



SCRUTINY BOARD (ENVIRONMENT AND HOUSING)

Meeting to be held in Civic Hall, Leeds, LS1 1UR on
Thursday, 23rd March, 2017 at 10.00 am

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

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;
A Lamb (Chair) Wetherby;
M Lyons Temple Newsam;
K Ritchie Bramley and Stanningley;
G Wilkinson Wetherby;

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

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

Produced on Recycled Paper

A G E N D A

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

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3			<p>LATE ITEMS</p> <p>To identify items which have been admitted to the agenda by the Chair for consideration.</p> <p>(The special circumstances shall be specified in the minutes.)</p>	
4			<p>DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS</p> <p>To disclose or draw attention to any disclosable pecuniary interests for the purposes of Section 31 of the Localism Act 2011 and paragraphs 13-16 of the Members' Code of Conduct.</p>	
5			<p>APOLOGIES FOR ABSENCE AND NOTIFICATION OF SUBSTITUTES</p> <p>To receive any apologies for absence and notification of substitutes.</p>	
6			<p>MINUTES - 16TH FEBRUARY 2017</p> <p>To confirm as a correct record, the minutes of the meeting held on 16th February 2017.</p>	1 - 4
7			<p>ENVIRONMENT RELATED MATTERS</p> <p>To receive a report from the Director of Environment and Housing covering particular areas of environmental policy/activity as requested by the Scrutiny Board.</p>	5 - 30
8			<p>WORK SCHEDULE</p> <p>To consider the Board's work schedule for the forthcoming municipal year.</p>	31 - 58
9			<p>DATE AND TIME OF NEXT MEETING</p> <p>Thursday, 20th April 2017 at 10.00 am (Pre-meeting for all Board Members at 9.30 am)</p>	

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			<p>THIRD PARTY RECORDING</p> <p>Recording of this meeting is allowed to enable those not present to see or hear the proceedings either as they take place (or later) and to enable the reporting of those proceedings. A copy of the recording protocol is available from the contacts on the front of this agenda.</p> <p>Use of Recordings by Third Parties – code of practice</p> <ul style="list-style-type: none"> a) Any published recording should be accompanied by a statement of when and where the recording was made, the context of the discussion that took place, and a clear identification of the main speakers and their role or title. b) Those making recordings must not edit the recording in a way that could lead to misinterpretation or misrepresentation of the proceedings or comments made by attendees. In particular there should be no internal editing of published extracts; recordings may start at any point and end at any point but the material between those points must be complete. 	

SCRUTINY BOARD (ENVIRONMENT AND HOUSING)

THURSDAY, 16TH FEBRUARY, 2017

PRESENT: Councillor A Lamb in the Chair

Councillors J Bentley, A Blackburn,
D Collins, A Gabriel, A Garthwaite,
P Grahame, M Harland, A Khan, M Lyons,
K Ritchie and G Wilkinson

73 Late Items

There were no late items.

74 Declaration of Disclosable Pecuniary Interests

There were no disclosable pecuniary interests declared to the meeting, however the following matters were brought to the attention of the Scrutiny Board for information:

- Councillors D Collins and A Lamb advised that they were members of Pubwatch.
- Councillor A Lowe advised that she was Chief Executive of Touchstone.

The above Board Members remained present for the duration of the meeting.

75 Apologies for Absence and Notification of Substitutes

An apology for absence was submitted by Councillor K Bruce.

Notification had been received that Councillor M Harland was substituting for Councillor K Bruce.

76 Minutes - 19 January 2017

RESOLVED – That the minutes of the meeting held on 19 January 2017 be approved as a correct record.

77 Community Safety related matters

The Director of Environment and Housing submitted a report which provided a brief overview of community safety related themes / services that had been identified by the Board.

The following were in attendance:

Draft minutes to be approved at the meeting
to be held on Thursday, 23rd March, 2017

- Councillor Debra Coupar, Executive Member for Communities
- Councillor Alison Lowe, Chair of the West Yorkshire Police and Crime Panel
- Councillor Josie Jarosz, Leeds Member of the West Yorkshire Police and Crime Panel
- Councillor Amanda Carter, Leeds Member of the West Yorkshire Police and Crime Panel
- Superintendent Sam Millar, Chief Officer (Community Safety)
- Chief Inspector Alisa Newman, West Yorkshire Police
- Harvinder Saimbhi, Head of Anti-Social Behaviour
- Jayne Russell, LeedsWatch Service Manager.

The key areas of discussion were:

The future provision of CCTV

- The need to develop a flexible and responsive approach to CCTV that makes best use of modern technologies.
- A request that Members be provided with a breakdown of CCTV provision across Wards.
- The need to ensure that Elected Members are provided with up to date performance information.
- Planned engagement with Community Committees to help inform future provision.
- The potential benefits of exploring other planned works around the installation of Wi-Fi, for example, reference was made to a Wi-Fi installation scheme by Wetherby Town Council.
- The Board requested to be kept informed of progress and it was also suggested that details of the Business Case is brought back to Scrutiny once available.

Addressing anti-social behaviour

- Acknowledgement regarding the positive contribution of LASBT.
- Particular reference was made to LASBT South and the need to ensure that this resource is not disproportionately dealing with issues within the city centre when there are other dedicated city centre resources available.
- Clarification was provided regarding the customer survey approach that is undertaken in relation to LASBT.

Addressing youth offending

- The importance of early intervention and work with schools and families.
- The role of the new NHS England Liaison and Diversion team at Elland Road in terms of identifying, assessing and referring people of all ages with a wide range of mental health, learning disability, substance

misuse and social vulnerabilities when they first come into contact with the criminal justice system.

- Plans for Leeds Youth Offending Service to further develop the Skill Mill programme in Leeds, providing training, support and employment for young offenders in Leeds.
- The changing nature of crime, particularly cyber-crime.
- The transition from child to adulthood and the role of Safeguarding Boards.

Tackling begging across the city

- The important distinction to be made regarding begging and homelessness.
- The appropriate use of enforcement action, with reference to Criminal Behaviour Orders.
- The challenges in tackling persistent begging.
- Housing related support options and the suggestion that the Scrutiny Board receives a more detailed briefing surrounding the re-provision of housing related support as part of its next housing themed meeting.
- The need to raise public awareness and tackling misconceptions as well as advertising how the general public can support people begging in alternative ways i.e. offering food instead of money and supporting local charities and organisations, along with a clearly publicised contact number for people to use if concerned about the welfare or behaviour of someone begging in the city. This was linked to the Think Before You Give campaign that was expected to be refreshed and launched in the Spring.
- The Board requested to be kept informed of progress, particularly in relation to the public campaign work.

Pub Watch

- The Board identified a need for greater co-ordination between the different Pub Watch schemes, especially in terms of information sharing and identifying hotspot areas, and therefore identified this as a possible area to undertake more detailed Scrutiny in the new municipal year.

RESOLVED – That the requests for information be provided.

(Councillor A Khan left the meeting at 10.30am during the consideration of this item.)

(Councillor A Blackburn joined the meeting at 10.35am during the consideration of this item.)

(Councillor A Gabriel left the meeting at 11.50am during the consideration of this item.)

78 Work Schedule

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

It was agreed that further information regarding the re-commissioning of housing related support would be requested as part of the Board's housing themed meeting in April.

The Board was advised that the March meeting was themed around environmental issues.

A Peckfield Working group meeting had been scheduled to take place on Monday, 27 February 2017. Representatives from the Environment Agency, the Council's Environmental Protection Team, and the Chair of Peckfield Liaison Committee, Councillor Harland, had confirmed that they would be attending.

The next session of the Air Quality Inquiry had been scheduled to take place on Wednesday, 1 March 2017. A representative from DEFRA had confirmed that they would be attending.

RESOLVED – That subject to any on-going discussions and scheduling decisions, the Board's outline work schedule be approved.

79 Date and Time of Next Meeting

Thursday, 23 March 2016 at 10.00am (pre-meeting for all Board Members at 9.30am)

(The meeting concluded at 12.05pm)



Report author: Andrew Lingham
Tel: 274810

Report of Director of Environment and Housing

Report to Environment & Housing Scrutiny Board

Date: 23rd March 2017

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 September 2016:

- Recycling performance;
- Odour and air quality monitoring in relation to the RERF and wider Cross Green area;
- 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:

- Recycling performance – Appendix 1;
- Odour and air quality monitoring in relation to the RERF and wider Cross Green area – Appendix 2;
- Engaging communities in the recycling agenda – Appendix 3;
- Reviewing existing recycling services and recyclables collected – Appendix 4;
- Maintenance of gullies – Appendix 5.

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 documents¹

None

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

Recycling performance**1 Context**

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 Q3 ytd
Kerbside green bin recycling	8.5	9.2	10.2	9.8
Kerbside garden waste collections	10.7	11.2	10.9	13.2
Kerbside food waste collections	0.4	0.4	0.4	0.4
Overall kerbside performance	19.7	20.8	21.5	23.4
Recycling extracted from black bin waste	8.6	7.3	1.7	2.2
Recycled street arisings	2.6	2.1	2.6	2.6
Household Waste Recycling Centres (HWRC)	9.6	9.1	9.1	8.4
Bring sites (e.g. bottle banks) and other recycling	3.3	3.6	3.5	3.4
Total recycling performance	43.7	42.9	38.4	40.0

- 1.2 As reported previously to Scrutiny, it should be noted that the contribution from the kerbside recycling collections, for which the public are responsible, has consistently increased year on year. However, these performance increases have been countered by a number of main factors.
- 1.3 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 for disposal. However, the market requirements for increasingly high quality recyclables resulted in this contractor being unable to achieve the level of recycling of previous years, and this impacted in particular on 2015/16 performance.
- 1.4 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..

- 1.5 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. Tonnages collected in 2015/16 were lower than originally forecast, but are improved at Quarter 3 this year compared to the same time last year.

2 RERF recycling performance

- 2.1 At the September 2016 Scrutiny meeting it was reported that Veolia had been issued an Improvement Notice for the failure of Quarter 1 recycling targets. An Improvement Plan was provided by Veolia in response which cited quality of materials, changing markets, snagging issues and access issues for cleaning within the Mechanical Pre-Treatment (MPT) facility as the main problems being encountered. The plan detailed how these elements were to be addressed, and provided an updated recycling projection for the year of 4.3%. This shortfall was mainly due to the lead-in time for the planned Paper Pulping Facility on the adjacent site to the rear of the RERF which is intended to provide an outlet for reprocessing the paper and card outputs from the RERF. The plan demonstrated that over 10% recycling would be achievable by March 2017 but that the target for the year was expected to be missed.
- 2.4 However, since this time, additional significant mechanical issues with the plant, and in particular one key piece of equipment located at the start of the process (the ballistic separators) have had further impacts on performance. The Quarter 2 recycling target was subsequently failed and a second Improvement Notice issued by the Council in accordance with the contract. The response from Veolia detailed a further plan for rectification of these problems but also included an adjusted projection for 2016/17 recycling performance of 2.4% as a result of these issues.
- 2.5 In November and December 2016, progress on remedying these issues appeared to be positive, with both the performance and availability of the MPT improving, although this didn't translate into improved recycling figures, again mainly due to lack of a commercial outlet for the paper/card captured in the absence of the Paper Pulping Facility being operational. Substantial progress has been made with the development of the Paper Pulping Facility, with planning permission secured last year, the building to house the facility constructed, and key elements of the processing equipment and associated infrastructure now installed.
- 2.6 After receiving the quarter 3 performance results, whilst clearly expected, it was confirmed that Veolia had failed their quarter 3 target, and a third Improvement Notice was issued.
- 2.7 Since this time, and in light of these ongoing issues, Veolia have now drafted in a director from another area of the business to provide support in identifying and delivering a permanent resolution to these issues. Discussions with their primary sub-contractors have led to the conclusion that the ballistic separators are not fit for purpose and that key elements need wholesale upgrading and replacement. In the

meantime, a temporary repair is underway on the equipment to allow them to operate in the medium-term so as to minimise the further impact on recycling performance while the fuller replacement can be undertaken.

- 2.8 The last projection provided by Veolia for the full year recycling performance for 2016/17 is 2.1%, as provided in the response to Quarter 3 Improvement Plan. However, due to the most recent problems with the ballistic separators, the final figure is expected to be lower. In any event, it is now inevitable that Veolia will fail to meet the annual 10% recycling target for 2016/17.
- 2.9 The contract management team have continued to apply the contract consistently throughout in respect of this issue, although it is clear that Veolia are making significant efforts and taking clear measures in terms of changes to operational practices, modifications to the plant and the development of new infrastructure so as to ensure resolution of the issues. In particular it is seen as a positive step that all parties are now agreed that the ballistic separators, which have caused the largest proportion of the problems and plant downtime, are to be replaced. However, until both this issue is resolved and the Paper Pulping Facility becomes fully operational, it is unlikely that the contractual levels of recycling performance will be achieved.

Odour and air quality monitoring in relation to RERF and wider Cross Green area

1 RERF Odour Monitoring

- 1.1 Since the last report to Scrutiny Board in September 2016, neither the Council nor Veolia has received any odour complaints.
- 1.2 As well as Veolia's own odour monitoring, the contract management team have continued with daily odour monitoring activities in accordance with IPPC H4 guidelines since May 2016 to the present day (Monday to Friday). These have continued to provide evidence that whilst on occasion it may be possible to identify a faint waste odour, this is transient and of such a low level that it is not considered significant enough to cause a nuisance. This is reflected by the absence of any complaints.
- 1.3 The Environment Agency (EA) contacted Veolia on 25th January 2017 as they had received a complaint of odour from an area near St James's Hospital. The report was of a burning plastic smell that had been ongoing for a year. No specific date or time information was provided so it made it impossible for Veolia to check specifics on their monitoring systems. However, in this time the Council have never recorded this type of smell emanating from the facility. Furthermore the EA found no evidence to support a claim that this odour originated from the RERF.
- 1.4 The EA are in regular liaison with both the Council and Veolia as the regulator for the facility, and are satisfied with the measures in place to manage environmental impacts from the RERF. The EA have accompanied the Council's contract management team to witness the odour monitoring being carried out, and have been very satisfied with the comprehensive level of ongoing monitoring being undertaken.

2 RERF Emissions Monitoring

- 2.1 Emissions to air from the Veolia Recycling and Energy Recovery Facility (RERF) are managed through conditions set out in the environmental permit granted by the Environment Agency (EA). These are based on EC Industrial Emissions Directive limits and an assessment of the potential to cause a significant impact on the environment or to human health.
- 2.2 It is standard practice and consistent with the EA's prescribed methodology for operators to self-monitor and report to the EA. Veolia are required to monitor a full range of gaseous and particulate pollutants which are continuously monitored using independently certified equipment located within the facility's stack. This equipment is independently certified to EN 14181. Other emissions, such as heavy metals and dioxins, are monitored by periodic extractive sampling, with samples sent away for independent laboratory analysis.

- 2.3 If limits are exceeded, a breach is recorded by the EA. All results are reported to the EA who will analyse the data to ensure compliance with the permit conditions and routinely carry out their own site inspections. Records are held on the public register. In addition to this, Veolia proactively publish results on their website at <http://www.veolia.co.uk/leeds/our-proposal/our-proposal/leeds-emissions-air-data>.
- 2.4 A summary of the last three months' data is provided in the appendices to this report (see appendix 2a, 2b and 2c). These show that the daily average (the normal measure of emissions performance) has not been breached for any of the relevant monitored substances during this period, nor has it since the RERF commenced operations in late 2015.
- 2.5 The EA ensure that the monitoring is carried out to an appropriate standard by requiring that all monitoring equipment and personnel involved in monitoring are certified to MCERTS which is an independent certification scheme established by the EA. They also carry out their own audits of the monitoring systems and inspections of monitoring equipment and data management to make sure that it all meets appropriate standards.

3 Pollution regulation and monitoring around Cross Green Industrial Estate

- 3.1 All industrial processes which have the potential to cause pollution are regulated by either the local authority or the EA depending on the type of process. The local authority is responsible for a range of processes including vehicle spraying, petrol stations, foundries, printing operations and glassworks. The EA is responsible for processes including chemical production, waste disposal, power generation and mining operations. Regulation is by means of the issue of a permit as set out in paragraph 2.1 of this report.
- 3.2 There are currently 16 active permits registered within a 1 kilometre radius of the RERF which relate to 12 different companies. The number of permitted sites has remained largely constant in recent years.
- 3.3 The numbers of complaints received by the authority relating to these sites since April 2015 is shown below:

Nuisance type	Number of complaints
Dust	3
Noise	10
Odour	12 (4 relating to the RERF, 2 relating to Knostrop Water Treatment Plant)
Other (traffic related, waste issues)	2

- 3.4 As it is a legislative requirement for operators to monitor and report emission levels, the local authority undertakes limited air quality monitoring of the industrial activities itself. The authority's air quality monitoring station at Temple Newsam is located downwind of the industrial estate and monitors levels of nitrogen dioxide, which can be an indicator of industrial emissions. Annual concentrations of nitrogen dioxide monitored at the Temple Newsam site have remained at a constant annual average

level of 20 ug.m-3 from 2011 to the present, which is well within EU and UK standards. The National Objective level for nitrogen dioxide is 40 ug.m-3.

- 3.5 In response to previous Scrutiny Board queries it is intended to undertake additional monitoring of Nitrogen Dioxide levels in and around the industrial estate and nearby residential areas to identify any elevated levels of air pollution. The type of monitoring will be in the form of diffusion tubes which are a portable way of measuring the monthly average concentration of nitrogen dioxide. The first set of results are expected in August 2017 and then each month thereafter.
- 3.6 The most likely cause of resident complaints from industrial operations on the Cross Green estate is odour. The table below compares numbers of odour complaints received from residents relating to the Cross Green area by the Council's Environmental Health team before and after the commencement of operations at the RERF.

Dates	No. of odour complaints
April 2012 – March 2015	30
April 2015 – March 2017	12

- 3.7 40% of complaints received for the period April 2012 to March 2015 related to Yorkshire Water's sewage treatment works. Improvements to this facility in recent years have resulted in a reduction in odour complaints as reflected in the April 2015 to March 2017 statistics.
- 3.8 Of the 4 odour complaints received between April 2015 and March 2017 relating to the RERF, investigations by environmental health officers could not identify the RERF as the source. On two occasions the source of the odour was found to be from sites away from the industrial estate.

Engaging communities in the recycling agenda

- 1.1 In November 2015 Executive Board agreed to an 'invest to save' programme of communications and engagement that secures behavioural change to support the achievement of a citywide household recycling rate of 50% by 2020.
- 1.2 The strategy aims to raise general awareness of what can be recycled, followed by communications about specific material streams. Research into attitudes and patterns of what materials go into the recycling and general household bins informed the key messages. The research also identified which materials would provide the best return in terms of savings on disposal costs and helped us to plot geographically the areas of the city where we could achieve the biggest change in terms of increasing recycling. Further evidence-based evaluation has been commissioned via a research partnership with the University of Leeds under the 'Living Lab' project banner. This work is intended to assess current global best practice, evaluate recent communications activities and service changes in the city and suggest future work and interventions to enhance our engagement activities.
- 1.3 Primary key messages include:
- Recycle for Leeds so your waste can be made into something new, because it's better for the environment and saves money on waste disposal that can be invested back into vital council services;
 - Remember your bin days and what can be recycled and re-used and where;
 - Putting the right items in the right bin to provide good quality recycling.
- 1.4 The programme's success is identified in terms of overall recycling, contamination and material stream tonnage rates. Whilst it is inherently difficult to demonstrate an absolute link between communications activities and recycling performance increases/behavioural change since there may be multiple influencing factors, they are an indication of the effectiveness of our activities.. The Government sponsored WRAP (Waste and Resources Action Programme) organisation advises that, for accurate evaluation of behaviour change, improvement should begin to show within 6-12 months after the activity. Activities over the last year have included:

'Invest to Save' campaigns

- 1.5 The 'invest to save' activities and associated performance impacts are summarised below:
- Spring 2016 - General Recycling Awareness: 'Thank you for recycling and making Leeds a better place to Live'.
 - Glass recycling campaign: 'Your nearest bottle bank is closer than you think'. This was promoted alongside the Leeds Bins App to encourage people to identify their nearest bottle bank, and to show how easy it is to use in line with everyday activities. The campaigns have been and will continue to be run over Christmas/New Year and during the summer where glass consumption is highest.

The first campaign was run in August 2016. British Glass and M&S have offered funding and in-kind support to undertake future activities in the city;

- Metal recycling campaign 'Metal Matters': designed to raise awareness of different types of metal products that can be recycled in the home but are often missed by residents. Alupro who represent metal packaging manufacturers secured funding support from M&S and Unilever to deliver the campaign in partnership with LCC. Over half of metal packaging consumed in Leeds is not captured in the green recycling bin. This campaign will run from March until May 2017 and aims to achieve an 8-12% increase within 12 months.
- Future campaigns during 2017/18 are expected to focus on the waste streams of paper, which makes up 15% of the black bin contents, and reviewing the messages relating to plastics with which residents have sometimes struggled in terms of simplicity. The team will also look at how the opportunities for textiles recycling can be maximised as part of a wider promotion of re-use in partnership with the Third Sector.

1.6 Regarding performance impacts observed since the start of the campaign work in Spring 2016, tonnages of materials recycled from the green bin collections show a 2.4% (or 745 tonne) increase between the periods March 2015 to February 2016 and March 2016 to February 2017. In addition, the percentage of contaminated waste within the overall material collected in the green bins has fallen by around 15% between March 2016 and February 2017. Glass tonnages captured have also shown a small improvement. These improvements have a significant financial impact, with a saving of around £90-100 per tonne from diverting recyclables from the black bin to recycling, and similarly from reducing contaminating material in the green bins.

'Green-Up' Tower Blocks Recycling Incentive Scheme Pilot

- 1.7 Six Council housing tower blocks have been identified to engage in this scheme which offers either personal or group incentives for the most improved levels of recycling over a month. The tower blocks chosen were in most cases identified in terms of having high levels of resident/tenant involvement and varying demographics.
- 1.8 The scheme aims to assess whether incentives will result in an enhancement in household recycling habits with communities that are already engaged with Council services. A successful outcome will be a high level of engagement, an increase in recycling and some positive publicity highlighting environmental issues in the city. As possible added value, similar studies have identified 'nudge' behaviours in terms of the indirect effect of people not necessarily joining the scheme but still altering their recycling behaviours, which will show in the amounts of recyclate collected.
- 1.9 In terms of financial return on investment, the project aims to demonstrate an increase in recycling and a comparative decrease in general waste, which will achieve some monetary savings in terms of disposal costs. However, whilst it is recognised that any savings may not recoup the initial costs in the first 12 months, the aim is to recoup any costs over the longer term.
- 1.10 Initial communications began in late February and a 12% sign-up rate within the first two blocks has been registered. The official launch is scheduled for May 2017 when the first prize will be awarded.

Education Programme in Schools

1.11 Aimed at encouraging positive behaviours in Leeds' citizens of the future, the work also serves to influence other members of the young person's household. Targeted at low to middle recycling performance areas where engagement with recycling may not be consistently good at home. The Council's Waste and Recycling Advisors (WRAs) set up young WRA schemes that involve visits to the Recycling and Energy Recovery Facility (RERF) and the HW Martin Materials Recycling Facility (MRF) so the young people can see at first hand, and confidently explain, why recycling is good for the environment, and how materials can be transformed into new everyday products:

- Primary schools (key stages 1-2): programme in place in the last 12 months visiting a quarter of the target schools in our low recycling areas;
- Secondary schools (key stages 3-5) programme being piloted with teachers during April for launch in autumn;
- Universities: a programme of work with Leeds Beckett University, University of Leeds and their respective Student Unions to embed positive recycling and waste management behaviours.

Digital content

1.12 The Leeds Bins App enables bin collection dates to be saved in a device's calendar with reminders and an interactive map of localised bring sites. The App links seamlessly to 'What Goes Where' and LCC webpages, was officially launched in July, and has exceeded expectations by attracting over 11,734 downloads in 7 months and gaining a 3.9 star rating on Google Play.

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 £161k 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 £133k 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 2015 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.
- 1.5 The work on communications and engagement is summarised in appendix 3 to this Scrutiny Board report. The following sections consider the issues associated with some specific materials.

2 Plastics recycling

- 2.1 Leeds City Council has focused to date on targeting those plastics for which there are secure reprocessing outlets, namely types 1 (PET), 2 (HDPE) and 4 (LDPE). Over the years the Council has worked to give the public confidence that the materials they separate at home for recycling are indeed being recycled, and believes that this is currently the optimum range.
- 2.2 There is theoretically scope to extend the range of plastics accepted at the kerbside, thus also arguably simplifying the messages. However, this brings a greater risk that the markets may fail for the more problematic plastic types, with the public then diligently separating materials for recycling which could subsequently be landfilled or incinerated.
- 2.3 Another issue impacting on this strategy is the recycling collection method in place and the costs of the subsequent separation of the materials. In Leeds, the Council has adopted a fully co-mingled collection system for the dry recyclables (paper, card, cans, plastics, aerosols), and this material therefore has to go to the relevant

contractor for quite extensive processing to separate it back out into the various streams for onward sale and reprocessing. Whilst by no means a barrier to an expansion of the mix of materials, this would result in a level of additional cost to the Council due to the additional processing required. If new materials introduced are of value and an income can be generated from their onward sale, then this will serve to offset these additional processing costs. However, if their market value is relatively low (as is the case with other plastic types) or falls significantly, perhaps even attracting a cost for reprocessing rather than an income, or if markets fail altogether and high disposal costs are incurred, then this will have a significant financial impact for the Council.

- 2.4 For the above reasons, it is not intended to introduce other plastic types into the kerbside dry recyclables mix at this time. However, the Council remains committed to maximising the opportunities for increasing recycling wherever economically viable, and continues to monitor the market position with its recycling contractor, and with the other regional local authorities with whom the Waste Management team meets regularly to exchange best practice. In addition to the kerbside recycling, the Waste team fairly recently ran a trial of collecting dense plastics (e.g. garden furniture, old or damaged toys, etc.) on some of the household waste recycling centres, although this ultimately proved expensive and unsustainable in terms of the haulage costs to the reprocessing outlet given the relatively small quantities captured. Again, the market position on this continues to be monitored.

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 Since the last report to Scrutiny Board, the Waste Management team has run a trial to separate carpets for re-use via an outlet within the region. Although this appeared to be successful initially, the organisation processing the carpets has had to suspend the trial due to a higher than anticipated proportion of materials not meeting the necessary quality levels to be re-used and due to the associated waste disposal costs. This has brought into question the affordability of the scheme, and the Waste Management team are currently in negotiation with the organisation concerned to establish whether a satisfactory resolution can be reached in order to recommence the trial.

Maintenance of gullies

1. Overview

1.1 The city's 145,000 gullies are currently 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 In terms of planned and responsive cleansing, the Council's gully cleansing service cleanses approximately 145,000 road and footpath gullies and 43,000m of in-kerb drainage systems. The frequency of attention differs according to location and road use (local topography, proximity to housing, road speeds and usage, etc.). The current cleansing regime is ward based and cyclical. A list of 8,000 high risk drainage locations is in place, with the remainder attended to on a ward by ward basis. The Council also undertakes routine maintenance of in-kerb drainage systems.

1.3 The service is currently delivered through 5 tankers each crewed with two members of staff working 7 days a week (20 staff over two shifts). Some gullies are cleansed as part of highways planned maintenance and repairs using external contractors.

1.4 A budget of £832k is available for the gully cleansing service in the 2017/18 financial year. This represents a small increase on the 2016/17 budget as reported in the last report.

2 Focus on investment, improvement and performance

2.1 The Council has been focused on investment, growth and improvements in the gully cleansing service over the last 12 months. Particular attention has been given to: improved productivity of the service; improving performance management and information via installation in-cab technologies (Karbon-tech); planned strategic investment by the Council into new fast water-filling facilities and new/different vehicles, and; a review of how the Council's gully assets can be better managed and maintained from a single point within the Council, which includes a proposed transfer of the gully cleansing functions to the Highways and Transportation service.

3. Update on actions since September 2016

A number of actions have been progressed since the last meeting of the Board in September 2016 as follows:

3.1 Electronic recording of work

3.1.1 Since the introduction of Kaarbon-tech in-cab technology in June 2016, during the 7 months to February 2017, 53,288 gullies of the 145,252 gullies that are within the Leeds City Council area of responsibility have been inspected and mapped onto the Kaarbon-tech system. We have also added a further 2598 'new' gullies on to the system – these are mainly gullies on new large scale housing developments across the City which had not previously been included. Of the 53,288 gullies inspected since June 2016:

- 47,246 gullies were cleansed;
- 6042 gullies were not able to be cleansed, for various reasons: cars parked, stuck or broken lids; and
- 2598 'new' gullies were added.

3.2 Improved service activity

3.2.1 Productivity of staff is at an all-time high with 80-100 gullies routinely being cleansed each day by each crew compared to an average of 50 a day per crew in December 2015. Priority has been given over the last 5 months to deploy all 5 tankers seven days a week (not all tankers can routinely be in operation over 7 days due to staff absences, planned holidays and staff turn-over). Current levels of cleansing activity are high in an effort to clear the back-log and map as many gullies as possible on to Kaarbon-tech. The service is fully staffed and over-time budgets have been used to ensure full utilisation of tankers. A good impact has been made through this intensive effort so far with approximately 1400 additional gullies being cleansed each week. We have been using all 5 tankers throughout the winter to sustain this level of operation, but this will be reviewed during March/ April 2017 with a view to returning to more routine deployment of resources.

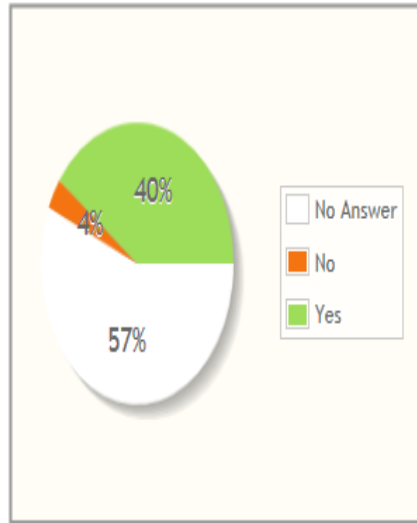
3.2.2 New vehicles were brought into use this autumn, which will further reduce down time for maintenance and repair.

3.2.3 The charts below show the KPI's for this period, showing that during the 7 months since June 2016, 40% of the total gullies have been cleansed.

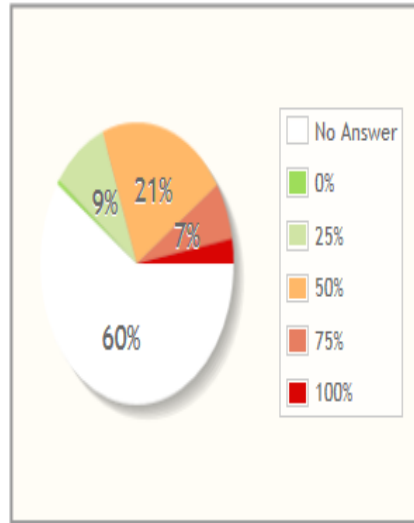
3.2.4 The table below then breaks these figures down by ward. This table shows the total number of gullies cleansed per ward on a mixture of cyclical, service request and report jobs. These figures include repeat visits to problematic areas, mop up visits relating to parked vehicles and other obstructions and areas of high speed roads where traffic management has been required.

KPI figures from Kaarbontech – June 2016 to February 2017

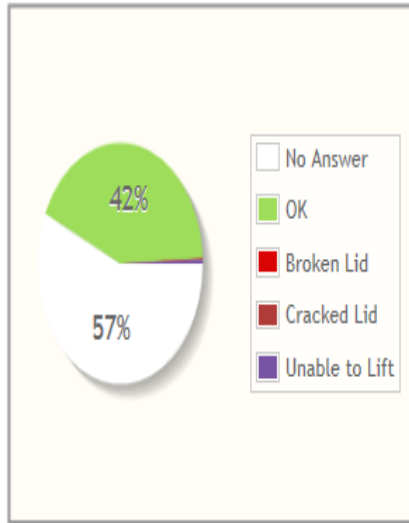
Cleaned



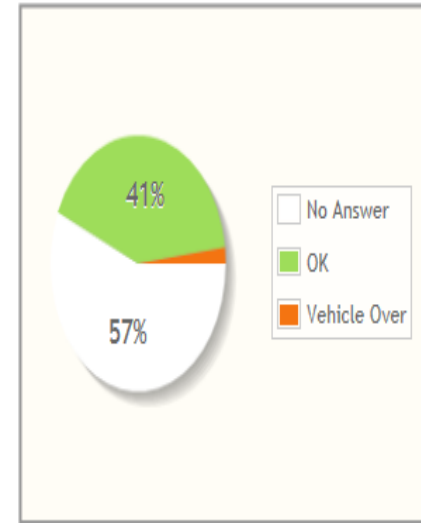
Silt Level



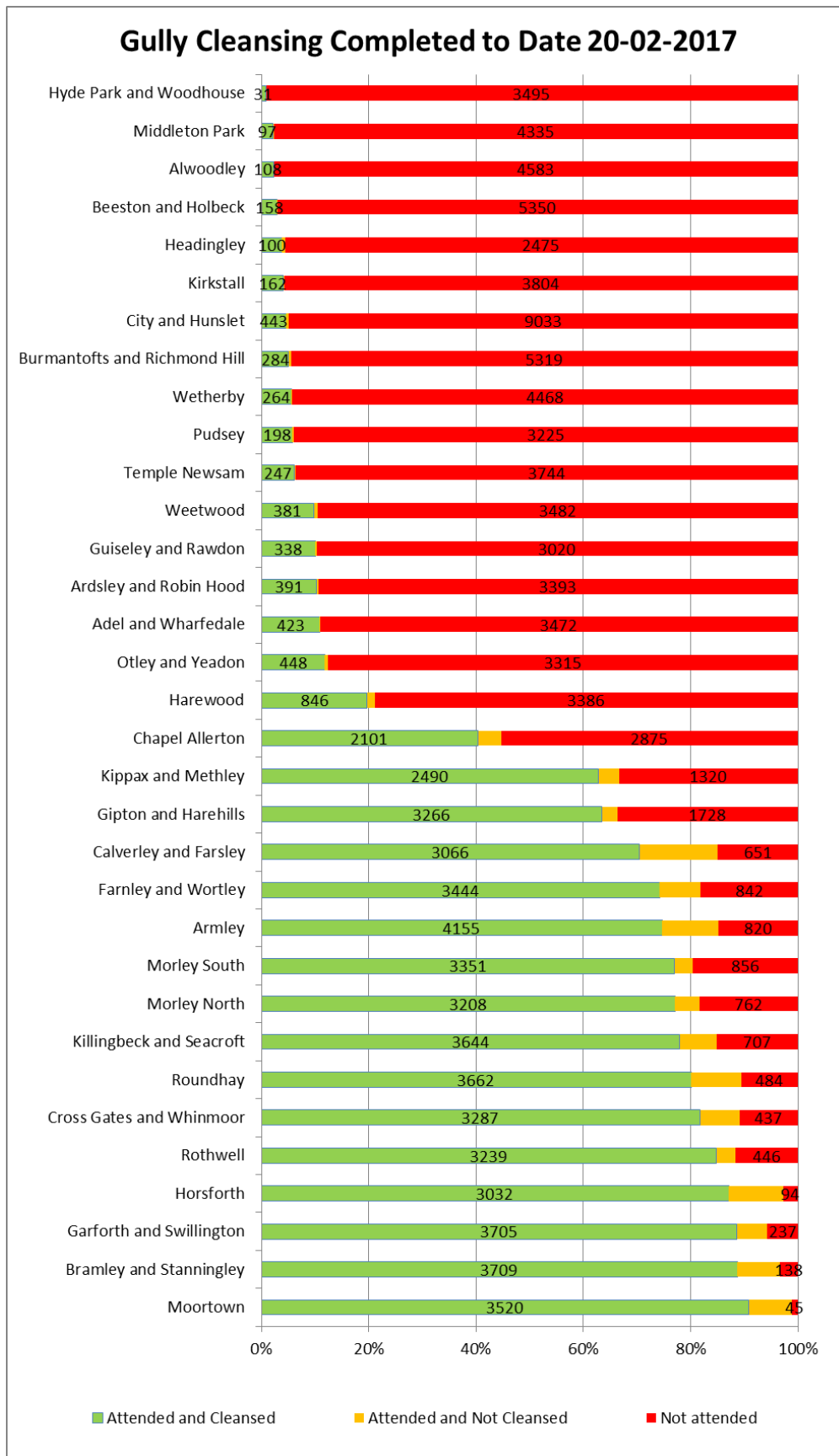
Cover Condition



Access



Gully Cleansing completion info by ward June 2016 to February 2017



3.3 Vehicles

- 3.3.1 In October 2016 the existing fleet of vehicles was replaced. The old fleet was 4/5 years old and coming to the end of its working life. All 5 tankers were replaced with brand new vehicles and associated suction/jetting equipment. The new vehicles also conform to the latest Euro 6 emissions regulations.

3.4 Reducing down time through water fills - Strategic Investment

- 3.4.1 In October 2016, the Council's Strategic Investment Board agreed a capital investment of £250,000 for the gully service. It is proposed that this investment will be used to procure a new fast-fill facility for the Council and purchase two additional multi-use gully cleansing vehicles. Typically, the filling of the gully tankers leads to approximately 100 hours of down-time each 7 day week across the service. A costed design solution for a fast-fill water supply will reduce this significantly. Work is in progress across Highways and Environmental Action services to establish the optimal location for the new fast-fill facility.
- 3.4.2 Whilst the possible fast-fill solutions are being considered, we are also in discussions with Yorkshire Water with a view to them allowing us use of more water outlet/filling points across the city. We currently have 12 designated locations which can be restrictive for the service and an impediment to productivity. Yorkshire Water has now agreed to allow use of approximately 19,000 further filling points across the city. This will drastically decrease the amount of down time spent travelling from fill point to fill point and increase the productive time of crews.

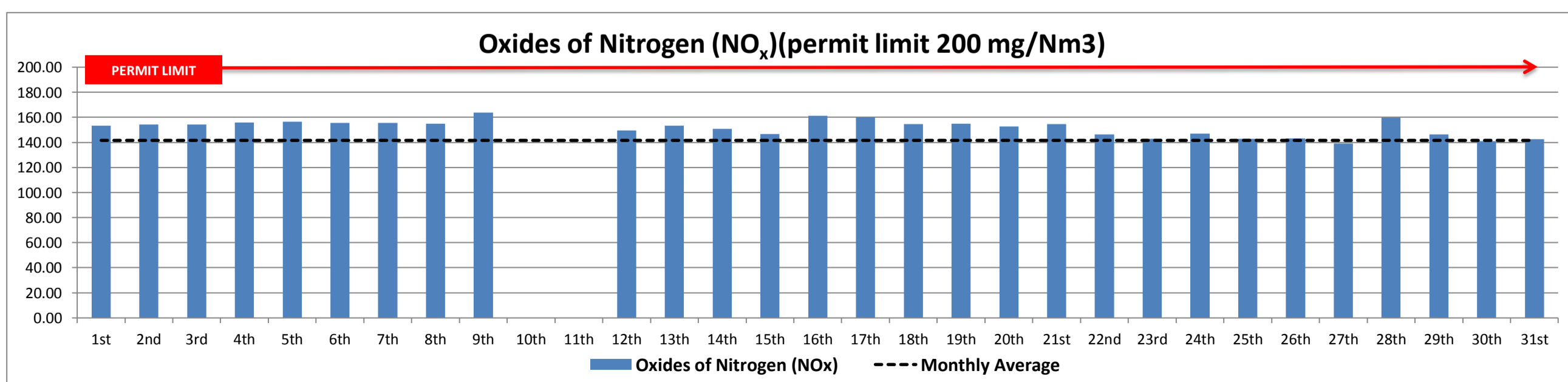
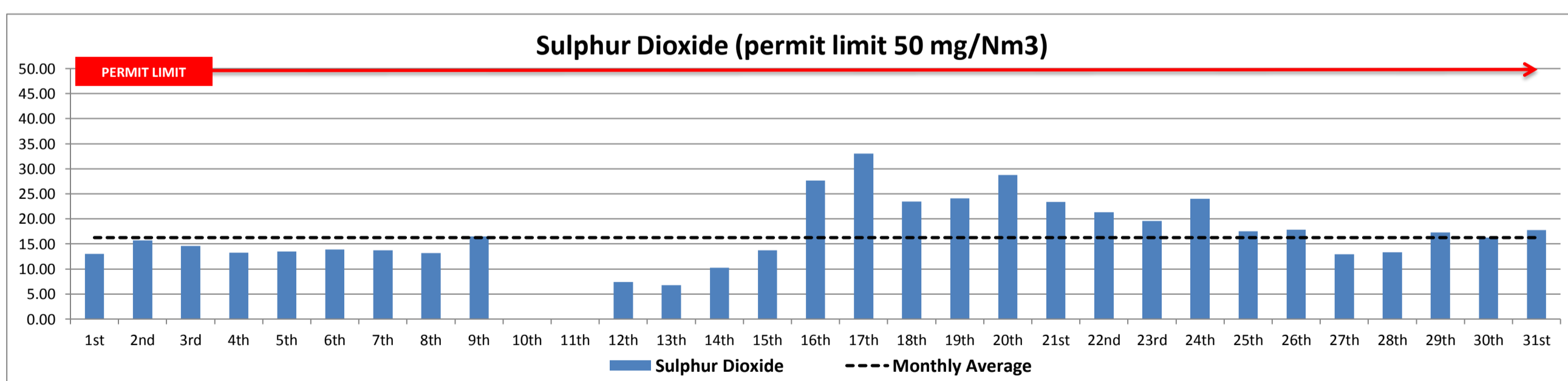
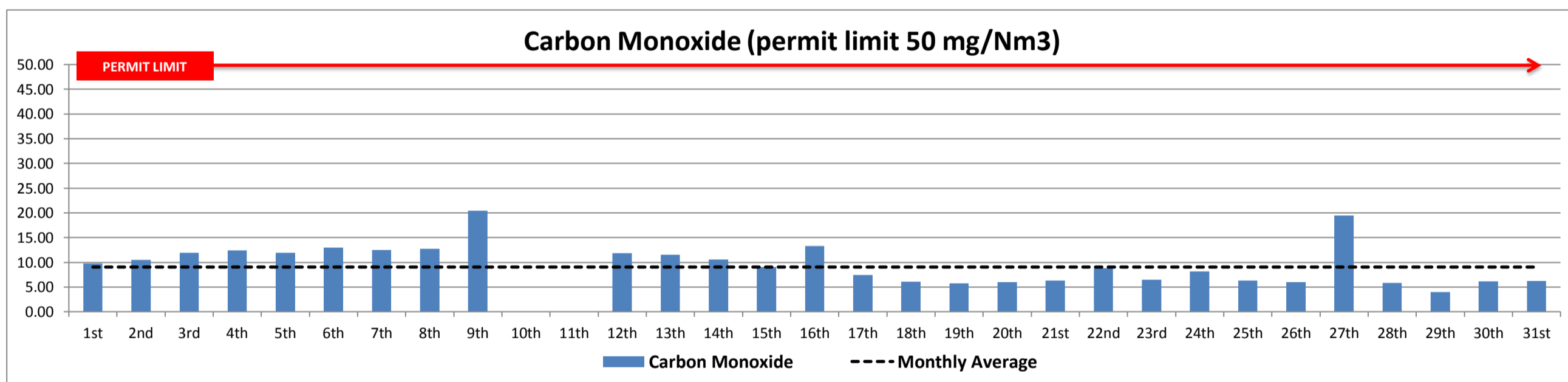
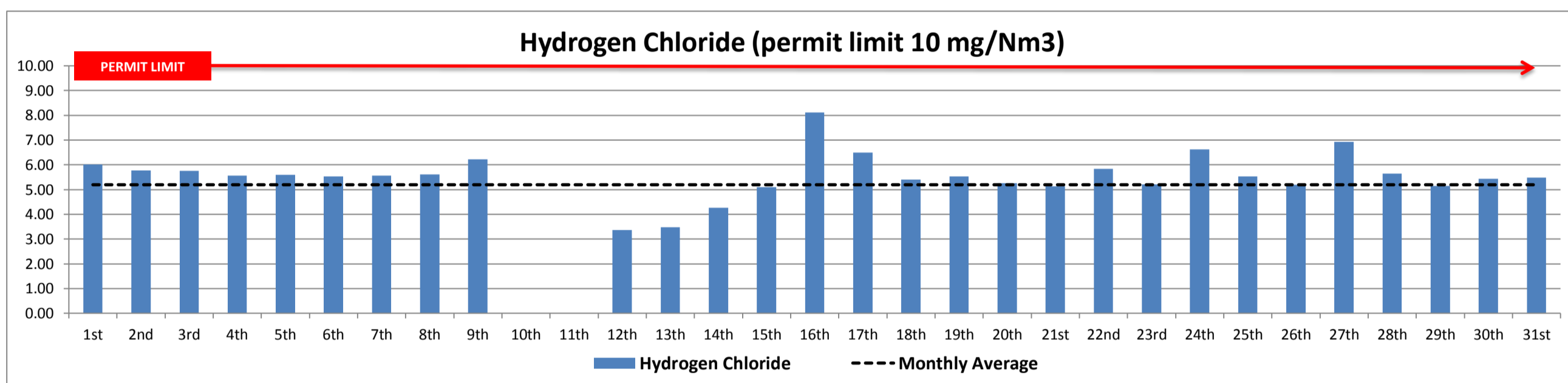
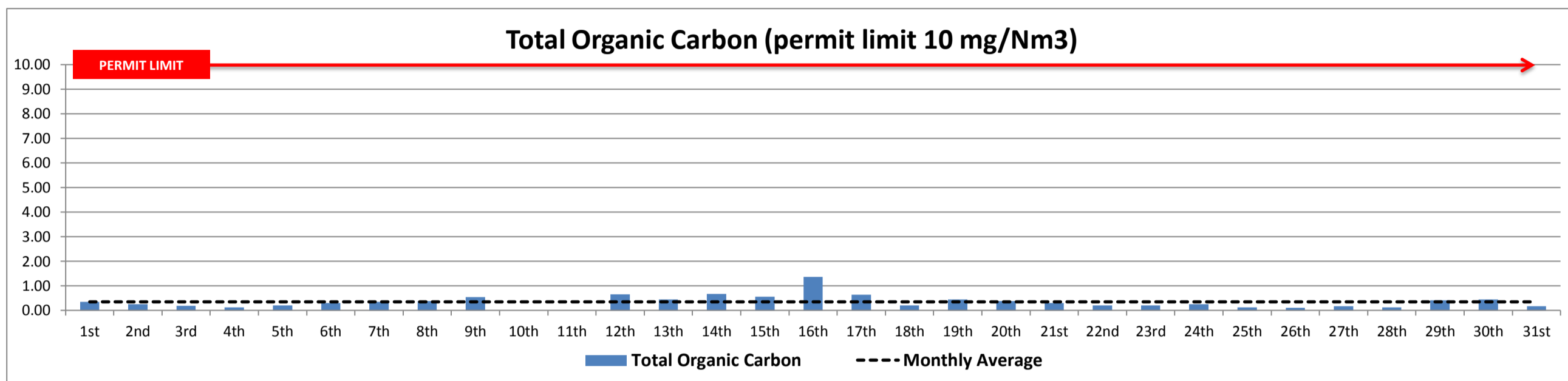
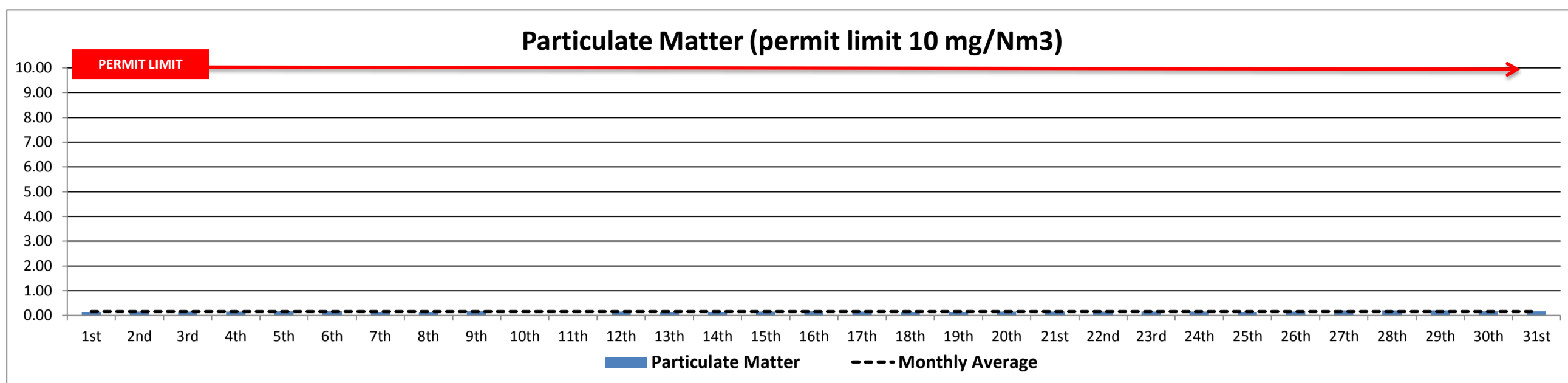
3.5 Co-ordination between Environmental Action and Highways Services

- 3.5.1 As stated in 1.1 above, the Council's gully assets are currently maintained and repaired by two Council services, Environmental Action and Highways and Transportation. Whilst both services work closely together to ensure the assets are effectively maintained and repaired, as reported at the Board's last meeting, there is some risk to the timely and effective transfer of information between the services. The use of Kaarbon-tech has significantly improved how information is shared, with both services now able to access live information about the condition and state of individual gullies.
- 3.5.2 Discussions have continued within the Council regarding the maintenance, cleansing and repairs functions being within one service area (i.e. Highways and Transportation) in order to create a more joined-up service with the ability to realise long term efficiencies as well as work more effectively with the closely related the flood-risk management team. The detail of the transfer is still being worked through. It is proposed that the gully cleansing service will transfer to Highways and Transportation early in the new financial year (2017/18).
- 3.5.3 Given the current level of performance, it is anticipated that almost every gully will have been attended and cleansed by July 2018 (2 years). Highways and Transportation will continue to undertake the current regime of cleansing gullies after transfer of the service on a ward by ward basis but will look to review those that are currently attributed to a quarterly and annual frequency. Changes to

frequency will be made based on silt levels recorded to ensure that cleansing is risk based and priority is allocated to those that represent the highest risk to property or road congestion/safety.

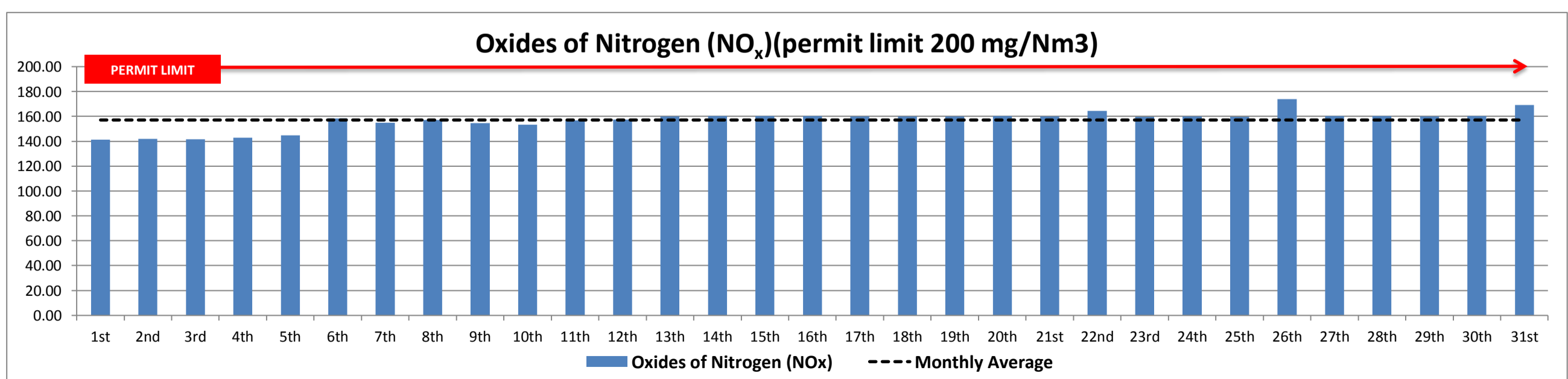
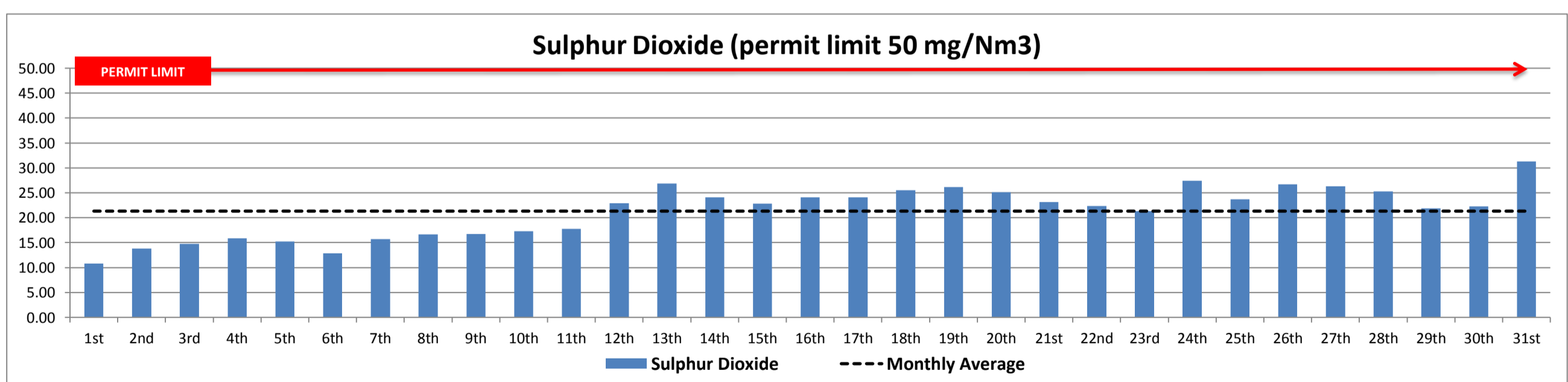
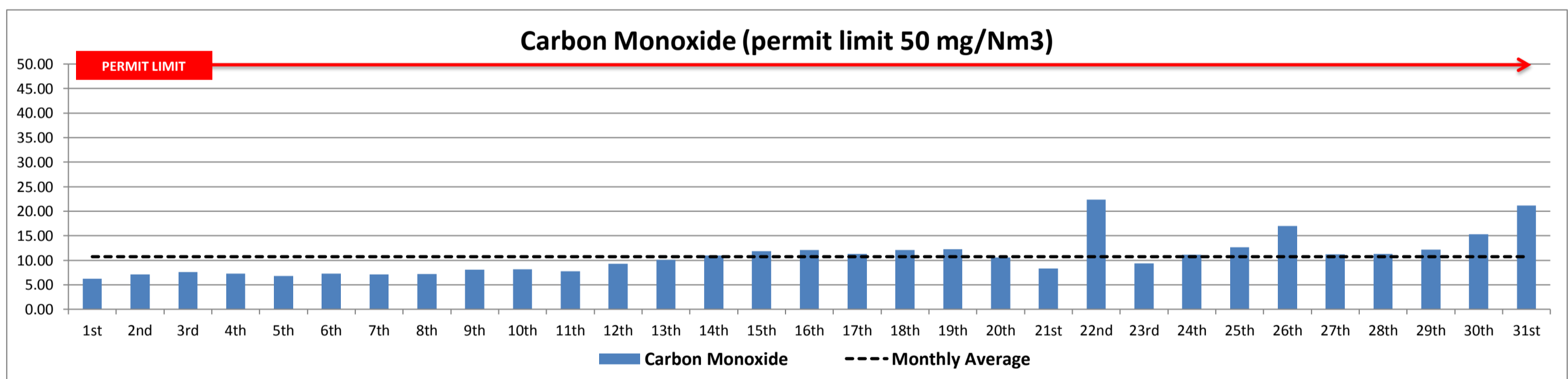
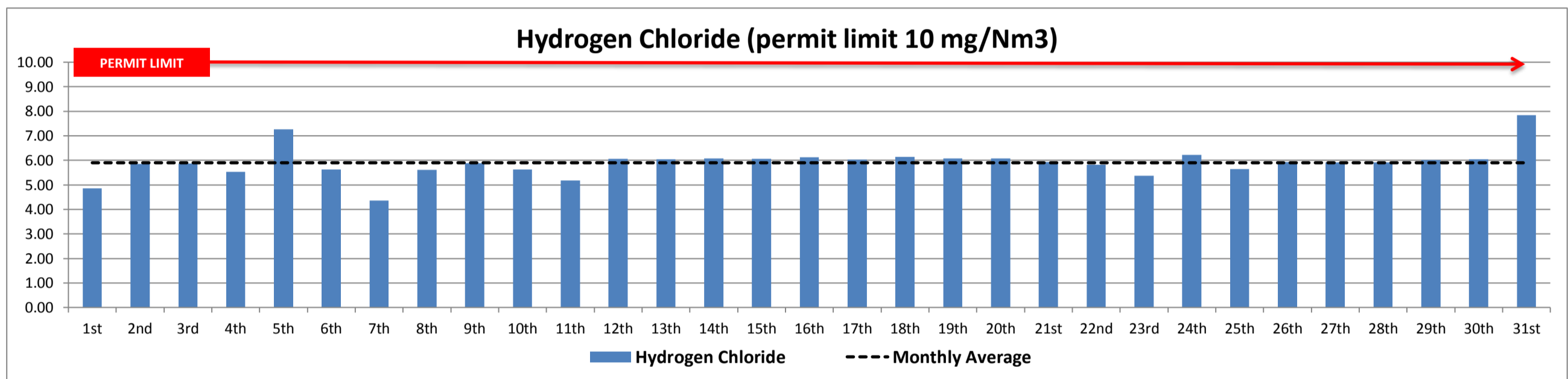
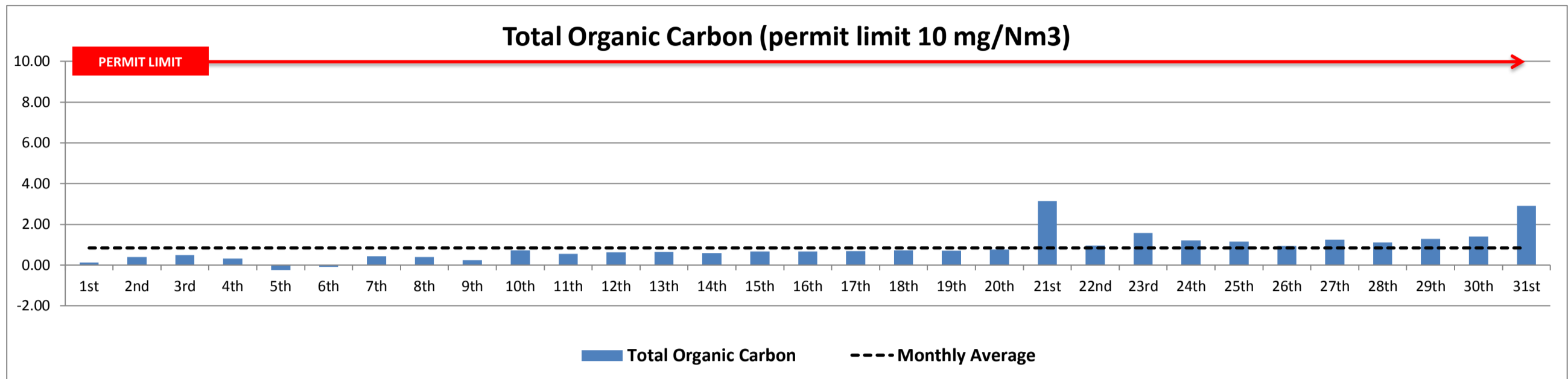
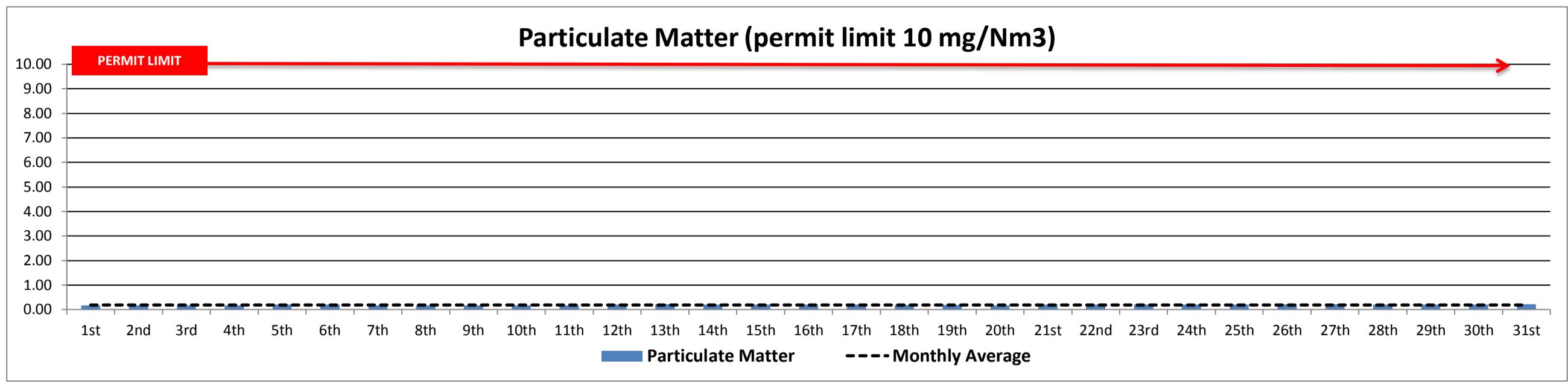
- 3.5.4 The revised and updated cleansing regime has increased the number of defect reports being passed to Highways. There have been 2,371 reports passed to the maintenance teams (including new lids, lid release, jetting reports and gullies requiring dig) this equates to 4% of the 53,288 gullies attended to date. Over the full network this could equate to 5,810 gullies that are defective in some way. The repairs will continue to be prioritised but the cost of the repair to bring these gullies back into service will put pressure on highways budgets which are already stretched.

December 2016 - Daily Emissions Averages



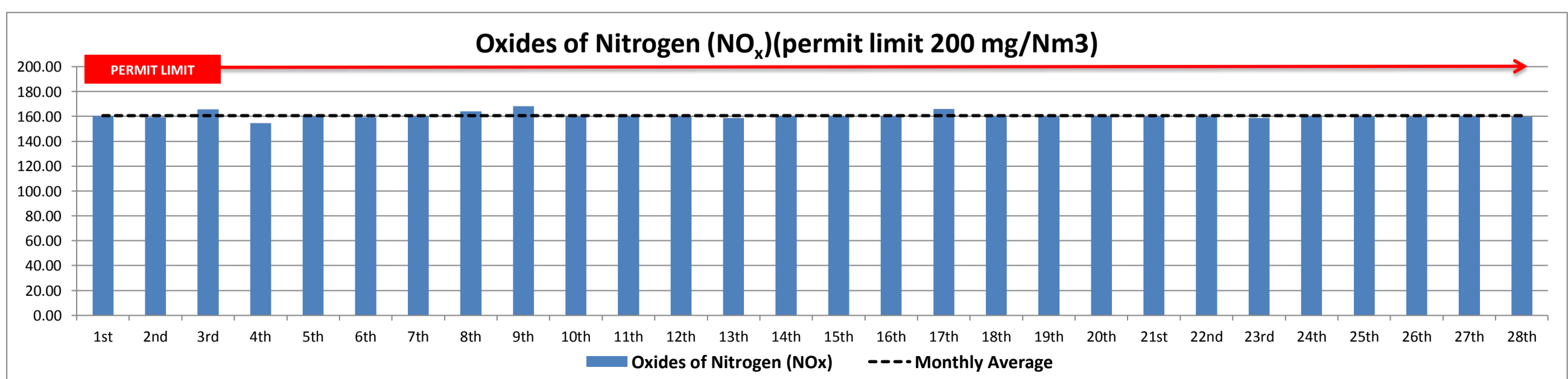
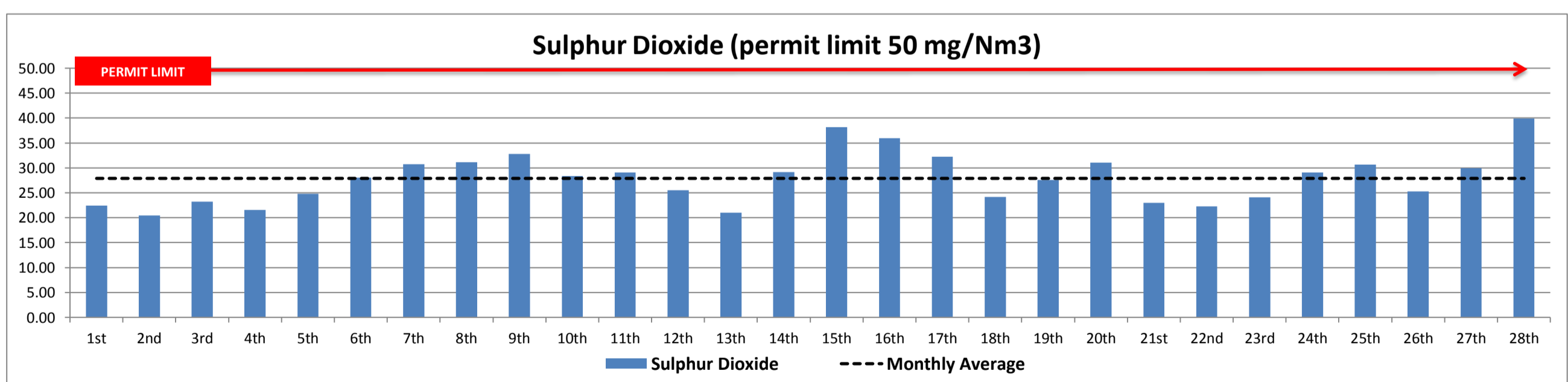
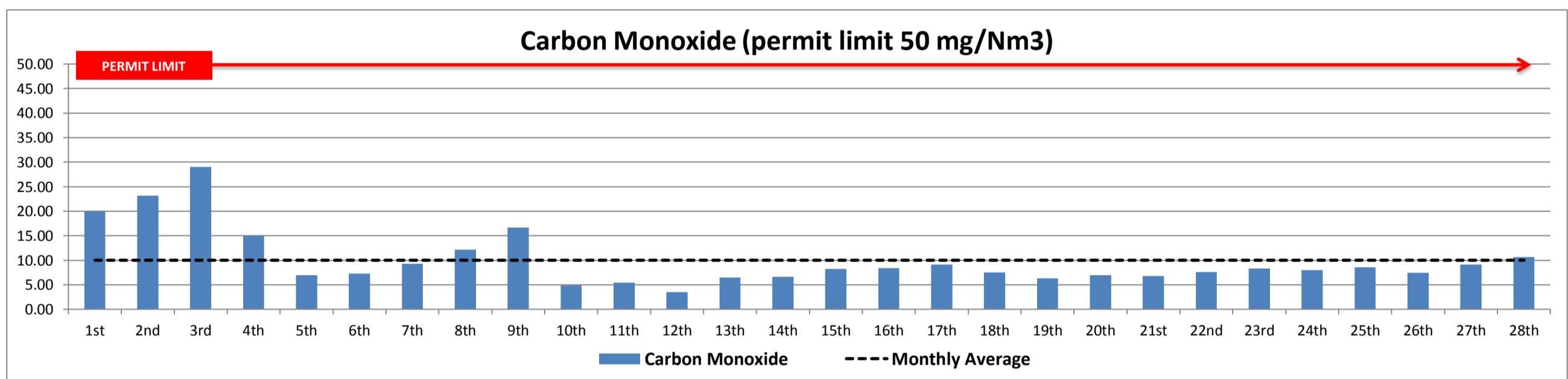
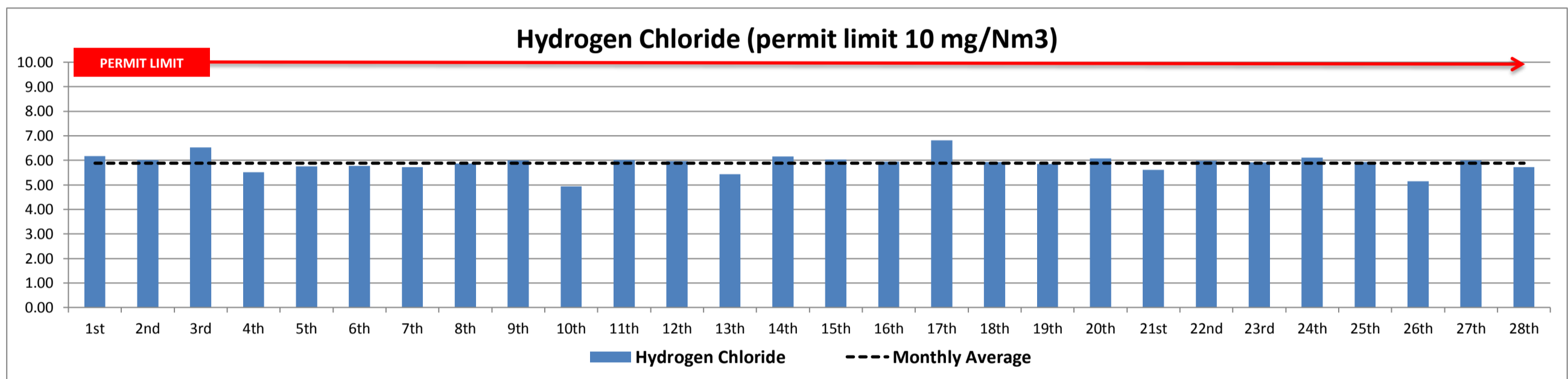
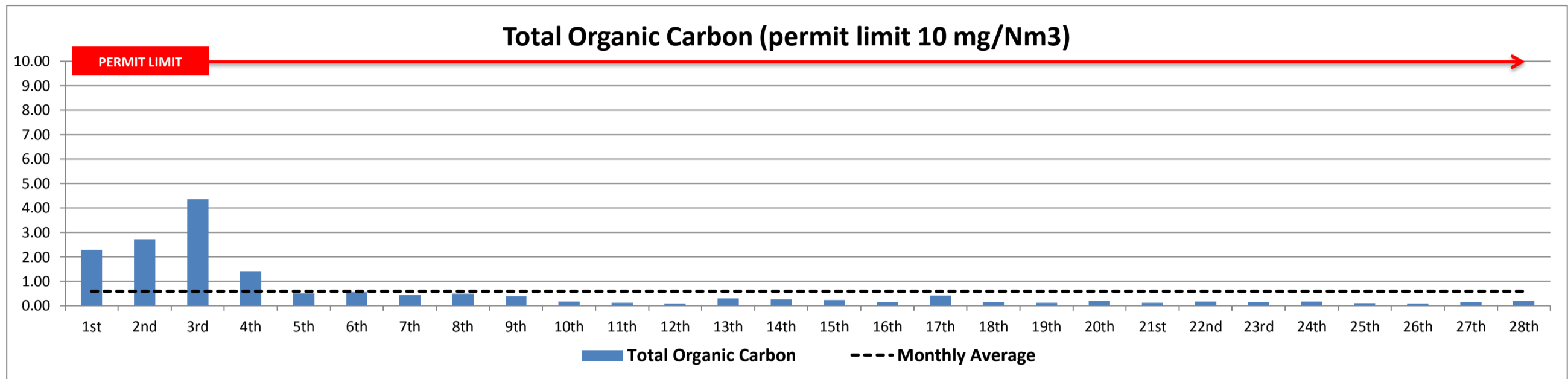
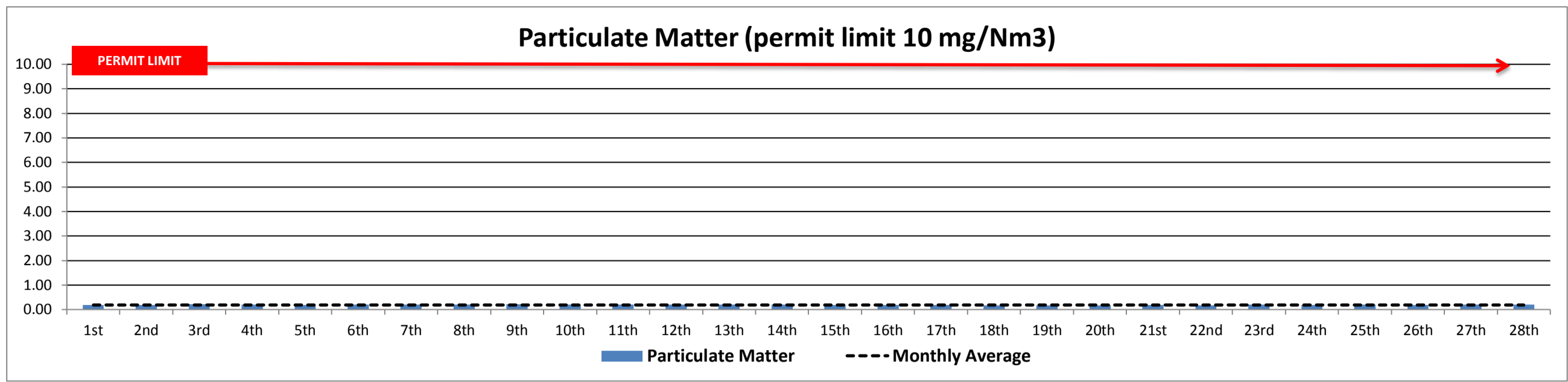
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January 2017 - Daily Emissions Averages



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February 2017 - Daily Emissions Averages



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Report author: Angela Brogden

Tel: 247 4553

Report of Head of Governance and Scrutiny Support

Report to Scrutiny Board (Environment and Housing)

Date: 23rd March 2017

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 8th February 2017.

Recommendation

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

Background documents¹

4. None used

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

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

Schedule of meetings/visits during 2016/17			
	June	July	August
		Main Theme – Community Safety	
		Refreshed Safer Leeds Plan 2016-2017 SB 07/07/16 @ 10 am	
Inquiry into Air Quality		Scope terms of reference WG meeting – 21/07/16	
General Briefings	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		
Budget and Policy Framework/Pre-decision Scrutiny		Lettings Policy Review - Consultation Update SB 07/07/16 @ 10 am	
Recommendation Tracking		Domestic Violence SB 07/07/16 @ 10 am	
Performance Monitoring		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"> • Addressing areas of underperformance in recycling • Engaging communities in the recycling agenda • Reviewing existing recycling services and recyclates • Maintenance of gullies <p>SB 22/09/16 @ 10 am</p>	<p>To consider the following matters:</p> <ul style="list-style-type: none"> • Implications and progress surrounding the Housing and Planning Bill 2015 • The quality of private rented sector housing in Leeds • Turnaround times for filling void council properties <p>SB 13/10/16 @ 10 am</p>	<p>To consider the following matters:</p> <ul style="list-style-type: none"> • Tackling begging across the city • The future provision of CCTV • Addressing anti-social behaviour • Addressing youth offending <p>SB 24/11/16 @ 10 am</p>
Inquiry into Air Quality	<p>Agree terms of reference SB 22/09/16 @ 10 am</p>	<p>Session 1 of the inquiry WG 17/11/16 @ 12.30 pm</p>
General Briefings	<p>Air quality management and monitoring of the Recycling and Energy Recovery Facility and surrounding area. SB 22/09/16 @ 10 am</p>	
Budget and Policy Framework/Pre-decision Scrutiny	<p>Lettings Policy Review SB 13/10/16 @ 10 am</p>	
Recommendation Tracking	<p>Peckfield Landfill Site SB 22/09/16 @ 10 am</p>	
Performance Monitoring		

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	
To consider the following matters: <ul style="list-style-type: none"> • A general update on Peckfield Landfill Site, including a response from the Environment Agency. SB 08/12/16 @ 10 am		To consider the following matters: <ul style="list-style-type: none"> • Implications and progress surrounding the Housing and Planning Bill 2015 • The quality of private rented sector housing in Leeds • Turnaround times for filling void council properties • Tenant Scrutiny Board SB 19/01/17 @ 10 am		To consider the following matters: <ul style="list-style-type: none"> • Tackling begging across the city • The future provision of CCTV • Addressing anti-social behaviour • Addressing youth offending • Pubwatch scheme SB 16/02/17 @ 10 am	
Inquiry into Air Quality	Session 2 of the inquiry SB 08/12/16 @ 10 am				
General Briefings				Peckfield Landfill Site – briefing with the Environment Agency WG 27/02/17 @ 10 am	
Budget and Policy Framework/Pre-decision Scrutiny		Financial Health Monitoring SB 19/01/17 @ 10 am Initial budget proposals 2017-2018 SB 19/01/17 @ 10 am			
Recommendation Tracking					
Performance Monitoring		General performance update SB 19/01/17 @ 10 am			

Key: SB – Scrutiny Board (Environment and Housing) Meeting

WG – Working Group Meeting

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

Page 36

Schedule of meetings/visits during 2016/17		
March	April	May (tbc)
Main Theme – Environment	Main Theme - Housing	
<p>To consider the following matters:</p> <ul style="list-style-type: none"> • Addressing areas of underperformance in recycling • Engaging communities in the recycling agenda • Reviewing existing recycling services and recyclates • Maintenance of gullies • Odour and air quality monitoring in relation to the RERF and wider Cross Green area <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"> • Implications and progress surrounding the Housing and Planning Act 2016 • The quality of private rented sector housing in Leeds • Turnaround times for filling void council properties • Re-commissioning of housing related support <p>SB 20/04/17 @ 10 am</p>	
<p>Inquiry into Air Quality</p> <p>Session 3 of the inquiry WG - 01/03/17 @ 10.30 am</p> <p>Session 4 of the inquiry WG 15/03/17 @ 2pm</p>	<p>Session 5 of the inquiry (tbc)</p>	
<p>Tenant Involvement Groups</p>	<p>Reviewing the role of wider tenant involvement groups. WG - tbc</p>	
<p>General Briefings</p>		
<p>Budget and Policy Framework/Pre-decision Scrutiny</p>		
<p>Recommendation Tracking</p>		
<p>Performance monitoring</p>		

EXECUTIVE BOARD

WEDNESDAY, 8TH FEBRUARY, 2017

PRESENT: Councillor J Lewis in the Chair

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

APOLOGIES: Councillor J Blake

131 Chair of the Meeting

In accordance with Executive and Decision Making Procedure Rule 3.1.5, in the absence of Councillor Blake who had submitted her apologies for absence from the meeting, Councillor J Lewis, as Deputy Leader, presided as Chair of the Board for the duration of the meeting.

132 Exempt Information - Possible Exclusion of the Press and Public

RESOLVED – That, in accordance with Regulation 4 of The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, the public be excluded from the meeting during consideration of the following parts of the agenda designated as exempt on the grounds that it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the public were present there would be disclosure to them of exempt information so designated as follows:-

- (a) Appendix 1 to the report entitled, 'Long Term Leases for Third Sector Affordable Housing Associations', referred to in Minute No. 144 is designated as exempt from publication in accordance with paragraph 10.4(3) of Schedule 12A(3) of the Local Government Act 1972 on the grounds that it contains information relating to the financial or business affairs of any particular person (including the authority holding that information). As this report relates to the granting of leases to 3rd sector affordable housing providers it is considered that the public interest in maintaining the content of Appendix 1 as exempt from publication outweighs the public interest in disclosing the information;
- (b) Appendix 1 to the report entitled, 'Design and Cost Report for the Acquisition of Unit 5, Landmark Court for Council Accommodation', referred to in Minute No. 146 is designated as exempt from publication in accordance with paragraph 10.4(3) of Schedule 12A(3) of the Local Government Act 1972 on the grounds that the information contained within it relates to the financial or business affairs of a particular of a person and the Council. This information is not publicly available from the statutory registers of information kept in respect of certain companies and charities. It is considered that since this information relates to a financial offer that the Council has submitted to purchase

Draft minutes to be approved at the meeting
to be held on Wednesday, 22nd March, 2017

the property in a one to one negotiation it is not in the public interest to disclose this information at this point in time. Also it is considered that the release of such information would or would be likely to prejudice the Council's commercial interests in relation to other similar transactions in that prospective purchasers of other similar properties would have access to information about the nature and level of consideration which may prove acceptable to the Council. It is considered that whilst there may be a public interest in disclosure, much of this information will be publicly available from the Land Registry following the completion of this transaction and consequently the public interest in maintaining the exemption outweighs the public interest in disclosing this information at this point in time;

- (c) Appendix 2 to the report entitled, 'Relocation of the Medical Needs Teaching Service from the Grafton Centre' referred to in Minute No.151 is designated as exempt from publication in accordance with paragraph 10.4(3) of Schedule 12A(3) of the Local Government Act 1972 on the grounds that the information within it relates to the financial or business affairs of the Council. It is considered that the release of such information would, or would be likely to prejudice the Council's commercial interests in relation to the potential future disposal of the site in question by prospective purchasers having access to information about the nature and level of consideration which may prove acceptable to the Council. It is considered that whilst there may be a public interest in disclosure, much of this information will be publicly available from the Land Registry following completion of any disposal transaction and consequently the public interest in maintaining the exemption outweighs the public interest in disclosing this information at this point in time.

133 Late Items

No formal late items of business were added to the agenda, however, prior to the meeting, Members were in receipt of supplementary information to agenda item 17 (Leeds Site Allocations Plan Submission Draft Stage (Including Advertisement of Pre-Submission Changes to the Plan)) which sought the Board's approval to recommend that full Council agrees to provide the necessary authority to the independent inspector appointed to hold Public Examination in order to enable the Inspector to make modifications to the Submission Draft of the Aire Valley Leeds Area Action Plan.

In addition, regarding the same agenda item, prior to the meeting Members were also in receipt of an updated version of a plan concerning Site Reference: MX2-39 (5372) – Parlington Estate, Aberford (Phase 1) which formed part of appendix 2 to the submitted report. (Minute No. 148 refers).

In addition to this, Members were also in receipt of an addendum to agenda item 24 (Update on the Green Care Home), which updated paragraph 3.2 of the submitted report and provided Members with the latest position on this matter. (Minute No. 136 refers).

134 Declaration of Disclosable Pecuniary Interests

There were no declarations of interest made at the meeting.

135 Minutes

RESOLVED – That the minutes of the previous meeting held on 14th December 2016 be approved as a correct record.

HEALTH, WELLBEING AND ADULTS

136 Update on The Green care home

Further to Minute No. 99 of the Executive Board meeting held on 16th November 2016, and also further to Minute No. 68(b) of the Council meeting held on 11th January 2017, the Director of Adult Social Services submitted a report which provided an update regarding The Green residential care home, following a previous decision about its future as part of the Better Lives Phase Three review of services.

In receiving the submitted report, Board Members were also in receipt of an update on the current position in the form of an addendum to paragraph 3.2 of the submitted report. The update presented to Members notified the Board that further to the written commitment in principle, the Council had now received written confirmation that all three CCGs had committed to supporting up to 37 beds for intermediate / recovery services. It was intended that the 37 beds would be provided at The Green.

In presenting the report, the Executive Member paid tribute to all concerned for the extensive work which had been undertaken on this issue to date. In addition, emphasis was placed upon the high levels of demand for intermediate care in the city and how this proposal looked to maximise the use of resource in order to help to address such demands. Furthermore, it was noted that a transition plan for The Green would be submitted to the Board in due course, with it also being reiterated that individual residents of The Green, and their families, would be supported throughout any transition process.

In receiving and responding to concerns raised regarding the process by which the Council had reached the current position, the Board received reassurances: specifically noting that in terms of funding for the 37 bed provision, this had been secured as part of the wider NHS development of intermediate care beds and the Council and CCG intended to draw up a funding agreement for the service as part of the Better Care Fund arrangements. In addition, reassurance was also provided on next steps, the process by which any transition would be progressed and received further information on the associated timescales.

RESOLVED – That the contents of the submitted report, including the updated information provided to Board Members in the form of an addendum to paragraph 3.2 of the submitted report, be noted.

(Given that the substantive decisions taken on such matters were the subject of a previous Call In, the matters referred to within this minute were not eligible for Call In)

ECONOMY AND CULTURE

- 137 Leeds European Capital of Culture 2023 and Leeds Cultural Strategy**
Further to Minute No. 178, 18th March 2015, the Director of City Development submitted a report providing an update on the timescale of Leeds' bid to become European Capital of Culture 2023, and also providing details on the development of the new Culture Strategy for Leeds 2017-2030.

In addition, the Board also received a presentation from the Chief Officer and the Principal Officer (Culture and Sport) which accompanied the submitted report. In receiving the presentation, it was noted that a formal consultation exercise in respect of the proposed Culture Strategy was to be undertaken, following which the Strategy was scheduled to be submitted to the Board in June 2017 for consideration.

Responding to the presentation, the engagement process undertaken to date was welcomed, with Members highlighting the importance of continuing to liaise with children and young people and those groups representing them as part of the process to develop the strategy and the bid.

RESOLVED – That the contents of the submitted report, together with the accompanying presentation, be noted.

- 138 Revenue Budget Proposals and Capital Programme**
Further to Minute No.130, 14th December 2016, the Deputy Chief Executive submitted a report regarding the proposals for the City Council's Revenue Budget for 2017/2018 and the Leeds element of the Council Tax to be levied in 2017/2018.

The Board noted that the final Local Government Finance Settlement was still to be received from Government, and as such, the submitted reports were based upon the provisional Settlement, with Members discussing the implications of such matters when considering the overall budget setting process.

Members also highlighted the high level of demand which existed in respect of adult social care provision, and the limited resources available to meet such demands.

(A) Leeds City Council Revenue Budget and Council Tax 2017/2018

RESOLVED –

- (a) That Executive Board recommends to Council the adoption of the following:
- i. That the revenue budget for 2017/18 totalling £492.67m be approved.
This means that the Leeds element of the Council Tax for 2017/18 will

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increase by 1.99% plus the adult social care precept of 3%. This excludes the Police and Fire precepts which will be incorporated into the report to be submitted to Council on the 22nd February 2017;

- ii. That approval be given for grants totalling £75k to be allocated to parishes;
 - iii. That approval be given to the strategy at appendix 9 of the submitted report in respect of the flexible use of capital receipts;
 - iv. That, in respect of the Housing Revenue Account, Council be recommended to approve the budget with:
 - A reduction of 1% in dwelling rents in non-Private Finance Initiative areas.
 - An increase of 2% in dwelling rents in PFI areas.
 - A 5% increase in garage rents.
 - A 2% increase in district heating charges.
 - That service charges for multi-storey flats be increased by £2 per week.
 - That service charges for low/medium rise properties be increased by £1 per week.
 - That the charge for tenants who benefit from the sheltered support service currently paying £2 a week be increased to £4 per week.
- (b) That officers be authorised to begin consultations without delay on the proposals to introduce new fees and charges and increases to existing fees and charges;
- (c) That the Executive Board's thanks be extended to Scrutiny Boards for their comments, and in considering the specific recommendations made:
- i) The Board agrees that, during 2017/18, there should be further review of fees and charges, including revisiting the previous report and recommendations from Scrutiny Board (Strategy and Resources) in order to help ensure that the Council maximises its income streams;
 - ii) The Board agrees that, as part of the development of the 'Leeds £' approach, there should be a review of joint funding arrangements in order to help ensure a consistent and strategic approach that is fair and equitable to all partners involved;
 - iii) The Board agrees that, where any directorate is anticipating a significant budget overspend, support be given to the need for the section 151 Officer and the relevant Director to work closely and proactively with the relevant Scrutiny Board in order to provide suitable assurance that there is robust financial risk management and transition planning in place;
 - iv) The Board agrees that for all proposed budget savings, there is a clear narrative that explains how the savings will be achieved, including (but not limited to) service redesign and service commissioning/ decommissioning;

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- v) The Board notes the comments of the Scrutiny Board (Adult Social Services, Public Health, NHS) in respect of the Adult Social Care precept and the assurances provided through the submitted report on the justification and how the additional funding will be utilised.
- (d) That the update to the 2017/18 to 2019/20 medium-term financial strategy, and the intention to present a fully updated financial strategy to the Board at its meeting in July 2017, be noted.

(B) Capital Programme Update 2017 – 2020

The Deputy Chief Executive submitted a report setting out the proposed Capital Programme for the period 2017-2020.

RESOLVED –

- (a) That Executive Board recommends to Council:
 - (i) the approval of the Capital Programme for 2017-20 totalling £1,282.4m, including the revised projected position for 2016/17, as presented in Appendix F to the submitted report;
 - (ii) the approval of the revised Minimum Revenue Provision (MRP) policy for 2016/17, as set out in Appendix D to the submitted report.
- (b) That Executive Board approval be given to the list of land and property sites shown in Appendix B of the submitted report to be disposed of in order to generate capital receipts for use in accordance with the MRP policy;
- (c) That Executive Board approval be given to the following injections into the capital programme:
 - £116.2m, of annual programmes as set out in Appendix A(iii) of the submitted report to be funded by £37.2m LCC borrowing, £8.5m HRA Borrowing, £64.5m of HRA specific resources and £6.0m of general fund specific resources;
 - £20.3m, of pressures as set out in Appendix A(iii) to the submitted report funded by £14.3m of net borrowing and £6.0m of general fund specific resources.

(With it being noted that the above resolutions to inject funding of £136.5m will be implemented by the Chief Officer (Financial Services)).
- (d) That Executive Board approval be given to the delegation of the future injections and ‘authority to spend’ of the acquisition of strategic assets in support of the Council’s financial strategy, to the Director of City Development and the Chief Finance Officer in consultation with the relevant Executive Board Member for Regeneration, Transport and Planning and Group Leaders of Executive Board.

(C) Treasury Management Strategy 2017/2018

The Deputy Chief Executive submitted a report setting out the Treasury Management Strategy for 2017/2018 and which provided an update on the implementation of the 2016/17 strategy.

RESOLVED –

- (a) That the Treasury Strategy for 2017/18, as set out in Section 3.3 of the submitted report be approved, and that the review of the 2016/17 strategy and operations, as set out in Sections 3.1 and 3.2, be noted;
- (b) That full Council be recommended to set the borrowing limits for 2016/17, 2017/18, 2018/19 and 2019/20 as detailed in Section 3.4 of the submitted report, and to note the changes to both the Operational Boundary and the Authorised limits;
- (c) That full Council be recommended to set the treasury management indicators for 2016/17, 2017/18, 2018/19 and 2019/20 as detailed in Section 3.5 of the submitted report;
- (d) That full Council be recommended to set investment limits for 2016/17, 2017/18, 2018/19 and 2019/20 as detailed in Section 3.6 of the submitted report;
- (e) That full Council be recommended to adopt the revised Treasury Management Policy Statement.

(The matters referred to in Minute Nos. 138(A)(a)(i)-(iv)(Revenue Budget and Council Tax); 138(B)(a)(i)-(ii)(Capital Programme) and 138(C)(b)-(e)(Treasury Management Strategy), given that they were decisions being made in accordance with the Budget and Policy Framework Procedure Rules, were not eligible for Call In)

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

RESOURCES AND STRATEGY

139 Best Council Plan 2017/18 Proposals

Further to Minute No. 120, 14th December 2016, the Deputy Chief Executive submitted a report which presented the Best Council Plan 2017/18 for consideration and approval that it be recommended for adoption by Council on 22nd February 2017.

Members discussed some key areas of performance and priority for the Council, how they were covered as part of the Best Council Plan and the actions being taken to monitor progress in such areas.

RESOLVED –

- (a) That full Council be recommended to adopt the Best Council Plan for 2017/18, as detailed at Annexe 1 to the submitted report;
- (b) That it be noted that further development and graphic design work will take place prior to the publication of the refreshed Best Council Plan 2017/18 at end March 2017.

(The matters referred to within this minute, given that they were decisions being made in accordance with the Budget and Policy Framework Procedure Rules, were not eligible for Call In)

140 Financial Health Monitoring 2016/17 - Quarter 3 (Month 9)

The Deputy Chief Executive submitted a report which set out the Council's projected financial health position for 2016/17, as at month 9 of the financial year.

In considering the submitted report, Members received further information regarding proposals in respect of the Council's Minimum Revenue Provision (MRP) Policy with regard to debt repayment, noted the levels of income which had been received by the Council to date arising from the New Homes Bonus initiative, and also discussed the budgetary pressures within Children's Services.

RESOLVED – That the projected financial position of the authority, as at month 9 of the financial year, be noted.

141 Safeguarding the Integrity of the Elections Process

The Chief Executive submitted a report detailing the actions which had been taken to date by the Council's Electoral Services in response to the 50 recommendations contained within the "Securing the Ballot" paper published in August 2016. In addition, the report also identified any further actions which could be taken to ensure that the Council continued to develop the integrity of the election process in Leeds. The submission of the report was in response to a resolution of full Council on 14th September 2016 (Minute No. 44 of that meeting refers).

Members welcomed the contents of the submitted report.

RESOLVED –

- (a) That the contents of the submitted report, together with the comments of the Electoral Services Manager, as detailed within Appendix A to the submitted report, be noted;
- (b) That the Board be reassured that the Electoral Services Manager will ensure that the Electoral Services Section will continue to provide a high level of service to the electorate, delivering an accessible, transparent and secure election process for the people of Leeds.

REGENERATION, TRANSPORT AND PLANNING

142 Storm Eva Flood Investigation Section 19 Report

Further to Minute No. 86, 19th October 2016, the Director of City Development submitted a report which presented for the Board's approval the Storm Eva Flood Investigation Section 19 Report.

The Board welcomed the comprehensive piece of work which had been undertaken in compiling the 'Section 19' report. In addition, responding to Members' comments, the Board noted the ongoing work which continued in order to develop appropriate flood alleviation measures, and the joined up and multi-agency approach which was being taken on such work.

RESOLVED –

- (a) That the Storm Eva Flood Investigation Section 19 Report, as appended to the submitted report, be approved;
- (b) That agreement be given for a copy of the approved Section 19 report to be sent to the Secretary of State for the Department of the Environment, Food and Rural Affairs (DEFRA), drawing particular attention to the recommendations contained within it;
- (c) That it be noted that the Chief Officer Highways and Transportation will be responsible for the implementation of resolution (b) (above).

143 The Housing Growth and High Standards in all Sectors Breakthrough Project

The Director of City Development and the Director of Environment and Housing submitted a joint report providing an update on the 'Housing Growth and High Standards in all Sectors' Breakthrough Project, which aimed to deliver new housing through direct investment in new housing stock in the public and private sectors, bringing empty homes back into use and enabling delivery through a programme of intervention and support for housing associations, third sector partners and private sector land owners and developers.

In considering the report, Members noted the disparity which existed between the level of planning permissions which had been granted in Leeds and the number of new homes delivered. The Board also discussed the important role played by small and medium sized house builders in the delivery of new homes in Leeds, whilst also noting the discussions which were taking place with Government on the ways in which housing delivery in the city could be increased.

In discussing the provision of extra care housing and the significant demand which existed, it was noted that a report regarding extra care housing was scheduled to be submitted to the Board over the course of the next few months.

RESOLVED –

- (a) That the progress of the ‘Housing Growth and High Standards in all Sectors’ Breakthrough Project, be noted;
- (b) That the subsequent production of an Annual Report within a wider approach towards stakeholder engagement, be approved.

144 Long Term Leases for 3rd Sector Affordable Housing Organisations

The Director of City Development and the Director of Environment and Housing submitted a joint report which sought approval to the surrender of existing lease arrangements between the Council, GIPSIL, Canopy and Unity Housing Association, and which also sought approval to delegate authority to the Director of City Development in order to approve terms of new 99 year leases and nomination agreements for the 66 subject properties, at £1 per property per annum.

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

RESOLVED –

That the following be approved:-

- i) The surrender of existing lease arrangements, as listed in exempt Appendix 1 to the submitted report, between the Council, GIPSIL, Canopy and Unity Housing Association;
- ii) That the Council enters into new 99 year leases and nomination agreements for all 66 council owned properties, as listed within exempt Appendix 1 to the submitted report, with GIPSIL and Canopy, at Less Than Best consideration;
- iii) That the Council enters into nomination agreements on any new properties acquired by GIPSIL or Canopy;
- iv) That the necessary authority be delegated to the Director of City Development in order to approve the terms of the new leases at ‘Less than Best’ consideration, based on a peppercorn rent of £1 per annum per property.

145 Revised Leeds District Heating Network Local Development Order (Revised LDO 3)

Further to Minute No. 159, 9th March 2016, the Director of City Development submitted a report on proposals to adopt a revised Leeds District Heating Network Local Development Order (Revised LDO 3A) with the aim of supporting the development of district heating provision in the city.

Members highlighted the importance of the district heating initiative and its potentially significant contribution towards the cutting carbon agenda.

The Board received an update on the development of the business case for the district heating scheme, whilst also receiving further information on the practical procedures involved around the mitigation against disruption from any associated road works.

RESOLVED –

- (a) That the adoption of the Revised Leeds District Heating Network Local Development Order (Revised LDO 3A), as set out in Appendices 1 and 2 to the submitted report, be approved;
- (b) That approval be given for the Chief Planning Officer to submit a copy of the Leeds District Heating Network Local Development Order (Revised LDO 3A), together with the updated statement of reasons, to the Secretary of State for the Department of Communities and Local Government (DCLG), and that the relevant authority be provided to the Chief Planning Officer in order to make any minor modifications to the Order whilst being taken through that submission process.

146 Design and Cost Report for Acquisition of Unit 5 Landmark Court for Council Accommodation

The Director of City Development submitted a report which sought approval to the acquisition of Unit 5, Landmark Court, in order to deliver revenue savings to contribute towards the Council's Medium Term Financial Plan.

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

RESOLVED –

- (a) That the contents of the submitted report, and specifically the progress made to deliver revenue savings through asset rationalisation, be noted;
- (b) That the acquisition of Unit 5, Landmark Court, on the terms identified within exempt appendix 1 to the submitted report, be approved;
- (c) That the necessary authority be delegated to the Director of City Development in order to agree the final detailed terms for the acquisition;
- (d) That the injection of the sum, as identified within exempt Appendix 1, into the Capital Programme be approved, and that the relevant authority to spend the monies, as required, also be approved;
- (e) That it be noted that the Head of Land and Property is responsible for the implementation of such matters.

147 Core Strategy Selective Review

Further to Minute No. 65, 17th September 2014, the Director of City Development submitted a report which sought approval to commence the formal steps for a selective review of the Core Strategy, to agree the suggested scope of that review and also to commence the first regulatory stage of preparation.

A specific request was made for a further resolution to be agreed in order to ensure that a review of the employment growth projections used in the current Core Strategy (in relation to the Objectively Assessed Needs for Housing) was included within the Selective Review process.

The Board considered the challenges faced by the Local Authority in adapting to population growth across the city and the actions which were being taken by the Council in a bid to meet such challenges. Emphasis was also placed on the need to ensure that the Council fully contributed towards any consultation process associated with the Government's recently published housing White Paper.

Members discussed the objectives of the Selective Review, the timing of it, and highlighted the need for such a review process to be commenced at the earliest opportunity.

RESOLVED –

- (a) That approval be given to the initial scope of the Core Strategy Review, as follows:-
- (i) Update the housing requirement in Policy SP6, considering and making any necessary consequent revisions to other parts of the Plan and considering any implications for the spatial strategy;
 - (ii) Extend the plan period to 2033;
 - (iii) Update the wording for Policies EN1 and EN2, arising from the Government's withdrawal of the Code for Sustainable Homes in March 2015, which is currently set out in the document "Implementation of Core Strategy Policies EN1 and EN2" on Leeds City Council's website;
 - (iv) Update Affordable Housing Policy H5 in response to anticipated proposals in the forthcoming Housing White Paper and amend the policy as necessary in response to findings of the SHMA (Strategic Housing Market Assessment) and viability assessment of policy;
 - (v) Amend Greenspace Policy G4 as necessary in response to findings of viability assessment of the policy;
 - (vi) Respond to policy implementation issues, which have arisen through Plan delivery;
 - (vii) Incorporate the Housing Standards policy work into the Core Strategy Review instead of undertaking it in a separate development plan document;
 - (viii) That a review of the employment growth projections used in the current Core Strategy (in relation to the Objectively Assessed

Needs for Housing) be included as part of the Core Strategy Selective Review process.

- (b) That it be noted that the Head of Strategic Planning is responsible for the implementation of such matters.

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

148 Leeds Site Allocations Plan Submission Draft Stage (Including Advertisement of Pre-Submission Changes to the Plan)

Further to Minute No. 73, 21st September 2016, the Director of City Development submitted a report which sought approval to advertise a consolidated set of proposed pre-submission changes to the Site Allocations Plan (Publication Draft Site Allocations Plan and Revised Publication Draft for Outer North East HMCA). In addition, the report also sought Executive Board to recommend that full Council approves the Submission Draft Plan for submission to the Secretary of State for the purposes of independent examination.

Board Members were in receipt of supplementary information in the form of an addendum to the submitted cover report which sought the Board's approval to recommend that full Council provided the necessary authority to the independent inspector appointed to hold Public Examination to make modifications to the Submission Draft of the Aire Valley Leeds Area Action Plan. In addition, Members were also in receipt of an updated version of a plan concerning Site Reference: MX2-39 (5372) – Parlington Estate, Aberford (Phase 1) which formed part of appendix 2 to the submitted report.

Members discussed the level of land proposed to be allocated for development as part of this process within the green belt, discussed specific sites Meanwood (HG2-49) and Tingley (HG2-169), whilst also considering the associated timescales regarding the submission of the Site Allocations Plan, together with the relationship between the Site Allocations Plan and the Selective Review of the Core Strategy.

RESOLVED –

- (a) That the request from Development Plan Panel (10th January 2017) that Executive Board receive further information on two housing allocations at Weetwood (HG2-49) and Tingley (HG2-169) in light of the recent withdrawal by the Cricket and Rugby Clubs of their planning applications for housing development at Weetwood be noted, together with the information on such matters, as detailed within the submitted report. Also, having considered this information, and having considered the implications and risks of removing the sites at this stage with any necessary changes to the Pre-Submission Changes made, both sites remain within the Submission Draft Plan, as currently presented;

- (b) That the Board approves and recommends that full Council approves the pre-submission changes to the Publication Draft Site Allocations Plan, as set out in Appendix 1 to the submitted report;
- (c) That the Board approves and recommends that full Council approves the Submission Draft of the Site Allocations Plan (comprising the Publication Draft Plan, the Revised Publication Draft Plan for the Outer North East and the Pre-Submission Changes – together known as the “Submission Draft Plan”) for the purposes of Submission to the Secretary of State for independent examination, pursuant to Section 20 of the Planning and Compulsory Purchase Act 2004 as amended;
- (d) That the Board approves and recommends that full Council approves the Sustainability Appraisal Report, as detailed at Appendix 3 to the submitted report, in support of the Plan, for Submission to the Secretary of State for independent examination pursuant to Section 20 of the Planning and Compulsory Purchase Act 2004 as amended;
- (e) That full Council be recommended to grant authority to the independent inspector appointed to hold the Public Examination, in order to make modifications to the Submission Draft Plan, pursuant to Section 20 (7C) of the Planning and Compulsory Purchase Act 2004 as amended;
- (f) That agreement be given that a further period of advertisement on the pre-submission changes to the Publication Draft Site Allocations Plan is provided, and that any further comments received be submitted to the Secretary of State at the time the Submission Draft Plan is submitted for independent examination;
- (g) That agreement be given and that it be recommended to full Council that it delegates authority to the Chief Planning Officer, in consultation with the relevant Executive Member, to make any factual and other minor changes to the pre-submission changes, prior to advertisement;
- (h) That the necessary authority be delegated to the Chief Planning Officer, in consultation with the relevant Executive Member, to:
 - a) approve the detail of any further technical documents and supporting evidence required to be submitted alongside the plan for consideration at Public Examination;
 - b) continue discussions with key parties and suggest to the Inspector any edits and consequential changes necessary to be made to the Submission Draft Plan following Council approval up to and during the Examination; and
 - c) prepare and give evidence in support of the Plan at Examination;
- (i) That full Council be recommended to grant authority to the independent inspector appointed to hold the Public Examination, in order to make modifications to the Submission Draft Aire Valley Leeds Area Action Plan, pursuant to Section 20 (7C) of the Planning and Compulsory Purchase Act 2004, as amended.

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

(The matters referred to within this minute, given that they were decisions being made in accordance with the Budget and Policy Framework Procedure Rules, were not eligible for Call In)

149 East Leeds Orbital Road (ELOR): Land Assembly and Procurement

Further to Minute No. 129, 10th February 2016, the Director of City Development submitted a report setting out the next steps in bringing forward housing development and related infrastructure in the East Leeds Extension, with particular reference to the procurement exercise now required to support the delivery of the East Leeds transport package and associated land assembly to secure the site for its delivery.

Members highlighted the importance of ensuring that the correct infrastructure was established as part of this initiative, whilst the Board also discussed the timing and process by which housing development would take place in this area.

RESOLVED –

- (a) That approval be given that the Chief Officer for Highways and Transportation commences procurement of the East Leeds transport package, as set out at paragraphs 3.2 – 3.4 of the submitted report, and that authority be given for the invitation of tenders for a single contract;
- (b) That approval be given for the Director of City Development to be authorised to acquire land by agreement for ELOR, in accordance with his existing delegated authority;
- (c) That approval be given for the Head of Land and Property to progress all work necessary in order to establish a case for compulsory purchase of land required for the ELOR scheme;
- (d) That approval, in principle, be given for the use of compulsory purchase powers for the acquisition of the land outlined in red on the draft map, as detailed at Appendix 3 to the submitted report, together with the making of an Side Roads Order (SRO) in order to facilitate the construction of ELOR, as set out within paragraphs 3.11 – 3.27 of the submitted report;
- (e) That approval be given for the Board to receive a further report at the earliest opportunity, which sets out the detailed case for the making of a Compulsory Purchase Order (CPO) for the acquisition of land and for the making of an SRO in order to facilitate the delivery of ELOR;
- (f) That it be noted that the Council's Red Hall site will be marketed for sale later in 2017 in order to support the Capital Receipts Programme.

150 Leeds City Centre Cycle Superhighway - City Connect 2 Proposals (Design and Cost)

The Director of City Development submitted a report which sought approval for the Leeds City Centre Cycle Superhighway (City Connect 2) proposals and also to gain authority to progress the delivery of the Phase 1 scheme at a total estimated cost of £6,497,000, to be funded by the West Yorkshire Combined Authority (WYCA) City Connect programme, with support from a Department for Transport grant.

The Board discussed the levels of usage of City Connect 1 and the lessons learned which would be taken forward into the proposed next phase of the initiative, whilst responding to an enquiry, Members received further information regarding the provision of funding for future elements of the scheme.

RESOLVED –

- (a) That the design and cost to implement Phase 1 of the City Connect 2 ambition (as set out in section 3.6 of the submitted report) be approved, and that authority be provided to incur expenditure of £6,497,000: comprising works costs of £4,634,000 and design/ supervision costs of £1,862,000, funded by the WYCA City Connect programme budget which is funded through a Department for Transport grant;
- (b) That the principle of the Leeds City Centre Cycle Superhighway (City Connect 2) ambition proposals, as set out in section 3.1 of the submitted report, be agreed, subject to further design and development;
- (c) That approval be granted for the invitation of tenders for works, as set out in resolution (a) (above), and that subject to the tender sums being within the tendered budget, approval and authorisation be given to the award of the Contract to undertake the construction of the scheme.

(Under the provisions of Council Procedure Rule 16.5, Councillors A Carter required it to be recorded that he voted against the decisions referred to within this minute)

151 Relocation of the Medical Needs Teaching Service from the Grafton Centre

The Director of Children's Services and the Director of City Development submitted a joint report which sought approval to a programme of capital works at Queenswood Education Centre in order to enable the relocation of the Medical Needs Teaching Service from the Grafton Centre to the Queenswood Education Centre, with the subsequent disposal of the Grafton Centre site.

Following consideration of Appendix 2 to the submitted report, designated as exempt from publication under the provisions of Access to Information

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Procedure Rule 10.4 (3), which was considered in private at the conclusion of the meeting, it was

RESOLVED –

- (a) That the contents of the submitted report be noted;
- (b) That capital works at Queenswood Education Centre be approved in order to enable the relocation of Medical Needs Teaching Service from the Grafton Centre and subsequent disposal of the site, as per the monetary values as detailed within exempt appendix 2 to the submitted report;
- (c) That the injection of funds into the Capital Programme, as outlined within exempt appendix 2 to the submitted report, be approved;
- (d) That it be noted that the authority to spend the capital budget at Queenswood Education Centre will be sought from the Director of City Development, in-line with the Council's scheme of delegation;
- (e) That it be noted that the Head of Asset Management is the officer responsible for the implementation of such matters.

HEALTH, WELLBEING AND ADULTS

152 Making Leeds the Best City to Grow Old In Annual Report

The Director of Public Health and the Director of Adult Social Services submitted a joint report providing an update on the 'Best City to Grow Old In' breakthrough project.

Responding to an enquiry, Members were provided with information on and examples of the actions being taken as part of this initiative to provide targeted support to vulnerable older people.

RESOLVED –

- (a) That the information presented within the Annual Report, as detailed at Appendix A to the submitted report, be noted;
- (b) That it be noted how the Breakthrough Project is a good example of cross directorate working which looks to maximise impact and outcomes on a key issue for the city.

153 Refresh of the Better Lives Strategy

The Director of Adult Social Services submitted a report presenting a refreshed and updated 'Better Lives Strategy' for the Board's consideration and comment.

RESOLVED –

- (a) That the refreshed 'Better Lives Strategy', as outlined within the submitted report, be noted;

- (b) That approval be given for the strategy to be the subject of a period of comment, feedback and consultation with a view to reporting back to Executive Board in July 2017 for final approval;
- (c) That it be noted that the Director of Adult Social Services is responsible for the implementation of such matters.

154 Better Lives, Better Living: Black and Minority Ethnic Older People's Day Services Review

The Director of Adult Social Services submitted a report which provided an update regarding the progress made in respect of the review of Black and Minority Ethnic (BME) Older People's Day Services. As such, the report provided details of the proposed new service model, future management of the service, proposed Partnership Board and the outcome of the extensive consultation which had taken place.

RESOLVED –

- (a) That the proposed new service model for future delivery of BME Older People's Day Services, which includes the following, be approved:
 - Adult Social Care continuing to manage the service, supported by a Partnership Board consisting of third sector, health partners, community organisations and service users and carers;
 - Retain Frederick Hurdle Day Centre as an expanded BME Older People's Communities Health and Wellbeing Hub and decommissioning of the Apna Day Centre building; and
 - Increased outreach work from the Health and Wellbeing Hub to older people from BME communities across the city.
- (b) That the use of prudential borrowing of £130,000 to fund the refurbishment of the Frederick Hurdle centre in order to enable it to deliver its enhanced role as a BME older people's communities health and wellbeing hub, be approved, and that the repayment costs will be met from the existing budgets of Apna day centre, with a delegated decision on such matters being submitted in due course;
- (c) That consultation be undertaken on changing the name of Frederick Hurdle Day Centre in order to support its enhanced role as a BME Older People's Communities Health and Wellbeing Hub for a wider range of BME communities in the city;
- (d) That it be noted that the lead officer responsible for the implementation of such matters is the Director of Adult Social Services.

155 A Break with Tradition: Transforming Short Breaks in Adult Social Care

The Director of Adult Social Services submitted a report highlighting that Adult Social Care was to enter into a 12 week period of formal consultation in order to support the transformation of short breaks provision in Leeds.

Members noted the key areas of the proposed consultation exercise. Also, responding to a Member's enquiry, officers undertook to provide the Member

in question with anonymised data regarding the number of registered carers and those in receipt of the short breaks service located within their local community.

The Board also discussed the ways in which the short breaks service could be used more creatively, in order to enable such provision to further meet the interests of individuals and maximise the benefit provided.

Also, it was suggested that a report could be submitted to a future cycle of Community Committees in respect of short breaks provision and the locality approach which could be taken.

RESOLVED –

- (a) That it be noted that Adult Social Care is to enter into a period of consultation in order to support the transformation of short breaks provision;
- (b) That a further report setting out the conclusions and recommendations from the consultation exercise be presented to a future Executive Board meeting.

CHILDREN AND FAMILIES

156 Outcome of Statutory Notice to increase learning places at Carr Manor Community School

Further to Minute No. 95, 19th October 2016, the Director of Children's Services submitted a report detailing the outcomes from the Statutory Notice regarding proposals to expand primary provision and establish Special Educational Needs (SEN) provision at Carr Manor Community School. In addition, the report also sought a final decision in respect of such proposals.

RESOLVED –

- (a) That the proposal to permanently expand primary provision at Carr Manor Community School from a capacity of 210 pupils to 420 pupils, with an increase in the admission number from 30 to 60 with effect from September 2018 be approved, and that approval also be given to the establishment of provision for pupils with Complex Communication Difficulties including children who may have a diagnosis of ASC (Autistic Spectrum Condition) for approximately 12 pupils (6 primary, 6 secondary) with effect from September 2018;
- (b) That it be noted that the responsible officers for the implementation of such matters are the Head of Learning Systems and the Head of Complex Needs.

COMMUNITIES

157 Community Asset Transfer of Bramley Community Centre to Bramley Elderly Action

The Director of City Development and the Assistant Chief Executive (Citizens and Communities) submitted a joint report which sought approval for the Community Asset Transfer of Bramley Community Centre to Bramley Elderly Action by way of a 25 year lease.

RESOLVED –

- (a) That the community asset transfer of Bramley Community Centre to Bramley Elderly Action by way of a 25 year full repairing and insuring lease for a peppercorn consideration, be approved;
- (b) That the necessary authority required to finalise the terms of the disposal to Bramley Elderly Action be delegated to the Director of City Development;
- (c) That the necessary authority required to finalise the terms of any sub-lease to the Council from Bramley Elderly Action for Housing staff, (should such a sub-lease be required), be delegated to the Director of City Development;
- (d) That it be noted that the Chief Officer (Economy and Regeneration) will be responsible for ensuring the implementation of such matters, with it also being noted that it is expected that the transfer itself will take place by 1st June 2017.

ENVIRONMENT AND SUSTAINABILITY

158 Memorial Woodland

The Director of Environment and Housing submitted a report which outlined a proposal regarding a potential partnership agreement with a registered charity, 'Life for a Life' Memorial Forests, in order to create a memorial woodland at a site of just over 2 hectares adjacent to the Leeds-Liverpool canal near Kirkstall Abbey.

RESOLVED –

- (a) That support be given to enter into an agreement with 'Life for a Life' Memorial Forests with a view to establishing a 30 year lease on the land, as identified within paragraph 3.1 of the submitted report and for the purposes as described in the report;
- (b) That it be noted that the Chief Officer (Parks and Countryside) is responsible for the implementation of such an agreement, which is anticipated to be in place during 2017.

159 The proposed Retail and Hospitality Skills Centre of Excellence

The Director of Children's Services submitted a report regarding the Council's ambition to create a Retail and Hospitality Skills Centre of Excellence, in partnership with the business community through the Leeds Business Improvement District (the Leeds BID).

Members welcomed the proposals detailed within the submitted report, and highlighted the key importance of the retail and hospitality sector to the regional and national economy.

RESOLVED –

- (a) That the decision to enter into partnership with the Leeds BID in order to create a Retail and Hospitality Skills Centre of Excellence be supported, and that approval be given to undertaking the initial stage of a business planning and sustainability study to be delivered by March 2017, with approval also being given to the commitment of the Council providing a maximum of £195,000 towards the project, subject to the outcomes of the study.
- (b) That it be noted that the officer responsible for the implementation of such matters is the Head of Employment Access and Growth.

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**LAST DATE FOR CALL IN
OF ELIGIBLE DECISIONS:** 5.00 P.M. ON FRIDAY, 17TH FEBRUARY
2017

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