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## SCRUTINY BOARD (ENVIRONMENT AND HOUSING)

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Meeting to be held in Civic Hall, Leeds, LS1 1UR on  
Thursday, 22nd September, 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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**Agenda compiled by:**  
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**Scrutiny Support Unit**  
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**Principal Scrutiny Adviser:**  
**Angela Brogden**  
**Tel: 24 74553**

# A G E N D A

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

Item No	Ward/Equal Opportunities	Item Not Open		Page No
3			<p><b>LATE ITEMS</b></p> <p>To identify items which have been admitted to the agenda by the Chair for consideration.</p> <p>(The special circumstances shall be specified in the minutes.)</p>	
4			<p><b>DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS</b></p> <p>To disclose or draw attention to any disclosable pecuniary interests for the purposes of Section 31 of the Localism Act 2011 and paragraphs 13-16 of the Members' Code of Conduct.</p>	
5			<p><b>APOLOGIES FOR ABSENCE AND NOTIFICATION OF SUBSTITUTES</b></p> <p>To receive any apologies for absence and notification of substitutes.</p>	
6			<p><b>MINUTES - 7TH JULY 2016</b></p> <p>To confirm as a correct record, the minutes of the meeting held on 7<sup>th</sup> July 2016.</p>	1 - 6
7			<p><b>PECKFIELD LANDFILL SITE - RECOMMENDATION TRACKING</b></p> <p>To receive a report from the Head of Governance Services presenting a progress update on the implementation of the recommendations arising from the previous Scrutiny Inquiry into Peckfield Landfill Site.</p>	7 - 18
8			<p><b>ODOUR MONITORING AND IMPACTS RELATING TO VEOLIA'S RECYCLING AND ENERGY RECOVERY FACILITY (RERF)</b></p> <p>To receive a report from the Director of Environment and Housing in relation to odour monitoring and impacts relating to Veolia's Recycling and Energy Recovery Facility.</p>	19 - 30

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9			<p><b>ENVIRONMENT RELATED MATTERS</b></p> <p>To receive a report from the Director of Environment and Housing presenting a series of summaries of environment related matters identified by the Board in June.</p>	31 - 50
10			<p><b>SCRUTINY INQUIRY INTO IMPROVING AIR QUALITY - DRAFT TERMS OF REFERENCE</b></p> <p>To receive a report from the Head of Governance Services presenting the draft terms of reference for the Board's forthcoming inquiry into improving air quality in Leeds.</p>	51 - 52
11			<p><b>WORK SCHEDULE</b></p> <p>To consider the Board's work schedule for the forthcoming municipal year.</p>	53 - 76
12			<p><b>DATE AND TIME OF NEXT MEETING</b></p> <p>Thursday, 13 October 2016 at 10.00 am (Pre-meeting for all Board Members at 9.30 am)</p>	

Item No	Ward/Equal Opportunities	Item Not Open		Page No
			<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>	

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## SCRUTINY BOARD (ENVIRONMENT AND HOUSING)

THURSDAY, 7TH JULY, 2016

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

Councillors B Anderson, J Bentley,  
A Blackburn, K Bruce, D Collins, A Gabriel,  
A Garthwaite, P Grahame, A Khan,  
M Lyons and K Ritchie

### 11 Chair's Opening Remarks

The Chair welcomed all in attendance, particularly Councillor A Garthwaite to her first Scrutiny Board meeting.

### 12 Late Items

There were no late items.

### 13 Declaration of Disclosable Pecuniary Interests

There were no disclosable pecuniary interests declared to the meeting.

### 14 Apologies for Absence and Notification of Substitutes

An apology for absence was submitted by Councillor G Wilkinson. Notification had been received that Councillor B Anderson was to substitute for Councillor G Wilkinson.

### 15 Minutes - 9 June 2016

**RESOLVED** – That the minutes of the meeting held on 9 June 2016 be approved as a correct record.

### 16 Matters arising from the minutes

#### Minute No. 4 – Minutes – 26 April 2016

The Board questioned whether the directorate had yet approached the LGA in helping to address the need for clearer recycling messages and marking on packaging. It was noted that this matter would be addressed later in the meeting when relevant officers were in attendance.

### 17 Lettings Policy Review - consultation update

The Director of Environment and Housing submitted a report which presented an update following the recent consultation on changes to the current lettings framework.

The following were in attendance:

- Jill Wildman, Chief Officer (Housing Management)
- Mandy Sawyer, Head of Neighbourhood Services
- Rob McCartney, Head of Housing Support.

The key areas of discussion were:

- Clarification sought regarding the legal position when applying age related policies. The Board requested that the City Solicitor be asked to provide a response regarding this.
- The importance of effective engagement with Ward Members regarding local issues.
- Concern that the response from tenants to the consultation had been low. It was suggested that local housing officers be encouraged to address issues with tenants.
- Concerns associated with young families that were housed in high rise buildings.
- Development of the tenant transfer policy and the challenges in terms of balancing housing need and date of registration.
- Clarification sought regarding succession rights under the Housing and Planning Act. The Board was advised that fixed term arrangements only applied to the partner or spouse.

#### **RESOLVED –**

- (a) That the Board notes the progress to date with the lettings policy review consultation.
- (b) That the City Solicitor be asked to provide a response regarding the Council's approach to age related policies.

#### **18 Tackling domestic violence and abuse - tracking of scrutiny recommendations**

The Head of Scrutiny Support submitted a report which presented details of the progress made in implementing the recommendations arising from the Scrutiny inquiry into Domestic Violence as well as an update of the work taken forward as part of the Domestic Violence Breakthrough Project.

The following were in attendance:

- Superintendent Sam Millar, Chief Officer (Community Safety)
- Jill Wildman, Chief Officer (Housing Management)
- Rob McCartney, Head of Housing Support.

The key areas of discussion were:

Draft minutes to be approved at the meeting  
to be held on Thursday, 22nd September, 2016



- Acknowledgement of the progress made in relation to tackling domestic violence. The current focus was on prevention of repeat victims and raising awareness about developing healthy relationships.
- The importance of joined up working and the positive development of the Domestic Violence Board, chaired by the Director of Environment and Housing, Neil Evans.
- Development of a front level approach to identifying victims of abuse.
- The importance of ensuring a safe environment for those in housing need.
- The challenges identifying coercive and controlling behaviour. The Board was advised that further processes were being developed.

The status of recommendations were agreed as follows:

- Recommendation 5 – Status 4 – not fully implemented (Progress made acceptable. Continue monitoring.)
- Recommendation 7 – Status 2 – achieved
- Recommendation 15 – Status 4 – not fully implemented (Progress made acceptable. Continue monitoring.)
- Recommendation 16 – Status 2 – achieved
- Recommendation 17 – Status 4, not fully implemented (Progress made acceptable. Continue monitoring.)
- Recommendation 23 – Status 2 – achieved
- Recommendation 24 – Status 2 – achieved
- Recommendation 25 – Status 2 – achieved.

#### **RESOLVED –**

- (a) That the contents of the report and appendices be noted.
- (b) That the above status of recommendations be approved.

(Councillor K Bruce joined the meeting at 10.55am during the consideration of this item.)

#### **19 Safer Leeds Plan 2016/17**

The Director of Environment and Housing submitted a report which presented the refreshed Safer Leeds Plan 2016/17 for the Board's consideration.

The following were in attendance:

- Neil Evans, Director of Environment and Housing
- Superintendent Sam Millar, Chief Officer (Community Safety).

The key areas of discussion were:

- Confirmation that there had not been a significant increase in reporting of hate crime across the city since Brexit, although careful monitoring was still required.
- Concern about some gaps in recruitment regarding PCSOs, particularly in terms of deployment of resources across Wards. The Board was advised that there were currently between 32-38 PCSO vacancies. The Board requested to be provided with an update regarding the current level of PCSOs deployed across all Wards and emphasised the importance that all vacancies were filled as quickly as possible.

## **RESOLVED –**

- (a) That the Board notes the newly refreshed Safer Leeds Plan 2016/17.
- (b) That the Board receives an update regarding the level of PCSOs deployed across all Wards.

## **20 Performance Update**

The Director of Environment and Housing submitted a report which presented a performance update surrounding those areas relevant to the Board's remit.

The following information was appended to the report:

- Environment and Housing Performance Information (May 2016) (Housing)
- Environment and Housing Performance Information (latest available 2016) (Community Safety, Waste & Environment).

The following were in attendance:

- Councillor Lucinda Yeadon, Executive Member for Environment and Sustainability
- Neil Evans, Director of Environment and Housing
- Simon Costigan, Chief Officer, Property and Contracts.

The key areas of discussion were:

- Concern that Veolia had not met its 10% contracted level of recycling. The Board was advised that an action plan was in place to ensure that contract obligations were met. Board Members requested confirmation of the timescales for resolving issues.
- The importance of developing work with schools and other educational initiatives.
- The positive development of the Leeds Bins App.
- An update on changes to the in-house repairs service to resolve issues, which included revised reporting mechanisms, development of new performance indicators and a more robust service improvement plan. It was requested that further details and progress made to date be reported back to the Board.

- Some concerns in relation to unauthorised encampments and the importance of joined up working in resolving issues.

**RESOLVED –**

- (a) That the Board notes the most recent performance information contained in appendices 1 and 2 to the report and the issues that have been highlighted.
- (b) That the Board receives further details and progress made to date regarding changes to the in-house repairs service.

(Councillor B Anderson left the meeting at 12 noon during the consideration of this item.)

**21 Work Schedule**

The Head of Scrutiny Support submitted a report which invited Members to consider the Board's work schedule for the 2016/17 municipal year.

**RESOLVED –**

- (a) That the Board's work schedule be approved.
- (b) That Councillor P Grahame be appointed as the Scrutiny Board (Environment and Housing) representative to attend the discussions on strategic commissioning at the Scrutiny Board (Strategy and Resources) meeting on 18 July 2016.

**22 Date and Time of Next Meeting**

Thursday, 22 September 2016 at 10.00am (pre-meeting for all Board Members at 9.30am)

(The meeting concluded at 12.45pm)

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**Report of the Head of Governance Services**

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

**Date: 22<sup>nd</sup> September 2016**

**Subject: Peckfield Landfill Site– Tracking of Scrutiny recommendations**

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 Purpose of this report**

1.1 This report sets out the progress made in responding to the recommendations arising from the previous Scrutiny inquiry regarding Peckfield Landfill Site.

**2.0 Background information**

2.1 In September 2014, the former Safer and Stronger Communities Scrutiny Board responded to a public request for Scrutiny in relation to the Peckfield landfill site near Micklefield. The Board agreed to undertake an inquiry to consider the ongoing issues linked to the operation of this site and the role of the Council and the Environment Agency in this regard.

2.2 The inquiry concluded in March 2015 and a report setting out the Scrutiny Board’s findings and recommendations was published April 2015. This report is available via the Council’s website [\(click here for inquiry report\)](#).

2.3 It now falls within the remit of the Environment and Housing Scrutiny Board to monitor the implementation of the recommendations arising from this inquiry. During November and December 2015, the Scrutiny Board tracked progress and 3 of the 9 Scrutiny recommendations were officially signed off. In April 2016, the Scrutiny Board was notified that the Peckfield Liaison Committee had worked with the Council to revise the ‘Memorandum on the operation of Liaison Committees for mineral working, waste management and energy sites’ in accordance with a recommendation made by the former Safer and Stronger Communities Scrutiny Board. A copy of this Memorandum was shared with the Scrutiny Board and this recommendation was also signed off.

2.4 As well as tracking progress with the Scrutiny recommendations, the Environment and Housing Scrutiny Board also considered more broadly the respective roles of the Council and the Environment Agency in relation to the general management of landfill sites. In doing so, the Board focused on 3 key areas of interest:

- Communications with local residents in relation to the management of the site;
- Restoration and Aftercare planning;
- Contingency planning in the event of a landfill operator going out of business.

2.5 Whilst the main purpose of today's meeting is to consider the progress made in relation to those recommendations that still remain open, the Scrutiny Board will also be considering the current situation in relation to the above key areas of interest.

### **3.0 Main issues**

3.1 The Scrutiny recommendation tracking system allows the Scrutiny Board to consider the position status of its recommendations in terms of their on-going relevance and the progress made in implementing the recommendations based on a standard set of criteria. The Board will then be able to take further action as appropriate.

3.2 This standard set of criteria is presented in the form of a flow chart at Appendix 1. The questions in the flow chart should help to decide whether a recommendation has been completed, and if not whether further action is required. Details of progress against each of these recommendations are set out within the table at Appendix 2.

### **4.0 Recommendations**

4.1 Members are asked to:

- Agree those recommendations which no longer require monitoring;
- Identify any recommendations where progress is unsatisfactory and determine the action the Board wishes to take as a result.

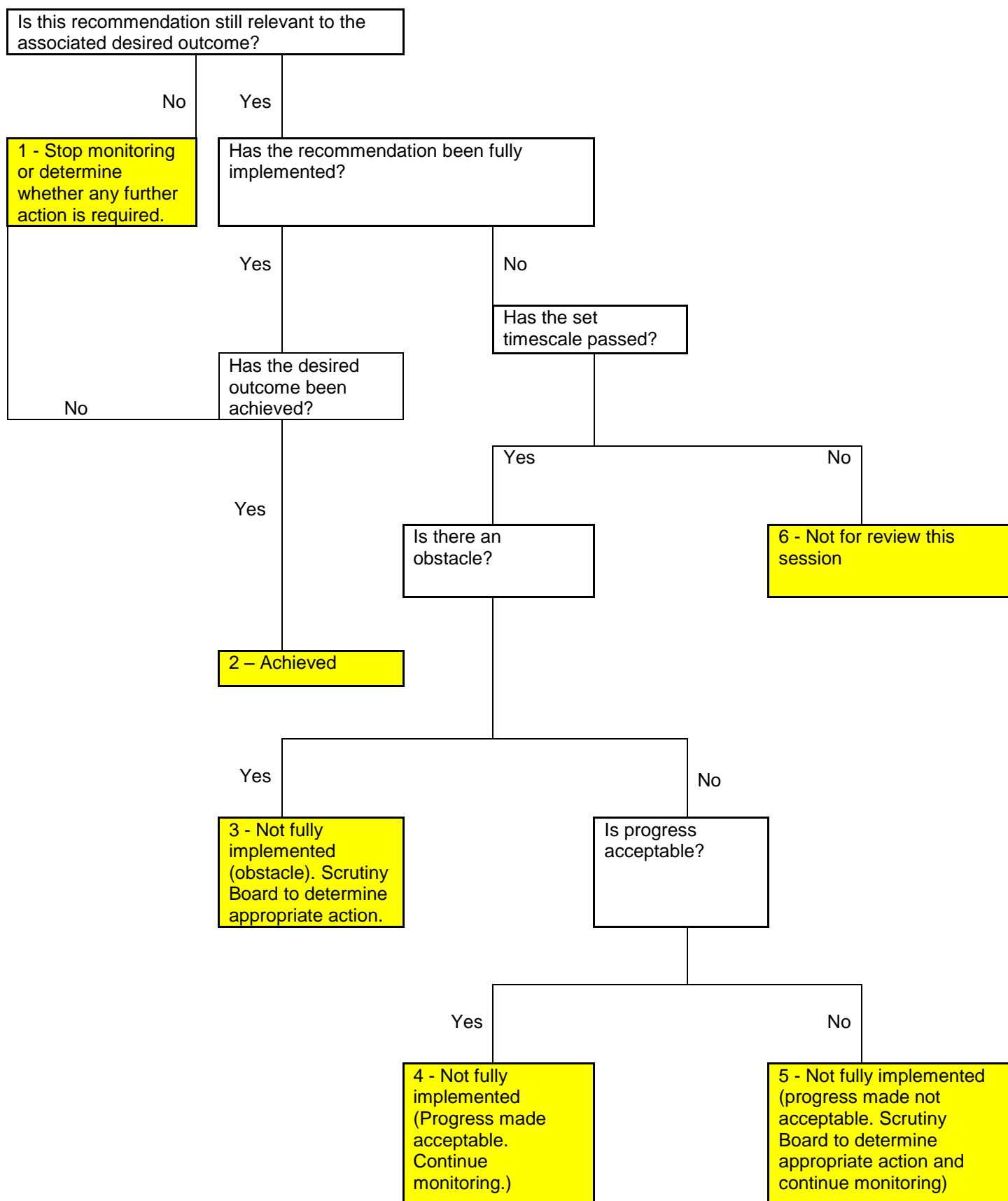
### **5.0 Background documents<sup>1</sup>**

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.

**Recommendation tracking flowchart and classifications:**  
**Questions to be considered by Scrutiny Boards**



Position Status Categories

- 1 - Stop monitoring or determine whether any further action is required
- 2 - Achieved
- 3 - Not fully implemented (Obstacle)
- 4 - Not fully implemented (Progress made acceptable. Continue monitoring)
- 5 - Not fully implemented (Progress made not acceptable. Continue monitoring)
- 6 - Not for review this session

**Desired Outcome – A well-managed site**

**Recommendation 1** – That the operator gives a commitment to proactively manage the site to minimise odours and litter escape and that the operator agrees an operating protocol with the liaison committee. As a minimum we would expect the operator to include;

- Notification of pending weather conditions and actions proposed to manage adverse weather
- Odour control standards
- A schedule of meetings of the liaison committee
- Regular reviews of the effectiveness of current equipment used, e.g. litter nets
- Regular joint reviews with the Environment Agency and the liaison committee of the actions taken to mitigate litter and odour issues on site

**Position reported in December 2015:**Response from Caird Peckfield:

The site is regulated by rules and standards set out in its Environmental Permit, a regulatory and legally binding document that is produced and enforced by the Environment Agency. The company also has a management system including set procedures and operational plans that have been submitted to, reviewed, and approved by, the Environment Agency. This management system, or operational plan, includes measures and procedures pertaining to all aspects of site management and associated activities. These procedures and standards cover all aspects of the day to day and long term operation of the site and already include such items as “odour control standards” and provision for periodic review of both procedures and infrastructure. We have stated that, if deemed useful and/or necessary, we would be more than willing to make aspects of the site’s management system and operational controls available for members of the Liaison committee to view and/or discuss in more detail as and when desired.

Response from the Environment Agency:

The Environment Agency attend the liaison meeting arranged by CPL, we make regular visits to the site and continue to monitor and review all activities to ensure they are in compliance with their permit conditions.



**Current position:**Response From Caird Peckfield:

The current position regarding this recommendation has not changed. As described in our initial response, as shown above, the site remains regulated by the Environment Agency with regard to standards and procedures for the control of odours and litter. Regular reviews of the effectiveness of current equipment and/or infrastructure used (e.g litter nets) are undertaken in-house on a daily, weekly and quarterly basis, in the form of detailed site inspections, as part of the site's approved management system. The EA continue to undertake their own reviews in the form of regular site inspections. Regular joint reviews with the EA and liaison committee do, as always was the case, take place on a regular basis and will continue to do so.

Sept 2016 update from the Environment Agency:

The Environment Agency continue to undertake regular site inspections on the site and address any concerns with respect to odour off site with Caird Peckfield. No recent issues with litter escape have been encountered.

**Position Status (categories 1 – 6)** *This is to be formally agreed by the Scrutiny Board*

**Desired Outcome – Strong pro-active communication/community engagement from Caird Peckfield**

**Recommendation 3** – That the operator does not rely on the Environment Agency for its community engagement activities and that proactive and timely communications is the norm in its relationship with the residents of Micklefield.

The operator is expected to produce a community consultation strategy to be agreed with the Peckfield Landfill Community Liaison Committee.

**Position reported in December 2015:**

Response from Caird Peckfield:

At the early stages of our tenure at the site, a strategy for communicating site issues to the local residents was developed, a contactable website created and a newsletter produced. However, this was poorly received with issues cited relating to how the newsletter should be distributed and who it should be distributed to, as interest from the wider local community seemed very limited. It was decided then that by discussing the issues with those local residents present at the liaison committee, this information could then be easier disseminated by those attendees to interested/affected parties via the local parish council meetings. In addition to this, and after discussions amongst all parties at the liaison committee, the EA then took the decision to appoint an officer specifically to role of community liaison. As the minutes of November 2013's liaison committee meeting confirm: "Robin Bispham (EA) encouraged feedback to Claire Dickinson (EA Officer). CD confirmed hers as a new role with a remit to communicate with residents; she welcomed dialogue with the community around how frequently they would like to be communicated with and what form this communication should take. CD's role would provide consistent contact point for residents concerns and she was looking to set up a residents meeting mid to late November." We were clearly then of the understanding that the lines for communication of site issues and activities had been agreed and finalised and did not see this as "relying on the EA for its community engagement activities" at all. However, in response to more recent discussions at the liaison committee, but prior to any actions or undertakings by the Scrutiny Inquiry, we have now taken the step of creating an additional web-based community engagement platform in order to update interested residents about more short term issues, such as updates on site closures in relation to adverse weather conditions etc. This has taken the form of a public Facebook page with links to the Micklefield Community Facebook page. So far, the updates via this medium have been well received. We will continue to look further into how community consultation and engagement can be achieved and maintained in order to ensure full transparency and availability to local residents of all necessary information relating to the site and its associated activities.

**Current position:**

Response from Caird Peckfield:

With regard to this particular scrutiny report recommendation, and further to the comments made in our previous response, we feel that the aforementioned public Facebook page has provided a good link for communicating with the local community. Views and subscribers to the page have increased substantially since its introduction, with links to the village's own community page providing further dissemination of the information provided. Initially, the

page was used only to notify interested parties of when the site was taking action to prevent potential amenity issues from site activities arising, such as notifications that tipping activities may be suspended due to high winds so as to minimise the potential for litter migration away from site. After further and regular consultation with the liaison committee, we now post weekly updates regarding all types of activities that take place on site, regardless of whether these activities may have any impact on the local community or not. These posts include such things as updates on progress of engineering works and infrastructural developments at the site, in order to keep those residents who want to know about the site up to date with how works are progressing. We believe that this has been a successful exercise in increasing the engagement between the community and ourselves as the operator of Peckfield Landfill Site, and will continue to consult with all relevant parties with regard to how to develop further our communication and community engagement strategies.

September 2016 update from the Environment Agency:

We no longer have an Environment Officer appointed to specifically liaise with and communicate with the residents. Roy Thompson, the Regulatory Specialist in our Yorkshire Area Landfill Team can answer any specific queries related to environmental matters. He can be contacted through our National Customer Contact Centre on 03708 506 506 or by e-mail at [micklefield@environment-agency.gov.uk](mailto:micklefield@environment-agency.gov.uk). If you are experiencing any problems or have any concerns related to the landfill site please report them to us as soon as possible. The Environment Agency operates a 24-hour incident hotline. You can use this number to tell us if the site is causing an odour or other pollution. Our incident hotline number is 0800 807060.

**Position Status (categories 1 – 6)** *This is to be formally agreed by the Scrutiny Board*

## Desired Outcome – Readily accessible Caird Peckfield representatives

**Recommendation 4** – That an 'Out of Hours Protocol' be drawn up by the operator to be agreed with the Peckfield Landfill Community Liaison Committee. The approved Protocol should be clearly communicated to the residents of Micklefield.

### Position reported in December 2015:

#### Response from Caird Peckfield:

In relation to out of hours complaints, an “out of hours protocol” was one of the first suggestions brought by ourselves to the liaison committee upon taking over management of the site. However, discussions at the committee meeting came to the conclusion that this idea was not something the committee deemed to be necessary. As the minutes of the June 2013 committee meeting state: “Craig Wood (EA) responded that he would be in favour of all complaints going through the Environment Agency in the first instance. Subsequent discussion around the table supported this idea. Cllr Harland asked whether the Environment Agency Incident Hotline number (0800 807060) could be communicated to the Parish Councils. It was agreed to drop the out of hours reporting system, in favour of the EA acting as a central point, via the incident hotline.”

However, emergency contact numbers are provided on the site identification board located at the main entrance – a site permit requirement. These emergency numbers used to go through to the on site security who, if they cannot deal with the call themselves, have the authority to contact site management representatives for further advice or to arrange necessary actions. In response to discussions during the recent Scrutiny Inquiry, we have now amended this protocol so that the initial call is directed to a centralised control office rather than the on site security guard as previously. The control office will then make the decision as to whether the issue can be dealt with by the on site security officer or whether site management will need to be contacted, and redirect the call as necessary. By adding this amendment to the protocol, we are confident that a more efficient and effective handling of out of hours queries or complaints has been achieved. Provision was also made for publicising the out of hours contact numbers on the new Facebook page, as a more immediate way for residents to locate the contact details if they are required. This has been, seemingly, well received.

#### Response from the Environment Agency:

The Environment Agency has an agreed protocol for passing any odour, noise, dust or litter reports we receive to CPL out of hours.

### **Current position:**

#### Response From Caird Peckfield:

The current position regarding this recommendation is as was previously reported. The out of hours protocol has been seen to be effective since its implementation and will remain in place.

September 2016 update from the Environment Agency:

The protocol for the EA to contact Caird Peckfield out of hours remains in place and all reports relating to the site are passed onto Caird Peckfield to investigate. In hours complaints are also passed onto Caird Peckfield to investigate. On a weekly basis Caird Peckfield provide an update to the Environment Agency on each of the reported incidents.

**Position Status (categories 1 – 6)** *This is to be formally agreed by the Scrutiny Board*

## Desired Outcome – Clear Restoration and Aftercare Scheme

**Recommendation 6** – That Planning officers ensure an acceptable Aftercare Scheme is in place for the landfill site.

That Planning Officers ensure that the landfill site is restored in a timely manner.

That residents be advised of the approved Aftercare Scheme.

### **Position reported in December 2015:**

#### Response from Minerals & Waste Planning Team:

A comprehensive aftercare scheme for the site was approved on 27 August 2015. Officers reported the progressive nature of the restoration of the operation at the 17 November meeting. Capping and restoration are discussed at the formal monitoring visits undertaken by the Council. A significant area of the landfill within cell 7 and part of cell 8 was inspected during September and this area has now been soiled and grass seeded. The liaison committee will be advised of the approved aftercare scheme at its next meeting.

#### **Current position:**

The site's approved Aftercare Scheme was presented by the operator's landscape architect and distributed to the members of the Community Liaison Meeting on 12<sup>th</sup> July 2016.

The pace of site restoration compared to infilling is slow. Cell 8 has been capped but is largely unrestored. Cell 9 has been infilled, capped but requires restoration. Cell 10 is partially capped and remains unrestored. A void space referred to as the 'Eastern Neb', located in the eastern-most part of Cell 10, is to be filled with inert waste only and this area remains unfilled and unrestored. It is here that tailings are being removed for engineering of Cell 11's sidewall. Cell 11 is the active cell where waste disposal operations are currently taking place. In conclusion, the current waste disposal and restoration operations at the site are confined to Cells 8, 9, 10 and 11.

Condition 35 of the planning permission for the site requires that:

*'Restoration shall progressively follow waste disposal so that waste disposal and restoration operations are confined to not more than 3 successive phases (cells) at any one time. In the interests of visual amenity'.*

The operator is in breach of Condition 35 given that waste disposal and restoration operations are confined to more than 3 successive phases (i.e. Cells). Planning officers relayed this information at the July Community Liaison Meeting. The operator responded to say that they were experiencing difficulty in sourcing the appropriate restoration soils so that operations could take place to fully restore Cell 8. An officer letter dated 23<sup>rd</sup> August 2016 was sent to the operator requiring steps to be taken to complete the full restoration of Cell 8 to the approved pre-settlement contours by 30<sup>th</sup> September 2016. Officers were invited to the landfill on 12<sup>th</sup> September 2016 to inspect the imported subsoils to be used in the restoration of Cell 8, which was found to be suitable for use. Topsoil will also be required and officers will make the necessary checks again once this has been imported. Caird Peckfield has since confirmed its commitment to the restoration of Cell 8 by 30<sup>th</sup> September

2016. Officers have advised the operator that the restoration of Cells 9 and the capped parts of 10 should be undertaken progressively behind the restoration of Cell 8.

During discussions between the operator and Environment Agency at the July Community Liaison Meeting it became apparent that the operator's intention is to infill the 'Eastern Neb' in Cell 10 following the completion of infilling in Cell 11. Vehicular access would be required to cross Cells 9 and 10 in order to reach the 'Eastern Neb' therefore the full restoration of these cells is likely to be compromised. Additionally, the approved sequencing of infilling suggests that Cell 11 should be the final cell to be infilled, restored and put into aftercare. Any operational phasing arrangements which significantly deviate from that approved and/or that would restrict or prevent the timely and progressive restoration of the site will be resisted by officers. This information was relayed at the July Community Liaison Meeting. A letter was subsequently sent to the operator requiring their formal response and the matter was further discussed during the officer site visit of 12<sup>th</sup> September 2016. Caird Peckfield have subsequently confirmed that they are to employ the services of a planning consultant (SLR) to consider what approach might be best to tackle the issues and, where possible, provide a solution for all parties. It might be the case that the operator submits a S73 Variation of Condition planning application to somehow resolve the phasing and access issues. These matters will be discussed with the operator's planning agent and any update will be verbally presented to Members at the Scrutiny Board meeting.

Response from the Environment Agency:

Engineered cap was installed on the area of Cell 9a, 9b & 10a in April 2016. Restoration soils have not been placed on these cells. The Environment Agency have informed Caird Peckfield that this work must be completed as soon as possible.

**Position Status (categories 1 – 6) *This is to be formally agreed by the Scrutiny Board***

## Desired Outcome – Assurances of health and water quality

**Recommendation 8** – That the Environment Agency commission ground water testing in the site area and the testing of the Pit Lane Pond.

### Position reported in December 2015:

#### Response from the Environment Agency:

On the 26 February 2015 the Environment Agency undertook an audit of routine groundwater sampling, during this audit it became apparent that some procedural aspects were not undertaken in line with CPLs own Operating Procedure, known as Groundwater Management and Monitoring, PEC 2.3.40. Non-compliance scores were recorded against the permit and a number of recommendations were made to ensure that groundwater sampling was undertaken in accordance with the procedure. This was discussed briefly at the scrutiny meeting in April to assure members that all aspects of the landfills activities were being monitored.

The Environment Agency does not undertake groundwater testing unless it considers there to be a specific need or environmental risk that must be addressed immediately. As part of the ongoing monitoring of the site on the 31 July 2015 a further audit of routine groundwater sampling was undertaken, the purpose of this audit was to assess whether the recommendations made in the audit undertaken on the 26 February 2015 had been addressed.

As part of CPLs procedure groundwater quality was monitored in groundwater boreholes numbered GW1 to GW7. These consist of up gradient, down gradient and peripheral boreholes, details of which are also outlined in section 6.2.3 of the sites Hydrogeological Risk Assessment. As part of the process the inlet to the balancing pond is also analysed as groundwater, as this is an ideal indicator of contamination, as it consists of groundwater pumped from the sub-cell groundwater drainage blanket.

The full GC/MS screen conducted on the quarterly samples does not reveal any dangerous substances in groundwater, which gives reassurance that landfill leachate is not impacting upon groundwater at Peckfield Landfill Site. This audit confirmed that the site is now undertaking groundwater monitoring in accordance with the agreed Operational Procedure.

### Current position:

#### Response from the Environment Agency:

Groundwater continues to be monitored in accordance with the agreed Operational Procedure and the results from the GC/MS screen conducted on the quarterly samples does not reveal any dangerous substances in groundwater.

In July 2016 there was an isolated surface water incident with elevated levels of ammoniacal nitrogen levels within the balancing pond, this did initially impact upon Sheepdyke. The source of the ammoniacal nitrogen within balancing pond was from pumping activities being undertaken within the Eastern NEB to remove standing water to allow extraction of colliery tailings for further engineering works.

We do not believe that Caird Peckfield is having any negative impact on Groundwater.

**Position Status (categories 1 – 6)** *This is to be formally agreed by the Scrutiny Board*





Report author: Andrew Lingham  
Tel: 274810

**Report of Director of Environment and Housing**

**Report to Environment & Housing Scrutiny Board**

**Date: 22<sup>nd</sup> September 2016**

**Subject: Odour monitoring and impacts relating to Veolia’s Recycling and Energy Recovery Facility (RERF)**

Are specific electoral Wards affected?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If relevant, name(s) of Ward(s): Burmantofts and Richmond Hill, Temple Newsam		
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:		

**Summary of main issues**

The report provides information on odour monitoring relating to Veolia’s Recycling and Energy Recovery Facility (RERF). It also provides information on the RERF’s performance in respect of emissions since the commencement of operations, with reference to the relevant limits set within the Environmental Permit for the site which is granted by the Environment Agency (EA).

A very small number of odour complaints were received from residents during the commissioning process for the RERF which ran from October 2015 to March 2016, although for some of these there was no evidence of them being related to the plant. Since this time no further complaints have been received. Monitoring carried out by the Council’s contract management team, Environmental Health, the EA and Veolia themselves has all demonstrated that there are no off-site odour impacts of any significance arising from the RERF’s operations.

Emissions monitoring is carried out continuously using equipment located in the plant’s stack. The principal measure of emissions for the relevant substances is a daily average, and the RERF has not breached any of the daily limits set with the Environmental Permit since the commencement of operations. Emissions monitoring data from the plant is included within the report.

**Recommendations**

Scrutiny Board is requested to note the content of this report.

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

The report provides information on odour monitoring and impacts relating to Veolia's Recycling and Energy Recovery Facility (RERF). It also provides information on the RERF's performance in respect of emissions since the commencement of operations, with reference to the relevant limits set within the Environmental Permit for the site which is granted by the Environment Agency.

## **2. Main Issues**

### **2.1 Odour Monitoring**

- 2.1.1 At its meeting held at the Veolia Recycling and Energy Recovery Facility (RERF) in April 2016, E&H Scrutiny Board requested a further report on odour management and monitoring arrangements for those areas surrounding the RERF.
- 2.1.2 During the commissioning period, a very small number of odour complaints were received from local residents by the Council. The commissioning process, by its nature, requires the facility to be turned on and off periodically to carry out testing. This led to periods when waste was stored on site for longer than would normally be the case. A meeting was held in February with the residents concerned, Cllr Lyons and Veolia, at which the issues were discussed. Residents confirmed that, since the plant had got past the early phases of commissioning, they had not experienced any further odour issues.
- 2.1.3 Environmental Health forwarded one complaint to the Environment Agency for investigation in November 2015 and subsequently themselves responded to two odour complaints that were reported as being linked to the RERF, in March and April 2016. They investigated both in accordance with their procedures and undertook numerous visits, but found no evidence of a link to the facility, and the complaints were closed out.
- 2.1.4 The Council's contract management team carried out daily odour monitoring throughout February 2016 and then recommenced in April and have continued to present day. Monitoring has been undertaken in accordance with IPPC H4 Horizontal Guidance for Odour Part 1. The wind direction and weather conditions are established and then a walk of the full perimeter of the entire former wholesale market site is undertaken. If any odour is detected it is graded in accordance with the guidance and recorded. This information is provided to Veolia on a weekly basis. It has been agreed that in the event of a score being given above 4 (which is the point at which complaints would be raised by people with a normal sense of smell) then this will be immediately reported to Veolia. No significant issues have been recorded, mild odour has periodically been recorded at the site boundary, but these incidents have been intermittent and have been at a level not deemed to have caused nuisance. This is further supported by the lack of any further complaints having been reported to either the contract management team, Veolia or Environmental Health. The Council's contract management team are based opposite the RERF, and are therefore very well placed in terms of quickly becoming aware of any issues.

2.1.5 The Veolia facility is permitted and regulated by the Environment Agency (EA). The EA did acknowledge that there had been some minor issues with odour during commissioning as referred to above. These were raised with Veolia, who acted quickly to address these issues. The EA were satisfied that the reports received during commissioning had been dealt with to their satisfaction.

2.1.6 As regards measures that Veolia have put in place to deal with odour since the original complaints/comments were received during commissioning:

- An odour suppression system has been installed in the tipping hall. This sprays a fine mist to dampen down dust and neutralise odours;
- Veolia have committed to minimising the time that the fast-acting roller shutter doors on the tipping hall are open following reports from us that some were being left open;
- Veolia's operational practice is to keep waste stored in the tipping hall to a minimum, and to empty completely and clean down the tipping hall on a regular basis;
- Although not new developments, Veolia use a 'stock rotation' system within the tipping hall to ensure that oldest waste is processed first, and the tipping hall operates under 'negative pressure', drawing air from the hall into the incineration process and therefore minimising fugitive emissions.

2.1.7 The EA inspected the site to assess Veolia's odour management systems on 12th May 2016. They raise no concerns, only requesting some further technical information, and noted that there had been no complaints since those mentioned above during the commissioning period.

## **2.2 Emissions Monitoring**

2.2.1 In terms of emissions from the plant, these are continuously monitored using independently certified equipment located within the stack. All results are reported to the Environment Agency and are held on the public register, and Veolia publishes emissions performance data on its website at [www.veolia.co.uk/leeds/](http://www.veolia.co.uk/leeds/).

2.2.2 The main assessment of emissions performance is based on daily averages, and there have been no breaches to the already stringent daily limits set by the Environment Agency within the Environmental Permit since the plant commenced operations.

2.2.3 The appendices to this report show the actual daily emissions performance results for the RERF over the last three months for the relevant pollutants, with reference to the permitted limits for each. As well as the continuous monitoring carried out in the stack, extractive sampling and laboratory analysis of emissions is also periodically conducted for other relevant substances. The table below sets out the most recent results from this sampling:

	<b>Q1 performance 2016/17</b>	<b>Permit limit</b>
Hydrogen fluoride	<0.32 mg/Nm <sup>3</sup>	1mg/Nm <sup>3</sup>
Cadmium, thallium and their compounds	0.001 mg/Nm <sup>3</sup>	0.05 mg/Nm <sup>3</sup>
Mercury and its compounds	0.0007 mg/Nm <sup>3</sup>	0.05 mg/Nm <sup>3</sup>
Sb, As, Pb, Cr, Co, Cu, Mn, Ni and V and their compounds	0.01 mg/Nm <sup>3</sup>	0.5 mg/Nm <sup>3</sup>
Nitrous oxide	30 mg/Nm <sup>3</sup>	200 mg/Nm <sup>3</sup>
Dioxins/furans	0.025 – 0.035 ng/Nm <sup>3</sup>	1ng/Nm <sup>3</sup>

2.2.4 In terms of wider air quality monitoring in the area, if this were to be undertaken, this might highlight changes in general air quality in the local area. However, it would not identify the source of any changes, which could be numerous, for example traffic or other industrial processes. If it were suspected that a particular facility might be responsible for elevated emissions in the area, the next step would be to monitor emissions at source. As noted above, the on-site monitoring data clearly demonstrates that the facility is consistently operating within its permitted limits, and this therefore provides assurance that it is not having a negative impact of any significance on local air quality. Also, in the event of a problem occurring at the RERF, monitoring systems at source immediately alert the operator to any problem such that they can take the necessary action to mitigate impacts and resolve the issue. Any such event has to be notified to the EA, who has the authority to take the necessary action, including ultimately imposing sanctions if required.

### 3. Corporate Considerations

**Consultation and Engagement:** Extensive consultation and engagement with local communities and Ward Members was undertaken during the planning stages of the project. A dedicated Community Liaison Group continues to meet regularly. Local residents and community groups are now also able to visit the facility itself to view the process and raise any questions relating to its environmental performance.

**Equality and Diversity / Cohesion and Integration:** An equality impact assessment is not deemed to be required at this stage as this report is primarily an information report.

**Council policies and City Priorities:** Waste and recycling activities contribute to making *Leeds the best city to Live*. The waste strategy and waste collection policies referred to in this report have been consulted on previously and have previously been approved by Executive Board.

**Resources and value for money:** The financial benefits arising from the RERF and the transition away from landfill are covered in the relevant Executive Board reports.

**Legal Implications, Access to Information and Call In:** This report does not contain any exempt or confidential information.

**Risk Management:** Risk management is embedded within the systems and controls for the RERF's operation, and the regulatory regime for a facility of this type.

#### **4. Conclusions**

The evidence demonstrates that the RERF is not giving rise to impacts of any significance relating to odour, although this area will continue to be routinely monitored. Emissions performance for the plant has consistently been within the already stringent permitted limits prescribed by the EA and as set out within environmental legislation.

#### **5. Recommendations**

Scrutiny Board is requested to note the contents of this report.

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

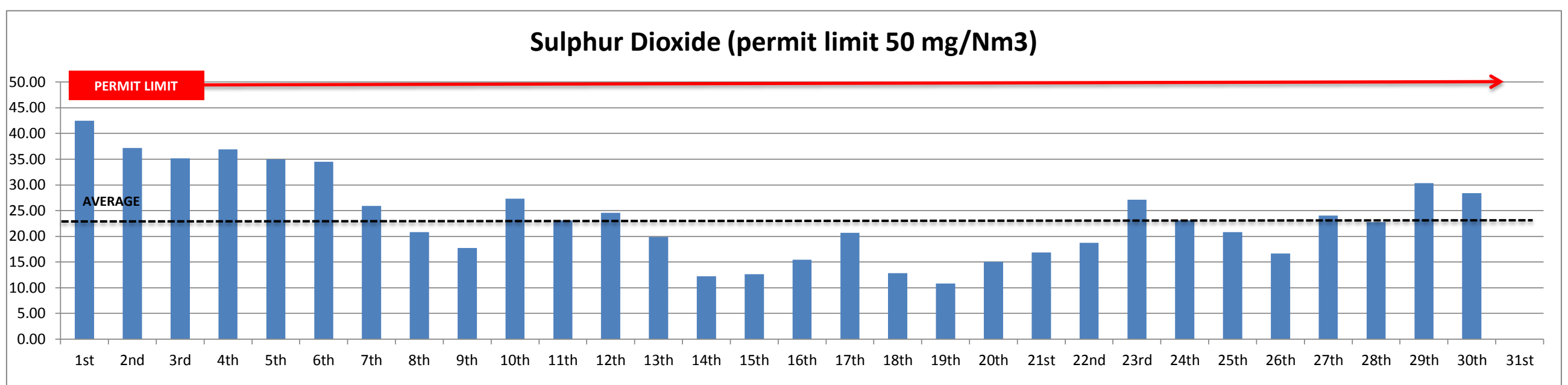
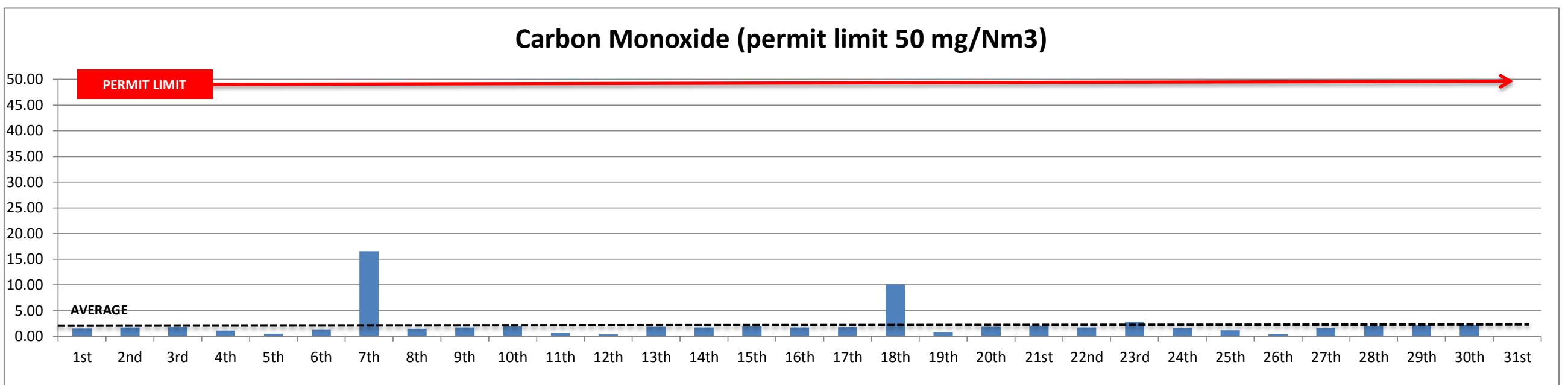
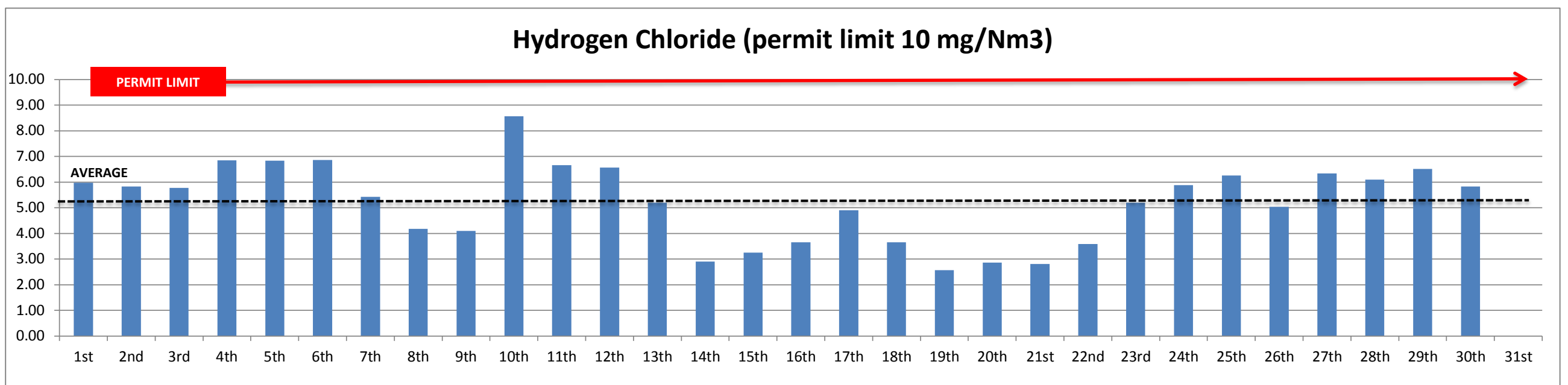
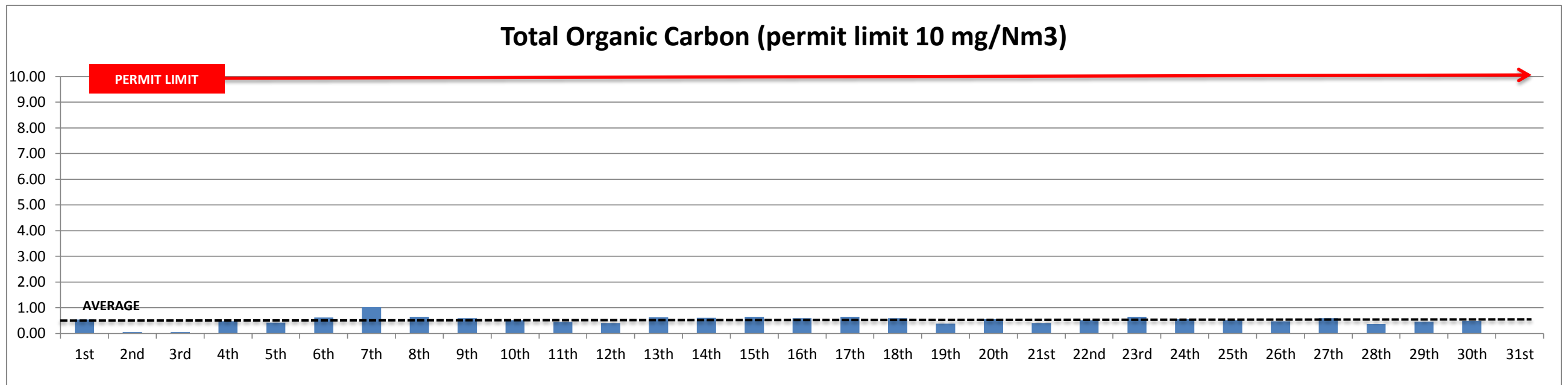
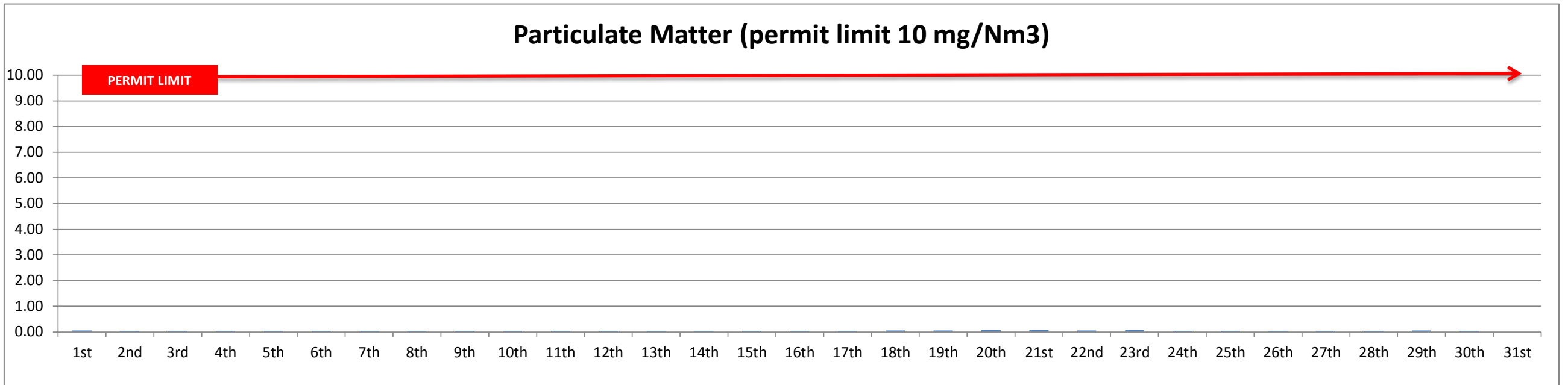
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<sup>1</sup> The background documents listed in this section are available to download from the Council's website, unless they contain confidential or exempt information. The list of background documents does not include published works.

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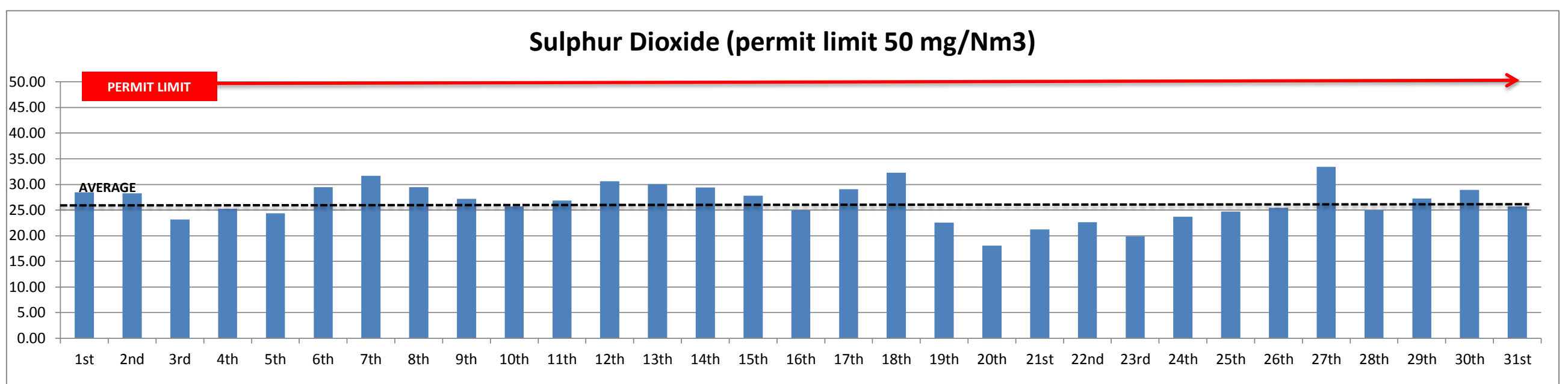
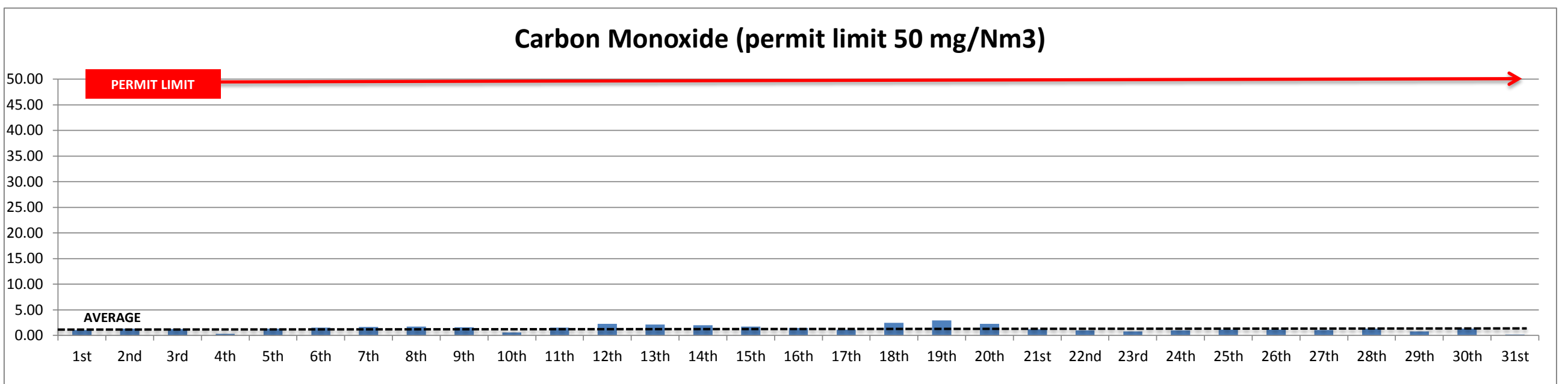
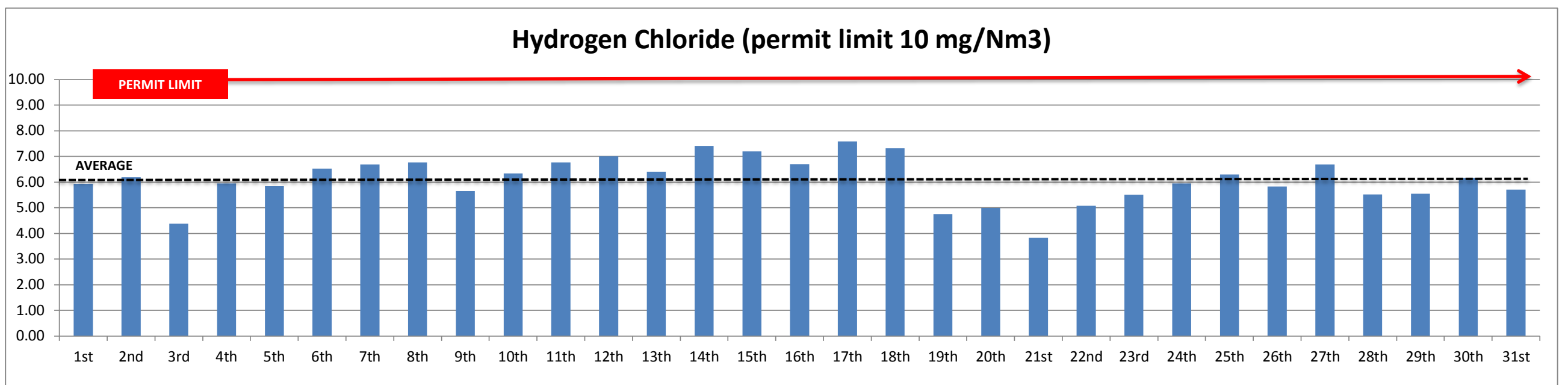
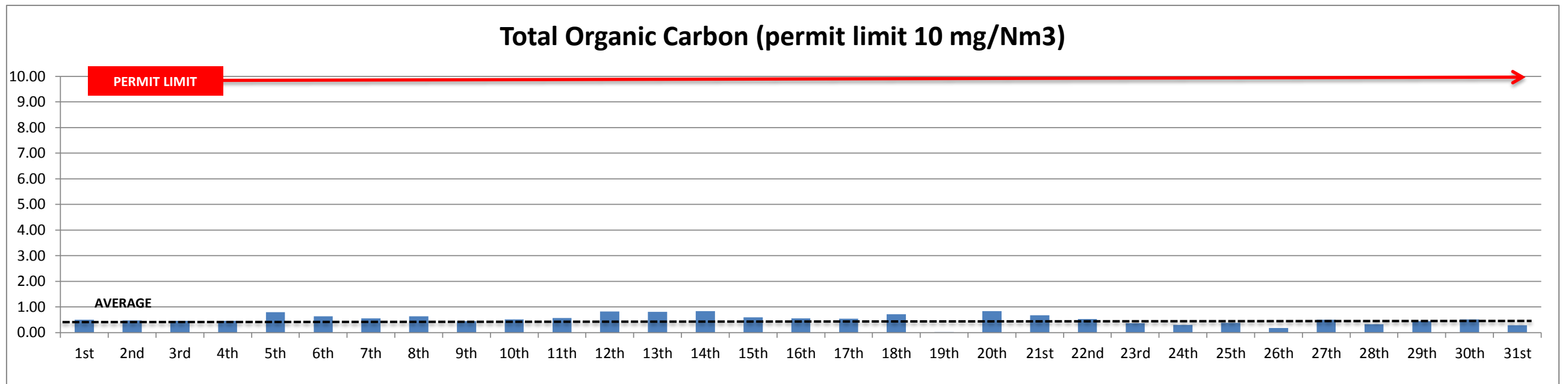
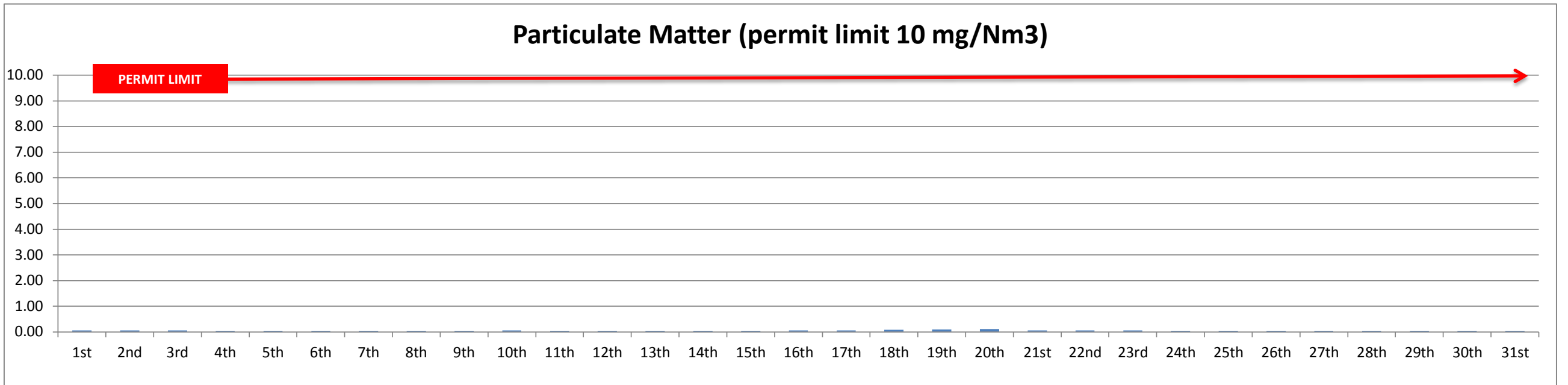
## June 2016 - Daily Emissions Averages



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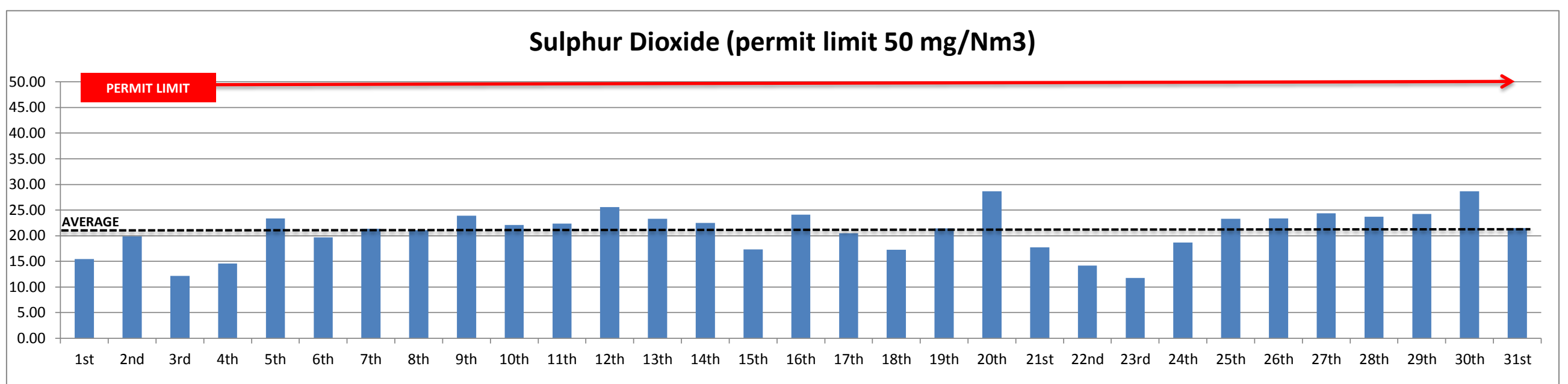
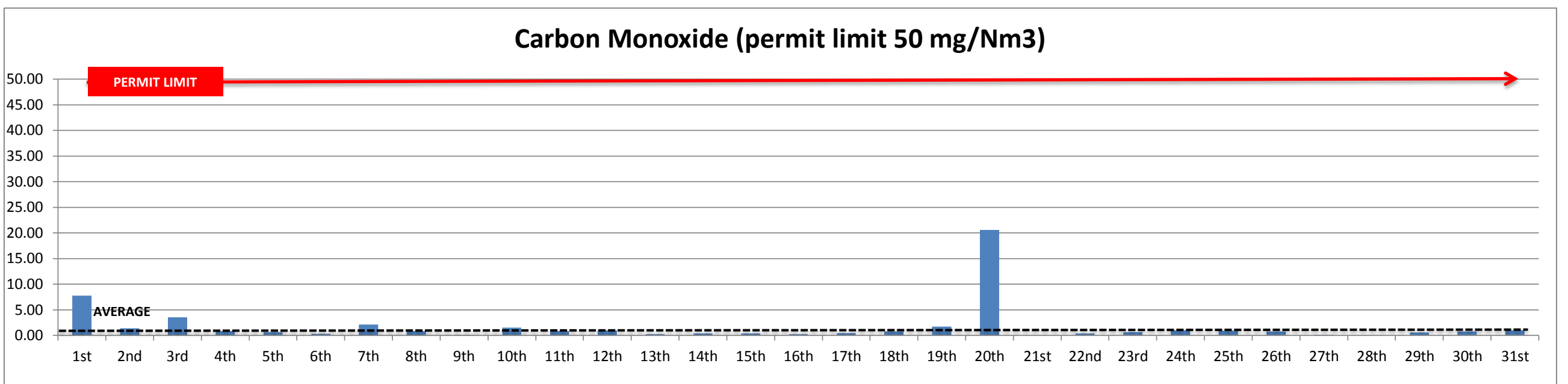
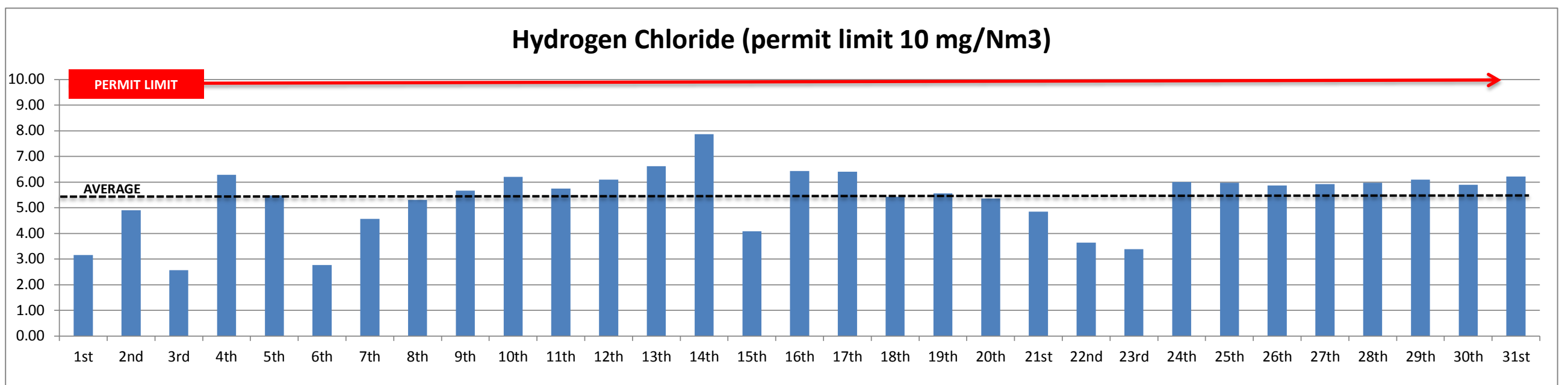
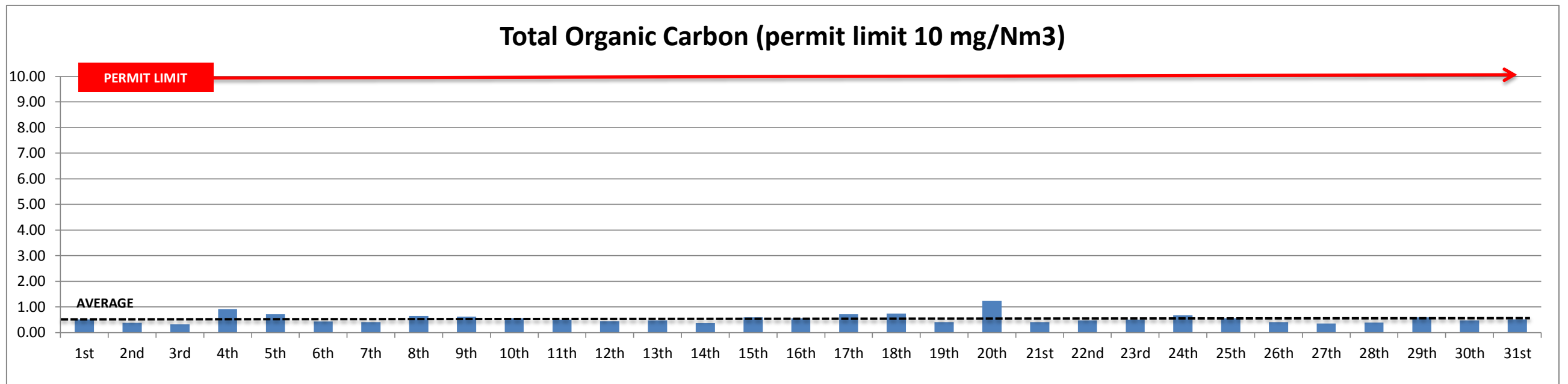
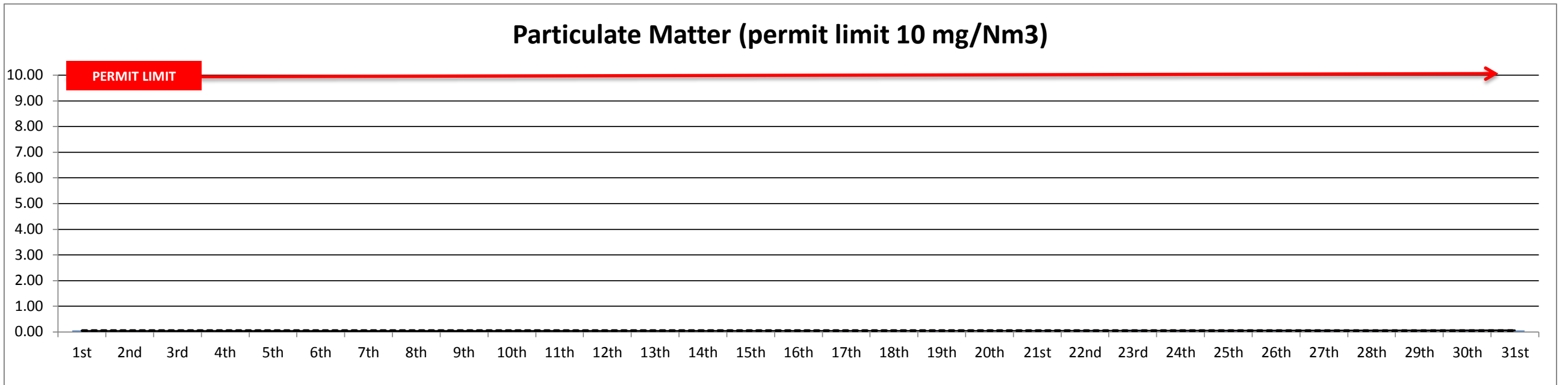


# July 2016 - Daily Emissions Averages



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## August 2016 - Daily Emissions Averages



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Report author: Andrew Lingham  
Tel: 274810

**Report of Director of Environment and Housing**

**Report to Environment & Housing Scrutiny Board**

**Date: 22<sup>nd</sup> September 2016**

**Subject: Waste Theme - Update**

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

**Summary of main issues**

This report provides an update on a series of waste issues that were presented to the Board in April 2016, or on which updates have subsequently been requested by Members:

- Addressing areas of underperformance in recycling;
- Engaging communities in the recycling agenda;
- Reviewing existing recycling services and recyclables collected;
- Maintenance of gullies.

**Recommendations**

Scrutiny Board is requested to note the content of this report and identify areas for further investigation.

## 1. Purpose of this report

The report covers areas of waste and recycling activity highlighted by the Board and sets out the current position and the key challenges or next steps.

## 2. Main Issues:

The appendices to this report provide summaries in the following main areas:

- Addressing areas of underperformance in recycling – Appendix 1;
- Engaging communities in the recycling agenda – Appendix 2;
- Reviewing existing recycling services and recyclables collected – Appendix 3;
- Maintenance of gullies – Appendix 4.

## 3. Corporate Considerations

**Consultation and Engagement:** Consultation and engagement is embedded within the individual areas of activity.

**Equality and Diversity / Cohesion and Integration:** An equality impact assessment is not required at this stage as this report is primarily an information report.

**Council policies and City Priorities:** Waste and recycling activities contribute to making *Leeds the best city to Live*. The waste strategy and waste collection policies referred to in this report have been consulted on previously and have previously been approved by Executive Board.

**Resources and value for money:** The financial implications will be taken account of as the directorate develops its budget proposals and will focus on maximising the value from existing capacity and infrastructure.

**Legal Implications, Access to Information and Call In:** This report does not contain any exempt or confidential information.

**Risk Management:** Risk management is embedded within the individual areas of activity.

## 4. Conclusions

The report covers a range of areas demonstrating the breadth and complexity of activities.

## 5. Recommendations

Scrutiny Board is requested to note the contents of this report, and highlight any areas for further investigation.

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

None

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

**Addressing areas of underperformance in recycling****1 Recycling performance**

1.1 The performance of a number of waste/recycling streams and contribution to the overall recycling rate for the city can be seen from the table below.

**City Recycling Performance**

Waste stream	Performance contribution (%)			
	2013/14	2014/15	2015/16	2016/17 Q1 ytd (draft)
Kerbside green bin recycling	8.5	9.2	10.2	9.2
Kerbside garden waste collections	10.7	11.2	10.9	16.0
Kerbside food waste collections	0.4	0.4	0.4	0.4
<b>Overall kerbside performance</b>	<b>19.7</b>	<b>20.8</b>	<b>21.5</b>	<b>25.6</b>
Recycling extracted from black bin waste	8.6	7.3	1.7	1.1
Recycled street arisings	2.6	2.1	2.6	3.2
Household Waste Recycling Centres (HWRC)	9.6	9.1	9.1	9.5
Bring sites (e.g. bottle banks) and other recycling	3.3	3.6	3.5	2.8
<b>Total recycling performance</b>	<b>43.7</b>	<b>42.9</b>	<b>38.4</b>	<b>42.3</b>

1.2 A number of key facts stand out:

1.2.1 It should be noted that the contribution from the kerbside recycling collections has consistently increased year on year. However, these performance increases have been countered by a number of main factors.

1.2.2 Firstly, up until the transition to the Recycling and Energy Recovery Facility (RERF) in Autumn 2015, a proportion of the City's black bin waste was being sent to a contractor who processed this waste to remove some level of recyclables, rather than sending it directly to landfill. However, the market requirements for increasingly high quality recyclables have resulted more recently in this contractor being unable to achieve the level of recycling of previous years. Furthermore, when the Council's recycling performance figures underwent their routine verification by the Environment Agency during Summer 2016, the EA identified that one of this contractor's sub-contractors had been wrongly classifying an element of the waste



being sent to them as being recycled. Although the material was being composted, the process was not eligible to count towards the NI-192 performance indicator. For this reason, the recycling performance figure has had to be adjusted accordingly from the figure previously reported to E&H Scrutiny Board.

- 1.2.3 Secondly, delays in moving up to the targeted level of recycling performance from the Mechanical Pre-Treatment element of the RERF, both during the commissioning process last year, and now into 2016/17, have also impacted negatively on the overall recycling rate. This is discussed more fully in section 2 below, however, it should be noted that the issues of the increasingly stringent market quality requirements for recyclables referred to in the paragraph above in respect of the Council's previous contractor are the same as those to which Veolia's current performance problems can be partially attributed;
- 1.2.4 Thirdly, garden waste is another significant factor affecting recycling performance, with the material collected at the kerbside constituting over a quarter of household waste recycling. The levels of garden waste produced each year can be significantly affected by the weather conditions, and tonnages in 2015/16 were lower than originally forecast.

## **2 RERF recycling performance**

### Background

- 2.1 The RERF has delivered a major step change in moving away from the Council's historical reliance on landfill, along with its significant negative environmental impacts. It is estimated that the new facility will process around 4 million tonnes of waste over the 25 year life of the contract, the majority of which would otherwise have been landfilled based on the Council's former contractual arrangements and outlets for this material.
- 2.2 This move away from landfill will result in a reduction in carbon emissions of around 62,000 tonnes per annum, equivalent to taking 29,000 cars off the road each year.
- 2.3 It is a contract requirement that 10% of incoming waste will be recycled at the front end of the process each year. This material is extracted by the mechanical pre-treatment facility which removes paper and card, plastics, ferrous and non-ferrous metals.
- 2.4 In addition to the recyclables captured at the front end of the process, further recycling is achieved post-incineration. For reporting purposes this cannot be included in the performance indicator (NI-192) against which the Council is measured, but both the further metals extracted from the incinerator bottom ash and all of the remaining bottom ash itself (which is used as aggregates or in other construction applications) are recycled.
- 2.5 In addition to this, the flue gas treatment residues are now used to replace virgin lime in an industrial process rather than being landfilled. This means that practically every output from the RERF process is being used as a resource rather than a waste, and almost 100% of waste is being diverted from landfill, which is in excess of the contractual target of 96.5%. The only elements that may have to be landfilled are small amounts of non-processable waste for which a suitable treatment is not available.

Current performance of Mechanical Pre-Treatment Facility (MPT) and Improvement Plan.

- 2.6 Under the contract the Council measures recycling performance against an annual target. Progress is tracked monthly and there are quarterly sub-targets that Veolia must achieve. Failure of the first quarterly sub-target was confirmed once the monthly report for June was received in early July. The sub-targets are not in direct proportion to the annual target as waste flows change throughout the year, therefore the first target was set at 15% of the annual 10% total. This equated to a target of 2478 tonnes of recycling for the first quarter and only 634 were achieved.
- 2.7 In accordance with the contract, the Council has issued an Improvement Notice which required Veolia to identify reasons for the failure and to submit an Improvement Plan detailing how they plan to resolve the issues.
- 2.8 Veolia's Improvement Plan cites a number of issues as having impacted on recycling performance, but these can be summarised into two main areas:
- a) Mechanical failures resulting in the unavailability of elements of the process – measures have now either already been put into place to resolve these, or the issues are in the process of being resolved in the conjunction with Veolia's sub-contractor. However, the main mechanical failure issues have been as follows:
- Machine failures, the most frequent of which has been the ballistic separators. This has resulted in multiple occurrences of extensive outage for rectification and testing;
  - Delays in WTT (the MPT Subcontractor) fixing snags which would have ordinarily been resolved within the commissioning period. The ongoing rectification of these has resulted in occasions of downtime of the MPT Facility, thus affecting availability;
  - The provision of access by WTT has not been sufficient to maintain the cleanliness of the MPT Facility. This has become increasingly evident since the commencement of operations.
- b) Unavailability of markets for materials – Veolia have cited problems with securing outlets for the materials due to more stringent requirements from reprocessors relating to the quality of materials. Recyclable materials extracted from mixed residual waste are naturally of a lower quality to those separated for recycling at the kerbside. Whilst some of the plastics being targeted by Veolia for recycling have been problematic in this regard, the most significant issue is paper/card in terms of its potential contribution to performance. Members will be aware that Veolia have now secured planning permission to develop a Paper Pulping Facility (PPF) on the site adjacent to the RERF. As well as taking heat from the RERF and supporting the future delivery of a wider district heating scheme by the Council, it is also planned to process all of the paper/card captured by the RERF at this plant. Although this is an innovative proposal from Veolia in terms of the development of markets for the product resulting from this process, if successful, it will provide a secure outlet for the paper/card output from the RERF and would be significant in enabling Veolia to achieve its targeted level of recycling performance.

2.9 Veolia have issued the following profile of the forecast increase to targeted performance for the remainder of 2016/17:

<b>Recyclable Material</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>2016/17 Total</b>
<b>MPT Availability (% of Target)</b>	50%	70%	90%	100%	100%	100%	100%	
Ferrous	0.99%	1.39%	1.78%	1.98%	1.98%	1.98%	1.98%	
Non Ferrous	0.68%	0.95%	1.22%	1.35%	1.35%	1.35%	1.35%	
HDPE/PET	0.78%	1.09%	1.40%	1.55%	1.55%	1.55%	1.55%	
Paper/Card	0.40%	0.00%	0.00%	1.88%	2.81%	2.81%	5.50%	
<b>Total</b>	<b>2.84%</b>	<b>3.42%</b>	<b>4.39%</b>	<b>6.76%</b>	<b>7.69%</b>	<b>7.69%</b>	<b>10.38%</b>	<b>4.29%</b>

2.10 The Council is currently reviewing the response from Veolia, and will be working with Veolia in an attempt to challenge and enhance the projected timescales for improvement. However, given the performance shortfalls to date during this year, Veolia is not expected to achieve its annual recycling performance target for 2016/17.

## Engaging communities in the recycling agenda

### 1. Background

- 1.1 The recommendations in the Recycling Strategy Update report approved by Executive Board in November 2015 placed a clear emphasis for the medium term on a strategy of maximising existing capacity and infrastructure rather than rolling out new services given the current financial constraints. The Council agreed to support this with an effective programme of communications, community engagement, policy enforcement and service improvement. The sections below outline work completed since this time and further work planned in relation to communications and community engagement.
- 1.2 In July 2016, the Executive Board took a further report focused on securing behavioural change in relation to waste management and recycling. The principles guiding the agreed approach were that, first and foremost, the Council will aim to educate residents so that they understand their role with regard to responsible waste management. In circumstances, however, where an educational approach has not been successful, the Council will take an incremental approach from targeted support through to formal enforcement action. Residents would be given several opportunities to change and thus avoid the possible sanctions and penalties. It is anticipated that the need to undertake formal enforcement action will be the exception, and only where residents are choosing to disregard Council policy and persistently act unreasonably in a way which has a detrimental effect on others. The report also proposed a review of non-AWC areas and possible tailoring of the current waste and recycling provision.

### 2. Communications activities delivered and planned for 2016

- 2.1 Further quarterly campaigns around specific waste streams: Based on an 'invest to save' business case, information and awareness campaigns are being developed for glass, metals, paper and card, food waste and contamination. The general awareness Spring 2016 campaign focused on a quick reference 'what goes in your green bin' card sent to all households in April.

The 'your nearest bottle bank is closer than you think' glass recycling campaign is running during late August and early September, and again in December.

A jointly funded campaign in metal recycling with Alupro (Aluminium Packaging Recycling Organisation) entitled Metal Matters is under development for Spring 2017 pending local partner participation.

- 2.2 Waste vehicle advertising: to make best use of advertising systems on the sides of refuse vehicles, an in-house trial is underway using vinyl banners promoting the August glass recycling campaign. If the vinyl coverings are shown to be durable and effective, further campaign messages will be mounted on all fleet vehicles.

2.3 Education Programme Schools: the primary school waste and recycling advisors education programme involves delivery of presentations in schools aimed at encouraging positive behaviours in Leeds' citizens of the future. This work also serves to influence other members of the young person's household. Schools in the low and middle/lower recycling areas of the city are being targeted in the first phase of this work, which also links to visits to the RERF and the green bin materials recycling facility (MRF) in Beeston.

Secondary school and sixth form education programmes are being developed for launching in winter/ spring 2017.

2.4 RERF Visitor Centre: in line with the RERF Visitor Centre opening in March 2016, a series of presentations aimed at businesses, Elected Members, local communities and educational stakeholders is being delivered.

2.5 Interactive digital content: Encouraging digital channel shift by building on LCC's most visited service page is My Bin Day with almost 45,000 views in July 2016, the following digital software has been created:

'What Goes Where' recycling tool tailored for use on smart phones and tablets as a two click reference guide to what can be recycled and where launched during April 2016 ([www.whatgoeswhere.org.uk/](http://www.whatgoeswhere.org.uk/)).

Leeds Bins App: enabling bin collection dates to be saved in a device's calendars with reminders and an interactive map of localised bring sites. The app links seamlessly to What Goes Where and LCC webpages. It was piloted during July and exceeded expectations by attracting over 2,000 downloads and achieving a 4.3 star rating on Google Play.

2.6 'Green-Up' Tower Blocks Recycling Incentive Scheme Pilot: four council housing tower blocks have been identified to engage in this scheme that offers either personal or group incentives for the most improved levels of recycling over either a month or quarter. The aim is to introduce some friendly competition between the blocks with rewards for the best improvement in recycling. Initial engagement with the tower block tenant-resident associations is underway with a launch planned for autumn.

2.7 Social Contract pilot: Engaging with existing community groups in Morley North/ South wards to start a conversation around the recycling challenge of the city and how we can work together to save money on waste disposal and potentially share some of that saving with the community groups. A one year pilot to be launched in the New Year following initial community engagement work to gauge interest.

2.8 Council Housing: Ongoing training at the RERF with Housing officers to proactively advise on recycling and correct bin use as part of a tenant's tenancy commitment. Weekly training sessions with over 110 officers trained since May 2016. Where households are not managing their bins correctly, information will be shared with Housing to educate and remind tenants of responsibilities.

Bin stickering: Work to Ensure that the right customer information is provided on bins resulted in over 95,000 green bin stickers being attached to bins in areas of low recycling activity. New stickers are being issued on all green bins and a clear quick reference card for users of new communal bins. New black and brown bins will also be issued with information stickers from the autumn.

### **3 Green Bin Contamination**

- 3.1 Contamination within the green bins is a significant issue and results in significant additional cost to the Council due to the double handling of this waste under the Council's Materials Recovery Facility (MRF) contract with HW Martin. The annual cost of this contamination to the Council is currently estimated at around £600-700k per annum. Contamination will consist of a mixture of:
  - a) items which people genuinely believe are recyclable via the green bins (e.g. glass, wrong plastics, etc.);
  - b) mixed general waste arising from wholesale misuse of the green bin.
- 3.2 Since these elements are all mixed together through processing and to an extent in the collection vehicles, it is difficult to quantify these separately, but information from HW Martin, the Council's materials recycling facility (MRF) contractor is that misuse is the bigger contributor.
- 3.3 Based on a recent month's performance (which saw a contamination rate of around 21%), HW Martin separate the reporting of contamination into:
  - a) 'waste' (12%), the vast majority of which currently goes as a 'refuse derived fuel' (RDF) for incineration with energy recovery, with the small remainder going to landfill. This will contain more of the plastics, contaminated paper/card, other packaging which is more combustible;
  - b) 'fines' (9%), which goes to a local disposal outlet, with an element recovered for aggregates, but not counting towards the recycling rate. This will be a mixture of inert materials (glass, grit, rubble, etc.) and more of the organic wastes (i.e. food, garden).
- 3.4 Data on green bin recycling performance is by collection round, and it is very difficult to translate this meaningfully into specific communities or wards. In AWC areas recycling performance ranges from around 18% to 30% recycling (i.e. the green bin tonnage as a % of black and green bin tonnage combined), whereas performance for non-AWC areas is more like 8%. These figures are based on collected tonnages, and there will be an element of contamination in all of these figures, but this will naturally be higher in the non-AWC areas.
- 3.5 Co-mingled dry recyclables collections, such as that offered in Leeds via the green bins, typically result in higher contamination rates, but they also generally yield a higher tonnage of materials because of the ease of use for residents and the greater capacity provided in the wheeled bins than via multiple receptacles. The phased introduction of alternate weekly collections has seen an increase in the contamination

rate, although the net effect of the introduction of this service has been a substantial increase in the recycling tonnage captured at the kerbside.

#### **4 'City Living Lab' Recycling Research Project**

- 4.1 'Living Lab' research is an agreement between LCC and Leeds University to tackle the city's challenges using academic evidence based approach. The first research project is aimed at how recycling in low performing can be practically improved. During autumn/ winter 2016 the research will look at best practice in this field, what is currently happening and how to improve it.
- 4.2 The research will provide practical and independent guidance as to how to increase recycling rates and showcase the Leeds' sustainable city ambition.

#### **5 Evaluating the impact of communications and community engagement**

- 5.1 The primary measure of the impact of communications and engagement activities on kerbside recycling is naturally from data on the tonnages of recyclables collected. However it is inherently difficult to demonstrate an absolute link between these activities and performance increases/behavioural change given that there may be multiple other influencing factors. Performance data on tonnages collected also needs to be considered alongside, for example, data on contamination collected at the MRF to which the dry recyclables are delivered so as to assess the quality of materials delivered.
- 5.2 Similarly, glass recycling at bottle banks can be measured to identify trends in areas that might reflect a level of behaviour change, but this needs to be considered alongside any other local factors affecting uptake of the use of these facilities in particular areas of the City.
- 5.3 As such, supporting measures like campaign perception surveys from the Citizens Panel alongside activity data such as online 'hits', App usage and people seen at roadshows, etc..
- 5.4 According to sources such as Government sponsored WRAP (Waste and Resources Action Programme) organisation, behaviour change tends to take 6-12 months after the activity to show an impact. Since the beginning of concerted engagement campaigns in April 2016, initial results show a promising positive shift in recycling across the target areas of mid-level recyclers in Leeds. A full evaluation of the data will be prepared at the end of the year to identify success from the initial April and August campaigns.

**Reviewing existing recycling services and recyclables collected;**

**1. Recycling strategy and targets**

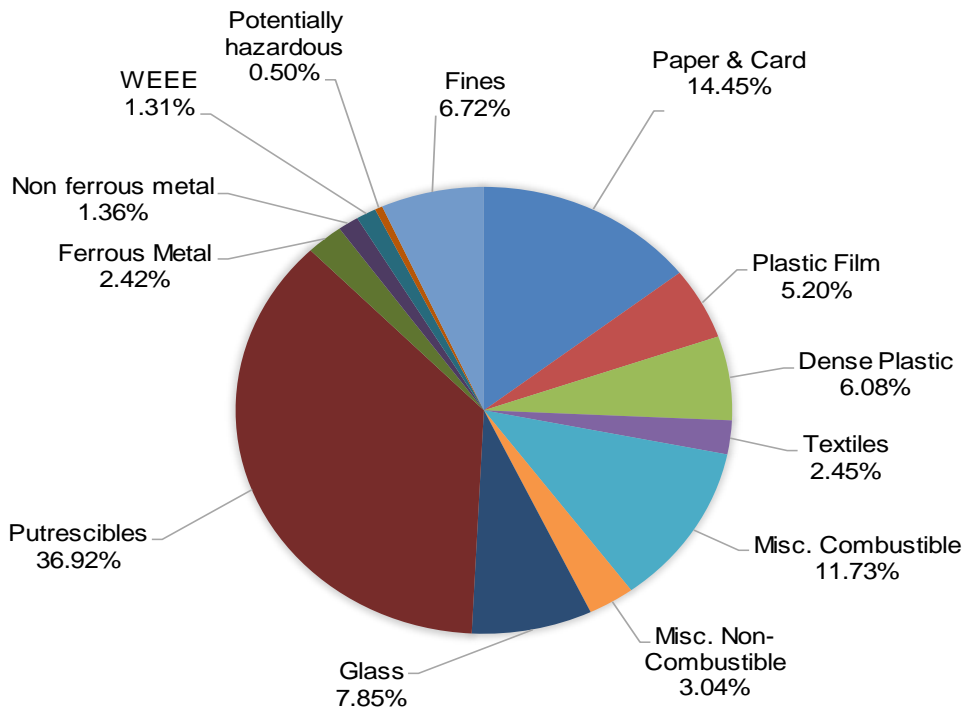
- 1.1 Whilst it remains the Council's intention to resume the expansion of recycling services such as kerbside food waste and glass collections across the City once resources become available, a new approach is required in the medium-term which takes account of the current financial pressures and central government funding cuts, but also enables continued increases in recycling performance to be achieved.
- 1.2 To introduce an additional food waste collection route similar to that currently provided to around 12,500 properties in the Rothwell area of the City would cost an estimated £165k per annum, even taking account of avoided disposal costs. Similarly, a four weekly separate kerbside glass collection route covering around 24,000 properties would cost an estimated £140k per annum. To roll both of these services out to suitable properties city-wide would cost an estimated additional £5m per annum.
- 1.3 In acknowledgment of the current financial realities, in November 2016 the Executive Board approved a revised target to recycle 50% of household waste by 2020, with the longer-term target to exceed 60% remaining unchanged.
- 1.4 To achieve this target, Executive Board approved a medium-term strategy to focus on maximising existing capacity and infrastructure, supported by an effective programme of communications, engagement, enforcement and service improvement, but acknowledging the requirement for residents to participate fully if the revised target is to be achieved.

**2. Waste Composition Analysis**

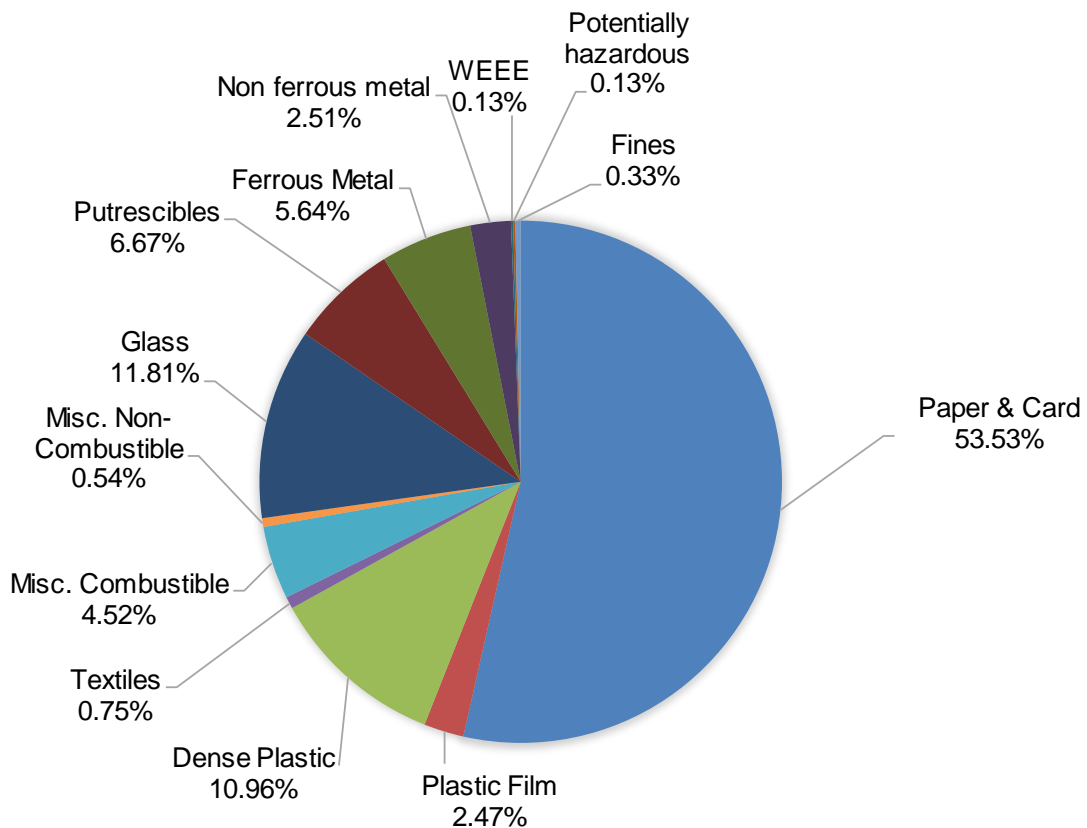
- 2.1 In October 2015, Leeds City Council engaged its technical advisors to carry out a composition analysis of both the residual waste bin and the green dry recyclables bin. This was based on a representative sample from across the City of 250 black and 250 green bins. A summary of the results is set out in the charts below.



**Fig. 1 Residual waste composition by weight (%)**



**Fig 2 Recyclable waste composition by weight (%)**



## 2 Textile recycling options

2.1 From the waste composition analysis above, textiles are seen to constitute 2.45% of the residual waste bin and 0.75% of the green recycling bin, although Veolia have reported higher levels of textiles in the black bin waste stream.

2.2 Options appraisal work is in progress to assess options for reducing the volume of textiles within the residual waste bin in terms of economic viability, operational feasibility and impact on recycling rates. Some options have been discounted, such as the Council providing a separate textiles collection (due to its costs). The main options being considered are:

- **Increasing textile reuse through promotion of the existing charity network** – this approach safeguards the income being received for these materials by the charities rather than diverting a proportion via a kerbside collection. It maximises existing outlets, and represents a low-risk approach to increasing textiles. However, it will fail to capture textiles from those residents who would only recycle their textiles with the convenience of a kerbside collection;
- **Expansion of provision of textile banks on Council land across the city** – again, this is a relatively low risk approach in that it represents a simple expansion of the existing provision and contractual arrangements. However, its success is subject to the ability to identify new sites for the additional banks. Again, it will fail to capture textiles from those residents who would only recycle their textiles with the convenience of a kerbside collection;
- **Incorporation of textiles into the existing green bin collection scheme** – this would probably be delivered through the provision of dedicated textiles bin bags to put into the green bin, and would be expected to produce a substantial increase in the tonnage of textiles captured. However, initial discussions with the MRF contractor indicate that there would be an increased processing cost to the Council from the inclusion of these materials, and the Council would be subject to the market values for textiles in terms of the extent to which this cost would be offset. The cost of provision of bags to residents would also have to be borne by the Council. As noted above, this service would also divert a proportion of textiles away from the existing charities.

2.3 Work is ongoing to explore the costs and benefits of these options further.

## 3 Maximising recycling from the Household Waste Recycling Centres (HWRCs)

3.1 The HWRCs are currently recycling, on average, over 60% of the materials that they accept. In reality this percentage is higher when the inert materials (soil, rubble, etc.) collected on site are included, but these do not technically count towards the formal performance indicator (former NI-192). The majority of this waste does currently undergo some separation by the Council's treatment contractor, but only limited materials are able to be recovered for recycling.

3.2 Although there is some scope for minimising the tonnages disposed of in the general waste skips on the sites through measures such as enhanced customer engagement by staff, a substantial proportion of the materials in these skips are inherently difficult or

expensive to recycle, in particular carpets, mattresses and dense plastics. The costs of haulage depending on the location of the reprocessing outlet or the economies of the vehicle payloads that can be achieved are also a factor, as is the availability of space for separate containers on some of the smaller HWRCs.

3.3 However, the Service continues to monitor the market for reprocessing these materials, and plans to run an initial trial to separate out carpets for recycling on a limited number of the sites. If successful, this could be expanded across the City.

#### 4 Maximising the glass recycling bank network

4.1 Although a kerbside collection of glass is currently not viable or technically feasible in a comingled stream, expanding glass collections is still aspirational and remains within the council's longer term Waste Strategy. Leeds City Council (LCC) is unable to incorporate glass into the mixed recyclable kerbside collection as doing so would impact unacceptably upon the quality of other materials in the green bin.

4.2 In Leeds, glass for recycling is captured via a network of bottle banks across the city, recycling sites and some high rise property bins. The overall amounts of glass captured over the financial year 15/16 were:

Bottle banks	7,769 tonnes
Household Waste Recycling sites	1,551 tonnes
Communal collections	334 tonnes
<b>Total</b>	<b>9,653 tonnes</b>

4.3 Depending on where in the city a resident lives, the ease to recycle via bottle banks varies due to their distribution. For example, Wetherby has the best provision (963 people per bring site) whilst Moortown has the worst (5,990 people per bring site). Consideration is currently being given to a programme of work to expand the current glass bank provision, focusing on areas where there is currently under-provision.

4.4 The Council is running campaigns targeted at glass recycling in order to increase the number of people using bottle banks to create savings through diversion from RERF/MRF. The glass campaign will be embedded within 'Invest to Save', a series of campaigns, each focusing on a different theme. The main aim of the campaign is to get more glass recycling out of the existing LCC infrastructure. These communications aim to look at the low/mid performing areas:

- Making residents aware of the facilities available - will use the line '*Your nearest bottle bank is closer than you think*';
- Getting residents to use them.

The first campaign, in August, had a summer BBQ theme and the second, in December, will have a festive theme. Both campaigns will involve communication via:

- Social media (twitter and Facebook)
- Bus shelters
- Proactive texts
- Radio ads
- Billboards
- Editorials (local magazines)
- Sky ad smart

## Maintenance of gullies.

### 1. Overview

1.1 The city's 143,000 gullies are serviced by two Directorates:

- Planned and emergency cleansing - Environment and Housing, Environmental Action (City Centre Team)
- Installation, structural maintenance and repairs – City Development, Highways and Transportation Service.

### 1.2 Staffing and Working Arrangements

The Gulley Cleansing Service is managed and co-ordinated via the City Centre Environmental Action Team. The service operates 7 days per week, between the hours of 6.00am and 16:30pm. There are 20 staff in total, manning five gulley cleansing vehicles. Due to the shift pattern, a max 10 staff are at work at any one time.

### 1.3 Cleansing programmes

1.3.1 Cyclical, ward-based cleaning takes place over 6 days (every day except Thursdays), using four vehicles.

1.3.2 A list of priority gullies known to be problematic and requiring more regular cleaning has been in use over many years. The original list comprised of approximately 1,000 gullies, but now contains in excess of 5,000. These 'wet spot' priority gullies are scattered throughout the city and are programmed for cleaning on a monthly, 3 monthly or 6 monthly basis according to risk.

1.3.2 One vehicle is dedicated to cleaning wet spot gullies six days of the week. Gulley crews will work on each until the gulley is flowing, with those unable to be cleaned and requiring repair being referred to Highways for attention.

### 1.4 Reports/Complaints

On every Thursday, all 5 gulley crews are deployed to work on either gullies for which a complaint has been received or those where it was not possible to complete the cyclical ward-based clean within a reasonable time. If the gulley is still not able to be cleared on this day and the cause of the blockage has not been established, it is reported to Highways for repair.

### 1.5 Budget for Cleansing & maintenance

The current budget for gulley cleansing is in the region of £800k per annum. The Highways team is responsible for the repair of all the city's gullies. Around £250k per annum has been allocated for all drainage expenditure items which include gulley repair and maintenance.

## 1.6 Update of actions since April 2016

There have been a number of developments in this work in recent months & these are highlighted below.

### **2.1 Electronic recording of work.**

- 2.1.1 At the end of June, software was installed on all gulley tankers which enables detailed records to be made in the field which are collated to provide a full record of work undertaken across the city. As each gulley is attended, the crew records the condition of the cover, the quantity of silt in the gulley, whether parked cars created access problems, whether the gulley required repair, or whether it was successfully cleaned and left flowing well.
- 2.1.2 To date, the condition of around 8,000 gullies has been entered onto the database.
- 2.1.3 Once the whole city has been recorded in this way, service managers will be able to readily see when a particular gulley was cleaned and if not, when it was referred for repair. The information can be accessed by both cleansing and highways services and will greatly facilitate communication on referrals and remedial action taken.
- 2.1.4 The current approach of routinely deploying the majority of the cleansing crews on a cyclical ward by ward basis means the deployment of the whole resource is not fully determined according to flood risk management. The introduction of the software now in use by crews allows a much better understanding of the condition of the road drainage network in order to apply flood risk management principles more effectively.
- 2.1.5 Meetings have been held with the contact centre to find a technical solution for the customer to 'self-serve' and find information direct, on the condition and servicing of certain gullies.

### **2.2 Reducing down-time through water fills.**

- 2.2.1 Gulley tankers are permitted to draw water from certain water points across the city provided that a metered standpipe of a particular internal diameter is used to avoid affecting water pressure locally. Each gulley tanker requires over 8,000 litres of water to be filled; a task which can currently typically take anywhere between 50 minutes and 1 hour 15 minutes depending on the water pressure at the outlet in use. Each tanker needs to be filled completely once per day and can need topping up on average up to 2/3 times a day depending on weather conditions and condition of gullies being cleansed. Typically, the act of filling up the tankers alone can lead to at least 70 hours of down-time each week across the service.
- 2.2.2 A costed design solution for a fast-fill water supply at the Kirkstall site is being developed. This is intended to be through a 50,000 litre holding tank capacity below ground able to fill 3 x 8,000 litre gulley tankers consecutively in 15 minutes. A 25,000 litre tank filled from surface water drainage is also being explored.

2.2.3 The detail and full cost of such a scheme are awaited before a final decision can be made based on the efficiencies available from a significant reduction in down-time of gulley cleansing vehicles and the other approx 19 cleansing vehicles which fill at this location.

### **2.3 Fleet replacement.**

2.3.1 New gulley tanker vehicles will be delivered and in use from October. This will assist in reducing down-time due to reduced vehicle maintenance and the need for repair.

### **2.4 Co-ordination between Environmental Action and Highways Services.**

2.4.1 Gullies are cleansed by staff in Environmental Action and maintained and repaired by Highways Services, presenting a situation of what is in effect one operation completed across two Directorates. Whilst the process of repairing a gulley starts as a notification in one service and ends with the repair in another, the timely transfer of information both ways will encompass some risk. Liaison between the two teams has improved, but is not yet routinely reliable and complete, although the software in use now will help. Discussions have commenced on the start to end process being within one service and to include the full process within the scope of road surface drainage design, provision and upkeep. In addition, the contribution of the condition of gullies to managing flood risks across the city is best approached on a city-wide basis, which could at times be in tension with local expectations and demand. The advantages of the gulley cleansing operation having a direct connection with flood risk management are clear.

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**Report of Head of Governance Services**

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

**Date: 22<sup>nd</sup> September 2016**

**Subject: Scrutiny Inquiry into improving air quality – draft 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

**1. Purpose of this report**

- 1.1 At the beginning of the municipal year, the Director of Environment and Housing and the Executive Member for Environment and Sustainability raised the need to improve air quality as a key local priority for the Council and one which would benefit from further Scrutiny by the Environment and Housing Scrutiny Board. Whilst the Board agreed to undertake an inquiry into this matter, it also acknowledged the cross-cutting nature of this area of work. Invitations were therefore extended to the City Development and Adult Social Services, Public Health and NHS Scrutiny Boards to contribute to this inquiry.
- 1.2 The Board agreed to hold a working group meeting to discuss the potential scope for this inquiry, with the intention of bringing the draft terms of reference to its September meeting for consideration and formal agreement.
- 1.3 The draft terms of reference for the Scrutiny Board’s inquiry into improving air quality in Leeds will be tabled at today’s meeting for the Board’s consideration and agreement.

**2. Recommendation**

- 2.1. Members are requested to consider and agree the terms of reference for its forthcoming inquiry into improving air quality.

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

3.1 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: 247 4553

**Report of Head of Governance Services**

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

**Date: 22<sup>nd</sup> September 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 27<sup>th</sup> July 2016.

**Recommendation**

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

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

4. None used

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

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## Scrutiny Board (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 Plan 2016-2017 SB 07/07/16 @ 10 am	
<b>Inquiry into Air Quality</b>		Scope terms of reference WG meeting – TBC	
<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>		Lettings Policy Review - Consultation Update SB 07/07/16 @ 10 am	
<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
<p>To consider the following matters:</p> <ul style="list-style-type: none"> <li>• Addressing areas of underperformance in recycling</li> <li>• Engaging communities in the recycling agenda</li> <li>• Reviewing existing recycling services and recyclates</li> <li>• Maintenance of gullies</li> </ul> <p>SB 22/09/16 @ 10 am</p>	<p>To consider the following matters: <i>(these are subject to change)</i></p> <ul style="list-style-type: none"> <li>• Implications and progress surrounding the Housing and Planning Bill 2015</li> <li>• The quality of private rented sector housing in Leeds</li> <li>• Turnaround times for filling void council properties</li> </ul> <p>SB 13/10/16 @ 10 am</p>	<p>To consider the following matters: <i>(these are subject to change)</i></p> <ul style="list-style-type: none"> <li>• Tackling begging across the city</li> <li>• The future provision of CCTV</li> <li>• Addressing anti-social behaviour</li> <li>• Addressing youth offending</li> </ul> <p>SB 24/11/16 @ 10 am</p>
<b>Inquiry into Air Quality</b>	Agree terms of reference SB 22/09/16 @ 10 am	
<b>General Briefings</b>	Air quality management and monitoring of the Recycling and Energy Recovery Facility and surrounding area. SB 22/09/16 @ 10 am	
<b>Budget and Policy Framework/Pre-decision Scrutiny</b>		Lettings Policy Review SB 13/10/16 @ 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
<p>To consider the following matters: <i>(these are subject to change)</i></p> <ul style="list-style-type: none"> <li>• Addressing areas of underperformance in recycling</li> <li>• Engaging communities in the recycling agenda</li> <li>• Reviewing existing recycling services and recyclates</li> <li>• Maintenance of gullies</li> </ul> <p>SB 08/12/16 @ 10 am</p>	<p>To consider the following matters: <i>(these are subject to change)</i></p> <ul style="list-style-type: none"> <li>• Implications and progress surrounding the Housing and Planning Bill 2015</li> <li>• The quality of private rented sector housing in Leeds</li> <li>• Turnaround times for filling void council properties</li> </ul> <p>SB 19/01/17 @ 10 am</p>	<p>To consider the following matters: <i>(these are subject to change)</i></p> <ul style="list-style-type: none"> <li>• Tackling begging across the city</li> <li>• The future provision of CCTV</li> <li>• Addressing anti-social behaviour</li> <li>• Addressing youth offending</li> </ul> <p>SB 16/02/17 @ 10 am</p>
<b>Inquiry into Air Quality</b>		
<b>General Briefings</b>		
<b>Budget and Policy Framework/Pre-decision Scrutiny</b>	<p>Initial budget proposals 2017-2018 SB 19/01/17 @ 10 am</p>	
<b>Recommendation Tracking</b>		
<b>Performance Monitoring</b>	<p>General performance update SB 19/01/17 @ 10 am</p>	

## 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	
<p>To consider the following matters: <i>(these are subject to change)</i></p> <ul style="list-style-type: none"> <li>• Addressing areas of underperformance in recycling</li> <li>• Engaging communities in the recycling agenda</li> <li>• Reviewing existing recycling services and recyclates</li> <li>• Maintenance of gullies</li> </ul> <p>SB 23/03/17 @ 10 am</p>	<p>To consider the following matters: <i>(these are subject to change)</i></p> <ul style="list-style-type: none"> <li>• Implications and progress surrounding the Housing and Planning Bill 2015</li> <li>• The quality of private rented sector housing in Leeds</li> <li>• Turnaround times for filling void council properties</li> </ul> <p>SB 20/04/17 @ 10 am</p>	
<b>General Briefings</b>		
<b>Budget and Policy Framework/Pre-decision Scrutiny</b>		
<b>Recommendation Tracking</b>		
<b>Performance monitoring</b>		



## EXECUTIVE BOARD

WEDNESDAY, 27TH JULY, 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

**33 Declaration of Disclosable Pecuniary Interests**

There were no declarations of Disclosable Pecuniary Interests made at the meeting, however a comment with regard to interests was made at a later point in the meeting (Minute No. 35 refers).

**34 Minutes**

**RESOLVED** – That the minutes of the meeting held on 22<sup>nd</sup> June 2016 be approved as a correct record.

### CHILDREN AND FAMILIES

**35 Investment in new Social, Emotional and Mental Health Specialist Provision for Children and Young People**

Further to Minute No. 93, 18th November 2015, the Director of Children's Services, the Director of Adult Social Services and the Deputy Chief Executive submitted a joint report which presented proposals regarding investment in Social, Emotional and Mental Health (SEMH) provision. The report outlined key statutory duties, the national policy framework, together with the costs and benefits of the main options being considered. In addition, the report provided details of the proposed construction programme and sought approval of the relevant injections into the capital programme and related authority to spend.

Members welcomed the investment which was proposed and the fact that such proposals would enable children and young people to remain in the city, rather than having to travel outside of Leeds to receive such provision.

Responding to an enquiry, the Board received assurances around the priority which was being given to ensuring that the proposals would meet the bespoke needs of service users.

In commenting upon the report, Councillor Golton drew the Board's attention to his role as a school governor, and given the issues that he had experienced with partners delivering a construction programme as part of that role, he sought assurances around ensuring the high quality of the design, together with the monitoring of associated costs. In response, officers provided the Board with the relevant assurances on such matters.

**RESOLVED –**

- (a) That the case for change to SEMH provision, as detailed within the submitted report, be endorsed;
- (b) That the injection of £16,469.2k of Departmental Borrowing into the Capital Programme be approved;
- (c) That the injection of £12,212k of Leeds City Council Borrowing into the Capital Programme be approved;
- (d) That the principle of ring-fencing capital receipts from the sale of Elmete Behavioural, Emotional and Social Difficulties (BESD) Specialist Inclusive Learning Centre (SILC), Burley Park Pupil Referral Unit (PRU) and the Meanwood Centre be agreed, subject to a dispensation being granted by the Department for Education for the use of any such receipts;
- (e) That the authority to spend £45m be approved, subject to individual Design and Cost Reports being brought forward at appropriate design freeze stages for approval by the Learning Places Programme Board;
- (f) That it be noted that the Deputy Director for Children's Services is responsible for the oversight of this programme.

**36 Outcome of consultation to increase learning places at Beecroft Primary School**

The Director of Children's Services submitted a report regarding a proposal to increase learning places at Beecroft Primary School, brought forward to meet the local authority's duty to ensure sufficiency of school places. The report detailed the outcome of the consultation regarding the proposal and which sought permission to publish a statutory notice in respect of such proposals.

**RESOLVED –**

- (a) That the publication of a Statutory Notice to permanently expand Beecroft Primary School from a capacity of 210 pupils to 315 pupils with an increase in the admission number from 30 to 45 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.

**37 Outcome of Statutory Notices to increase learning places at Low Road Primary School and Cottingley Primary Academy**

The Director of Children's Services submitted a report regarding proposals to increase learning places at Low Road (Community) Primary School and Cottingley Primary Academy, brought forward to meet the local authority's duty to ensure sufficiency of school places, and which supported the Best Council Plan priority to improve educational achievement and close achievement gaps. The report was divided into two parts in order to describe

the outcome of each of the statutory notices and which sought final decisions on each of the proposals.

**RESOLVED –**

- (a) That the proposed expansion of Low Road (Community) Primary School from a capacity of 140 pupils to 210 pupils with an increase in the admission number from 20 to 30, with effect from September 2017, be approved;
- (b) That the proposed expansion of Cottingley (Academy sponsor led) Primary Academy from a capacity of 315 pupils to 420 pupils with an increase in the admission number from 45 to 60, with effect from September 2017, be approved;
- (c) That it be noted that the responsible officer for the implementation of such matters is the Sufficiency and Participation Lead.

**38 Outcome of consultation to increase learning places at Hunslet St Mary's Church of England Primary School**

The Director Children's Services submitted a report providing details of a proposal to increase learning places at Hunslet St. Mary's Church of England Primary School which had been brought forward to meet the local authority's duty to ensure sufficiency of school places, and which supported the Best Council Plan priorities to improve educational achievement and close achievement gaps. The report sought permission to publish a statutory notice in respect of such proposals.

**RESOLVED –**

- (a) That the publication of a Statutory Notice to expand Hunslet St Mary's Church of England Primary School from a capacity of 210 pupils to 315 pupils, with an increase in the admission number from 30 to 45, 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 Service Learning Systems.

**39 Regionalisation of Adoption**

The Director of Children's Services submitted a report providing information on the adoption reform proposals contained within the Education and Adoption Act 2016 and which outlined the collaborative work which was being undertaken with other Local Authorities and Voluntary Adoption Agencies in order to develop a new model of delivering adoption services in the Yorkshire and Humber region.

Members welcomed the proposals detailed within the submitted report and paid tribute to all those involved for the significant work which had been undertaken on this initiative to date. In addition, emphasis was placed upon the positive outcomes for children and young people which could be achieved from the collaborative approach being taken.

## **RESOLVED –**

- (a) That the proposals towards progressing the arrangements for establishing a Regional Adoption Agency and the creation of a West Yorkshire Adoption Agency, be supported and endorsed;
- (b) That agreement be given to the proposition that Leeds City Council becomes the host authority for the agency;
- (c) That the above resolutions be agreed, subject to the satisfactory resolution of the following:
  - The appointment of a joint committee with appropriate membership, terms of reference and rules of procedure;
  - The appointment of a management board including the West Yorkshire local authorities and third sector organisations through a partnership agreement;
  - Proposed delegation of functions from the Joint Committee to the lead officer within the West Yorkshire Adoption Agency with regard to the recruitment and assessment of adopters, adoption panels, family finding and adoption support;
  - The transfer of staff from other Local Authorities into Leeds City Council;
  - The establishment of a budget for the new agency and a funding formula to reflect each Local Authorities contribution to the regional agency budget;
  - Establishment of the commissioning needs of the new agency and the ICT requirements;
  - The creation of an organisational unit within Leeds City Council for the new West Yorkshire Adoption Agency. The lead officer for this will be the Director of Children’s Services and the unit will sit within Children’s Services;
  - Agreement that the Director of Children’s Services will continue to work with the participating authorities in order to progress these matters.

## **COMMUNITIES**

### **40 Empty Homes Strategy: Filling the Void 2016-19**

The Director of Environment and Housing submitted a report providing an update on the progress made by the Empty Homes Strategy, and which sought approval for the Private Sector Housing Service to undertake a further 3 years of activity in Holbeck, with the aim of returning empty homes back into occupation.

Members welcomed the positive impact of the strategy to date, together with the proposal to continue to target empty homes within Holbeck for a further 3 years. In addition, the Board paid tribute to the work undertaken by the community led housing sector in this area.

Responding to an enquiry as to whether the strategy could be extended to other areas of the city, Members were informed of the criteria which had been used to identify the communities targeted to date, and that further work would

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be undertaken in due course for Members' consideration, which could be used when considering the potential of other locations in the future.

**RESOLVED** – That approval be given for the Private Sector Housing Service to continue to target empty homes within Holbeck for a further 3 years.

## **ECONOMY AND CULTURE**

### **41 Leeds City Council's Initial Response to the Referendum on the UK's Membership of the European Union**

The Chief Executive submitted a report which presented the steps that Leeds City Council, working closely with partners, were taking in order to support people, growth, businesses, and key institutions across the city following the EU Referendum.

Emphasis was placed upon the vital role of the Council, working with partners across all sectors, in moving Leeds forward following the referendum result. Also highlighted was the strength and resilience that the city had shown in the past and would continue to show in the future. The Board also provided reassurance that all citizens and communities of Leeds, regardless of their nationality, were welcome in the city. It was also acknowledged that whilst there would be uncertainty as a result of the referendum result, such circumstances would also present opportunities for the city and the wider region.

Members highlighted the need for Leeds' viewpoint to be robustly represented in any post referendum discussions, and it was noted that the Leader had spoken to the Secretary of State for Communities and Local Government and had also written to the Prime Minister on such matters. It was also highlighted that consideration needed to be given to the ways in which it could be ensured that all citizens felt that their viewpoints were listened to and that they did not feel marginalised.

**RESOLVED** – That the following be approved:-

- (a) That the Chief Officer Economy and Regeneration be requested to identify the impact of the economic uncertainty on major development projects, and measures that could be undertaken by the Council working with the Leeds City Region Enterprise Partnership (LEP) and the West Yorkshire Combined Authority to de-risk existing schemes, and to bring forward new projects in order to take advantage of the positive exchange rate;
- (b) That the case be made to Government to secure the European Structural Investment Funding (ESIF) which is committed to Leeds City Region over the remainder of the period the UK is a member of the EU, and once the UK leaves the EU, for funding to replace the European Funds earmarked for the city region;
- (c) That the Chief Officer Economy and Regeneration be requested to put in place strengthened Key Account Management mechanisms for

supporting businesses, particularly those where there is a potential risk of disinvestment, and key institutions in the city that could be affected by changes in EU funding, and their ability to recruit staff from across the EU;

- (d) That the Chief Officer Economy and Regeneration be requested to set up a standing task force in order to respond to any major disinvestment and redundancies, by providing support for people to find alternative jobs, and seeking to attract investment to sites that become available;
- (e) That the Council continue to promote a tolerant, open and inclusive city, providing information and advice to people on the implications of 'Brexit' and reassuring them that they are welcome to live and work in Leeds, whilst also monitoring and seeking to tackle any community tensions;
- (f) That the Council continue to make the case for increased devolution in order to ensure that Leeds and the City Region have the powers and resources to respond to changing economic circumstances, and to do so in a way that connects local people better with the making of decisions that affect their lives;
- (g) That actions be taken to enhance the image of Leeds on the global stage as an outward-looking, diverse and international city by continuing to promote inward investment in Leeds, attracting international visitors, strengthening existing international partnerships and reaffirming the Council's support to the bid for Leeds to become European Capital of Culture in 2023. (If the UK is not eligible for a Capital of Culture (which is only one of a number of possibilities), consideration be given to the potential for a major international cultural festival being held in order to bring people together and promote Leeds internationally).

#### **42 Compassionate City with a Strong Economy: Financial Strategy**

The Deputy Chief Executive submitted a report which presented an approach and timetable for updating the Council's medium term financial strategy, taking into account the Government's spending plans together with issues such as increased demand upon Council services and cost pressures. The report highlighted the scale of the challenges faced and the potential impact of such challenges, in advance of a more detailed report being submitted to the Board in September 2016.

In presenting the report, the Leader reiterated the scale of the challenge which was being faced by the Council, highlighted the difficult decisions which continued to be taken to address the challenge and acknowledged the potential implications of such decisions. At the same time, it was emphasised that the Council's continued commitment for Leeds to be a compassionate city would remain at the heart of such decision making.

In noting that the intention was to present an updated financial strategy to the Board in September in order to inform the Board's decision on whether or not to accept the 4 year settlement, it was suggested that enquiries be made with the Treasury as to whether a decision on this could be deferred until after the details of the Autumn statement had been announced. In response, it was undertaken that enquiries on this would be made with relevant parties, including the Local Government Association.

Members discussed the ways in which the Council would need to operate differently in the future, and responding to comments made, a Member placed emphasis upon the need for the Council to work with communities in order to enable them, where appropriate, to become further involved in the delivery of service provision.

The Board paid tribute to the valuable work which had been undertaken by the Scrutiny Board (Strategy and Resources) in respect of fees and charges.

In conclusion, it was noted that Board Members would be kept updated on such matters.

**RESOLVED –**

- (a) That the medium-term financial challenge and the Government's proposed four-year funding settlement for those local authorities choosing to accept this offer, be noted. That it also be noted that the Deputy Chief Executive will present an updated medium-term financial strategy at the Board's September 2016 meeting as part of the decision on whether or not to accept this four-year settlement;
- (b) That the service and policy review work currently underway which is aimed at continuing to deliver the Best Council Plan ambition of tackling poverty and inequalities, whilst at the same time addressing the challenges of increasing demand, reducing resources and the particular pressures on the council's 2017/18 budget, be noted;
- (c) That the Board's thanks be expressed to Scrutiny Board (Strategy and Resources) for its work on the issue of fees and charges and that the progress made against the Scrutiny Board's recommendations, approved by the Executive Board in February 2016, be noted;
- (d) That the potential implications for the Council's workforce, as set out within the submitted report, together with the indicative timescales presented in Appendix 2, be noted.

(Councillor Yeadon joined the meeting during the consideration of this item)

**43 Leeds Innovation District**

The Director of City Development submitted a report which presented the potential for developing the concept of an "innovation district" for Leeds. The report provided background information about innovation districts and detailed how the development of one in Leeds could be beneficial for the city. Finally,

the report sought approval to undertake a range of short and medium term activities in order to develop the concept further.

Members welcomed the proposals detailed within the submitted report and the positive outcomes that such a development could bring to the city. Members also welcomed the enabling role which the Council was playing in this initiative.

**RESOLVED –**

- (a) That the formation of a partnership between Leeds City Council, University of Leeds, Leeds Beckett University and Leeds Teaching Hospitals Trusts be supported in order to further develop the concept of an innovation district for Leeds;
- (b) That it be agreed that the Director of City Development allocates funding from existing City Development directorate budgets, in order to progress the masterplan, strategy and branding work over the next six to nine months on the basis that the other key partners would contribute;
- (c) That it be agreed, that as part of the masterplanning work: planning policy and the approach to highways and transport are considered and reviewed where necessary;
- (d) That it be agreed that the branding and marketing work is carried out and that an investment proposition is developed.

**44 Transfer of Hurst Bequest to Leeds Art Fund**

The Director of City Development submitted a report regarding the proposed transfer to the Leeds Art Fund of the balance from a bequest received by the Council in 2011 from Mrs. Patricia Hurst, subject to an agreement being reached between all relevant parties.

Responding to a specific enquiry, it was noted that the items which had been purchased to date using the bequest had been with the agreement of Lieutenant Colonel and Mrs Hurst's niece and focussed on items that were available in the market and augmented Leeds' existing collections.

Also responding to an individual request that consideration be given to this matter being referred to the relevant Scrutiny Board, it was undertaken that the Member in question be provided with a detailed briefing on the matter.

**RESOLVED –**

- (a) That subject to an appropriate agreement being entered into with the niece of the late Lieutenant Colonel and Mrs Hurst and Leeds Art Fund, the balance of the bequest be transferred to Leeds Art Fund;
- (b) That approval of the terms of the agreement (as referenced in resolution (a)) be delegated to the Chief Officer (Culture and Sport), in consultation with the Chief Officer (Financial Services) and the City



Solicitor, with such an agreement addressing, amongst other things, the following issues:

- the Council being released from any ongoing obligations in respect of the management of the bequest;
- the use of the bequest by Leeds Art Fund going forward; and
- the ownership being retained by the Council of the objects which have already been acquired using the bequest.

- (c) That Councillor A Carter be provided with a detailed briefing on this matter.

(The resolutions detailed within this minute were not subject to the Call In process as they were decisions made on behalf of the Council as the trustee of the bequest rather than in pursuance of the Council's statutory powers).

### **EMPLOYMENT, SKILLS AND OPPORTUNITY**

#### **45 Equality Improvement Priorities Progress Report 2015 - 2016**

The Assistant Chief Executive (Citizens and Communities) submitted a report which presented the annual progress achieved against the Council's Equality Improvement Priorities for the period 2015 – 2016. The report also outlined the refreshed Equality Improvement Priority for Adult Social Care and also a new priority for Environment and Housing.

Members welcomed the content of the progress report and specifically thanked the Council's Equality Champions for the significant work which they continue to undertake in this area.

#### **RESOLVED –**

- (a) That the contents of the submitted report be noted;
- (b) That the Equality Improvement priorities annual report for 2015 – 2016, as appended to the submitted report, be endorsed;
- (c) That the refreshed Equality Improvement Priority for Adult Social Care and the new priority for Environment and Housing be approved.

### **RESOURCES AND STRATEGY**

#### **46 Best Council Plan Annual Performance Report 2015/16**

The Deputy Chief Executive submitted a report which presented the Best Council Plan (BCP) Annual Performance Report for 2015-16 and which reviewed the Council's performance in delivering each of the six strategic BCP objectives.

Responding to a Member's comments, it was highlighted that the BCP was an effective way of monitoring the Council's performance and identifying those areas where the authority was performing well together with those areas where improvement was needed. Also in respect of performance monitoring, it was noted that following the recent Local Government Association Peer

Review, it was intended that a report on the review's findings be submitted to a future Executive Board for Members' consideration.

**RESOLVED –**

- (a) That the draft annual performance report, as appended to the submitted report, be received;
- (b) That the progress made against the 2015/16 Best Council Plan objectives, be noted;
- (c) That it also be noted that further design work will take place and that some of the statistics included may change between this draft and the final design version being published as full-year results are finalised.

**47 Financial Health Monitoring 2016/17 - Quarter 1**

The Deputy Chief Executive submitted a report presenting the Council's projected financial health position for 2016/17 as at the conclusion of Quarter 1. In reviewing the current position of the budget, the report also highlighted potential key risks and variations after the first quarter of the year.

**RESOLVED –** That the projected financial position of the authority be noted.

**48 Capital Programme 2016-2020 Quarter 1 Update**

The Deputy Chief Executive submitted a report providing an update on the Council's capital programme as at end of June 2016. The report included an update of capital resources, progress on spend and a summary of the economic impact of the capital programme.

**RESOLVED –**

- (a) That the injection of £0.44m in relation to Capital Receipts to be utilised by Ward Councillors under the Capital Receipts Incentive Scheme (CRIS), as detailed at Appendix C of the submitted report, be approved;
- (b) That the latest position on the General Fund and HRA capital programmes, be noted.

**49 Annual Risk Management Report**

The Deputy Chief Executive submitted a report providing an update on the Council's most significant corporate risks and which summarised the arrangements in place to manage them, whilst also highlighting the further associated work planned.

**RESOLVED –** That the annual risk management report, as detailed within the submitted report, together with the assurances provided on the Council's most significant corporate risks, be noted.

**50 Growing the Leeds Digital Economy**

The Director of City Development submitted a report regarding the growth of the digital sector in Leeds and the work being undertaken to support and

promote this sector. In addition, the report also sought approval to delegate powers to the Director of City Development in order to build a Tech Hub.

In considering the report, the Board received information regarding the ongoing actions being taken to increase the digital skills base in Leeds.

Responding to an enquiry, the Board received a brief update on the achievements in this field to date. In addition, with regard to the specific details around the development of a Tech Hub, it was noted that further work would be undertaken around such proposals and submitted to the Board for consideration in due course.

#### **RESOLVED –**

- (a) That the Leeds Digital Skills Action Plan be endorsed, together with the Council's approach to procuring sector specialists to lead on this, with a view to moving to a model where it is entirely funded by the sector;
- (b) That the success of the Leeds Digital Festival be acknowledged and that support continues to be offered as this becomes an annual event, with continued support also being offered to the Leeds Digital Board and the work it does to promote the sector;
- (c) That the £3.7m grant from Department for Culture, Media and Sport be accepted, and that the injection of the grant into the capital programme be approved;
- (d) That the Chief Officer Economy and Regeneration be requested to work up proposals for a Tech Hub in Leeds, for consideration by Executive Board later in 2016;
- (e) That the Chief Officer Economy and Regeneration be requested, in consultation with the relevant Executive Member, to develop a proposal to support the existing FutureLabs pop up in the short to medium term;
- (f) That the Chief Officer Economy and Regeneration be requested to work up proposals and submit them to Executive Board for supporting the growth of fintech businesses in Leeds, with the aim of developing Leeds as a centre of expertise for cybersecurity, and for Leeds to become a hub for innovation in Blockchain and distributed ledger technologies.

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

##### **51 South Bank Regeneration Framework and Leeds Station**

The Director of City Development submitted a report which presented details of the South Bank Regeneration Framework, provided an update on the status of work on the Leeds Station and which sought approval to undertake comprehensive public consultation on the framework, the next steps on the HS2 Growth Strategy and also to develop a reference case design for the Leeds Station.

The Board welcomed the submitted report. In addition, Members highlighted the need for the associated consultation exercise to be comprehensive, with due consideration being given to the responses which were received.

**RESOLVED –**

- (a) That the ambitions for the South Bank and Leeds Station be supported, and that the Director of City Development be requested:-
  - (i) To undertake a three month public consultation exercise on the South Bank Regeneration Framework and associated city centre transport proposals, to commence in August 2016;
  - (ii) To develop the HS2 Growth Strategy, as per the proposals contained in paragraph 3.10 of the submitted report, including a delivery and funding plan to deliver proposals contained within the framework;
  - (iii) To develop, in partnership with others, a single reference case design for Leeds station, which includes the opportunity to phase improvements and consider how third party funding could help deliver change;
- (b) That the Chief Planning Officer be requested to review the Council's South Bank Supplementary Planning Document and policy framework relating to taller buildings in the South Bank, with a view to recommending how the framework may facilitate updates or changes to existing policies;
- (c) That an injection of a £575,000 loan from the West Yorkshire Combined Authority into the Council's Capital Programme be approved, in order to fund the ground remediation to four sites off Bath Road;
- (d) That it be noted that the Director of City Development is responsible for the implementation of such matters, and that it be requested that a further report on these issues be submitted to Executive Board later in 2016.

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

**52 Aire Valley Leeds Area Action Plan - Submission Draft**

Further to Minute No. 21, 15<sup>th</sup> July 2015, the Director of City Development submitted a report which provided an update on the progress of the Aire Valley Leeds Area Action Plan (AVLAAP) submission draft, which sought agreement to the content of the 10<sup>th</sup> May 2016 Development Plan Panel report (as detailed at Appendix 1) and which sought approval to recommend to full Council that the 'Submission Draft' of the Aire Valley Leeds Area Action Plan as appended (which included the Sustainability Appraisal Report and the addendum) be submitted to the Secretary of State for Examination.

## **RESOLVED –**

- (a) That the contents of the 10<sup>th</sup> May 2016 Development Plan Panel report, as detailed at Appendix 1 to the submitted report, be agreed.  
(The Development Plan Panel report detailed: 1) officer responses to representations to the publication draft Aire Valley Leeds Area Action Plan consultation; 2) proposed pre-submission changes to the Publication draft AVLAAP and Sustainability Appraisal; and 3) the process of technical and Background Paper amendments to the documents which will support the plan and form the Submission documents for the Planning Inspectorate);
- (b) That it be recommended to full Council that the ‘Submission Draft’ of the Aire Valley Leeds Area Action Plan (including the Sustainability Appraisal Report and addendum, as appended to the submitted report), be submitted to the Secretary of State for Examination. (The ‘Submission Draft’ was appended to the submitted report along with a consolidated schedule of pre-submission changes);
- (c) That it be noted that the Aire Valley Leeds Area Action Plan has been prepared by officers within the Plans and Policies Group under the direction of the Head of Strategic Planning, and that following Executive Board and Council approval (should this be given), the plan will be submitted to the Secretary of State for Examination by an independent Inspector. It also be noted that an Examination in Public could occur as early as December 2016 and will be resourced by officers from within Plans and Policies Group;
- (d) That the process of technical and background paper amendments to the documents, which will support the plan and form the Submission documents for the Planning Inspectorate (as outlined in paragraph 3.5 of the submitted report), be agreed.

(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)

(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)

### **53 Consideration of an Award of Grant Funding to Yorkshire County Cricket Club to contribute towards the Redevelopment of the North-South Stand at Headingley Stadium**

The Director of City Development submitted a report which sought approval to the award of grant funding of £4m to Yorkshire County Cricket Club (YCCC), as a financial contribution towards the redevelopment of the North-South stand at Headingley Stadium, for the purpose of securing four World Cup Cricket Matches in 2019 and ensuring the ‘Category A’ status of the ground

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leading to the award of a new Staging Agreement for the hosting of International Cricket matches in Yorkshire from 2020 onwards.

In considering the submitted report, Members discussed the importance of Headingley Stadium maintaining 'Category A' status and the wide range of benefits it brought to the city and the region. During the discussion, a concern was raised around the principle of the Council providing a grant, rather than a loan to YCCC, whilst also, responding to a further concern, clarification was provided that the proposals detailed within this report were separate from any ongoing planning submissions, and the consideration of this report did not pre-suppose the outcome of any such planning submissions.

Responding to a request, it was highlighted that should the grant be agreed, in addition to the Council retaining a place upon the Board of the Yorkshire Cricket Foundation, further work be undertaken with YCCC with a view to securing further commitment around the provision of associated community and cohesion work being undertaken by YCCC and/or Yorkshire Cricket Foundation.

In conclusion, the clarification provided earlier in the discussion was further reiterated, in that the proposals detailed within this report were separate from any ongoing planning submissions, which would be a matter for the relevant Plans Panels to determine.

**RESOLVED –**

- (a) That the contents of the submitted report, be noted;
- (b) That the following be approved:-
  - (i) The award of a grant of £4 million to Yorkshire County Cricket Club, which will be used exclusively towards the redevelopment of the North-South stand at Headingley Stadium in order to ensure the hosting of four 2019 Cricket World Cup matches and the retention of YCCC 'Category A' status and the award of a new staging agreement from 2020-2022; and which will be subject to:-
  - (ii) The entry by the Council into a grant agreement with Yorkshire County Cricket Club based on the draft Heads of Terms, as detailed in the appendix to the submitted report;
  - (iii) The settlement of the final terms of the agreement (as referenced in resolution (ii) above) being delegated to the Director of City Development.

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

#### **54 Whitehall Road / Northern Street Junction Improvement**

The Director of City Development submitted a report which sought approval of the detailed design and implementation of a junction improvement scheme at Whitehall Road and Northern Street, as indicated in the drawing EP/732227/MIS/25, as appended to the submitted report, at a cost of £2.61m, which would be wholly funded by developer contributions.

#### **RESOLVED –**

- (a) That the junction improvement works, as described in the submitted report, be approved, and that the detailed design and implementation of the scheme, as shown on drawing EP/732227/MIS/25 (as appended to the submitted report), be authorised;
- (b) That authority be given to inject a further £2,103,200 into the Capital Programme (noting that £506,800 is already included within the Capital Programme);
- (c) That authority to incur expenditure of £2,610,000 in order to implement the approved scheme, which will be fully funded from private developer section 106 receipts, be approved;
- (d) That it be noted that all remaining decisions relating to detailed design including the proposed Traffic Regulation Orders and the designation of cycle tracks on the public highway will be reported to the Chief Officer (Highways and Transportation) using existing powers under the Officer Delegation Scheme (Part 3, Council Constitution) and as sub-delegated by the Director of City Development.

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

(Councillor A Carter left the meeting at the conclusion of this item)

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

#### **55 Overview of the Health and Care Sustainability and Transformation Plans**

The Director of Public Health, the Director of Adult Social Services and the Director of Children's Services submitted a joint report which presented an overview of the emerging health and care Sustainability and Transformation Plans (STP). The report provided the background and context of the Plans and set out the relationship between the Leeds STP and the West Yorkshire STP. Additionally, the report also highlighted some of the areas which would be addressed within the Leeds STP which would add further detail to the strategic priorities, as set out in the recently refreshed Leeds Health and Wellbeing Strategy 2016-2021.

## **RESOLVED –**

- (a) That the approach, as described within the submitted report, for the development of the West Yorkshire and Leeds STPs within the nationally prescribed framework, be endorsed;
- (b) That the key areas of focus for the Leeds STP, as described in the submitted report, and how they will contribute towards the delivery of the Leeds Health and Wellbeing Strategy and the Best Council Plan, be noted;
- (c) That it be noted that the Leeds Health and Wellbeing Board will continue to provide the strategic lead for the Leeds STP;
- (d) That the key milestones, as outlined within the submitted report, together with the work of the officers from the Leeds and health and care partnership who are leading the development of the West Yorkshire STP and the Leeds STP, be noted;
- (e) That staff and resources from Leeds City Council continue to be made available in order to support and inform the development and implementation of the STP both locally and regionally;
- (f) That a further report be submitted to Executive Board in November 2016 which provides an overview of the proposed key changes and impacts outlined within the West Yorkshire STP and Leeds STP following further development through the summer.

## **ENVIRONMENT AND SUSTAINABILITY**

### **56 Working together to improve domestic waste and recycling practices**

The Director of Environment and Housing submitted a report which provided an update on the progress made in developing and implementing the communications and engagement strategy in relation to waste and recycling, and which set out principles to guide the approach and secure behaviour change.

Responding to a Member's enquiries, the Board received further information on the wider context as to the reasons why the communications programme was being undertaken, which had the overriding aim of increasing recycling levels across Leeds and promoting good practice around the management of domestic waste, both for the benefit of the city and the environment.

## **RESOLVED –**

- (a) That the progress made in delivering a programme of co-ordinated communications, marketing and engagement to provide the information, tools and services to support good waste and recycling habits, be noted;
- (b) That approval be given to the targeted use of enforcement powers for persistent and unreasonable waste and recycling behaviours.



**DATE OF PUBLICATION:** FRIDAY, 29<sup>TH</sup> JULY 2016

**LAST DATE FOR CALL IN  
OF ELIGIBLE DECISIONS:** 5.00 P.M., FRIDAY 5<sup>TH</sup> AUGUST 2016

(Scrutiny Support will notify Directors of any items called in by 12.00noon on Monday, 8<sup>th</sup> August 2016)

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