Leeds
CITY COUNCIL

SCRUTINY BOARD (INFRASTRUCTURE AND INVESTMENT)

**Meeting to be held in Civic Hall, Leeds, LS1 1UR on
Wednesday, 24th January, 2018 at 10.30 am**

(A pre-meeting will take place for ALL Members of the Board at 10.00 a.m.)

MEMBERSHIP

Councillors

N Buckley	-	Alwoodley;
C Campbell	-	Otley and Yeadon;
N Dawson	-	Morley South;
P Gruen	-	Cross Gates and Whinmoor;
A Ogilvie	-	Beeston and Holbeck;
D Ragan	-	Burmantofts and Richmond Hill;
E Taylor	-	Chapel Allerton;
C Towler	-	Hyde Park and Woodhouse;
P Truswell (Chair)	-	Middleton Park;
P Wadsworth	-	Guiseley and Rawdon;

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

**Principal Scrutiny Adviser:
Sandra Pentelow
Tel: (0113) 37 88655**

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A G E N D A

Item No	Ward/Equal Opportunities	Item Not Open		Page No
1			**APPEALS AGAINST REFUSAL OF INSPECTION OF DOCUMENTS** 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). (* 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).	
2			**EXEMPT INFORMATION - POSSIBLE EXCLUSION OF THE PRESS AND PUBLIC** 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. 2. To consider whether or not to accept the officers recommendation in respect of the above information. 3. If so, to formally pass the following resolution:- **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: **No exempt items have been identified.**	

3			**LATE ITEMS**	
			To identify items which have been admitted to the agenda by the Chair for consideration.	
			(The special circumstances shall be specified in the minutes.)	
4			**DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS**	
			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.	
5			**APOLOGIES FOR ABSENCE**	
			To receive any apologies for absence and notification of substitutes.	
6			**MINUTES - 20 DECEMBER 2017**	1 - 6
			To approve as a correct record the minutes of the meeting held on 20 December 2017.	
7			**ROAD CASUALTY REDUCTION INITIATIVES**	7 - 66
			To consider the report of the Director of City Development which provides an overview of the progress made on the Leeds Killed and Seriously Injured (KSI) road casualty reduction programmes with the emphasis on reducing casualties for vulnerable road users. The report also provides an update on road safety initiatives delivered since the last scrutiny report in October 2016.	

8				**POWERING UP THE LEEDS ECONOMY THROUGH DIGITAL INCLUSION - SCRUTINY INQUIRY RECOMMENDATION TRACKING**	67 - 106

To consider the report of the Head of Governance and Scrutiny Support and Chief Digital and Information Officer which sets out the progress made in responding to the recommendations arising from the scrutiny inquiry 'Powering up the Leeds Economy through Digital Inclusion.'

9				**LEEDS SITE ALLOCATIONS PLAN (SAP)**	107 - 122

To consider the report of the Director of City Development which provides an overview regarding the preparation of the Site Allocations Plan (SAP) and update since the Scrutiny Board meeting of 21st December 2016. The SAP is now at an advanced stage, having been through four stages of public consultation, with a fifth one on a Revised Submission Draft Plan scheduled to take place between 15th January and 26th February 2018. The Development Plan Panel has provided oversight of the plan making process since 2012 and made recommendations at all the plan making stages, which have subsequently been endorsed by the City Council's Executive Board and Full Council.

Scrutiny Board Members to bring retained SAP Council Papers 10 January 2018 – these are appendix 1. This is publically available on the Leeds City Council Website.

10				**WORK SCHEDULE**	123 - 144

To consider the Scrutiny Board's work schedule for the 2017/18 municipal year.

11				**DATE AND TIME OF NEXT MEETING**	

Wednesday 28 February at 10:30am

(pre-meeting for all Board Members at 10:00am)

THIRD PARTY RECORDING

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.

Use of Recordings by Third Parties – code of practice

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.

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SCRUTINY BOARD (INFRASTRUCTURE AND INVESTMENT)

WEDNESDAY, 20TH DECEMBER, 2017

PRESENT: Councillor P Truswell in the Chair

Councillors N Buckley, C Campbell,
R Grahame, P Gruen, A Ogilvie, D Ragan,
C Towler and P Wadsworth

43   Declaration of Disclosable Pecuniary Interests

There were no declarations of disclosable pecuniary interests declared at the meeting.

44   Apologies for Absence

Apologies for absence were submitted by Councillor N Dawson and Cllr E Taylor.

Notification had been received that Councillor R Grahame was to substitute for Councillor N Dawson.

45   Minutes - 22 November 2017

RESOLVED – That the minutes of the meeting held on 22 November 2017 be approved as a correct record.

46   Scrutiny Inquiry - Sustainable Development

The Head of Governance and Scrutiny Support and Director of City Development submitted a report which provided information to support the 5th session of the scrutiny inquiry into Sustainable Development.

The following representatives were in attendance:

- David Feeney, Head of Strategic Planning
- Tim Hill, Chief Planning Officer
- Andrew Hall, Head of Transportation
- Richard Amos, Sufficiency and Participation
- Darren Crawley, Sufficiency Planning Manager
- Steve Hume, Chief Officer, Adults and Health resources
- Elizabeth Bailey, Head of Public Health
- Kirsty Turner, Associate Director of Primary Care (CCG)

The key areas of discussion were:

Draft minutes to be approved at the meeting
to be held on Wednesday, 24th January, 2018

- The clarity of regulation with regard to CIL and the making of neighbourhood plans.
- Reassurance was sought regarding the use of increased planning fees in 2018/19 to resource additional posts in planning services
- Concern regarding the perceived lack of integrated and partnership working which collaboratively considers all community infrastructure requirements to ensure sustainability.
- Concern regarding the lack of information regarding how communities could or are compensated for the impact of house building, and the need for Elected Members to be informed about what infrastructure is needed and is being funded in their Wards.
- The difficulty in supporting a city wide estates strategy for health due to the number of different health organisations with different governance arrangements. Concern regarding the diminishing level of GP's and nurses to meet current need in communities.
- The need for co-operation, planning and co-ordination across the health sector to support localities and in particular district centres, and the need to consider service delivery with estate strategies.
- Public Health proactive focus on healthier lifestyles to reduce the need for health service intervention.
- The perception that the Local Authority is responsible for meeting all community infrastructure requirements and the need to be open with Leeds residents about the limitations of the planning system and the Local Authority.
- Clarity regarding the nature of legislation and the devolution of funding to different organisations by government which makes the responsibility for providing services, such as education and health, separate. The need to collaborate within the legislative constraints of each organisation in the best way possible to provide planned community infrastructure.
- The planning of school places and the role of Children's Services in identifying schools sites in the SAP.
- The need to identify the role and purpose of the Strategic Investment Board with regard to capital investment in supporting sustainable development in communities, and the provision of information to Elected Members.

RESOLVED - The Scrutiny Board (Infrastructure and Investment):

Noted the information contained within the report and presented at the meeting.

Cllr C Campbell left at 12:00 at the conclusion of this item.

47   Financial Health Monitoring and Budget Proposals for 2018/19

The Head of Governance Services and Scrutiny Support submitted a report to update the Scrutiny Board on the City Development 2017/18 financial position (period 7) and

to facilitate consultation on the City Development budget proposals for 2018/19 in accordance with the Council's Budget and Policy Framework.

The following information was appended to the report:

- Executive Board Report 13 December 2017, Financial Health Monitoring 2017/18 – Month 7
- Executive Board Report 13 December 2017 - Initial Budget Proposals for 2018/19

The following representatives were in attendance and responded to Members' queries and comments:

- Martin Farrington, Director of City Development
- Ed Mylan, Chief Officer Resources and Strategy
- Jill Stuart, Principal Financial Manager

The key areas of discussion were:

- The proposal to recruit to additional posts within planning services to be funded from additional planning fee revenue once approved by Government.
- Income pressures in the current year and the plans to mitigate those pressures.
- Clarity regarding the shortfall in advertising income in 2017/18, and concern that the target may be too ambitious. It was clarified that expertise need to be developed to work commercially to achieve this income.
- The use of windfall income to achieve a balanced budget.
- The reduction in net City Development budget by approximately half since 2010, demonstrating additional value by providing similar levels of service and also working on major schemes.

RESOLVED - The Scrutiny Board (Infrastructure and Investment) :

a) Noted the financial position of City Development period 7 2017/18
b) Considered the initial 2018/19 budget proposals relevant to the Scrutiny Board's portfolio and did not make recommendation for consideration by the Executive Board in February 2018.

Cllr C Towler left at 12:25 at the conclusion of this item.

48   Best Council Plan Performance Report Q2 2017/18 - Infrastructure and Investment

The Director of City Development, the Director of Communities and Environment and the Chief Executive submitted a report which provided a summary of quarter 2 performance information against the delivery of the Council's 2017/18 priorities within the Best Council Plan.

Draft minutes to be approved at the meeting
to be held on Wednesday, 24th January, 2018

The following information was appended to the report:

- Appendix 1: Best Council Plan Performance Summary Quarter 2, 2017/18

The following were in attendance:

- Martin Farrington, Director of City Development
- Gary Bartlett, Chief Officer Highways & Transportation

The key areas for discussion were:

- An introduction and overview of detail concerning key performance targets in relation to Housing Growth, KSI targets and sustainable travel.
- Concern regarding the downward trajectory regarding bus usage. The Board was advised that this highlights the challenge ahead to reversing the trend and doubling bus patronage.
- KSI figures and concern that reduced police resources are impacting on traffic enforcement.
- Reference to recent press coverage to the increase in accidents in 20mph zones. The Board was advised that 20mph zones in Leeds have been effective.
- That the Board will receive a detailed report concerning Road Safety in January 2018.

  RESOLVED – The Scrutiny Board (Infrastructure and Investment):

  Noted the Best Council Plan Quarter 2 2017/18 performance information.

49   Best Council Plan Refresh for 2018/19 - 2020/21 - Initial Proposals

The Head of Governance and Scrutiny Support submitted a report to facilitate consideration of the Best Council Plan Refresh for 2018/19 – 2020/21, Initial Proposals in accordance with the Council's Budget and Policy Framework.

The following information was appended to the report:

- Report of the Director of Resources and Housing, Executive Board

The following were in attendance:

- Martin Farrington, Director of City Development
- Coral Main, Head of Business Planning and Risk.
- Susan Upton, Chief Officer Service Development
- Cllr James Lewis, Executive Board Member

The key areas for discussion were:

- The delivery of affordable housing. The Board welcomed the intention to include a performance indicator.
- Clarity was sought regarding the performance indicator relating to number of houses built.
- That Sustainable Development is not reflected and this should be at the core consideration for growth.
- That reducing the factors that create global warming should be more prominent.

RESOLVED – The Scrutiny Board (Infrastructure and Investment):

(a) Noted the Best Council Plan Refresh initial proposals.
(b) Recommended that Sustainable Development and reducing global warming are more prominent in the Best Council Plan 2018/19 – 2020/21 and that the Principal Scrutiny Advisor reports this recommendation of the Board for further budget and policy framework considerations.

50 Work Schedule

The Head of Governance and Scrutiny Support submitted a report regarding the Board's work schedule for the 2017/18 municipal year.

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

51 Date and Time of Next Meeting

Wednesday, 24 January 2018 at 10:30am
(pre-meeting for all Board Members at 10.00am)

(The meeting concluded at 12.45pm)

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Leeds
CITY COUNCIL

Report author: Tim Draper

Tel: 0113 37 87434

Report of Director of City Development

Report to Scrutiny Board (Infrastructure and Investment)

Date: 24 January 2018

Subject: ROAD CASUALTY REDUCTION AND INITIATIVES

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

Summary of main issues

1. The Best City ambition for Leeds is to improve life for the people of Leeds and make our city a better place to live. Improving road safety and the reduction of road collisions and injuries has an important role to play in supporting safe, sustainable and healthy travel and movement and in contributing to the Best City for Community, Best City to Grow Old In and Child Friendly City objectives.

2. This report provides an update on road safety interventions and casualty trends for the year 2017 and the programmes being followed to improve conditions as outlined in the original report submitted to the Board in September 2015 and the subsequent update report in October 2016. The provisional road casualty results for the year 2017 have indicated that the slight improvements (-2% in 2016) have improved again (-8% for 2017) for the number of people killed or seriously injured from road traffic collisions in the district. Whereas all casualties reduced by 4% in 2016 and by a further 17% in 2017.

3. The report then emphasises that a partnership approach between the Council and key partner agencies is a key requirement to ensure a continual cohesive programme involving; physical changes to the road layout, appropriate speed reduction and a range of education, training, promotion and enforcement activities.

4. The Leeds Safer Roads Action Plan 2017 is included in this report as Appendix 1.

Recommendations

5. Scrutiny Board members are requested to note and comment on this report.

1 Purpose of this report

1.1 This report concerns the progress made on the Leeds Killed or Seriously Injured (KSI) road casualty reduction programmes with the emphasis on reducing casualties for vulnerable road users. The report provides an update on road safety initiatives, including road safety engineering schemes, education, training and promotional campaigns delivered since the previous scrutiny board reports of September 2015 and October 2016.

2 Background information

2.1 The Directorate receives regular updates on Leeds Killed or Seriously Injured (KSI) road casualties, which are in turn reported to the Scrutiny Board. In September 2015, a comprehensive report was presented to the Board on current casualties and longer term trends, focusing on the district of Leeds but referencing county-wide and national trends.

2.2 This update report provides the provisional 2017 KSI total for the district and provides details of the various interventions that have been delivered throughout the year.
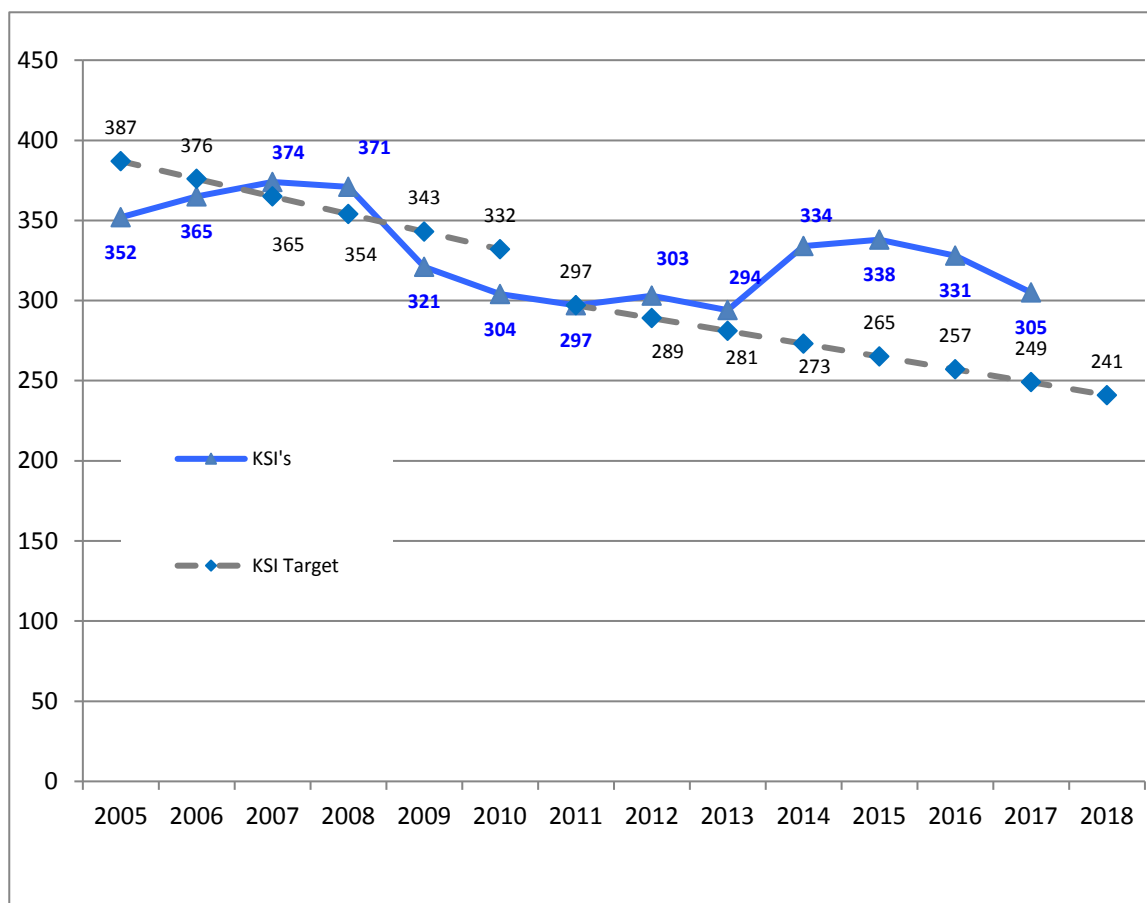

Figure 1 – Killed and Seriously Injured casualties in Leeds District 2005-2017.

2.3 The number of people Killed or Seriously Injured (KSI) in Leeds had increased in 2014 (334) and 2015 (338) and it is pleasing to see the small descending trend with (-2%) reductions in 2016 (331) and continued (-8%) into 2017 (305), mainly due to fewer serious injuries amongst vulnerable road users (pedestrian, cyclists, motorbike riders and children) and car occupants.

2.4   Provisionally for 2017, road deaths have totalled 15, including a recent incident which caused deaths to five car passengers, three of whom were children. Amongst the road users killed in 2017 were 7 pedestrians (1 child), 6 car occupants (3 children) and 2 motorcycle riders. Despite the increase compared to the nine road deaths in 2016, a decreasing trend in the number since 2014 (21) has been maintained.

2.5   The total number of all casualties continue to fall in the district; in 2016, there were 2,550 casualties on roads in Leeds, a 4% reduction on the previous year (2,664). That reduction has continued in 2017 with a total of 2,116 casualties, (-17%) which is essentially down to the large reduction for slight injuries.
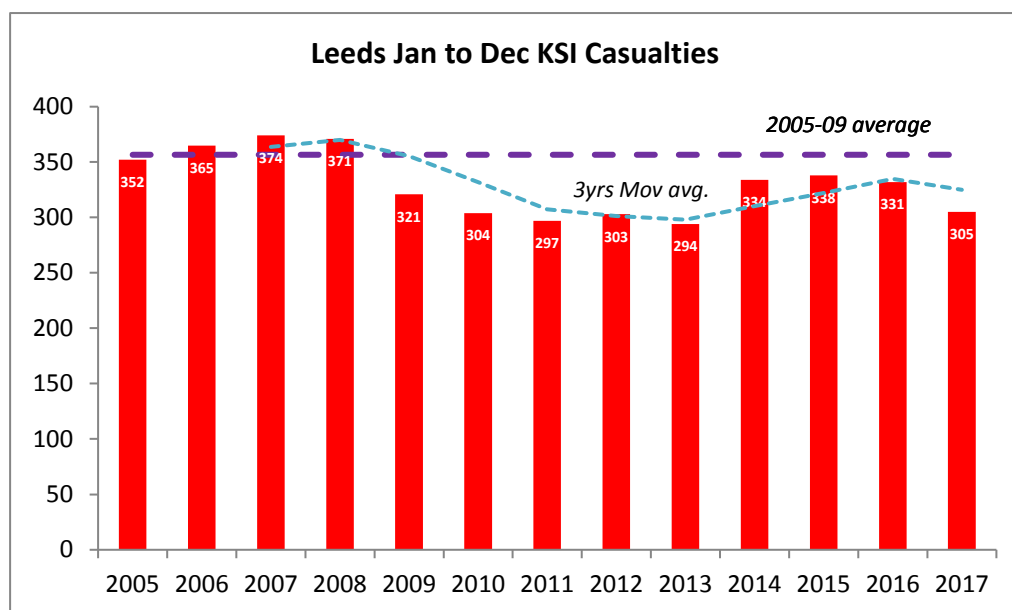

Figure 2 – Killed and Seriously Injured casualties in Leeds District 2005-2017.

2.6   The reducing KSI numbers seen across Leeds in the recent two years is also reflected in the overall national figures, which has also shown a slight reduction against last year. In West Yorkshire in 2016 KSI's fell by 4% to 882 from the 920 recorded in 2015; and is now 19% below the baseline (2005~09 avg.) and 2% below the average of the previous three years. The 2017 provisional KSI total for West Yorkshire (829) also shows a 7% reduction in KSI's over 2016 (887) and this is reflected across the five districts.

3   **Main issues**

3.1   In order to achieve casualty reductions road casualty data is analysed to identify the most vulnerable road user groups (for example child and elderly pedestrians, cyclists, motorcyclists) and / or key areas of the district (areas of deprivation) where road traffic collisions are higher or specific locations and types of collisions are happening. A range of measures is then considered to reduce those, ranging from

physical changes to the road layout to education, training and publicity, in line with national policy, with resources targeted at those areas.

3.2   The factors that show a correlation with the increased risk of involvement in a road traffic collision (RTC), particularly for children, are the density of housing and junctions, pedestrian flows and vehicular flows, traffic speeds and socio-economic factors, such as educational attainment, unemployment, crime, income, proximity of schools and percentage of population born outside of the UK. Increasingly, as it becomes more difficult to pinpoint locations with a casualty pattern which can be addressed with a single intervention such as a change to the road layout, it will be more widely drawn packages of measures and initiatives aimed at improving road safety, preventing casualties especially among the most vulnerable road users (child and elderly pedestrians, cyclists and motorcyclists), education and promotional initiatives and enabling safe and sustainable travel that will bring casualty reduction benefits.

3.3   In terms of causation and contributing factors, the most frequently quoted (in 51% of collisions in West Yorkshire) was 'driver/rider error or reaction'. The others involved 'injudicious action' (including speeding) in 9% of collisions, 'behaviour' (particularly dangerous or reckless driving) in 7% of collisions and 'impairment or distraction' (principally alcohol) in 6% of collisions. 'Failed to look properly' was the single contributing factor most frequently reported for all road traffic collisions. However, for KSIs, careless, reckless or aggressive driving is listed in 20% of collisions, following by 'vehicle defect' and 'injudicious actions', and 'pedestrian only' contributing factors were reported in 24% of all casualties resulting in death or serious injury. Leeds has the highest number of drink related collisions of all the districts of West Yorkshire, the majority of which occur on weekend nights.

3.4   To assist in the delivery of targeted road safety improvements in Leeds a new Safer Roads Action Plan was adopted in 2017 which sets out the rationale and implementation plan for delivery of casualty reduction initiatives. These include physical changes to the existing highway infrastructure, 20mph speed limits in residential areas and around schools, provision of pedestrian crossings, enforcement initiatives, and education, training and publicity. These are designed to focus on priority areas and address the key causation factors identified through analysis of the data and are reviewed on a regular basis.

Infrastructure improvements

3.5   The methodology used to identify interventions, adopts the approach developed by the West Yorkshire authorities for Implementation Plan 2. This looks to concentrate resources on the following type of accident occurrence :-

- Head-on collisions;
- Collision with road side objects (run off);
- Junction accidents;
- Vulnerable Road Users.

The package of measures developed as the result aim to tackle the following range of issues;

District Centre Issues

3.6 Spatial analysis of pedestrian KSI casualties in Leeds has identified that 25% occur in Town and District Centres. Typically, these may involve a local high street which may be part of a distributor road but which at the same time performs a broader function and is a local destination in its own right. Studies show an increased risk of collisions in areas with high pedestrian footfall, in particular on A class roads with slower moving traffic, or in areas of high vehicular flows on B class roads; these tend to be typical conditions for the Town and District Centres.

3.7 Recent interventions to address these include the provision of a 20mph area into a district centre, combined with zebra crossings, and the rationalisation of parking, coupled with reducing conflicts at junctions (point's closure, traffic calming, central reservation). Successful schemes included Garforth Town Centre and Harehills Lane. The early indications point to the success of the Harehills Lane scheme, which, at the time of writing, has had just one collision since the scheme was introduced in 2015. Similar comprehensive schemes are now nearly complete for Harehills Road (a Length for Concern) and Dewsbury Road District Centre, with a further scheme in development on Chapeltown Road.

20mph Schemes

3.8 Since 2012, Leeds has made a step change in the provision of 20 mph speed limits. The programme of provision of 20 mph speed limits associated with schools will be completed by 2020 and has now been expanded to cover more of the densely populated residential areas across the city. In the past, schemes delivered in high casualty areas, which involved traffic calming, produced up to 50% casualty savings (greatest among pedestrians and children), which are then sustained in the following years. The 20 mph programme implemented in 2013-14 has now been evaluated over a 3 year period and are delivering an average injury reduction of 10 per year. It is expected that the current approach to traffic calming in 20 mph schemes will continue to produce speed reductions where required, and thus produce real improvements in road safety, however schemes now being progressed have fewer casualties in them so the overall impact on figures will be proportionately less than hitherto, although they do have beneficial effects on cycling and walking.

3.9 Future developments include the potential rollout of 20 mph speed schemes to residential areas where there is no school, which again will be prioritised on the basis of casualty prevention as well as geographical coherence. A 20 mph speed limit is also in development for the City Centre, where casualties among vulnerable users continue to be a concern.

Cycling Issues

3.10 Last year's report noted that, against a slight decrease in the number of all casualties, cyclist casualties continued to increase.

3.11 A total of 273 cyclist casualties have been recorded in 2017, down 21% from the 347 recorded last year. The reduction is also reflected in the number of KSI which fell by 15% to 54 (from 64 the previous year).

3.12   The most common causes of collisions stem from the reasons that make cycling in cities attractive – the ability to pass the queuing traffic. This means that cyclists on the inside of waiting vehicles are masked to vehicles approaching from the opposite direction and turning right through a gap in traffic. Specific cycling infrastructure (cycle lanes and now segregated cycle tracks) allows cyclists to pass vehicles on the inside in relative safety but additional measures are needed to improve safety and interaction at junctions. Drivers of left turning vehicles may not appreciate that a cyclist has arrived at the junction on their inside and vehicles queuing across the stop lines cause cyclists to swerve or come to an abrupt stop. A 'Copenhagen style' provision of segregated cycling facilities across junctions has been pioneered on Kirkstall Road in 2017 as the results of 'lessons learned' from City Connect and, whilst it is too early to ascertain its impact on collisions, has received positive feedback from cycling groups.

3.13   A number of other schemes are in progress, aimed at improving wider cycling safety issues given the rise in the general levels of cycling. These involve a range of measures, from the provision of specific new infrastructure (Toucan crossings, cycle lanes and cycle tracks, cycle-friendly traffic calming such as chicane bypasses, general traffic calming to bring down vehicular speeds and create a better cycling environment) to clearer signage of cycle lanes (red surface treatment and advanced stop lines at junctions). 'Think Bike' and 'Check your mirrors' warning signs and reducing vehicular movements across junctions (one way streets, right turn prohibitions) are being used on the busiest cycling corridors, notably the A660 and the A65 where there is a pattern of casualties. The impacts of these initiatives are specifically monitored.

3.14   The Core Cycle Network and the City Connect cycle superhighway   are examples of new infrastructure which seeks to overcome some of the severance and risks posed by busy road corridors and provide comprehensive safe routes.   These schemes are being closely monitored.

3.15   The changes to physical infrastructure are supported by information and promotional campaigns, social media messages and led rides. Cycle events have been targeted with specific road safety education; road safety equipment and promotional messages have been distributed to the general public including, bike bells, high visibility rucksack covers, cycle lights and cycle route maps. 'Give cyclists room' car stickers have also been developed to distribute at events to help raise awareness of safe passing distances.

3.16   The previous scrutiny report (October 2016) contained a range of proposals for road safety improvements for 2017 and beyond, which were subsequently actioned. The table below summarises the progress made in delivering these:

Type	Measures	Progress
Cycle safety measures	Schemes to improve cycling infrastructure and address junction collisions on Kirkstall Road and Roundhay Road.	Delivered
	Improvements in cycle infrastructure on Dewsbury Road	Phase 1 Delivered and Phase 2 on site.
	Right turn prohibitions on A660	Delivered

	City Connect 2 (City Centre route)	Under construction
	Red surface treatment at junctions on Chapeltown Road	Delivered
	Clay Pit lane/ Woodhouse Lane junction: provision of contraflow cycle facilities, lane closure, an introduction of the first dedicated right turn facility for cyclists.	Under construction
Public engagement and awareness around City Connect and the new 20mph speed limits	Public consultations and engagement on the new extensive 20 mph coverage in Roundhay	Delivered
	Back to School/ Work City Connect Autumn Campaign	Delivered and continuing
	Light Night as a launch of the Be Bright Be Seen campaign	Delivered and continuing
	Engagement events at universities in Leeds and Bradford, including subsidised bike lights	Delivered and continuing
	Events in Middleton Clapgate, St Urban's, Pudsey Waterloo, Carr Manor & Meanwood Primary Schools., involving road safety training and a speed awareness initiative on local streets	Delivered
	Development and distribution of 20 mph promotional resources	Delivered and continuing
	Launch events in primary schools in Roundhay, involving road safety training and a speed awareness initiative on local streets	Planned
	15 new 20 mph speed limit schemes	A further 15 schemes are being implemented in the financial year 2018-19
	Driver/ cyclist education regarding priority at junctions and shared use. Campaign using advertising space on buses and outdoor media space. Backed by shareable short videos and How to use your City Connect booklet	Delivered and continuing
	Close pass initiative piloted jointly with West Yorkshire Police	Delivered and continuing

Expansion of road safety education, promotion and campaigns, with an added element of speed awareness/ benefits of lower speed limits	Road safety education events in 20mph areas involve speed awareness elements	Delivered and ongoing
	Development of resources for older pedestrians to highlight the specific dangers that large vehicle pose for them as pedestrians.	Ongoing. Some resources distributed. Further distribution and development of additional resources planned for Autumn 2016
Prioritisation of further district centre schemes to create a safer high street environment for all road users	Scheme in development for Chapeltown Road.	At design stage
	The Roundhay Road/ Roseville Road/ Spencer Place/ Bayswater Road junction has been included within the LP TIP Programme and will be implemented through this programme	At design stage
Passive road safety measures to reduce severity of collisions with road side objects	Bullerthorpe Lane - a package of measures including signing and lining changes, speed limit review and removal/ replacement of roadside objects to prevent/ reduce impacts	Complete
	Drighlington Bypass Road safety scheme	Complete
Investigation of options and opportunities for improvements in road safety features associated with new developments in the City Centre (currently the location of 16% of all KSIs), including weekend night-time traffic restrictions	City Centre 20 mph scheme	Scheme awaiting approval
	Call Lane carriageway narrowing and junction improvements	Complete
	LPITP City Centre Gateways programme will provide opportunities to improve the pedestrian environment in the city centre.	Designs being prepared

Table 1 – Update and progress since previous report (Oct 2016)

3.17   We are also continuing to deliver minor site specific measures, such as changes to signing and lining, traffic calming, surface treatment etc. to improve safety of sites identified as part of the Mass Action Programme which are not monitored but have a high proportion of accidents occurring under similar circumstances.

3.18   The key priorities for 2018 and beyond will therefore include continued work on district centre schemes and traffic engineering initiatives based on targeted accident analysis technique. Improvements to cycle infrastructure across the city including specific improvements at junctions along key corridors with a pattern of cyclist casualties. All backed by publicity events, education and promotion campaigns, road safety programmes in schools in areas with higher numbers of child casualties, a continuation of the Transitions programme and seeking to continue the Theatre in Education approach for Year 9 students. Partnership work with Public Health, Social Care and Neighbourhood networks will continue to target resources at older pedestrians.

3.19   The Leeds Public Transport Investment Programme (LPTIP) – to be delivered by 2021 – will be an opportunity to significantly change the environment along several key corridors and improve the provision for pedestrians and cyclists, which hopefully will have a positive impact on casualty figures.

4   Accident Analysis and Traffic Engineering Initiatives

4.1   Historically the production of the Sites & Lengths for Concern documents along with the recommendations therein has been the basis of the Road Safety/Accident Reduction engineering works undertaken and this has played a large part in the reduction in accidents seen across the city. The success of this work means that these documents, whilst still invaluable, provide less in the way of potential engineering interventions and so a more diverse approach is now becoming of greater importance for identifying and targeting sites..

4.2   The wider approach is now giving greater attention to::

        ➢   Lower Order Sites with collision totals between 10 and 14 during a 5 year period;

        ➢   A review of the monitored lengths of road to assist maintenance programmes to gain positive results through these budget areas;

        ➢   Significance testing on all monitored sites and lengths of road to check any significant in year statistical rises in accidents and drive appropriate review;

        ➢   Cluster Site Analysis to identify any non-monitored sites (low accident totals) that have a high proportion of accidents with similar circumstances and determine appropriate remedial measures. This links into the Mass action programme mentioned previously

4.3   Cluster site Analysis will also be used to identify interventions to reduce the number of KSI accidents to meet the requirements of IP2.

5 Education, Training and Publicity (ET&P) Initiatives

5.1 The Influencing Travel Behaviour (ITB) team within the Highways and Transportation service continues to prepare and delivers a programme of road safety education, training and publicity initiatives to communities and road users. The team works together with partners in West Yorkshire Combined Authority (e.g. City Connect) and other stakeholders such as West Yorkshire Police and West Yorkshire, Fire & Rescue. Work streams are informed by the analysis and interpretation of the casualty data to identify and target key road user groups, recent examples being adult commuter cyclists, child cyclists and pedestrians

5.2 Each year the team prepares a communications and engagement calendar which sets out the main themes and focuses for the forthcoming year. The communications and engagement calendar underpins the wider work of the team.

5.3 In 2017, much of our work has focused on improving our digital communication through use of websites and social media. The digital focus is not necessarily to replace traditional print our outdoor media, but to enhance it and ensure that we are spending money wisely and maximising our reach to the general public.

As well as disseminating messages (by digital or traditional means) our communications programme also includes events and initiatives

Some examples of our themes for 2017:

- Winter Driving messages – Jan / Feb
- Mobile Phone messages (link with DfT campaign and legislation change) - Feb
- Booster Seat information to link with new legislation - Feb
- Promotion of Road Safety schemes on Kirkstall, Harehills and Dewsbury Road - Jan to Dec
- Trial of Safe Pass initiative – May to Oct
- Walk to School Week – May
- Clean Air Day – May
- Bike Week & Schools Yorkshire Tour - June
- Transition information for Y6&7 pupils - June / July
- Summer Safety information - Aug
- HSBC City Ride – Sept
- Scootember – Sept
- Support for TISPOL's European Day Without a Road Death - Sept
- Tyre Safety Month (link with National organisation Tyresafe) - Oct
- Be Bright Be Seen (link with October Clock change) - Oct / Nov
- Road Safety Week (link with the Road Safety Charity Brake) – Nov
- Drink Drive (link with DfT campaign) - Dec

5.4 Speed Indication Device (SID) training has been provided to a number of parish / town councils and community groups to help local residents and communities address inappropriate speed on residential streets (Community Speed Awareness Scheme).

This year, training has been provided to:

- Cross Gates Neighbourhood Watch
- Otley Town Council
- Otley & Yeadon Ward Councillors
- Team 5- Leeds Inner South Police Team (Elland Road)

Other groups who have loaned the equipment are:

- Fleet Services
- Harewood Parish Council
- Thorpe Arch Parish Council
- Neighbourhood Policing Teams at Killingbeck, Pudsey, Stainbeck & Woodhouse

A number of SIDs have been installed as part of ward based initiatives and portable SIDs are available for hire to community groups.

5.5   Education & Training:

The current programme of education & training, referred to in last year's report continues:

- ➤ The Priority Area Initiative: This programme runs annually over the winter months and targets schools in areas of the district where child casualties are higher.

- ➤ The Transition Programme: This programme runs annually between May – July and targets pupils who are making the transition from Primary to Secondary school. This year, the programme continued to run in the Pudsey area in line with the casualty and mode of travel data.

- ➤ Pedestrian Skills Training – This practical roadside training programme continues to run in schools across the district. In 2017 9,841pupils have received Pedestrian Skills Training.

- ➤ Scooter Training - The ITB team have designated September as 'Scootember' each year arrange a promotional event encourage pupils to scoot to school during September and throughout the school year. In September 2017, a competition event took place at Holy Trinity Rothwell C of E Academy involving six schools. The winning school (Carlton Primary) won a scooter pod. A competition gave all schools in Leeds the opportunity to win scooter storage for their school. The Road Safety team support this initiative during September and throughout the academic year by delivering practical scooter training. In 2017, 3,237 pupils received scooter Training.

- ➤ Government funding continues to support the programme of Bikeability cycle training which is delivered by our contracted deliverer Cycle Leeds. In 2017 9,021 pupils have received Bikeability Cycle Training. There is capacity to increase the number of pupils receiving Bikeability, but this is currently constricted by a lack of Government funding.

- ➤ We continue to try and expand our delivery in secondary schools, with a particular focus on Y7&8 and focusing on issues around increasing independence and

distractions. The West Yorkshire Police deliver a One Life Lost session to pre and young drivers in Y12&13 and we are trying to work with the Fire Service to establish a programme of deliver from them at Year 9& 10. Now we have some programmes embedded, our focus will be to expand delivery into more schools and also to embed behaviour change techniques and strategies into all of our interventions.

➢ In July 2017, we were awarded £5000 of funding from the Police and Crime Commissioner's 'Safer Communities Fund'. This funding was to run a RoSCARS (Road Safety Oscars) Project with secondary schools, where pupils would develop a short film about road safety and sustainable travel to be shown to new pupils starting at their school. So far there are 5 secondary schools taking part in the competition, with a sixth interested. Judging and an awards ceremony will take place in 2018.

➢ A programme of events at schools in areas where new Road Safety 20mph schemes have been introduced.

5.6   Moving forward: Our focus for 2018 will be to continue with our digital communications strategy alongside 'on the ground' community engagement work. In particular we will continue to work with our colleagues in Traffic to embed effective communications to members of the public as an integral part of all road safety engineering schemes.

5.7   We will continue to deliver high quality education and training, but will try to focus on embedding behaviour change techniques into our work to ensure effectiveness over the longer term. In particular we will focus on our work with pupils in the transition cohort (approximately Y5/6 – Y8) and develop quality interventions with clear aims, objectives, and outputs with measurable success criteria.

6   Partnership working

6.1   In recognising the pressures of maintaining the momentum of improvements to road safety a West Yorkshire Safer Roads Executive Group has now been formed comprised of the 5 Heads of Highways from across West Yorkshire and a senior officer from West Yorkshire Police and representatives for public health and the other emergency services.   The group provides high level co-ordination and direction to the work at a West Yorkshire level and feeds into the joint district council and West Yorkshire Combined Authority senior officer Transport Board to provide a linkage to the wider transport strategy and funding.

6.2   The West Yorkshire Safer Roads Working Group meets regularly to discuss ongoing issues and provides technical support and advice to the Executive Group and is the conduit for passing information and direction down to the West Yorkshire Safer Roads Delivery Group which continues to meet on a monthly basis.

6.3   The multi-agency Leeds Safer Roads Steering Group continues to meet on a quarterly basis with representatives from the various teams/departments (internal and external) associated with road casualty reduction.

6.4   An internal road safety liaison working group operates in Highways and Transportation bringing together professionals with backgrounds in engineering, programmes, data analysis, safety audits and education and promotion to

produce a more synergetic approach to increasingly complex road safety schemes in development to lead local delivery and provide practical support.

7   Corporate Considerations
Consultation and Engagement

7.1   Road traffic collisions and road safety continues to be a major concern for local communities as the greatest impact of a collision is its human costs, which are borne directly by the members of the community.

7.2   Leeds City Council continues to welcome and facilitates positive community engagement on road safety issues as reported previously.

7.3   The opportunities and initiatives outlined in this report will further strengthen links between internal and external partners and communities.

Equality and Diversity / Cohesion and Integration

7.4   Road safety interventions continue to be developed and implemented by taking account of the road casualty data analysis to ensure that they provide best value, not just in monetary terms but in casualty reduction terms all round.

7.5   Areas of deprivation regularly show higher than average numbers of road casualties and children from disadvantaged backgrounds tend to be more exposed to road safety risks resulting in much of the education and training continuing to be targeted in those 'priority areas'.

7.6   The Equality, Diversity Cohesion and Integration Impact Assessment for 20 mph speed reduction schemes around schools and residential areas was reported upon previously.

Council policies and the Best Council Plan

7.7   The Best City ambition is to improve life for the people of Leeds and make our city a better place. All road safety initiatives, including 20mph schemes, contribute to this ambition by improving the safety and quality of life of Leeds residents by enabling safe pedestrian and cycling journeys in local communities and reducing traffic collisions to make a specific contribution to the Best City for Communities and Child Friendly City ambitions.

7.8   Enabling safe and independent journeys was the top one of the 12 wishes expressed by children on how to make Leeds a Child Friendly city. Slower speeds and improvements in road safety will also help make Leeds the Best City to grow old in.

Resources and value for money

7.9   The delivery of data led road safety initiatives continues to show high value for money both for the direct benefits to road casualty reduction and their indirect benefits for encouraging active travel and improving health.

Legal Implications, Access to Information and Call In

7.10   There are no legal implications. The report is not eligible for Call-In.

Risk Management

7.11 The approach and the type of schemes outlined in this report are intended to deliver long term road safety and casualty reduction benefits. The effectiveness of the schemes in terms of casualty reduction will be monitored, as will the approach to scheme prioritisation and development, in response to emerging accident figures and trends.

7.12 Availability of resources, both LCC and of partner organisations, will be a significant factor in continuing to deliver casualty reductions.

8 Conclusions

8.1 Increasingly, delivering improvements in road safety and casualty reduction is the matter of an integrated approach by Leeds City Council and its partners. 2017 figures again show a decrease in the number of Killed and Seriously Injured casualties on Leeds roads against the previous 3 year average, with reductions noted in the injuries to vulnerable road users (pedestrians, children, cyclists and motor cyclists).

8.2 It will be important to monitor these figures for longer- term trends and develop a variety of road safety initiatives in response to these. The Leeds Safer Roads Action Plan 2017 has been approved for publication and is included with this report.

8.3 The work in progress on district centre schemes and 20mph speed limits that effectively reduce vehicular speeds is likely to improve road safety for all road users; however these types of comprehensive schemes require significant resources to deliver. With 'failure to look properly' as the most common cause of collisions the current and future road safety education, publicity and promotion programmes are likely to continue to play an increasingly important role if the ambitious targets for casualty reductions are to be achieved.

8.4 The work in progress on developing and implementing schemes highlighted by innovative accident assessment and analysis techniques with particular emphasis on KSI clusters and VRUs should pay dividends moving forward.

8.5 Work is now being progressed through the new West Yorkshire Safer Roads Executive Group to improve the co-ordination of resources and to support the redevelopment of the West Yorkshire Road Safety strategy as part of the ongoing review of the West Yorkshire Transport Strategy.

9 Recommendations

9.1 Scrutiny Board members are requested to note and comment on this report.

10 Background documents[1]

10.1 There are no specific background document relating to this report.

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[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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Leeds

Safer Roads Action Plan

2017-18

Introduction

Leeds City Council has a statutory duty to improve people's safety on the roads and to reduce road traffic casualties (RTC). This document presents the annual action plan and update about interventions that have been delivered over the past year (2016/17) along with the proposed interventions for the current year (2017/18).

Road Traffic Collisions that result in killed, seriously injured (KSI) or slightly injured are monitored both locally and nationally and are tracked at a West Yorkshire level. This information provides the primary evidence base for programmes to improve road safety and reduce overall road injuries.

In 2011, the five West Yorkshire authorities (Bradford, Calderdale, Kirklees, Leeds and Wakefield) set a West Yorkshire target of a 50% reduction in the number of people killed or seriously injured from the baseline average 2005-09 (1,084) to be achieved by 2026. (This target is being reviewed as part of a new Transport Strategy for West Yorkshire).

During 2016, a total of 886 people were Killed or Seriously Injured in West Yorkshire, a reduction to date of 18% from the 2005-09 baseline.

In Leeds, 331 people were Killed or Seriously Injured in 2016, a reduction of 7% from the baseline figure of 357. A further 2,204 were recorded as being slightly injured in road traffic collisions.

Summary of the Leeds 2016 road casualty position

The 'Reported Road Casualties in Leeds 2016' Executive Summary report (Appendix 1) shows the number of reported collisions and casualties in Leeds and the info-graphic below provides an overview of the current position and progress compared to the previous year.

Leeds KSI in 2016	2016
Car: -5.2% / 92 Pedestrian: -2.1% / 93 Motorcycle: 6.1% / 70 Cyclist: 6.8% / 63 ALL KSI: -2.1% / 331	There was a record low number of fatalities (9). 331 people were Killed or Seriously Injured. There was a slight reduction in all road casualties: 2,535 overall. The number of pedestrians and car occupants Killed or Seriously Injured have reduced, with the largest reduction being in car occupants. The total number of car occupants injured has decreased, though there has been a rise in child and cyclist casualties. The number of people Killed or Seriously Injured among children, motorcyclists and cyclists have all increased. Improving road safety outcomes for vulnerable road users, and particularly for children, will form the core of future road safety actions.

Present Casualty Trends

The broad casualty trends show that 'vulnerable road users' (those travelling on foot, by bike or on motorbikes) account for 34% of all casualties, but for 68% of the Killed or Seriously Injured total.

Journeys by bike or on foot account for only around 13% of all journeys, but last year accounted for 47% of all those Killed or Seriously Injured. This means that pedestrians and cyclists are grossly over-represented in the Killed or Seriously Injured casualty statistics. Furthermore, over 50% of the total number of children Killed or Seriously Injured on our roads are involved in collisions while using the road as pedestrians or cyclists.

Most collisions involving these 'vulnerable road users' in Leeds are recorded on unclassified roads with a 30mph speed limit – which is what most roads in our urban areas are. There are however, large disparities between the inner city areas (including the city centre) and the more suburban areas. Nationally, these disparities can be attributed to factors including: density of housing, the road network, population profile, Index of Multiple Deprivation (IMD), levels of car ownership and usage and the wider social and economic factors, all of which can reflect the greater risks that children, pedestrians and cyclists in particular are exposed to.

The national approach to accident prevention has been through a mix of Engineering, Education, (including Training and Promotion), and Enforcement. This approach is also applied in Leeds. Engineering schemes, designed to improve outcomes for the most vulnerable road users, are enhanced and supported by programmes of Education (Training and Promotion) and Enforcement. Emphasis is also given to ensuring that road safety activity integrates with wider work to influence travel behaviour.

Key Priorities for 2017-18

The key priorities for 2017/18 are to design and deliver:

- **Safer roads engineering interventions aimed at specific locations with high incidence and or severity of vulnerable road user casualties.** These include making the street environment safer for walking and cycling (for example speed reduction and junction engineering measures to reduce conflicts) as well as addressing issues for the wider population of road users.
- **Education and Training programmes to improve child road safety.** In particular, there will be initiatives for areas of Leeds where child casualties are highest and to target the 11-14 age group, who are at highest risk.
- **Promotional and Publicity interventions.** These link with national government campaigns and, where possible, with the implementation of local road safety engineering schemes, to target and influence the wider (primarily adult) road-using population.
- **Enforcement.** We will work with our partners: West Yorkshire Police, West Yorkshire Casualty Reduction Partnership (Safety Cameras) and Leeds City Council Parking Enforcement to identify, develop and deliver initiatives to reduce all road casualties.

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Safer Roads Engineering

The regular monitoring and analysis of casualty data identifies locations where physical changes to the road layout and the street environment could help reduce casualties. Measures range from signs and lines, reducing speed limits, traffic calming, enforcement cameras, management of parking and prohibiting certain traffic movements; to more substantial safer roads engineering works where significant changes to junctions and to the overall layout of certain streets include physical infrastructure that better meets the needs of pedestrians and cyclists or, where appropriate, reduces the impacts of collisions through passive safety measures (collapsible street furniture and crash barriers).

In some cases, improvements will come about through the introduction of the large major schemes being prepared with funding from the West Yorkshire Transport for the city centre and the A647 Dawson's Corner. This update, however, focuses on the local schemes which, dispersed around the district, will provide the main contribution.

Appendix 2 shows the programme for 2017/18 and the development of further plans for delivery during 2018/19. The following provides detail of some the key initiatives that were delivered last year (2016/17) along with other examples from the previous 2 years.

District Centre Schemes

Increasingly, it is the more complex road safety engineering schemes in local neighbourhoods that reduce casualties the most. Several District Centre Schemes have recently been developed to address the multiple causes and clusters of collisions. These often arise from the conflicting nature of the local high street, which can be required to act both as an arterial road (moving through traffic to other parts of the city/region) as well as carrying local traffic. Roads through these district centres also provide short stay parking in order to allow passing trade to access shops and amenities. They are generally very busy places.

District Centre Schemes are therefore designed to re-balance the function of the road in line with the needs of the local area, such as the need to cater for significant use by pedestrians and cyclists (including movement from one side of the road to the other), to provide safe parking and to reduce the speeds of traffic moving through the area. Some of the engineering solutions used in District Centre Schemes include street closures, one way operations, widened pavements, formal and informal crossings, sheltered parking and bespoke cycling infrastructure.

Several schemes of this nature have been introduced in recent years, including for the local centres at Main Street, Garforth (2014-15), Austhorpe Road, Cross Gates (2015-16), and Harehills Lane, Harehills (2016-17).

District Centre Schemes are being progressed this year (2017-18) to address issues around the local centres centred on Harehills Road, Harehills and Dewsbury Road, Beeston.

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Harehills Lane

Although still catering for through traffic, this busy shopping parade was treated with a combination of actions to improve the pedestrian environment by encouraging slower speeds with side street closures, one way streets and sheltered parking (as below). These were introduced during 2016-17 and are now being monitored.

Two zebra crossings have been added (as below) to cater for pedestrians accessing businesses and facilities on both sides of the road. They provide straight links from a tight grid of adjacent terraced streets and complement the existing pelican crossings at the junctions at both ends of the scheme.

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Harehills Road

A similar engineering approach has been developed for Harehills Road, which is included in the current year's programme (2017-18). The provision of improved facilities pedestrians linking with residential streets, shops and the popular local park are key elements now being built (as below).

The scheme will restrict traffic movements through residential streets, create some one-way streets, provide sheltered parking and slow down speeds by tightening the mouth (radii) of junctions as pictured below.

Schemes aimed at Vulnerable Road Users

To improve safety for all road users, interventions are sometimes aimed at specific groups such as the vulnerable road user groups of pedestrians, cyclists and motorcyclists. These District Centre Schemes

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show how the needs of pedestrians and cyclists can be addressed as part of a wider scheme. As well as this kind of work, it is also sometimes necessary to introduce smaller scale or more specific schemes to target a particular issue. The A660 Otley Road at Headingley is one example of this type of scheme. In 2013-14 there was an issue with turning traffic failing to observe cyclists at the junction with Bainbrigge Road, despite the use of red surfacing on the cycle lane. This led to a right-turn ban, which reduced the cyclist injury rate from 4 per year to a single casualty since completion. A further scheme to treat similar issues was completed at the adjacent junction with Spring Road during 2016-17, which had an average rate of 2 cyclist injuries per year. This site is now being monitored with no recorded cyclist injuries so far.

Segregated cycle tracks along with new junction designs have also been programme during 2017-18, with a scheme at Kirkstall Road now complete and a similar scheme at the Dewsbury Road District Centre in progress. Both schemes will be monitored and progress reported in the next annual safer roads action plan in April 2018.

To improve pedestrian safety, an annual programme for the delivery of pedestrian crossing facilities considers the need to minimise the conflicting demands from pedestrians and vehicular traffic. Recommendations range from informal measures such as installing central refuges (traffic islands), reducing the width of the junction mouth (radii), installing raised plateaus / tables to installing the formal zebra, pelican or toucan crossings.

This year the 'tiger' crossing (photo below) – essentially a zebra crossing with an adjacent yet separate cycle track / cycle crossing facility – is being prepared for trial introduction.

Local Safety Schemes

Local Safety Schemes are low cost, high-impact schemes designed to target locations where specific clusters of collisions occur or have occurred. Recently completed schemes include traffic calming at

Middleton Park Avenue and the Vicar Lane / Kirkgate junction in the city centre, along with a junction closure at North Farm Road / Oaktree Drive.

Other locations being considered for additional engineering measures in 2017/18 and beyond are shown in Appendix 2.

<u>Managing traffic speeds</u>

The speed at which a vehicle is travelling at the time a collision occurs invariably impacts upon the severity of any injuries. Inappropriate or excessive speed can also increase the chances of being involved in a collision in the first place. The need to reduce the speed of motor vehicles is particularly important due to the direct correlation that it has not just on the severity of all injuries, but in particular for vulnerable road users such as pedestrians and cyclists, who make up the majority (59%) of all those Killed or Serious Injuries.

Speed management therefore plays an important role in reducing both the numbers of casualties and also the severity of injuries. This is achieved by setting and reviewing appropriate speed limits. They include 20 mph speed limits in residential areas, particularly around schools, traffic calming to create speed limits that are self-enforcing, and placing speed cameras (managed by the West Yorkshire Casualty Reduction Partnership) at known collision hotspots. The partnership is focussing on the modernisation of the camera infrastructure to progressively replace obsolete film technology with modern digital equipment.

The provision of 20 mph speed limits, augmented by traffic calming to ensure effectiveness, in wider residential areas has been particularly successful, showing average reductions of 43% in the number of collisions, and reductions of around 50% in child and pedestrian casualties.

A total of 180 20 mph schemes have been introduced across the city since 2012. A further 15 schemes are in progress and planned for delivery in 2017-18 by which time some 80% of Leeds schools will be in an area with a lower speed limit.

Here are some examples of the effectiveness of the various types of road safety schemes; reductions relate to the annual average seen in the 2 years following completion compared to the previous annual average over the 3 year period prior to completion:-

- School 20 mph speed limit – (Phase 3) average reduction of 9 injury collisions
- School 20 mph speed limit – (Phase 1) average reduction of 5 injury collisions
- A64 York Road passive safety scheme - average reduction of 4 injury collisions
- Road safety cameras - Station Road, Crossgates - average reduction of 4 injury collisions
- Branch Road/A6110 Ring Road junction - average reduction of 4 injury collisions
- Dewsbury Rd/Garnet Rd/Parkside Lane junction - average reduction of 3 injury collisions

Education, Training and Promotion

The programme of Education, Training and Promotional activities is delivered in areas of Leeds where casualties are higher. It also targets groups of road users who have been identified (through casualty analysis) as being at greatest risk e.g. young drivers, child pedestrians and cyclists etc. To enhance

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their effectiveness, promotional activities will where possible be linked to regional or national campaigns and will coincide with the completion of new local road engineering schemes.

Education

The 'Priority Area' project

The 'Priority Area' project is delivered to Primary School pupils in areas of Leeds where child casualties are highest. The project aims to raise pupils awareness of road safety issues and equip young people with the skills to recognise and avoid risk while at the same time encouraging 'Active Travel' (walking, cycling and scootering) to school. There are currently 37 schools in the project in postcode areas LS8, 9, 10, 11, 12 and 14. This project also raises awareness of the various road safety issues in those communities by working closely with other local partners.

Transitional year groups

Nationally and locally, children ranging from 11 – 14 years of age are at higher risk of being involved and injured in a road traffic collision. Broadly speaking, this is linked to their increasing level of independence (often associated with the move to high school), susceptibility to peer pressure and not having fully developed their ability to assess risks or recognise hazards.

A number of resources and initiatives have been developed to try and improve safety for these children in secondary schools:

- A programme of education and training is delivered in schools in the Pudsey area of Leeds, which has relatively high casualty figures for this age group. The area has good sustainable travel options, but high numbers of children are still travelling to school by car. The initiative comprises practical outdoor training and sustainable travel experiences (walking, cycling and use of buses) as well as classroom based lessons and activities. A new Zebra pedestrian crossing is being installed on Robin Lane to improve safe pedestrian access to Crawshaw Academy.
- A leaflet is distributed to parents of every Y6 pupil in Leeds with tips on how to support and encourage children to travel safely and sustainably. At the same time, year 6 pupils also receive a free magazine with facts and information presented in an age appropriate style.
- Road Safety lessons & assemblies are delivered to pupils in Years 7 and 8 and, when funding is available, theatre performances are also delivered to this age group. Forty performances (20 in each academic year) have been delivered to Y7/8 pupils at secondary schools across the Leeds district, with follow-up resources given to the schools.
- In 2016, a film making project took place in four secondary schools (Benton Park, Brigshaw, Corpus Christi & Horsforth). Pupils drafted scripts, filmed, starred in and produced films about safe and sustainable travel options. The films are now incorporated into the 'transition days' that these schools hold for local Y6 Primary School pupils who will soon be moving up to those secondary schools.

Work will continue to establish how best to change behaviour among this group of road users and to develop innovative projects to engage with them. In May 2017, a bid to the Police and Crime

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Commissioner's 'Safer Communities Fund' has resulted in £5000 being awarded to progress the road safety film making project with other schools across the Leeds district.

Training

Cycle Training - Bikeability

As cycling casualties involving children are on the increase, cycle training will continue to play an important part in equipping young riders with knowledge, awareness and skills to cycle as safely as possible. This training also provides the opportunity to engage with children about their vulnerability and responsibilities as road users whether cycling, walking or as passengers in cars etc. For many, this is the foundation for road safety awareness that will be built upon over time.

In Leeds, funding for cycle training is provided by the Government (through the Bikeability Grant Scheme) and is delivered by Cycle Leeds. Cycle Leeds delivers a programme of Bikeability Levels 1, 2 & 3 along with four 'Bikeability Plus' modules which focus on:

- Supporting children who are not yet riding or who are still learning to ride proficiently
- Bike maintenance sessions for pupils who would like more independence to cycle to school and make short utility journeys by bike
- Led rides and excursions in localities to highlight safe local infrastructure and off-road routes

Analysis shows that causes of injury for young riders include collisions with stationary objects and overshooting junctions (possibly as the result of inefficient brakes or mis-judging speed / stopping distances). Addressing these issues has therefore been incorporated into the training.

In 2016, 6,822 pupils completed level 2 or level 3 Bikeability cycle training across the city.

A funding agreement with the Department for Transport will assure the delivery of Bikeability cycle training in the district until at least March 2020.

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A number of other initiatives are also aimed at improving safety for all cyclists. These include targeted safety messaging, 'lights and locks' events (where subsidised lights and resources are provided to students who need them) and the introduction of a 'Safe Pass' initiative, which is delivered in conjunction with West Yorkshire Police. This initiative specifically targets drivers of motor vehicles who pass too closely to cyclists, offering offending drivers the opportunity to undertake a short roadside educational discussion with road safety professionals as an alternative to prosecution.

The service works closely with colleagues at the West Yorkshire Combined Authority (WYCA) involved in the City Connect cycling programme to ensure that walking and cycling interventions are fully coordinated and complementary in order to maximise the benefits of the joint working.

Pedestrian Skills and Scooter Training

Pedestrian Skills Training and Scooter Training is also delivered to school pupils. This training comprises classroom-based sessions with practical elements in the playground and/or local street settings to ensure sound skills and safe handling and road safety awareness.

In 2016, a total of 7,382 pupils in years 1, 2 and 4 received pedestrian skills training and 5,233 pupils received scooter training across the city.

Promotions

Road Safety promotional messages and campaigns

The annual 'communications, campaigns and events' calendar provides a planned structure for all the promotional messaging activity and provides the framework for all engagement and activity with partners. Analysis using road casualty data and the Mosaic system for geodemographic segmentation (a method of classifying and characterizing neighbourhoods and localities) means that messages can be delivered by the most appropriate method to the target audience concerned, for example using social media, print media, outdoor messaging or at face-to-face public events.

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Larger scale publicity campaigns (which often involve radio advertising and outdoor messaging on bill boards) are usually delivered at a county level and often rely on regional funding from the West Yorkshire Safer Roads Delivery Group. A smaller scale programme of more bespoke, localised initiatives and events is also delivered. The further integration of road safety messaging with the implementation of safer roads engineering schemes is being planned.

Examples of promotional activities, initiatives and campaigns delivered during 2016-17 included:

- Supporting the Department for Transport National Drink Drive and Drug Drive campaigns
- Safe Winter driving messages – Jan / Feb 2016
- Be Bright, Be Seen events – Winter 2016
- Walk to School Week - event and promotion to schools – May 2016
- Child Accident Prevention Trust (CAPT) child safety week messaging – June 2016
- Bike Week events – June 2016
- Sky Ride cycling event – July 2016
- Engagement event on Dortmund Square to link with Project EDWARD (European Day Without a Road Death) – September 2016
- Tyre Safety Month event and messaging – October 2016
- Brake Road Safety Week event and messaging – November 2016

For 2017-18 the promotional messages, campaigns, communications and events are outlined in the annual plan as shown at Appendix 3.

At a West Yorkshire level, if funding allows, it is likely that the West Yorkshire Safer Roads Delivery Group will continue to focus on promotional campaigns and interventions to reduce all casualties caused by distraction, failure to look and to reduce child pedestrian casualties, particularly in the 11 to 14 yrs. age range.

Enforcement

West Yorkshire Casualty Reduction Partnership (WYCRP)

The WYCRP operates and maintains all speed and traffic light enforcement cameras across West Yorkshire. The partnership comprises five local authorities (Bradford, Calderdale, Kirklees, Leeds and Wakefield), Highways England and West Yorkshire Police.

The partnership operates fixed and mobile camera sites across the district to enforce the speed limits and is undertaking a 'digitisation' programme to replace the 'wet film' cameras that were

originally installed. The programme will also consider the potential for using 'average speed cameras' at selected locations where these may prove most effective in terms of casualty reduction.

West Yorkshire Police

The police are responsible for enforcing most of the laws associated with the use of vehicles on the roads. They enforce: speed limits, failure to wear seatbelts, use of hand held mobile phones while driving, driving without due care and attention, driving under the influence of drink or drugs etc.

A recent initiative to address 'Close Passing' of cyclists by motorists is currently on trial in Leeds and the aim is for this initiative to be delivered by Neighbourhood Policing Teams across West Yorkshire.

Leeds City Council Parking Management

Leeds City Council has powers to enforce certain restrictions across the city under the Traffic Management Act 2004 including: stopping on a pedestrian crossing and/or area marked by zig zags, Parking / Waiting / Loading restrictions (Yellow Lines), parking adjacent to a dropped footway, stopping in a restricted area outside a school and parking wholly or partly on a cycle track etc. The activity is targeted at ensuring the safe journeys for all highways users, the smooth flow of traffic and ensuring that local communities are protected from the effects of poor and inconsiderate parking behaviours.

Partnership working

At a West Yorkshire level, a Safer Roads Executive group of senior professional road safety leaders has recently been established to provide strategic direction for Safer Roads issues across West Yorkshire.

Reporting to the Executive group is the West Yorkshire Safer Roads Working Group of key road safety practitioners, looking at the detail around safer roads issues in West Yorkshire. The Group's remit will be to make recommendations and plan and deliver programmes, identify resource requirements and use the available resources effectively. With the leadership provided by the working group, a West Yorkshire Safer Roads Delivery Group takes forward the programmes collaboratively to address regional road safety issues and to support local safety campaigns. In recent years, this group has procured radio advertising, put on 'Theatre in Education' performances, run campaigns aimed at

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reducing 'distractions' among road users and funded resources such as high-vis vests and back packs with safety messages on them for vulnerable road users such as cyclists and motorcyclists.

Recognising that many initiatives work best at the local level, each of the 5 Local Authorities in West Yorkshire have well established Safer Roads Steering groups to discuss, co-ordinate, develop and deliver local road safety related initiatives and campaigns. The local Safer Roads Steering Groups each have representatives on the West Yorkshire Safer Roads Working Group to enable a fully collaborative approach to road casualty reduction across the county.

In Leeds, the Safer Roads Steering Group regularly brings together internal and external partners at a Leeds City district level. This includes, but is not restricted to, representatives from Public Health, the Police, Fire and Rescue, Highways England, Leeds Motorcycle Action Group and Cycling UK. Quarterly meetings enable partners to exchange information and experiences, provide statistical updates and facilitate joint initiatives and campaigns.

Neighbourhood Policing Teams (NPTs) support local communities, particularly where there have been concerns around speeding traffic, and / or parking issues outside schools. Leeds City Council continues to promote the Community Speed Awareness Scheme, which makes use of mobile Speed Indicating Devices (Smiley SIDs) and supporting resources, to both NPTs and community groups. NPTs also continue to deliver the Mini Police initiative (children in Police uniform) in schools and work with schools and the Council to address school gate parking issues.

Leeds City Council also works closely with the City Connect team at the West Yorkshire Combined Authority to develop and deliver joint publicity campaigns, promotional events new resources. These are particularly targeted to support cycling and walking travel modes and complement the ongoing investment in the cycling super highways programme.

Examples of collaborative work include:

- 'Back to School/Work' (September 2016) - to get people back on their bikes and use the City Connect Superhighway route following the summer break
- 'Look Out for Each Other' (October 2016) –educating drivers about junction priority and shared space

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- 'Winter cycling' (Winter 2016/17) – encouraging 'winter cycling' through Love 2 Ride, which was promoted through social media, and incorporating advice on staying safe on the road in winter
- Production of a '*How to use your Super Highway'* booklet (containing information for both cyclists and drivers about best practice and what to expect along the route) and sponsored 'Light Night', organising led rides to encourage people, especially families, to use the route
- 'Lights and Locks' events – providing cycling equipment to students at a subsidised rate

LOOKING AHEAD

While Leeds City Council has a duty to address and reduce road casualties, this cannot be effective in isolation, and working with other partners is just part of the overall solution.

Everyone who uses the roads, whether as a pedestrian, cyclist, motorcyclist, driver or passenger needs to play their part if we are to see the casualty reductions that everyone wants, and to that end we urge everyone to Think! Road Safety.

All the activities will continue to be 'evidence driven', rooted in the collection and analysis of collision date, focussing attention towards those road user groups and areas of the city of greatest concern. This will allow us to maximise our effectiveness at reducing the number of people killed or seriously injured on our roads.

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For now, reducing the number of 'vulnerable road users' that are killed or seriously injured on our roads is a priority and particularly so in relation to children.

A targeted approach to the development and delivery of engineering schemes to reduce the number of vulnerable road users killed or seriously injured will continue to be progressed.

Engagement with children, particularly in their early years and at the transition age (11 – 14yrs) by providing age-appropriate education and training to address the currently rising trends will continue.

Promotional campaigns to raise awareness with all road user groups and local communities regarding current issues will be developed further.

The strong relationships with partners will be developed further and in new ways to maximise effectiveness and improve efficiencies of the work in the future.

The action plan will be updated on an annual basis to report the casualty figures of the previous calendar year, progress and achievements and the planned programmes and investment for the coming financial year.

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Appendices:

Appendix 1: Reported Road Casualties in Leeds: January – December 2016 (Executive Summary)

Appendix 2: Road Safety Engineering Schemes

Appendix 3 Road Safety Education, Training & Publicity Year Planner

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Jean Siakeu (Senior Road Accident Analyst)

Report: Reported Road Casualties in Leeds: January to December 2016

Report to Senior Management Team (SMT)

Date: 28 June 2017

EXECUTIVE SUMMARY –LEEDS DISTRICT

RTC STATISTICS OF 2016

The number of casualties in Leeds has fallen in 2016 after increasing in 2014 and 2015. However, the slow rate of decrease amongst the most vulnerable road users (cyclists, PTW riders and Pedestrians) required attention. The recorded number of KSI (331) has bettered last year's total, but remained well above the target point (257) and the ideal trajectory towards the 2026 target; from the current year, a reduction by 46% is required to achieve the KSI target.

Contents

Leeds district in 2016: Summary of Key Findings

- Overall reduction in the number of casualties for both KSI and all severities.

- All child casualties and KSI continue to rise in the district; evidenced by the 2016 totals which were well above the average of the last three years.

- Pedestrian KSI fell for the second year in a row, but all casualties have not improved in recent years.

- All cyclist casualties and KSI have risen marginally in the district in 2016, essentially driven by the increased number of adult cyclist casualties.

- Serious injuries amongst PTW have risen slightly in 2016 after remaining unchanged since 2013; but overall casualties fell slightly.

- Car occupant KSI and all severities have decreased in the district.

Leeds KSI in 2016

🚗	⬇	-5.2%
		92
🚶	⬇	-2.1%
		93
🏍	⬆	6.1%
		70
🚴	⬆	6.8%
		63
ALL KSI	⬇	-2.1%
		331

Leeds	Severities	All Casualties (January-December)							2016 vs last year	2016 vs Baseline	2016 vs Avg of last 3 years		Road to target*		
		2005~09 avg	2011	2012	2013	2014	2015	2016					TP 2016	TP 2026	Reduc. Req
All	KSI	356.6	297	303	294	334	338	**331**	-2.1% ⬇	-7.2% ⬇	322.0	2.8% ⬆	257	178	-46.2%
	All severities	3440	2686	2748	2433	2534	2664	**2,549**	-4.3% ⬇	-25.9% ⬇	2,544	0.2% ⬆			
Child	KSI	42.2	37	38	26	31	38	**43**	13.2% ⬆	1.9% ⬆	31.7	35.8% ⬆	32	21	-51.2%
	All severities	346.8	262	268	244	253	254	**299**	17.7% ⬆	-13.8% ⬇	250.3	19.4% ⬆			
Pedestrian	KSI	106	83	114	81	104	95	**93**	-2.1% ⬇	-12.3% ⬇	93.3	-0.4% ⬇	73	53	-43.0%
	All severities	464.2	349	387	336	406	385	**387**	0.5% ⬆	-16.6% ⬇	375.7	3.0% ⬆			
Cyclist	KSI	34.4	46	45	48	56	59	**63**	6.8% ⬆	83.1% ⬆	54.3	16.0% ⬆	36	17	-73.0%
	All severities	216.4	255	257	314	340	321	**346**	7.8% ⬆	59.9% ⬆	325.0	6.5% ⬆			
PTW	KSI	70.6	64	53	64	65	66	**70**	6.1% ⬆	-0.8% ⬇	65.0	7.7% ⬆	54	35	-50.0%
	All severities	226	175	178	180	192	192	**181**	-5.7% ⬇	-19.9% ⬇	188.0	-3.7% ⬇			
Car Occupant	KSI	126.6	95	77	86	94	97	**92**	-5.2% ⬇	-27.3% ⬇	92.3	-0.4% ⬇	84	63	-31.5%
	All severities	2164	1678	1680	1428	1392	1523	**1,455**	-4.5% ⬇	-32.8% ⬇	1,448	0.5% ⬆			

* Road to target- Reduc. Req.: reduction required from the current year to meet the 2026 target

Table 1: Road traffic casualties since 2011

Page 1

Leeds District Highlights

FATAL CASUALTIES

Nine road users were killed in Leeds district, the lowest ever total recorded in a single year; there were 16 in 2015 and 21 in 2014. This year, five pedestrians (one child), two car occupants (all drivers) and two pedal cycle riders (all adults) were killed from a road traffic collision.

KILLED OR SERIOUSLY INJURED (KSI) CASUALTIES

The combined number of fatalities and serious injuries (331) has fallen by only 2% on last year (338). The slow rate of reduction is essentially down to the number of serious injuries which has not changed from last year's total (322).

The number of KSI recorded in Leeds had increased in 2014 and 2015 and it is pleasing to see a slight reduction in 2016 which is sustained by fewer pedestrians (down 2% to 93) and car occupants (reduced by 6% to 92). KSI amongst children (up 13% to 43), cyclist (risen 7% to 63) and PTW (up by 6% to 70) have affected the magnitude of the overall reduction.

CASUALTIES OF ALL SEVERITIES

In 2016, there were 2,549 casualties in collisions on roads in Leeds, a 4% reduction on last year (2,664). The number of slight injuries which fell 5% (108) to 2,218 has contributed to the reduced number of all casualties in 2016.

CHILD (0-15 YEARS) CASUALTIES

Child Casualties for both all severities and KSI have not improved since 2010 and the recent increase in more serious injuries is a cause for concern. Children aged 11 to 15 years are more at risk; the number of casualties in this age group has increased in recent years regardless of the mode of transport. Child casualties are made up of pedestrians (38%), car occupants (42%) and cyclists (14%).

The number of casualties amongst children aged 5 to 15 years has increased in all the major road user groups including pedestrian (up 18% to 21), cyclist (up by 24% to 41) and car occupants (increased by 29% to 98).

CYCLIST CASUALTIES

Cyclist casualties of all severities (346) and KSI (63) are marginally up in 2016, consistently with the overall increase in the county in recent years. Two adult cyclists were killed in Leeds in 2016

(2 in 2015 and none in the previous 3 years) and a further 61 (including 4 children) sustained serious injuries.

PEDESTRIAN INJURIES

Pedestrian casualties of all severities have increased by 2 to 387 in 2016. This total remains below the baseline, but above the average of the last three years. It is pleasing to note a slight improvement on more serious injuries as KSI is down by 2 to 93.

MOTORBIKE RIDER CASUALTIES

The number of motorcycle rider injuries in Leeds has increased consistently since 2010 and the slight reduction of this year is welcomed; 181 riders were injured against 192 in 2015.

The number of KSI continues to rise since 2012. No PTW rider fatality recorded in the district this year (there were 4 in 2015), but the 2016 recorded number of serious injuries (70) places the district just under the baseline (70.6) and well above the average of the last three years (65).

CAR OCCUPANT CASUALTIES

Car occupant casualties of all severities fell 5% to 1,455 on last year (1,523). The result has consolidated the long-term trend which remains firmly downward.

Two car occupants (all drivers) were killed in Leeds in 2016 against 5 in 2015. KSI amongst car occupants has also decreased from 97 to 92 this year. The slight reduction is reflected in the number of injured drivers which fell by 2 to 55 and the number of injured passengers which is down by only 1 to 36.

ROAD TRAFFIC COLLISIONS HIGHLIGHTS

The number of collisions which caused injuries to road users in Leeds fell 3% to 1,915 in 2016; of these, 311 (16%) caused death or serious injuries, a slight increase from last year (302).

Killed or Seriously Injured (KSI) Casualties

Leeds	Baseline* (avg 05~09)	2013	2014	2015	Prev 3yrs avg	2016	2016 vs prev 3yrs avg		2016 vs baseline		Target by 2026*	Reduction required from the current year
Fatal	**30**	15	21	16	**17**	9	-48.1%	↓	-70.0%	↓	**15**	**Target Hit**
Serious	**327**	279	313	322	**305**	322	5.7%	↑	-1.4%	↓	**163**	**-49%**
Slight	**3084**	2139	2198	2326	**2221**	2218	-0.1%	↓	-28.1%	↓		
Total	**3440**	2433	2532	2664	**2543**	2549	0.2%	↑	-25.9%	↓		
KSI	**357**	294	334	338	**322**	331	2.8%	↑	-7.2%	↓	**178**	**-46%**
Child KSI	**42**	26	31	38	**32**	43	35.8%	↑	1.9%	↑	**21**	**-51%**
Pedestrian KSI	**106**	81	104	95	**93**	94	0.7%	↑	-11.3%	↓	**53**	**-44%**
Cyclist KSI	**34**	48	56	59	**54**	63	16.0%	↑	83.1%	↑	**17**	**-73%**
PTW KSI	**71**	64	65	66	**65**	70	7.7%	↑	-0.8%	↓	**35**	**-50%**
Car Occ KSI	**127**	86	94	97	**92**	92	-0.4%	↓	-27.6%	↓	**64**	**-31%**
Other KSI	**19**	15	15	21	**17**	12	-29.4%	↓	-35.5%	↓	**9**	**-22%**

* Reduction in KSI casualties by 50% over 2005-09 average

Table 2 Reported road traffic casualties by severity since 2010
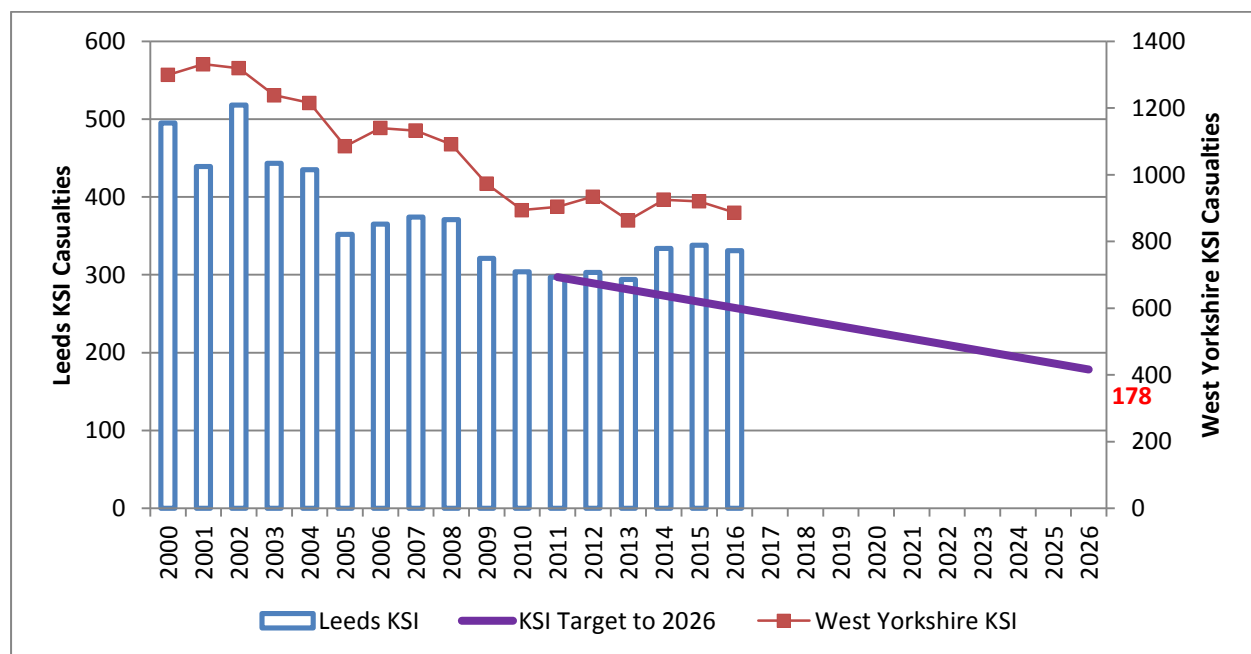
Figure 1: Road collision KSI casualties and target trajectory to 2026

The overall KSI reduction is sustained by the decreased number of car occupant casualties which constitute the largest group of road casualties. If this reduction is maintained in coming years, Leeds will be in a strong position to meet the 2026 target.

Child (0-15years) Casualties

All Children KSI in Leeds	Baseline (avg 05~09)	Previous 3 year average	2016	2016 change over 2005~09	2016 change over previous 3 year av	Previous 3 year av change over 2005~09
Pedestrian	29	23	**31**	7%	33%	-20%
Pedal Cyclist	6	4	**4**	-33%	0%	-33%
Car occupants	5	3	**6**	20%	80%	-33%
Others	2	1	**2**	0%	100%	-50%
Boys	26	24	**17**	-35%	-29%	-8%
Girls	16	8	**10**	-38%	30%	-52%
Age 0 to 4	5	4	**3**	-40%	-25%	-20%
Age 5 to 15	37	28	**40**	8%	45%	-25%
All children (0-15)	42	32	**43**	2%	36%	-25%

Table 3: Reported Child KSI since 2005
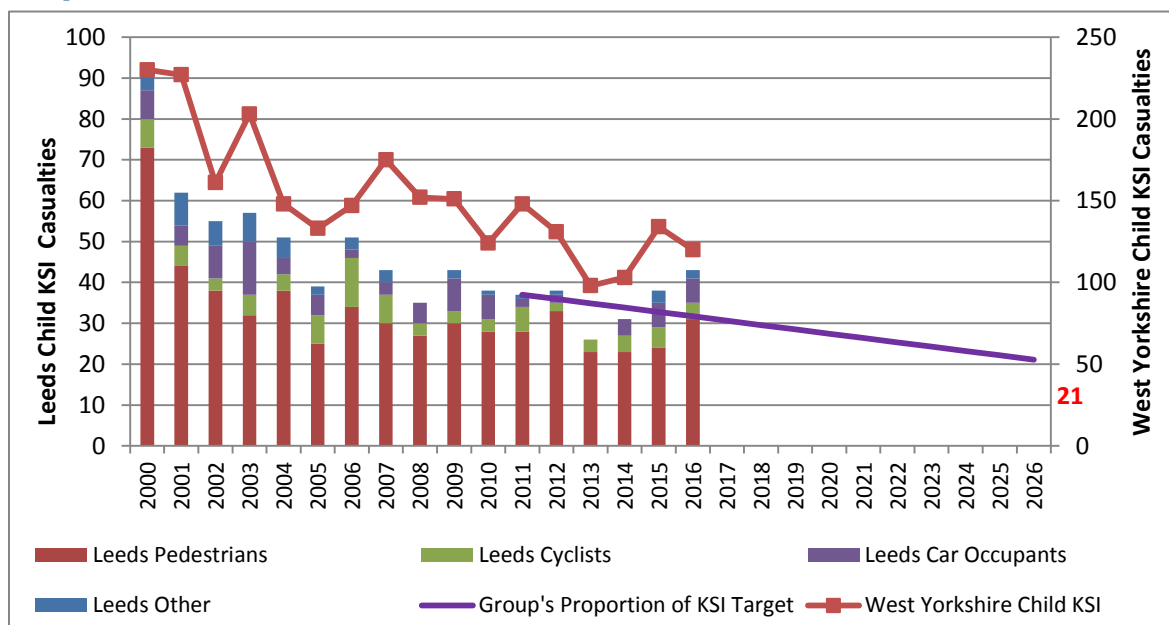
Figure 2: Reported Child KSI since 2000

Pedestrian casualties constitute the largest proportion of child casualties in general and child KSI (shown on the graph above) in particular. This high proportion has not changed over the last decade. Overall child KSI has risen consistently since 2013, essentially driven by the increased number of child pedestrians involved in RTC. Acting on reducing pedestrian casualties will certainly contribute to reducing child casualties and will help to meet the 2026 target.

Pedestrian Casualties

All Pedestrian KSI in Leeds	Baseline (avg 05~09)	Previous 3 year average	2016	2016 change over 2005~09	2016 change over previous 3 year av	Previous 3 year av change over 2005~09
Age 0 to 4	3	3	**2**	-33%	-40%	11%
Age 5 to 15	26	20	**29**	12%	45%	-23%
All child (0 to 15)	29	23	31	7%	33%	-20%
Age 16 to 19	10	8	**2**	-80%	-76%	-17%
Age 20 to 29	19	13	**14**	-26%	5%	-30%
Age 30 to 59	30	24	**23**	-23%	-3%	-21%
Age 60 plus	18	25	**24**	33%	-3%	37%
All pedestrian	106	93	**94**	-11%	1%	-12%

Table 4 Reported Pedestrian KSI since 2005
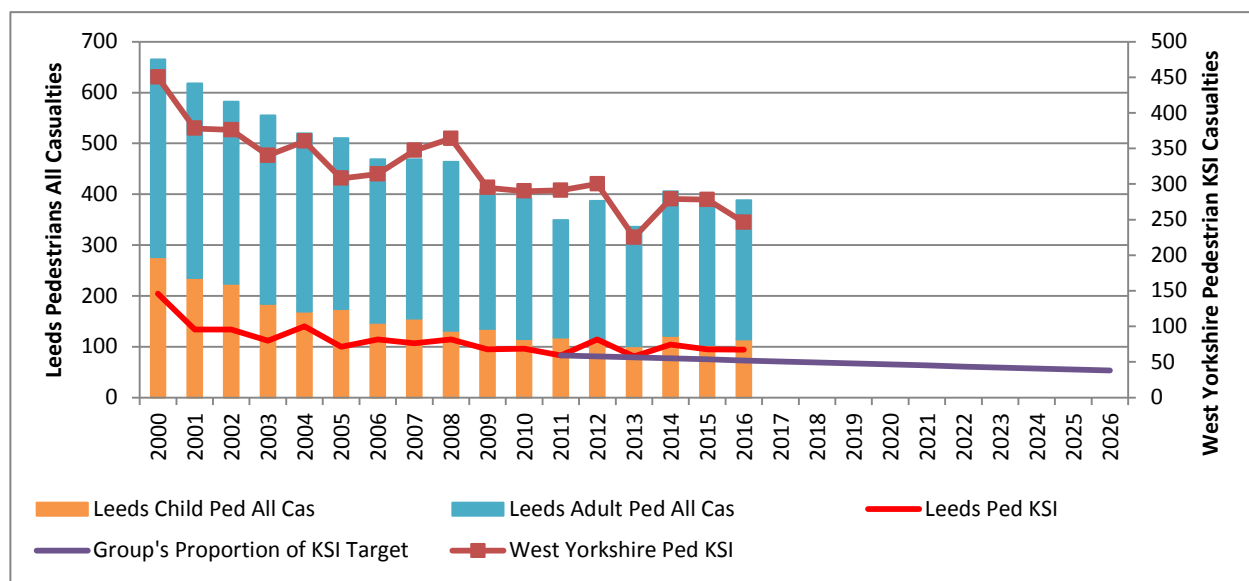
Figure 3: Reported pedestrian casualties since 2000

Amongst children, the over 5 years old are most at risk of road traffic collision and the recent increase needs to be monitored.

Amongst adults, those aged 30-59 years are most at risk and no significant improvement has been recorded in the last three years. Serious injuries amongst the elderlies are still a cause for concern and the rise in the most recent three years needs looking at more closely.

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END PAPERS

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If a particular tabulation is required that is not presented in this report, please contact:

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Leeds

Accidents

	2011	2012	2013	2014	2015	Average	2016
Fatal	23	14	15	18	15	17	9
Serious	252	275	259	291	292	274	302
Slight	1,658	1,643	1,515	1,626	1,672	1,623	1,615
Total	1,933	1,932	1,789	1,935	1,979	1,914	1,926

Casualties

	2011	2012	2013	2014	2015	Average	2016
Fatal	26	15	15	21	16	19	9
Serious	271	288	279	313	322	295	322
Slight	2,389	2,445	2,139	2,198	2,326	2,299	2,218
Total	2,686	2,748	2,433	2,532	2,664	2,613	2,549

Road User Groups

	2011	2012	2013	2014	2015	Average	2016
Pedestrian	349	387	336	406	385	373	388
Pedal Cyclist	255	257	314	340	321	298	346
PTW Rider + Pillion	175	178	180	192	192	184	181
Car Driver	1,104	1,071	941	852	1,016	997	936
Car Passenger	574	609	487	538	510	543	519
Goods occupant	68	67	52	66	77	65	78
Bus occupant	149	160	115	124	147	139	94
Other	12	19	8	14	16	14	7
Total	2,686	2,748	2,433	2,532	2,664	2,613	2,549

*

* The figures in the Average column of the following tables do not always sum to the total, due to rounding.

Leeds End Table 1

Leeds   All Casualties

Age Groups

		0 - 4	5 - 15	16 - 19	20 - 29	30 - 59	60+	All ages
2011	Fatal	0	1	1	5	10	9	26
	Serious	6	30	18	62	120	35	271
	Slight	42	183	225	648	1,024	267	2,389
	Total	48	214	244	715	1,154	311	2,686
2012	Fatal	0	0	2	5	3	5	15
	Serious	5	33	29	70	103	48	288
	Slight	42	188	188	677	1,106	244	2,445
	Total	47	221	219	752	1,212	297	2,748
2013	Fatal	0	0	2	5	5	3	15
	Serious	4	22	28	73	108	44	279
	Slight	37	181	145	607	924	245	2,139
	Total	41	203	175	685	1,037	292	2,433
2014	Fatal	1	0	1	8	5	6	21
	Serious	4	26	24	80	130	49	313
	Slight	37	185	194	620	940	222	2,198
	Total	42	211	219	708	1,075	277	2,532
2015	Fatal	0	2	0	4	5	5	16
	Serious	3	33	33	84	116	53	322
	Slight	45	171	173	664	1,022	251	2,326
	Total	48	206	206	752	1,143	309	2,664
Average	Fatal	0	1	1	5	6	6	19
	Serious	4	29	26	74	115	46	295
	Slight	41	182	185	643	1,003	246	2,299
	Total	45	212	212	722	1,124	298	2,613
2016	Fatal	0	1	0	1	4	3	9
	Serious	3	39	17	82	127	54	322
	Slight	43	213	151	599	976	236	2,218
	Total	46	253	168	682	1,107	293	2,549

Leeds End Table 2

Leeds   **Pedestrian Casualties**

Age Groups

		0 - 4	5 - 15	16 - 19	20 - 29	30 - 59	60+	All ages
2011	Fatal	0	1	0	1	3	4	9
	Serious	4	23	4	12	19	12	74
	Slight	4	86	29	57	63	27	266
	Total	8	110	33	70	85	43	349
2012	Fatal	0	0	1	2	0	3	6
	Serious	4	29	10	16	26	23	108
	Slight	15	66	32	65	74	21	273
	Total	19	95	43	83	100	47	387
2013	Fatal	0	0	0	2	0	0	2
	Serious	4	19	10	12	13	21	79
	Slight	13	65	25	44	73	35	255
	Total	17	84	35	58	86	56	336
2014	Fatal	1	0	0	1	3	2	7
	Serious	2	20	10	10	32	23	97
	Slight	9	89	27	71	69	37	302
	Total	12	109	37	82	104	62	406
2015	Fatal	0	0	0	2	0	2	4
	Serious	3	21	5	13	23	26	91
	Slight	12	67	23	64	92	32	290
	Total	15	88	28	79	115	60	385
Average	Fatal	0	0	0	2	1	2	6
	Serious	3	22	8	13	23	21	90
	Slight	11	75	27	60	74	30	277
	Total	14	97	35	75	98	53	373
2016	Fatal	0	1	0	0	2	2	5
	Serious	2	28	2	14	21	22	89
	Slight	6	77	26	58	82	45	294
	Total	8	106	28	72	105	69	388

Leeds End Table 3

Leeds   **Pedal Cycle Casualties**

		Age Groups						
		0 - 4	5 - 15	16 - 19	20 - 29	30 - 59	60+	All ages
2011	Fatal	0	0	0	1	0	0	1
	Serious	0	6	2	6	30	1	45
	Slight	1	28	16	61	102	1	209
	Total	1	34	18	68	132	2	255
2012	Fatal	0	0	0	0	0	0	0
	Serious	0	2	2	11	29	1	45
	Slight	0	24	14	64	108	2	212
	Total	0	26	16	75	137	3	257
2013	Fatal	0	0	0	0	0	0	0
	Serious	0	3	2	12	28	3	48
	Slight	2	24	17	84	131	8	266
	Total	2	27	19	96	159	11	314
2014	Fatal	0	0	0	0	0	0	0
	Serious	0	4	2	10	38	2	56
	Slight	0	17	18	84	155	10	284
	Total	0	21	20	94	193	12	340
2015	Fatal	0	0	0	0	2	0	2
	Serious	0	5	5	16	29	2	57
	Slight	1	28	13	90	124	6	262
	Total	1	33	18	106	155	8	321
Average	Fatal	0	0	0	0	0	0	1
	Serious	0	4	3	11	31	2	50
	Slight	1	24	16	77	124	5	247
	Total	1	28	19	88	155	7	298
2016	Fatal	0	0	0	0	2	0	2
	Serious	0	4	3	12	37	5	61
	Slight	2	37	16	76	142	10	283
	Total	2	41	19	88	181	15	346

Leeds End Table 4

Leeds   **PTW Rider + Pillion Casualties**

Age Groups

		0 - 4	5 - 15	16 - 19	20 - 29	30 - 59	60+	All ages
2011	Fatal	0	0	0	2	2	1	5
	Serious	0	0	6	15	36	2	59
	Slight	0	0	31	32	42	6	111
	Total	0	0	37	49	80	9	175
2012	Fatal	0	0	1	0	1	0	2
	Serious	0	0	7	18	23	3	51
	Slight	0	1	23	40	58	3	125
	Total	0	1	31	58	82	6	178
2013	Fatal	0	0	2	0	3	0	5
	Serious	0	0	7	19	31	2	59
	Slight	0	2	26	37	45	6	116
	Total	0	2	35	56	79	8	180
2014	Fatal	0	0	0	0	2	1	3
	Serious	0	0	7	26	28	1	62
	Slight	0	1	29	42	50	5	127
	Total	0	1	36	68	80	7	192
2015	Fatal	0	0	0	0	3	1	4
	Serious	0	1	14	21	23	3	62
	Slight	0	0	16	59	43	8	126
	Total	0	1	30	80	69	12	192
Average	Fatal	0	0	1	0	2	1	4
	Serious	0	0	8	20	28	2	59
	Slight	0	1	25	42	48	6	121
	Total	0	1	34	62	78	9	184
2016	Fatal	0	0	0	0	0	0	0
	Serious	0	1	7	26	33	3	70
	Slight	0	3	17	43	46	2	111
	Total	0	4	24	69	79	5	181

Leeds End Table 5

Leeds   **Car Driver Casualties**

Age Groups

		0 - 4	5 - 15	16 - 19	20 - 29	30 - 59	60+	All ages
2011	Fatal	0	0	0	0	2	1	3
	Serious	0	0	4	20	29	9	62
	Slight	0	0	55	291	573	120	1,039
	Total	0	0	59	311	604	130	1,104
2012	Fatal	0	0	0	1	2	1	4
	Serious	0	0	4	9	18	9	40
	Slight	0	0	43	292	592	100	1,027
	Total	0	0	47	302	612	110	1,071
2013	Fatal	0	0	0	2	2	2	6
	Serious	0	0	2	11	24	5	42
	Slight	0	0	32	272	482	107	893
	Total	0	0	34	285	508	114	941
2014	Fatal	0	0	1	3	0	2	6
	Serious	0	0	3	18	18	11	50
	Slight	0	0	36	242	444	74	796
	Total	0	0	40	263	462	87	852
2015	Fatal	0	0	0	1	0	2	3
	Serious	0	0	3	21	24	7	55
	Slight	0	0	47	287	521	103	958
	Total	0	0	50	309	545	112	1,016
Average	Fatal	0	0	0	1	1	2	4
	Serious	0	0	3	16	23	8	50
	Slight	0	0	43	277	522	101	943
	Total	0	0	46	294	546	111	997
2016	Fatal	0	0	0	1	0	1	2
	Serious	0	0	2	16	22	14	54
	Slight	0	0	27	267	486	100	880
	Total	0	0	29	284	508	115	936

Leeds End Table 6

Accident Studies-Leeds City Council

Leeds District End Tables in 2016

Leeds   Car Passenger Casualties

		Age Groups
		0 - 4	5 - 15	16 - 19	20 - 29	30 - 59	60+	All ages
2011	Fatal	0	0	1	1	3	2	7
	Serious	1	1	2	9	3	7	23
	Slight	30	60	84	176	143	51	544
	Total	31	61	87	186	149	60	574
2012	Fatal	0	0	0	1	0	1	2
	Serious	1	1	6	13	6	4	31
	Slight	16	84	65	182	184	45	576
	Total	17	85	71	196	190	50	609
2013	Fatal	0	0	0	1	0	0	1
	Serious	0	0	7	18	6	6	37
	Slight	16	75	39	147	126	46	449
	Total	16	75	46	166	132	52	487
2014	Fatal	0	0	0	4	0	1	5
	Serious	2	2	2	14	8	5	33
	Slight	20	73	80	147	139	41	500
	Total	22	75	82	165	147	47	538
2015	Fatal	0	2	0	0	0	0	2
	Serious	0	4	6	13	8	6	37
	Slight	27	70	67	126	131	50	471
	Total	27	76	73	139	139	56	510
Average	Fatal	0	0	0	1	1	1	3
	Serious	1	2	5	13	6	6	32
	Slight	22	72	67	156	145	47	508
	Total	23	74	72	170	152	54	543
2016	Fatal	0	0	0	0	0	0	0
	Serious	1	5	3	10	10	7	36
	Slight	26	93	57	127	141	39	483
	Total	27	98	60	137	151	46	519

Leeds End Table 7

Leeds   **Goods Occupant Casualties**

		0 - 4	5 - 15	16 - 19	20 - 29	30 - 59	60+	All ages
2011	Fatal	0	0	0	0	0	0	0
	Serious	0	0	0	0	1	0	1
	Slight	1	1	5	13	45	2	67
	Total	1	1	5	13	46	2	68
2012	Fatal	0	0	0	1	0	0	1
	Serious	0	1	0	3	0	0	4
	Slight	0	0	2	16	38	6	62
	Total	0	1	2	20	38	6	67
2013	Fatal	0	0	0	0	0	1	1
	Serious	0	0	0	1	3	1	5
	Slight	0	1	1	14	29	1	46
	Total	0	1	1	15	32	3	52
2014	Fatal	0	0	0	0	0	0	0
	Serious	0	0	0	1	2	2	5
	Slight	0	0	2	14	44	1	61
	Total	0	0	2	15	46	3	66
2015	Fatal	0	0	0	0	0	0	0
	Serious	0	0	0	0	7	0	7
	Slight	0	1	2	16	46	5	70
	Total	0	1	2	16	53	5	77
Average	Fatal	0	0	0	0	0	0	0
	Serious	0	0	0	1	3	1	4
	Slight	0	1	2	15	40	3	61
	Total	0	1	2	16	43	4	65
2016	Fatal	0	0	0	0	0	0	0
	Serious	0	0	0	3	3	1	7
	Slight	2	0	3	18	43	5	71
	Total	2	0	3	21	46	6	78

Age Groups

Leeds End Table 8

Leeds   **Bus Occupant Casualties**

Age Groups

		0 - 4	5 - 15	16 - 19	20 - 29	30 - 59	60+	All ages
2011	Fatal	0	0	0	0	0	0	0
	Serious	1	0	0	0	1	4	6
	Slight	6	8	4	18	48	59	143
	Total	7	8	4	18	49	63	149
2012	Fatal	0	0	0	0	0	0	0
	Serious	0	0	0	0	1	4	5
	Slight	11	12	7	16	45	64	155
	Total	11	12	7	16	46	68	160
2013	Fatal	0	0	0	0	0	0	0
	Serious	0	0	0	0	1	6	7
	Slight	6	13	5	8	37	39	108
	Total	6	13	5	8	38	45	115
2014	Fatal	0	0	0	0	0	0	0
	Serious	0	0	0	1	3	3	7
	Slight	8	5	2	13	36	53	117
	Total	8	5	2	14	39	56	124
2015	Fatal	0	0	0	0	0	0	0
	Serious	0	0	0	0	1	9	10
	Slight	5	4	4	19	60	45	137
	Total	5	4	4	19	61	54	147
Average	Fatal	0	0	0	0	0	0	0
	Serious	0	0	0	0	1	5	7
	Slight	7	8	4	15	45	52	132
	Total	7	8	4	15	46	57	139
2016	Fatal	0	0	0	0	0	0	0
	Serious	0	1	0	1	0	2	4
	Slight	7	3	5	10	33	32	90
	Total	7	4	5	11	33	34	94

Leeds End Table 9

REPORTED ROAD CASUALTIES IN WEST YORKSHIRE-2016

Leeds

Long Term Comparisons

Accidents	Year	Killed	Ser	KSI	Slight	Total	Pedestrians All Ages	Child	Pedal Cyclists All Ages	Child	PTW Users	Car Driver	Car Pass	Car Users	Goods Users	Bus Users	Others
2855	**1981~85**	91	796	887	2754	3641	954	399	254	109	586	861	691	1552	129	160	8
3291	**1994~98**	45	508	554	4169	4722	764	293	246	81	178	1965	1168	3133	144	239	17
1912	**2012~16**	15	305	320	2265	2585	380	111	316	31	185	963	533	1496	68	128	13
3066	**2001**	55	384	439	4086	4525	618	235	182	53	237	2104	987	3091	116	245	36
3098	**2002**	42	476	518	4026	4544	582	224	174	44	276	2156	1013	3169	138	187	18
2981	**2003**	45	398	443	4009	4452	555	184	189	49	271	2016	1010	3026	135	255	21
2778	**2004**	45	390	435	3691	4126	520	169	174	40	259	1868	870	2738	161	248	26
2649	**2005**	27	325	352	3440	3792	510	174	191	50	236	1693	771	2464	111	262	18
2581	**2006**	40	325	365	3369	3734	469	147	217	57	203	1598	806	2404	122	298	21
2425	**2007**	34	340	374	3023	3397	469	155	203	42	253	1426	721	2147	81	224	20
2333	**2008**	27	344	371	2849	3220	464	131	222	32	230	1237	706	1943	65	281	15
2186	**2009**	22	299	321	2736	3057	409	135	249	39	208	1225	637	1862	69	239	21
1954	**2010**	19	285	304	2460	2764	392	115	219	39	153	1124	643	1767	54	158	21
1933	**2011**	26	271	297	2389	2686	349	118	255	35	175	1104	574	1678	68	149	12
1932	**2012**	15	288	303	2445	2748	387	114	257	26	178	1071	609	1680	67	160	19
1789	**2013**	15	279	294	2139	2433	336	101	314	29	180	941	487	1428	52	115	8
1935	**2014**	21	313	334	2198	2532	406	121	340	21	192	852	538	1390	66	124	14
1979	**2015**	16	322	338	2326	2664	385	103	321	34	192	1016	510	1526	77	147	16
1926	**2016**	9	322	331	2218	2549	388	114	346	43	181	936	519	1455	78	94	7

Leeds End Table 10

Leeds District End Tables in 2016

ROAD SAFETY ENGINEERING SCHEMES

Town / District Centre schemes

This package of measures aims to address broader issues of road safety rather than just specific causes of collisions.

Schemes to be delivered during 2017-18 are:

- Dewsbury Road (Beeston) - Phases I and II
- Harehills Road (Harehills)

Schemes currently planned for delivery during 2018-19 include:

- Roundhay Road/ Bayswater Road (Harehills) junction
- Chapeltown Road (Chapeltown)

Local Road safety schemes

These smaller schemes focus on addressing a specific identified road safety issue e.g. Pedestrians, Cyclists etc.

Schemes to be delivered during 2017-18 are:

- Oak Tree Drive/ North Farm Road (Gipton)
- Wakefield Road (between Garforth and Swillington)
- Drighlington By-Pass (A650)
- Otley Road / St Michael's Lane (Headingley) - cycle safety scheme
- Pedestrian crossings at Coal Road (Seacroft) and Robin Lane (Pudsey)
- Kirkstall Road Cycle Safety improvements
- Regent Street Cycle Safety improvements
- Roundhay Road/ Copgrove Road (Harehills) cycle safety improvements

Schemes currently identified for delivery in 2018-19 include:

- Leeds City Centre 20mph scheme
- Cemetery Road / Top Moor Side (Holbeck) - junction improvement
- Meanwood Road, Green Road, Stonegate Road (Meanwood) - junction improvement

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Appendix 3

ROAD SAFETY EDUCATION, TRAINING & PUBLICITY

YEAR PLANNER 2017

	BROAD EDUCATION & TRAINING FOCUS	MAIN PUBLICITY CAMPAIGNS & COMMUNICATIONS THEME
JAN	- Priority Area Project (Primary schools) - Pedestrian Skills Training (Y1,2&4) - Theatre in Education (Y7/8)	- Winter driving - Safe speed - Kirkstall Road / Harehills Road & Dewsbury Road scheme
FEB	- Priority Area Project (Primary Schools) - Pedestrian Skills Training (Y1,2& 4) - Assessing Risk (Y7/8) - Pre / Young Driver workshops (Y11,12,13)	- Mobile phones (DfT) - Booster seat legislation - Kirkstall Road / Harehills Road & Dewsbury Road scheme
MAR	- Priority Area Project - Pedestrian Skills Training - Assessing Risk (Y7 / 8) - Pre / Young Driver workshops (Y11,12,13)	- Mobile phones (DfT) - Kirkstall Road/ Harehills Road & Dewsbury Road scheme
APR	- Pedestrian Skills Training (Y1,2,&4) - Scooter training (Primary Schools) - Assessing Risk (Y7 / 8) - Pre / Young Driver workshops (Y11,12,13)	- Considerate Cycling - Tour De Yorkshire - Kirkstall Road/ Harehills Road & Dewsbury Road scheme - Starting Primary School
MAY	- Transition Programme (Y6) - Walk to School Week (all schools)	- Walk to School Week - Safe Pass (in conjunction with WYP) - Kirkstall Road/ Harehills Road & Dewsbury Road Scheme - Transition to secondary school
JUNE	Transition Programme (Y6)	- Bike Week - Schools Yorkshire Tour

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	➢ Bike Week (all schools)	➢ Clean Air Day ➢ Transition to secondary school
JUL	➢ Transition Programme (Y6)	➢ Summer travel / child safety ➢ Safe Pass (in conjunction with WYP)
AUG	➢ ***School summer holidays****	➢ National Road Victims Month ➢ Safe Pass (in conjunction with WYP)
SEPT	➢ Scooter training (Primary Schools) ➢ Pedestrian Training (Y1,2&4) ➢ Transition / Assessing Risk (Y7/8) ➢ Safer Communities Fund – Road Safety Oscars Film project (Secondary Schools)	➢ European Day Without a Road Death ➢ Back to School – promote walking / cycling ➢ Cycle September
OCT	➢ Pedestrian Training (Y1,2&4) ➢ Scooter Training (Primary Schools) ➢ Transition / Assessing Risk (Y7/8) ➢ Safer Communities Fund – Road Safety Oscars Film project (Secondary Schools)	➢ Tyre Safety Month ➢ Be Bright Be Seen (clock change)
NOV	➢ Priority Areas (Primary School) ➢ Safer Communities Fund – Road Safety Oscars Film project (Secondary Schools)	➢ Be Bright Be Seen (Clock Change) ➢ Brake Road Safety Week
DEC	➢ Road Safety Pantomime (Primary Schools) ➢ Safer Communities Fund – Road Safety Oscars Film project (Secondary Schools)	➢ Drink / Drug Drive (DfT)

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Report author: Sandra Pentelow & Jason Tutin

Tel: 74792 & 37 87095

Report of the Head of Governance and Scrutiny Support & Chief Digital and Information Officer

Report to Scrutiny Board (Infrastructure and Investment)

Date: 24 January 2018

Subject: Powering up the Leeds Economy through Digital Inclusion – Tracking of scrutiny recommendations/desired outcomes

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

Summary of main issues

1. This report sets out the progress made in responding to the recommendations arising from the scrutiny inquiry Powering up the Leeds Economy through Digital Inclusion.

2. Scrutiny Boards are encouraged to clearly identify desired outcomes linked to their recommendations to show the added value Scrutiny brings. As such, it is important for the Scrutiny Board to also consider whether its recommendations are still relevant in terms of achieving the associated desired outcomes.

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

Recommendations

4. Members are asked to:

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

1   Purpose of this report

1.1   This report sets out the progress made in responding to the recommendations arising from the scrutiny inquiry Powering up the Leeds Economy through Digital Inclusion.

2   Background information

2.1   The Scrutiny Board at its meeting on 17th of June 2015 resolved to undertake an inquiry looking at Digital Inclusion. Research has identified that poverty is a barrier to internet connectivity and concern was expressed that many areas, including welfare services and access to employment, are evolving to 'digital by default'. The Board acknowledged that paradoxically research also shows that those who are digitally engaged have greater opportunity to reduce poverty, increase health and wellbeing, though increased opportunities for work, knowledge and financial benefit. Therefore the Board understood the need for citizens to have the opportunity, skills and resilience to improve their lives in a self-sustaining manner.

2.2   In conducting the Inquiry the Board reflected on the value and impact of Leeds City Council, partnerships and organisations to identify effectiveness in reducing the digital divide and promoting economic prosperity for people who live and work in Leeds. The Scrutiny Board aimed to establish if robust strategies, governance, partnership arrangements and high impact operational practices are in place to maximise access to technology, training and support. The Board gathered intelligence and were informed through the collective knowledge and experience of all those who contributed to the inquiry.

2.3.   The review concluded in December 2015 and a report setting out the Scrutiny Board's findings and recommendations was published in April 2016. In July 2016, the Scrutiny Board received a formal response to the recommendations arising from this review.

2.4.   Scrutiny Board received a formal update in February 2017. The status for Recommendation 3 was agreed as: *Not fully implemented (Obstacle). Plan in place to resolve therefore Board will continue monitoring.* The Status of the remaining 13 Recommendations was agreed as: *Not fully implemented (Progress made acceptable. Continue monitoring).*

3   Main issues

3.1   Scrutiny Boards are encouraged to clearly identify desired outcomes linked to their recommendations to show the added value Scrutiny brings. As such, it is important for the Scrutiny Board to also consider whether its recommendations are still relevant in terms of achieving the associated desired outcomes.

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

3.3   This standard set of criteria is presented in the form of a flow chart at Appendix 1. The questions in the flow chart should help to decide whether a recommendation has been completed, and if not whether further action is required.

3.4   To assist Members with this task, the Principal Scrutiny Advisor, in liaison with the Chair, has given a draft position status for each recommendation. The Board is asked to confirm whether these assessments are appropriate and to change

them where they are not. Details of progress against each recommendation are set out within the table at Appendix 2.

4   Corporate Considerations

4.1   Consultation and Engagement

4.1.1   Where internal or external consultation processes have been undertaken with regard to responding to the Scrutiny Board's recommendations, details of any such consultation will be referenced against the relevant recommendation within the table at Appendix 2.

4.2   Equality and Diversity / Cohesion and Integration

4.2.1   Where consideration has been given to the impact on equality areas, as defined in the Council's Equality and Diversity Scheme, this will be referenced against the relevant recommendation within the table at Appendix 2.

4.3   Council Policies and City Priorities

4.3.1   The inquiry fulfils a number of best council objectives and proprieties as support for digital inclusion across the city contributes to the strategic objectives of:
* supporting communities, raising aspirations
* supporting economic growth and access to economic opportunities
* providing skills programmes and employment support
* supporting health aging

and link strongly to the Best City Outcomes of:
* percentage of Leeds households in receipt of benefit and in work
* percentage of adults in Leeds who have all 5 basic digital skills

4.4   Resources and Value for Money

4.4.1   Details of any significant resource and financial implications linked to the Scrutiny recommendations will be referenced against the relevant recommendation within the table at Appendix 2.

4.5   Legal Implications, Access to Information and Call In

4.5.1   This report does not contain any exempt or confidential information.

4.6   Risk Management

4.6.1   This section is not relevant to this report.

5   Conclusions

5.1   The Scrutiny recommendation tracking system allows the Scrutiny Board to consider the position status of its recommendations in terms of their on-going relevance and the progress made in implementing the recommendations based on a standard set of criteria. This report sets out the progress made in responding to the recommendations arising from the scrutiny inquiry Powering up the Leeds Economy through Digital Inclusion.

5.2 Where the original recommendations named the Deputy Chief Executive, Strategy and Resources we anticipate that responsibility for these will pass to the Director of Environment and Housing.

6 Recommendations

6.1 Members are asked to:
- Agree those recommendations which no longer require monitoring;
- Identify any recommendations where progress is unsatisfactory and determine the action the Board wishes to take as a result.
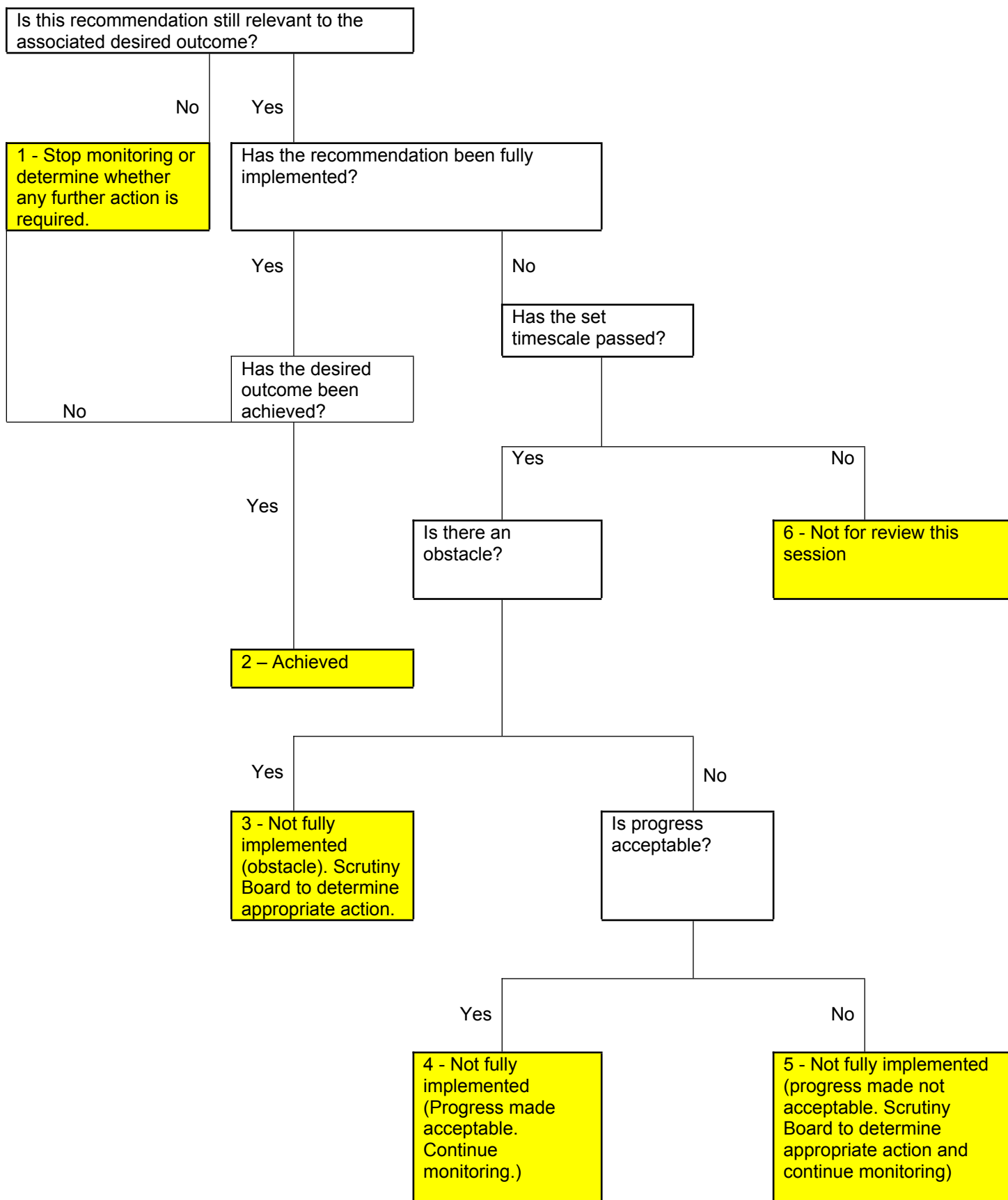
7 Background documents[1]

7.1 None.

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

Is this recommendation still relevant to the associated desired outcome?

No

Yes

1 - Stop monitoring or determine whether any further action is required.

Has the recommendation been fully implemented?

Yes

No

No

Has the desired outcome been achieved?

Has the set timescale passed?

Yes

No

Yes

Is there an obstacle?

6 - Not for review this session

2 – Achieved

Yes

No

3 - Not fully implemented (obstacle). Scrutiny Board to determine appropriate action.

Is progress acceptable?

Yes

No

4 - Not fully implemented (Progress made acceptable. Continue monitoring.)

5 - Not fully implemented (progress made not acceptable. Scrutiny Board to determine appropriate action and continue monitoring)

Position Status Categories

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

Desired Outcome – To identify the potential benefits to Leeds and the Council that can be realised through digital inclusion.

Recommendation 1 – That the Deputy Chief Executive, Strategy and Resources considers and identifies the investment to benefit ratio for the Leeds economy and Leeds City Council to identify the potential level of Council resources that could be appropriated to support the recommendations identified in this report and increase digital inclusion.

Formal response (July 2016):
The Deputy Chief Executive, Strategy and Resources accepts this recommendation and through the Smart Cities programme will continue to investigate where resources could be appropriated to support the digital inclusion recommendations outlined in this report. Some work has begun on the investment to benefit ratio and this is outlined below.

There are about 90,000 adults in Leeds who are offline and/or lack basic digital skills. These people are also more likely to be disabled, unemployed, on a low income or have low literacy and numeracy levels. In many cases they will face more than one of those barriers. These are the very people who would most benefit from being digitally included. These are the target groups that we will focus on as we deliver against the Scrutiny Board recommendations.

Digital inclusion leads to improved outcomes and increased self-sufficiency for individuals. When people gain basic digital skills for the first time:
• 59% feel more confident about using online tools to manage their health
• 53% agree that they feel less lonely or isolated
• 52% use the internet to save money such as using price comparison websites to find the best deals
• 80% progress on to some form of further learning, with 43% taking a course aimed at gaining a qualification, including literacy and numeracy

In addition to these positive outcomes for the city's most vulnerable individuals, there are obvious benefits to the council if people feel more confident, better equipped to manage their health, are more financially secure and less lonely. With less money and more demand for services, the Council is working with partners to ensure that digital delivers better outcomes for its citizens.

A report commissioned by Tinder Foundation last year outlined the economic benefits of investing in a 100% digitally included UK population. With digital inclusion leading to higher earnings, more people in employment, time and cost savings, savings to the NHS and social care, the total economic benefits would amount to over £14 billion set against an investment of £1.6 billion, equivalent to almost £10 per every £1 invested. Whilst we are not able to provide a definitive answer to the possible savings for Leeds, and it should be noted that these are more cost avoidance the following case studies indicate:

• how savings could be made through efficiencies or improved outcomes
• where investment is needed to realise those savings
• how in-kind support could be leveraged from within the council or partner organisations

Formal response (February 2017):
The Centre for Economics and Business Research has produced a report which calculates the aggregate economic benefits that are estimated to accrue across the UK economy as a result of equipping 788,000 individuals with Basic Digital Skills each year until 2025 (7.8million people over 10 years). As more people are trained each year, the CEBR expect the benefits to the economy to accumulate. By 2025, they estimate that the annual aggregate economic benefit of equipping people with Basic Digital Skills will total £3.7 billion. These benefits are seen across the whole economy, as outlined in their table reproduced

below:

Table 5: Cumulative aggregate economic benefits, arising from providing Basic Digital Skills, 2016 - 2025 (£'s millions)

	Time savings	Earnings benefit	Employment benefits	Transaction benefits	Communication benefits	NHS Cost savings	Total benefits
2016	139	59	26	80	42	12	357
2017	281	118	52	159	83	24	718
2018	426	178	79	239	125	36	1,083
2019	574	238	107	318	166	48	1,451
2020	724	299	135	398	208	60	1,823
2021	877	359	164	477	249	72	2,199
2022	1,033	420	194	557	291	84	2,578
2023	1,192	480	224	637	332	96	2,962
2024	1,354	541	255	716	374	108	3,348
2025	1,519	602	283	796	415	121	3,735

Source: Cebr analysis

We can apply these statistics to the Leeds economy. Our original report to Scrutiny Board stated that, 'There are about 90,000 adults in Leeds who are offline and/or lack basic digital skills'. This figure is 1.2% of the 7.8million people who lack these skills nationally. If we follow the national projection and equip 10% of those 90,000 Leeds residents with basic digital skills each year for the next ten years, then the benefits that accrue to the Leeds economy would be 1.2% of the figures set out in the table above.

This gives a total economic benefit to the Leeds economy of **£44.8million** after ten years, with a benefit of **£4.28million** in the first year:

Cumulative benefits of digital inclusion to the Leeds economy (£millions):

2017	2018	2019	2020	2021	2022	2023	2024	2025	2026
£4.28	£8.62	£13.00	£17.41	£21.88	£26.39	£30.94	35.54	£40.18	£44.82

As well as benefitting the economy, the financial benefits to individuals as they become digitally included have also been calculated. For people who have previously had low levels of digital literacy and have started to use the internet frequently (at least once a week), six outcomes have been identified and measured. These have been taken from stakeholder interviews with digitally excluded people carried out as part of the BT Social Return On Investment project. The value of digital inclusion to individuals are set out in the table reproduced below:

Table 1: Value of outcomes for new users

Outcome	Source	Value	Likelihood	Source	Total
Confidence		£707.25	34%	Magnitude in change in confidence	£240
Reduced isolation		£1,055	24%	Proportion more active in their community and socialising online	£253
Time saving	Interviews with digitally excluded	£785	37%	Proportion using government services online	£290
Hobbies and reduced boredom		£77	57%	Proportion reporting being more involved with hobbies online	£44
Financial savings		£560	31%	Proportion shopping online	£173
Online job search		£1,325	4.7%	Proportion of workforce that are jobseekers at any one time	£274
Total	£1,064				

For future projects with a digital or digital inclusion element, we will look to baseline a position and measure the impact/cost effectiveness at the end of the intervention.

Current Position:

Previous updates to the Board set out a baseline for the potential benefits of digital inclusion to individuals and the wider city and economy. We noted that digital inclusion leads to higher earnings, more people in employment, time and cost savings, savings to the NHS and social care as well as improved outcomes and increased self-sufficiency for individuals.

Since our last update to Scrutiny Board we have secured investment into the 100% Digital Leeds Digital Inclusion programme. Securing this investment has been challenging as it is difficult to identify direct savings resulting from those investments. We have not been able to secure investment based on prevention and cost avoidance

alone. Focusing on the wider benefits makes it hard to justify sustained investment from a single source into digital inclusion programmes because the benefits of digital inclusion accrue across a range of indicators. This has a direct impact on the Board's recommendation that we "identify the potential level of Council resources that could be appropriated to support the recommendations identified in this report and increase digital inclusion".

The funding that we have secured from Housing, for example, is linked to the introduction of online systems and channel shift for Housing services. Narrow return on investment can be delivered by motivating tenants and giving them the digital skills and/or equipment to transact online. Some efficiencies have already been factored in to the move to 'Digital by Default' for Housing services, but we know that some citizens will not/cannot use online channels without additional interventions. The funding from Housing will enable us to deliver those targeted interventions and evidence that narrow return on the investment. However, we also know that not all of the return on Housing's investment will accrue to Housing.

Housing tenants and other citizens who are digitally excluded are also likely to be unemployed or on a low income, be chronically ill or disabled, have low literacy levels or be from lower socio-economic groups. Digital inclusion can help to tackle poverty, reduce the inequalities that still exist and support the council's vision of a Compassionate City with a Strong Economy. The investment from Housing into our digital inclusion programme will see people achieving better health and wellbeing outcomes, improve their financial capability and employment prospects and reduce their social isolation. By increasing digital inclusion in this way we will realise benefits across a range of indicators.

To fully evidence the return on investment into our digital inclusion programme we would need to record the impact on individuals, their families, local communities and the wider city and economy. It is possible to model savings and the potential additional economic benefits of digital inclusion for citizens, including cost/time savings, gains in earnings and employment, and savings to the NHS from increased health and wellbeing. This modelling exercise is a longer term piece of work and is one of the requirements for the external organisation that we will procure to support our digital inclusion programme.

As a result of these issues we have had to find innovative solutions to fund this work as part of the delivery of other projects and programmes. There are three strands of investment into the digital inclusion programme:

Investment strand	Amount	Funding Source
Expand tablet lending scheme – including hardware, connectivity & professional services	Approx. £100,000	DIS Essential Services Capital Programme
Procure external supplier for strategic support to build our digital inclusion network, embed sustainability and evidence return on investment	Approx. £100,000	Smart Cities
Appoint permanent staff: 3 x Digital Inclusion Coordinators and 1 x Digital Inclusion Support Officer	Approx. £135,000	Housing IT Solutions Programme

Timescales for the three strands of investment are as follows:

	Tablet lending scheme	**External supplier support**	**Staff**
October 2017	Specification finalised and Invitation to Tender issued on YORtender		
November	ITT closes		Job descriptions written
December	Applications evaluated	Write Specification for tender	Job descriptions and grades approved by Job Evaluation
January 2018	Contract awarded	Issue Invitation to Tender	Vacancies released
February	Supplier Mobilisation meeting, including configuration and testing of tablets	ITT closes, applications evaluated and contract awarded	Recruitment and selection and preferred candidates appointed
March	Tablets ready for loan	Supplier in place to offer strategic support for the programme	New staff in post, inducted and work programme agreed
April	**Programme activity starts**		

The detail behind these three work packages and the revised governance and reporting arrangements for the Digital Inclusion programme are discussed elsewhere in this report.

Position Status - 4 *This is to be formally agreed by the Scrutiny Board*

Desired Outcome – To fully enable a stronger digital infrastructure that provides greater choice.

Recommendation 2 – That the Director of City Development in consultation with the Chief Digital Officer utilise the intelligence gathered to facilitate better infrastructure planning and enable smaller commercial providers to identify and deliver services to provide greater choice and opportunities for internet access in areas where choice is limited.

Formal response (July 2016):
The Director of City Development and Chief Digital Officer accept this recommendation. Data updates will be provided to the Open Data platforms (Leeds and Calderdale) to enable analysis and interpretation by commercial providers who may choose to increase operations where existing choice for internet access is limited.

Current government broadband policy and funding is aimed at areas where commercial roll out is not economically viable. In an urban area like Leeds over 90% of premises have access to superfast broadband, most of which has been provided by commercial investment.

Government funding (such as the current WY & York Broadband programme) is aimed at the "final 5%" of premises who do not have access. Public funds can only be invested in areas deemed to have poor access to superfast broadband, so called "white spots" this is consistent with government policy (to only use public money to upgrade broadband in areas where it is not economically viable) and State Aid Rules. The Government has had to receive European Commission clearance to use State Aid to invest in Broadband infrastructure – this clearance was only given for white spot areas where they were poorly served by commercial broadband investment and commercial providers have no plans to serve these areas over the next 2/3 years.

Formal response (February 2017):
The council continues to support the WY & York Broadband programme which aims to provide access to superfast broadband to 98% of premises in the designated assistance areas by 2019. To reach "the final 2%" the programme team are currently bidding for a phase 3 programme utilising Local Growth Funding and European funds. A phase 3 programme will involve a new procurement which will provide opportunities to a range of broadband infrastructure providers to get involved in the delivery of superfast broadband too hard to reach communities. The council in partnership with the City Region continues to lobby government to improve digital connectivity, for example we have recently responded to the government's consultation on how to extend fibre to the premise (FTTP) in the UK.

In addition, there is a developing idea around connectivity for Social Housing which provides a low cost broadband service to tenants. Benefits include digital inclusion and improved access for Leeds City Council staff, NHS staff and others when visiting these tenants.

A service to provide internet access to residents of council housing is currently in place in Hull. We are reviewing that model and have again had interest from commercial providers to be involved in a similar Leeds model.

Requirements are being drawn up and below is a summary of the core idea from the draft requirements specification:

Connectivity to Social Housing Properties in Leeds
Leeds City Council wishes to invite suppliers to provide digital connectivity to its social housing tenants on a trial basis.

The digital connectivity shall be provided free of charge to the end user (i.e. the Social Housing tenants) and free of charge to Leeds City Council. It is envisaged that as part of this trial, the residents within the tower blocks which house the rooftop equipment shall be offered free connectivity, as well as a range of housing types around the perimeter of the block. Leeds City Council would like around 800 residential dwellings to be provided for, for a period of at least 18 months. These dwellings should be a mix of houses, low rise blocks and high rise blocks, and should aim to cover a wide demographic, reflective of Leeds' current social housing tenant mix.

Leeds City Council will work closely with the provider to identify which sites are most appropriate to target as part of this trial.

We expect this offer to be supplemented by our proposed tablet lending scheme.

In addition, 6G Internexus Ltd is providing a pilot service at Cottingley Towers to residents within the tower block.

Current Position:
The Department for Digital, Culture, Media and Sport (DDCMS) announced in the autumn 2017 budget a fund of £190m available for wave 2 projects for local full fibre networks. Overall there is £750m of funding being made available from HM Treasury which will need to be allocated and spent by March 2021. The wave 2 fund opened on the 22 Nov 2017 and will close on the 26 Jan 2018. Leeds intends to submit a bid based around the Public Sector Anchor Tenancy (PSAT) delivery model to provide gigabit fibre connectivity to Schools, Social Housing Tower blocks and CCTV. This means that the Council will look to the market to provide gigabit fibre to its buildings funded from DDCMS (if we are successful with our bid) and some from the Council with the proviso that once provision it provided to these the provider can span out to other properties on the route and in those areas.

The funding requirements are as follows:

- DCMS to provide £18m to fund gigabit fibre provision to all Leeds schools. This funding request will also cover £500k for project costs and £2.5m for networking hardware.

- Leeds to provide £3.6m capital funding to provide gigabit fibre provision for Social Housing Tower blocks and CCTV.

This has the potential to enable a large portion of the geographical areas of Leeds and in particular some of the most deprived areas.

DDCMS have indicated that 15 bids will be successful in wave 2, of which Northern Ireland, Scotland & Wales will each receive one slot. As such it is important to state that this is a competition and there are no guarantees of a successful bid. There will be further waves in the competition with wave 3 opening in summer 2018. Leeds intends to resubmit in the following waves if unsuccessful in wave 2.

In wave 1 of the fund Leeds has been selected as a pilot of the Gigabit Voucher Scheme (GbVS) delivery mechanism. This will help businesses buy gigabit capable connectivity, and anticipates the operator may subsequently extend the fibre 'footprint' to surrounding premises. The vouchers are worth £3,000 per business.

Position Status - 4 *This is to be formally agreed by the Scrutiny Board*

Desired Outcome – To reduce digital exclusion by increasing access to free wifi

Recommendation 3 – That the Director of City Development and the Chief Digital Officer work collaboratively to:
  a) oversee the provision of information to aql in order to identify the areas that would maximise investment for free wifi in Leeds.
  b) update the Scrutiny Board on progress of the concession agreement with aql and the roll out of free wifi in areas of high need in Leeds.

Formal response (July 2016):
167 public buildings now offer free to access public Wi-Fi, including libraries/Community Hub buildings.

The Wi-Fi provision in Millennium Square and Briggate continues to support large numbers of users and is particularly effective when international events such as Tour De France and Triathlon are hosted by the city.

The wider city AQL concession continues to develop and Kirkgate Market is the most recent venue to have Free Wi-Fi installed.

AQL have been provided with relevant information on key buildings (e.g. Tower Blocks) and access contacts to enable further roll out.

An area of Chapeltown has been identified as the next service area and support has been given to AQL to enable this deployment.

Formal response (February 2017):
Leeds City Council currently has two concessions contracts that provide for free public Wi-Fi. One contract with Virgin Medial Business Ltd covers the City Centre and another with AQL (Wireless) Ltd covers the reminder of the city. Both contracts are non-exclusive.

The two concession contracts have failed to gain inertia in the roll out and are unlikely to be expanded further. A number of alternative providers have expressed an interested in operating similar concession contracts and it is our intention to retender the requirements this financial year.

Current Position:
We propose this Recommendation be combined with Recommendation 2 as free Wi-Fi is one element to 'enable a stronger digital infrastructure that provides greater choice'.

AQL have been provided with all information requested. Existing commercial models based around free Wi-Fi services are proving difficult to establish and although AQL (Wireless) Ltd have an existing concession covering the city this has not progressed and there is no expectation this will change in the future.

Wi-Fi has been introduced in two outlying Town Centres: Morley and Wetherby. This has been instigated by local Town Councils utilising local providers and supported by Leeds City Council (Street Lighting Assets).

It is expected that the recent Government-led opportunities for 5G pilots will lead to a resurgence of interest in city wide small cell deployments leading to additional Wi-Fi services.

Position Status - 1 *This is to be formally agreed by the Scrutiny Board*

Desired Outcome 4 – To identify what is being provided across the city to facilitate better coordinated support, remove duplication and spend money wisely.

Desired Outcome 5 – To identify supporting organisations in Leeds and facilitate access to information by the public.

Desired Outcome 8 – To identify what is being provided across the city to facilitate better coordinated support.

Desired Outcome 9 – To identify and target priority areas for the delivery of support in order to spend money wisely.

Desired Outcome 10 – To make best use of local knowledge and established networks to reduce digital exclusion.

Desired Outcome 13 – To minimise the risk of increasing digital exclusion due to channel shift**.**

Recommendation 4 – That the Deputy Chief Executive, Strategy and Resources identifies organisations in Leeds working to increase digital capacity, reduce the digital divide or provide digital inclusion programmes with a view to better understand:
    a) what activity is being provided and where there are gaps geographically and in activity type.
    b) how activity is being coordinated.
    c) if efficiencies can be made by the Council by removing duplication.
    d) how Leeds City Council can co-ordinate activity city wide to reduce fragmentation and ensure that investment is maximised and resulting in the best outcomes.

Recommendation 5 – That the Deputy Chief Executive, Strategy and Resources and the Chief Digital Officer:
    a) utilise the information provided by the Tinder Foundation to enable the Council to identify some of the organisations providing digital support in Leeds.
    b) consider how the API could be embedded on the Council website to help members of the public identify support in their locality

Recommendation 8 – With reference to recommendation 4, that the Deputy Chief

Executive, Strategy and Resources considers how organisations can work in partnership with Leeds City Council to effectively deliver digital skills training and support and how volunteers in Leeds can also assist in this delivery.

Recommendation 9 – That the Deputy Chief Executive, Strategy and Resources identifies areas/communities in the Leeds area where there are likely to be significant skills gaps to facilitate the prioritisation and targeting of digital skills training and the proactive promotion of services available.

Recommendation 10 – That the Deputy Chief Executive, Strategy and Resources and the Assistant Chief Executive Citizens & Communities consider the role of Area Support Teams and Community Committees to facilitate:
a) the identification of communities most at risk of digital exclusion
b) the support of local groups and organisations in the delivery of digital skills training to residents in their communities.

Recommendation 13 – That Deputy Chief Executive, Strategy and Resources and Chief Digital Officer ensures that processes are in place, during the initiation of projects which require a shift to digital based service provision/access, to ensure that the risk of excluding citizens from services is minimised and mitigated through alternative avenues of support. Positive action should be taken to counter negative impact with citizens and in communities.

Formal response (July 2016):
As a first step to addressing these issues, Leeds Library and Information Service worked with Tinder Foundation to deliver an event on 23 May 2016 called 100% Digital Leeds. The event was opened by Tom Riordan, Chief Executive of Leeds City Council, and Helen Milner. Other speakers included Victoria Betton from mHabitat, Mick Ward, the council's Interim Chief Officer for Commissioning in Adult Social Care and Dylan Roberts, Chief Digital Officer for the council.

Delegates from over 50 organisations came to the event and they helped to shape the digital literacy priorities for the city. There was also the opportunity for delegates to commit their organisation to undertake specific actions in support of those priorities.

The priorities agreed by delegates at the event were:
• Develop a co-ordinated cross sector campaign to communicate the benefits of the internet and "sell the dream"
• Up-skill staff to be able to support people to get online
• Increase access to free or affordable connectivity and technology across the city
• Increase access to basic digital skills training throughout Leeds
• Develop a co-ordinated recruitment drive for digital champions (including staff, volunteers and peer to peer support)
• Work in partnership to secure more funding for Digital Inclusion projects
• Develop an approach to sharing best practice

It is encouraging to note that these priorities align closely with many of the Desired Outcomes of the Scrutiny Inquiry.

Although the council, through the Library Service, is taking a lead role in making 100% Digital Leeds a reality, it cannot achieve this alone. Instead, it is offering to coordinate the work while asking others to collaborate and co-produce solutions. As the delegates at the 100% Digital Leeds event proved, there is a willingness on behalf of organisations across the city to work together to achieve this ambition.

Formal response (February 2017):
These Desired Outcomes/Recommendations have been grouped together because they all address the barrier that is: **Lack of digital skills/confidence**. We have worked to identify and coordinate digital skills support across the city and we have done more work to identify the areas of the city where people are most likely to be digitally excluded. This evidence-based targeting means we are focusing much of our work on lower socio-economic groups. We are also aware that there are barriers to digital inclusion amongst other demographic groups, particularly the elderly, people with disabilities and people with low literacy levels. This work shows that digital inclusion underpins a Compassionate City and a Strong Economy.

Achievements so far include:

1. More detailed mapping of the city so that we can target resources more effectively.

The maps in our original report to Scrutiny illustrated at a broad level some of the areas where internet use is likely to be low and illustrated the spread of low internet use by people aged over 60 within a single ward.

Since our original report we have worked with the council's Intelligence Manager to review the criteria and amend the characteristics to determine whether there is a potential pool of people who are 'connected' but not necessarily engaging in online services.

The criteria were changed to reflect the following:
- Preferred method of contacting organisations: **not through digital means**
- Use of online banking: **low, or not used**
- Facebook access: **average or lower than average**

Older demographic segmentation groups (over 60s) were excluded from the criteria as we had already performed the analysis of these groups. The revised criteria delivered a different range of segmentation types. We used these segmentation types to create a digital engagement 'heat map' of the city.

Map 1: Digital engagement by ward (Under 60s):
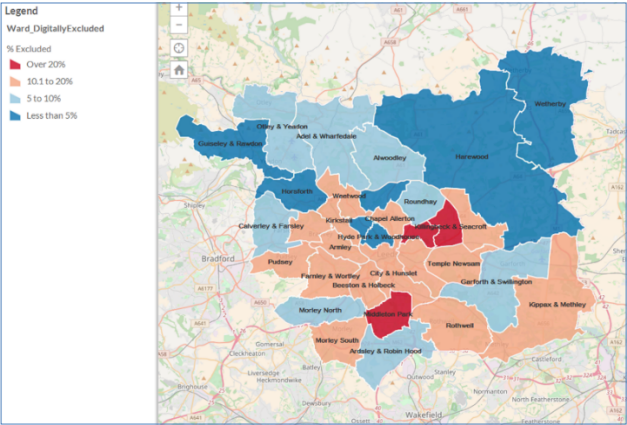
The data used for this map and the map in our original report are shown below:

Ward	Total Resi HH	New Criteria Selected Mosaic HH	% of Total HH	Previous Criteria Selected Mosaic HH	% of Total HH	Combined Criteria Selected Mosaic HH	% of Total
Adel & Wharfedale	9003	476	5.3	1039	11.5	1515	16.8
Alwoodley	10363	1003	9.7	1310	12.6	2313	22.3
Ardsley & Robin Hood	9721	920	9.5	1121	11.5	2041	21.0
Armley	12441	1683	13.5	1146	9.2	2829	22.7
Beeston & Holbeck	10720	1597	14.9	1249	11.7	2846	26.5
Bramley & Stanningley	10649	2021	19.0	1218	11.4	3239	30.4
Burmantofts & Richmond Hill	12585	1747	13.9	787	6.3	2534	20.1
Calverley & Farsley	10281	755	7.3	1534	14.9	2289	22.3
Chapel Allerton	11401	1898	16.6	618	5.4	2516	22.1
City & Hunslet	19277	1962	10.2	375	1.9	2337	12.1
Cross Gates & Whinmoor	10853	1663	15.3	1550	14.3	3213	29.6
Farnley & Wortley	11238	1862	16.6	1543	13.7	3405	30.3
Garforth & Swillington	8986	559	6.2	1457	16.2	2016	22.4
Gipton & Harehills	11403	3389	29.7	418	3.7	3807	33.4
Guiseley & Rawdon	10294	511	5.0	1452	14.1	1963	19.1
Harewood	8112	8	0.1	431	5.3	439	5.4
Headingley	7067	8	0.1	13	0.2	21	0.3
Horsforth	9928	493	5.0	1420	14.3	1913	19.3
Hyde Park & Woodhouse	11094	549	4.9	58	0.5	607	5.5
Killingbeck & Seacroft	10852	2518	23.2	1022	9.4	3540	32.6
Kippax & Methley	9282	989	10.7	1368	14.7	2357	25.4
Kirkstall	10105	1389	13.7	683	6.8	2072	20.5
Middleton Park	12386	3193	25.8	1265	10.2	4458	36.0
Moortown	9926	404	4.1	1206	12.1	1610	16.2
Morley North	10466	1008	9.6	1498	14.3	2506	23.9
Morley South	10544	1233	11.7	1401	13.3	2634	25.0
Otley & Yeadon	10484	1003	9.6	1699	16.2	2702	25.8
Pudsey	10731	1249	11.6	1618	15.1	2867	26.7
Rothwell	9149	931	10.2	1472	16.1	2403	26.3
Roundhay	9771	717	7.3	837	8.6	1554	15.9
Temple Newsam	9454	1045	11.1	1394	14.7	2439	25.2
Weetwood	9321	1081	11.6	801	8.6	1882	20.2
Wetherby	8970	229	2.6	1006	11.2	1235	13.8

N.B. These results must be used with caution. The analysis has relied on commercial segmentation data from Experian Mosaic representing just 11.5% of Leeds households. The analysis is not derived from real-world data; it is derived information from a third party source that provides a modelled view of the criteria. These caveats mean that the figures above should not be directly quoted as a statement of fact such as, 'Middleton Park has 36% of residential households that are digitally excluded'. Instead, we can state that, 'According to modelled socio-demographic data, Middleton Park shows a high proportion of households that could be considered digitally excluded'.

Despite these warnings, the data analysis is robust enough to help us focus our digital inclusion work in the areas of the city with the greatest need.

Future developments will include the comparison of Experian Mosaic data against real-world data collected

within Leeds City Council. This includes the use of online school admissions, the uptake of the Leeds Bin App or the results of the Housing Digital Skills survey. These results will act as a barometer against the commercially available data.

A recent BBC/Go On UK national survey shows a range of engagement levels within the broader term of 'digital inclusion'. As with the digital engagement criteria used to generate Map 1 above, this research shows that digital inclusion is not a binary distinction between those who are online and those who are offline. This is why our emerging digital inclusion strategy addresses three main barriers to digital inclusion: Lack of digital skills/confidence; Cost of equipment and broadband access; Lack of interest/motivation. Focussing on any of these barriers in isolation will not achieve meaningful digital inclusion.

2.   Plan and deliver five 100% Digital Leeds events in localities

We will use the data above to hold 100% Digital Leeds events in areas of the city where they will have the greatest impact.

The events will help us to:
- Identify and engage local organisations that deliver digital skills training or support the ambitions of 100% Digital Leeds
- Follow-up initial engagement with an ongoing communications action plan (marketing and comms outlined in more detail in Point 3 below)
- Better coordinate digital literacy activities across the city
- Improve partnership working and referral pathways
- Identify gaps in provision
- Define the barriers to digital inclusion in specific areas of the city and coordinate the response to addressing those barriers

The events will accelerate the mobilisation of community organisations and individuals to join 100% Digital Leeds, and drive the identification and sharing of best practice.

The events are being planned to coincide with Leeds Digital Festival at the end of April 2017. The 100% Digital Leeds event that we held in the city centre last year gave us the headline priorities and citywide actions to address digital exclusion. We expect the local events to give us a clearer picture of the barriers 'on the ground' in specific wards. We will consult Community Committees and area teams to help us identify venues to hold the events and local groups who should be represented at the events.

We also hope that the tablet lending scheme will be moving through the 'Proof of Concept' phase and be closer to launch by the time of these events. Following the events, actions to address the local priorities will be presented to the 100% Digital Leeds board for approval.

3.   Develop the 100% Digital Leeds map

There are now more than 70 digital skills training centres listed on the 100% Digital Leeds map. We are working with the Good Things Foundation (formerly Tinder Foundation) to continue to develop the map's functionality as well as the administration and statistical reporting functions.

One of the priority actions for the local 100% Digital Leeds events will be to encourage more local providers to register themselves on the map. We will also promote the map to organisations who do not deliver digital skills training but who work with clients who would benefit from increased digital skills.

In addition to the local events, more work is needed to promote the 100% Digital Leeds map and to publicise the wider 100% Digital Leeds brand. We have already had discussions with the Good Things Foundation and the council's Communications and Marketing Business Partner. We will develop a clear communications strategy and marketing campaign that will:
- Increase awareness of 100% Digital Leeds at a grassroots level in communities;
- Increase commitment from organisations across the city;
- Generate positive stories about the impact of digital inclusion on people's lives.

 The campaign could include:
- Specific calls to action for organisations that will highlight the benefits of digital inclusion for citizens.
- At least one 'digital inclusion' case study as part of the library service's award-winning #whatsyourstory marketing campaign.

- The creation and curation of a 100% Digital Leeds Facebook Group for organisations to share best practice.
- Personal follow-up messages after the 100% Digital Leeds events to secure further recruitment of organisations/people to 100% Digital Leeds.
- Development and distribution of print collateral based on stories and calls to action with 100% Digital Leeds branding.
- Ongoing/regular marketing and comms activity to drive the campaign, monitor levels of activity, generate and place stories of the positive impact and benefits of digital inclusion.

It should be noted that extra resources will be necessary to create and deliver a quality communications campaign. This will include funding for some of the print and online marketing as well as staff time to maintain any online presence for the campaign, to respond promptly to requests for information and to maintain contact and conversations with local organisations.

4. Integrate public internet access PCs in Community Hubs.

Since the move to Community Hubs, three different types of public access PCs are now available within Hub sites: Library PCs, Jobshop PCs and Customer Service PCs. Historically, the Jobshop and Customer Service PCs were set aside for specific activities and were unavailable outside of the opening hours of those services. The unavailable PCs were often located next to Library PCs which are available whenever the library is open.

Work has been ongoing to transfer all Hub PCs to a single image. All public access PCs in Hub sites will be 'reimaged' by colleagues in the Digital and Information Service to match the image already used by Libraries. This means the PCs will be available for use whenever the site is open. We estimate that an extra 150 public access PCs across Hub sites will become more widely available for the public once this work has been carried out.

5. Improve the digital skills of council staff (to also become evangelist and advocates with people in communities and localities)

An online skills survey has been released for council staff. The results will be analysed to identify our weakest and strongest areas and develop a plan. Analysis of the results is expected to start in early summer, as survey deadlines are in line with the Appraisal cycle. A survey for staff without network access will also be arranged once challenges regarding the return and collation of paper surveys have been overcome. These include how much staff time is required and which area should do the work. A procurement is also due to go to market for a regional solution to communicate and advertise staff benefits to low paid workers by allowing them to sign up using their personal devices but using their work credentials to sign in. This piece of work is using resources from a number of different authorities to deliver it in the most collaborative way possible. Additionally there is an ongoing piece of work driven by HR to look at basic devices which could be made available to non-connected staff to better engage with surveys and mass communications.

Current Position:
Across all of the these Recommendations, the main actions outstanding from previous reports to the Board were:
- The need for a more robust methodology to identify specific areas of the city where digital inclusion activity should be targeted;
- Actions to mitigate against further exclusion of citizens due to channel shift
- The need to identify and coordinate the support that is available across the city and deliver events and activities as part of a wider engagement plan
- Ensure the public has access to this information as part of a wider marketing and communications plan

All of these outstanding actions are addressed below.

1. **To identify and target priority areas for the delivery of support in order to spend money wisely.**

Our previous efforts in this area relied on commercial segmentation data and came with the caveat that, "The analysis is not derived from real-world data; it is derived information from a third party source that provides a modelled view of the criteria".

Since our last update to the Board, we have collected and analysed a range of real-world data to give a more accurate picture of digital inclusion/exclusion in Leeds. This basket of indicators includes transactional data for Leeds citizens using council services and a survey of Housing tenants in Leeds. All of the data is arranged by wards. The results are reproduced in **Tables 1 – 6 at Appendix 3** below.

We also have data from NHS Digital but the high number of registered patients in Leeds, coupled with the low take-up of GP online services nationally, has the potential to skew the results of our mapping exercise. Since April 2016, virtually all GP practices are able to offer their patients access to online services such as booking appointments and ordering repeat prescriptions. The BMA and NHS England have made a joint commitment to encourage practices to register a minimum of 20 per cent of their patients for at least one online service by 31 March 2018. This relatively low target means that take-up of these online services has also been low. The figures are reproduced for information in **Table 7 at Appendix 3** below but they are not included in our aggregated view of digital inclusion/exclusion.

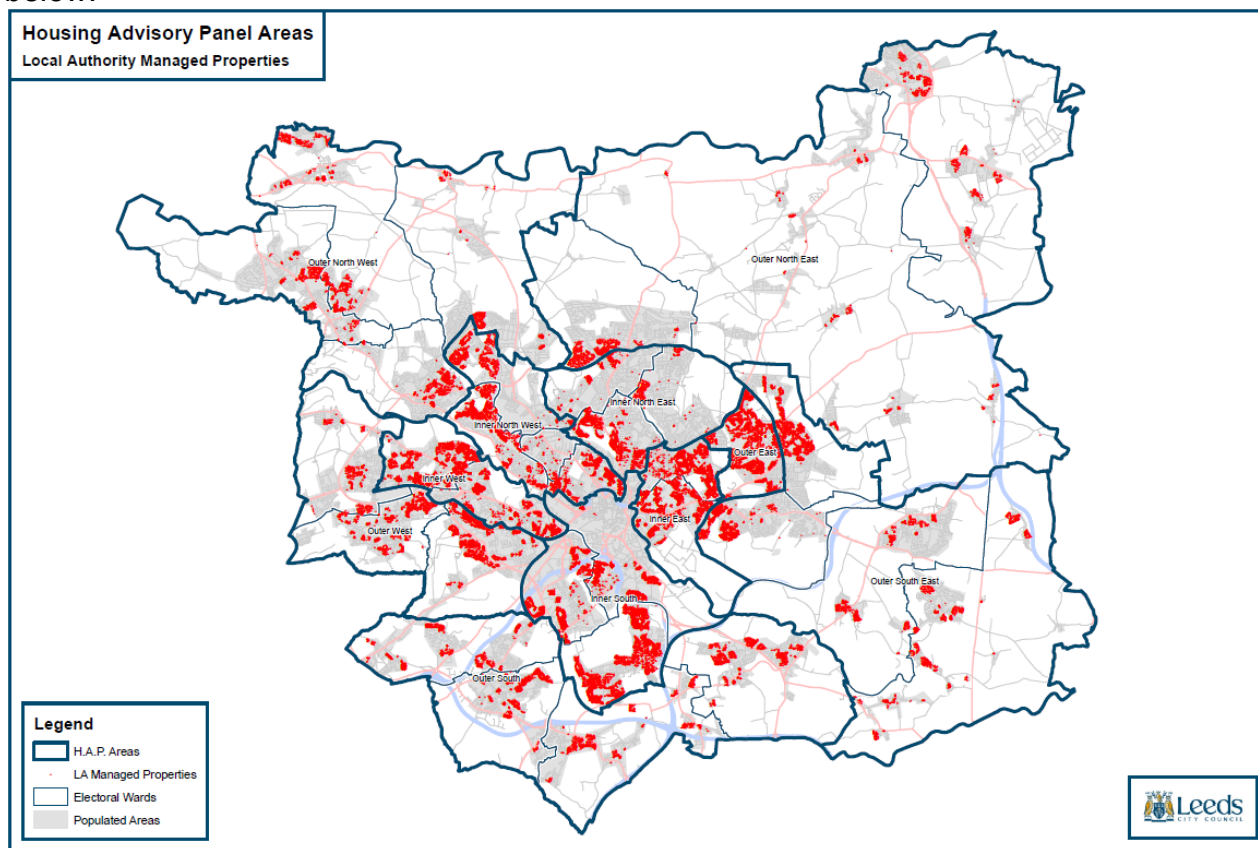The six datasets that we have used for our mapping exercise are:
1. Number of Primary School Admissions applications undertaken in paper format
2. Number of Secondary School Admissions applications undertaken in paper format
3. Number of citizen contacts via the Contact Centre rather than the online portal
4. Number of uses of the council's bin app
5. Number of housing tenants reporting no confidence to make a benefit claim online
6. Number of housing tenants without internet access

For each dataset we have listed the wards that are above or below the average for that indicator. This gives us six lists that illustrate the likelihood of digital exclusion, with some wards appearing multiple times across those six lists. We have used this as the measure to give us our aggregated view of digital inclusion/exclusion. The wards that appear four or more times are listed below and these are the wards where we will focus our digital inclusion activity:
- Armley (appears 5 times)
- Beeston and Holbeck (6)
- Bramley and Stanningley (4)
- Burmantofts and Richmond Hill (6)
- City and Hunslet (5)
- Farnley and Wortley (4)
- Gipton and Harehills (6)
- Hyde Park and Woodhouse (5)
- Killingbeck and Seacroft (5)
- Kirkstall (4)
- Middleton Park (5)

Within these wards we will develop a universal offer to address the barriers to digital inclusion and we will maintain a special focus on Housing tenants. This is in response to the investment from Housing IT Solutions fund to create four new posts to coordinate our digital inclusion activities.

Thus, when planning activity within each of our targeted wards we will also look at the spread of properties managed by the local authority. These are outlined on the map below.

Housing Advisory Panel Areas
Local Authority Managed Properties

Legend
- H.A.P. Areas
- LA Managed Properties
- Electoral Wards
- Populated Areas

Produced by R.Haslett, Intelligence & Improvement Team, Leeds City Council

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REF : 2014 : 027 : 002

2. To minimise the risk of increasing digital exclusion due to channel shift.

The overall aim of our digital inclusion programme is to increase digital inclusion of Leeds citizens through a targeted engagement and marketing campaign, the provision of skills training and access to hardware and broadband as required. There will be a specific focus on delivering this for council tenants as part of the roll out of new digital Housing services. We will work with housing tenants to ensure they are ready for the rollout of these new digital services in 2018 and the move to Universal Credit Full Service in Leeds in October 2018.

We know that some citizens will not use online channels without additional interventions. Applying for a school place has been a 'Digital by Default' service in Leeds for two years. However, for the 2017/18 school year, 11% of applications were still submitted on paper (17,954 total applications; 1,972 paper applications). The most recent Annual Tenancy Visits Survey revealed that 40% of tenants (8,816 individuals) were not confident that they could make a benefit claim online.

We will create 3 x Digital Inclusion Coordinator posts to manage and coordinate programmes of activity to accelerate and maximise digital inclusion across the city. Each of the three posts will take a lead role in addressing the three barriers to digital inclusion:
- Lack of digital skills/confidence
- Cost of equipment and broadband access
- Lack of interest/motivation.

There will also be 1 x Digital Inclusion Support Officer who will provide support for the 100% Digital Leeds digital inclusion programme. This will include supporting and working on project teams, maintaining an overview of the tablet lending scheme and other strands of the 100% Digital Leeds programme.

The posts will sit within the Library Service structure and will be part of a newly created Digital Inclusion team within the wider Smart Cities 100% Digital Leeds programme. The team will report progress to, and take strategic direction from, the Housing IT Solutions Board and will work closely with the other Smart Cities teams to present highlight reports to the Smart Cities Portfolio Board. The governance arrangements for our digital inclusion programme are explained in more detail under **Recommendation 14**.

3. **To identify what is being provided across the city to facilitate better coordinated support, remove duplication and spend money wisely.**
   To make best use of local knowledge and established networks to reduce digital exclusion.

The ambitious plans that we set out in our February 2017 update included events in localities as part of a wider communications strategy and marketing campaign. We wanted the campaign to increase awareness of 100% Digital Leeds at a grassroots level in communities and increase commitment from organisations across the city. We noted that, *"…extra resources will be necessary to create and deliver a quality communications campaign"*.

We now have these extra resources in place, as outlined in response to **Recommendation 1**. The Digital Inclusion Coordinators will establish strong and effective working relationships with others working on digital projects and digital inclusion activities, both within the council and externally. We intend to work with an external organisation to build a coherent and coordinated network of digital inclusion activity across Leeds. The organisation will devise and deliver a communications, marketing and engagement campaign. They will also provide strategic support to the Digital Inclusion project team to ensure we embed sustainability and evidence return on investment. Funding has been secured and a procurement exercise has already begun to recruit a suitable organisation.

The network will engage and support residents to develop digital skills and confidence using a local, accessible, person-centred approach. The network could also include volunteer Digital Champions drawn from private sector sponsors or the general public. Other support from private sector partners could include the donation of space or equipment.

As well as identifying and coordinating support across the city around digital inclusion we are also in discussions with the council's Head of Employment Access and Growth to ensure co-ordination of activity across the digital skills spectrum (ranging from inclusion to high level and specialist skills). We are also actively engaged in discussions at the city region level regarding the possibility of developing a Local Digital Skills Partnership (subject to funding) to coordinate support across the region.

4. **To identify supporting organisations in Leeds and facilitate access to information by the public.**

Our February 2017 update to Scrutiny Board outlined the development of the 100% Digital Leeds map. This was intended as a single point of reference for the public to find organisations across the city that offer skills training and support for digital inclusion.

Since then, the council has invested in the Leeds Adult Learning Course Finder: www.leedsadultlearning.co.uk

This shows all adult learning courses commissioned by Leeds City Council through funding from the Education and Skills Funding Agency. In the first three months since its launch the website has seen:

- 34,294 page views
- 7,147 users
- 3 minutes average time spent on the site with people visiting 5 pages each time
- 75% new visitors, 25% returning visitors

Digital inclusion courses promoted through the website range from basic internet, email, iPad and Smartphone courses through to more advanced courses such as Excel, Photoshop and website design. These courses sit alongside other provision including English, maths, ESOL, jobs and work skills and health and wellbeing courses.

Rather than maintain two websites, we are exploring opportunities to include our requirements within the Adult Learning Course Finder and we will begin to appraise options next year. The original 100% Digital Leeds map will not be decommissioned until we have determined whether the Course Finder can meet our requirements. If it can, then the Course Finder is the website we will use to facilitate access to information by the public.

Position Status
Recommendation 4 - 4
Recommendation 8 – 4
This is to be formally agreed by the Scrutiny Board

Desired Outcome – To identify supporting organisations in Leeds and facilitate access to information by the public.

Recommendation 5 – That the Deputy Chief Executive, Strategy and Resources and the Chief Digital Officer:

   c) utilise the information provided by the Tinder Foundation to enable the Council to identify some of the organisations providing digital support in Leeds.
   d) consider how the API could be embedded on the Council website to help members of the public identify support in their locality

Formal response (July 2016):
For many years, Leeds Libraries and other UK Online centres across the country have featured on the UK Online centre search map. Organisations which offer digital support in Leeds but are not registered as UK Online centres would not feature on this map. To find these organisations people would need to have the skills to look online for those providers which have their own website, use local knowledge, or find a printed directory and hope that the information was not out of date.

Working with Tinder Foundation, we have created a single searchable website enabling people in Leeds to find organisations local to them where they can get online or get support to improve their digital skills: http://digitalleeds.tinderfoundation.org/

Additional functionality means that organisations which offer support or access can register with 100% Digital Leeds and get their organisation on the map. Users can search by location, postcode or provider name. The map is already being used and promoted by the Council's Digital Access team and staff in Community Hubs. There will be a link to the map from the Leeds City Council website, along with a carousel banner on the home page.

(*Map 1 provided in response illustrated the level of coverage for digital skills support at that time across Leeds, Map 2 was an example of an organisation which had registered with the website which would not*

previously have been promoted in this way.)

We will continue to work with Tinder Foundation to develop the map. For example, we could add the locations of free Wi-Fi hotspots across the city.

Formal response (February 2017):
See Recommendation 4 above. Note the need for additional resource at Point 3.

Current Position:
See Recommendation 4 above. Note that additional resource has been secured.

Position Status - 2 *This is to be formally agreed by the Scrutiny Board*

Desired Outcome 6 – To increase support to the citizens of Leeds by looking at resources across the wider council**.**
Desired Outcome 11 – To improve the digital skills of the Council workforce.
Desired Outcome 12 – To increase support to the citizens of Leeds and improve the digital skills of the Council workforce.

Recommendation 6 – That the Deputy Chief Executive, Strategy and Resources determines and implements the best approach to utilising existing staffing resources across the Council, so that they can demonstrate to citizens the benefits of being digitally engaged, and provide tailored digital skills training where a need is identified.

Recommendation 11 – That the Deputy Chief Executive, Strategy and Resources undertakes a skills audit to identify Leeds City Council staff who do not have the 5 basic digital skills, and provides the development opportunities to improve their skills.

Recommendation 12 – With reference to Recommendation 6 that the Deputy Chief Executive, Strategy and Resources explores the potential for the delivery of a digital development programme to Leeds City Council staff who have direct engagement with people in their homes and in the community.

Formal response (July 2016):
The Deputy Chief Executive, Strategy and Resources accepts this recommendation, and digital inclusion has been included in the Leeds City Council ICT Strategy 2016 – 2020:
We will work with care providers to build a digital inclusion programme to help deliver a step change in digital literacy for all health and social care practitioners across Leeds including the third sector over the next 3 years.
… we will raise the digital literacy of Council and wider city staff so that they are better able to use technology in new ways e.g. mobile and using collaboration capabilities to deliver business outcomes. This will also enable them to be digital advocates to assist the wider public.

With additional transition of services to digital by default and increased promotion of the learning programmes offered by Leeds City Council it is anticipated that demand for basic digital skills training will increase. The Library and Information Service will continue to lead coordination for public digital literacy / skills across Leeds City Council, and advise on upskilling staff to be confident digital advocates.

Initially, this will include the assessment of digital skills within Community Hubs to establish a staff skills programme which will enable all staff to have both the skills and confidence to provide a consistent offer of support to all customers with basic digital skills enquiries. This will support the formal learning sessions delivered by librarians through the established Adult Community Learning programme. Consideration should also be given to increasing the capacity to deliver digital skills training. (*Case study provided in response*).

Adult Social Care are leading on the Digital Practitioner Programme to develop digital skills in health and care; this initiative pulls together experience from ASC, NHS, public health, health partnerships, voluntary sector and the Library and Information Service. The vision is detailed as: Helping health and care practitioners develop digital skills and confidence so they can make things better for people who access

their services.

Digital technologies will play an increasingly important role in enabling people to access information and services, strengthen their social networks and reduce isolation. However, people can only realise the benefits of the city's investment in digital technology if they have the access, skills, trust and motivation to be online.

As such, it is recognised that we need a digitally skilled and confident health and social care workforce to:
• Support improved health, wellbeing and inclusion outcomes
• Enable smarter and more efficient working practices
• Leverage existing investments made in technology
• Stimulate entrepreneurialism and Leeds as a 'test bed' for digital innovation.

Adult Social Care within Leeds City Council working with mHabitat engaged Stick People to design a digital practitioner programme for health and care practitioners who work with vulnerable adults in Leeds. This initiative has been funded by Integration Pioneers and the Better Care Fund. It is being designed and developed in an iterative process with a defined group of practitioners working in the public and third sector in the city; this will enable the learning from the programme to be scaled to the city.

A report to be published following phase one of the programme concludes that:
To develop digital skills and confidence among health and care workers we must:
• Fix the basics: practitioners need confidence in their IT kit, connectivity, services and policies
• Help practitioners reflect on the relevance of digital to their role this needs to be service specific, not one size fits all
• Enable teams and individuals to pull support when, where and how they need it
• Signpost the many good quality resources available before making new ones
• Offer a range of learning opportunities, a mix of online, face-to-face, and blended learning
• Consider specific support for line managers and team leaders so they can enable their teams to make the most of digital

Additional funding is being sought from the Integration Pioneers to develop this work programme further.

Formal response (February 2017):
The digital practitioner programme is aimed primarily at healthcare workers, although the principles of the approach should be applicable to any customer facing staff. A summary of the work thus far can be seen in this PowerPoint presentation:
http://teams.leeds.gov.uk/teams/ICTServMgmt/Understanding_information_and_technology/Shared%20Documents/DP%20Model%20v09%20Launch.ppsx

It is positive to see specific plans using consumer technology to improve care to citizens. Slide 7 from the presentation (reproduced below) gives a brief overview of their chosen methods for delivering this work. From our perspective, it is interesting to see the reference to the four elements, in particular 'Leadership' and 'Organisation'. We are keen to ensure that council messages and frameworks are aligned to this focussed activity. This includes the engagement work that is being undertaken by HR and that examples of work such as the digital skills survey is given due prominence.

Focusing on 4 elements

Individual — Sharing, Connecting & Boosting Skills

Team/Profession — Becoming more Digitally Confident together

Leadership — Enable & Empower better use of digital

Organisation — Create the Conditions & align strategy

Non-customer facing staff will be considered as part of ongoing reviews of general skill levels, for example the online staff digital survey is live and will be completed as part of the appraisal cycle. Further, HR have been asked to consider changing recruitment and workforce planning practices with a view to ensuring new starters either have or are uplifted upon recruitment to have a basic level of IT skill regardless of job role.

We have also investigated a scheme to provide tablets for 'offline' council staff. This would mean that those staff are able to complete appraisals and performance reviews on PALS, see news items, blogs and

Essentials online and more easily access Toolkits and Documentation on Insite. The costs of such a scheme for roughly 3,000 staff can be divided into specific areas:

- 55% of the total costs are for the device, using an entry-level Android tablet
- Additional costs are for software licensing: Mobile Iron for MDM management, Web at Work for SharePoint (InSite) plus Client licenses for mail
- There will also be a cost for two-factor authentication, required for remote access to PAL & Self-service
- Potential revenue costs for 3/4/5G connectivity where Wi-Fi is not present
- Ongoing software maintenance and support

Current Position:

During January to March 2017 a digital skill survey was issued to all council staff, although only staff using Performance and Learning system (PAL) responded (as in people already online). There were 4,437 responses, which was 53% of all PAL users. Staff who didn't have access to PAL were given opportunity via their managers to fill in a survey on the SNAP tool, and printed copies were available on request. However, the response from users not on the network was poor and not representative.

For the cohort of staff for whom we do have results, 51% have all five digital skills. (Note that for the purposes of these figures a response of "I don't understand the question" to any of the surveyed questions is treated the same as "I can't do this".)

It is problematic that there isn't a sufficient sample of data from staff who do not have access to the council network. The five digital skills are important life skills not exclusively related to using technology at work, therefore to not have a sufficient sample from this group means that we cannot provide an accurate picture of the percentage of council staff overall with all five digital skills. Work is ongoing with HR, Performance and Intelligence and Corporate Comms to rectify how engagement with staff who are not connected to the Council network can be improved.

We recommended taking a pragmatic approach regards the importance of all staff having all five digital skills: increasing digital skills of council staff will be supported in the same way that we are supporting citizens. Not least, an effective and high profile marketing campaign to drive awareness of digital inclusion and its benefits to residents should motivate council staff as well as digitally excluded citizens.

The council will continue to encourage the use of the Good Things Foundation's online learning tool Learn My Way. We have put arrangements in place to link online course completions to the staff member's record in the PAL system. This can be supplemented by classroom sessions delivered by Union Learn, the library service or any of the providers on the aforementioned Adult Learning Course Finder.

Position Status
Recommendation 6 – 4
Recommendation 12 - 4
This is to be formally agreed by the Scrutiny Board

Desired Outcome – To raise awareness about the support available.

Recommendation 7 –That the Deputy Chief Executive, Strategy and Resources further investigates alternative communication options in order to raise awareness about the support available for building digital skills, particularly to those who are more likely to

benefit the most from digital inclusion.

Formal response (July 2016):
The Deputy Chief Executive, Strategy and Resources accepts this recommendation. One of the priorities identified at the 100% Digital Leeds event was to: Develop a co-ordinated cross sector campaign to communicate the benefits of the internet and "sell the dream". This is intended to address the barrier that people who are offline are often so because they lack the interest/motivation to become digitally included. Once people have been inspired to get online, we will raise awareness of the support available across the city.

We will strengthen the referral pathways so that friends, neighbours, colleagues and professionals can signpost offline individuals to the most appropriate support. This will include some of the initiatives already mentioned in this report:
• Introduce a tablet lending scheme and promote it to social prescribers
• Develop the 100% Digital Leeds map to include more providers and more search options so that people to find the most appropriate support
• Promote the map to council services and other organisations to improve client referrals

We will also build on the 100% Digital Leeds theme to introduce broader campaigns that promote the benefits of being online. Using the model that has worked so well for Child Friendly Leeds, we intend to use 100% Digital Leeds as an umbrella term for disparate events, activities, partnerships and initiatives. (*A case study was provided to give an example of how this develops this idea and proposes a model for using 100% Digital Leeds as a way of coordinating activities and raising awareness about the support available.*)

It is important that there is some oversight and coordination of the work that sits behind the ambition for 100% Digital Leeds. To achieve this we propose that a 100% Digital Leeds Board be established to provide ongoing support and governance.

Formal response (February 2017):
The 100% Digital Leeds board is discussed in more detail under Recommendation 14. This includes the board's membership, terms of reference and remit.

Since our original response to Scrutiny Board, the proposal for a tablet lending scheme has gained increased importance because it has the potential to address the three main barriers to digital inclusion:

- Lack of digital skills/confidence;
- Cost of equipment and broadband access;
- Lack of interest/motivation.

Consultations about a tablet lending scheme have already been held with senior representatives from the council's Adult Education department, Employment and Skills, Looked After Children, Housing and Adult Social Care. All of the discussions have been extremely positive and partners are keen to refer their clients into the scheme once it goes live. They could see the benefits for their most excluded clients in borrowing a tablet to reduce digital exclusion. They have already agreed to work with us to monitor the improvements that digital inclusion brings to individuals they work with and to report those into the 100% Digital Leeds board.

Since our previous report to Scrutiny, the Adult Education department has consulted the Library Service and introduced an additional funding stream for Community Learning providers to increase digital inclusion. £34,000 was allocated to providers on the framework to invest in digital equipment that would support adults engaged in learning. 18 voluntary sector providers have been allocated funding, with the majority using the money to purchase tablets to improve learners' digital skills. The tablets are used in classroom settings and are not available for loan.

The Connect-Ability project delivered by the Library Service and referenced in our previous report to Scrutiny offered a small-scale 'proof of concept' for tablet lending. We are now moving to a full pilot scheme with up to 100 tablets and a full Mobile Device Management infrastructure. We believe the tablet lending scheme will bring the benefits of digital inclusion to some of our most excluded citizens. However, it should be noted that the cost implications include revenue as well as capital expenditure.

The library service will administer the scheme through its Library Management System but further progress towards implementing the scheme has been slow. This is largely due to legitimate concerns over Privacy Impact and Data Protection as the same tablets are lent to multiple users. Detailed discussions are ongoing with O2/Telefonica to come up with a solution that includes:

- Appropriate tablet devices and configuration
- Mobile Device Management – to cover filtering, security and data protection
- Connectivity via 3G/4G SIM cards

There will be up-front costs to introduce a tablet lending scheme and ongoing costs relating to the MDM solution, connectivity and refreshing the estate of tablet devices. Budget has been identified for a pilot project, however additional funding will be required to sustain this work should the pilot prove successful.

The pilot scheme will determine the optimal solution from a technical as well as a people/process perspective. Further recommendations will follow as a result of the pilot and will be reported to the 100% Digital Leeds board.

Finally, to raise awareness of digital skills support amongst council staff, core stakeholder groups and projects have been identified and signposting offers to staff are being communicated via Essentials and other internal mechanisms including direct mail to managers and physical posters where necessary to reach 'offline' staff. This communication campaign has already started. Staff will be exhorted to bring the offers to the attention of colleagues without network access as part of these communications. Where technology training is delivered in house, the relevant teams have been asked to ensure they review content to demonstrate a 'fit' with the five basic digital skills, whether those skills are actually mentioned by name in sessions or not, so that a consistent message is being given out. When the digital skills survey for 'offline' staff is ready, we will be offering staff the opportunity to provide their personal email address so that communication lines and responsiveness can be improved in future.

Current Position:

The main outstanding action from our previous reports to the Board was the need to develop a coordinated cross sector campaign to communicate the benefits of being online. To address this, a marketing, communication and engagement campaign will be developed with an external organisation as outlined in response to **Recommendation 4** above. This will raise awareness about the support available and increase motivation and engagement.

Of the three barriers to digital inclusion, lack of interest/motivation is the strongest and most difficult barrier to overcome. The Lloyds Bank Consumer Digital Index 2017 noted that, "It is becoming increasingly challenging to motivate those who are not yet using the internet. Of those who are offline:
- 51% aren't interested in getting online
- 68% say nothing can motivate them to get online
- 73% don't believe you can save money online
- 77% aren't aware of available digital support"

One of the most powerful engagement tools is to show people the positive changes that can be made to their lives from being online. The tablet lending scheme managed by the library service provided evidence of this during the three month pilot earlier this year. The pilot scheme ran for three months and we lent 30 iPads to users of three organisations across Leeds. We wanted to test the scheme with different groups of people who had a variety of reasons for wanting to be online.

The groups and organisations that we worked with were:

- **RETAS (Refugee Education and Training Advice Service)** with a class of ESOL students - using the tablets to develop their English skills and to stay connected with family and friends.
- **OPAL (Older People's Action in the Locality)** with older, often socially isolated people in the north west of the city - using the tablets to follow their interests and learn new skills, look up health information and keep in touch with relatives using

Facetime and Skype.
- **Children's Services** with young people leaving the care system - using the tablets to apply for jobs and prepare for further education courses.

At RETAS, one student had been in the UK for two years but due to having a baby, was unable to attend English classes until now. Like the overwhelming majority of the class, she had used the iPad to watch videos on learning English – particularly the alphabet and phonetics – and try online courses and quizzes. Another student was able to access the Maps app to help find his way around the city and get to appointments.

Two of the users at OPAL, by their own admission, had little interest in getting online but since using the iPads they are now looking into buying their own tablets. The portability and ease of use were appealing to both. Neither own computers or use the internet, but found using the iPad relatively straightforward, which motivated them. One was inspired enough to take the iPad on a recent trip and take photos, as well as looking up information about the destination.

Our tablet lending pilot attracted the attention of other councils and other library authorities. We were asked to write a blog for the Libraries Taskforce so that other libraries could learn from our experience:
https://librariestaskforce.blog.gov.uk/2017/09/20/tablet-loans-in-leeds/

Hampshire Libraries introduced their scheme after receiving funding from Arts Council England: https://www.hampshiresuperfastbroadband.com/news/2017/09/19/ipad-lending-and-training-scheme-with-hampshire-libraries/

We also advised colleagues from the Greater London Authority as they introduced their own scheme in Lewisham:
https://www.lewisham.gov.uk/myservices/libraries/Pages/Tablet-borrowing-scheme-for-over-55s,-community-groups-and-those-on-benefits.aspx

We have secured additional investment to expand our tablet lending scheme. Our new scheme will make 150 iPads available for loan from April 2018. We believe this will make our scheme the biggest of its kind in the country. This gives us the opportunity to help even more of our most digitally excluded residents.

We have just completed a procurement exercise and we expect to award the contract in late January/early February. As well as supplying the iPads, the successful Contractor will deliver a managed service and support so that the scheme can be scaled up as extra funding becomes available.

The managed service includes:
- A data plan to maximise data usage and connectivity as well as a data limit that cannot be exceeded by the user, so no extra costs are incurred to end users or the council.
- A Mobile Device Management (MDM) solution that allows tablets to be remotely tracked, wiped and locked to prevent personal data being compromised in the event of loss or theft.
- Lifecycle solution for replacing, refreshing, recycling or disposing of tablets. This will include options to deal with user damage, hardware and software faults.

Our Digital Inclusion team will work with partners and community organisations to identify

groups and individuals who would most benefit from taking part in the new tablet lending scheme.

Note (February 2017): The obstacle to quicker implementation of the tablet lending scheme is finalising and resourcing the up-front and ongoing costs of the scheme. Additional resource has been secured.

Position Status - 4 *This is to be formally agreed by the Scrutiny Board*

Desired Outcome – To identify and target priority areas for the delivery of support in order to spend money wisely.

Recommendation 9 – That the Deputy Chief Executive, Strategy and Resources identifies areas/communities in the Leeds area where there are likely to be significant skills gaps to facilitate the prioritisation and targeting of digital skills training and the proactive promotion of services available.

Formal response (July 2016):
The Deputy Chief Executive, Strategy and Resources accepts this recommendation. The various data sets are being compiled to enable identification of areas for prioritisation.

(In the response Map 3 was provided to illustrate at a broad level some of the areas where internet use is likely to be low and Map 4 illustrated the spread, within a single ward, or low internet use by older people.)

Further work is necessary to identify how this information can be utilised to target training, but is likely to link with the map of skills training provision outlined under Recommendation 5.

Work is ongoing to enable the information from each of the mapped datasets to be overlaid; this will allow us to identify both geographically and demographically where communities most at risk of digital exclusion are located and whether skills provision is available. This will inform whether development of digital skills in such areas requires the provision of a skills provider where this is lacking or simply the improved promotion of existing skills provision. This should allow improved targeting of resources and a focus on areas where multiple barriers are experienced.

Formal response (February 2017):
See Recommendation 4 above.

Current Position:
See Recommendation 4 above.

Position Status - 4 *This is to be formally agreed by the Scrutiny Board*

Desired Outcome – To make best use of local knowledge and established networks to reduce digital exclusion.

Recommendation 10 – That the Deputy Chief Executive, Strategy and Resources and the Assistant Chief Executive Citizens & Communities consider the role of Area Support Teams and Community Committees to facilitate:
 c) the identification of communities most at risk of digital exclusion
 d) the support of local groups and organisations in the delivery of digital skills training to residents in their communities.

Formal response (July 2016):

The Deputy Chief Executive, Strategy and Resources and the Assistant Chief Executive Citizens & Communities accept the recommendation. Once details are available in response to Recommendation 9 these will be discussed with appropriate Area Support Teams and Community Committees to validate the results and ensure that local knowledge is further used to support prioritisation and targeting of digital skills training.

Leeds City Council has just published a 2016/17 update to its 'Best Council Plan 2015-20'. The 20 for 2020 section lists 20 key indicators that the Council is using to measure progress in achieving better outcomes. Setting out the Council's ambition for digital literacy, one of those key indicators is: Percentage of adults in Leeds who have all 5 basic digital skills. This will be assessed through a public survey during 2016/17, possibly utilising the Citizens' Panel.

Other areas for consideration includes working with Environments and Housing – the Annual Housing Visits (AHV) are able to identify where tenants are reporting they do not have access to the internet – we are investigating whether there is an opportunity to integrate the 5 basic digital skills audit as part of future AHVs.

Formal response (February 2017):
See Recommendation 4 above.

We were advised by colleagues in Corporate Policy and Intelligence that the Citizens Panel would be 'unsuitable for giving you an accurate measure of digital skills because key demographic groups are missing'. Instead, we will ask the digital skills questions as part of other surveys or interactions with citizens. This will include when people join a library, during the new triage system for people using jobshops and incorporated into the Adult Education learner survey. We estimate these interactions cover more than 30,000 people each year and a sample or snapshot of these people will give us a more accurate measure of digital skills across the city.

We will be able to signpost anyone who does not have the five basic digital skills to local training and support via the 100% Digital Leeds map. We will also use our tablet lending scheme to increase digital skills for the most excluded individuals or communities (see Recommendation 7).

For council staff without network access at work, we will be offering a separate online survey which can be accessed from personal devices or public facing PCs in council offices. This survey will ask for a post code so that a map of exclusion relating to staff can be generated and tied to any similar citizen maps. Additionally, the survey will signpost to the 100% Digital Leeds map which these staff can use to identify more local digital skills training venues.

Current Position:
See Recommendation 4 above.

Position Status - 4 *This is to be formally agreed by the Scrutiny Board*

Desired Outcome – To improve the digital skills of the Council workforce**.**

Recommendation 11 – That the Deputy Chief Executive, Strategy and Resources undertakes a skills audit to identify Leeds City Council staff who do not have the 5 basic digital skills, and provides the development opportunities to improve their skills.

Formal response (July 2016):
The Deputy Chief Executive, Strategy and Resources accepts this recommendation and the Deputy Head of the Library Service has begun discussions with the Business Support Centre (BSC) to identify opportunities for conducting such an audit.

Every year all LCC staff complete an annual appraisal and a 6 month review; currently there are 11,600 staff of which 75% complete the survey using the online Performance and Learning (PAL) system, with the remainder completing a paper based survey. The next phase of the review will be the 6 month review between October and December 2016.

It is proposed that the survey of the five basic digital skills is included as one of the appraisal objectives for all staff (both online and paper based) within this 6 month appraisal review.

The outcome of the survey will determine what additional support for staff is required in order to achieve the 5 basic digital skills; tailored learning sessions can then be provided by the Council resources identified through the completion of Recommendation 6 in libraries, community hub buildings and other Leeds City Council ICT training facilities to improve these skills. Training sessions can be offered via the PAL system.

A separate Digital Literacy Project looking at digital maturity in the health and care workforce is underway between partners in Adult Social Care, Public Health, Voluntary Sector and NHS. Discussions are underway to identify whether a similar approach to a skills audit could be conducted across the wider health and care workforce in Leeds.

Formal response (February 2017):
As discussed under the responses to other recommendations, a staff survey is being conducted to allow a self-assessment of a range of criteria which are tied to the five basic digital skills. Efforts will also be made to make sure staff without network access at work can complete a return for a subset of those questions too. As this is tied to the appraisal cycle, the full results would be expected to be available for analysis by the end of June, with recommendations for next steps expected by the end of August. As well as these projected milestones for the full council picture, it is possible at any time for managers or service areas to get a report from PAL to assess their own results for staff with network access, in order to make more immediate plans where the opportunity or requirement exists.

Great progress is being made in this area. However, there are obstacles becoming apparent, most notably the cost of supplying the appropriate devices, software and connectivity for staff who are digitally excluded at work. These costs are due to "enterprise" licencing models which are more expensive than the consumer alternatives for basic services like e-mail etc.

Current Position:
This Recommendation has been combined with Recommendations 6 & 12 above.

Position Status - 4 *This is to be formally agreed by the Scrutiny Board*

Desired Outcome – To minimise the risk of increasing digital exclusion due to channel shift**.**

Recommendation 13 – That Deputy Chief Executive, Strategy and Resources and Chief Digital Officer ensures that processes are in place, during the initiation of projects which require a shift to digital based service provision/access, to ensure that the risk of excluding citizens from services is minimised and mitigated through alternative avenues of support. Positive action should be taken to counter negative impact with citizens and in communities.

Formal response (July 2016):
The Deputy Chief Executive, Strategy and Resources and Chief Digital Officer accept this recommendation. We will explore options on how consideration of the impact of channel shift to digital based services can be included in the decision making process. This may include a fact sheet or guidance note to consider during the decision making process which may include reference to the 100% Leeds Digital Map to promote the availability of digital skills/access and to get LCC staff directing customers to libraries and community hubs for skills training.

Channel shifts of this nature are already underway, for example School Admissions have advised that their aspiration this year, for both secondary and primary admissions, is to achieve 100% online applications. In light of this library, Community Hub and One Stop Centre staff have been advised that this may result in an increase in demand for their centres' computers to fill in applications and a consequent increase in demand for digital skills training.

In addition, Leeds Libraries' Head of Service and the Society of Chief Librarians nationally have worked on an application to be a supplier for the Government's Digital Training and Support framework. This bid has

been successful and public libraries are now able to become a provider of digital inclusion training services and assisted digital support for Government led channel shift.

Formal response (February 2017):
A paper was recently submitted to CLT which proposed a way forward in developing the way we deliver Customer Access as a Digital Centre of Excellence – that is be digital first. The paper outlined some notable successes in 'shifting' customers to self-serve:

- Over 90% of all choice-based letting bids are now submitted via self-serve
- £41 million of payments (services covered by customer services) per annum to the council are via self-serve
- 78% of school applications done online (the service are aiming for 100% this year)
- Since going live in May 2015, 33,000 service requests have been submitted via MyLeeds
- One of our most visited pages is 'check your bin day', helping us cut down on contact and also on the volume of missed bins

One of the key factors that the paper listed for successful delivery of a digital centre of excellence was "*an 'off-line' plan to cater for the digitally excluded and as an online contingency (building on our work around digital inclusion)*".

The Library Service is now part of Customer Access. Library staff who are leading the work on digital inclusion have regular meetings with the Digital Access Team and sit on the Digital Centre of Excellence working group. Together we will ensure that any channel shifts are accompanied by measures to cater for those who are currently digitally excluded.

This work may be included in a newly formed Customer Access Programme of work and reported on elsewhere. Channel shift relates more to delivering efficiency in the Council's service delivery model. As outlined throughout this report, digital inclusion means reducing the barriers so that people can benefit from the widest range of online sites and services. It is not primarily done so that people can use the Council Website. Therefore, it is recommended that this action is removed.

Current Position:
See Recommendation 4 above.

Position Status - 4 *This is to be formally agreed by the Scrutiny Board*

Desired Outcome – To make a difference… to produce an ambitious Digital Inclusion Strategy and Delivery Programme for Leeds which is supported and resourced.

Recommendation 14 – That the Chief Executive of Leeds City Council with the agreement of the Executive Board oversees the production of an ambitious Digital Inclusion Strategy for Leeds which is co-produced in partnership with other supporting organisations in the City.

This strategy should:
a) take full consideration of the findings of this Scrutiny Inquiry and responses to recommendations.
b) define what action is needed and the scale that is required
c) provide clarity and purpose and define how this will be lead and co-ordinated
d) define the overall benefits to the City and the Council economically.
e) provide clarity about the role of the Council, partner organisations and how smaller organisations and volunteers will be supported.
f) define how the agenda will be delivered with a commitment to investing resources based on the economic benefits that digital inclusion will deliver.

Formal response (July 2016):
The Chief Executive of Leeds City Council agrees with this recommendation, and there is a growing commitment city-wide to the production of a Digital Inclusion Strategy, as evidenced by the support for the 100% Digital Leeds event.

The interest of the Scrutiny Board in this area has helped coalesce attention to and support for this ambition; and the responses to the Scrutiny Board enquiry recommendations and the priorities identified through the 100% Digital Leeds event will form the structure of the strategy which will be co-produced through city-wide stakeholder and partner engagement.

The Library and Information Service will continue to lead the development of digital literacy and the development of the Digital Inclusion Strategy, co-ordinating the city-wide support for this ambition with sponsorship from Leeds City Council's Chief Digital Officer.

As outlined in response to Recommendation 7 we propose that a 100% Digital Leeds Board be established to provide ongoing support and governance for this ambition.

Formal response (February 2017):
We have started to develop a Digital Inclusion Strategy and action plan to address digital literacy. Within this strategy we have mapped Scrutiny Board's Desired Outcomes against the three main barriers to Digital Inclusion:
- Lack of digital skills/confidence
- Cost of equipment and broadband access
- Lack of interest/motivation

Additionally, we know that all of the actions to address these barriers need to be accompanied by a campaign to raise awareness of the work we are doing.
Since our original response to Scrutiny, more detailed discussions with partner organisations have shown that addressing these barriers is key to engaging the most digitally excluded citizens.

Current actions in train with this are:
1. A 100% Digital Leeds project board is established, chaired by the Executive Member for Resources and Strategy to oversee this work. The board will monitor progress against the priorities outlined in the digital inclusion strategy and, by extension, the Desired Outcomes of the Scrutiny Board.
2. The three barriers to digital inclusion listed above are the framework that underpins our digital inclusion strategy.
3. The campaign to raise awareness of this work is supported by the use of the '100% Digital Leeds' logo in any communications and marketing that relate to digital inclusion.

The Terms of Reference for the 100% Digital Leeds board have been presented to the proposed Chair of the Board, Cllr James Lewis. Membership of the Board has also been discussed and is likely to include elected members with an interest in digital / community / employment / equality; third sector; and industry / business.

The diversity of interests represented by the board membership reflects the fact that digital inclusion is a city priority and not just a council priority. The strategy document will be presented to the first meeting of the board. The actions and priorities of the strategy are based on the Recommendations and Desired Outcomes of this inquiry. The strategy and action plan will be measured, with reports into the 100% Digital Leeds Board. The Board will continue to oversee progress towards digital inclusion and will ensure that the work is given the high profile it deserves.

Current Position:
Since our February 2017 update to the Board, we have secured over £300,000 of investment into the different strands of our digital inclusion programme. Governance arrangements have evolved to reflect these funding sources and the need to report progress and return on investment to the relevant Boards.

As such, the proposed 100% Digital Leeds Board has been replaced by a new formal governance structure which sees digital inclusion become an integral part of the council's Smart Cities Programme.

Led by the Chief Digital and Information Officer, there will be a formal governance structure in place, accountable programme leads and project teams will work collectively to deliver the required outcomes. Proposals were reviewed and agreed by the Director of Resources and Housing, Resources and Housing SLT and consulted with other Directors and Chief Officers in October 2017.

Across the Smart Cities Programme, there will be a focus on three priorities above all others: Health & Wellbeing, Transport and Housing. The core enabling areas of work for the Smart Cities activities are in four key areas:

- **Connected Data:** The Data Mill North website contract will be reviewed and retendered to continue the council's transparency requirements and open data ambitions. The team will continue to promote the Innovation Labs/Pathway to services across the council and facilitate the process.

- **Connectivity:** The ambition is for Leeds to have the best connectivity in the UK with all premises, residential and business use, capable of receiving gigabit speeds.

- **Digital Inclusion:** The overall aim is to increase the digital inclusion of Leeds citizens through a targeted engagement and marketing campaign, the provision of skills training and access to hardware and broadband as required. There will be a specific focus on delivering this for council tenants as part of the roll out of new digital Housing services.

- **Data Analytics:** Focussing initially on Health and Care we will develop an Office of Data Analytics and Insight (technology and staff) to support strategic commissioning and integrated-care organisations, with an underlying shared data model and infrastructure.

Funding sources for programme and project delivery will come from a range of sources based on business cases. Programme and project governance will be applied in line with the council's financial and contract procedure rules.

Position Status - 2 *This is to be formally agreed by the Scrutiny Board*

Appendix 3: Digital exclusion indicators

Table 1:

Number of Primary School Admissions applications undertaken in paper format			
Source : LCC Admissions 17/18 school year			
Average = 32			
WARD	WARD TOTAL	ONLINE	PAPER	Total number of admissions undertaken on paper
ADEL & WHARFEDALE	188	184	4	4
ALWOODLEY	267	250	17	17
ARDSLEY & ROBIN HOOD	302	285	17	17
ARMLEY	351	283	68	68
BEESTON & HOLBECK	351	276	75	75
BRAMLEY & STANNINGLEY	336	298	38	38
BURMANTOFTS & RICHMOND HILL	465	360	105	105
CALVERLEY & FARSLEY	296	280	16	16
CHAPEL ALLERTON	294	252	42	42
CITY & HUNSLET	312	250	62	62
CROSSGATES & WHINMOOR	317	290	27	27
FARNLEY & WORTLEY	341	305	36	36
GARFORTH & SWILLINGTON	189	174	15	15
GIPTON & HAREHILLS	575	443	132	132
GUISELEY & RAWDON	330	319	11	11
HAREWOOD	190	187	3	3
HEADINGLEY	51	43	8	8
HORSFORTH	287	282	5	5
HYDE PARK & WOODHOUSE	212	167	45	45
KILLINGBECK & SEACROFT	353	312	41	41
KIPPAX & METHLEY	241	221	20	20
KIRKSTALL	206	178	28	28
MIDDLETON PARK	471	406	65	65
MOORTOWN	282	265	17	17
MORLEY NORTH	262	240	22	22
MORLEY SOUTH	263	237	26	26
OTLEY & YEADON	200	192	8	8
PUDSEY	293	272	21	21
ROTHWELL	260	250	10	10
ROUNDHAY	396	371	25	25
TEMPLE NEWSAM	248	232	16	16
WEETWOOD	242	232	10	10
WETHERBY	191	183	9	9
Grand Total	9562	8519	1044	1044

Digital exclusion indicator: Top 11 wards	
1	GIPTON & HAREHILLS
2	BURMANTOFTS & RICHMOND HILL
3	BEESTON & HOLBECK
4	ARMLEY
5	MIDDLETON PARK
6	CITY & HUNSLET
7	HYDE PARK & WOODHOUSE
8	CHAPEL ALLERTON
9	KILLINGBECK & SEACROFT
10	BRAMLEY & STANNINGLEY
11	FARNLEY & WORTLEY

Table 2:

Number of Secondary School Admissions applications undertaken in paper format				
Source : LCC Admissions 17/18 school year				
Average = 28				
WARD	WARD TOTAL	ONLINE	PAPER	Total number of admissions undertaken on paper
ADEL & WHARFEDALE	174	167	7	7
ALWOODLEY	222	214	8	8
ARDSLEY & ROBIN HOOD	295	279	16	16
ARMLEY	266	212	54	54
BEESTON & HOLBECK	278	222	56	56
BRAMLEY & STANNINGLEY	268	225	43	43
BURMANTOFTS & RICHMOND HILL	358	294	64	64
CALVERLEY & FARSLEY	248	235	13	13
CHAPEL ALLERTON	268	226	42	42
CITY & HUNSLET	260	202	58	58
CROSSGATES & WHINMOOR	270	237	33	33
FARNLEY & WORTLEY	294	268	26	26
GARFORTH & SWILLINGTON	228	221	7	7
GIPTON & HAREHILLS	502	408	94	94
GUISELEY & RAWDON	309	293	16	16
HAREWOOD	169	160	9	9
HEADINGLEY	66	41	25	25
HORSFORTH	253	242	11	11
HYDE PARK & WOODHOUSE	147	116	31	31
KILLINGBECK & SEACROFT	330	281	49	49
KIPPAX & METHLEY	257	241	16	16
KIRKSTALL	189	144	45	45
MIDDLETON PARK	374	328	46	46
MOORTOWN	235	219	16	16
MORLEY NORTH	216	201	15	15
MORLEY SOUTH	271	257	14	14
OTLEY & YEADON	190	180	10	10
PUDSEY	256	235	21	21
ROTHWELL	233	213	20	20
ROUNDHAY	320	300	20	20
TEMPLE NEWSAM	243	232	11	11
WEETWOOD	229	206	23	23
WETHERBY	174	165	9	9
Grand Total	8392	7464	928	928

Digital exclusion indicator: Top 12 wards	
1	GIPTON & HAREHILLS
2	BURMANTOFTS & RICHMOND HILL
3	CITY & HUNSLET
4	BEESTON & HOLBECK
5	ARMLEY
6	KILLINGBECK & SEACROFT
7	MIDDLETON PARK
8	KIRKSTALL
9	BRAMLEY & STANNINGLEY
10	CHAPEL ALLERTON
11	CROSSGATES & WHINMOOR
12	HYDE PARK & WOODHOUSE

Table 3:

Number of citizen contacts via the Contact Centre rather than the online portal						
Source : LCC Customer Contact Team (Data collected April - August 2017)						
Average = 322						
WARD	**Online usage Number**	**Online usage (%)**	**Employee Portal usage Number**	**Employee Portal usage (%)**	**Total number of contacts**	**Number of times citizens did not use LCC online customer portal**
ADEL & WHARFEDALE	464	68%	215	32%	679	215
ALWOODLEY	527	65%	282	35%	809	282
ARDSLEY & ROBIN HOOD	584	67%	292	33%	876	292
ARMLEY	715	62%	445	38%	1160	445
BEESTON & HOLBECK	536	47%	595	53%	1131	595
BRAMLEY & STANNINGLEY	589	65%	311	35%	900	311
BURMANTOFTS & RICHMOND HILL	473	53%	425	47%	898	425
CALVERLEY & FARSLEY	632	70%	265	30%	897	265
CHAPEL ALLERTON	636	58%	461	42%	1097	461
CITY & HUNSLET	799	65%	439	35%	1238	439
CROSSGATES & WHINMOOR	624	68%	297	32%	921	297
FARNLEY & WORTLEY	625	60%	415	40%	1040	415
GARFORTH & SWILLINGTON	484	68%	227	32%	711	227
GIPTON & HAREHILLS	422	47%	479	53%	901	479
GUISELEY & RAWDON	590	71%	237	29%	827	237
HAREWOOD	431	64%	246	36%	677	246
HEADINGLEY	253	65%	136	35%	389	136
HORSFORTH	532	70%	223	30%	755	223
HYDE PARK & WOODHOUSE	390	58%	281	42%	671	281
KILLINGBECK & SEACROFT	496	53%	438	47%	934	438
KIPPAX & METHLEY	514	66%	269	34%	783	269
KIRKSTALL	547	61%	344	39%	891	344
MIDDLETON PARK	595	53%	532	47%	1127	532
MOORTOWN	517	64%	285	36%	802	285
MORLEY NORTH	668	72%	255	28%	923	255
MORLEY SOUTH	530	64%	298	36%	828	298
OTLEY & YEADON	484	65%	261	35%	745	261
PUDSEY	610	67%	307	33%	917	307
ROTHWELL	552	66%	282	34%	834	282
ROUNDHAY	617	65%	337	35%	954	337
TEMPLE NEWSAM	472	63%	276	37%	748	276
WEETWOOD	495	66%	250	34%	745	250
WETHERBY	425	65%	228	35%	653	228
Grand Total	17828		10633		28461	10633

Digital exclusion indicator: Top 11 wards	
1	BEESTON & HOLBECK
2	MIDDLETON PARK
3	GIPTON & HAREHILLS
4	CHAPEL ALLERTON
5	ARMLEY
6	CITY & HUNSLET
7	KILLINGBECK & SEACROFT
8	BURMANTOFTS & RICHMOND HILL
9	FARNLEY & WORTLEY
10	KIRKSTALL
11	ROUNDHAY

Table 4:

Number of uses of the council's bin app	
Source : LCC	
Average = 2459	
WARD	**Bin App Use**
ADEL & WHARFEDALE	2438
ALWOODLEY	2529
ARDSLEY & ROBIN HOOD	2688
ARMLEY	2766
BEESTON & HOLBECK	2245
BRAMLEY & STANNINGLEY	2505
BURMANTOFTS & RICHMOND HILL	1841
CALVERLEY & FARSLEY	2977
CHAPEL ALLERTON	3248
CITY & HUNSLET	1194
CROSSGATES & WHINMOOR	2812
FARNLEY & WORTLEY	2920
GARFORTH & SWILLINGTON	1943
GIPTON & HAREHILLS	1861
GUISELEY & RAWDON	2782
HAREWOOD	2495
HEADINGLEY	996
HORSFORTH	3645
HYDE PARK & WOODHOUSE	803
KILLINGBECK & SEACROFT	2637
KIPPAX & METHLEY	2442
KIRKSTALL	2482
MIDDLETON PARK	2774
MOORTOWN	3478
MORLEY NORTH	2814
MORLEY SOUTH	2892
OTLEY & YEADON	2135
PUDSEY	2734
ROTHWELL	1637
ROUNDHAY	3466
TEMPLE NEWSAM	2120
WEETWOOD	3004
WETHERBY	1838
Grand Total	**81141**

Digital exclusion indicator: Top 13 wards	
1	HYDE PARK & WOODHOUSE
2	HEADINGLEY
3	CITY & HUNSLET
4	ROTHWELL
5	WETHERBY
6	BURMANTOFTS & RICHMOND HILL
7	GIPTON & HAREHILLS
8	GARFORTH & SWILLINGTON
9	TEMPLE NEWSAM
10	OTLEY & YEADON
11	BEESTON & HOLBECK
12	ADEL & WHARFEDALE
13	KIPPAX & METHLEY

Table 5:

Number of housing tenants reporting no confidence to make a benefit claim online			
Source : LCC Annual Tenancy Visits Survey			
Average = 267			
WARD	Confident you could make a benefit claim online	Not confident could make a benefit claim online	Count	Number of citizens not confident of making an on line claim
---	---	---	---	---
ADEL & WHARFEDALE	44%	56%	263	147
ALWOODLEY	64%	36%	725	261
ARDSLEY & ROBIN HOOD	60%	40%	280	112
ARMLEY	61%	39%	1036	404
BEESTON & HOLBECK	63%	37%	789	292
BRAMLEY & STANNINGLEY	68%	32%	1370	438
BURMANTOFTS & RICHMOND HILL	65%	35%	1570	550
CALVERLEY & FARSLEY	45%	55%	581	320
CHAPEL ALLERTON	52%	48%	475	228
CITY & HUNSLET	73%	27%	689	186
CROSSGATES & WHINMOOR	64%	36%	585	211
FARNLEY & WORTLEY	66%	34%	1363	463
GARFORTH & SWILLINGTON	57%	43%	364	157
GIPTON & HAREHILLS	55%	45%	826	372
GUISELEY & RAWDON	56%	44%	329	145
HAREWOOD	57%	43%	101	43
HEADINGLEY	71%	29%	31	9
HORSFORTH	55%	45%	324	146
HYDE PARK & WOODHOUSE	52%	48%	770	370
KILLINGBECK & SEACROFT	62%	38%	1758	668
KIPPAX & METHLEY	48%	52%	596	310
KIRKSTALL	57%	43%	905	389
MIDDLETON PARK	80%	20%	1359	272
MOORTOWN	38%	62%	191	118
MORLEY NORTH	58%	42%	451	189
MORLEY SOUTH	44%	56%	607	340
OTLEY & YEADON	58%	42%	494	207
PUDSEY	51%	49%	1384	678
ROTHWELL	65%	35%	600	210
ROUNDHAY	43%	57%	276	157
TEMPLE NEWSAM	68%	32%	343	110
WEETWOOD	51%	49%	300	147
WETHERBY	37%	63%	265	167
Grand Total	59.83%	40.17%	22114	8816

Digital exclusion indicator: Top 14 wards	
1	PUDSEY
2	KILLINGBECK & SEACROFT
3	BURMANTOFTS & RICHMOND HILL
4	FARNLEY & WORTLEY
5	BRAMLEY & STANNINGLEY
6	ARMLEY
7	KIRKSTALL
8	GIPTON & HAREHILLS
9	HYDE PARK & WOODHOUSE
10	MORLEY SOUTH
11	CALVERLEY & FARSLEY
12	KIPPAX & METHLEY
13	BEESTON & HOLBECK
14	MIDDLETON PARK

Table 6:

Number of housing tenants without internet access				
Source : LCC Annual Tenancy Visits Survey				
Average = 248				
WARD	**Tenant has internet access**	**Tenant does not have internet access**	**Total Count**	**Number of tenants with no access**
ADEL & WHARFEDALE	55%	45%	314	141
ALWOODLEY	70%	30%	766	230
ARDSLEY & ROBIN HOOD	68%	32%	285	91
ARMLEY	63%	37%	1142	423
BEESTON & HOLBECK	69%	31%	1093	339
BRAMLEY & STANNINGLEY	73%	27%	1482	400
BURMANTOFTS & RICHMOND HI	69%	31%	1665	516
CALVERLEY & FARSLEY	59%	41%	588	241
CHAPEL ALLERTON	75%	25%	528	132
CITY & HUNSLET	60%	40%	855	342
CROSSGATES & WHINMOOR	64%	36%	696	251
FARNLEY & WORTLEY	72%	28%	1396	391
GARFORTH & SWILLINGTON	70%	30%	367	110
GIPTON & HAREHILLS	69%	31%	878	272
GUISELEY & RAWDON	65%	35%	335	117
HAREWOOD	46%	54%	170	92
HEADINGLEY	78%	22%	37	8
HORSFORTH	66%	34%	379	129
HYDE PARK & WOODHOUSE	64%	36%	858	309
KILLINGBECK & SEACROFT	69%	31%	1937	600
KIPPAX & METHLEY	54%	46%	609	280
KIRKSTALL	62%	38%	973	370
MIDDLETON PARK	72%	28%	1769	495
MOORTOWN	55%	45%	196	88
MORLEY NORTH	66%	34%	474	161
MORLEY SOUTH	53%	47%	630	296
OTLEY & YEADON	67%	33%	556	183
PUDSEY	62%	38%	1425	542
ROTHWELL	70%	30%	656	197
ROUNDHAY	64%	36%	311	112
TEMPLE NEWSAM	77%	23%	400	92
WEETWOOD	73%	27%	315	85
WETHERBY	51%	49%	311	152
Grand Total	**67%**	**33%**	**24396**	**8051**

Digital exclusion indicator: Top 15 wards	
1	KILLINGBECK & SEACROFT
2	PUDSEY
3	BURMANTOFTS & RICHMOND HILL
4	MIDDLETON PARK
5	ARMLEY
6	BRAMLEY & STANNINGLEY
7	FARNLEY & WORTLEY
8	KIRKSTALL
9	CITY & HUNSLET
10	BEESTON & HOLBECK
11	HYDE PARK & WOODHOUSE
12	MORLEY SOUTH
13	KIPPAX & METHLEY
14	GIPTON & HAREHILLS
15	CROSSGATES & WHINMOOR

Table 7:

	Number of Primary Care Patients registered for GP online services		
	Source : NHS Digital		
WARD	**Total Number of Registered Patients aged 16+**	**Number of Patients who have requested online access to appointments or prescriptions**	**Number of Patients who have not requested online access to appointments or prescriptions**
ADEL & WHARFEDALE	6481	3075	3406
ALWOODLEY	19531	4918	14613
ARDSLEY & ROBIN HOOD	22114	4443	17671
ARMLEY	30206	7019	23187
BEESTON & HOLBECK	30109	6996	23113
BRAMLEY & STANNINGLEY	11678	2610	9068
BURMANTOFTS & RICHMOND HILL	42127	3538	38589
CALVERLEY & FARSLEY	23814	7238	16576
CHAPEL ALLERTON	28398	5550	22848
CITY & HUNSLET	32127	5512	26615
CROSSGATES & WHINMOOR	18640	3531	15109
FARNLEY & WORTLEY	12939	4073	8866
GARFORTH & SWILLINGTON	16292	5648	10644
GIPTON & HAREHILLS	20171	3076	17095
GUISELEY & RAWDON	15243	4835	10408
HAREWOOD	7696	3232	4464
HEADINGLEY	24137	5213	18924
HORSFORTH	4260	796	3464
HYDE PARK & WOODHOUSE	65107	9029	56078
KILLINGBECK & SEACROFT	16511	1463	15048
KIPPAX & METHLEY	19596	4794	14802
KIRKSTALL	23789	3410	20379
MIDDLETON PARK	14742	3844	10898
MOORTOWN	13517	3250	10267
MORLEY NORTH	2812	504	2308
MORLEY SOUTH	32012	6629	25383
OTLEY & YEADON	39011	12916	26095
PUDSEY	20499	7422	13077
ROTHWELL	16094	2240	13854
ROUNDHAY	14648	4828	9820
TEMPLE NEWSAM	12158	4523	7635
WEETWOOD	31356	6749	24607
WETHERBY	21514	7354	14160
Grand Total	**709329**	**160258**	**549071**

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Leeds
CITY COUNCIL

Report of the Director of City Development

Report to Scrutiny Board (Infrastructure and Investment)

Date: 24th January 2017

Subject: Leeds Site Allocations Plan (SAP)

Are specific electoral Wards affected? If relevant, name(s) of Ward(s): **All**	☒	Yes	☐	No
Are there implications for equality and diversity and cohesion and integration?	☒	Yes	☐	No
Is the decision eligible for Call-In?	☐	Yes	☒	No
Does the report contain confidential or exempt information? If relevant, Access to Information Procedure Rule number: Appendix number:	☐	Yes	☒	No

Summary of main issues

1. Scrutiny previously considered a report on the Site Allocations Plan at its meeting on 21st December 2016 (see point 5 below). This report to Scrutiny specifically concerns proposed amendments to the Plan to identify 'Broad Locations' to reduce the release of Green Belt land previously proposed for housing or as safeguarded land, to respond to a likely lower future housing requirement.

2. Leeds is recognised internationally and nationally, as a leading UK Core City. In taking forward priorities for regeneration, growth, infrastructure, and environmental enhancement, the Development Plan for Leeds has a key role to play in shaping the future form and location of development, in the allocation of land for housing, employment, retail and green space. It is therefore crucial that Leeds has an up to date Development Plan in place. The Leeds Local Plan sets out a vision and a framework for the future development of the City. It comprises a number of separate documents at different stages of preparation: an Adopted Core Strategy (CS), Adopted Natural Resources and Waste Plan (NRWLP), the saved policies of the Unitary Development Plan (UDP), emerging Site Allocations Plan (SAP) and an Adopted Area Action Plan for the Aire Valley (AVLAAP).

3. These Local Plan documents are a critical tool in guiding decisions about individual development proposals because they (together with any Neighbourhood Plans that have been made) form the starting point for considering whether planning applications can be approved. It is important to put an up to date plan in place to positively guide development decisions, attract investment in the City, plan for the

right infrastructure in the right places and provide residents with certainty about what is happening in their local communities. It is also vital that the Local Plan documents are right for Leeds; are prepared in line with the legal and guidance frameworks of Government, reflect up-to-date evidence and the views of individual local communities. It should be emphasised also that despite emerging changes to Government policy on planning, national guidance continues to advocate a plan-led system and the need for up to date plans to be in place as a priority.

4. The SAP has been prepared in accordance with the Local Plan Regulations (specifically, the Town and Country Planning (Local Planning) (England) Regulations 2012). This has entailed four separate rounds of public consultation, with a fifth anticipated to commence on 15th January 2018: Issues and Options (2013), Publication draft (2015), revised Publication draft proposals for Outer North East (2016), Pre-submission Changes to the Plan (in February 2017) and Revised Submission Draft Plan consultation 15th January to 26th February 2018.

5. In accordance with the Council's Budget and Policy Framework, Scrutiny Board previously considered a report on the Site Allocations Plan at its meeting on 21st December 2016. The Scrutiny Board (City Development) Statement for Executive Board 8th February 2017 stated; "*We were reassured that the Site Allocations Plan supports the efforts of the Council and the region to promote regeneration and growth, and that this framework is consistent with the overarching Core Strategy and Local Development Framework*" and that "*We are satisfied that there has been rigorous input and oversight from Development Plans Panel throughout the whole process…… It was confirmed that further examination will be undertaken by the Planning Inspector, who would address any submissions regarding sites, issues and process in the context of Government planning guidance.*" The Executive Board was recommended "*to note the deliberations and conclusions of the Scrutiny Board (City Development) when considering the Site Allocations Plan submitted for approval.*"

6. The Plan was formally submitted for independent examination in May 2017 and Stage 1 hearing sessions took place in October 2017. It is also intended to consult on a Revised Submission Draft Site Allocations Plan between 15th January and 26th February 2018, subject to the approval of Full Council on 10th January 2018, before submitting the Revised Draft Plan to the Secretary of State (in March 2018) and Stage 2 hearing sessions anticipated to commence in the Summer of 2018. Development Plan Panel considered the Revised Submission Draft amendments on 21st November 2017 and on 13 December 2017 Executive Board recommended to Full Council that it approves the proposed changes. The Full Council report refers to the roll of Scrutiny at paragraphs 5.1.1 and 5.5.1 and is attached at **Appendix 1**. Any comments from Scrutiny on the proposed amendments will be considered prior to the Revised Draft Plan being submitted.

7. Whilst securing opportunities to meet housing need, promoting job growth through the identification of retail centres and employment sites and the protection of Green Space, the preparation of the SAP has been a challenging and complex process for the Council (including ward members), local communities and stakeholders. In helping to oversee this process, the Development Plan Panel has performed a crucial role in providing an initial oversight regarding the scope of the Plan, the

identification of emerging allocations (and rejected sites) to derive site Issues and Options, the preparation of a Publication draft and via the consideration of Pre-submission changes to the Publication Plan, in response to issues raised via the Publication draft consultation process. Post submission, to respond to a likely lower future housing requirement (as indicated in the DCLG consultation 'Planning for the Right Homes in the Right Places') the Development Plan Panel have considered reports on further technical work to reduce the release of Green Belt land proposed for housing, by designating some sites previously proposed for allocation as Broad Locations for Growth (Broad Locations) instead. These will remain in the Green Belt until a future review. Once a future housing requirement and government guidance have been clarified, the Site Allocations Plan can be reviewed and sites that are Broad Locations can be released if needed for housing, or retained as Green Belt with the Broad Location designation removed.

8.   The evolution and preparation of the Plan, has been underpinned also by the preparation of a comprehensive evidence base and technical information in support of its proposals.   This has entailed considerable cross service and corporate working across the City Council and with external agencies and stakeholders.

9.   Notwithstanding the stages of public consultation described above and the fact the Plan remains at Examination, the proposed Revised Submission Draft Plan as explained at paragraph 6 above, is considered a sound approach, in light of the changing housing requirement context. The 2018 consultation is on the specific amendments to the Plan as outlined only (called Revised Submission Amendments which affect 43 sites in total; 33 housing allocations and 10 safeguarded land sites). The Council will consider all representations (including comments from Scrutiny Board) made on the Revised Submission Draft Plan and propose any further amendments considered necessary to ensure the Plan remains sound prior to submission of the Revised Draft Plan to the Inspectors.   In addition, the recommendations from this meeting by Scrutiny Board will be made available to the Inspectors overseeing the examination in public.

Recommendations

Scrutiny Board are Recommended to:

i) Consider the revised proposals as outlined in the Report to Full Council (Appendix 1) for the meeting on 10th January 2018 as recommended by the Executive Board on 13th December 2017.
ii) Submit any observations or conclusions on the revised proposals to the Chief Planning Officer to consider, in consultation with the Executive Member for Regeneration, Transport and Planning, who have delegated authority to make further amendments to the revised Submission Draft Plan that are considered to be required for the soundness of the Plan, prior to Submission of the Revised Draft Plan.

1.0   Purpose of this Report

1.1   This report provides an overview regarding the preparation of the Site Allocations Plan (SAP) and update since the Scrutiny Board meeting of 21st December 2016. The SAP is now at an advanced stage, having been through four stages of public consultation, with a fifth one on a Revised Submission Draft Plan scheduled to take place between 15th January and 26th February 2018. The Development Plan Panel has provided oversight of the plan making process since 2012 and made recommendations at all the plan making stages, which have subsequently been endorsed by the City Council's Executive Board and Full Council.

1.2   The Submission Draft SAP documents run to nearly 1,000 pages, comprising several individual sections. Sections 1 and 2 are the introduction and overview of the Plan. Section 3 covers the eleven individual Housing Market Characteristic Areas (HMCAs). These are available to view on the council's website using the following link: Site Allocations Plan Submission Draft Plan

        A Non-Technical Summary of the Sustainability Appraisal and the full Submission Draft Sustainability Appraisal Report May 2017 (running to over 400 pages) is available to view on the council's website.

1.3   Executive Board (13th December 2017) recommended that Full Council approve a Revised Submission Draft Plan for submission, subject to a public consultation during January and February 2018. Approval of Full Council is being sought on 10th January 2018. The Report to Full Council which outlines the proposed changes is attached as **Appendix 1.** The documents for consultation comprise:

        - Revised Submission Draft Schedule of Amendments January 2018
        - Revised Submission Draft Site Allocations Plan January 2018
        - Sustainability Appraisal Addendum 1 January 2018
        - Revised Submission Draft Background Paper January 2018

1.4   Scrutiny Board will be verbally updated as to the progress of the latest consultation, anticipated to commence on 15th January, at the meeting on 24th January.

2.0   Background Information

2.1   The progression of the SAP has been as follows:

        1. Scope of the SAP (Agreed by Executive Board, 16th May 2012),
        2. Issues & Options Public Consultation (3rd June – 29th July 2013) (Agreed by Executive Board, 9th May 2013),
        3. Publication Draft Consultation (22nd September – 16th November 2015) (Agreed by Executive Board, 15th July 2015),
        4. Publication Draft, Revised Proposals for Outer North East (26th September – 7th November 2016) (Agreed by Executive Board, 21st September 2016),
        5. Pre-submission Changes (Advertised for comment, 13th February – 27th March 2017), (agreed by Executive Board 8th February 2017
        6. Plan submission to the Secretary of State 5th May 2017, (following Full Council approval on 29th March 2017).

7. Stage 1 hearing sessions covering Retail, Employment, Green Space, sites for Gypsies and Travellers and Travelling Show People 24th – 27th October 2017
8. Proposed Public consultation (15th January to 26th February 2018) on 'Revised Submission Draft Schedule of Amendments (January 2018)'.

2.2   In accordance with the Council's Budget and Policy Framework, actions 1 to 6 above were reported to and considered by Scrutiny at its meeting on 21st December 2016. This report therefore focuses particularly on action point 8 above.

2.3   The preparation of a statutory Development Plan is a challenging process. In addition, the 'plan-led' system must be underpinned by a robust evidence base, meet a series of legal requirements (including the preparation of a Sustainability Appraisal reflecting the requirements of the Directive and Regulations governing Strategic Environmental Assessment of plans and programmes, Habitats Regulation Screening Assessment and the Duty to Cooperate) and incorporate key stages of public consultation. Consequently, the preparation of the SAP (and the preparation of Development Plan Documents more generally in Leeds), is a highly resource intensive and technically complex process. As reported to Scrutiny in December 2016, the SAP is consequently underpinned by a series of Background Papers which address a range of technical and evidential issues and provide further explanation and clarity on the approach taken and conclusions drawn. These include issues in relation to Housing including the Accommodation Needs of Gypsies and Travellers, Employment, Green Belt Review, managing Flood Risk, Nature Conservation, the Duty to Co-operate, Retail, Green Space, Heritage and Infrastructure. These are available to view on the council's website using the following link: Site Allocations Plan Submission Draft Plan.

2.4   A Revised Submission Draft Background Paper has been produced outlining the methodology of the approach used in identifying 'Broad Locations' to reduce the release of Green Belt land previously proposed for housing or as safeguarded land, to respond to a likely lower future housing requirement.

 3.0   Main Issues

Leeds Core Strategy & Site Allocations Plan

3.1   The current Core Strategy was Adopted in November 2014 and this included a housing requirement of 70,000 (net) new homes between 2012 and 2028, of which 66,000 homes were to be identified as allocations through the Site Allocations Plan. Since the Core Strategy was examined by a Government Inspector population projections shifted and in reflecting the Council's commitment to review the Core Strategy within 3 years, in February 2017, Executive Board recommended that a Core Strategy Selective Review (CSSR) begin and this process has advanced, with initial consultation on scope and evidence base work being completed during the summer 2017. Publication Draft policies are due to be considered by Executive Board in February 2018 for the purposes of further public consultation.

3.2   Notwithstanding that work had already commenced on the Core Strategy Selective Review, the Department of Communities & Local Government (DCLG) consultation ('*planning for the right homes in the right places*') published on 14th September 2017,

proposes a new very simplified methodology for calculating the housing requirement as part of the development plan. The new draft methodology would result in housing figures of 42,384 homes over 16 years, compared to the 70,000 homes adopted Core Strategy figure and lower than the range derived from the 2017 Strategic Housing Market Assessment (SHMA) (51,952 – 60,528 homes between 2017 and 2033).

3.3 Whilst the direction of travel regarding housing needs is lower as evidenced by both the above sources, no figures are yet formally agreed and adopted and there is a statutory requirement that the SAP must continue to identify sufficient land to meet the adopted Core Strategy figure of growth for 70,000 homes. However, as outlined in the Summary of Main Issues, point 6 above, Executive Board has recommended that Full Council approve revisions to the SAP as submitted in May 2017 in order that it can better respond to the downward housing trajectory, whilst remaining sound. It is these revisions that Scrutiny Board is requested to consider, as detailed at paragraph 1.3. In particular the consultation is on the specific amendments to the Plan as outlined only (called 'Revised Submission Draft Schedule of Amendments') which affect 43 sites in total; 33 housing allocations and 10 safeguarded land sites. The Inspectors for the SAP examination have agreed that the Council undertake this further technical work to consider the implications of a likely lower housing requirement upon sites allocated for housing and as safeguarded land within the existing UDP Green Belt. Continuation, rather than withdrawal of the Plan will provide greater certainty over housing land supply and enable the Council to resist speculative housing proposals.

3.4 As **Appendix 1** explains, post submission the Development Plan Panel have considered reports on this further technical work to reduce the release of Green Belt land proposed for housing, to respond to a likely lower future housing requirement (as indicated in the DCLG consultation 'Planning for the Right Homes in the Right Places)' by designating some sites as 'Broad Locations' instead of housing allocations. These will remain in the Green Belt until future review. Once a future housing requirement and government guidance have been clarified, the Site Allocations Plan can be reviewed and sites that are Broad Locations can be released if needed for housing, or retained as Green Belt with the Broad Location designation removed.

3.5 The methodology for site selection of Broad Locations is outlined at **Appendix 1** and in the Background Paper referred to at paragraph 2.4 of this report. The approach has been to consider a proportionate distribution of housing allocations previously proposed in the Plan already submitted (within UDP Green Belt) to instead be designated as Broad Locations (paragraph 4.16 **Appendix 1**). All Submission Draft housing allocations within UDP Green Belt have therefore been re-assessed as a comparable exercise considering their phasing in the Submission Draft Plan, conclusions from the Green Belt assessment, the overall site assessment and the sustainability appraisal (see paragraphs 4.18 to 4.21 **Appendix 1**).

3.6 In summary land for 7,834 homes is now proposed to remain in the Green Belt as Broad Locations. This comprises land for 6,454 homes from proposed housing allocations as well as land identified to be safeguarded for development beyond the

current plan period for potentially up to 1,380 homes. This affects 43 sites in total; 33 housing allocations and 10 safeguarded land sites.

<u>Leeds Site Allocations Plan (SAP) & the Examination in Public</u>

3.7   As mentioned above, the SAP has been in production since 2012 and has followed a rigorous process of briefings with local ward members and consideration by Development Plan Panel (see **Appendix 2** which outlines key milestone decisions/meetings).   As detailed, there have been four periods of public consultation, agreed by Executive Board, including specific local events and briefings, with a fifth to commence in January 2018, subject to approval of Full Council on 10th January. The Plan was submitted to the Secretary of State in May 2017 and the Plan remains formally at examination.

3.8   Stage 1 hearings took place in October 2017, covering Retail, Employment, Green Space, Gypsy and Travellers and Travelling Showpeople sites.

3.9   Once the public consultation on the Revised Submission Plan is complete representations received will be considered by the Chief Planning Officer in consultation with the Executive Member for Regeneration, Transport and Planning, who have delegated authority to make any further amendments which are considered necessary to ensure the Plan remains sound, prior to the Revised Submission Draft Plan being submitted to the Inspectors. The Inspectors will then issue Revised Matters and Issues for the Council (and others) to respond to, a Revised Guidance Note and Agenda for the Stage 2 hearings which are scheduled to commence in July 2018, in line with the Inspectors and Programme Officer's availability. Stage 2 hearings will cover all outstanding matters not covered in stage 1.

4.0   Corporate Considerations

4.0.1   As noted above, the SAP forms part of the Local Plan and as such forms part of the development plan for Leeds. It cannot be considered to be part of the development plan until it has been examined and found sound and will then need to be formally adopted by the Council.

4.1   Consultation and Engagement

4.1.1   The SAP has been subjected to a number of public consultation stages as part of its preparation and as required by the Local Plan Regulations, with a further period of public consultation proposed from 15th January to 26th February 2018. This period of consultation is restricted to those matters relating to the proposed changes only. Other parts of the Plan (which are not being revised) have already been subject to an extensive consultation process and the Inspector is already in receipt of all representations relating to those matters, some of which have already been the subject of examination during the Stage 1 hearings. A Report of Consultation will be produced at the expiry of this statutory consultation period and be submitted to the Inspectors together with any conclusions and observations submitted by Scrutiny Board. The Inspectors will consider whether the procedure followed in respect of the Plan and the revised submission draft is legally compliant.

4.2 Equality and Diversity / Cohesion and Integration

4.2.1 In the preparation of the Site Allocations Plan, due regard has been given to Equality, Diversity, Cohesion and Integration issues. This has included the completion of EDCI Screening of the SAP and meeting the requirements of the Strategic Environmental Assessment Directive, which has meant that the Plan is subject to the preparation of a Sustainability Appraisal. The purpose of such Appraisal is to assess (and where appropriate strengthen) the document's policies, in relation to a series of social (and health), environmental and economic objectives. As part of this process, issues of Equality, Diversity, Cohesion and Integration, are embedded as part of the Appraisal's objectives. Consistent with this approach, it should be emphasised also that the amendments set out in the report, have been subject to Sustainability Appraisal. The SAP material follows on and reflects the approach set out in the Core Strategy, which has also had the same regard to these issues. This material has been made available to the SAP Inspectors as part of the submission material.

4.3 Council Policies and City Priorities

4.3.1 The SAP plays a key strategic role in taking forward the spatial and land use elements of the Vision for Leeds and the aspiration to be 'the best city in the UK'. Related to this overarching approach and in addressing a range of social, environmental and economic objectives, this Plan seeks to implement key City Council priorities. These include the Best Council Plan (2015-20) (in particular Objective 2: to 'promote sustainable and inclusive economic growth') and Leeds Joint Health and Wellbeing Strategy (2013-2015, currently being updated).

4.4 Resources and value for money

4.4.1 The proposals set out in this report incur further costs associated with a further round of public consultation. This is considered to represent better value for money than withdrawing the plan or progressing it in its current form, both of which would place the investment made thus far at risk. Given the considerable costs incurred to date progressing the revised Plan through Examination with modification is considered to be the best outcome in terms of resources and value for money.

4.5 Legal Implications, Access to Information and Call In

4.5.1 Approval to submit the Revised Submission Draft SAP to the Secretary of State is being considered by Full Council on 10 January 2018 and a verbal update confirming the decision will be provided to Scrutiny Board at its meeting. Any approval granted by Full Council will of course be subject to any amendments required following consideration of all representations received (including those of Scrutiny Board). This report is being brought before this Scrutiny Board as part of the Budget and Policy Framework.

4.6 Risk Management

4.6.1 The SAP is being prepared in accordance with the Local Plan Regulations and national planning policy and guidance and is based on robust evidence, all of which reduces the risk of it being unsound. Policies in the Plan are founded on a robust

and credible evidence base however, the extent to which an evidence base can be considered to be sufficient is subjective and it will be up to the Inspector to examine this issue.

5.0 Conclusion

5.1 Following a substantial period of plan preparation, sustainability appraisal and public consultation in accordance with the Local Plan Regulations, the City Council submitted the Plan on 5th May 2017. The Plan remains at examination. However in order to respond to the likely impact of the government's recent consultation 'Planning for the Right Homes in the Right Places' (14th September 2017), further technical work has been undertaken to seek to reduce the impact of the SAP of Green Belt release by proposing revisions to the Plan as submitted. These revisions propose to designate some land (for a total of 7,834 homes across 43 sites) as broad locations instead of housing allocations and safeguarded land designations meaning they will remain in the Green Belt until a further review of the SAP. These revisions are to be subject to a 6 week period of public consultation and any representations received (including comments from Scrutiny Board) shall be fully considered prior to submission of the Revised Draft Plan to the Inspectors, with amendments being made where they are considered to be required for the Plan to remain sound.

6.0 Recommendations

Scrutiny Board are Recommended to:

i)   Consider the revised proposals as outlined in the Report to Full Council (Appendix 1) for the meeting on 10th January 2018 as recommended by the Executive Board on 13th December 2017.

ii)   Submit any observations or conclusions on the revised proposals to the Chief Planning Officer to consider, in consultation with the Executive Member for Regeneration, Transport and Planning, who have delegated authority to make further amendments to the revised Submission Draft Plan that are considered to be required for the soundness of the Plan, prior to Submission of the Revised Draft Plan.

Appendix 1: Full Council Report 10th Jan 2018

Full Council Report Agenda Papers 10th Jan 2018 -
http://democracy.leeds.gov.uk/ieListDocuments.aspx?CId=111&MId=7980&Ver=4

Recommendations of the Executive Board - Amendments to the Leeds Site Allocations

Plan

Additional Documents
1 Revised Submission Draft Schedule of Amendments Jan 2018 , item 5.
2 Site Allocations Plan Revised Submission Draft Jan 2018 , item 5.
3 Appendix 3 Outcomes of re-assessment of UDP Green Belt housing allocations , item 5.
4 Sustainability Appraisal Addendum 1 , item 5.

On the 10th January 2018 Full Council was requested to consider the report of the Director of City Development setting out recommendations from the Executive Board on 13 December 2017 to Full Council in respect of amendments to the Leeds Site Allocations Plan (SAP).
The report sets out an amended approach to progressing housing allocations and safeguarded land within the Leeds Site Allocations Plan through its Examination. This is necessary to ensure that the Council responsibly reflects a recent Government consultation and new evidence therein, and to ensure that Leeds has a SAP in place as quickly as practicable to provide certainty for investors and communities as part of a plan-led approach. Within this context, the DCLG consultation ('Planning for the right homes in the right places') incorporating a 'standardised methodology', suggests that the housing need in Leeds is to reduce when compared to that in the adopted Core Strategy and therefore despite being considered sound, the submission draft SAP may result in Green Belt being released for housing which is found not to be ultimately required in the longer term.

The report set out proposed amendments to the Submission SAP for public consultation (Appendix 1 and 2) together with an updated timetable to the SAP Examination. This report follows on from reports to Development Plan Panel (DPP) on the 3rd and 21st November and approval at Executive Board on 13th December which set out the reasons for the revised approach, the methodology to be used and the changes now considered necessary to the SAP.

Scrutiny Board Members have been requested to retain SAP Council Papers (hard copies) as referred to as appendix 1 in this report, to bring to the Scrutiny Meeting on the 24th of January.

This information can be accessed electronically on the Leeds City Council Website.

APPENDIX 2: CHRONOLOGY OF KEY MILESTONE DECISIONS BY DEVELOPMENT PLAN PANEL, BRIEFINGS WITH WARD MEMBERS AND PUBLIC CONSULTATION EVENTS

Chronology previously reported to Scrutiny Board 21st December 2016:

Stage	Date	Consultation/Milestone
Scope of the Site Allocations Plan (SAP) – Retail, Housing, Employment, Green space	6.3.12	Development Plan Panel – scope of plan agreed
Scope of the Site Allocations Plan (SAP)	16.5.12	Executive Board – scope of plan agreed
Site Assessment Pro-forma agreed	2.7.12	Development Plan Panel
Pro-forma presented again under the minutes from the previous meeting	7.8.12	Development Plan Panel
Ward member briefing to consider specific sites within ward and initial thoughts on 'traffic light' system	25.9.12	Calverley and Farsley ward meeting
Member workshop – outlined scope of plan and proposed methodology including 'traffic light system' for Issues and Options and green belt review assessment	25.9.12	Workshop for Dev Plan Panel and Chairs of Plans Panels
Member workshop – same as above	28.9.12	Workshop – open to all members
Ward member briefing (as above)	1.10.12	Otley and Yeadon ward briefing
Ward member briefing (as above)	1.10.12	Adel and Wharfedale ward briefing
Ward member briefing (as above)	4.10.12	Moortown ward briefing
Ward member briefing (as above)	5.10.12	Farnley and Wortley ward briefing
Ward member briefing (as above)	9.10.12	Farnley and Wortley ward briefing
Ward member briefing (as above)	10.10.12	Rothwell ward briefing
Ward member briefing (as above)	15.10.12	Horsforth ward briefing
Ward member briefing (as above)	16.10.12	Wetherby and Harewood wards briefing
Ward member briefing (as above)	16.10.12	Kippax ward briefing
Ward member briefing (as above)	17.10.12	Burmantofts and Richmond Hill briefing
Ward member briefing (as above)	23.10.12	Guiseley and Rawdon ward briefing
Ward member briefing (as above)	25.10.12	City and Hunslet ward briefing
Ward member briefing (as above)	26.10.12	Morley South ward briefing
Ward member briefing (as above)	29.10.12	Ardsley and Robin Hood ward briefing
Ward member briefing (as above)	29.10.12	Kirkstall ward briefing
Ward member briefing (as above)	30.10.12	Ardsley and Robin Hood ward briefing
Ward member briefing (as above)	31.10.12	Armley ward briefing
Ward member briefing (as above)	2.11.12	Beeston Hill and Holbeck ward briefing
Ward member briefing (as above)	5.11.12	Headingley ward briefing
Briefing with ward members for the Housing Market Characteristic Area (HMCA) concerned) to review work on Issues and Options prior to Development Plan Panel (DPP) and Executive Board	21.12.12	Outer South HMCA member briefing – not completed – set further briefing date
As above	21.12.12	Aireborough HMCA member briefing
As above	14.1.13	Outer South HMCA member briefing
As above	22.1.13	Outer NW HMCA member briefing
As above	31.1.13	Outer NE member briefing
As above	15.2.13	Outer SW HMCA member briefing

Stage	Date	Consultation/Milestone
Issues and Options for 3 Housing Market Characteristic Areas (HMCAs) – Aireborough, Outer South and Outer North West	25.2.13	Development Plan Panel
Briefing with ward members for the HMCA to review work on Issues and Options prior to DPP and Executive Board	6.3.13	Outer SE HMCA member briefing
As above	14.3.13	East HMCA member briefing
As above	15.3.13	Outer W HMCA member briefing
As above	28.3.13	North HMCA member briefing
Issues and Options for 4 Housing Market Characteristic Areas (HMCAs) – Outer South West, Outer North East, Outer South East, Outer West	9.4.13	Development Plan Panel
Issues and Options for 4 Housing Market Characteristic Areas (HMCAs) – East, North, Inner area, City Centre	16.4.13	Development Plan Panel
Development Plan Panel Site Visits	18.4.13	Site visits by members of Development Plan Panel
Site Allocations Plan – Issues and Options	30.4.13	Development Plan Panel
Site Allocations Plan – Issues and Options	9.5.13	Executive Board. Agreed Issues and Options plan to go out to public consultation
Statutory Public consultation on Issues & Options	3.6.13 to 29.7.13	Public consultation
School Requirements Arising from the Site Allocations Plan	12.5.14	Development Plan Panel
Briefing with ward members for the HMCA to consider representations received at Issues and Options consultation and draft proposals	24.6.14	Outer NW HMCA member briefing
As above	7.7.14	Aireborough HMCA member briefing
As above	30.7.14	North HMCA member briefing
As above	27.8.14	Outer W HMCA member briefing
As above	8.9.14	Outer South HMCA member briefing
As above	16.10.14	Outer SW HMCA member briefing
As above	29.10.14	Outer SE HMCA member briefing
As above	3.11.14	Inner HMCA member briefing
As above	4.11.14	City Centre and East HMCA member briefings
As above	4.12.14	Outer NE HMCA member briefing
Publication Draft Site Allocations Plan – retail, employment and greenspace proposals (principle of)	6.1.15	Development Plan Panel
Publication Draft Site Allocations Plan – housing (principle of), and supplementary report – Nepshaw Lane employment sites	13.1.15	Development Plan Panel
Publication Draft Plan sites for allocation agreed in principle	11.2.15	Executive Board
Preparation of Publication Draft Plan	Feb to May/June	

Stage	Date	Consultation/Milestone
	2015	
- Sites at Weetwood (3378) and Tingley 1143B) - Strategic housing and employment issues Outer NE	20.5.15	Development Plan Panel
Publication Draft Site Allocations Plan – retail, employment and greenspace proposals	16.6.15	Development Plan Panel
Publication Draft Site Allocations Plan – housing (plus outstanding issues from previous meeting – airport)	26.6.15	Development Plan Panel
Approval of Publication Draft Plan for public consultation	15.7.15	Executive Board
Public consultation on Publication Draft Site Allocations Plan, with drop in events at:	22.9.15 – 16.11.15	
	22.9.15	Leeds Civic Hall 2-8pm
	23.9.15	Guiseley Methodist Hall 2-8pm
	24.9.15	Otley Resource Centre 2-8pm
	30.9.15	Pudsey Civic Centre 2-8pm
	3.10.15	Horsforth Mechanics Institute 10am – 3pm
	5.10.15	East Ardsley Church Hall 2-8pm
	13.10.15	St Hilda's Church Hall, Cross Green 2-8pm
	14.10.15	Hunslet Parish Hall 2-8pm
	16.10.15	Rothwell Blackburn Hall Community Centre 2-8pm
	17.10.15	Morley Town Hall 10am – 3pm
	19.10.15	Wetherby Town Hall 2-8pm
	21.10.15	Crossgates library 2-7pm
	23.10.15	Garforth Miners Welfare Hall 2-7pm
	29.10.15	Leeds Civic Hall 2-8pm
	30.10.15	Leeds Civic Hall 2-8pm
Initial Report of Consultation	19.1.16	Development Plan Panel
Verbal update re inputting representations	1.3.16	Development Plan Panel
Outer North East – revised proposals following withdrawal of new settlement at Headley Hall	15.3.16	Outer NE member briefing
Representations made on retail proposals	5.4.16	Development Plan Panel
Representations made and pre-submission changes proposed - City centre - East - Inner - Outer North West - Outer West	14.6.16	Development Plan Panel
Representations made and pre-submission changes proposed - Aireborough - North - Outer South	28.6.16	Development Plan Panel

Stage	Date	Consultation/Milestone
- Outer South East - Outer South West		

- Revised Publication Draft
  For Outer North East
- Gypsy and Traveller sites
- General Issues
- Any other outstanding issues
  for rest of SAP
	19.7.16	Development Plan Panel

Revised Publication Draft for Outer North East agreed to go to public consultation	21.9.16	Executive Board
Statutory public consultation for Outer North East revised Publication Draft only	26.9.16 to 7.11.16	Public consultation for Outer NE only
	4.10.16	Wetherby Town Hall drop in 2-8pm
	20.10.16	Barwick in Elmet drop in 2-8pm
Analysis of representations from Publication Draft consultation for Outer NE	Nov 2016	
Scrutiny – examination of the process for producing the Site Allocations Plan	21.12.16	Scrutiny Board
Pre submission changes for Outer NE and any other changes	10.1.17	Development Plan Panel
Agree advertising pre submission changes and to submit plan following this	8.2.17	Executive Board
Pre submission changes for whole plan advertised	13.2.17 – 13.3.17	
Agree to submit plan to Secretary of State	29.3.17	Full Council

Chronology of events not previously reported to Scrutiny Board:

Stage	Date	Consultation/Milestone
Submission of the Site Allocations Plan to the Secretary of State	5.5.17	
Stage 1 hearing sessions (Retail, Employment, Greenspace, Gypsies and Travellers and Travelling Show People)	24.10.17 – 27.10.17	
Report on further technical work for some sites previously allocated for housing within UDP Green Belt to be designated as Broad Locations	21.11.17	Development Plan Panel
Report on Revised Submission Draft SAP agreed for public consultation	13.12.17	Executive Board
Report on Revised Submission Draft (see Appendix 1 of this report)	10.1.18	Full Council
Public consultation on the Revised Submission Draft Plan	15.1.18 – 26.2.18	

Stage	Date	Consultation/Milestone
Report on Revised Submission Draft	24.1.18	Scrutiny Board
Submission of the representations received on the public consultation with the Revised Submission Draft Plan (and any consequential amendments) to the Secretary of State	March 2018	
Stage 2 hearing sessions on all outstanding SAP matters and issues	July 2018	

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Report of Head of Governance and Scrutiny Support

Report to Scrutiny Board (Infrastructure and Investment)

Date: 24 January 2018

Subject: Work Schedule

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

1   Purpose of this report

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

2   Main issues

2.1   At its initial meeting in June 2017, the Scrutiny Board discussed a range of matters for possible inclusion within the overall work schedule for 2017/18. The areas discussed included a range of matters which were then used to help formulate an outline work schedule.

2.2   The latest iteration of the work schedule is attached as Appendix 1 for consideration and agreement of the Scrutiny Board – subject to any identified and agreed amendments.

2.3   Executive Board minutes from the meeting held on 13 December 2017 are also attached as Appendix 2. The Scrutiny Board is asked to consider and note the Executive Board minutes, insofar as they relate to the remit of the Scrutiny Board; and identify any matter where specific scrutiny activity may be warranted, and therefore subsequently incorporated into the work schedule.

Developing the work schedule

2.4   The work schedule should not be considered a fixed and rigid schedule, it should be recognised as something that can be adapted and changed to reflect any new and emerging issues throughout the year; and also reflect any timetable issues that might occur from time to time.

2.5 However, when considering any developments and/or modifications to the work schedule, effort should be undertaken to:

- Avoid unnecessary duplication by having a full appreciation of any existing forums already having oversight of, or monitoring a particular issue.
- Ensure any Scrutiny undertaken has clarity and focus of purpose and will add value and can be delivered within an agreed time frame.
- Avoid pure "information items" except where that information is being received as part of a policy/scrutiny review.
- Seek advice about available resources and relevant timings, taking into consideration the workload across the Scrutiny Boards and the type of Scrutiny taking place.
- Build in sufficient flexibility to enable the consideration of urgent matters that may arise during the year.

2.6 In addition, in order to deliver the work schedule, the Board may need to take a flexible approach and undertake activities outside the formal schedule of meetings – such as working groups and site visits, where deemed appropriate. This flexible approach may also require additional formal meetings of the Scrutiny Board.

3. Recommendations

3.1 Members are asked to consider the matters outlined in this report and agree (or amend) the overall work schedule (as presented at Appendix 1) as the basis for the Board's work for the remainder of 2017/18.

4. Background papers[1]

4.1 None used

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[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.

Scrutiny Board (Infrastructure and Investment) Work Schedule for 2017/2018 Municipal Year

December	January	February
Meeting Agenda for 20 December 2017 at 10.30 am.	**Meeting Agenda for 24 January at 10.30 am.**	**Meeting Agenda for 28 February at 10.30 am.**
Inquiry Session 5 – Sustainable Development (PSR)	Digital Inclusion – Recommendation Tracking (RT)	Advancing Bus Service Provision Inquiry – comprehensive progress review (RT)
Performance report (PM)	KSI – Road Safety Review (PM)	
Financial Health Monitoring (PSR)	Site Allocation Plan (PDS)	
2018/19 Initial Budget Proposals (PDS)		
Best Council Plan Refresh for 2018/19-2020/21 – Initial Proposals (PDS)		
Working Group Meetings		
	Sustainable Development Inquiry (PSR) 09/01/18 @ 11.00am	
Site Visits		

Scrutiny Work Items Key:

PSR	Policy/Service Review	RT	Recommendation Tracking	DB	Development Briefings
PDS	Pre-decision Scrutiny	PM	Performance Monitoring	C	Consultation Response

Scrutiny Board (Infrastructure and Investment) Work Schedule for 2017/2018 Municipal Year

March	April	May
Meeting Agenda for 21 March at 10.30 am	**No Scrutiny Board meeting scheduled.**	**No Scrutiny Board meeting scheduled.**
Sustainable Development – Agree Final Inquiry Report (PSR) Local Flood Risk Management Strategy – Annual Review (PM) Housing Mix Inquiry – Recommendation Tracking (RT)		
Working Group Meetings		
Site Visits		

Scrutiny Work Items Key:

PSR	Policy/Service Review	RT	Recommendation Tracking	DB	Development Briefings
PDS	Pre-decision Scrutiny	PM	Performance Monitoring	C	Consultation Response

EXECUTIVE BOARD

WEDNESDAY, 13TH DECEMBER, 2017

PRESENT: Councillor J Blake in the Chair

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

SUBSTITUTE MEMBER: Councillor J Pryor

APOLOGIES: Councillor L Mulherin

104   Substitute Member
Under the provisions of Executive and Decision Making Procedure Rule 3.1.6, Councillor Pryor was invited to attend the meeting on behalf of Councillor Mulherin, who had submitted her apologies for absence from the meeting.

105   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 from publication 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, 'Redevelopment of 6-32 George Street and Part Butchers Row, Kirkgate Market', referred to in Minute No. 113 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 a particular person and of the Council. This information is not publicly available from the statutory registers of information kept in relation to certain companies and charities. It is considered that since this information was provided to enable the Council to consider the commercial viability and funding option for the redevelopment of the George Street shops, then it is not in the public interest to disclose this information at this point in time. Also, the release of such information would or would be likely to prejudice the Council's commercial interests in relation to the OJEU procurement exercise. It is considered that whilst there may be a public interest in disclosure, much of this information will be available from the Land Registry following completion of the development structure and consequently the public interest in maintaining the exemption

outweighs the public interest in disclosing this information at this point in time.

106   Late Items
Although no formal late items of business had been submitted for the Board to consider, prior to the meeting and with the Chair's agreement, Board Members had been in receipt of an updated version of a plan included within Appendix 2 to Item 12, entitled, 'Amendments to the Leeds Site Allocations Plan' which related to the Outer South HMCA area. It was noted that the version of the plan originally included within the agenda papers showed the route of HS2, as proposed at submission stage (May 2017). However, this was later updated, with some realignment, in July 2017. The updated version was provided to Members as a replacement for the version originally included within the agenda. (Minute No. 115 refers).

107   Declaration of Disclosable Pecuniary Interests
There were no Disclosable Pecuniary Interests declared at the meeting.

108   Minutes
RESOLVED – That the minutes of the previous meeting held on the 15th November 2017 be approved as a correct record.

RESOURCES AND STRATEGY

109   Best Council Plan Refresh for 2018/19 - 2020/21: Initial Proposals
Further to Minute No. 43, 17th July 2017, the Director of Resources and Housing submitted a report presenting an approach for the proposed refresh of the Best Council Plan for the period 2018/19 – 2020/21.

Members welcomed the efforts which had been made to ensure that the Plan was more accessible to the reader and that the progress made against the related performance indicators was more measurable.

In addition, the Board noted a concern raised by a Member regarding the proposal to remove the current 'Child Friendly City' priority. It was noted that this proposal had been suggested on the basis that children and young people were at the heart of all of the Council's plans and strategies, and it was undertaken that the issue raised would be included within the associated consultation process which was proposed.

RESOLVED –
(a)   That engagement with Scrutiny Boards on the emerging Best Council Plan, in accordance with the Budget & Policy Framework Procedure Rules, be approved;

(b)   That the approach as set out within the submitted report to update the Best Council Plan for 2018/19 – 2020/21, which aims to balance continuity of the Best City (Strong Economy and Compassionate City) / Best Council (Efficient and Enterprising Organisation)

ambitions with further refinement of the Council's priorities and key performance indicators, be approved;

(c)   That approval be given for the Best Council Plan priorities and key performance indicators to be reviewed annually and updated as needed alongside the council's Budget;

(d)   That it be noted that the Director of Resources and Housing will be responsible for developing the Best Council Plan for 2018/19 - 2020/21, for its consideration by this Board and Full Council in February 2018 alongside the supporting 2018/19 Budget.

(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, as Executive and Decision Making Procedure Rule 5.1.2 states that the power to Call In decisions does not extend to those decisions being made in accordance with the Budget and Policy Framework Procedure Rules)

110   Financial Health Monitoring 2017/18 - Month 7
The Chief Officer, Financial Services submitted a report regarding the Council's projected financial health position for 2017/18, as at month 7 of the financial year.

A Member made reference to the Children and Families directorate budget, noting that the External Residential and Independent Fostering Agents placements had recently increased, which had meant that the projected year end spend had also increased, with an enquiry being made around the potential to increase provision for accommodating such placements within the city. In response, it was highlighted that given the demand led nature of such provision, the pressures on that budget continued to be monitored, with it also being highlighted that the Children and Families directorate budget was projecting a balanced position as at month 7.

In addition, responding to a Member's specific enquiry, the Member in question received clarification regarding a specific budgetary pressure within the Waste Management service.

RESOLVED – That the projected financial health position of the Authority, as at month 7 of the financial year, be noted.

111   Parklife Programme
The Director of City Development and the Director of Communities and Environment submitted a joint report providing an update on the progress made in relation to the Leeds Parklife programme, which sought approval for work to continue on the programme, to note the shortlist of sites as detailed within the report and which also sought approval for funding of £100k towards feasibility studies on some of the shortlisted sites.

The proposals within the report, and the potential opportunities arising from them were welcomed. In addition, emphasis was placed upon how the programme would help address the issues arising from the high demand and over-use of Council owned pitches. Reference was also made to the ongoing discussions and progress being made with respect to the ownership of Woodhall Playing Fields.

In considering the report, Members highlighted the need to ensure that any new facilities developed as a result of this initiative were able to be accessed and used by local communities. Also, responding to an enquiry, the Board received further details on the principles set out by the Football Association by which sites could be brought forward for inclusion within the programme.

In conclusion, the Chair highlighted the fact that Leeds had successfully been included within the first round of the Parklife programme, and emphasised that the shortlist, as detailed within the submitted report was not finalised, and therefore suggestions for additional or alternative sites were welcomed.

RESOLVED –
(a)   That the proposal for the Parklife programme in Leeds, as detailed within the submitted report, be noted;

(b)   That the proposed shortlist of sites as detailed within the submitted report be noted, and that approval be given for officers to seek further suggestions for sites from local partners, subject to the criteria as set out in paragraph 3.7 of the report;

(c)   That further work with the Football Association and local and national partners to further develop the Parklife programme in Leeds, be approved, which will specifically include carrying out technical feasibility studies, production of a final shortlist, development of a delivery programme and the provision of costings for the development of each site;

(d)   That an injection into the capital programme of £100k in order to carry out feasibility works at some of the shortlisted sites, be approved;

(e)   That the release of £100k from the capital programme be approved, with the necessary authority also being delegated to the Director of City Development in order to enable the Director to take decisions regarding the release of funding for specific sites;

(f)   That it be noted that a further report will be submitted to Executive Board in order to make a final decision upon the shortlist and appropriate release of funds for development;

(g)   That it be noted that the Director of City Development and the Director of Communities and Environment will be responsible for the implementation of the above resolutions.

REGENERATION, TRANSPORT AND PLANNING

112 Leeds City Region HS2 Connectivity Strategy
Further to Minute No. 82, 18th October 2017, the Director of City Development submitted a report providing an update on the work commissioned by the West Yorkshire Combined Authority on the Leeds City Region HS2 Connectivity study, which looked to inform the HS2 Growth Strategy which was to be submitted to Government later in December 2017, whilst also identifying some priorities for the delivery of mass transit within Leeds.

Members highlighted the significant economic impact that the Connectivity Strategy could potentially have both on Leeds and across the city region, and how the strategy needed to ensure that outer lying communities were connected by any future public transport model. Emphasis was also placed upon the significance of the development of the corridor between Leeds and Bradford, with reference being made to the need to ensure that any short term decisions made regarding Leeds-Bradford connectivity did not affect the project in the longer term.

Given the key role being played by Leeds in the development of such matters, the Board highlighted the need to ensure that Elected Members were kept informed of the progress being made in this area. Linked to this, the Board also received information on the recognition which Leeds had recently received for the partnership approach being taken to progress the city's ambition in terms of future transport provision and connectivity.

RESOLVED –
(a)   That the principles of the emerging Leeds City Region HS2 Connectivity Strategy, be supported;

(b)   That following resolution (a) (above), the Director of City Development, in consultation with the Leader of the Council, the Executive Member for Regeneration, Transport and Planning and the Director of Resources and Housing, be requested to:-

   (i)   Further develop the Council's input into the Leeds City Region HS2 Connectivity Strategy and to report back to Executive Board around the emerging conclusions of the proposed Inclusive Growth Corridor Plans;

   (ii) Undertake engagement with central Government and city partners on the HS2 Growth Strategy proposals alongside the West Yorkshire Combined Authority ahead of a final strategy being developed;

   (iii) Continue collaboration with partners in order to bring forward the delivery of the Connectivity Vision.

113 **Redevelopment of 6 - 32 George Street and part Butchers Row, Kirkgate Market**

The Director of City Development submitted a report regarding proposals for the redevelopment of 6 to 32 George Street and part of Butchers Row, Kirkgate Market, and sought approval of the necessary steps to be taken in order to deliver the scheme.

Members discussed the timing of the proposed redevelopment, and how such proposals linked to the Victoria Gate scheme and the regeneration of the wider area.

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

RESOLVED –
(a) That the contents of the submitted report and, specifically the scheme that has been produced, be noted;

(b) That the necessary authority be delegated to the Director of City Development in order to approve the awarding of the contract to Town Centre Securities as the Council's selected developer partner;

(c) That the recommended legal structure for the development partnership, together with the associated Heads of Terms, as detailed within the exempt appendix 1 to the submitted report, be approved;

(d) That the injection into the Capital Programme and authority to spend of £12,903,600, as detailed within the exempt Appendix 1 to the submitted report, be approved, for the purposes of:-

   (i) A fifty percent share in the ownership of the completed development;
   (ii) The refurbishment of Westminster Buildings for market staff accommodation;
   (iii) The costs associated with the legal and technical advice required.

(e) That the Director of City Development be authorised to make all subsequent decisions which may be necessary in order to deliver this scheme, with the concurrence of the Executive Member for Regeneration Transport and Planning;

(f) That it be noted that the Chief Officer, Economy and Regeneration is responsible for the delivery of the proposed scheme.

114 **Phase 2 Leeds (River Aire) Flood Alleviation Scheme**

Further to Minute No. 64, 20th September 2017, the Director of City Development submitted a report providing further information on the emerging proposals for the Phase Two River Aire, Leeds Flood Alleviation Scheme,

whilst also seeking approval for the submission of an outline business case and subsequent associated planning applications.

Members welcomed the information detailed within the submitted report, and received an update regarding the ongoing dialogue taking place with the Trustees of Rodley Nature Reserve in relation to the concerns which they have raised on the proposals.

In conclusion, the Chair paid tribute to all officers who had been involved in progressing the scheme to the current position, and also acknowledged the importance of the cross-party support which had been received.

RESOLVED –

(a)   That the necessary authority be delegated to the Director of City Development, in order to enable the Director to submit an outline business case for funding from DEFRA, subject to agreement with the Executive Member for Regeneration, Transport and Planning and the Leader of the Council;

(b)   That the necessary authority be delegated to the Director of City Development for the submission of associated planning applications for the emerging proposals relating to flood defence structures and their associated defence initiatives, subject to agreement with the Executive Member for Regeneration, Transport and Planning;

(c)   That it be noted that a further report will be submitted to Executive Board in April 2018 in order to provide an update on the progress being made and to advise on the status of the Operation and Maintenance of each element within the proposed scheme.

115   Amendments to the Leeds Site Allocations Plan
Further to Minute No. 148, 8th February 2017, the Director of City Development submitted a report presenting a revised approach towards progressing housing allocations and safeguarded land within the Leeds Site Allocations Plan (SAP) through its Examination. The report set out proposed amendments to the 'Submission draft SAP' for public consultation together with an indicative timetable for the SAP Examination. It was noted that such proposals followed on from reports considered by Development Plan Panel on the 3rd and 21st November 2017, which set out the reasons for the revised approach, the methodology to be used and the changes which were now considered necessary to the SAP.

Prior to the meeting, Board Members had received an updated version of a plan included within Appendix 2 to the submitted report relating to the Outer South HMCA area. The version of the plan originally included within the agenda papers showed the route of HS2, as proposed at submission stage (May 2017). However, this was later updated, with some realignment, in July 2017. As such, the updated version was provided to Members as a replacement for the version originally included within the agenda.

Responding to a Member's concerns, the Board received clarification regarding the relationship between the Council's Core Strategy and the Leeds SAP, and how the SAP needed to be examined against the requirements set out within the Council's adopted Core Strategy, which included the currently adopted housing requirement figures.

Again responding to Members' comments, the Board also received further information on how the submitted report looked to continue to progress the Site Allocations Plan through the Examination process, whilst at the same time undertaking the Core Strategy Selective Review, with the aim of Leeds adopting a Site Allocations Plan and an amended Core Strategy, with a revised housing allocation, at the earliest opportunity, in order to ensure that the Council had a defensible five year land supply.

The Board also received an update on the actions being taken to ensure that housing continued to be developed across the city, with examples being given on the work undertaken to develop brownfield land sites in order to evidence the viability of such sites, together with the work undertaken to stimulate residential development in the city centre.

Members also discussed the 'broad locations' approach being proposed, and the potential implications of such an approach when considering issues such as the development within the Green Belt. Also, emphasis was placed upon the need to achieve the right balance between ensuring that there was sufficient housing provision for the city, whilst at the same time ensuring that such housing was built in the correct locations.

In conclusion, the Chair highlighted the impact nationally that the Department for Communities and Local Government's proposals regarding revised methodology for the calculation of housing requirements has had, with it being emphasised that the lobbying of Government around the sufficiency of appropriate housing provision in Leeds would continue.

RESOLVED –
(a)   That the update on further technical work on housing and Green Belt release, together with the revised timetable for the hearing sessions of the SAP Examination, be noted;

(b)   That the updated version of the plan circulated to Board Members prior to the meeting (as referenced above) which was included within Appendix 2 to the submitted report and which related to the Outer South HCMA area, be noted as a replacement of the version originally included within the agenda papers;

(c)   That full Council be recommended to approve the Revised Submission Draft SAP for the purposes of public consultation on changes, as set out within Appendix 1 to the submitted report, concerning:

(a) deleting some proposed housing allocations and safeguarded land, and proposing identifying these as Broad Locations;

(b) a new policy on Broad Locations;
(c) amending the phasing of proposed housing allocations to ensure that sufficient land is available to meet housing needs;
(d) revisions to the sustainability appraisal of the SAP (as detailed in Appendix 4 to the submitted report);
(e) consequential amendments to other parts of the Plan; and
(f) background material (and evidence) to support the proposed amendments.

(d)   That full Council be recommended to approve that this revised material (referenced in (c) above) be subject to 6 weeks public consultation and then be submitted to the Secretary of State (subject to any amendments following public consultation), as a Revised Submission Draft Plan prior to Stage 2 of the SAP Examination, pursuant to Section 20 of the Planning and Compulsory Purchase Act 2004 as amended, in line with the draft timetable set out within the submitted report;

(e)   That full Council be recommended to approve that delegated authority is granted to the Chief Planning Officer, in consultation with the Executive Member for Regeneration, Transport and Planning to make further amendments to the revised Submission Draft in response to representations received during the consultation period that are considered to be required for the soundness of the Plan;

(f)   That, as in the Submission of the Site Allocations Plan in May 2017, full Council be recommended to grant authority to the independent inspector appointed to hold the Public Examination, to make modifications to the Submission Draft Plan (as recommended to be revised in line with resolution (c) above), pursuant to Section 20 (7C) of the Planning and Compulsory Purchase Act 2004, as amended;

(g)   That the necessary authority be delegated to the Chief Planning Officer, in consultation with the Executive Member for Regeneration, Transport and Planning, to:
(i) approve the detail of any further technical documents and supporting evidence required to be submitted alongside the revised Submission plan for consideration at Stage 2 of the hearings;
(ii) continue discussions with key parties and suggest to the Inspector any edits and consequential changes which are necessary to be made to the revised Submission Draft Plan following Council approval during the Examination, and also to prepare and give evidence in support of the revised Submission Plan at Examination.

(Under the provisions of Council Procedure Rule 16.5, Councillors A Carter and Golton both required it to 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, as Executive and Decision Making Procedure Rule 5.1.2 states that the power to Call In decisions does not extend to those decisions being made in accordance with the Budget and Policy Framework Procedure Rules)

HEALTH, WELLBEING AND ADULTS

116 Out of the Shadows: Time to Shine Programme
Further to Minute No. 114, 14th December 2016, the Director of Adults and Health and the Director Public Health submitted a joint report which provided a briefing on the 'Time to Shine' programme, whilst also presenting details of the progress and impact which had been made in tackling social isolation and loneliness in Leeds since the matter was previously considered by the Board.

The Board welcomed Rachel Cooper, Chief Executive of Leeds Older People's Forum and Lucy Jackson, Chief Officer / Consultant in Public Health to the meeting, both of whom were in attendance to introduce the key points of the submitted report.

The Board considered the HomeShare scheme, with a request being made that the performance of the initiative continued to be monitored.

Responding to a Member's comments regarding the potential for Council officers to contribute to and enhance the work being undertaken in this field, the Board was provided with details of the ways in which Communities Teams were involved in supporting older people's organisations which aimed to tackle loneliness and social isolation, with the Member in question being offered a further briefing on such matters, if required.

The Board also received further information on the learning which was being evaluated and shared as a result of the Time to Shine initiative, with the aim of ensuring that the positive practices and multi-agency approach being taken in the tackling of loneliness and social isolation across the city continued to be further developed throughout the period of this programme, and beyond.

In conclusion, it was noted that the Board would welcome further updates on the work being undertaken in this area, as and when appropriate.

RESOLVED –
(a)   That the submitted report, which updates the Board on the progress of the Time to Shine programme, be received;

(b)   That the progress made in the development and delivery of the 'Time to Shine' programme, be welcomed;

(c)   That the positive impact that the work on tackling loneliness and social isolation will have, and the contribution it will make towards the breakthrough project 'Making Leeds the Best City to Grow Old In', be recognised;

(d) That recognition be given to the fact that social isolation and loneliness is a complex issue for which there are no simple 'one size fits all' solutions, with it also being acknowledged that 'Time to Shine' is a learning programme which will give greatest impact when learning is widely adopted through commissioning and direct delivery;

(e) That the excellent work of Leeds Older People's Forum in leading the programme, be commended;

(f) That it be noted that the lead officers responsible for ensuring that updates are submitted to the Board are the Chief Officer/Consultant in Public Health (Older People) and the Deputy Director for Integrated Commissioning;

(g) That the value and impact of the work being undertaken in local areas be noted.

CHILDREN AND FAMILIES

117 Domestic Violence & Abuse Breakthrough Project
Further to Minute No. 75, 21st September 2016, the Director of Communities and Environment submitted a report which provided an outline of the work undertaken and the progress made to date in respect of the Domestic Violence Breakthrough Project, whilst it also outlines some ongoing challenges.

Members received an update on the multi-agency initiatives being undertaken to address the issue of domestic violence and abuse across the city, with the Board's thanks being extended to all those involved in the delivery of such services.

The Board highlighted the progress which had been made in recent years in tacking this issue, with specific reference made to the work undertaken both with the victims and the perpetrators, and the actions being taken to recognise the complexity of domestic violence, together with the range of domestic settings and relationships in which it occurs.

Members also discussed the impact of domestic violence upon children and young people and the developing approaches taken to safeguard them, with reference being made to how decisions were taken regarding the extent to which children were involved in any resolution processes.

Finally, specific reference was made to the 'Front Door Safeguarding Hub' initiative, and the multi-agency and timely response it provided to domestic violence cases, and the way in which its approach had proven to be very effective at inter-agency communication and ensuring that swift action was taken to help those affected by domestic violence and abuse.

RESOLVED –

(a)   That the progress made to date be noted, and that annual reports continue to be presented to the Board;

(b)   That the comments made by the Board during the consideration of this item regarding actions to address the challenges detailed within the submitted report and opportunities for further work, be noted;

(c)   That it be noted that the Director of Communities and Environment is responsible for the Domestic Violence & Abuse Breakthrough Project.

118   Outcome of consultation regarding a proposal to establish an academy (free school) on a site at Fearnville
Further to Minute No. 59, 20th September 2017, the Director of Children and Families submitted a report presenting the outcome of the consultation in respect of a proposal to establish a new 8 form entry secondary free school (1,200 place – 240 pupils per year group) for learners aged between 11-16 years, including a Resourced Provision for young people with Autism Spectrum Condition and Moderate Learning Difficulties. The report sought approval for the commencement of a 'free school presumption process' under the terms as detailed within the Education and Inspections Act 2006.

RESOLVED – That the consideration of this matter be deferred, in order to enable further consideration to be undertaken on all of the available options which have been brought forward to ensure the future sufficiency of school places in this area, with a further report on such matters being submitted to the Board in due course.

119   Outcome of consultation to increase learning places at Allerton Church of England Primary School
The Director of Children and Families submitted a report on proposals brought forward to meet the Local Authority's duty to ensure a sufficiency of school places, which supported the achievement of the Best Council priority to improve educational achievement and close achievement gaps. Specifically, the submitted report described the outcome of the consultation process regarding proposals to expand primary school provision at Allerton Church of England Primary School and which sought permission to publish a statutory notice in respect of such proposals**.**

Responding to a Member's enquiry, it was noted that concerns which had been raised in respect of highways and parking issues were being picked up via the associated consultation exercise, whilst assurances were provided that the implementation of any proposals would be taken through the normal planning procedures.

RESLOVED -

(a)   That the publication of a Statutory Notice on a proposal to expand primary provision at Allerton Church of England Primary School from a capacity of 420 pupils to 630 pupils, with an increase in the admission number from 60 to 90 with effect from September 2018, be approved;

(b)   That it be noted that the responsible officer for the implementation of such matters is the Head of Learning Systems.

120 Outcome of consultation to increase learning places at Beeston Hill St Luke's Church of England Primary School

The Director of Children and Families submitted a report on proposals brought forward to meet the Local Authority's duty to ensure a sufficiency of school places, which support the achievement of the Best Council priority to improve educational achievement and close achievement gaps. Specifically, the submitted report described the outcome of the consultation exercise regarding proposals to expand primary school provision and establish resourced Special Educational Needs (SEN) provision at Beeston Hill St Luke's Church of England Primary School, and which sought permission to publish a statutory notice in respect of such proposals.

RESOLVED –

(a)   That the publication of a Statutory Notice on a proposal to expand primary provision at Beeston Hill St Luke's Church of England Primary School from a capacity of 315 pupils to 420 pupils, with an increase in the admission number from 45 to 60 and to establish provision for pupils with Complex Communication Difficulties, including children who may have a diagnosis of ASC (Autistic Spectrum Condition) for approximately 8 pupils, with effect from September 2019, be approved;

(b)   That it be noted that the responsible officer for the implementation of such matters is the Head of Learning Systems.

ENVIRONMENT AND SUSTAINABILITY

121 Cutting Carbon Breakthrough Project Annual report

Further to Minute No. 129, 14th December 2016, the Director of Resources and Housing submitted a report which presented the first annual report of the Leeds Climate Commission, which outlined the progress that the Council had made in reducing carbon emissions through the schemes being delivered via the Cutting Carbon Breakthrough Project.

Professor Andy Gouldson, University of Leeds and Chair of the Leeds Climate Commission attended the meeting to introduce the key points from the report, and to outline the commission's priorities for the coming year.

Responding to a Member's enquiry regarding the benefits of anaerobic digestion and food waste initiatives, it was highlighted that such matters would form part of the Council's ongoing consultation in respect of the Waste and Recycling Strategy. It was also suggested that the Commission was a good arena in which to consider and progress energy infrastructure issues such as this, with it being noted that the commission had the benefit of being able to provide a 'whole city' perspective on such matters.

In conclusion, Members acknowledged the significant financial opportunities arising from the development of energy infrastructure, and noted that work in such areas would continue to be developed, including that liaison was intended to take place with the new owners of the Green Investment Bank.

RESOLVED –

(a)   That the findings of the Leeds Climate Commission Annual Report be noted, with support being given to continuing to respond to the Commission's advice and recommendations in the future;

(b)   That the progress being made in this field be noted, and that support be given to the continued delivery of the carbon reduction schemes within Cutting Carbon and Improving Air Quality Breakthrough Project;

(c)   That it be noted that all of the related recommendations will be delivered from 2017/18 onwards by the Sustainable Energy and Climate Change Team, which is led by the Executive Programme Manager within the Projects, Programmes, & Procurement Unit, under the direction of the Director of Resources and Housing.

122   Improving Air Quality Within The City
The Director of Resources and Housing, the Director of City Development and the Director of Public Health submitted a joint report providing an update on the new national air quality plan and national Clean Air Zone Framework which were published in July 2017. The report also presented an update on the actions being taken in Leeds to improve air quality following the previous report considered by the Board; detailing solutions identified to meet the city's Air Quality obligations as set out in UK law; and proposing the associated timetable for next steps.

Members highlighted the importance of the consultation exercise which was being proposed, the need to ensure that the matters raised during the consultation were taken into consideration and that a practical rather than a punitive approach was taken to improving air quality.

Responding to a Member's concern, assurances were provided that any associated work being undertaken by the Licensing Committee regarding the taxi and private hire trade would need to be aligned to the work proposed by the submitted report, to ensure that a collaborative approach was taken, with it also being highlighted that an effective communications process with the taxi and private hire trade would need to be ensured.

In considering the issue nationally, Members highlighted a number of areas which Government would need to lead on in order to progress the agenda, discussed the existing issues around infrastructure when considering the increased use of electric vehicles, and also considered the potential use of alternative energy, such as hydrogen.

RESOLVED – That approval be given to enter into a period of public consultation on the proposal to introduce a Clean Air Zone B within the Outer Ring Road/ Motorway network, with additional measures.

123 Environment, Housing and Communities Scrutiny Board Review of Cemetery and Crematoria Horticultural Maintenance of Grave Conditions
The Director of Communities and Environment submitted a report which presented the recommendations of the Scrutiny Board (Environment, Housing and Communities) regarding the arrangements in place to enforce grave conditions and how they related to horticultural maintenance arrangements, which followed issues which had been experienced in respect of associated communication and enforcement processes. The report noted how the Scrutiny Board had agreed to undertake the review via a working group meeting, and following which, the Scrutiny Board formally approved a number of recommendations, as appended to the submitted report.

Councillor B Anderson, Chair of the Scrutiny Board (Environment, Housing and Communities) attended the meeting in order to introduce the key points from the Scrutiny Board report. In doing so, he highlighted the role of the Scrutiny Board in providing both challenge and reassurance to the directorate, emphasised the importance of effective communication when dealing with such sensitive issues, and also highlighted the key role played by undertakers.

On behalf of the Board, the Chair extended her thanks to the Scrutiny Board for the work it had undertaken on this issue.

RESOLVED – That the following be approved:-
(a)   That 'grave conditions', as approved at Executive Board in December 2011, are supplemented by a notice placed on the grave (as illustrated in paragraph 3.4 of the submitted report) with a revised process introduced, as set out in paragraph 3.3 of the same report;

(b)   That national bodies representing funeral directors are approached to encourage funeral directors to effectively outline the implications of each burial option with bereaved families;

(c)   That all local funeral directors are contacted to remind them of the importance of clearly communicating the implications of each burial option;

(d)   That a proposal is brought forward to recruit two additional rangers, funded via bereavement services revenue, to work with existing volunteers and 'Friends Of' groups as well as establishing new community groups that support practical volunteer activities in cemeteries and crematoria;

(e)   That the Chief Officer, Parks and Countryside is responsible for the implementation of the resolutions (above) which should be in place by April 2018.

ECONOMY AND CULTURE

124 Initial Budget Proposals for 2018/19

The Chief Officer, Financial Services submitted a report which sought the Board's agreement to the Council's initial budget proposals for 2018/19, as detailed within the submitted paper. The report sought approval for those proposals to be submitted to Scrutiny and also used as a basis for wider consultation with stakeholders. In addition, the report also sought agreement for Leeds to continue as a member of Leeds City Region Business Rates Pool, should the application to pilot 100% Business Rates Retention in 2018/19 succeed.

RESOLVED –

(a) That the initial budget proposals, as set out within the submitted report be agreed, and that approval be given for them to be submitted to Scrutiny and also to be used as a basis for wider consultation with stakeholders;

(b) That should the application to pilot 100% business rates retention succeed, agreement be given for Leeds to continue as a member of the designated Business Rates Pool and should act as lead authority for it, with it being noted that notwithstanding this decision, the continuation of the Pool will be dependent upon none of the other member authorities choosing to withdraw within the statutory period after designation.

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

(The matters referred to within Minute No. 124(a), given that it was a decision being made in accordance with the Budget and Policy Framework Procedure Rules, was not eligible for Call In, as Executive and Decision Making Procedure Rule 5.1.2 states that the power to Call In decisions does not extend to those decisions made in accordance with the Budget and Policy Framework Procedure Rules.

However, the matter referred to in Minute No. 124(b) was eligible for Call In, given that it was a decision not being taken as part of the Budget and Policy Framework Procedure Rules)

125 World Triathlon Series

Further to Minute No. 194, 22nd April 2015, the Director of City Development submitted a report which sought support for Leeds to continue to host the World Triathlon Series for 2019 and 2020 and which provided details of the positive steps being taken to improve the event experience in addition to the wider Triathlon development opportunities being delivered by partners.

RESOLVED –

(a) That the contents of the submitted report, be noted;

(b)   That pending confirmation from the British Triathlon Federation, agreement be given to seek approval for Leeds to be host city for the World Triathlon Series in 2019 and 2020;

(c)   That the continued contribution of £230,000 per annum as a cash contribution towards hosting the event, be approved;

(d)   That the Chief Officer, Culture and Sport be delegated the necessary authority to enter into any legal agreements for the 2019 and 2020 World Triathlon Series events;

(e)   That it be agreed that the Memorandum of Understanding for the World Triathlon Series Leeds 2018 (and any subsequent World Triathlon Series event) between British Triathlon Federation and the Council is entered into on the same financial basis as that previously agreed for the 2017 event.

EMPLOYMENT, SKILLS AND OPPORTUNITY

126   Leeds City Council Workforce - Inclusion and Diversity Training
The Director of Resources and Housing submitted a report which presented a framework for the refresh and improvement of the Inclusion and Diversity training provision for Leeds City Council employees, an initiative which looked to form part of the Council's wider work to build a more inclusive workplace.

Responding to a Member's enquiry, the Board was advised that although the Council had a good track record on such matters, work was ongoing to engage with disabled employees, in order to ensure that there was a greater consistency provided to disabled staff in terms of the provision of reasonable adjustments and also to promote managers' awareness and understanding of such issues.

RESOLVED – That the refresh of the Council's Inclusion and Diversity training, as outlined within the submitted report, be approved for the purposes of a Spring 2018 relaunch.

DATE OF PUBLICATION: FRIDAY, 15 DECEMBER 2017

**LAST DATE FOR CALL IN
OF ELIGIBLE DECISIONS:**   5.00 P.M., FRIDAY, 22 DECEMBER 2017

Draft minutes to be approved at the meeting
to be held on Wednesday, 7th February, 2018

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