



SCRUTINY BOARD (INFRASTRUCTURE, INVESTMENT & INCLUSIVE GROWTH)

Meeting to be held in Civic Hall, 1st Floor West, LS1 1UR on
Wednesday, 5th April, 2023 at 10.30 am

There will be a pre-meeting for all Board members at 10.15am.

MEMBERSHIP

Cllr P Alderson	– Guiseley & Rawdon
Cllr N Buckley	– Alwoodley
Cllr M Foster	– Ardsley & Robin Hood
Cllr J Garvani	– Horsforth
Cllr S Hamilton	– Moortown
Cllr A Hussain	– Gipton & Harehills
Cllr W Kidger	– Morley South
Cllr S Lay	– Otley & Yeadon
Cllr J Lennox	– Crossgates & Whinmoor
Cllr M Shahzad	– Moortown
Cllr N Sharpe	– Temple Newsam
Cllr P Truswell (Chair)	– Middleton Park
Cllr I Wilson	– Weetwood

To Note: Please do not attend the meeting in person if you have symptoms of Covid-19 and please follow current public health advice to avoid passing the virus onto other people.

Note to observers of the meeting: We strive to ensure our public committee meetings are inclusive and accessible for all. If you are intending to observe a public meeting in-person, please advise us in advance of any specific access requirements that we need to take into account by email (FacilitiesManagement@leeds.gov.uk). Please state the name, date and start time of the committee meeting you will be observing and include your full name and contact details.

To remotely observe this meeting, please click on the 'To View Meeting' link which will feature on the meeting's webpage (linked below) ahead of the meeting. The webcast will become available at the commencement of the meeting.

[Scrutiny Board \(Infrastructure, Investment & Inclusive Growth\): 5 April 2023](#)

A G E N D A

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

4

DECLARATIONS OF INTERESTS

To disclose or draw attention to any interests in accordance with Leeds City Council's 'Councillor Code of Conduct'.

5

APOLOGIES FOR ABSENCE AND NOTIFICATION OF SUBSTITUTES

To receive any apologies for absence and notification of substitutes.

6

MINUTES - 1 MARCH 2023

5 - 10

To approve as a correct record the minutes of the meeting held on 1 March 2023.

7

100% DIGITAL LEEDS

11 -
34

To receive an update from the Chief Digital and Information Officer on the 100% Digital Inclusion programme.

8

FLOOD RISK MANAGEMENT

35 -
66

To receive an update from the Executive Manager (Flood Risk and Climate Resilience) on the Local Flood Risk Management Strategy.

9

END OF YEAR STATEMENT

67 -
76

To receive the Scrutiny Board's end-of-year statement detailing work items completed in 2022/23 and a statement from the Chair.

10

WORK SCHEDULE

77 -
102

To consider the draft work schedule proposed for the successor Scrutiny Board in the 2023/24 municipal year.

DATE AND TIME OF NEXT MEETING

The first meeting of the successor Scrutiny Board is scheduled to take place on Wednesday 28 June 2023 at 10.30am. There will be a pre-meeting for all Scrutiny Board members – this has provisionally been scheduled for 10.00am.

SCRUTINY BOARD (INFRASTRUCTURE, INVESTMENT & INCLUSIVE GROWTH)

WEDNESDAY, 1ST MARCH, 2023

PRESENT: Councillor P Truswell in the Chair

Councillors P Alderson, N Buckley,
M Foster, J Garvani, S Hamilton,
A Hussain, W Kidger, S Lay, J Lennox,
M Shahzad, N Sharpe and I Wilson

66 APPEALS AGAINST REFUSAL OF INSPECTION OF DOCUMENTS

There were no appeals.

67 Exempt Information - Possible Exclusion of the Press and Public

There was no exempt information on the Agenda.

68 Late Items

There were no late items.

69 Declarations of Interests

70 Apologies for Absence and Notification of Substitutes

Apologies for absence were submitted on behalf of Councillor H Hayden (Agenda Item 7, Inclusive Growth) and Councillor J Pryor (Agenda Items 8 and 9, Housing Mix and Local Plan Update)

71 Minutes - 11 January 2023

RESOLVED – That the minutes of the meeting held on 11 January 2023 be confirmed as a correct record.

72 Inclusive Growth Update

The report of the Chief Officer Culture and Economy provided the Board with an update on the work to refresh the Inclusive Growth Strategy. The new strategy will be launched in July 2023, subject to Executive Board approval and will run to 2030. It will align with the Best City Ambition and Health and Wellbeing Strategy.

The following were in attendance for this item:

- Eve Roodhouse, Chief Officer, Culture and Economy

Draft minutes to be approved at the meeting
to be held on Wednesday, 5th April, 2023

- Fiona Bolam, Head of Economic Policy

The following was highlighted:

- The report highlighted the successes and challenges and the delivery framework.
- The approach to measurement using the Social Progress Index.
- The success of the Anchors Network. Reference was made to work in Lincoln Green with Leeds Teaching Hospitals Trust which had supported the local community and connecting people to the Health Careers Program.
- Other key areas of progress which included business support, Flood Alleviation Schemes, Transport and Digital Leeds.

In response to questions from the Panel, discussion included the following:

- A version of the progression framework had been tested with private sector organisations and there would be further work on connecting the private sector.
- Work was ongoing with the employment and skills offer to the city including the Future Talent Plan and work with Leeds City College to ensure that education that would meet employment needs.
- Measuring the impact of events and employment fayres particularly those targeted at different groups.
- Compilation of data for the Social Progress Index. This data came from a variety of sources and was available at a Ward level. It was planned to broaden the scope and open up more indicators.
- Concern regarding reduced bus services and the impact on people in the outer areas.
- Concern that the Social Progress Index focuses on inner city areas which often had more facilities and services than the outer areas. It was reported that the Social Progress Index was the preferred data for looking at inclusive growth along with other indicators. The Index did highlight areas of deprivation all across the city.
- There had been progress with the Green Skills Plan and a Lead Officer had been appointed in the Employment and Skills team.. This would help to inform the next generation and facilitate access to green jobs and career pathways.
- Developing relationships with organisations to increase involvement in the Anchors Partnership.
- There were proposals to re-visit procurement issues with anchor organisations.

RESOLVED –

- (1) That the report and discussion be noted.
- (2) That it be noted that the Inclusive Growth Strategy is due to go to Executive Board for approval in July 2023.

73 Housing Mix Update

The report of the Director of City Development provided the Board with an update following the Inquiry relating to Housing Mix Matters.

The following were in attendance for this item:

- Martin Elliot – Head of Strategic Planning
- Sarah Hellewell, Principal Planner
- Ian MacKay, Team Leader, Neighbourhood Planning

The Board was given an update on the recommendations of the inquiry. The following was highlighted:

- Recommendation 3 – Further training for Plans Panel Members had been carried out for issues surrounding viability and affordable housing. There would be further sessions on conservation and environment.
- Recommendation 4 – A new Strategic Housing Market Assessment had been commissioned as part of the Leeds Local Plan 2040.
- Recommendation 5 – Reference was made to Neighbourhoods Plans that had been successfully implemented and others that were in development. There had also been a commencement of reviews of existing Neighbourhood Plans.
- Recommendation 8 – Improvements to Housing Mix. This had become a key aspect of discussion at pre-application stage. There had been significant improvement in targets but figures were skewed by city centre development which had a lot of student accommodation.
- Recommendation 10 = Accessible Housing and Space standards. Information would be published as part of the Annual Monitoring Report and there would be further work as part of the Leeds Local Plan 2040.
-

In response to questions from the Board, discussion included the following:

- Affordable housing – there was no set target for the provision of affordable housing but there was an identified need. There had been an increase in the delivery of affordable housing over the past ten years but not enough to meet the needs. The Leeds Local Plan 2040 would consider what actions could be taken through Planning to increase affordable housing. Affordable housing was aimed to be developed on site but where there were site constraints, delivery could be through a commuted sum. Further information was requested with regards to the amount of affordable housing achieved through commuted sums.
- Positive impacts of Neighbourhood Plans – these included support in determining planning applications, identification of open greenspaces, identification of non-designated heritage assets, community

involvement and identification of sites that could be used to meet housing needs.

- Concern regarding the effectiveness of Neighbourhood Plans – it was reported that there was in some instances a lack of understanding of what detail was in Neighbourhood Plans and how they could support the planning process.
- Examples of how effective Neighbourhood Plans could be.
- Policy H4 did not have set numerical targets but focused on housing need and took account of the location and character of an area. There had been far more development in the city centre than was initially thought which had affected the housing mix and delivery of affordable housing.
- Viability for development schemes and accepted levels of profit. There were recognised industry standards and the council used the District Valuer to provide an independent view on viability for schemes. Members were informed of the possibility of clawback when developments were re-assessed.
- Section 106 provision for affordable housing should provide a pro-rata mix for housing mix requirements.
- Further information was requested on the provision of council and social housing in respect of four bedroom properties.
- The Strategic Housing Market Assessment would consider local community needs and provide more detail on those needs for the type of housing required.

RESOLVED –

- (1) That the report and discussion be noted.
- (2) That the update in relation to the recommendations be noted.
- (3) That the content of the Leeds Local Plan 2040 report regarding relevant recommendations included in the scoping consultation be noted and that this Board receives updates on the Local Plan at key stages of plan preparation.

74 Leeds Local Plan 2040

The report of the Director of City Development provided an overview of the proposed scope of the Leeds Local Plan 2040 (LLP 20240) and the public consultation that was underway. Full details were provided in an appendix to the report.

The following were in attendance for this item:

- Martin Elliot – Head of Strategic Planning
- Adam Harvatt, Group Manager, Policy and Plans
- Sarah Hellewell, Principal Planner
- Caroline Harris, Principal Planner

The following was highlighted:

- Focus on policies related to climate change.
- Key topics:
 - Spatial Strategy
 - Housing
 - Economic Development
 - Role of Town and District centres
 - Minerals and Waste
 - Transport and Connectivity
 - Other policies that shape development.
- Call for Sites – identification of land to be considered for development.
- Material used to support the consultation – there would be surveys and drop in events and there would be more targeted engagement.

In response to questions from the Board, discussion included the following:

- The need to provide clarity along with openness and transparency when publishing details of sites that have been put forward for development.
- Housing needs for travellers. There was engagement with the charitable trust that represents travellers and a working group. There would need to be discussions with travellers and local communities where landowners provided land for this purpose.
- All parties including development companies could participate in the surveys. A balanced view of all participants would be taken. Previous experience showed that developers did not engage with these surveys which were more designed for community input.
- It was anticipated that the development of the plan would take from three to four years. With regards to potential changes to the National Planning Policy Framework and whether the process should be paused, there were existing issues that needed to be reviewed and it was felt to be good practice to start now.
- Consultation with young people. There was close work with Children & Families to facilitate this and Members were asked to inform of any other groups or sessions for young people that could be involved.
- The aspirations for delivery of new homes could be seen as a contradiction due to the guidance that this was not necessary if it required development within the greenbelt. Representations had been to the government regarding this.
- Management of the use of minerals and resources and the impacts of this. Further investigation would be given to what powers the council had with regards to the review of old mineral planning consents.
- Involvement with the health sector – there had been work with the sector regarding new developments and infrastructure requirements.
- Whether there was a need for planning views on fracking and was there a need for local control.

RESOLVED –

- (1) That the report and discussion be noted.

(2) That the launch of the 'Call for Sites' alongside the scoping consultation be noted.

75 Work Schedule

The report of the Head of Democratic Services presented the Board's Work Schedule for the remainder of the 2022/23 Municipal Year.

RESOLVED – That the report and work schedule be noted.

76 Date and Time of Next Meeting

Wednesday, 5 April 2023 at 10.30 a.m. Pre-meeting for all Board Members at 10.15 a.m.

100% Digital Leeds update

Date: 05 April 2023

Report of: Chief Digital and Information Officer

Report to: Scrutiny Board (Infrastructure, Investment and Inclusive Growth)

Will the decision be open for call in? Yes No

Does the report contain confidential or exempt information? Yes No

Brief summary

This report provides an update on the 100% Digital Leeds digital inclusion programme since the last report to this Board in April 2022.

The report includes examples of work from across the 100% Digital Leeds programme. The examples illustrate the team's work at a city, regional and national level.

The impact of 100% Digital Leeds is discussed throughout the report. Impact is further evidenced by the testimonials from partners and stakeholders that feature throughout.

The report also looks ahead to some of the key initiatives and developments that the 100% Digital Leeds team will prioritise over the coming year.

Recommendations

- a) Members are asked to reaffirm their approval of the 100% Digital Leeds community-based approach to increasing digital inclusion across the city.
- b) Note the achievements of the 100% Digital Leeds programme over the last year and endorse the plans for the continued development of the programme under the leadership of the 100% Digital Leeds team in IDS.
- c) Agree any specific Scrutiny actions that may arise from this report.
- d) Continue to provide oversight of the 100% Digital Leeds programme by receiving update reports at this Board.

What is this report about?

- 1 This report is the latest in a series of 100% Digital Leeds annual reports to Infrastructure, Investment and Inclusive Growth Scrutiny Board. Previous reports to the Board, from 2017 – 2022, are available on the [100% Digital Leeds website](#).
- 2 In previous years, this Board has expressed concern that the 100% Digital Leeds team was, “*wholly dependent on grant funding*”. The Board also noted that, “... *the ongoing security and sustainability of this function is essential*”. This concern has been emphatically resolved by the 100% Digital Leeds team’s move to the council’s Integrated Digital Service (IDS) and the recent IDS restructure. The restructure has resulted in more investment into 100% Digital Leeds, adding more Officers to the digital inclusion team, and ensuring 100% Digital Leeds is now a permanent function within IDS.
- 3 Alongside the additional investment into the digital inclusion team, 100% Digital Leeds is now part of a wider function in IDS. In addition to the team’s continuing focus on increasing digital inclusion for communities, this new function will also focus on increasing digital inclusion and digital skills for the workforce.
- 4 Digital inclusion and digital skills are two of the key foundations on which [Leeds Digital Strategy 2022 - 2025](#) is built. Launched in late 2022 after extensive consultation, the Digital Strategy mirrors the ‘life course approach’ used in the Best City Ambition. It clearly articulates the impact of digital at every stage of a person’s life from early years to older age: Starting well, Living well, Working well, and Ageing well.
- 5 The 100% Digital Leeds team is working with colleagues to fully realise the benefits of the Digital Strategy for everyone in Leeds. This will lead to:
 - A digitally skilled and confident workforce, who embrace the opportunities to use digital to transform services, advocate for the application of digital in a range of contexts, and effectively use digital tools and technology to improve service delivery.
 - A digitally included and motivated population, who have the opportunities to use digital to transform their lives, apply digital in a range of contexts, and effectively use digital tools, technology, and services to increase their independence, make informed choices and achieve personal goals.
- 6 Leeds City Council’s ambitions for digital inclusion were galvanised and guided by this Scrutiny Board’s initial Inquiry Report into the issue in 2015. Since then, the 100% Digital Leeds approach has been developed, articulated and approved at every stage with annual reports to the Board. That scrutiny and oversight has helped 100% Digital Leeds to become one of the most successful, high-profile and well-respected digital inclusion programmes in the country.
- 7 Over the last year the 100% Digital Leeds team has been invited to contribute to a number of national roundtables, forums, and reports on digital inclusion. This is because 100% Digital Leeds is recognised as best practice by the country’s leading experts on digital inclusion. The 100% Digital Leeds approach often features as a case study in these reports, alongside recommendations that the 100% Digital Leeds model should be replicated nationally.
- 8 The reports included:
 - [Moving from exclusion to inclusion in digital health and care](#) (The King’s Fund)
 - [Understanding Digital Poverty and Inequality in the UK](#) (The British Academy)
 - [Bridging the Divide: Tackling Digital Inequality in a Post-Pandemic World](#) (Fabian Society)
 - [The role of councils in tackling digital exclusion](#) (DMS Research & Consulting)

- 9 In March 2023, the Digital Inclusion Manger was invited to join a panel at the House of Lords. The event was hosted by Lord Tim Clement-Jones and organised by the All-Party Parliamentary Group on Data Poverty. The panel and the invited audience discussed '[The Impact of Data Poverty on Access to Healthcare](#)'. Leeds City Council was the only local authority represented on the panel, alongside representatives from Health Education England, NHS England, Darren Jones MP and Matt Warman MP.
- 10 The national reputation of 100% Digital Leeds was also recognised by the Local Government Association (LGA) when they funded the team to write and publish their 'Community-based Approach to Digital Inclusion'. In essence, this is the 100% Digital Leeds approach that has been set out in previous reports to this Board. However, this is the first time that the approach has been written as a series of Stages and Steps for other councils to follow.
- 11 Over a period of six months in 2022, the 100% Digital Leeds team wrote the model and brought together five councils for a series of workshops to sense check the model and ensure the approach is workable outside of a Leeds context. Each council had their own strengths and challenges, and the workshops gave the partnering councils the opportunity to go through the four Stages of the model: Focus and partnerships; Barriers, assets, and opportunities; Forming and implementing a plan; Measuring and demonstrating success. For each Stage the councils considered how they would adopt and implement the approach in the context of their area. Feedback from the councils informed and influenced the development of the model to ensure it could be used by as many different councils, and in as many different contexts, as possible.
- 12 A launch webinar for the model in December 2022 was attended by over 70 people and the final version of the 50-page model was published on the [Digital Inclusion Toolkit](#). It is currently the most popular page on the Toolkit and the model has been downloaded over 150 times.
- 13 **Tom Denman, Local Government Association:** *"By harnessing the expertise of the 100% Digital Leeds programme to create this model, the LGA and Leeds City Council wanted to demonstrate the importance of building knowledge and understanding across the local government digital inclusion landscape in order to support better outcomes for residents and communities."*
- 14 The remit agreed with LGA was to write a model that any council could use to adopt and adapt the 100% Digital Leeds approach for their own digital inclusion programme. As such, the model does not reference specific services. For example, the model does not mention Adult Education, community learning, Employment and Skills, library services, Local Digital Skills Partnerships, or others. Some of those services may not have a strong digital inclusion offer in other areas of the country. So instead, the model focuses on the principles of how to bring together key partners to design digital inclusion interventions based on the needs of a particular community.
- 15 100% Digital Leeds works closely with all of the services listed above. Leeds Libraries, for example, are the main delivery partner within the council for the 100% Digital Leeds programme. As well as providing free Wi-Fi and public access PCs in all of their libraries and Community Hubs, they also offer a range of digital inclusion activities. Over the last year, the 100% Digital Leeds team has invited library colleagues to join digital inclusion workstreams, networks and steering groups for Arts in Care Homes Day, Digital Health Hubs, Arts and Culture Digital Inclusion Network, Older People's Digital Inclusion Network, and more. A list of examples illustrating the partnership between 100% Digital Leeds and Leeds Libraries is included at **Appendix 1**.
- 16 The Chief Digital and Information Officer used the publication of the 'Community-based Approach to Digital Inclusion' as an opportunity to promote the 100% Digital Leeds programme, the Digital Strategy, and IDS's wider work and ambitions for the city.

- 17 In all cases, the CDIO reinforced and supported the 100% Digital Leeds and IDS vision for digital inclusion as an enabler to achieving wider council and city priorities and outcomes. Media coverage included:
- [Press release from Leeds City Council: “Council’s switched-on digital programme wins national recognition”](#)
 - [Article on the BBC website: “Leeds heads drive to ensure 'no-one left behind' in cost-of-living crisis”](#)
 - [Feature on BBC Look North: “The work of 100% Digital Leeds and Leeds City Council’s Integrated Digital Service”](#)
 - [Leeds Academic Health Partnership interview: “Building a city’s digital highway”](#)
 - [Govx Government Transformation interview: “Leeds City Council launches blueprint for digital inclusion”](#)
 - [UK Authority interview: “The Leeds lessons on digital inclusion”](#)
- 18 100% Digital Leeds has also been working at a regional level with colleagues across West Yorkshire Health and Care Partnership, and West Yorkshire Combined Authority.
- 19 The CDIO for Leeds has taken on the lead role for digital inclusion across West Yorkshire Health and Care Partnership. The Digital Inclusion Manager for 100% Digital Leeds will collate updates from the digital inclusion leads in the other areas of the region (Bradford, Calderdale, Kirklees, and Wakefield). The focus of the updates will be on digital inclusion activities and interventions that lead to improved health outcomes and support the digital transformation of the NHS. The reports will showcase the breadth and depth of digital inclusion activity across the region. They will be presented every six months to the West Yorkshire Senior Digital Leads Forum, and the West Yorkshire Digital Board.
- 20 In November 2022 Tracy Brabin, Mayor of West Yorkshire, launched a major new plan to improve digital skills and help grow the region’s digital sector. The [West Yorkshire Digital Skills Plan](#) has a section on social digital inclusion as a central tenet of the plan. Working with West Yorkshire Combined Authority and colleagues from across West Yorkshire, 100% Digital Leeds and Good Things Foundation co-chaired the group that shaped and proposed priority actions for the social digital inclusion section of the Digital Skills Plan. These actions were endorsed by the Combined Authority’s Employment and Skills Committee. They include building the capacity of community organisations across the region to deliver digital skills and access to those who are digitally excluded. 100% Digital Leeds is continuing to support the development of the social digital inclusion project through ongoing consultative workshops with West Yorkshire Combined Authority and the digital inclusion leads from the other Local Authority areas in the region.
- 21 **Dawn Greaves, Digital Programme Manager, NHS West Yorkshire Integrated Care Board:**
“It has been agreed that the Digital Inclusion Manager for 100% Digital Leeds will take a lead role in relation to digital inclusion and the West Yorkshire Health and Care Partnership. They will convene a network of digital inclusion leads across the region and share the 100% Digital Leeds approach with the other four places in West Yorkshire. The 100% Digital Leeds team are always happy to share their wealth of experience with myself and other colleagues. Working together to share learning and best practice will help the region progress further and faster. I look forward to seeing this network develop and grow.”

What impact will this proposal have?

- 22 The 100% Digital Leeds team continues to develop the city’s digital inclusion **Infrastructure**, increase the **Investment** into digital inclusion, and apply the principles of **Inclusive Growth** across all of their work.

- 23 The team strengthens the digital inclusion infrastructure across the city by bringing together organisations in a place or serving a particular community to address challenges at scale. They build digital inclusion capacity and confidence within organisations and across sectors. They guide and support partners at every stage of their development journey, working with the organisation to maximise opportunities for increasing digital inclusion. They also bring organisations together to maximise their impact and to learn from each other, especially from those who are further along their digital inclusion journey.
- 24 Over the last year the 100% Digital Leeds team has brought **£1,005,312** of additional investment into the city to increase digital inclusion. In many cases the funding bids were written in partnership with third sector organisations and the investment has increased their digital inclusion capacity. One feature of the 100% Digital Leeds model is to support third sector organisations to use external funding to appoint digital inclusion officers to work with specific communities or to achieve specific outcomes. This extends the reach and capacity of the 100% Digital Leeds team, and increases their impact, at no cost to the council.
- 25 Dozens of organisations have appointed workers specifically to increase digital inclusion for their service users. With the ongoing support of 100% Digital Leeds, they have seen the value of digital inclusion, found resource to support it, and created entirely new roles to deliver it. Hundreds of organisations have embedded digital inclusion into their existing services and activities. By using a strengths-based approach to achieve inclusive growth, the 100% Digital Leeds team is building a sustainable culture change across communities. Digital inclusion is now accepted, understood and invested in as a strategic priority by teams and organisations across all sectors.
- 26 **Fiona Bolam, Head of Economic Policy, City Development:** *“In Leeds, 22% of people are estimated to be living in relative poverty and inequalities have intensified in recent years. The people who are most disadvantaged are experiencing a digital divide, holding them back from being able to get online to work, learn, access services, connect with others and more. 100% Digital Leeds is recognising the huge impact that digital skills, technology and connectivity has on creating a stronger and more inclusive economy that’s fit for the future. Their work on digital inclusion is in direct support of our aims to tackle poverty and inequality, including empowering people with special educational needs and disabilities and other marginalised groups, and connecting and strengthening our communities. We are reliant on our partners coming together to deliver inclusive growth in Leeds, and it is our ongoing aim to support and build the capacity of our thriving third sector which plays a critical role in achieving digital inclusion. 100% Digital Leeds is galvanising organisations across the city so that they have the ability, confidence and funding to deliver digital inclusion for the people and groups that they work with.”*
- 27 Over the last 12 months the 100% Digital Leeds team has worked with partners across the city and across sectors to apply all of those principles in a range of contexts. Examples below illustrate the range of communities and organisations that have been supported through the 100% Digital Leeds programme.

Older People

- 28 Building on the success of the [Older People’s Digital Inclusion Network](#), Leeds Older People’s Forum (LOPF) and 100% Digital Leeds successfully applied for £200,000 [DCMS funding from the Media Literacy Programme Fund](#) to develop and deliver the [BOSS \(Be Online, Stay Safe\) project](#). This will focus on addressing and improving media literacy for older people from diverse communities.
- 29 Four experienced delivery partners will receive a share of the funding: Health for All, Feel Good Factor, Hamara, and Leeds Irish Health and Homes. LOPF and 100% Digital Leeds will be working with the Media Literacy Taskforce and national mentors to deliver and evaluate the project, and working with Ofcom to share tools and resources nationally.

- 30 LOPF, 100% Digital Leeds and BOSS delivery partners will focus on the following outcomes:
- Older people develop an understanding of how the online environment operates.
 - Older people's resilience to disinformation and misinformation online increases.
 - Older people develop an understanding of the risks and benefits of engaging with others online.
 - Older people increase their digital skills and confidence in using and navigating the online world.
- 31 LOPF have created a new role within their organisation and employed a Digital Inclusion Coordinator who will receive training, mentoring and support from 100% Digital Leeds. The Coordinator will work closely with the team to ensure this project aligns with the 100% Digital Leeds approach. They will also co-chair the Older People's Digital Inclusion Network. This will extend the capacity of the 100% Digital Leeds team and strengthen their relationship with LOPF. In numerical terms, older people are the largest demographic who are more likely to be digitally excluded, and are often the hardest to motivate to start their digital inclusion journey. The strategic partnership between 100% Digital Leeds and LOPF is a key driver to increasing digital inclusion for older people across Leeds.
- 32 LOPF was also awarded a grant through the Department for Transport's 'Tackling Loneliness with Transport' fund to lead the [Transport Connections](#) project. This is focused on improving older people's access to, and experiences of, transport in the city. 100% Digital Leeds is working on a key project as part of this fund to help older people to use taxi and bus apps. Six delivery partners are supporting older people to use digital to better enable them to navigate around the city, increasing their independence and improving their access to services. The delivery partners are Holbeck Together, Morley Digital, Leeds Irish Health and Homes, Your Backyard, Age UK Leeds, and Cross Gates and District Good Neighbours.
- 33 100% Digital Leeds partnered with Adults and Health in delivering the [Homes for Healthy Ageing project](#). The Older People's Digital Inclusion Network identified key organisations to take part in the project to trial innovative digital tools to help older people to reduce social isolation and improve their health and wellbeing. Three organisations from the Digital Inclusion Network took part: Carers Leeds, OPAL, and Cross Gates and District Good Neighbours. 100% Digital Leeds advised the project team on the best ways to ensure digital inclusion was a key part of the test and learn project, enabling more older people to take part.
- 34 **Jo Volpe, Chief Executive Officer, Leeds Older People's Forum:** *"The 100% Digital Leeds team are such positive advocates for older people and the digital inclusion agenda. We continue to deepen our partnership year on year. We have developed this further by securing DCMS funding to increase media literacy skills amongst culturally diverse older people. We are one of only four projects in the country that DCMS have chosen to work with. Securing this funding is testament to the #TeamLeeds approach that we share with 100% Digital Leeds."*
- 35 **Steven Young, Digital Development Manager – Service Transformation, Adults and Health:** *"100% Digital Leeds have been invaluable in supporting and collaborating with Service Transformation across a number of projects this year. They have been working in neighbourhoods and communities with people to deliver the Leeds City Council Asset Based Community Development Programme's ambition: 'shifting power to people and supporting communities to thrive'. The team have offered their skills to support the delivery of the Digital Social Care Records project, and a successful bid to the Connected Catapult, Homes for Health Ageing Programme. The 100% Digital Leeds focus on improving digital inclusion across the city also overlaps with the intentions of our directorate digital plan, which includes digital skills and innovation as two of its focus areas for the next financial year."*

People with learning disabilities and autistic people

- 36 The Autism and Learning Disability Digital Inclusion Coordinator post is funded by NHS Leeds, hosted and line-managed by Pyramid in the third sector, and matrix-managed by the 100% Digital Leeds team. This is another example of the city coming together across sectors to prioritise digital inclusion.
- 37 The role has a focus on tackling health inequalities faced by people with learning disabilities and autistic people. The Coordinator has worked closely with teams and organisations who support people to improve their physical and mental health and wellbeing, supporting funding bids to embed digital inclusion activities into their work. Those teams and organisations include the Leeds and York Partnership NHS Foundation Trust's Health Facilitation Team, Involvement Team, and Community Learning Disability Team, as well as local organisations including Leeds Autism Services, People Matters, Royal Mencap, and Forum Central.
- 38 The specialist role brings additional expertise to 100% Digital Leeds, and adopts the 100% Digital Leeds approach across the city. As well as continuing to chair and develop the [Autism and Learning Disability Digital Inclusion Network \(ALaDDIN\)](#), the Coordinator has helped to secure over £25,000 of external funding for organisations supporting people with learning disabilities and autistic people. These include Pyramid, Meanwood Valley Urban Farm, Canal Connections, Yorkshire Dance, Café LEEP and Advonet. They have also led a number of projects to improve outcomes for people with learning disabilities and autistic people.
- 39 Nationally, only [5.1% of adults with a learning disability are in paid employment](#). To tackle this issue, the Coordinator secured funding from the global advocacy organisation Inclusion International. The money is being used to create a film to educate employers on how they can make their workplaces more inclusive. The film is being developed by a team of people with learning disabilities from Pyramid, Opal Video, AbilityNet and a range of Leeds-based organisations who support people with learning disabilities. The film will be launched on 21 April 2023 at Leeds Industrial Museum and will be promoted globally by Inclusion International.
- 40 Alongside this, the Coordinator worked with ALaDDIN organisations to examine ways that digital technologies could be used to make employment more accessible for people with learning disabilities. An [accessible video CV guide](#) has been produced in collaboration with 100% Digital Leeds and the Learning Disabilities team at Leeds and York Partnership NHS Foundation Trust. The guide can be used by organisations supporting people with a learning disability to get into employment. It is also designed to be accessible enough that many people with learning disabilities will be able to use the guide independently. A member of the People Matters employability group has been successful in securing a paid job as a Community Connector at Royal Mencap after applying with his video CV.
- 41 **James Hill, Director, Pyramid:** *"We think it is really important that this kind of work is delivered 'on the ground' by community organisations such as ours. But it has also been fantastic that the 100% Digital Leeds team have been able to support the work with their shared experience, expertise and contacts around the city. The backing of Leeds City Council and the NHS has meant that the Coordinator has been able to approach organisations similar to Pyramid and instigate partnership work without worrying about competition for funding or resources. The matrix-management arrangement and the relationship with the council has meant that the Coordinator has been able to act as an honest / neutral broker for new partnership work. It really feels like the 'neutrality' of the post and the city-wide focus created by the association with 100% Digital Leeds is giving greater traction and impact to projects than would have happened had the projects been done by Pyramid working in isolation. The partnership with 100% Digital Leeds has allowed Pyramid to make new friends, partnerships and projects across the city which have benefited individuals and organisations in many ways. It has also had a really positive impact on the way that we do things at Pyramid ourselves."*

Leeds Digital Inclusion Fund and Leeds Digital Ball

- 42 100% Digital Leeds worked with colleagues in Employment and Skills and Leeds Community Foundation (LCF) to secure support for digital inclusion from the digital and technology sector in the city. The team was invited by the Chief Officer for Culture and Economy to support the inaugural [Leeds Digital Ball](#), an annual charity event to raise money from digital and technology companies in the city. The charity ball organisers comprise a board of members and advisors from across the Leeds region who came together as a collective to help represent the local tech community in supporting digitally excluded communities and driving positive change.
- 43 Money raised from the Digital Ball was invested into Leeds Digital Inclusion Fund, a permanent grant funding stream administered by LCF in partnership with 100% Digital Leeds. The Leeds Digital Inclusion Fund is used to award grants to community organisations in Leeds to increase digital inclusion. The first Leeds Digital Ball in 2022 raised £50,000 and the 100% Digital Leeds team worked with LCF to write the funding criteria and grant application process for charities to bid into the fund. The team was also represented on the judging panel that awarded five grants of £10,000 each to charities who have used the money to increase or enhance their digital inclusion offer.
- 44 Between them, the five successful organisations support a range of people and communities more likely to be digitally excluded:
- [Your Back Yard](#) received funding to expand their well-established digital and social inclusion offer for older people. Using the funding to employ a dedicated outreach worker, purchase more tablets and data, and recruit more volunteers, enabling them to deliver more sessions in Headingley and Holt Park.
 - [Smart Works](#) received funding to embed digital skills and access support in their work supporting women to enter and re-enter the workplace by helping clients with workwear, confidence-building and coaching for job interviews.
 - [Highrise Project](#) received funding to support the embedding of digital inclusion into their existing creative skills and mentoring offer for people in Armley, including the purchase of equipment.
 - [Meanwood Valley Urban Farm](#) received funding to support them to build digital elements into their HOOF (Help Out On the Farm) group. The HOOF group is a group of people with learning disabilities who learn new skills, work with animals and improve their health and wellbeing in a variety of settings at the farm.
 - [Burmantofts Senior Action](#) received funding to build upon their existing digital inclusion offer and expand outreach within the community by employing an Outreach Worker and establishing a tech-lending library and data-gifting service.
- 45 The 100% Digital Leeds team is already working on the 2023 Digital Ball with LCF and representatives from a number of digital businesses. There are many businesses in the city interested in supporting digital inclusion in communities, with CSR schemes offering staff paid time to volunteer, but this volunteer capacity is often not taken up by third sector partners looking to support digital inclusion.
- 46 100% Digital Leeds, Leeds Community Foundation, Voluntary Action Leeds and Leeds Digital Ball, are hosting a round table event to explore the issue. The event will bring together representatives from across the digital and third sectors with the aim of developing an approach for brokering and delivering effective digital volunteer partnerships. The event will be an opportunity to have open and honest discussions about the needs of both sectors, what good volunteering to support digital inclusion looks like, and connect those that have capacity and expertise with the organisations that need it the most.

47 As part of the city's UK Shared Prosperity Fund (UKSPF) activity plan, 100% Digital Leeds has been allocated funding to increase digital inclusion in communities. The team will work with LCF and use Leeds Digital Inclusion Fund to create a grants scheme that organisations can bid into. The team will also use UKSPF funding to appoint a Digital Inclusion Officer, employed and line-managed by a third sector organisation that specialises in tackling poverty. The role will be matrix-managed by the 100% Digital Leeds team. The Officer will implement the 100% Digital Leeds approach to increasing digital inclusion, with a specific focus on people and communities living in poverty or on low incomes.

48 **Kate Hainsworth, Chief Executive, Leeds Community Foundation:** *"We find it so valuable to work with 100% Digital Leeds. Their knowledge of community organisations, and the practical support and advice they offer, is helping to make Leeds a more digitally inclusive place for everyone who lives here. This makes them the perfect partner for Leeds Community Foundation and our work around digital inclusion. As well as receiving grant funding, community organisations also have access to 100% Digital's support to help them progress their digital inclusion activities in ways that work for them, and the people in their communities."*

Leeds arts in care homes digital inclusion programme

49 In September 2022, 100% Digital Leeds and the [Arts and Culture Digital Inclusion Network](#) curated a week-long [programme of free creative workshops](#) aimed at care home residents in celebration of [The National Day of Arts in Care Homes](#), a national event that takes place each year.

50 14 arts organisations hosted a total of 24 workshops over the course of five days. Over 20 locations providing care engaged with the series, with many attending multiple workshops. Some virtual workshops were attended by as many as 10 different care settings. The programme included interactive workshops on music, dance, embroidery, and more, delivered by organisations such as Opera North, Ascendance, and Hyde Park Picture House, incorporating such activities as movement, games, and reminiscence.

51 With growing technological advancements, it is increasingly important that care settings have access to equipment and connectivity, and staff have the required digital skills and confidence to engage with the digital world. This programme gave care staff the opportunity to develop their skills and confidence and understand the ease and practicality of using digital tools to bring external activity into care settings, thereby supporting the 100% Digital Leeds priority of [developing digital inclusion in care home settings](#).

52 Care settings and arts organisations are keen for the programme to return this year. The cross-sector steering group has been reconvened to take this forward and launch events are planned for May 2023, coinciding with Creativity and Wellbeing Week, Dementia Action, and Age of Creativity Festival month. 100% Digital Leeds is partnering with Yorkshire Dance and other partners to develop an arts and creativity event for Care Homes Activity Coordinators. This will be a practical and engaging face-to-face session highlighting the offers of the city's arts organisations and will launch the September programme to care staff. 100% Digital Leeds will also host a webinar aimed at arts organisations interested in contributing to the programme. This will share key information about the offer and process, including highlighting potential funding opportunities for arts organisations.

53 **Iria Cunha, Wellbeing Development Manager, Springfield Care Villages:** *"Having the support of 100% Digital Leeds has been fantastic for our care homes. Not only support but also encouragement and excitement to use more digital resources in creative ways. This benefits not only residents' connections with the community and their families, but also digital inclusion for staff, increasing their motivation and confidence with digital resources. The 100% Digital Leeds team are always available, approachable, open to suggestions, pro-active, and bringing new*

ideas. We look forward to working together to develop our digital inclusion offer, which is having such a positive impact for our care homes.”

Increasing digital health participation – Digital Health Hubs

- 54 100% Digital Leeds is working with the Local Care Partnerships (LCP) Development Team to roll-out their community-based approach to support [digital inclusion for improved digital health participation](#). The approach was developed and evaluated with Beeston and Middleton LCP and refined with York Road LCP. It is now being rolled-out to LCP areas across the city over the next 18 to 24 months. The staged implementation plan is supported by £200,000 Health Inequalities funding from the NHS which will boost third sector capacity to increase digital inclusion and digital health participation.
- 55 Investment is being used to build the digital inclusion infrastructure across LCP areas. Organisations including Carers Leeds, Bevan Healthcare and The Old Fire Station have already benefitted from a combination of better connectivity, more equipment and increased staff capacity. Organisations in the HATCH, Woodsley and Holt Park, and Central LCP areas will also benefit from the funding. In York Road LCP, and Woodsley and Holt Park LCP, the funding is being used to appoint additional digital inclusion officers hosted by a third sector organisation. Those roles will work to build the digital inclusion capacity of organisations across the LCP area, and will be matrix-managed by the 100% Digital Leeds team.
- 56 The 100% Digital Leeds and LCP teams are supporting organisations at the heart of communities to become Digital Health Hubs. These are places where service users can learn how to access relevant information and self-management tools to improve their health and wellbeing. Digital Health Hubs involve closer cooperation between health and care services and organisations working with specific demographics with poorer health outcomes. They tie digital inclusion and health literacy together and are as much about supporting improved health and wellbeing as they are about supporting people to have the skills, confidence, motivation, and connectivity to do more with digital.
- 57 As well as supporting organisations on their journey to becoming a Digital Health Hub, the 100% Digital Leeds and LCP teams deliver workshops for staff from health and care services. They also organise Digital Health Hub network meetings to bring the organisations together to share learning, improve signposting, and raise awareness of the digital inclusion support in a place. To make signposting even easier for clinical staff and other health and care staff in the area, the 100% Digital Leeds team works with the organisations to create a flyer for each LCP area. Examples of these flyers are included at **Appendix 2**.
- 58 The aims of this work include:
- More organisations engaged with the 100% Digital Leeds and LCP programmes.
 - More staff in the community trained to understand digital inclusion and digital health, designing and delivering interventions that benefit the community.
 - More resource brought into the area to tackle barriers to digital inclusion.
 - Improved links between healthcare providers and local organisations across all sectors.
 - Improved third sector knowledge of health and care pathways and systems, enabling organisations to better support their service users to access health and care provision.
 - Improved awareness of, and signposting to, digital inclusion support in the community.
 - More residents benefiting from these interventions and improving their health and wellbeing.
- 59 This work has attracted national attention and from April 2023 it will be the subject of a research project led by researchers from University College London. More information at **Paragraph 86**.

Leeds Community Healthcare Trust

60 The 100% Digital Leeds team has continued to develop their partnership with Leeds Community Healthcare Trust (LCH) in response to the success of [LCH's Digital Champion Network](#). This is a Trust-wide network including colleagues ranging from senior strategic roles to frontline clinicians. They ask questions, share ideas and equip each other with new digital skills. 100% Digital Leeds is helping to embed digital inclusion within LCH's strategy and working with LCH's business units to determine the best approach for each team in relation to digital inclusion.

61 The key areas in which 100% Digital Leeds is working with LCH include:

- LCH as a key partner within the rollout of [Digital Health Hubs](#) and working with LCPs.
- Engagement with LCH Weight Management service to support patients to access online information and support.
- LCH Respiratory team working with 100% Digital Leeds to embed digital inclusion within the Pulmonary Rehab programme and the rollout of myCOPD.

62 **Thea Stein, Chief Executive, Leeds Community Healthcare Trust:** *"We really value our partnership with the 100% Digital Leeds team. We know, without a shadow of a doubt, that because of our partnership and their involvement in our work more people are able to access the health care we provide in ways that work for them. They are an invaluable part of our team, and the work they have done with us spans all of our services. They are an essential part of Team Leeds and a tangible manifestation of this city's commitment to improve the health of the poorest the fastest."*

LCH and Primary Care Student Nurse Programme

63 100% Digital Leeds partnered with LCH's Senior Practice Learning Facilitator to include a digital inclusion strand within the Leeds Primary Care Leadership Placement. In the first structured learning week of the placement, 100% Digital Leeds delivered an interactive training package to the student nurses. The session provided them with:

- Greater insight and understanding of digital inclusion/exclusion.
- Tools they could use to explore barriers and challenges, such as motivational interviewing and coaching techniques.
- Resources to support them to signpost/refer service users who identify they would like help to become more digitally included.

64 For the remaining 11 weeks of the placement, the students led on three NHS Health Check Clinics per week in the general practice setting within the LS25/26 PCN and spent time in a community setting. Here they had the opportunity to build relationships with a diverse population group, enabling them to have meaningful conversations about digital health. They took a person-centred approach and raised awareness of ways in which people could use digital tools to manage their health and wellbeing and engage with health services. They also had positive conversations about digital, promoted the benefits that digital tools could bring, and signposted to support.

65 The students have embedded digital inclusion into their placements and used their new knowledge and skills to support people to order prescriptions online and to access health and wellbeing websites and apps. The students built trusted relationships with service users which helped them to have impactful digital inclusion conversations. Many people they engaged with were unaware of the digital tools available to them to support their health and wellbeing and had a lack of confidence around digital. The students showed people the tools and increased their confidence and skills by demonstrating the benefits of digital.

66 The Leeds Primary Care Student Leadership Placement Pilot will be fully evaluated and written up for the British Journal of Community Nursing. The project has been shortlisted in the Student Placement of the Year category in the Student Nursing Times Awards 2023.

Leeds Teaching Hospitals Trust

67 The 100% Digital Leeds team has developed a strong partnership with Leeds Teaching Hospitals Trust (LTHT), positioning digital inclusion within LTHT's strategy and outlining key opportunities to embed digital inclusion within LTHT's existing programmes to improve digital health participation, reduce health inequalities and support the NHS 'digital first' agenda.

68 The key areas in which 100% Digital Leeds is working with LTHT include:

- The city-wide rollout of [LTHT Patient Hub](#), the new digital platform to support patients engaging with LTHT. This is increasing the number of patients able to use Patient Hub and reducing telephone calls to the hospital teams.
- LTHT as a key partner within the [100% Digital Leeds community-based approach to digital inclusion](#), including digital inclusion awareness training for LTHT staff to improve digital inclusion conversations with patients, signposting and raising awareness of digital tools.
- Digital inclusion integrated within the plans for the [Hospitals of the Future](#) project. The 100% Digital Leeds team is engaging with the strategic leadership team and integrating digital inclusion into the plans.
- Digital Inclusion embedded within the community health and connectivity self-care choice hub project. 100% Digital Leeds is a key stakeholder in the development and rollout of this new project which will increase digital health participation for South Asian communities.
- 100% Digital Leeds represented within the [Leeds Health and Social Care Hub](#), supporting digital inclusion alongside the acceleration of digital tools.

69 **Kirstin Blackwell, Deputy Director – Inclusive Co-Design, Thrive By Design:** *“The work that 100% Digital Leeds do across Leeds is such a valuable asset to our city. The holistic, person-centred and community driven approach that the team advocate for really is exemplary. As an NHS partner supporting work locally and in other regions across the country, it is important to us to share practice that is making an impact. Partnering with 100% Digital Leeds to share their extensive experience is always such a benefit to others who may be at different stages in their journey, from understanding how digital exclusion affects people through to designing more inclusive services and supporting more equitable access to our health and care system. The team’s passion and knowledge always shine through and inspire others about what can be achieved – putting Leeds on the map as a city that is leading the way with digital inclusion support for our communities.”*

How does this proposal impact the three pillars of the Best City Ambition?

Health and Wellbeing

Inclusive Growth

Zero Carbon

70 All of the work outlined in the report plays a key role in achieving the Council's ambition to build a compassionate city, tackle poverty and reduce inequalities. Digital inclusion is an enabler to help services and communities achieve a wide range of ambitions and outcomes. Digital inclusion and 100% Digital Leeds are referenced in numerous council strategies including the Best City Ambition, Better Lives Strategy, Living with Dementia in Leeds Strategy, Inclusive Growth Strategy, Future Talent Plan, Leeds Housing Strategy, and the refreshed Health and Wellbeing Strategy. Digital inclusion and digital skills are also two of the foundations on which the city's Digital Strategy is built.

What consultation and engagement has taken place?

Wards affected:

Have ward members been consulted? Yes No

- 71 The 100% Digital Leeds approach brings together key partners to design digital inclusion interventions based on the needs of a particular community. This could be a geographical community such as a ward or a Local Care Partnership area, or a community of interest such as unpaid carers, older people, or people with learning disabilities. Partners are brought together to co-produce bespoke solutions, building partnerships and bridges between services and organisations that serve those communities. 100% Digital Leeds works with teams, services and organisations who have a deep understanding of the needs and the lived experiences of their service users. The digital inclusion interventions are embedded within existing support mechanisms around that community, taking a holistic and person-centred approach to ensure the solutions put in place are meaningful and adaptable to changing circumstances.
- 72 In all cases the team ensures consultation, engagement and collaboration are built into every stage of the 100% Digital Leeds approach to increasing digital inclusion across the city.

What are the resource implications?

- 73 Over the last three years, the 100% Digital Leeds team has brought an average investment of £1million per year into the city to increase the digital inclusion infrastructure across Leeds. In addition, teams and organisations are delivering services more efficiently and effectively, and people and communities are achieving improved outcomes as a result of digital inclusion.

What are the key risks and how are they being managed?

- 74 Risk management of individual projects is built into the way that the 100% Digital Leeds team works. Programme governance includes regular reporting to IDS SLT, other leadership teams and senior stakeholders, external funders, as well as annual reports to this Scrutiny Board.

What are the legal implications?

- 75 This is an information rather than decision-making report and therefore there are no legal implications arising from it.

Options, timescales and measuring success

What other options were considered?

- 76 The 100% Digital Leeds approach has been developed, defined and refined over the last six years. Through regular reporting to this Board, members have questioned, guided and supported the approach at every stage.

How will success be measured?

- 77 This report has illustrated some of the ways in which success is measured for the 100% Digital Leeds programme. The team has recorded other indicators that illustrate some of their activities over the last 12 months, including:
- **£1,005,312** funding secured for community organisations.
 - **2,381** subscribers to the 100% Digital Leeds Newsletter.

- **713** people attended 100% Digital Leeds events.
- **319** people attended 100% Digital Leeds Digital Inclusion Awareness workshops.
- **220** teams, services and organisations across all sectors worked with 100% Digital Leeds.

78 The 100% Digital Leeds team carried out a sample survey of 10% of the organisations they worked with over the last year. They asked organisations to report on the number of digital inclusion activities and interventions delivered across the city, and the number of people reached through those interventions. The organisations that took part in the snapshot survey represented a wide range of providers, including some with a citywide reach and those working in specific areas of the city. Some of the organisations that took part serve a general population and others specialise in working with specific communities of interest.

79 The survey showed that over the last 12 months across the 10% of organisations who completed the survey:

- **2,611** people were supported on 1-2-1 digital skills sessions.
- **2,162** people were supported on group digital skills sessions.
- **2,140** people experiencing data poverty received SIM cards with free calls, texts and data from Good Things Foundation's National Databank.
- **462** people borrowed a digital device from one of the lending schemes run by 15 of the organisations who responded to the survey.

80 Over **7,000** people were directly supported by just 10% of the organisations that 100% Digital Leeds worked with last year. When added to the work of the 90% of organisations who did not complete the survey, these figures show the scale of the 100% Digital Leeds programme. Every year, tens of thousands of people across Leeds are supported to increase their digital inclusion.

81 The 100% Digital Leeds team has published a series of Partner Profiles to illustrate the varied ways in which 100% Digital Leeds works with individual organisations. The articles show the positive impacts for the organisations, and the people and communities they support. Profiles include:

- [Belle Isle Senior Action](#)
- [Canal Connections](#)
- [CHANFOB](#)
- [Holbeck Together](#)
- [Leeds Libraries](#)
- [Leeds 2023](#)
- [Meanwood Valley Urban Farm](#)
- [The Old Fire Station](#)
- [Turning Lives Around](#)
- [Your Back Yard](#)

82 Testimonials from some of these Partner Profiles and other organisations working with the 100% Digital Leeds team are included at **Appendix 3**.

83 **Appendix 4** shows the full range of organisations that 100% Digital Leeds worked with over the last 12 months.

- 84 At a population and programme level, it is more difficult to evidence the improved outcomes experienced by people as a result of increased digital inclusion. The 100% Digital Leeds team is working with academic researchers to evaluate different aspects of the digital inclusion programme. Funding has been secured to carry out three research projects over the next 12 months:
- 85 **A hybrid future? A mixed-methods study to explore how voluntary and community sector organisations could combine in-person and digital service delivery for adults with learning disabilities and/or autism.** This research will examine how voluntary and community sector organisations use technology like videoconferencing, instant messaging and social media as well as, or instead of, face-to-face activity to provide services to adults with learning disabilities and/or autism. The work will be led by the Research Fellow, Centre for Health Promotion Research, School of Health, Leeds Beckett University.
- 86 **The Digital Health Inclusion Project: Exploring whether community-based digital health inclusion programmes contribute to tackling health inequalities in disadvantaged population groups.** This research will include qualitative interviews to explore the experiences of service users, staff, volunteers and stakeholders of community-based digital inclusion providers. This will include exploring views and experiences of digital inclusion programmes, which components are helpful/unhelpful and why, barriers and facilitators to engagement and access, and perceived impacts on health and wider social outcomes. The work will be led by the NIHR Clinical Lecturer in Primary Care, University College London eHealth Unit, Department of Primary Care and Population Health. This is a national study with researchers from UCL and the University of Southampton. Funding is also available to recruit a Research Assistant, and this job opportunity has been shared across the 100% Digital Leeds network.
- 87 **Co-producing a Theory of Change and evaluation framework for local authority-led, city-wide digital inclusion programmes.** 100% Digital Leeds identified funding and invited the digital inclusion lead at Coventry City Council to join this research project. The aim of the research is to understand how two city-wide programmes led by local authorities (100% Digital Leeds and #CovConnects) contribute towards addressing digital inequality at a city-wide level and how this impact can be measured. A common Theory of Change and evaluation framework will be developed and tested collaboratively with local and national stakeholders. The project will improve understanding of the complexity of such programmes, supporting local and national government to design, implement, and evaluate more effective city-/region-wide digital inequality interventions. Learning will be shared with different policy, practice, and academic audiences via a range of tailored outputs. The work will be led by the Research Fellow, Centre for Health Promotion Research, School of Health, Leeds Beckett University.
- 88 The results of these research activities will inform the development of the 100% Digital Leeds programme. They will also be shared in the next 100% Digital Leeds report to this Board.
- 89 Leeds City Council and 100% Digital Leeds are also part of a longer-term, national research project, the INCLUsive Digital Economy Network+ (INCLUDE+). This programme will address the lived and structural inequalities of digital society. Responding to the urgent call of the 'Beyond Digital' Parliamentary report, the research team will ask how social and digital environments can and should be built, shaped and sustained in ways that enable all people to thrive. The five-year programme of activities (2022 – 2027) will build a knowledge community around (in)equalities in digital society that will comprise industry, academia, the public and third sectors in response to the UKRI Equitable Digital Society theme.

What is the timetable and who will be responsible for implementation?

- 90 The 100% Digital Leeds programme is ongoing, led by a permanent team within the Integrated Digital Service. Some projects within the wider 100% Digital Leeds programme have their own timelines.
- 91 The 100% Digital Leeds team leads digital inclusion for the city. The team articulates the vision, provides strategic leadership, drives the digital inclusion agenda, and is responsible and accountable for all aspects of the 100% Digital Leeds digital inclusion programme. Governance is provided by IDS Senior Leadership Team and other boards and stakeholders as appropriate. Scrutiny and oversight are provided by this Board.

Appendices

- Appendix 1: 100% Digital Leeds working with Leeds Libraries
- Appendix 2: Signposting leaflets for Digital Health Hubs
- Appendix 3: Testimonials from organisations working with 100% Digital Leeds
- Appendix 4: List of organisations that 100% Digital Leeds worked with last year

Background papers

- None

Appendix 1: 100% Digital Leeds working with Leeds Libraries

100% Digital Leeds are:

- the strategic leads for digital inclusion for the city
- working with 200+ teams, settings and organisations across the council, third sector, and health and care
- increasing community capacity to build sustainable interventions and embed digital inclusion within services and organisations across Leeds

Leeds Libraries are:

- the main council delivery partner for the 100% Digital Leeds programme
- delivering digital inclusion activities and digital skills sessions in Libraries and Community Hubs across the city

100% Digital Leeds has invited Leeds Libraries to participate in a number of workstreams within their digital inclusion programme.

Workstream	100% Digital Leeds working with Leeds Libraries
Digital Health Hubs (DHHs)	100% Digital Leeds leads the development of a citywide network of DHHs. The team works with the Local Care Partnership Development Team, Primary Care, Leeds Community Healthcare, third sector organisations and more. Leeds Libraries have been part of every phase of the DHH rollout to date. Libraries are represented on the DHH network meetings hosted by 100% Digital Leeds and feature on all of the publicity designed by 100% Digital Leeds. 100% Digital Leeds successfully applied for NHS Health Inequalities funding and signposted Libraries to a funding opportunity from Health Education England. Libraries secured £10,000 from this fund to support the development of DHHs and the digital health offer across the library service.
Arts and Culture Digital Inclusion Network	A strategic partnership between 100% Digital Leeds and arts@leeds and over 100 individuals from the arts and culture sector. The network supports arts and culture professionals to make the move to digital delivery by sharing learning and resources, helping artists and organisations embrace digital innovation whilst continuing to keep programming as accessible and inclusive as possible. Leeds Libraries were invited to attend the quarterly meetings and to host one of the meetings at Leeds Central Library, showcasing their offer to other arts organisations and professionals. 100% Digital Leeds worked closely with Leeds2023 to develop, deliver and promote a series of practical workshops aimed at supporting engagement with upcoming programming. Libraries are now hosting a number of the main LEEDS2023 workshop series in their venues across Leeds.

Workstream	100% Digital Leeds working with Leeds Libraries
Tablet lending scheme	The tablet lending scheme is managed by Leeds Libraries, with hundreds of iPads available to borrow by individuals and organisations. 100% Digital Leeds worked with IDS colleagues on a Procurement exercise to move the tablet lending scheme onto a more robust and cost-effective contract. IDS now manage all elements of the new contract, reducing the administration and workload for library colleagues. 100% Digital Leeds regularly signposts organisations to the tablet lending scheme in Libraries.
Arts in Care Homes Day	100% Digital Leeds curated a week-long programme of activity that took place between Saturday 24 September 2022 (national Arts in Care Homes Day) and Saturday 1 October 2022 (International Day of Older People). The project aimed to support care providers to bring more arts and culture activity into their settings by engaging remotely via digital. The project was led by 100% Digital Leeds with a cross-sector steering group made up of people working across the public, cultural, wellbeing, and care sectors. Leeds Libraries were invited to be part of that steering group and they contributed library activities to the Arts in Care Homes Day programme. This enabled Libraries to showcase their offer to colleagues across the Arts and Culture Digital Inclusion Network, Leeds Arts Health and Wellbeing Network, and Leeds Care Delivery Services. Feedback and quotes from Libraries were included in feedback given to NAPA, the National Activity Providers Association. NAPA is the UK's leading activity and engagement charity supporting care services to prioritise wellbeing and promote activity, arts, and engagement. A Leeds case study was included in their national evaluation report.
Older People's Digital Inclusion Network	Co-chaired by 100% Digital Leeds and Leeds Older People's Forum, this is a citywide network of organisations that support and work with older people. It gives organisations the opportunity to collaborate, share best practice, and work together to develop inclusive, person-centred approaches to support older people with digital inclusion. Leeds Libraries were invited to be part of the network to share learning, insights and resources. The network helps organisations to better support their service users to use digital, working in partnership to increase understanding and capacity, and embedding digital inclusion within their services. 40+ organisations are currently part of the network. With support from 100% Digital Leeds, 14 organisations have recruited a digital inclusion worker within their organisation, others have developed device lending schemes with data for their digitally excluded members, and over £500,000 funding has been secured to build resource and capacity to support digital inclusion for older people in Leeds.

Workstream	100% Digital Leeds working with Leeds Libraries
Good Things Foundation National Databank	100% Digital Leeds supports organisations across the city to register with the National Databank so they can give SIM cards with free calls, texts and data to their members. In Leeds, this work started with the Community Calling scheme delivered by 100% Digital Leeds during 2021. Over 2,000 SIM cards have been gifted to date. Leeds Libraries have registered with the Databank and are gifting SIMs to people in communities across Leeds. 100% Digital Leeds connected library colleagues to some of the 100% Digital Leeds partner organisations so that Libraries could gift their SIMs to a wider audience.
Signposting and referral	100% Digital Leeds promotes Leeds Libraries' digital inclusion offer through the 100% Digital Leeds newsletter, the 100% Digital Leeds website, and on social media. The team include the library offer in presentations to partner organisations as part of the 100% Digital Leeds Digital Inclusion Awareness workshops.


Appendix 2: Signposting leaflets for Digital Health Hubs

Support with digital: Beeston and Middleton Local Care Partnership

Digital Health Hubs are local community spaces with friendly people who can help you to get online and build your digital skills and confidence. Try the tools that can make it easier for you to manage your health and wellbeing and engage with the NHS in the way that works best for you.

100%
Digital
Leeds

July 2022

	Contact details					Wifi		Equipment		Digital skills		
	Centre name	People	Address	Phone	Website and email address	Wifi on site	4G data gifting	For use on site	To loan	One-to-one by appointment	Timetabled group sessions	In home
Beeston Village Community Centre	Everyone	Beeston Park Pl LS11 8DQ	0113 271 7231	www.healthforall.org.uk raquel.greenwood@healthforall.org.uk	✓		✓	✓	✓	✓	✓	✓
Belle Isle Senior Action	Older people	Broom Crescent LS10 3JN	0113 277 8208	Belleisle.org.uk info@belleisle.org.uk	✓	✓	✓	✓	✓	✓	✓	✓
Belle Isle Tenant Management Organisation	Everyone	Aberfield Gate LS10 3QH	0113 378 2190	www.belleisletmo.co.uk gate@belleisletmo.co.uk	✓	✓	✓	✓	✓	✓	✓	✓
Beeston Community Hub and Library	Everyone	Town Street LS11 8PN	0113 378 5005	www.leeds.gov.uk/community-hubs libraryenquiries@leeds.gov.uk	✓		✓		✓	✓		
Dewsbury Road Hub and Library	Everyone	Dewsbury Rd LS11 6PF	0113 378 5005	www.leeds.gov.uk/community-hubs libraryenquiries@leeds.gov.uk	✓		✓		✓	✓		
Cranmore and Raylands Community Centre	Everyone	Cranmore Dr LS10 4AW	07432 702911	www.healthforall.org.uk martin.brennan@healthforall.org.uk	✓		✓	✓	✓	✓	✓	✓
Hamara Healthy Living Centre	Everyone	Tempest Rd LS11 6RD	0113 277 3330	www.hamara.org.uk admin@hamara.co.uk	✓	✓	✓	✓	✓	✓	✓	✓
Holbeck Community Centre	Everyone	Elland Road LS11 0AB	07535 960784	www.healthforall.org.uk carol-ann.reed@healthforall.org.uk	✓		✓	✓	✓	✓	✓	✓
Holbeck Together	Everyone	Domestic St LS11 9NS	07535 960784	www.holbecktogether.org admin@holbecktogether.org	✓	✓		✓	✓	✓	✓	✓
Hunslet Community Hub and Library	Everyone	Waterloo St LS10 2NS	0113 378 5005	www.leeds.gov.uk/community-hubs libraryenquiries@leeds.gov.uk	✓		✓		✓	✓		
MHA Communities South Leeds	Older people	Old Lane LS11 8AG	0113 271 6201	www.mha.org.uk southleeds@mha.org.uk	✓			✓		✓		
Middleton Elderly Aid	Older people	Acre Road LS10 4LF	0113 272 1050	middletonelderlyaid.org.uk info@middletonelderlyaid.org.uk	✓		✓	✓	✓	✓	✓	✓
Middleton Family Centre	Families	Sissons Rd LS10 4JG	0113 276 2386	www.healthforall.org.uk info@healthforall.org.uk	✓		✓	✓	✓	✓	✓	✓
St George's Centre Community Hub	Everyone	St George's Rd LS10 4UJ	0113 378 5005	www.leeds.gov.uk/community-hubs libraryenquiries@leeds.gov.uk	✓		✓		✓	✓		
Tenants Hall Enterprise Centre	Everyone	Acre Close LS10 4HX	0113 270 6903	www.healthforall.org.uk info@healthforall.org.uk	✓		✓	✓	✓	✓	✓	✓
The Watsonia Pavilion	Everyone	Cross Flatts Park LS11 7NA	07432 702911	www.healthforall.org.uk martin.brennan@healthforall.org.uk	✓		✓	✓	✓	✓	✓	✓

Telephone support from national partners

Citizens Online: 0808 196 5883: basic digital skills support, open to all.

AbilityNet: 0800 048 7642: over the phone or in home support for older people and disabled people of any age.

Support with digital: York Road Local Care Partnership

Digital Health Hubs are local community spaces with friendly people who can help you to get online and build your digital skills and confidence. Try the tools that can make it easier for you to manage your health and wellbeing and engage with the NHS in the way that works best for you.

100%
Digital
Leeds
July 2022

Burmantofts Community Hub and Library

Everyone
Rigton Lawn, LS9 7QA
0113 378 5005
www.leeds.gov.uk/libraries
libraryenquiries@leeds.gov.uk

Burmantofts Senior Action

Older people
75A Stoney Rock Lane, LS9 7TB
0113 248 9191
www.bsaleeds.org.uk
info@bsaleeds.org.uk

Cross Gates and District Good Neighbours

Older people
Station Road, LS15 7JY
0113 2606565
crossgatesgns.org.uk
admin@crossgatesgns.org.uk

Cross Gates and Whinmoor Community Hub

Everyone
Cross Gates Shopping Centre, LS15 8DT
07903 639 879
crossgatesgns.org.uk
cwcommunityhub@crossgatesgns.org.uk

Crossgates Library

Everyone
Cross Gates Shopping Centre
0113 378 5005
www.leeds.gov.uk/libraries
libraryenquiries@leeds.gov.uk

Halton Library

Everyone
273 Selby Road, LS15 7JR
0113 378 5005
www.leeds.gov.uk/libraries
libraryenquiries@leeds.gov.uk

The Old Fire Station

Everyone
Gipton Approach, LS9 6NL
0113 213 6813
www.theoldfirestationgipton.org.uk
reception@theoldfirestationgipton.org.uk

Recovery Hub @ East Leeds

Everyone
Seacroft Green, LS14 6JL
0113 378 2203
www.leeds.gov.uk/adult-social-care
recoveryhubeast@leeds.gov.uk

Richmond Hill Elderly Action

Older People
Long Close Lane, LS9 8NP
0113 248 5200
www.rhea-leeds.org.uk
info@rhea-leeds.org.uk

Seacroft Community Hub and Library

Everyone
Seacroft Avenue, LS14 6JD
0113 378 5005
www.leeds.gov.uk/libraries
libraryenquiries@leeds.gov.uk

Support available at each Digital Health Hub	Connectivity		Equipment		Skills support			Health support available
	Wifi on site	4G data gifting	For use on site	To loan for use at home	One-to-one by appointment	Timetabled group sessions	In home	
Burmantofts Community Hub and Library	✓		✓		✓	✓		Help to make the most of the internet to do things like: <ul style="list-style-type: none"> • Booking appointments • Managing prescriptions • Video consultations • Mental health support • Symptom checking • Managing your conditions Help using digital health tools such as: <ul style="list-style-type: none"> • NHS App • Leeds Hospitals Patient Hub • eConsult • Zoom & Teams • myCOPD • myHeart • Mindwell-leeds.org • My Pregnancy Notes
Burmantofts Senior Action	✓	✓	✓	✓	✓	✓	✓	
Cross Gates and District Good Neighbours	✓	✓	✓		✓	✓	✓	
Cross Gates and Whinmoor Community Hub	✓	✓	✓		✓	✓		
Crossgates Library	✓		✓		✓	✓		
Halton Library	✓		✓		✓	✓		
The Old Fire Station	✓	✓	✓			✓		
Recovery Hub @ East Leeds	✓		✓			✓		
Richmond Hill Elderly Action	✓	✓	✓	✓	✓	✓	✓	
Seacroft Community Hub and Library	✓		✓		✓	✓		
Telephone support	Help from national partners with trained volunteers.		Citizens Online: 0808 196 5883: basic digital skills support, open to all. AbilityNet: 0800 048 7642: over the phone or in home support for older people and disabled people of any age.					

Appendix 3: Testimonials from organisations working with 100% Digital Leeds

Sonny Garewal, CEO, Belle Isle Senior Action: “We are so grateful for the funding we have received. We have supported so many older people with digital, increasing their digital skills and confidence, and lots have taken their first steps online with our support. Working in partnership with 100% Digital Leeds and the Older People’s Digital Inclusion Network has been fantastic. It’s hard to imagine us as an organisation without this digital inclusion support now, as it’s such an integral part of our offer.”

Creative Technologist, LEEDS 2023: “At LEEDS 2023 we are letting culture loose across the city. These workshops are one of the ways we are supporting artists, creatives and organisations. Our aim is to give workshop participants the basic skills they need to begin experimenting and exploring their creative skills. It has been great to partner with 100% Digital Leeds on this programme to ensure that it reaches people across the city. We want to make sure that these workshops are open to everyone, and the overwhelming feedback is that we should run more.”

Kerri Walker, Senior Housing Support Worker, Turning Lives Around: “Our digital inclusion project worked really well, and we soon started to see really positive benefits. Staying in touch with friends and family, independently managing online journals and bidding on properties, taking pictures and doing artwork and all sorts. They looked after the equipment and followed the rules because they respected the staff and they respected the opportunity they were being given, and they respected the amount of trust we put in them. We’ve seen a massive decrease in antisocial behaviour and a huge increase in engagement. YouTube gives our clients access to the world. It’s made them so much more knowledgeable about the world. The internet has sparked such creativity and given people the space to follow their own interests. They’re learning off their own back, not because someone has told them to. It’s a massively positive thing.”

Fran Etherington, Development Manager, The Old Fire Station: “Folk come into the café because it’s a safe, warm space to be. We get a lot of people who are in quite severe difficulties. When the staff notice someone under stress they will go and chat to them and offer them a cup of tea and before you know it, in two weeks’ time, you’ll see that person at one of the groups, accessing support. It’s about starting a conversation where someone feels safe and welcome, and it might take them a few visits to open that door and have that conversation but, when they do, they feel comfortable doing it. 100% Digital Leeds has held our hands and supported us throughout our digital inclusion journey, helping us to develop all of our projects. From the conversations we need to have with the people who visit, trying to understand what we need to do, and how we’re going to do it. The support has been fantastic.”

Adam Ogilvie, CEO, Meanwood Valley Urban Farm: “The 100% Digital Leeds team alerted us to the Leeds Digital Inclusion Fund through which we have achieved £10,000 of funding to use with our HOOF group. This will enable us to buy equipment which will both benefit the lives of our members and also allow us to share the amazing experience of being on the farm with a much wider audience. The team have also helped us to promote our work to a wider audience and enabled us to build links with other groups offering opportunities for people with learning disabilities in Leeds.”

Sean Flannigan, Digital Inclusion Officer, Holbeck Together: “We have a fantastic partnership with 100% Digital Leeds, it’s great to see how much our digital inclusion offer has developed in the past two years. We are continuing to address the needs of our community and supporting them to overcome barriers to digital inclusion. We have seen the difference it’s made to so many people’s lives, increasing their social connections, their independence and their access to services and improving their health and wellbeing. We are looking forward to seeing what the next 12 month holds, and really value the support of 100% Digital Leeds.”

Appendix 4: Organisations that 100% Digital Leeds worked with last year

0-19 teams (LCH)	DWP	Leeds Health and Care Academy	Northern Ballet
AbilityNet	East Leeds Project	Leeds Hearing & Sight Loss Service	Novus
Active Leeds	Disability Hub (Leeds City Council)	Leeds Beckett University	OWLS
Access and Usability Group (Leeds City Council)	Drighlington Digital	Leeds Irish Health and Homes	One to One Development Trust
Advonet	East Street Arts	Leeds Mind	PAFRAS
Age UK	Emerging Futures	Leeds Care Delivery Service	Open Source Arts
Ahead Partnership	Emmaus Leeds	Leeds Older People's Forum	Opera North
Alzheimers Society	Engage Leeds	Leeds City College	People in Action
Applebox Company	Feel Good Factor	Leeds Community Healthcare Trust (LCH)	People Matters
Armley Helping Hands	Flourishing Families Leeds	Leeds Recovery College	Performance Ensemble
Arts and Minds	Forum Central	Leeds Refugee Forum	Public Health
Arts Council North	Forward Leeds	Leeds Health and Care Academy	Purple Patch Arts
Ascendance	Get Technology Together	Leeds Health Awareness Project	Pyramid of Arts
Artlink West Yorkshire	Getaway Girls	Leeds Society for Deaf and Blind People	Rainbow Junction
Arts Together	GIPSIL	Leeds Housing Options	RETAS
Aspire	GP Confederation	Leeds International Concert Season	Richmond Hill Elderly Action
Ascendance	Groundwork	Leeds South and East Foodbank	RJC Dance
Asha	Guide Dogs for the Blind Association	Leonard Cheshire	Salvation Army Morley
Aspire	HALO Project (Hamara)	Leeds Libraries	Scope
Association of Blind Asians	Hamara	Lighthouse Futures Trust	Seacroft Friends and Neighbours
AVSED	HAVA	Linking Leeds	RJC Dance
BAME Hub	Health For All	Leeds Playhouse	Sense
Barclays	Hippo Digital	Live Music Now	Shannon Trust
BARCA	Holbeck Together	Local Care Partnerships	Simon on the Streets
Basis	HOPE	Local Government Association	Slate Leeds
Belle Isle Senior Action	Hubbub	LS14 Trust	SmartWorks
Better Leeds Communities	Infinity Works	Leeds Teaching Hospital Trust (LTHT)	Solace
Bevan Healthcare	Kentmere Community Centre	Left Bank	Space2
BITMO	Health Partnerships Team	Meanwood Valley Urban Farm	Specialist Autism Services
Bramley Community Centre/Bramley Elderly Action	Healthwatch Leeds	Linking Leeds	St Anne's Resource Centre
Burmantofts Senior Action	Highrise Project	Mears Foundation	St George's Crypt
Café Leep	HMP Leeds	Mencap	St Giles Trust
Canal Connections	HMP New Hall	LYPFT Learning Disability Service	St Paul's Church (Ireland Wood)
Cardigan Centre	HMP Wealstun	Mafwa Theatre	St Vincent's Support Centre
Carers Leeds	HMPPS	Marks and Spencers Archive	STEP
Caring Together in Woodhouse and Litte London	Kirkstall Valley Development Trust	MHA Communities Horsforth	Swan Song Project
Catch 22	Homeless and Health Inclusion Team (LCH)	MHA Communities Rothwell	The Old Fire Station
CFO Activity Hub	Learning Partnerships	MHA Communities South Leeds	The Tech Ladder
CHANFOB	Housing Leeds	MHA Communities West Leeds	Three
Change Grow Live	Hyde Park Picture House	Middleton Elderly Aid	Thrive By Design
Chapel FM	Inc360	Mindwell Leeds	Together Women
Chapelton & Harehills Area Learning Project	Ingeus	Moor Allerton Elderly Care (MAECare)	Touchstone
Chapelton Citizens Advice	Leeds & District FA	Morley Digital	Trust Leeds
Children's Centres	Leeds Asylum Seekers' Support Network	Move Mates	Turning Lives Around
Clarion Housing	Leeds Autism Services	MindWell Leeds	Unity in Poverty Action
Compass St Johns	Leeds Beckett University	Nari Ekta	University College London
Complete Woman CIC	Leeds Care Delivery Service	Moortown Baptist Church	Unleashing Refugee Potential LEEDS
Connect in the North	Leeds Caring Hands	Neighbourhood Action in Farnley, New Farnley and Moor Top	Voluntary Action Leeds
Connecting Roma	Leeds Community Foundation	Net Garforth	WEA Worker's Educational Association
Constella OperaBallet	LEEDS 2023	New Wortley Community Association	West Yorkshire Community Chaplaincy Project (WYCCP)
Crossgates & District Good Neighbours Scheme	Leeds and York Partnership Foundation Trust (LYPFT)	Oblong	WISE
Damasq	Leeds Arts Health and Wellbeing Network (LAHWN)	OPAL	Women's Health Matters
DAZL	Leeds Creative Aging Forum	Opera North	Yorkshire Dance
Deafblind UK	Leeds Food Aid Network	Otley Action for Older People	YourBackyard
Diabetes Team - LCH	Leeds GATE	Our Way Leeds	Zest for Life

Local Flood Risk Management Strategy – Annual Scrutiny Review

Date: 5th April 2023

Report of: **Executive Manager- Flood Risk and Climate Resilience**

Report to: **Infrastructure, Investment & Inclusive Growth Scrutiny Board**

Will the decision be open for call in? Yes No

Does the report contain confidential or exempt information? Yes No

Brief summary

Under the Flood & Water Management Act 2010, Leeds City Council as the Lead Local Flood Authority for Leeds is required to have a Local Flood Risk Management Strategy (LFRMS).

This report examines the implementation of the Strategy over the last 12 months and provides a summary of the measures that are set out for the years ahead.

This report allows the scrutiny of the implementation of the Council's Local Flood Risk Management Strategy.

A comprehensive briefing is provided in Appendix one of this report.

Flood risk reduction and increased awareness and climate resilience supports all three pillars of the Best City Ambition – Health and Wellbeing, Inclusive Growth and Zero Carbon. The key outcomes of the strategy are related to improving the resilience of the City's infrastructure and the natural environment by reducing flooding and other risks from future climate change. Through reduced risk of flooding, businesses and jobs are protected in areas of flood risk which promotes inclusive growth and residents health and wellbeing (in particular mental health).

Recommendations

- a) That the Board review the implementation of the strategy and provides comments to help inform its further development and be considered at the next strategy update due to take place in 2024.

What is this report about?

- 1 Under the Flood & Water Management Act 2010, Leeds City Council as the Lead Local Flood Authority is required to have a Local Flood Risk Management Strategy (LFRMS). This report examines the implementation of the Strategy over the last 12 months and provides a summary of the measures that are set out for the years ahead. This also allows the scrutiny of the implementation of the Council's Local Flood Risk Management Strategy. A more detailed review of FRM activities is included as Appendix 1.

What impact will this proposal have?

- 2 The report will provide an update to the Board on the implementation of the Local Flood Risk Management Strategy along with an opportunity for Board members to provide comment and scrutiny.

How does this proposal impact the three pillars of the Best City Ambition?

Health and Wellbeing

Inclusive Growth

Zero Carbon

- 3 Ongoing work to reduce the risk of flooding is a key activity within sustainable infrastructure and reflects the councils 2019 declaration of a climate emergency and its intention to work towards being a carbon net zero city by 2030. Delivery of the LFRMS will help to reduce the impacts of flooding and therefore deliver managed adaptation to the future impacts of climate change. In delivering the capital programme for flood alleviation the carbon impact of these schemes is considered and we promote lower carbon solutions. Prevention of flooding also positively impacts carbon emissions by avoiding the need to rebuild, repair and refurbish properties impacted by flooding, we are able to demonstrate this using carbon calculator tools developed with the Environment Agency.

Inclusive Growth is promoted by the prevention and amelioration of flooding to properties and businesses and the resilience of the city to flooding is enhanced. Business is confident that its property will be protected, are encouraged to remain and invest. The increased resilience of infrastructure networks and structures also supports inclusive growth.

The threat of and experience of flooding can impact on peoples mental health and general health and wellbeing, schemes to prevent flooding can have a very positive impact on improving peoples mental health by enhancing peoples ability to feel safe in their home and not under threat of flooding.

What consultation and engagement has taken place?

Wards affected: ALL

Have ward members been consulted?

Yes

No

4. A wide consultation was carried out for the adoption of the Strategy. Further local consultation and engagement has been undertaken across the flood risk management service from the development control functions, day to day investigations, the maintenance of our flood risk assets, to the specific events and updates undertaken by the Strategy and New Works team in relation to the Flood Risk Management Capital Programme. Further information on the service can be found at [How we are reducing flood risk \(leeds.gov.uk\)](https://www.leeds.gov.uk/how-we-are-reducing-flood-risk) .

Strategy and New Works: undertake a wide range of consultation and engagement with those residential properties and businesses directly impacted by flooding, ward members, stakeholders and the general public (including raising awareness of flooding issues). Each scheme develops a consultation plan which identifies key stakeholders and a programme of engagement/ consultation so that ward members and communities can input and have visibility of the scheme as it evolves. This has involved the utilisation of the Commonplace website which allows consultees to have transparency of the engagement. An example of this was on the Wortley scheme last year which enabled consultation on a range of flood risk scheme options. And we have summarised the response in a newsletter circulated in January 2023.

This past year has involved

- Educational events with schools: including working with the EA to deliver presentations to two Otley schools, using funding from the Department for Education.
- Briefings and meetings on flood schemes to the Executive Member and local councillors.
- Newsletter updates to local councillors and residents in 2023 include Otley, Potternewton, Farnley Wood Beck, Wortley and Meanwood.
- Online Consultation for Wortley (August 2022) using the commonplace map tool 105 comments and 76 agreements captured.
- Monthly update for key stakeholders on the FAS2 project – which includes relevant ward members, both through newsletters and social media.
- Senior Stakeholder visits to the city from around the country to learn from recent schemes for example the Otley FAS (March 2022).
- Schemes were nominated for awards and Otley has seen success both in award wins and being successfully utilised in a flood event- <https://news.leeds.gov.uk/news/recently-completed-otley-flood-alleviation-scheme-wins-civil-engineering-award>
- Filming with residents benefitting from Otley FAS (March 2022) <https://www.youtube.com/watch?v=d9E6ape-mao>
- Upcoming engagements in the next year for Sheepscar Beck, Thorner NFM, Farnley Wood Beck NFM, Wortley and Meanwood.

FRM Development Control: Are a statutory consultee on planning applications and work closely with Planning and local councillors on planning application issues. Including working with local councillors across the district offering advice on a wide range of issues and planning applications including highway drainage issues associated with residential development, car park flood warning signs and the maintenance and operation of above ground SuDS. Advice on surface water discharge, drainage hierarchy, and minimum DC standards and enforcement issues. The team also manage and engage with our equivalents from the other WY LLFA's as part of a Development Control network group to advise and support work across West Yorkshire. These are normally quarterly meetings, but with the impending implementation of Schedule 3 of the FWMA 2010 they are now meeting monthly to share information, guidance and advice. The Strategic Flood Risk Assessment was also part of the Leeds wide local plan consultation and the Environment Agency have been extensively consulted and engaged with as part of that process.

Investigations and Maintenance: Are both very actively engaged with local Councillors, MPs, residents and businesses on the reporting of flooding issues (which are often related to Highways or Yorkshire Water) either via email, round table discussions or meetings on site.

What are the resource implications?

- 5 The implementation of the LFRMS will continue to have an impact in the Council's revenue budgets but the LFRMS will ensure that any expenditure is prioritised. Furthermore, it will allow stronger cases to be built for future externally funded grant applications. A case has been made to the Strategic Investment Board for capital funding which has been shown to attract external funding at a rate of at least 1 to 7 (for every £1 of the council capital funding we have attracted at least £7 of external funding).

What are the key risks and how are they being managed?

- 6 **The Strategy allows the Council to prioritise its work on Flood Risk, leading to reduced overall risk of flooding.**

The Significant Risks identified are:

- Financial pressures on the Flood Risk Management Revenue Account and wider Council and how this may impact on future service levels.
- Shared Corporate risk of not being a net zero carbon city by 2030
- Impact of changing climate risk, flooding is the greatest climate risk the city faces
- Recruitment and retention of skilled technical staff

What are the legal implications?

- 7 The F&WM Act places a requirement on Leeds to prepare and manage the LFRMS. The Act requires Scrutiny of the Council's activities in this area.

Options, timescales and measuring success

What other options were considered?

- 8 This is not a decision report and so consideration of other options was not required.

How will success be measured?

- 9 Eight key monitoring indicators are used in the Flood Risk Management Strategy and are listed below and are reported on in more detail in Appendix 2.

1. The number of measures in the 'List of Measures' which have been completed.
2. Are there active measures in the 'List of Measures' which cover each of the six 'Objectives for managing flood risk'?
3. Improving engagement on flood risk - How many public engagement events have taken place? (School events, flood action group meetings).
4. The number of new developments where Sustainable urban Drainage Systems (SuDS) have been installed? Such as, green corridors, rainwater harvesting, green roofs, land management (tree planting).
5. Are Property Flood Resilience (PFR) schemes reducing flood risk.
6. Number of Leeds City Council staff engaged in flood risk management activities.

7. Reliability of public transport – Number of Metro bus and train routes disrupted by flooding/drainage problems?

8. Is the LFRMS consistent with the plans and actions of partner organisations?

What is the timetable and who will be responsible for implementation?

10 The implementation of the LFRMS is a continuous process. The next refresh of the LFRMS is scheduled for 2024, preparation for commissioning that work will begin in 2023.

Appendices

Appendix 1 - Update on the LFRMS

Appendix 2 - Updated LFRMS Appendix C (i) Measures (2021/22)

Appendix 3 - FRM Incidents up to 2022

Appendix 4 - Equality, diversity, cohesion, and integration screening form

Background papers

- Leeds, Local Flood Risk Management Strategy 2018 Update.

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APPENDIX 1 – Local Flood Risk Management Strategy Update

1 Background

- 1.1 Following major floods during 2007, the Government set up the Pitt Review to look into the way flood risk management agencies dealt with such a major event. This review came up with 93 recommendations, which Government accepted.
- 1.2 A number of these recommendations needed legislation to give local authorities and agencies the necessary powers or duties and hence the introduction of the Flood & Water Management Act 2010 (F&WMA). One of these duties was for all Lead Local Flood Authorities (Leeds City Council for this area) to prepare a Local Flood Risk Management Strategy (LFRMS).
- 1.3 The Strategy was last refreshed and reviewed by Scrutiny Board (Sustainable Economy and Culture) in December 2018 and adopted by Full Council on 27th March 2019. And is due to be updated in 2024.

1.4 Leeds Local Flood Risk Management Strategy

The Strategy outlines the approach the Council and other agencies will take regarding flood risk management. The Strategy contains:

- a. The objectives for managing flood risk.
- b. The measures proposed to achieve those objectives.
- c. Timeframe for any measures.
- d. Costs and benefits of the measures and how they are to be funded.

Specific measures are contained in Appendix C of the Strategy, which have been updated regularly to ensure it is reactive to latest priorities.

Other actions that have been taken and continue to be taken are

- Ongoing maintenance of watercourses and flood alleviation features
- Partnership working with other key agencies, notably the Environment Agency (EA), West Yorkshire Combined Authority (WYCA) and Yorkshire Water (YW)
- Close working with impacted residents, businesses, local councillors and community flood groups to increase awareness of flood risk
- Develop and maintain a comprehensive register of flood risk features and assets.
- Investigate flooding events – where necessary producing a Section 19 Report. Under section 19 of the Flood and Water Management Act 2010 Leeds City Council has a duty to investigate flooding when it is deemed necessary and appropriate. The report is a public statement of the circumstances of a flood event and what parties have a role in managing the risks.
- Promote sustainable development – particularly regarding Sustainable urban Drainage Systems (SuDS)
- Support planning with determining the impact of development on flood risk and securing contributions from developers to support the delivery

of flood risk management measures. New developments in the city give us a great opportunity to better manage flood water and reduce the risk of flooding to the city, we will see improvements from new developments rather than pressures due to the strength of our planning legislation.

- The operation and maintenance of Leeds Flood Alleviation Scheme Phase 1 (LFAS1) and preparation for the handover of LFAS2 later this year
- Reservoir maintenance and management as well as the co-ordination of Reservoirs Act compliance work (inspections, plans and reporting)
- Preparation for the introduction of Schedule 3 FWMA, which focuses on SuDS including liaison with other LLFAs and Defra, and development work to design new governance and assurance frameworks for the anticipated SuDS Approval Body.
- Natural Flood Management: the Strategy and New Works team have procured a Leeds wide NFM mapping tool which will assist identification of NFM potential. NFM supports flood risk management measures by 'slowing the flow' and provides wider adaptation and mitigation measures by delivering habitat restoration and wider green infrastructure activities with a mix of benefits including carbon sequestration, biodiversity enhancement, water quality improvements and urban cooling. We have two NFM schemes proposed which are outlined in the report.
- Climate Resilience and Adaptation are emerging but key themes of both the councils response to the climate emergency and the Yorkshire & Humber Climate Commissions Climate Action Plan. The council are playing a leading role in developing programmes and plans that will enable local authorities to develop their priorities and work streams that will lead to increased climate resilience across the city and wider region. This included a council wide workshop on severe weather and climate adaptation risk planning held in December, there will be work for all services across the council to do following this and this work is being facilitated by a task group from Flood Risk Management, Resilience & Emergencies, Sustainable Energy & Air Quality and Intelligence and Policy services.
- West Yorkshire Flood Innovation Programme (FLIP): Five lead Local Flood Authorities in West Yorkshire have launched an innovative programme to make the region more resilient to flooding and climate change. The Environment Agency and West Yorkshire Combined Authority are also partners, they have support from local stakeholders including academic partners, community based groups, Third Sector organisations and Yorkshire Water. iCASP (at the University of Leeds) will also provide a scientific lead, ensuring the latest research is embedded into new techniques employed across the region and provide an evaluation framework. The council takes a leading role in managing the programme and plays directly into ongoing projects looking at developing new tools to assess Property Flood Resilience measures, the use of Smart technologies linking in with colleagues in IDS and the implementation of Schedule 3 as detailed above. You can [watch this short animation](#) for more information about WY FLIP

2 Major Storm Events

- 2.1 The past 12 months has seen long periods of dry weather leading to drought plans being put in to action by the Environment Agency and Yorkshire Water. That period did see 250 incidents reported and investigated by Flood Risk Management ranging in size and complexity. Storms in Feb 2022 did result in a flooding of areas across the city, with particular impacts being seen to the ongoing works and equipment in the river in connection to LFAS2. This was the third February in consecutive years where storms affected the Leeds District. The first two storms – Dudley (16-17/02/2022) and Eunice (18/02/2022 – were primarily wind events which brought a lot of debris down the watercourses onto the hotspots (grids) that we maintain. Storm Franklin (20-21/02/2022) was a rainfall event that impacted on the River Aire and caused flooding to properties and highways (the inner and outer ring roads were closed in places).
- 2.2 The experiences of the storms described above have demonstrated that the city is still vulnerable to a wide range of flooding impacts. A number of properties, roads and businesses were badly affected. The council is working closely with partner organisations, in particular the Environment Agency and Yorkshire Water, to deliver improvements to natural and engineered networks and to install new and improved flood alleviation measures. However more work is needed to address current and future flood risk and to mitigate the increasing impact of climate change.

3 Flood Risk Management team updates in 2022/23

- 3.1 Flood Risk Management undertake a wide range of flood risk activities ranging from advising on Planning applications and Planning/ flood risk policies, to the monitoring and data gathering of incidents, to the carrying out of investigations, implementing capital schemes and the maintenance of assets. The section below covers these activities in more detail.

FRM Asset Management Team:

- 3.2 In October of last year the Leeds Flood Alleviation Scheme has been operational to for five years to reduce flood risk in the city center. This was marked with a press release on the LCC website and a promotional video posted on YouTube and Twitter which included links to EA flood advisory material.
<https://www.youtube.com/watch?v=3ij-bPsBBnU>
- 3.3 During the period 1st April 2022 to 31st March 2023 (projected), the team undertook 2153 trash screen clearances (1st April 2020 to 31st March 2021 teams carried out 2260 trash screen grid clearances at flooding “hot spots”) and 136 routine beck inspections. Most clearances and inspections are part of planned maintenance routines but the numbers can fluctuate month to month and year to year when we experience storms and periods of very wet weather and we undertake reactive work to reduce flood risk. The team also carry out investigations, including 252 flooding incidents in the past year, 146 referrals which relate to a range of maintenance issues including grid, culvert, watercourse issues and beck inspections. 45 surveys were also carried out which includes tasks carried out on a recharge basis for other teams.

- 3.4 In response to flood incident reports and defects found from inspections we have carried out works to repair and clear damaged culverts and drainage assets. Reactive and planned maintenance is essential to managing flood risk and protecting residents and businesses. The team also maintain and inspect 11 flood alleviation schemes, the Leeds FAS1 scheme along with 2 Reservoirs, 23 SuDS schemes and 65 various other bodies of water have been undertaken in 2022/23. Surface water flood risk remains a complicated source of flooding to residents and businesses in Leeds. With the responsibility for assets and infrastructure that affect this spread across a number of council departments and other organisations, as well as also being privately owned in many places.
- 3.5 **FRM Data Systems Team:** A number of updates have been made to our data systems to improve recording and functionality of assets, hotspots and incidents and improve team understanding of flood risk.
- AMX is a new and fully integrated Asset management system which allows us to organise and inspect Leeds City Councils' flood defences and watercourses. It allows one-system to bring together our assets, hot spots (grids), inspections of assets, investigations, surveys and works referrals into one system.
 - Maprain provides useful data on forecast and actual rainfall events across the city, as well as historical evidence to support Highways when processing legal claims.
 - NAFRA2 New National Modelling (NNM) which reviewed the latest Surface Water modelling is now complete. FRM used local and specialised knowledge to ensure the outputs are represented correctly in well-known hotspots and added any completed FAS and culverts to the map to ensure these are taken into consideration with the modelled outputs. Which is utilised within planning application responses, incident investigations and scheme development.
- 3.6 **FRM Development Control:** Leeds City Council in their role as the Lead Local Flood Authority (LLFA) are a statutory consultee for all Major planning applications and pre-applications in relation to the management of surface water drainage. We are also the consenting authority for Works Affecting a Watercourse and determine applications made to us under the Land Drainage Act 1991. For the year-to-date (end of Quarter 3) Development Control have provided a bespoke response to a total of 1401 applications, with 482 of these being Major applications. There have also been 106 separate pre-applications responses. Over the course of this year the number of planning application consultations remains consistently high at between 150 – 170 per month, with approximately 1/3 being Major applications which require detailed review, considerable input, and in many cases re-consultation. To place this level of planning activity and LLFA consultation into context, Leeds LLFA provide comment to more Major application consultations than the other West Yorkshire LLFA's combined. In respect of consent applications, for the year-to-date the Development Control Team have determined 27 consent submissions, and provided detailed advice on 29 pre-submission enquiries.
- 3.7 FRM have also been jointly working with Planning to revise the current Strategic Flood Risk Assessment (SFRA) for Leeds. This is a critical element of the Climate Change Local Plan update and is in response to the declaration of the Climate Emergency. The revised SFRA will inform the review and revision of flood risk policies in the Local Plan update. However, the SFRA does has a broader

purpose and in delivering a robust depiction of flood risk across the district it informs policy, provides a more informed response to development proposals affected by flooding, and helps to identify and implement strategic solutions to flood risk providing the basis for possible future flood attenuation works. The Level 1 SFRA update remains on programme with progress to date including extensive consultations with the Environment Agency and a Public consultation on the Local Plan Update which ended 19th December 2022. Feedback is under review. Work will shortly be underway to scope the brief for the Level 2 SFRA and AECOM have been commissioned to undertake the necessary hydraulic modelling to support the Level 2 SFRA. It is expected that the final SFRA document will be published in the summer of 2023.

3.8 Additionally, there have been several major and upcoming policy changes with a

- Review of the current flood risk and drainage planning policies and the revisions proposed in association with the Local Plan Climate Emergency update. These include strengthening the use of SUDs to improve water quality and biodiversity.
- Re-draft of our current Minimum Development Control Standards for Flood Risk.
- The Government announced in early January 2023 a proposed consultation and review on how Schedule 3 of the FWMA 2010 will be implemented. This relates to a framework for the approval and adoption of sustainable drainage systems and could have considerable implications for the Flood Risk Service.

FRM: Strategy and New Works team:

3.9 Manage and deliver a range of capital schemes reflecting key flood risks, right from initial feasibility up to completion on site and handover to maintenance. The list below gives a summary of our key schemes in progress along with an update in Appendix C.

Capital Works Completed in 2021/22: In 2021/22, 2 major schemes and 1 minor scheme were completed:

3.10 **Otley FAS:** This £4.43m project to reduce flood risk from the River Wharfe in Otley with the background covered by the Otley FAS webpage which includes a copy of the latest newsletter and public updates on the scheme. The effectiveness of the scheme recently proved itself in the Spring 2022 See Video [link](#) of the residents feedback and the scheme effectiveness after a recent flooding event. The scheme was also recognised through an ICE Regional Award.

3.11 We also received additional Department for Education funding, as the scheme reduces the risk of flooding to the access route to two schools in Otley. This included the funding for some retrofitting of SuDS schemes (two schools) and provides the students with some education around flooding and what the scheme does to help reduce that risk. The educational work with Prince Henry's Grammar School took place on their global citizenship day (July 22) where LCC and EA colleagues inspired students about what they can do as citizens of the world to help reduce the risk of flooding and a presentation and site visit is planned with Ashfield Primary school.

3.12 **Farnley Wood Beck FAS:** this £1m scheme is to protect 15 properties at Old Close Cottingley from flooding (previous flooding events, most notably in 2005). The works completed in February 2023 have been to de culvert the watercourse between Old Road and Elland Road providing protection up to a 1 in 100-year flood event for these properties. The scheme is funded by local levy, FDGIA and

S106 funding. We are also looking at a next phase (outlined below) with a Natural Flood Management scheme to provide the climate resilience.

- 3.13 **Queen Street (St Aidan's):** In the late 2000's, three housing developments adjacent to St Aidan's Nature Reserve, discharged their surface water to an existing drainage ditch on the site/boundary of St Aidan's. In the more extreme storm events this ditch overtops and spills out across the adjacent footpath affecting a public right of way. The works connected the drainage ditch, to an existing culvert and are now completed with the final tree planting undertaken in March 20223.

Capital Works under Construction and Proposed

- 3.14 Leeds FAS Phase 2 £125,826,000: Phase 2 of the Leeds Flood Alleviation Scheme is a two-step scheme, reducing flood risk along the River Aire, between Leeds station and Apperley Bridge, Bradford. This involves a combination of Natural Flood Management (NFM) and traditional engineering methods, providing protection to 1048 homes and 474 businesses. The scheme comprises of a flood storage area near Calverley, and flood walls in Apperley Bridge. The flood storage area is particularly central to work on Phase 2, as the construction of a flow control structure on the existing flood plain will mean that during high river levels, this can be activated to alleviate flooding being experienced further downstream. When this is complete, it will raise the level of protection for the entire FAS2 area to a one-in-200-year level. Once delivered in full (Winter 23/24) , Phase 2 will also raise the standard of protection of Phase 1 (Leeds city centre), to a one-in-200-year level. All funding required has been secured, however there have been further cost increases (e.g. supply, war in Ukraine, inflation) which are being closely monitored and under review.

Potential Future Schemes and Studies

- 3.15 **Wortley Beck FAS:** There have been frequent flooding events from this beck with over 50 properties known to have been affected by internal flooding and 200 properties within Flood Zone 3. There was also recent flooding of the outer ring road in February 2021. Funding for this feasibility work has been secured from the Environment Agency through local levy and flood defence grant in aid for the development of a flood alleviation scheme. After a recent review of the hydraulic modelling study, some early options have been tabled including a flood attenuation reservoir at Troydale. A seven-week consultation on the options was undertaken at Wortley (see below) and generated a good response with over 100 comments and 76 agreements. This feedback has been fed into the options appraisal and a newsletter sent out to local Counsellors and residents signed up to receive feedback (24.^{01.23}). For further information [Have Your Say Today - Wortley Beck Flood Risk Study - Leeds City Council Flood Resilience \(commonplace.is\)](#)
- 3.16 **Meanwood Beck FAS:** A modelling study commenced in June 2020 investigating opportunities to reduce flood risk. A shortlist of options has been produced identifying 5 potential sites for flood storage. These options are being further developed and public engagement was carried out throughout the Summer of 2021 which was well received. A further shortlist of three options further is under review and a newsletter updating counsellors and residents of progress was sent out in Jan 2023. A further engagement exercise updating progress will be undertaken in Autumn 2023. For further information see [Have](#)

[Your Say Today - Meanwood Beck Flood Risk Study - Leeds City Council Flood Resilience \(commonplace.is\)](#)

- 3.17 **Wharfedale Flooded Communities Study:** A study is currently in progress to model the impact of flooding in settlements along the Wharfe including Collingham and to identify possible alleviation measures. The baseline model is complete and preliminary long list options have been put forward. Two public drop-in events have been held w/c 20/9/2021, one in person in Wetherby Town Hall, one online via teams. Attendance from the community was very good and supported by local ward members. A web page is now live showing the strategic options and an online survey has recently received a very positive response. [Have Your Say Today - Middle Wharfe Catchment Flood Risk Study - Leeds City Council Flood Resilience \(commonplace.is\)](#)
- 3.18 **Potternewton Surface Water FAS:** The area has a history of surface water flooding particularly at the Newton Road and Newton Park Drive areas which have been flooded multiple times to significant depths. Past investigation and discussion with Yorkshire Water identified that the main sewer through Potternewton park is at under capacity and surcharges during minor flood events. A review of the options to reduce flood risk to properties within the Potternewton area as well the flooding of the highways and Park is currently underway. For further information - [Have Your Say Today - Potternewton Flood Risk Study - Leeds City Council Flood Resilience \(commonplace.is\)](#)
- 3.19 **Farnley Wood Beck Natural Flood Management (NFM) :** This scheme will deliver NFM work consisting of meandering, tree planting, leaky dams, and flood storage at areas along Farnley Wood Beck. This will complement the deculverting scheme protecting properties at Farnley Wood Beck and provide the climate resilience as well as reducing flows along Farnley Wood Beck and Hol Beck downstream where further properties are at risk. The NFM work will create and improve habitat in the catchment and sequester carbon through new planting. This is the second scheme which has submitted for NFM funding (£796k) from WYCA's Climate Emergency Action Plan funding.
- 3.20 **Lin Dyke Garforth and Kippax FAS:** Various scheme options have been drafted and costed and when assessed the cost benefit assessments, based solely on public funding, do not justify taking a scheme forward to Outline Business Case, on the basis of standard funding criteria for flood risk schemes. However further work has been commissioned, to identify next steps for the work and potential funding options.
- 3.21 **Property Flood Resilience (PFR) :** PFR is the term used to describe measures that help to reduce flood risk to people and property. Using PFR enables households and businesses to reduce the damage and stress caused by floods, making the process of recovery and reoccupation easier. In 2022 Leeds was included to be part of the ongoing Yorkshire Flood Resilience project (Defra funded) and undertook a PFR survey last year, and FLIP are now building on that work.

Sources of Funding

- 3.22 The capital schemes for flood risk management utilise a range of funding to deliver the projects which in the main cover Grant in Aid (DEFRA), Local Levy, Section 106 monies and West Yorkshire Combined Authority. There are also submissions to Yorkshire Water for schemes on their 15 year programme (PR24)

Flood Risk Management Minor Works Capital Budget

- 3.23 In 2015 Leeds City Council Strategic Investment Board awarded £1m to deliver flood mitigation works that would not be eligible for other funding and to provide partnership funding as leverage to attract external contributions. In 2019/20 a further £1m was awarded.
- 3.24 In 2021 a further application has been approved as part of the recent capital funding review and this will provide a further £2.5 million over the next 5 years (£500,000 p.a.). So far £1.9m has been used in the Council's Capital Programme for Flood Risk projects, with the remaining £2.6m profiled for use in future financial years. This continues to prove an extremely beneficial way to maximise the council's ability to deliver schemes and has helped to attract substantial external funding that would not otherwise have been available. The ratio of LCC capital money is 1:7 and so for every £1 spent by the Council on flood risk schemes this generates an additional £7.

Flood Defence Grant in Aid and Local Levy

- 3.25 Flood Defence Grant in Aid (FDGiA) is provided by DEFRA and allocated locally by the Environment Agency and is subject to submission of an acceptable business case.
- 3.26 For 2021/22 LCC have been awarded £8.9m FDGiA. Significant amounts are: £7.8m for the Leeds Flood Alleviation Scheme Stage 2 (FAS2), £842,000 for Otley Flood Alleviation Scheme and £180,000 for the Wortley Beck Scheme. In 22/23 we were awarded a total of £738,000 for 22/23. Significant amounts include £608,000 for Farnley Wood Beck FAS – Phase 1. Further funding has been awarded to FAS2 which is detailed in para 3.31.
- 3.27 Local Levy (LL) is raised from annual contributions from councils within the region and allocated through the Regional Flood and Coastal Committee (RFCC). Over the past 12 months LCC have been successful in a number of LL bids that support regional schemes that LCC are taking a leading role on.
- £175k LL bid (in addition to £95k from Grant in Aid (GiA) already secured) to develop a Legal Entity to attract green finance and secure the future of NFM work in the catchment (supporting Leeds FAS2), which is in its final stages of approval.
 - £83k to lead the Yorkshire Natural Flood Management Community of Practice,
 - £160k to manage the WY FLIP programme for 2 years.
 - £100k towards the development of a Farnley Wood Beck NFM scheme

West Yorkshire Combined Authority

- 3.28 The Environment Agency and other Government agencies will continue to support the West Yorkshire Combined Authority (WYCA) in investigating and attracting future funding for the delivery of the flood risk programme. Although funding specifically for flood risk is not included in the devolved powers, the additional powers and financial flexibility allow for more investment decisions to be taken

locally in line with local needs and opportunities. Mayoral Combined Authority (MCA) status allows for deeper engagement with government. The Mayor can also act as figurehead to unlock other local contributions and private funding.

- 3.29 The Combined Authority and partners have outlined a programme of flood schemes with a significant impact that require additional funding to unlock their delivery. The programme requires £120m of additional investment and is being used as the basis of engagement with Government. If the additional funding is achieved, it can accelerate delivery of Flood Risk Management schemes including a dedicated Natural Flood Management Programme. It also includes funding for schemes within Leeds and will support delivery of the flood alleviation capital programme including phase 2 of the Leeds FAS. These schemes will protect properties and businesses within Leeds and safeguard existing jobs.
- 3.30 This programme will strengthen the region's response to the Climate Emergency by reducing carbon emissions and improve resilience to the effects of climate change. The work in the programme is being undertaken in a way that is minimising carbon emissions through changing construction practice, incorporating low carbon materials and using Natural Flood Management (NFM) alongside hard engineering. It will support delivery of our City Region strategies relating to energy and green and blue infrastructure. Delivery of this programme will allow the City Region to make further progress toward our objective of becoming a net contributor to the UK economy and achieving our ambition of becoming a net zero carbon economy by 2030.
- 3.31 The Combined Authority Capital Infrastructure Flood Programme lists 23 schemes across West Yorkshire (including 5 Leeds schemes) towards gap funding. FAS 2 has been supported in this process when the Government's Department of Business Energy and Industrial Strategy (BEIS) committed to fund £12.565m towards gap funding. A Strategic Outline Case is under development to be submitted to the CA for approval (22nd June 2023) after which project level business cases can be submitted for approval as funding is confirmed. As well as the FAS2 funding, there will also be a submission for £350k towards Sheepscar refurbishment.
- 3.32 To further support delivery of NFM In 2022 we have two current applications for funding into a new funding pot under the Climate Emergency Action Plan. Leeds has bid for two schemes under this funding for Farnley Wood Beck NFM (796k) and Thorner (779k - detailed above) both of which require business case approval.

Section 106 agreements

- 3.33 Section 106 of the Town and Country Planning Act includes enabling powers for legal agreements between the Local Planning Authority and developers to provide improvements to local services and infrastructure. In 2022 we utilised £300k from S106 monies available and enabled us to make a significant contribution towards the £1m for the Farnley Wood Beck Scheme. We are currently exploring how we can make the most of this opportunity to link S106 monies with flood risk schemes.

Yorkshire Water

- 3.34 There are regular meetings with Yorkshire Water to develop our joint working potential. Yorkshire Water are currently undertaking their 5 year annual plan

review (PR24) for investment in the West Yorkshire Region. FRM have submitted scheme proposals where there is a clear YW interest. We are currently awaiting feedback on these schemes and whether they have been included for funding.

4 Corporate Considerations

Equality and Diversity / Cohesion and Integration

- 4.1 It should be noted that by carrying out flood alleviation works the Council will be ensuring the safety of the local community and particularly those residents that have children and members of the families that have a disability, where these benefits will be greater – as currently these individuals may struggle to get to safety if flooding occurred. Included as Appendix 4.

Climate Emergency

- 4.2 The Council declared a Climate Emergency in March 2019, with the stated ambition of working towards a net zero carbon city by 2030. The Council has accepted that very urgent action is required to make our contribution to containing global temperature rises within 1.5C. Beyond this limit, there is a strong scientific consensus that there will be catastrophic consequences for both humanity and the natural world. Since the declaration the Council has adopted a new way of working, changing its own structures and governance processes to incorporate the new climate emergency priority. Delivery of the LFRMS will help to reduce the impacts of flooding and therefore deliver managed adaptation to the future impacts of climate change. In delivering the capital programme for flood alleviation the carbon impact of these schemes will be considered to promote lower carbon solutions.
- 4.3 In the annual update to Executive Board in July 2023 there will be much greater emphasis on climate resilience and adaptation, LCC now not only forms a key part of the Leeds Climate Commission but also to the more recently formed Yorkshire & Humber Climate Commission including being members of the Climate Resilience and Adaptation Panel with a view to planning a response to the Y&HCC Climate Action Plan launched in late 2021 around COP26.

5 Conclusions

- 5.1 Flood Risk is a key threat to the wellbeing of the residents across Leeds and in order to ensure action is taken it is important that Council continues a proactive approach to mitigating the impact of flooding. Moreover, throughout 2022 and looking to the future the broader focus of climate resilience and adaptation must align very closely with flood risk.
- 5.2 There has been good progress in the delivery of projects identified in the Strategy in 2021/22. The current 6-year programme 2021-27 will deliver in excess of 10 schemes to reduce the risk of flooding by investing £20m in the City's flood and climate resilience infrastructure. This would be in addition to the investment from Leeds FAS2.

APPENDIX C - Leeds Local Flood Risk Management Strategy - List of Measures (Updated October 2020)

ID	Priority/ Current Phase	Scheduled phase Completion Date	Measure	Whole Scheme Estimated Cost	Location (if applicable)	Progress/Comments (reference other sources of information)
SCHEMES & FEASIBILITY STUDIES						
S37	HIGH - Construction	2023	Leeds Flood Alleviation Scheme Phase 2, River Aire City Centre to Upper Catchment	£125.8m	River Aire - City Centre to Upper Catchment	Phase 2 of the Leeds FAS, looking at solutions across the whole catchment upstream of Leeds that will reduce flood risk to the city along the river Aire. Modelling and feasibility work largely complete, Outline Business Case submitted to the EA and Treasury Jan 2018. Moving in to more detailed design in 2018 with construction starting late 2018 early 2019, advanced works have taken place on some 'quick win' items and works at Stourton about to start as is a programme of advanced maintenance and stewardship.
S16	HIGH - Construction completed	2023	Farnley Wood Beck Flood Alleviation Scheme	£1.017m	Cottingley	Flood risk to residential areas, developer contribution secured of 300k. Scheme progressed in 2022 to remove culvert and increase capacity, protecting 15 properties. Completed February 2023
Page 51	HIGH - Construction completed	2022/23	Queen Street Culvert	44k	Allerton Bywater	In extreme storm a culvert overtops and spills out across the public right of way next to St Aidens Nature Reserve. Section 106 Agreement monies utilised. Growbags instead of a concrete headwall which will green up and naturalise over time and reduced the cost and the carbon footprint of the scheme. Some tree planting in March 2023 completed the scheme.
S18	HIGH - Design/ Construction	2023/24	Sheepscar Beck Asset Remediation Work	£1m	Sheepscar	Scheme is to carry out repair works to assets along Sheepscar Beck through the city centre and provide protection of business. Scoping and design of required refurbishment underway with tender and onsite in 2023.
S10	HIGH - Design/ Construction	2023/24	Thorner Beck Flood Alleviation Scheme and Natural Flood Management	£1.220m	Thorner	Flood risk from Thorner Beck. Funding secured for a study to develop flood storage upstream of the village
S17	HIGH - Optioneering	2023	Wortley Beck Flood Alleviation Scheme	£9m	Wortley Beck	Flooding to residential area and outer ring road. Work in partnership with the EA to develop a detailed flood alleviation scheme that integrates with all sources of flooding. Business case expected late 2022
S22	HIGH - Optioneering	2023	Meanwood Beck Flood Alleviation Scheme	£4.465m	Meanwood Beck	Flood risk from Meanwood Beck to residential properties and businesses. Local levy funding secured to carry out investigation into options for a flood alleviation scheme here. Investigation has identified potential flood storage areas for further investigation and initial design.
S39	HIGH - Feasibility Manager: Jonathan Moxon Author: Ian Hope	2023	Wharfedale Flooded Communities Study	£322k	Collingham, Linton, Wetherby, Thorp Arch	Linked to wider catchment partnership work with the Environment Agency, further modelling work currently being assessed, building on the public engagement undertaken in Summer 2021.

APPENDIX C - Leeds Local Flood Risk Management Strategy - List of Measures (Updated October 2020)

S12	HIGH - Feasibility	2032	Potternewton Surface Water Flood Alleviation Scheme	£807k	Potternewton	Surface water flooding to residential properties, Potternewton Park and Newton Road. Funding secured for study here, exploring other funding options including Yorkshire Water to undertake a scheme.
S31	MEDIUM - Feasibility	2023	Lin Dyke Catchment Assessment - Upper and Middle catchments	£370k	Garforth & Kippax	Continuation of work included in Section 19 Report, regarding flooding of the SE Leeds area in August 2014 and 2015. Further modeling undertaken and results under evaluation. Funding options have been explored but as yet no economically viable scheme has been identified. However we continue to explore options.
S30	MEDIUM - Feasibility	2023	Wyke Beck Catchment Assessment Phase 2	£680k	Communities along Wyke Beck	Continuation of work carried out by both LCC & EA. This has now progressed in to a catchment wide approach. Exploring resourcing options to take this forward.
S11	LOW - Pre Outline Business Case	2023	Guseley Surface Water Flood Alleviation Scheme	£250k	Guseley	Surface water flooding to properties in Guseley. Levy funding secured to support ongoing study into flood risk and options to address this undertaken. CCTV survey has been undertaken and is currently being assessed for options.
S1	Ongoing	-	LCC Significant Maintenance		Across the District	Continuation of regular maintenance of Watercourses and Hot-Spots

Appendix C - Leeds Local Flood Risk Management Strategy - List of Measures (Updated October 2020)

COMPLETED SCHEMES AND FEASIBILITY STUDIES - SINCE 2011						
S6	Completed	2021	Micklethorn (Pit Lane) Flood Embankment	£1.100k	Micklethorn	Scheme completed January 2021
S38	Completed	2021	Otley Flood Alleviation Scheme	£2.5m	Otley	Detailed design completed, planning permission granted and conditions discharged. Funding has been confirmed and work is planned to start on site in March 2021. Linked to wider catchment partnership work and Wharfedale Flooded communities study
S15	Completed	2020	Killingbeck Meadows Flood Alleviation Scheme	£3m	Halton Moor	Flooding to residential and commercial areas from Wyke Beck. Accelerated scheme due to combining the benefits of releasing development sites (11 housing sites and land within the Enterprise Zone and providing green infrastructure improvements to a Local Nature reserve as well as providing flood risk reduction, the completed scheme will become a registered flood storage area under the Reservoirs Act. This forms part of a joint Wyke Beck Programme delivering housing growth from Brownfield land and Local Nature reserve and green space improvements.
S2	Completed	2020	Hawthorn Terrace Flood Alleviation Scheme	£100k	West Garforth	Initial scheme completed, but further defects with existing assets and connected infrastructure identified so further works needed and being designed
S20	Superseded	2020	Investigate the interaction between the Leeds and Liverpool Canal and the River Aire.	£10k	River Aire and Liverpool Canal	This study should identify the potential for managing this interaction to ensure that flood risk is managed effectively. This measure is listed in the Aire Catchment Flood Risk Management Plan for the Leeds Policy Unit - to be progressed by 2030. - this has now been included in the scope of Phase 2 of
S31	Completed	2019	Lin Dyke Catchment Assessment - Upper and Middle catchments	£1.25m	Garforth & Kippax	Continuation of work included in Section 19 Report, regarding flooding of the SE Leeds area in August 2014 and 2015, design works are continuing to be progressed as schemes are identified
S14	Completed	2017	Carry out flood warning feasibility studies for Wortley Beck and Meanwood Beck and implement findings.	£10k	Wortley Beck and Meanwood Beck	This measure is listed in the Aire Catchment Flood Risk Management Plan
S3	Completed	2017	Leeds Flood Alleviation Scheme Phase 1, River Aire City Centre	£50.6m	River Aire - City Centre	Scheme Completed
S8	Completed	2017	Cotton Mill Beck Culvert, Valley Road	N/A	Morley	Scheme passed to network rail

Manager: Jonathan Moxon

Author:

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APPENDIX C - Leeds Local Flood Risk Management Strategy - List of Measures (Updated October 2020)

S35	Completed	2018	Westfields, Allerton Bywater	£502K	Allerton Bywater	Scheme Completed
S34	Completed	2017	Glebelands Recreation Ground	£100k	Garforth	Scheme Completed
S36	Completed	2017	Barley Hill Recreation Ground (Phase 2)	£100k	West Garforth	Scheme Completed
S2	Completed	2017	Ramsden Street, Kippax, Flood Alleviation Scheme - (Local Levy & FDGiA)	£305k	Kippax	Scheme Completed
S1	Completed	2014	Lowther Road, Garforth - Culvert Improvements	£220k	Garforth	Scheme Completed
S4	Completed	2014	Wellhouse Drive Flood Alleviation Scheme	£50k	Gledhow	Scheme Completed
Page 54	Completed	2014	Culvert Headwall Repair Scheme - (Local Levy)	£50k	Otley	Scheme Completed
S28	Completed	2013	Oakdene, Watercourse Improvements	£20k	Swillington	Scheme Completed
S27	Completed	2012	Barley Hill Recreation Ground - (Local Levy)	£75k	West Garforth	Scheme Completed
S22	Completed	2011	Flood Alleviation Scheme - Leeds Road (Allerton Bywater) pumping station (local levy)	£30k	Allerton Bywater	Scheme Completed
S23	Completed	2011	Newton Road property protection and resilience scheme	£20k	Newton Road, Potternewton	Scheme Installed
S24	Completed	2011	Lower Wortley - property protection and resilience scheme	£20k	Lower Wortley	Scheme Installed

Manager: Jonathan Moxon

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Appendix C - Leeds Local Flood Risk Management Strategy - List of Measures (Updated October 2020)

S25	Completed	2011	Church Lane, Bardsey - property protection and resilience scheme	£20k	Bardsey	Scheme Installed
S26	Completed	2011	Dean Park Drive, Drighlington - property protection and resilience scheme	£20k	Drighlington	Scheme Installed

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ID	Priority	Scheduled Review/Completion Date	Measure	Location (if applicable)	Category	Relevant Objective from LFRMS	Progress/Comments (reference other sources of information)	Benefits/ Outcome	Costs/ Resource Implications	Lead Organisation	Support Organisation	Measure Owner
POLICIES												
P3	HIGH	On-going	Develop register of structures and features which are likely to have a significant effect on flood risk.	City wide	4. Asset management and maintenance	6. Improve understanding of local flood risk and seek to decrease local flood risk through implementation of affordable, high quality measures to alleviate flooding where practicable.	This is a requirement under Section 21 of the Flood and Water Management Act (2010). LCC are progressing this and have purchased new software "FloodVu" which will assist with the recording of asset information. This software links directly with the LCC's	Improve knowledge of existing infrastructure and conditions and promote a sustainable approach to asset management and maintenance.	Staff resource	Leeds City Council	Environment Agency & Yorkshire Water Services	LCC Flood Risk Management
P4	HIGH	On-going	Identify locations where culverts can be removed or improved through redevelopment	City wide	2. Spatial planning and development control	3. Develop a consistent, affordable and sustainable approach to planning and investment in flood risk management: land allocation, SuDS, SAs;	This measure is listed in the Aire Catchment Flood Management Plan	Improve knowledge of existing infrastructure and conditions and promote a sustainable approach to asset management and maintenance. Redevelopment plans will include consideration of the removal of problem culverts	Staff resource	Environment Agency	Leeds City Council	Environment Agency
P5	HIGH	On-going	Watercourse and beck condition surveys	City wide	4. Asset management and maintenance	6. Improve understanding of local flood risk and seek to decrease local flood risk through implementation of affordable, high quality measures to alleviate flooding where practicable.	Ongoing annual survey?	Improve knowledge of existing infrastructure and conditions and promote a sustainable approach to asset management and maintenance.	Staff resource	Leeds City Council	Environment Agency	LCC Flood Risk Management
P6	HIGH	On-going	Improve communications, engagement and coordination of activities with internal and external partners (including RMA's): Leeds City Council Flood Risk Management Group; Technical Standards and Guidance; Planning and Flood Risk; Yorkshire and Humber Learning Alliance; Metro (transport network).	-	1. Flood awareness, response and recovery	1. Improve co-operation between LLFA and other RMA's, in terms of procedure, to meet the requirements of new legislation and achieve holistic (catchment wide) solutions to identified risks and problems – emergency planning.	Engagement and consultation is under way as part of LFRMS. Regular meetings required to share knowledge, review policy, strategy documents, list of measures...etc.	Formalise and improve cooperation between RMA's on FRM	Staff resource	Leeds City Council	Internal LCC departments and external stakeholders	LCC Flood Risk Management
P7	MEDIUM	On-going	Pump operation - carbon reduction	City wide	4. Asset management and maintenance	2. Promote sustainable flood risk management through: WFD compliance, climate change adaptation (UKCIP), land management, habitat protection and creation;	TBC	Reduce carbon emissions and improve energy efficiency	Staff resource	Leeds City Council	Environment Agency	LCC Flood Risk Management
P8	MEDIUM	On-going	Implement SuDS through Planning	City wide	2. Spatial planning and development control	3. Develop a consistent, affordable and sustainable approach to planning and investment in flood risk management: land allocation, SuDS, SAs;	This has replaced the SuDS Regulations under Flood & Water Management Act 2010, that would have set up SAs	Development control - ensure new drainage systems incorporates SuDS measures to reduce runoff rates and therefore flood risk.	Staff resource	Leeds City Council	Environment Agency	LCC Forward Planning & Implementation
P9	MEDIUM	Annually	Provide regular feedback to senior officers and elected members on FRM progress: working groups, strategies, list of measures...etc - Director of City Development (quarterly) City Development (annually) - Other key officers as needs arise - City Development Scrutiny Board (annually)	N/A	1. Flood awareness, response and recovery	3. Develop a consistent, affordable and sustainable approach to planning and investment in flood risk management: land allocation, SuDS, SAs;	TBC	Ensures that there is ownership and awareness of on-going FRM work at appropriate levels of accountability.	Staff resource	Leeds City Council	Internal LCC departments and external stakeholders	LCC Flood Risk Management
P10	MEDIUM	Annually	Review and update Emergency Handbook, Generic Flooding Plan, Community Flood Action Plans, West Yorkshire Major Flood Incident Plan, Reservoir Emergency Plan	N/A	1. Flood awareness, response and recovery	1. Improve co-operation between LLFA and other RMA's, in terms of procedure, to meet the requirements of new legislation and achieve holistic (catchment wide) solutions to identified risks and problems – emergency planning.	Plans need to be updated with latest contact details, departments and processes. This measure is listed in the Aire CFMP for the Leeds Policy Unit.	Ensures plans for coordination of FRM activities in the event of a flood are up to date and consequences and the disruption of flooding are minimised.	Staff resource	Leeds City Council	Environment Agency & West Yorkshire Authorities	Peacetime Emergency Planning Unit
P11	MEDIUM	On-going	Engagement and communication with public on FRM issues - Wider public information campaigns for at-risk households drawing attention to useful resources; - Engage with local flood action groups.	City Wide	1. Flood awareness, response and recovery	5. Increase community awareness of flood risk and the work of the LLFA in managing this risk; engage with local communities and involve them in decision making – localism agenda;	Engagement and consultation continues and is being refreshed.	Involve communities in decisions - localism agenda	Staff resource	Leeds City Council	Internal LCC departments and external stakeholders	LCC Flood Risk Management & Peacetime Emergency Planning Unit
P12	MEDIUM	On-going	Leeds City Council to increase their flood risk management capacity, knowledge and skills (as Lead Local Flood Authority) in order to deliver their new responsibilities as conferred under the Flood and Water Management Act 2010.	N/A	1. Flood awareness, response and recovery	4. Increase internal skills and ultimately capacity for flood risk management;	In accordance with Defra guidance on capacity building. Improve understanding of flood risk in the city and expertise to better manage consequences.	Increases local authority capacity and skills in flood risk management	Staff resource	Leeds City Council	Environment Agency	LCC Flood Risk Management
P13	MEDIUM	On-going	Significantly increase the percentage take-up of properties registered for flood warnings in flood warning areas across city. City wide campaign as current take-up is low.	City wide	1. Flood awareness, response and recovery	5. Increase community awareness of flood risk and the work of the LLFA in managing this risk; engage with local communities and involve them in decision making – localism agenda;	This measure is listed in the Aire CFMP for the Leeds Policy Unit - to be progressed by 2030.	The consequences of flooding will be reduced through the increased potential for effective action to take place following receipt of a flood warning	Staff resource	Environment Agency	Leeds City Council	Environment Agency
P14	LOW	2024	Review Local Flood Risk Management Strategy (LFRMS)	N/A	2. Spatial planning and development control	3. Develop a consistent, affordable and sustainable approach to planning and investment in flood risk management: land allocation, SuDS, SAs;	The LFRMS will be reviewed once every 6 years. This will link the LFRMS review with the cycles for reviewing the PFRA as outlined in the FRM. The first review is scheduled for 2024.	Ensures LFRMS is updated with relevant information to reflect any changes in FRM	Staff resource	Leeds City Council	Internal LCC departments and external stakeholders	LCC Flood Risk Management
P15	LOW	Annually	Review LFRMS List of Measures	N/A	2. Spatial planning and development control	3. Develop a consistent, affordable and sustainable approach to planning and investment in flood risk management: land allocation, SuDS, SAs;	Review scheduled to take place at least annually to assess progress with current measures and add or remove measures as appropriate. First review scheduled for 2024.	Will assess progress with List of Measures and ensure continuous improvement	Staff resource	Leeds City Council	Internal LCC departments and external stakeholders	LCC Flood Risk Management
P16	LOW	Annually	Review Council Policy on FRM - e.g. 'Maintaining Water Resources and Responding to Flood Incidents' to ensure that it conforms to the requirements of the FWMA that Local authorities should lead on the management of local flood risk, with the support of the relevant organisations.	N/A	2. Spatial planning and development control	1. Improve co-operation between LLFA and other RMA's, in terms of procedure, to meet the requirements of new legislation and achieve holistic (catchment wide) solutions to identified risks and problems – emergency planning.	The LFRMS is scrutinised annually, including adherence to the FWMA.	Ensures clarity around Council's legal roles and responsibilities and that work programmes have a sound foundation.	Staff resource	Leeds City Council	Internal LCC departments and external stakeholders	LCC Flood Risk Management
P17	LOW	On-going	Maintain internet and intranet web pages to provide comprehensive information to all stakeholders on: - The sources of flooding and who is responsible for what; - How to prepare for flooding emergencies; - What to do when flooding occurs and who to report this to; - How flood risk is treated within the - Promote the use of sustainable design principles in all future developments to ensure that the risk of flooding and climate change are fully taken into account e.g. - Promoting use of SuDS - Incorporating policies and recommendations within Leeds LDF - Developer contributions in Core Strategy - Biodiversity and local amenity	N/A	1. Flood awareness, response and recovery	5. Increase community awareness of flood risk and the work of the LLFA in managing this risk; engage with local communities and involve them in decision making – localism agenda;	Internet and intranet pages in place and launched. Further feedback required from services on on-going basis.	Ensures that there is a single consistent source of information on flood risk management.	Staff resource	Leeds City Council	Internal LCC departments and external stakeholders	LCC Flood Risk Management
P18	LOW	On-going	Review and update as appropriate the Strategic Flood Risk Assessment (SFRA).	City wide	2. Spatial planning and development control	2. Promote sustainable flood risk management through: WFD compliance, climate change adaptation (UKCIP), land management, habitat protection and creation;	This measure is listed in the Aire Catchment Flood Management Plan	By embedding the requirements for SuDS and urban design principles within local policy we will be able to improve the management of the water environment in all new developments.	Staff resource	Leeds City Council	Environment Agency & Yorkshire Water Services	LCC Forward Planning & Implementation & Sustainable Development Unit
P19	LOW	Six Yearly	Review and update as appropriate the Strategic Flood Risk Assessment (SFRA).	N/A	2. Spatial planning and development control	3. Develop a consistent, affordable and sustainable approach to planning and investment in flood risk management: land allocation, SuDS, SAs;	Reviewed in 2021	Helps ensure there is a more complete understanding of flood risk at a high-level which takes account of YWS's network and other lessons learned or gaps.	Staff resource	Environment Agency	Leeds City Council	LCC Flood Risk Management & Forward Planning Unit
COMPLETED POLICIES												
P20	Completed	Oct 2012	Undertake Strategic Environmental Assessment	N/A	2. Spatial planning and development control	2. Promote sustainable flood risk management through: WFD compliance, climate change adaptation (UKCIP), land management, habitat protection and creation;	This is part of process of producing LFRMS: SEA Workshop planned for July 2012 to appraise the objectives and measures in the LFRMS - see 19	Will ensure LFRMS is sustainable and workable and also secure buy in from stakeholders	Staff resource	Leeds City Council	Environment Agency	LCC Sustainable Development Unit & Flood Risk Management
P1	Completed	November 2018	Publish Local Flood Risk Management Strategy	N/A	2. Spatial planning and development control	3. Develop a consistent, affordable and sustainable approach to planning and investment in flood risk management: land allocation, SuDS, SAs;	Draft strategy currently being developed in parallel with an SEA.	Will raise awareness of the LFRMS and FRM issues in the city	Staff resource	Leeds City Council	Environment Agency	LCC Flood Risk Management
P2	Completed	November 2020	Publish LFRMS List of Measures	N/A	2. Spatial planning and development control	3. Develop a consistent, affordable and sustainable approach to planning and investment in flood risk management: land allocation, SuDS, SAs;	List of measures currently being developed.	Will assess progress with List of Measures and ensure continuous improvement	Staff resource	Leeds City Council	Internal LCC departments and external stakeholders	LCC Flood Risk Management

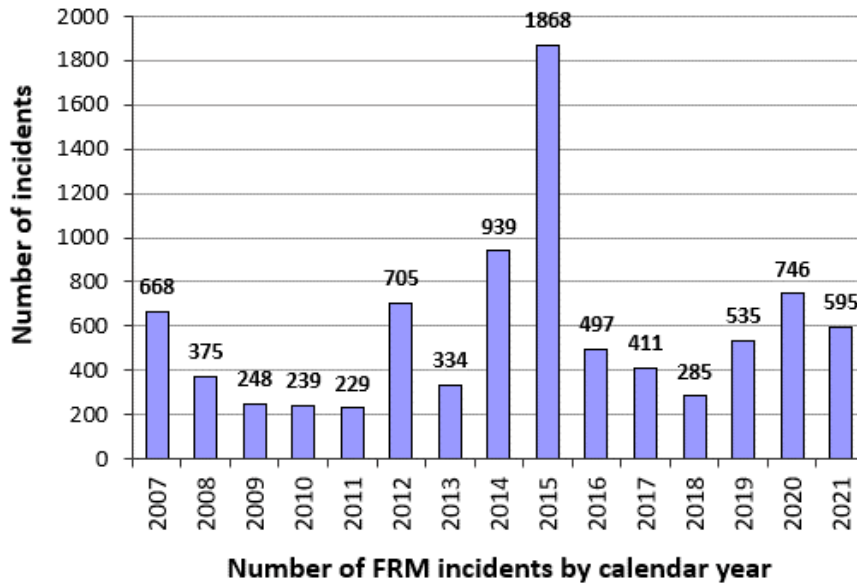
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APPENDIX C - Leeds Local Flood Risk Management Strategy - Monitoring Indicators

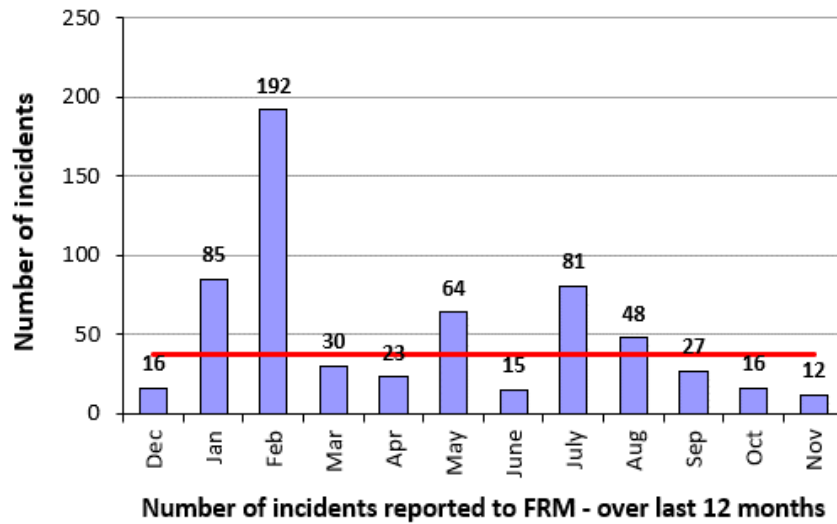
REF	Monitoring Indicator	Evidence/Comments on Progress	Date
1	The number of measures in the 'List of Measures' which have been completed?	Two Schemes were completed from the List of Measures were completed in 2022: S29 - Queen Street Culvert completed, (£44k) S16 - Farnley Wood Beck deculverting scheme (£1.017m)	2022/23
2	Are there active measures in the 'List of Measures' which cover each of the six 'Objectives for managing flood risk'?	Yes. These can be found under the Policies Section of this Appendix.	On-Going
3	Improving engagement on flood risk - How many public engagement events have taken place? School events, flood fairs, flood action group meetings.	During the 2022-2023 financial year the following engagements have included: * Over 30 Presentations to Prince Henry School at Otley in July, for a site visit to Otley FAS. * Two Presentations to Ashfield Primary on Otley FAS * Online Common Place Consultation on Wortley FAS Supported the Environment Agency's Flood Action Week & linked it to FAS1 video * Worked with local residents on Otley resident reaction video * FRM have attended Flood Support Group meetings including 2 Garforth Support meetings * Two Newsletters on updates and engagement updates given to Wortley/ Meanwood. * Tree planting FAS2 volunteer event in Feb 2023	2022/23
4	The number of new developments where SuDS have been installed? Include SuDS, green corridors, rainwater harvesting, green roofs, land management (tree planting).	There is no information on the installation of SUD's in NEW Developments. FRM have a database showing that within the LCC administrative boundary there are: 99 Swales; 34 Filter Drains and 156 French (Porous) Drains.	2022/23
5	Are property level flood protection (PLP) schemes reducing flood risk – Number of properties where PLP schemes have been installed and operated successfully in a flood event?	Yes. As part of the Property Flood Resilience Pathfinder Project, a proportion of those installed have been surveyed in 2022. A further survey of properties with PLP in Otley are to be surveyed in 2023.	2022/23
6	Number of Leeds City Council staff engaged in flood risk management activities?	FRM structure includes 36 posts (being actively recruited to) and 5 posts in FAS2	2023
7	Reliability of public transport – Number of Metro bus and train routes disrupted by flooding/drainage problems?	Flooding and disruption occurs along Barnsdale Road, Allerton Bywater (Storm Franklin 20th February 2022) . This affects 6 regular Bus Services and also School Bus routes. Other major infrastructure impacted by flooding is the Ring Road at Wortley, Newton Road at Potternewton . FAS schemes protecting infrastrucure includes, Farnley Lane flooding at Otley is now protected by the Otley FAS scheme) and FAS2 will be protecting Kirkstall Road. We gather incident data about flooding affecting the highway network.	2022/23
8	Is the LFRMS consistent with the plans and actions of partner organisations? Review and incorporate relevant actions from the Aire and Ouse CFMP's in the 'List of Measures'?	Yes. FRM assisted the Environment Agency to in update to Flood Risk Management Plans in 2022. CFMPs have now been replaced by River Basin Management Plans. This will be reflected in the next update of the LFRMS planned for 2024.	2022/23

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Appendix 3 – FRM Incidents 2007 – 2021

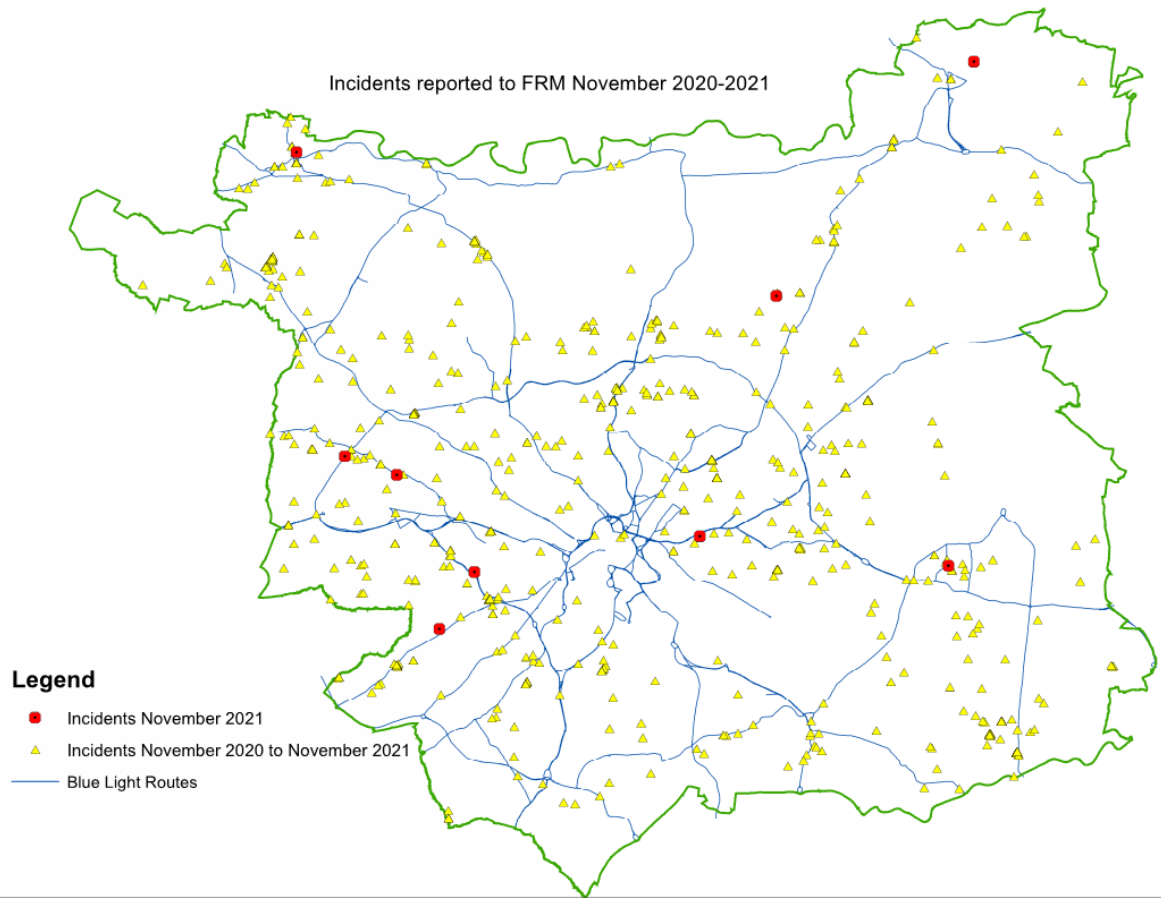


For the year 2021:



— an average year = 38 incidents per month

Location of Reported Incidents



Equality, Diversity, Cohesion and Integration Screening



As a public authority we need to ensure that all our strategies, policies, service and functions, both current and proposed have given proper consideration to equality, diversity, cohesion and integration.

A **screening** process can help judge relevance and provides a record of both the **process** and **decision**. Screening should be a short, sharp exercise that determines relevance for all new and revised strategies, policies, services and functions.

Completed at the earliest opportunity it will help to determine:

- the relevance of proposals and decisions to equality, diversity, cohesion and integration.
- whether or not equality, diversity, cohesion and integration is being or has already been considered, and
- whether or not it is necessary to carry out an impact assessment.

Directorate: City Development	Service area: Flood Risk Management
Lead person: Jonathan Moxon	Contact number: 0113 37 85529

1. Title: Local Flood Risk Management Strategy Scrutiny Review

Is this a:

Strategy / Policy

Service / Function

Other

If other, please specify

2. Please provide a brief description of what you are screening

The Annual City Development Scrutiny Panel (April 2023) review of progress against the councils Local Flood Risk Management Strategy.

3. Relevance to equality, diversity, cohesion and integration

All the council's strategies and policies, service and functions affect service users, employees or the wider community – city wide or more local. These will also have a greater or lesser relevance to equality, diversity, cohesion and integration.

The following questions will help you to identify how relevant your proposals are.

When considering these questions think about age, carers, disability, gender reassignment, race, religion or belief, sex, sexual orientation. Also those areas that impact on or relate to equality: tackling poverty and improving health and well-being.

Questions	Yes	No
Is there an existing or likely differential impact for the different equality characteristics?		X
Have there been or likely to be any public concerns about the policy or proposal?		X
Could the proposal affect how our services, commissioning or procurement activities are organised, provided, located and by whom?		X
Could the proposal affect our workforce or employment practices?		X
Does the proposal involve or will it have an impact on <ul style="list-style-type: none">• Eliminating unlawful discrimination, victimisation and harassment• Advancing equality of opportunity• Fostering good relations		X

If you have answered **no** to the questions above please complete **sections 6 and 7**

If you have answered **yes** to any of the above and;

- Believe you have already considered the impact on equality, diversity, cohesion and integration within your proposal please go to **section 4**.
- Are not already considering the impact on equality, diversity, cohesion and integration within your proposal please go to **section 5**.

4. Considering the impact on equality, diversity, cohesion and integration

If you can demonstrate you have considered how your proposals impact on equality, diversity, cohesion and integration you have carried out an impact assessment.

Please provide specific details for all three areas below (use the prompts for guidance).

- **How have you considered equality, diversity, cohesion and integration?** (think about the scope of the proposal, who is likely to be affected, equality related information, gaps in information and plans to address, consultation and engagement activities (taken place or planned) with those likely to be affected)

- **Key findings** (think about any potential positive and negative impact on different equality characteristics, potential to promote strong and positive relationships between groups, potential to bring groups/communities into increased contact with each other, perception that the proposal could benefit one group at the expense of another)

- **Actions** (think about how you will promote positive impact and remove/ reduce negative impact)

5. If you are **not already considering the impact on equality, diversity, cohesion and integration you **will need to carry out an impact assessment.****

Date to scope and plan your impact assessment:	
Date to complete your impact assessment	
Lead person for your impact assessment (Include name and job title)	

6. Governance, ownership and approval		
Please state here who has approved the actions and outcomes of the screening		
Name	Job title	Date
Gary Bartlett	Chief Officer Highways & Transportation	
Date screening completed		15/03/2023

7. Publishing	
Though all key decisions are required to give due regard to equality the council only publishes those related to Executive Board, Full Council, Key Delegated Decisions or a Significant Operational Decision.	
A copy of this equality screening should be attached as an appendix to the decision making report:	
<ul style="list-style-type: none"> • Governance Services will publish those relating to Executive Board and Full Council. • The appropriate directorate will publish those relating to Delegated Decisions and Significant Operational Decisions. • A copy of all other equality screenings that are not to be published should be sent to equalityteam@leeds.gov.uk for record. 	
Complete the appropriate section below with the date the report and attached screening was sent:	
For Executive Board or Full Council – sent to Governance Services	Date sent: March 2023
For Delegated Decisions or Significant Operational Decisions – sent to appropriate Directorate	Date sent: March 2023
All other decisions – sent to equalityteam@leeds.gov.uk	Date sent: March 2023

2022/23 Scrutiny Board Summary

Date: 5 April 2023

Report of: Head of Democratic Services

Report to: Scrutiny Board (Infrastructure, Investment & Inclusive Growth)

Will the decision be open for call in? Yes No

Does the report contain confidential or exempt information? Yes No

Brief summary

Article 6 of Leeds City Council's Constitution states that the Head of Democratic Services, as designated Scrutiny Officer, will provide an annual report to Council setting out how the authority has carried out its overview and scrutiny functions during the preceding twelve-month period. As such this year's Annual Report will collate highlights of the work of all five Scrutiny Boards over 2022/23.

To complement the Annual Report, each Scrutiny Board also produces an end of year statement. This provides details of the full work programme for each Scrutiny Board for the last municipal year, with links to the associated agenda packs, minutes and webcast recordings. The document also includes a statement from the relevant Scrutiny Chair reflecting on the key priorities for the Scrutiny Board over the last year.

The 2022/23 summary for the Scrutiny Board (Infrastructure, Investment & Inclusive Growth) is appended to this report. Once it has been approved by members it will be published on the Council's website.

Recommendations

- a) Members are asked to note the appended 2022/23 end of year statement for the Scrutiny Board (Infrastructure, Investment & Inclusive Growth) and, subject to any agreed amendments, approve its publication.

What is this report about?

- 1 The appended report summarises the 2022/23 work programme for the Scrutiny Board (Infrastructure, Investment & Inclusive Growth), providing links to the associated agenda packs, minutes and webcasts. It also includes a statement from the Scrutiny Chair, which highlights the issues that have been priorities for the Scrutiny Board over the last municipal year.

What impact will this proposal have?

- 2 It is intended that the detail in the appended summary will complement the Annual Report to Council, which will bring together highlights from all five Scrutiny Boards during 2022/23.
- 3 The appended statement illustrates how the Scrutiny Board (Infrastructure, Investment & Inclusive Growth) has operated within its Terms of Reference and in the context of the [Vision for Scrutiny](#) to add value to the organisation.
- 4 Items reflected in the work programme illustrate how the Scrutiny Board has assisted with the development of the Budget and Policy Framework, monitored progress against key performance indicators, analysed proposed Council policy, and provided 'critical friend' challenge to decision makers. The work programme further reflects engagement with Executive Members, senior Leeds City Council officers and representatives from partner organisations.
- 5 Where the Scrutiny Board (Infrastructure, Investment & Inclusive Growth) has made recommendations to the Executive Board, Council and/or other committees these can be accessed via the links included in the schedule. In line with the requirements of the Budget and Policy Framework, this has included a contribution to the composite Scrutiny Statement on the Budget, as provided to Executive Board in February 2023.

How does this proposal impact the three pillars of the Best City Ambition?

Health and Wellbeing

Inclusive Growth

Zero Carbon

- 6 All Scrutiny Boards aim to ensure that they add value through engagement in programmes of activity that reflect the three pillars of the Best City Ambition. Within this context the appended report sets out the items of business conducted by the Scrutiny Board (Infrastructure, Investment & Inclusive Growth).

What consultation and engagement has taken place?

Wards affected:

Have ward members been consulted?

Yes

No

- 7 During 2022/23 the Scrutiny Board (Infrastructure, Investment & Inclusive Growth) has aimed to add value through a member led process of examination and review, involving engagement with a range of stakeholders. The nature of such engagement has varied depending upon the issue under consideration – full details are available via the links in the appended statement.

What are the resource implications?

- 8 There are no resource implications associated with this report.

What are the key risks and how are they being managed?

9 The appended report provides a summary of work already undertaken and therefore presents no risks that require management.

What are the legal implications?

10 There are no legal implications associated with this report.

Options, timescales and measuring success

What other options were considered?

11 It has previously been agreed with Scrutiny Chairs that an end of year statement will be produced for individual Scrutiny Boards to complement the publication of the Annual Report to Council.

How will success be measured?

12 The appended report summarises the activity of the Scrutiny Board during 2022/23.

What is the timetable and who will be responsible for implementation?

13 All five Scrutiny Boards will be asked to approve their respective end of year statements at the final public meetings of the 2022/23 municipal year.

14 Once the five statements have been approved, they will be published on the [Leeds City Council website](#).

Appendices

- End of Year Statement – Scrutiny Board (Infrastructure, Investment & Inclusive Growth)

Background papers

- None

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Scrutiny Board (Infrastructure, Investment & Inclusive Growth)

Year End Summary: 2022/23



Scrutiny at Leeds City Council



Purpose

Scrutiny is nationally recognised as an integral part of the improvement landscape for local government and forms part of governance arrangements for councils and some other local statutory bodies.

Terms of Reference

The Terms of Reference that are applied to all Scrutiny Boards are set out in Leeds City Council's Constitution. The variations in the Scrutiny Boards' remits, together with any special responsibilities, are captured within Article 6 of the Constitution.

Article 6 also sets out the Council's agreed 'Vision for Scrutiny'.

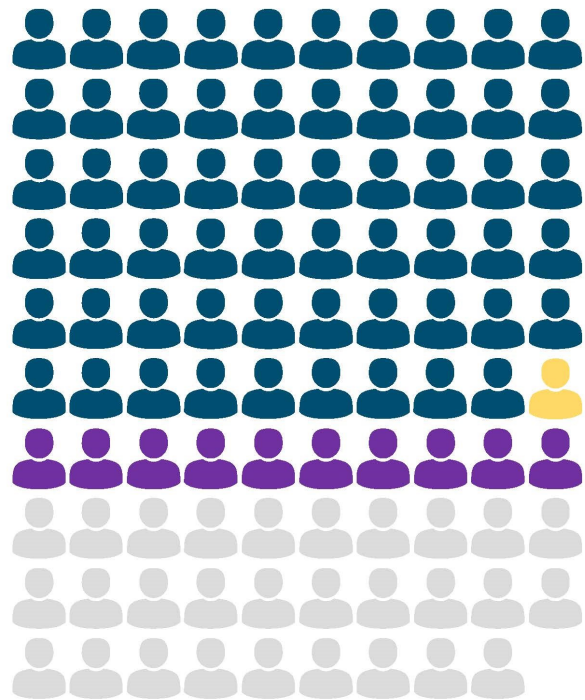
Transparency & Accountability

Scrutiny Boards usually meet in public, holding key decision makers to account, as well as providing 'critical friend' challenge and support for public service improvement and policy development.

Membership

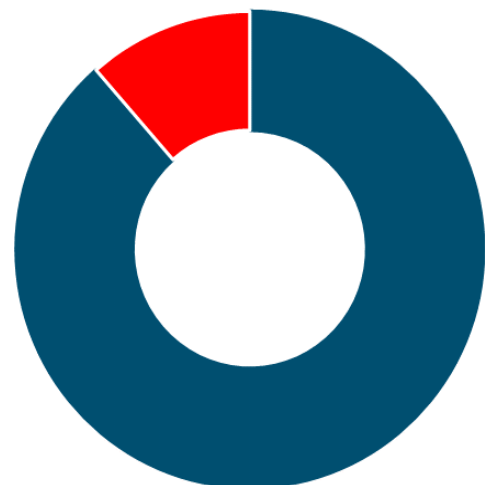
Membership of all Scrutiny Boards broadly reflects the political balance of the Council and cannot include members of the Council's Executive.

There is provision for Scrutiny Boards to appoint additional Co-opted Members.



Councillors who are members of a Scrutiny Board

Scrutiny Board Membership



■ LCC Councillor ■ Co-Opted

Infrastructure, Investment & Inclusive Growth Scrutiny Board 2022/23



Cllr Paul Alderson



Cllr Neil Buckley



Cllr Mike Foster



Cllr John Garvani



Cllr Sharon Hamilton



Cllr Arif Hussain



Cllr Wynn Kidger



Cllr Sandy Lay



Cllr Jessica Lennox



Cllr Mohammed Shahzad



Cllr Nicole Sharpe



Cllr Paul Truswell



Cllr Izaak Wilson

Infrastructure, Investment & Inclusive Growth Scrutiny Board: *Focusing on development and infrastructure functions and services to monitor progress in relation to transport and planning, regeneration and housing growth. The Board will also oversee economic growth functions and services to monitor progress towards being a strong and compassionate city, promoting opportunities for access to learning, skills and employment for all.*

Completed Work Schedule for the 2022/23 Municipal Year

Each Scrutiny Board schedules eight formal meetings throughout the course of a municipal year. The Local Government Act 1972 requires formal meetings to be held in person to enable members of the public to be admitted as observers wherever the meeting is being held. To further promote access and engagement, formal meetings are also webcast.

In addition, the Scrutiny Board may choose to carry out additional work using alternative methods including site visits, working groups and remote consultative meetings (consultative sessions do not constitute formal meetings but do enable public access via a webcast).

The completed work schedule of the Scrutiny Board (Infrastructure, Investment & Inclusive Growth) for the 2022/23 municipal year has been provided as part of this summary. This presents an overview of all meetings held throughout the year and the work items considered at each meeting. The work schedule also includes links to the agenda papers, minutes and webcast recordings of the Scrutiny Board's publicly accessible meetings.



Infrastructure, Investment & Inclusive Growth Scrutiny Board

Statement from the Chair



“The Covid-19 pandemic and cost of living crisis has sadly increased the persistent inequalities within Leeds. Our focus on including everyone in the growth of our great city has never been more vital.

There could be no better example of the value of Scrutiny than the success of the 100% Digital Leeds team. The Board’s initial enquiry in 2015 found the resources dedicated to digital inclusion were limited and marginal. Our recommendations pressed the case for greater resourcing. Today it is firmly embedded in the Council’s priorities, structure and funding. Moreover, the Council is recognised as a UK leader in the field. Board members can be rightly proud of their part in this journey.

In July we published our Inquiry into people killed and seriously injured on Leeds roads. Our recommendations were informed by the often harrowing evidence of campaigners. We agreed with them it should be treated as a major public health challenge, and welcomed the Council’s “Vision Zero” approach to tackling this.

The Board continued to challenge decision makers about how we ensure all our citizens can access good quality jobs. We welcomed our early involvement in exploring the opportunities of the Green Economy. We have continually asked how we can measure the impact of our inclusive growth strategy. The consequent development of the Social Progress Index should be a vital tool in this respect.

The Board continued its overview of transport challenges and the work of Connecting Leeds. Inadequate bus services have been a long-term concern. We engaged with local bus providers, Unite the Union and West Yorkshire Combined Authority on issues such as post-Covid recovery, bus patronage, fare structures, service cuts and changes, driver shortages, and real-time information.

Our annual focus on Housing Mix highlighted how much progress is still needed to ensure our city provides its citizens with homes in the right place, and of the right price, type and tenure, particularly in respect of affordable homes.

Besides revisiting its long-standing “obsessions,” the Board examined new areas of interest, such as the potential benefits of hydrogen compatible infrastructure.

We have fulfilled our responsibilities relating to the Budget and Policy Framework, regularly examined progress with the Local Plan Update and conducted our annual scrutiny of the Flood Risk Management Plan.

As a retiring Councillor, my nine years as Chair of this Board come to an end. Thank you to everyone who has taken the time to contribute to our work, and to Board members for their excellent input into our deliberations.

Councillor Paul Truswell
Scrutiny Chair



Infrastructure, Investment & Inclusive Growth Scrutiny Board

Work Schedule 2022/23

June	July	September	November
<u>Agenda for Wednesday 15 June 10.30am</u>	<u>Agenda for Wednesday 13 July 10.00 am.</u>	<u>Agenda for Wednesday 28 September 10.30am.</u>	<u>Agenda for Wednesday 2 November 10.30am</u>
Performance report Flood Risk (Kirkstall) – Request for Scrutiny Annual reports: Sources of Work Terms of Reference Co-opted members	Green Economy (Scoping - Inclusive Growth) IDS update including work previously badged as “Smart Cities” Prevention of Deaths and Serious Injury on our Roads – Inquiry Report Response	Future Talent Review LPTIP Closure report	Advancing Bus Service Provision
Additional Sessions			
		Affordable Housing Growth Partnership Action Plan 5 September 2022	

December	January	March	April
<u>Agenda for Thursday 8 December at 10.30am</u>	<u>Agenda for Wednesday 11 January 10.30 am.</u>	<u>Agenda for Wednesday 1 March at 10.30am</u>	<u>Agenda for Wednesday 5 April at 10.30am</u>
Hydrogen Compatible Infrastructure Local Plan Update 1	Performance Monitoring Best City Ambition Update Financial Health Monitoring Initial Budget Proposals	Inclusive Growth update Housing Mix Update Leeds Local Plan Update 2040: Initial Conclusions	100% Digital Leeds Flood Risk Management End of Year Summary Statement
Additional Sessions			
Budget Consultation 14 December 2022 Social Progress Index 14 December 2022			

More information about Leeds City Council's Scrutiny Service, along with the activity and membership of individual Scrutiny Boards, can be found on the Council's committee webpages.

You can also follow @ScrutinyLeeds on twitter.



Work Schedule

Date: 5 April 2023

Report of: Head of Democratic Services

Report to: Scrutiny Board (Infrastructure, Investment & Inclusive Growth)

Will the decision be open for call in? Yes No

Does the report contain confidential or exempt information? Yes No

Brief summary

- All Scrutiny Boards are required to determine and manage their own work schedule for the municipal year. In doing so, the work schedule should not be considered a fixed and rigid schedule, it should be recognised as a document 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.
- The Scrutiny Board Procedure Rules also state that, where appropriate, all terms of reference for work undertaken by Scrutiny Boards will include 'to review how and to what effect consideration has been given to the impact of a service or policy on all equality areas, as set out in the Council's Equality and Diversity Scheme'.
- With this in mind, members are asked to note the proposed dates for 2023/24 for the successor Scrutiny Board and an initial draft work programme.

Recommendations

Members are requested to:

- a) Note the draft dates for 2023/24.
- b) Recommend that the draft work schedule for the 2023/24 municipal year is taken forward for consideration by the successor board, subject to any amendments proposed by Board members.

What is this report about?

1. A draft work schedule for the successor Infrastructure, Investment & Inclusive Growth Scrutiny Board is presented at Appendix 1 for consideration and discussion. Reflected in the work schedule are known items of scrutiny activity, such as performance and budget monitoring, identified Budget and Policy Framework items and recommendation tracking.
2. The Executive Board minutes from the meetings held on 8 February 2023 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 consider any matter where specific scrutiny activity may also be warranted.

3. Members should also note the following dates for Board meetings in 2023/24, these are preliminary at this stage subject to confirmation at the Annual Council Meeting in May:

Month	Date	Public Meeting	Pre-Meeting for Board Members
June	28 June 2023	10.30am	10.00am
July	19 July 2023	10.30am	10.00am
August	No public meeting		
September	27 September 2023	10.30am	10.00am
October	No public meeting		
November	1 November 2023	10.30am	10.00am
December	8 December 2023	10.30am	10.00am
January	10 January 2024	10.30am	10.00am
February	28 February 2024	10.30am	10.00am
March	No public meeting		
April	3 April 2024	10.30am	10.00am

Developing the work schedule

4. 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.
5. 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 necessary and appropriate. This flexible approach may also require additional formal meetings of the Scrutiny Board.

Developments since the previous Scrutiny Board meeting

6. xxxx

What impact will this proposal have?

7. All Scrutiny Boards are required to determine and manage their own work schedule for the municipal year.

How does this proposal impact the three pillars of the Best City Ambition?

Health and Wellbeing Inclusive Growth Zero Carbon

8. The terms of reference of the Scrutiny Boards promote a strategic and outward looking Scrutiny function that focuses on the Best City Ambition.

What consultation and engagement has taken place?

Wards affected:

Have ward members been consulted?

Yes

No

9. To enable Scrutiny to focus on strategic areas of priority, it is recognised that each Scrutiny Board needs to maintain dialogue with the Directors and Executive Board Members holding the relevant portfolios. The Vision for Scrutiny also states that Scrutiny Boards should seek the advice of the Scrutiny officer, the relevant Director and Executive Member about available resources prior to agreeing items of work.

What are the resource implications?

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

What are the key risks and how are they being managed?

13. There are no risk management implications relevant to this report.

What are the legal implications?

14. This report has no specific legal implications.

Appendices

- Appendix 1 – Draft work schedule of the Infrastructure, Investment & Inclusive Growth Scrutiny Board for the 2023/24 municipal year. Please note that dates are subject to confirmation at the Annual General Meeting in May.
- Appendix 2 – Minutes of the Executive Board meeting on 8 February 2023.

Background papers

- None.

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Scrutiny Board (Infrastructure, Investment and Inclusive Growth)

Work Schedule for 2023/24 Municipal Year

June	July	August
Wednesday 28 June 2023 at 10.30am	Wednesday 19 July 2023 at 10.30am	No Scrutiny Board meeting scheduled.
Performance report Annual reports: - Sources of Work - Terms of Reference - Co-opted members	Connecting Leeds Transport Strategy Annual Update 2022 <i>[deferred from 2022/23]</i>	
Working Group Meetings		
Site Visits		

Page 81

Scrutiny Work Items Key:

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

Inclusive Growth Strategy

PEOPLE, **PLACE** and **PRODUCTIVITY** - Relevant **BIG** Ideas **3, 4, 5, 6, 7, 8, 9, 10**



Scrutiny Board (Infrastructure, Investment and Inclusive Growth)

Work Schedule for 2023/24 Municipal Year

September	October	November
Wednesday 27 September 2023 at 10.30am	No meeting	Wednesday 1 November 2023 at 10.30am
Future Talent Plan (including green economy work) Leeds Safe Roads Vision Zero 2040 strategy.		Bus Service Provision
Site Visits		

Page 82

Scrutiny Work Items Key:

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

Inclusive Growth Strategy

PEOPLE, **PLACE** and **PRODUCTIVITY** - Relevant **BIG** Ideas **3, 4, 5, 6, 7, 8, 9, 10**



Scrutiny Board (Infrastructure, Investment and Inclusive Growth)

Work Schedule for 2023/24 Municipal Year

December	January	February
Friday 8 December 2023 at 10.30am	Wednesday 10 January 2024 at 10.30am	Wednesday 28 February 2024 at 10.30am
Leeds Local plan Update 2040 Business Support in Leeds	Performance Monitoring Financial Health Monitoring Initial Budget Proposals Leeds Affordable Housing Growth Delivery Partnership Plan update	Leeds Transport Strategy Update Social Progress Index Update
Working Group Meetings		
TBC – budget consultation working group		
Site Visits		

Page 83

Scrutiny Work Items Key:

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

Inclusive Growth Strategy

PEOPLE, **PLACE** and **PRODUCTIVITY** - Relevant **BIG** Ideas **3, 4, 5, 6, 7, 8, 9, 10**



Scrutiny Board (Infrastructure, Investment and Inclusive Growth)

Work Schedule for 2023/24 Municipal Year

March	April	Notes
No meetings	Wednesday 3 April 2024 at 10.30am	
Inclusive Growth update	100% Digital Flood Risk Management Annual update End of Year Summary Statement	
Working Group Meetings		
Site Visits		

Page 84

Scrutiny Work Items Key:

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

Inclusive Growth Strategy

PEOPLE, **PLACE** and **PRODUCTIVITY** - Relevant **BIG** Ideas **3, 4, 5, 6, 7, 8, 9, 10**

EXECUTIVE BOARD

WEDNESDAY, 8TH FEBRUARY, 2023

PRESENT: Councillor J Lewis in the Chair

Councillors S Arif, A Carter, D Coupar,
S Golton, M Harland, H Hayden, J Pryor,
M Rafique and F Venner

- 100 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) That appendix B to the report entitled, ‘Capital Receipts Programme Update’, referred to in Minute No. 107 be designated as being exempt from publication in accordance with paragraph 10.4(3) of Schedule 12A(3) of the Local Government Act 1972 and considered in private on the grounds that this appendix contains information relating to the financial and business affairs of the Council. It is considered that the release of such information would, or would be likely to prejudice the Council’s commercial interests in relation to property transactions. It is therefore considered that the public interest in maintaining the exemption from publication outweighs the public interest in disclosing this information at this point in time.
- 101 Late Items**
There were no late items of business submitted to the Board for consideration.
- 102 Declaration of Interests**
There were no interests declared at the meeting.
- 103 Minutes**
RESOLVED – That the minutes of the previous meeting held on 14th December 2022 be approved as a correct record.
- 104 Director of Adults and Health**
At the commencement of the meeting, the Chair, on behalf of the Board paid tribute to Cath Roff, Director of Adults and Health, given that this marked her final Executive Board meeting in her role as Director.

Draft minutes to be approved at the meeting
to be held on Wednesday, 15th March, 2023

RESOURCES

105 Safer Leeds Executive Annual Report 2021/22

The Director of Communities, Housing and Environment submitted a report presenting the Annual Report of the Safer Leeds Executive (SLE) for 2021/22 and which provided an update on the progress being made in relation to the Safer Leeds Executive's current 3 year plan and the 9 key priorities within it regarding the promotion of community safety in Leeds.

By way of introduction to the annual report, the Executive Member for Resources highlighted that this was the first Safer Leeds Executive annual report to be submitted to the Board and that the intention was to submit a report to Executive Board on an annual basis moving forward. As part of the introductory comments, Members received an overview of the SLE's key areas of work and achievements to date, whilst the importance of continued partnership working in this area was emphasised in order to ensure that progress continued.

Members welcomed Chief Superintendent Steve Dodds, West Yorkshire Police to the meeting, who provided the Board with information regarding key trends and challenges being experienced from a Police perspective across the city and a summary of the actions being taken to prioritise and address such challenges.

Responding to a Member's enquiry regarding Anti-Social Behaviour (ASB) levels in the city, the Board received further detail on how such incidents were recorded and the approach taken to tackle the issue of ASB in communities. In addition, assurance was provided that addressing ASB remained a priority in Leeds.

Also in response to Members' enquiries, emphasis was placed upon West Yorkshire Police's commitment to neighbourhood policing and as part of that, the provision of PCSOs (Police Community Support Officers), given the key role that they played in this area. Separately, it was noted that the resourcing of neighbourhood policing continued to be a priority.

Further to this, and in response to specific enquiries, the Board received updates and reassurance from a West Yorkshire Police perspective on the effective processes in place regarding the Leeds Safeguarding Adults Board and the Leeds Safeguarding Children Partnership.

Regarding the Leeds Festival, assurance was provided on the Police's role in ensuring that the festival was delivered in line with all relevant requirements, with the multi-agency approach that continued to be taken in relation to such matters also being noted.

In conclusion, on behalf of the Board, the Chair extended his thanks to Chief Superintendent Dodds and the West Yorkshire Police for the service they provided across the city.

RESOLVED – That the content of the Safer Leeds Executive Annual Report for 2021/22, as appended to the submitted report, be noted.

106 Core Business Transformation Programme Phase 2: HR and Payroll Technology

Further to Minute No. 65, 19 October 2022, the Director of Resources submitted a report which sought the Board's agreement to proceed with Phase 2 of the Core Business Transformation (CBT) programme, together with the necessary approvals required to facilitate this.

Responding to a Member's enquiry, the Board received information on how the CBT programme would not only establish new technology, but would also look to ensure the effective delivery of the new processes and that the benefits from them were maximised by the Council.

Also in response to a Member's enquiry, reassurance was provided that in procuring the solution, the issue of security and the mitigation of risk from cyber attacks would be taken into account, with further explanation being given that systems were being replaced on a regular basis to ensure that they remained secure.

RESOLVED –

- (a) That approval be given for the Core Business Transformation Programme to proceed with Phase 2 of delivery requiring additional Authority to Spend of £8.0m funded from Capital Receipts in accordance with the Government's Flexible Use of Capital Receipts statutory guidance (updated August 2022) and issued under section 15(1)(a) of the Local Government Act 2003, with this forming part of a wider programme of works estimated to cost a total of £18.5m (Phase 1 of which (£10.48m) was approved by the Executive Board on 19th October 2022, Minute No. 65 refers);
- (b) That it be noted that Phase 2 of the programme will initially replace the Council's core HR and Payroll systems, followed by the replacement of related Health and Safety, Learning and Development, Occupational Health and Job Search, Recruitment, Selection, On-Boarding and Induction applications;
- (c) That authority be given to procure the new core HR and Payroll system(s) via an open procedure process, providing the award remains within the margins of the indicative costs; and also to waive Contract Procedure Rule (CPR) 15.2(c) in respect of the minimum points for price, with the evaluation criteria being: 60% quality, 30% price and 10% social value;
- (d) That it be noted that subsequent procurement and implementation of the related Health and Safety, Learning and Development, Occupational Health, Job Search, Recruitment, Selection, Onboarding and Induction applications will be undertaken by the Director of Resources, the Chief Officer Human Resources and Chief Officer

Draft minutes to be approved at the meeting to be held on Wednesday, 15th March, 2023

Strategy and Policy, with the project sponsor being the Chief Officer Financial Services.

107 Capital Receipts Programme Update

Further to Minute No. 113, 9th February 2022, the Director of City Development submitted a report presenting an update and overview of the Council's Capital Receipt Programme and which recommended to the Board a number of related approvals with regard to the programme.

It was noted that a footnote, as referenced in Appendices A and B, relating to Otley Lido had been included in error and therefore should be disregarded, with it being noted that the current position in relation to Otley Lido remained as reported to the Board in the Capital Receipts Programme report last year.

Following consideration of Appendix B to the submitted report designated as being 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 public part of the meeting, it was

RESOLVED –

- (a) That subject to the correction regarding Otley Lido as detailed above, the contents of the submitted report, together with the details of the previous Key Decisions which have been taken in relation to the disposal of assets, as set out at paragraph 4, be noted;
- (b) That the progress which has been made and the successes achieved since Executive Board considered the last report on 9 February 2022, be noted;
- (c) That those assets identified in Appendix A and exempt Appendix B to the submitted report as "Proposed for Inclusion" be declared as surplus and that approval be given to the disposal of those assets; with approval also being given to their addition to the Council's Capital Receipts Programme of surplus properties for disposal;
- (d) That the withdrawal of properties from the Capital Receipts Programme, as set out in Appendix A and exempt Appendix B to the submitted report, be approved, with such matters being implemented by the Director of City Development.

108 Financial Health Monitoring 2022/23 – Month 9 (December 2022)

The Chief Officer Financial Services submitted a report presenting an update on the financial health of the Authority in respect of both the General Fund revenue budget and the Housing Revenue Account, as at the end of Month 9 of the 2022/23 financial year.

In presenting the report, the Executive Member for Resources provided an overview of the key information within it, which included reference to the fact that an overspend of £13.4m was projected for the Authority's General Fund services, as at month 9 of 2022/23.

In noting that the intention was to utilise the Council's strategic contingency reserve to deliver a balanced budget, a Member highlighted the impact that this would have on the Council's strategic contingency reserve levels, and emphasised the need for that to be taken into consideration as part of any budget preparation processes moving forward.

Also, responding to a Member's enquiry, the Board received an update on the reasons for the improved position regarding the projected overspend, when compared to the previous month's financial health monitoring report.

RESOLVED –

- (a) That it be noted that at Month 9 of the financial year (December 2022) the Authority's General Fund services are forecasting an overspend of £13.4m and that the Housing Revenue Account is forecasting a balanced position;
- (b) That it be noted, that where an overspend is projected, directorates, including the Housing Revenue Account, are required to present action plans to mitigate their reported pressures, in line with the Revenue Principles agreed by Executive Board in 2019; with it also being noted that proposals received to date are included in the submitted report, as at Appendix 4, and that further action plans will be received at the March 2023 meeting of Executive Board;
- (c) That it be noted that known increased inflation and known impacts of the rising cost of living, including the agreed 2022/23 pay award, have been incorporated into this reported financial position, with it also being noted that these pressures will continue to be assessed, with the latest position being incorporated into future reports to be received by Executive Board.

ADULT AND CHILDREN'S SOCIAL CARE AND HEALTH PARTNERSHIPS

109 Annual Report of the Leeds Safeguarding Adults Board for 2021-22

The Director of Adults and Health submitted a report that presented the Leeds Safeguarding Adults Board's (LSAB) Annual Report for 2021/22, which summarised the Board's achievements and ongoing areas of work over the relevant 12 month period and provided an update on the intended plans moving forward, in line with the Board's strategic plan.

By way of introduction to the annual report, the Executive Member highlighted the key areas which had been focussed upon during 2021/22, including the launch of a cross-cutting strategy to tackle the issue of self-neglect and promoting the accessibility of safeguarding across the diverse communities of Leeds.

The Board welcomed Richard Jones CBE, Independent Chair of the Leeds Safeguarding Adults Board to the meeting, who was in attendance in order to introduce the key points of the annual report, the objectives of the Board and

to highlight key priorities moving forward. Concluding, the Independent Chair extended his thanks to his Board colleagues, all frontline staff for their contribution in this area and also to the Director of Adults and Health, given that this was her final Board meeting.

Responding to a Member's enquiry, the Board received further information on the role of the LSAB and its sub group in considering safeguarding concerns raised, and the process and criteria by which a Safeguarding Adult Review, arising from such a concern, could be initiated. Further to this discussion, it was suggested that future LSAB annual reports could make reference to such matters moving forward, including the number of concerns considered and the resulting actions taken.

In acknowledging the challenges that continued to be faced in the area of safeguarding, the importance of the partnership approach being taken was emphasised, together with the focus that the LSAB was placing upon equality and diversity.

RESOLVED –

- (a) That the contents of the Leeds Safeguarding Adults Board Annual Report for 2021/22, as appended to the submitted report, together with the comments made during the discussion, be noted;
- (b) That the strategic aims and ambitions of the Leeds Safeguarding Adults Board, as set out in the accompanying Strategic Plan, as appended and linked to the submitted report, be supported;
- (c) That it be noted that the Safeguarding Board will develop an action plan in response to the Peer Challenge which will be set out in the Annual Report for 2022/23.

(Councillor Coupar left the meeting at the conclusion of this agenda item)

LEADER'S PORTFOLIO

110 2023/24 Revenue Budget and Council Tax report including reports on the Capital Programme and Treasury Management Strategy

Further to Minute No. 91, 14th December 2022, the Chief Officer Financial Services submitted a suite of reports regarding: proposals for the City Council's Revenue Budget for 2023/24 and the Leeds element of the Council Tax to be levied during the same period; proposals regarding an updated Capital Programme for 2023 – 2027 and also a proposed updated Treasury Management Strategy for 2023/24.

The Board was advised that the budget proposals as detailed within the submitted report were based upon the provisional Local Government Finance Settlement. However, it was noted that following the publication of the submitted agenda papers, the final Local Government Finance Settlement had been received, which was consistent with the initial Settlement in all but two areas:

- 1) Regarding the Services Grant, it was noted that the Council would be in receipt of a further £253,000 in 2023/24, and that the intention was for this sum be allocated to the Strategic Contingency Reserve balance; and
- 2) Regarding the surplus on the Business Rates Levy Account, it was noted that the surplus was to be allocated to Local Authorities, and as a result, Leeds would receive £1.3m in the current financial year which would therefore contribute towards the currently projected overspend. It was also noted that the next financial health monitoring report would reflect the updated position.

In addition, it was noted that a correction was required within the submitted 2023/24 Revenue Budget and Council Tax cover report, specifically section 3(j) (page 241 of the agenda pack) should read: *'Looking ahead, Appendix 1 presents Provisional Revenue Budgets for 2024/25 and 2025/26. These update the position set out in the Medium-Term Financial Strategy received in September 2022, with latest forecast gaps of £43.0m in 2024/25 and £28.7m in 2025/26'*.

(A) 2023/24 Revenue Budget and Council Tax

RESOLVED –

- (a) That the Council be recommended to note the recommendation of the Council's statutory officer (the Chief Officer – Financial Services) that the Budget proposals for 2023/24 are robust and that the proposed level of reserves is adequate, as set out at Part 7 of Appendix 1 to the submitted report;
- (b) That, subject to the inclusion of the updated position and correction as referenced above, the Council be recommend to adopt the following:-
 - (i) That the revenue budget for 2023/24 totalling £573.4m be approved. This means that the Leeds element of Council Tax for 2023/24 will increase by 2.99% plus the Adult Social Care precept of 2.00%. This excludes the police and fire precepts which will be incorporated into the Council Tax report to be submitted to Council on 22nd February 2023;
 - (ii) That approval be given to grants totalling £69.6k to be allocated to parishes, as shown at Appendix 5 to the submitted report;
 - (iii) That approval be given to the strategy at Appendix 9 of the submitted report in respect of the flexible use of capital receipts - specifically the additional planned use in 2022/23 of £2.7m and planned use in 2023/24 of £19.0m;
 - (iv) That in respect of the Housing Revenue Account, the budget be approved with:-
 - An increase of 7% in dwelling rents;
 - An increase of 7% in garage and travellers site rent;
 - An increase of 12.6% (RPI) for the standing charges in district heating schemes and the district heating unit rate will increase to 10p per kwh;

- A 30% increase in heat consumption charges in sheltered complexes;
 - An increase in service charges for low/medium rise flats to £4.83 per week and for multi-storey flats £11.40 per week;
 - A decrease in the charge for tenants who benefit from the sheltered support service to £8.51 per week;
 - An increase in the Retirement Life charge for the provision of additional community facilities to £11.40 per week for services within complexes and £4.83 per week where they are within a standalone community centre;
 - An increase in the service charges for Wharfedale extra care scheme to £47.41 per week, in addition the support charge will increase by 9%.
- (v) That in respect of the Schools' Budget, the High Needs Block budget for 2023/24, as set out in paragraph 4.4 of the Schools' Budget Report at Appendix 8 to the submitted report, be approved, with specific reference to the table at paragraph 4.4.6 of the submitted report;
- (c) That Executive Board approval be given to the updated Revenue and Capital Principles, as detailed at Appendix 11 to the submitted report;
- (d) That Executive Board's thanks be conveyed to Scrutiny Boards and all those who took part in the public consultation for their comments and the observations made in consideration of the Council's Proposed Budget for 2023/24.

(B) Capital Programme Update 2023 – 2027

RESOLVED –

- (a) That Executive Board recommends to Council:-
- (i) the approval of the Capital Programme for 2023-2027, totalling £1,978.5m, including the revised projected position for 2022/23, as presented in Appendix A to the submitted report;
 - (ii) the approval of the MRP policy statements for 2023/24, as set out in Appendix C to the submitted report; and
 - (iii) the approval of the Capital and Investment Strategy, as set out in Appendix D to the submitted report; with it being noted that as part of the Capital and Investment Strategy, the Council is required to set prudential limits for the total value of its non-treasury investments and, specifically, limits for the total value of service investments and the total value of commercial investments that it holds; and as such, Council be recommended to approve, as detailed within Appendix D, that:-
 - the prudential limit for service investments be set at £80m; and
 - that a limit of £200m should be set for the carrying value of assets which are classed as commercial investments.

(b) That Executive Board approval be given to the following net injections totalling £420.7m into the Capital Programme, as set out in Appendix A(iii) to the submitted report:-

- £95.6m of Corporate Borrowing to address Capital Programme Review budget pressures as listed at Appendix A(iv) to the submitted report;
- £92.5m of annual programme injections (£45.4m of Corporate Borrowing, £11.9m of Flexible Use of Capital Receipts and £35.2m of External Funding) as listed at Appendix A(v) to the submitted report;
- £9.8m of Community Infrastructure Levy (CIL) Strategic Fund monies;
- £7.8m of Flexible Use of Capital Receipts injection for the Core Business Transformation Programme; and
- £215.0m of other injections, primarily relating to the roll forward of the HRA Programme, annual capital grant allocations and other secured external grant funding.

(c) That it be noted that the above resolutions to inject funding of £420.7m will be implemented by the Chief Officer (Financial Services).

(C) Treasury Management Strategy 2022/2023

Thanks was extended to those in the Treasury Management team for the effective way in which such matters continued to be managed.

RESOLVED –

- (a) That the Treasury Strategy for 2023/24, as set out in Section 8.5 of the submitted report, be approved by Executive Board and that the review of the 2022/23 strategy and operations, as set out in Sections 8.3 and 8.4 of the submitted report, be noted;
- (b) That full Council be recommended to approve that the borrowing limits for the Authorised Limit and Operational Boundary for 2022/23, 2023/24 and 2024/25 be confirmed as set in February 2022; and that new limits for 2025/26 be approved at £3,200m for Borrowing and £530m for other Long term liabilities for the Authorised limit. For 2025/26, full Council be recommended to approve that the Operational Boundary be set at £2,950m for Borrowing and £510m for Other Long-term Liabilities, as detailed at Section 8.6 of the submitted report;
- (c) That full Council be recommended to approve the Treasury Management indicator for the maturity structure of the Council's borrowing as detailed in Section 8.7 and Appendix B to the submitted report; with the only change to this Indicator being to increase the maximum percentage of debt maturing within 12 months from the previous 15% to 25% in response to the change required to the underlying calculation of this indicator from fixed rate debt only to include all debt including short term and variable rate debt;

- (d) That full Council be recommended to set the investment limits for periods greater than 364 days for 2022/23, 2023/24, 2024/25 at £150m, and that a new limit for 2025/26 be set at £150m. Also, full Council be recommended to approve that the limit of £15m which can be placed with the Debt Management Account Deposit Facility (DMADF) be removed. (The DMADF is an arm of the Debt Management office of HM Treasury). Finally, full Council be recommended to agree that all other Investment limits remain as set in February 2022, which are explained in Section 8.8.9 of the submitted report;
- (e) That full Council be recommended to approve that the Treasury Management Policy Statement be updated in line with the revised codes of practice, as shown at Appendix E to the submitted report; and that full Council be recommended to note that updated Treasury Management Practices and new Investment Management Practices (a new requirement, relating to non-treasury management investments), which are detailed operational documents, will be approved before the start of the 2023/24 financial year by the Chief Officer Financial Services, as required under the CIPFA Codes.

(The matters referred to in Minute Nos. 110 (A)(a) – 110(A)(b)(v) and 110 (A)(d) (Revenue Budget and Council Tax); 110(B)(a)(i) – 110(B)(a)(iii) (Capital Programme) and 110(C)(b) – 110(C)(e) (Treasury Management Strategy), given that they were decisions being made in accordance with the Budget and Policy Framework Procedure Rules, were not eligible for Call In)

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

111 Local Government Association Corporate Peer Challenge – Initial Action Plan

Further to Minute No. 90, 14 December 2022, the Chief Executive submitted a report presenting for consideration the initial Action Plan which had been drawn up in response to the findings and recommendations arising from recent the Local Government Association (LGA) Corporate Peer Challenge which took place in November 2022.

RESOLVED –

- (a) That the progress made in developing the LGA Peer Challenge Action Plan (as presented at Appendix 1 to the submitted report) in response to the findings and recommendations of the LGA Corporate Peer Challenge, be noted;
- (b) That it be noted that the initial Action Plan, alongside the LGA Corporate Peer Challenge final report will be considered by Strategy and Resources Scrutiny Board at their February 2023 meeting, in line with the Executive Board resolution of 14 December 2022 (Minute No. 90(c) refers);

- (c) That it be noted that the Peer Challenge Action Plan will inform organisational and financial planning as well as the Best City Ambition refresh, and that monitoring and reporting will be undertaken through existing routes, such as the Annual Performance Report.

INFRASTRUCTURE AND CLIMATE

112 Initial Public Consultation on the Proposed Scope of the Leeds Local Plan 2040

The Director of City Development submitted a report which set out the proposed consultation material regarding the update to the Leeds Local Plan. Specifically, the report sought approval to the proposed initial scope of the Leeds Local Plan 2040, to the commencement of a consultation exercise for a period of six weeks and to refer the consultation documentation to the Infrastructure, Investment and Inclusive Growth Scrutiny Board for consideration as part of such consultation.

A Member highlighted the importance of ensuring that the consultation was comprehensive and that the level of response was monitored, with a request that action be taken to ensure an appropriate level of response was achieved, if necessary. In response, assurance was provided that the consultation response would be monitored to ensure that the process was consistent with the established Statement of Community Involvement.

The Board acknowledged a Member's comments regarding the need to ensure that the approach being taken in relation to the role of town and local centres was widened to consider social, cultural and wellbeing aspects, with it being undertaken that such matters would be taken into consideration as the consultation process progressed.

RESOLVED –

- (a) That the proposed initial scope of the Leeds Local Plan 2040 be agreed as follows:-
- Update by deleting, creating or amending policies within the Local Plan for Leeds (namely the Adopted Leeds Core Strategy (amended 2019), the Natural Resources and Waste Local Plan (2013), Aire Valley Leeds Area Action Plan (2017), Site Allocations Plan (2019) and Unitary Development Plan (2006)) that relate to the spatial strategy, housing, economic development, the role of centres, minerals and waste, transport and accessibility and 'other' topics areas (including heritage, landscape, rural development, community facilities, contaminated land and hazardous substances, and open land and green corridors in urban areas);
- (b) That the commencement of a consultation exercise on the scope, as presented to the Board, for a period of six weeks using supporting topic paper (as detailed at appendix 1 to the submitted report), be agreed;

- (c) That the consultation documentation (as detailed at appendix 1 to the submitted report) be referred to the Infrastructure, Investment and Inclusive Growth Scrutiny Board for consultation in accordance with the requirements of the Budget and Policy Framework;
- (d) That the Sustainability Appraisal Scoping Report (as detailed at Appendix 2 to the submitted report) be published for comment as part of the consultation;
- (e) That it be noted that a 'Call for Sites' will be undertaken alongside the consultation process;
- (f) That the necessary authority be provided to the Chief Planning Officer, in order to enable the Chief Planning Officer, in liaison with the Executive Member for Infrastructure and Climate, to approve any amendments to the consultation material in advance of public consultation;
- (g) That it be noted that the Chief Planning Officer is responsible for the implementation of the resolutions above.

(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)

113 Connecting Leeds Transport Strategy - Action Plan Annual Update 2022

The Director of City Development submitted a report which outlined the annual progress which continued to be made in relation to the Connecting Leeds, Transport Strategy Action Plan, following the Board's approval of the Action Plan in October 2021.

In presenting the report, the challenges that continued to be faced in relation to longer term planning and ambitions in this area were highlighted, with the Executive Member emphasising the impact of the current national funding model on such matters.

In response to a Member's comments regarding the impact of development works whilst they were being carried out, the Board was advised that whilst works were planned as much in advance as possible and in a co-ordinated a way as possible, there were a number of external factors, such as the timeframe by which funding needed to be spent and emergency utility works, that often influenced the approach taken.

Members received an update on footfall statistics for the city centre together with bus and rail patronage levels, with it being noted that current levels in Leeds were approaching, or in some cases equal to that of 2019. It was also

noted that the rate of the increase being experienced in Leeds was faster than in a number of other areas in the country.

Responding to a Member's enquiry, the Board received an update regarding the '20 Minute Neighbourhood' initiative and how that connected with such matters, with it being noted that there was expected to be further reference to the provision of '20 Minute Neighbourhoods' in next year's annual update report.

RESOLVED –

- (a) That the contents of the Connecting Leeds Transport Strategy annual progress report, together with the associated Action Plan 2021-2024, as presented, be noted;
- (b) That the progress made and successes achieved against the key measures outlined in the Action Plan and the submitted report, be noted, together with how these impact on the wider context of the Leeds City Council Best City Ambition;
- (c) That the progress made against the interim datasets and associated key performance indicators which are used to develop the Connecting Leeds Action Plan that support the aims and objectives of the Connecting Leeds Transport Strategy, be noted.

114 Connecting Leeds - Public Transport Investment Programme - Completion Update

The Director of City Development submitted a report presenting an update on the progress made in relation to the Connecting Leeds, Leeds Public Transport Investment Programme (LPTIP), which covered the period between the last update presented to the Board in November 2020 up to the completion of the majority of all construction and project delivery, as at November 2022.

In introducing the report, the Executive Member extended her thanks to all of those involved in the delivery of this very significant programme of works, which it was noted was undertaken within a very challenging timescale. The Executive Member also provided an overview of the programme's key achievements.

Responding to a Member's specific enquiry questioning the reference in the report on the undertaking of schemes to improve neighbourhood transport hubs at Rothwell and Robin Hood, it was undertaken that such references would be checked with a response being provided to the Member in question.

There was a discussion regarding the recent scheme inflation review which had been undertaken by the Combined Authority and, in response to Members' enquiries, a brief update was provided on the latest position of a scheme within a specific Member's area.

RESOLVED –

- (a) That the completion of the majority of construction/project delivery work undertaken on the Connecting Leeds Programme (Bus Infrastructure, Rail and Bus Delivery packages) to ensure the realisation of the outcomes, as set out in the strategic outline business case to the Department for Transport (DfT), be noted;
- (b) That the latest financial position of the programme, be noted; and that agreement be given for the Chief Officer Highways and Transportation, in conjunction with the Executive Member for Infrastructure and Climate, to make any further residual movements within budget, which are needed on completion of the programme between packages and taking account of all the additional external funding opportunities secured since the last update report.

COMMUNITIES

115 A Refreshed Approach to Equality, Diversity and Inclusion

The Director of Communities, Housing and Environment and the Director of Resources submitted a joint report which presented a refreshed approach towards Equality, Diversity and Inclusion, including a Vision Statement and Action Plan for consideration and adoption.

In introducing the report, the Executive Member emphasised the partnership approach which had been taken in compiling this refreshed approach and thanked those who had been involved in the engagement process. In addition, the 5 priorities across each of the 3 strands were highlighted, with it being noted that the refreshed approach would support rather than replace existing arrangements.

Members supported the proposals detailed within the submitted report.

RESOLVED –

- (a) That the Equality, Diversity and Inclusion Vision and Action Plan for 2023 – 2025, as appended to the submitted report, be adopted;
- (b) That the proposals for new performance reporting against the Equality, Diversity and Inclusion agenda, be noted;
- (c) That it be noted that the Director of Communities, Housing and Environment and the Director of Resources are responsible for leading this work through the Council's Safer Stronger Communities and Human Resources teams.

ENVIRONMENT AND HOUSING

116 Damp and Mould

The Director of Communities, Housing and Environment submitted a report providing an update and assurances to the Board regarding the current position in respect of damp and mould within Council managed homes,

together with the approach being taken to tackle such matters and ensure that robust measures were in place. The report also provided an update on the actions being taken by the Council with regard to the private rented sector.

Responding to a Member's enquiry regarding a press release from the Housing Ombudsman, the Board received further information and context in relation to that specific case, with it being noted that the Ombudsman's findings had been accepted, that the Council had apologised to the individual concerned and that lessons had been learned and were being acted upon.

Also in response to a Member's enquiries and concerns, assurance was provided on the actions that were being taken to address this issue within the level of resource and regulatory framework available to the Authority. It was noted that this included the widening of training across a range of teams in the service, increased communications with residents, the provision of increased resource specifically to address this issue and working with energy suppliers to help tenants heat their homes more effectively. In addition, the Board received an update on the proactive work which was taking place in the private rented sector and in terms of housing associations.

Members received clarification on the resourcing of inspection works carried out by the Council within the private rented sector.

RESOLVED –

- (a) That the contents of the submitted report, be noted;
- (b) That the measures which have been put in place to reduce damp and mould in tenants' homes and to improve how reports of damp and mould in tenants' homes are managed, be supported.

ECONOMY, CULTURE AND EDUCATION

117 Leeds Kirkgate Open Market Future Opportunities - Consultation Response and Next Steps

Further to Minute No. 96, 14 December 2022, the Director of City Development submitted a report which presented the findings from the consultation exercise undertaken on the potential introduction of a new container food, beverage and entertainment offer on part of the Open Market at Leeds Kirkgate Market and which set out a series of proposed 'next steps' for consideration.

In introducing the report, the Executive Member provided an overview of the support which had been provided to the market in recent years, with it being highlighted that the aim of the submitted proposals was to secure the long term future of the market. Members also received an overview of the findings from the consultation exercise, with it being noted that there had been over 2,000 responses to the online survey with 71.5% being generally supportive of the proposals. Finally, it was noted that assurance had been provided to traders that where detail on the proposals was yet to be confirmed, this would be undertaken in consultation with traders.

In considering the report, a Member highlighted that whilst he thought there had been a lack of response to the consultation from traders, he was supportive of the proposals.

RESOLVED –

- (a) That the findings from the approved consultation exercise regarding the introduction of a new container food, beverage and entertainment offer on part of the Open Market at Leeds Kirkgate Market, as detailed within the submitted report, be noted;
- (b) That in noting the outcome of the agreed consultation exercise, it be noted that the overall findings can be broadly categorised as:-
- Trader Consultation Outcome;
 - Public/Shopper Outcome;
 - Partner/Stakeholder Outcome.
- (c) That in taking into account resolutions (a) and (b) above, the following next steps be approved:-
- To continue to engage with market traders around the concerns some of them have with the proposal, specifically around the need for any development to be as complementary as possible to the market;
 - To delegate approval to the Director of City Development, in consultation with the Deputy Leader of Council and Executive Member for Economy, Culture and Education, to market the site as a suitable location for a potential container led food, beverage and entertainment offer;
 - To delegate approval to the Director of City Development, in consultation with the Deputy Leader of Council and Executive Member for Economy, Culture and Education, for the selection of a potential operator;
 - To progress the potential delivery of the proposal in accordance with the Council's standard processes for a land and property transaction.
- (d) That it be noted that the Director of City Development is responsible for the implementation of such matters.

118 Determination of School Admission Arrangements for 2024/25

The Director of Children and Families submitted a report which sought approval of the proposed Leeds City Council admission arrangements (admission policy) for September 2024, with it being noted that the admission policy applied to all Leeds community and voluntary controlled maintained schools (100 schools) in the city.

In introducing the report, the Executive Member highlighted that, in response to the reduced birth rate in Leeds, the submitted report did contain proposals to reduce the published admission number (PAN) in 3 primary schools, with it

being noted that each of the Governing Bodies had given majority support for the proposals concerning their school.

RESOLVED –

- (a) That in determining the school admissions arrangements for the academic year 2024/25, the admissions policies for the Leeds Community and Voluntary Controlled maintained Primary and Secondary schools (as detailed at Appendices A, B and C to the submitted report), be approved;
- (b) That the resolutions within this minute be exempted from Call In for the reasons of urgency, as set out in paragraphs 46 and 47 of the submitted report;
- (c) That the necessary authority be provided to the Lead for Admissions and Family Information Service, to enable that officer to take any actions should there be a need to revise these arrangements after they have been determined, where this revision is necessary to give effect to a mandatory requirement of the Admission Code, admissions law, a determination of the Schools Adjudicator or any misprint in the admission arrangements, under regulation 19 of the School Admissions Regulations 2012;
- (d) That the following be noted:-
 - (i) The Coordinated scheme for admissions arrangements for entry in September 2024 (as detailed in Appendix D to the submitted report) has been set;
 - (ii) That the officer responsible for this work is the Lead for Admissions and Family Information Service;
 - (iii) That the statutory date for implementation (i.e. determination of the policies) is no later than 28 February 2023, with the arrangements being published by 15 March 2023.

(The Council's Executive and Decision Making Procedure Rules state that a decision may be declared as being exempt from the Call In process by the decision taker if it is considered that the matter is urgent and any delay would seriously prejudice the Council's, or the public's interests. In line with this, the resolutions contained within this minute were exempted from the Call In process, as per resolution (b) above, and for the reasons as detailed above and as set out within sections 46 - 47 of the submitted report)

DATE OF PUBLICATION: FRIDAY, 10TH FEBRUARY 2023

LAST DATE FOR CALL IN OF ELIGIBLE DECISIONS: 5.00 P.M., FRIDAY, 17TH FEBRUARY 2023

Draft minutes to be approved at the meeting to be held on Wednesday, 15th March, 2023

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