

## EXECUTIVE BOARD

WEDNESDAY, 15TH OCTOBER, 2014

**PRESENT:** Councillor K Wakefield in the Chair

Councillors J Blake, M Dobson,  
S Golton, P Gruen, R Lewis, L Mulherin,  
A Ogilvie and L Yeadon

**SUBSTITUTE MEMBER:** Councillor J Procter

**79 Substitute Member**

Under the terms of Executive and Decision Making Procedure Rule 3.1.6, Councillor J Procter was invited to attend the meeting on behalf of Councillor A Carter.

**80 Exempt Information - Possible Exclusion of the Press and Public**

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

Appendix A to the report entitled, 'Leeds City Region Green Deal and ECO Scheme', referred to in Minute No. 86 is designated as exempt in accordance with paragraph 10.4(3) of Schedule 12A(3) of the Local Government Act 1972 on the grounds that the information contained within the appendix is commercially sensitive and is extracted from bids received by the Council. The publication of such information would prejudice the commercial interests of the bidders involved, and it would also damage the Council's interests, as it would decrease bidders' confidence in the Council's procurement processes. It is therefore determined that in all circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

**81 Late Items**

There were no late items as such, however, prior to the meeting an updated version of exempt Appendix A to agenda item 7 entitled, 'Leeds City Region Green Deal and ECO Scheme' had been circulated to Board members for their consideration (Minute No. 86 refers).

**82 Declaration of Disclosable Pecuniary Interests**

There were no declarations of Disclosable Pecuniary Interests made during the meeting.

**83 Minutes**

**RESOLVED** – That the minutes of the previous meeting held on 17<sup>th</sup> September 2014 be approved as a correct record.

**TRANSPORT AND THE ECONOMY**

**84 Leeds Bradford International Airport**

The Director of City Development submitted a report setting out the main principles for the development of the Council's policy relating to the growth of Leeds Bradford International Airport (LBIA). The report considered the Council's approach towards enhancing the positive role of LBIA in supporting economic and jobs growth and providing international connections. Additionally, the report presented the framework for the planned growth and improvement of the airport and its wider supporting infrastructure; together with the Council's intentions around developing a unified approach across site allocations, transport and economic development.

Emphasis was placed upon the integral role played by the airport in ensuring the future economic competitiveness of both the local and regional economy, whilst the support which existed for improvements to the airport's accessibility and connectivity was highlighted.

Responding to an enquiry, the Board received an update regarding the development of the Surface Access Strategy and the wider work being undertaken around the improvement of road access to the airport.

**RESOLVED** – That in the context of the White Paper Motion approved at the meeting of Council on 26<sup>th</sup> March 2014, and the growth potential of LBIA as outlined by the Department for Transport (DfT):-

- (a) That the main policy principles relating to the growth of LBIA, as set out at section 5.1 of the submitted report be agreed;
- (b) That officers be requested to work with LBIA in order to support them in the timely completion of the Airport Masterplan and Surface Access Strategy work, to inform the development of the Council's policy position;
- (c) That officers be requested to develop work on the proposals for surface access, working closely with LBIA, DfT and the West Yorkshire Combined Authority;
- (d) That Development Plans Panel be requested to take account of the submitted report in preparing land proposals through the Site Allocations Plan process for land use in the area surrounding LBIA;
- (e) That officers be requested to develop proposals for the sustainable growth and enhancement of the economic and employment role of LBIA, working closely with the Local Enterprise Partnership (LEP); and

- (f) That the Director of City Development be instructed to co-ordinate the work set out in the resolutions above and to submit a progress report on such matters to Executive Board in mid-2015.

## **NEIGHBOURHOODS, PLANNING AND PERSONNEL**

### **85 Update on Response to Leeds Students' Unions Deputation of March 2014**

The Deputy Chief Executive submitted a report responding to the deputation presented to full Council on 26<sup>th</sup> March 2014 by representatives of Leeds University Union, Leeds Beckett Students' Union and Leeds Trinity Students' Union regarding "Student Representation at Policy Making Level".

By way of an introduction to the submitted report, the Executive Member for Neighbourhoods, Planning and Personnel provided an update on the continuing actions being taken to ensure increased student involvement in policy making in Leeds. Furthermore, the Executive Member made a specific request to the relevant officers to ensure the establishment of appropriate students' union representation/input on the Communities Partnership Board and also the Housing Forum.

**RESOLVED** – That the contents of the submitted report be noted.

## **CLEANER, STRONGER AND SAFER COMMUNITIES**

### **86 Leeds City Region Green Deal and ECO scheme**

Further to Minute No. 39, 16<sup>th</sup> July 2014, the Director of Environment and Housing submitted a report which provided the Board with information on the progress made to date on the procurement of the Leeds City Region (LCR) Green Deal and Energy Companies' Obligation (ECO) scheme and which sought approval to call off from the Framework Agreement. In addition, the submitted report also detailed the benefits of the scheme in order to assist with the decision making in respect of call-off.

An updated version of exempt Appendix A to the submitted report had been circulated to Board Members prior to the meeting for their consideration.

The Executive Member for Cleaner, Stronger and Safer Communities highlighted the range of potential benefits which would be realised by the initiative detailed within the report, whilst also highlighting how the collaborative procurement process had provided a good example of the Leeds City Region and Local Authorities effectively working in partnership in order to deliver large scale projects for the benefit of the community.

Following consideration of the updated Appendix A 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 participation of Leeds City Council in the Leeds City Region Green Deal and ECO scheme, including support for the Framework and commitment to use the Call-Off Contract be approved in principle;
- (b) That the necessary authority be delegated to the Director of Environment and Housing in order to agree the commercial terms of the Call-Off Contract and to sign the Contract;
- (c) That the necessary authority be delegated to the Director of Environment and Housing in order to take operational decisions, including attendance at the Home Energy Project Board (HEPB);
- (d) That the progress being made in respect of this matter be monitored through the HEPB and that annual progress reports be submitted to the Executive Board for consideration.

**DIGITAL AND CREATIVE TECHNOLOGIES, CULTURE AND SKILLS**

**87 Review of Library Opening Hours**

The Director of City Development submitted a report outlining the outcomes arising from the period of consultation and analysis which had taken place as part of the review of library opening hours. In addition, the report sought approval to implement the resulting proposed hours, with the aim of delivering identified savings, whilst also ensuring that the service was provided in the most efficient manner to meet customers' needs.

Members welcomed the comprehensive consultation exercise which had been undertaken on this matter, the outcomes from which had been reflected within the proposals detailed within the submitted report. In addition, emphasis was placed upon the difficult decisions which needed to be taken in respect of library provision, however it was highlighted that the proposals under consideration aimed to ensure that a sustainable and innovative service continued in Leeds which was responsive to changing local circumstances.

On behalf of the Board, the Executive Member for Digital and Creative Technologies, Culture and Skills thanked all of those who had been involved in the delivery of the consultation and analysis exercise, which had been integral to the proposals detailed within the submitted report.

**RESOLVED –**

- (a) That the changes to library opening hours, as identified in Appendix 1 to the submitted report, be approved with effect from Monday, 1st December 2014;
- (b) That it be noted that the Head of the Library and Information Service will be responsible for the implementation of such matters.

## **ADULT SOCIAL CARE**

### **88 Out of the Shadows: Time to Shine**

The Director of Adult Social Services and the Director of Public Health submitted a joint report providing a briefing on the vision of the 'Time to Shine' project, the aim of which was to reduce loneliness and isolation by breaking down barriers and building strong communities. In addition, the report described the project's strategy for making better use of existing assets, whilst also changing society's attitudes and behaviours towards older people.

On behalf of the Board, the Executive Members for Adult Social Care and Health and Wellbeing welcomed the grant which had been awarded to the city of Leeds and respectively paid tribute to the Leeds Older People's Forum for the work that the organisation had undertaken as part of the successful bid submission process.

#### **RESOLVED –**

- (a) That the Leeds Older People's Forum and its partners be congratulated on the success of their bid;
- (b) That the aims, vision and strategy of the 'Time to Shine' project be noted and endorsed;
- (c) That further annual updates on the progress of the project be received by the Executive Board over the next six years;
- (d) That it be noted that the lead officer for ensuring updates are submitted to Executive Board is the Deputy Director, Adult Social Care.

### **89 Director of Adult Social Services - Sandie Keene**

On behalf of the Board, the Chair paid tribute to and thanked the Director of Adult Social Services, Sandie Keene, for her services to the Council, as this would be the final Executive Board meeting in which she would be in attendance prior to her retirement.

## **FINANCE AND INEQUALITY**

### **90 Discretionary Housing Payments**

The Assistant Chief Executive (Citizens and Communities) submitted a report providing an update on Discretionary Housing Payment (DHP) expenditure and the actions which were being taken to both meet the needs of vulnerable tenants and also manage the scheme's expenditure within the available budget.

In addition, it was noted that the report also sought the Board's approval to submit an application to the Department for Communities and Local Government (DCLG) to utilise Housing Revenue Account funding up to a maximum of £250,000, in order to help deal with DHP awards for Housing Leeds tenants with severe disabilities living in significantly adapted properties.

In considering the report, Members discussed a number of matters which related to the current national policies affecting vulnerable tenants and the impact of such policies upon the demand for DHPs.

**RESOLVED –**

- (a) That the pressures on the DHP fund and the actions being taken to deal with the pressures, be noted;
- (b) That the application to the DCLG to use Housing Revenue Account funding up to a maximum of £250,000 to help deal with DHP awards for Housing Leeds tenants with severe disabilities living in significantly adapted properties, be approved;
- (c) That a report be received in the new year from the Assistant Chief Executive (Citizens and Communities) on a proposed DHP scheme for 2015/16, following Department for Work and Pensions (DWP) confirmation of DHP funding.

**91 Medium Term Financial Strategy 2015/16 - 2016/17**

The Deputy Chief Executive submitted a report which set out the principles and assumptions underlying the proposed financial strategy covering the years 2015/16 to 2016/17. It was noted that the financial strategy would provide the framework for the preparation of the 2015/16 initial budget proposals which were scheduled to be presented to Executive Board in December 2014.

In considering the proposed medium term financial strategy, the Board discussed the national context specifically in respect of the cumulative funding reductions which had been experienced by the Council to date, together with the indicative financial settlement proposals for 2015/16. Members also gave consideration to a range of issues relating to the Government's current funding model for Local Authorities and looking to the future, highlighted the unprecedented financial challenge that the Council faced.

**RESOLVED –** That the Medium Term Financial Strategy for 2015/16 - 2016/17 be approved, and that the assumptions and principles outlined in the submitted report be used as a basis for the detailed preparation of the Initial Budget Proposals for 2015/16.

**92 Financial Health Monitoring 2014/15: Month 5**

The Deputy Chief Executive submitted a report presenting the Council's projected financial position for 2014/15 after five months of the financial year.

The Deputy Chief Executive provided an update to the Board and indicated that the draft month 6 figures showed a further deterioration in the Council's financial position by approximately £1,000,000.

**RESOLVED –** That the projected financial position of the authority after five months of 2014/15, as detailed within the submitted report, be noted.

**93 Citizens@Leeds: Delivering Community Hubs Across the City**

Further to Minute No. 47, 16<sup>th</sup> July 2014, the Assistant Chief Executive (Citizens and Communities) submitted a report which set out proposals aimed at the delivery of a sustainable network of Community Hubs across the city. The report outlined the high-level basis upon which a city-wide network of Community Hubs could be developed; building upon the successes and learning from the three pathfinder hubs agreed by Executive Board in November 2013.

Members welcomed the proposals detailed within the submitted report, particularly with regard to their integrated and innovative nature.

**RESOLVED –**

- (a) That the adoption of a city-wide community hub model which sees a network based approach, developed in partnership with Community Committee's and local Ward Councillors, and supported by a city centre community hub, be approved;
- (b) That the proposal to bring together all existing community based one stop centres, libraries and housing management offices, to be managed as a single set of 'front of house' services, in order to enable the development of a city-wide network of community hubs, be approved;
- (c) That the proposal to create a single 'front of house team' in order to provide the community hub workforce, be approved, with the team being made up from all existing 'front-of-house' staff based in customer services, libraries, housing Leeds and jobs and skills;
- (d) That the Assistant Chief Executive (Citizens and Communities) be authorised to progress the detailed design of the proposed city-wide community hub network and associated workforce arrangements, as set out within Section 5 of the submitted report;
- (e) That an update report be submitted to Executive Board in March 2015 providing an update on the progress being made and the development of a detailed business case to support delivery of the aspirations, as outlined within the submitted report.

**HEALTH AND WELLBEING**

**94 Due North: Report of the Inquiry on Health Equity for the North**

The Director of Public Health submitted a report which outlined the key recommendations arising from the report entitled 'Due North', a document which reported the findings from the inquiry undertaken in relation to health equity for the North. In addition, the report sought agreement on ways to implement those recommendations through the Leeds City Region.

Members discussed the detail of the Executive Summary from the 'Due North' report, which had been compiled by the Inquiry Panel on Health Equity for the North of England, specifically around the nature of the associated recommendations, the narrative used and also the findings in respect of young people.

**RESOLVED –**

- (a) That the findings and recommendations of the 'Due North' report be supported;
- (b) That the Board's influence be used in the Leeds City Region and the Combined Authority in order to progress the recommendations of the 'Due North' report and to help achieve the ambitions of the city;
- (c) That the Health and Wellbeing Board be requested to review the recommendations and to identify opportunities for further progress at both city wide and local level.

**TRANSPORT AND THE ECONOMY**

**95 Asset Management Plan**

The Director of City Development submitted a report which sought approval of the Asset Management Plan for the period 2014 - 2017, as presented within Appendix 1 to the submitted report.

Councillor Groves, as Chair of the Scrutiny Board (Sustainable Economy and Culture) presented the key findings of the Scrutiny Board arising from its prior consideration of the draft Asset Management Plan. The Scrutiny Board's comments were detailed within Appendix 2 to the submitted report.

The work which was being undertaken in line with the Government's 'One Public Estate' programme was noted, together with the progress which was being made with other public sector partners as part of this initiative.

**RESOLVED –**

- (a) That the Asset Management Plan be approved;
- (b) That it be noted that the implementation timescale for the plan is 2014-2017; and
- (c) That it be noted that the Head of Asset Management is responsible for implementation of the plan.

**96 Chief Asset Management and Regeneration Officer - Christine Addison**

On behalf of the Board, the Chair paid tribute to and thanked the Chief Asset Management and Regeneration Officer, Christine Addison, for her services to the Council, as this would be the final Executive Board meeting in which she would be in attendance prior to her leaving the Council for a new position.



## **CHILDREN AND FAMILIES**

### **97 Domestic Violence and Abuse Programme Update**

The Director of Children's Services, the Director of Environment and Housing and the Director of Public Health submitted a joint report providing an update on the progress made in tackling domestic violence and abuse, both in terms of response to Scrutiny Board findings and in the wider programme of work aimed at addressing Domestic Violence and Abuse in Leeds. In addition, the report also sought support for the approach being adopted to tackle such matters in Leeds.

Councillor Anderson, as Chair of the Scrutiny Board (Safer and Stronger Communities) presented the key findings and recommendations of the Scrutiny Board following its Inquiry into this matter. A summary of the Scrutiny Board's desired outcomes and recommendations were detailed within Appendix A to the submitted report.

Members welcomed the submitted report and paid tribute to the members of the Scrutiny Board (Safer and Stronger Communities) for the considerable work which they had undertaken on this wide ranging Inquiry. In considering the report, specific emphasis was placed upon the vital importance of a cross-departmental and multi-agency approach when tackling the issues arising in this area.

#### **RESOLVED –**

- (a) That the actions being taken across the Council and by partners to tackle Domestic Violence and Abuse be noted, and that the direction of travel being taken, be agreed;
- (b) That the recommendations of the Scrutiny Board (Safer and Stronger Communities), as detailed within Appendix A to the submitted report, be received and endorsed.

### **98 Information on the annual admissions round for September 2014 entry and upcoming consultation for 2016 policy.**

The Director of Children's Services submitted a report which provided statistical information on the annual admissions round for entry to Reception and Year 7 for September 2014. The report highlighted that the rising birth rate had been impacting upon entry to Reception particularly since 2009 and the impact on entry to year 7 was now affecting some areas of the city. In addition, the report further considered the potential effect of the latest government consultation on changes to the Admissions Code, and the potential for changes within the Leeds City Council Admissions Policy.

#### **RESOLVED – That the following be noted:-**

- The numbers of applications for both phases of education, the percentage of successful first preferences for secondary admissions was 86% (up from 84% last year) and for Reception admissions was 85% (same as last year).

- The percentage of parents receiving one of their top three preferences was 96% for secondary and 94% for primary, compared to 94% for each last year.
- The percentage of parents getting none of their preferences and made an alternative offer instead was 3.2% in secondary (6.5% last year) and 5% in primary (same as last year)
- The contents of the government consultation on changes to the admissions code for 2016.
- The work with key partners in order to provide a package of measures to support families to ensure their applications are made appropriately and in a timely fashion.

**DATE OF PUBLICATION:** FRIDAY, 17<sup>TH</sup> OCTOBER 2014

**LAST DATE FOR CALL IN  
OF ELIGIBLE DECISIONS:** FRIDAY, 24<sup>TH</sup> OCTOBER 2014 AT  
5.00P.M.

(Scrutiny Support will notify Directors of any items called in by 12.00noon on Monday, 27<sup>th</sup> October 2014)