sup>th</sup> June 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

## 1 Purpose of this report

- 1.1 The purpose of this report is to consider the Scrutiny Board's work schedule for the forthcoming municipal year.

## 2 Main issues

- 2.1 Further to the discussions already held during today's meeting, Members are now requested to translate the decisions made around the chosen topics for Scrutiny into a work schedule for the forthcoming municipal year.
- 2.2 Last year, the Scrutiny Board agreed to hold themed meetings throughout the year which enabled it to consider a wider range of issues within its remit. The Board may therefore wish to adopt this approach again this year.
- 2.3 A draft work schedule is attached and currently reflects a themed approach. Already included within the draft work schedule are the traditional items of Scrutiny work. These involve performance monitoring, recommendation tracking and Budget and Policy Framework Plans.

## 3. Recommendations

- 3.1 Members are asked to prioritise the topics identified for Scrutiny and incorporate these into its work schedule for the forthcoming municipal year.

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

### **4.1 None used**

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

# Scrutiny Board (Environment and Housing) Work Schedule for 2016/2017 Municipal Year

Schedule of meetings/visits during 2016/17			
	June	July	August
		<b>Main Theme – Community Safety</b>  Refreshed Safer Leeds Strategy 2016-2017 SB 07/07/16 @ 10 am	
<b>General Briefings</b>	Scrutiny Board Terms of Reference and Sources of Work SB 09/06/16 @ 10 am  Crime and Disorder Scrutiny in Leeds SB 09/06/16 @ 10 am		
<b>Budget and Policy Framework/Pre-decision Scrutiny</b>			
<b>Recommendation Tracking</b>		Domestic Violence SB 07/07/16 @ 10 am	
<b>Performance Monitoring</b>		General performance update SB 07/07/16 @ 10 am	

## Scrutiny Board (Environment and Housing) Work Schedule for 2016/2017 Municipal Year

Schedule of meetings/visits during 2016/17			
	September	October	November
	Main Theme - Environment	Main Theme – Housing	Main Theme – Community Safety
	<i>Agreed areas of interest to be added.</i>	<i>Agreed areas of interest to be added.</i>	<i>Agreed areas of interest to be added.</i>
<b>General Briefings</b>			
<b>Budget and Policy Framework/Pre-decision Scrutiny</b>	Lettings and tenancy management proposals SB 22/09/16 @ 10 am		
<b>Recommendation Tracking</b>	Peckfield Landfill Site SB 22/09/16 @ 10 am		
<b>Performance Monitoring</b>			

## Scrutiny Board (Environment and Housing) Work Schedule for 2016/2017 Municipal Year

Schedule of meetings/visits during 2016/17			
December		January	February
Main Theme - Environment		Main Theme - Housing	Main Theme – Community Safety
<i>Agreed areas of interest to be added.</i>		<i>Agreed areas of interest to be added.</i>	<i>Agreed areas of interest to be added.</i>
<b>General Briefings</b>			
<b>Budget and Policy Framework/Pre-Decision Scrutiny</b>		Initial budget proposals 2017-2018 SB 19/01/17 @ 10 am	
<b>Recommendation Tracking</b>			
<b>Performance Monitoring</b>		General performance update SB 19/01/17 @ 10 am	

## Scrutiny Board (Environment and Housing) Work Schedule for 2016/2017 Municipal Year

Schedule of meetings/visits during 2016/17			
March		April	May (tbc)
Main Theme - Environment		Main Theme - Housing	
<i>Agreed areas of interest to be added.</i>		<i>Agreed areas of interest to be added.</i>	
<b>General Briefings</b>			
<b>Budget and Policy Framework/Pre-decision Scrutiny</b>			
<b>Recommendation Tracking</b>			
<b>Performance monitoring</b>			