



A meeting of the Council will be held in the Civic Hall, Leeds on Wednesday, 18th January, 2023 at 1.00 pm

Members of the Council are invited to attend and transact the following business:

- 1 Minutes of the last Meeting** 5 - 20

To approve the minutes of the Council Meeting held on 16th November 2022.
- 2 Declaration of Interest**

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

To receive such communications as the Lord Mayor, the Leader, Members of the Executive Board or the Chief Executive consider appropriate.
- 4 Deputations**

To receive deputations in accordance with Council Procedure Rule 10.
- 5 Recommendations of the Licensing Committee - Licensing Act 2003 Statement of Licensing Policy** 21 - 68

To consider the report of the Chief Officer Elections and Regulatory presenting recommendations from the Licensing Committee in respect of the Statement of Licensing Policy.
- 6 Report of the Calculation of the Council Tax and Business Rates Tax Bases for 2023/24** 69 - 118

To consider the report of the Chief Officer – Financial Services seeking agreement to the 2023/24 council tax bases for Leeds and the parish/town councils set out in the report and providing indicative business rates shares for 2023/24 and to request Council to give delegated authority to the Chief Officer – Financial Services to finalise the shares and to submit them in the National Non-Domestic Rates 1 Return 2023/24 on or before the 31st January 2023.

7	Report of the Independent Remuneration Panel	119 - 128
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To consider the report of the Head of Democratic Services presenting to Council the report of the Independent Remuneration Panel (IRP) following a meeting on 8th November 2022 setting out their conclusions and recommendations.

8	Report on Appointments	129 - 132
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To consider the report of the City Solicitor on appointments.

9	Report on the Annual Report of the Climate Emergency Advisory Committee	133 - 148
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To consider the report of the Director of Resources introducing the Annual Report of the Climate Emergency Advisory Committee, which demonstrates the work of the committee undertaken throughout the 2021/22 municipal year.

10	Executive Questions	
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To deal with executive questions in accordance with Council Procedure Rule 11.

11	Minutes of the Health and Wellbeing Board and the Executive Board	149 - 168
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To receive the minutes in accordance with Council Procedure Rule 2.2(i).

12	White Paper Motion (in the name of Councillor Andrew Carter) - Site Allocations Plan	169 - 170
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This Council welcomes the Inspector's proposed further Main Modifications to the Site Allocations Plan Remittal, which would delete the employment site at Barrowby Lane, Manston and see it remain as Green Belt Land.

Council believes that this outcome, if confirmed following the consultation period, would represent a vindication for opposition groups and members of the public who repeatedly argued that Barrowby Lane should remain in the Green Belt. This followed the successful High Court challenge that resulted in 37 Green Belt sites (including Barrowby Lane) being remitted for independent examination.

Council regrets that this administration did not take the opportunity at an earlier stage to listen to public feedback on the SAP proposals and retain this site as Green Belt land, despite this feedback being overwhelmingly in opposition to the Council's position.

Council calls on this administration to ensure it undertakes thorough engagement and consultation throughout all future updates to the Site

Allocations Plan, and that it listens and acts appropriately on the feedback it receives.

13

**White Paper Motion (in the name of Councillor Forsaith) -
Community Municipal Bonds**

171 - 172

Council notes that Leeds City Council declared a Climate Emergency in March 2019 by a majority vote, resolving to work to make Leeds carbon neutral by 2030.

Council further notes that that there are now just 7 years left until this 2030 target date.

In passing the Motion, the Council resolved not only to declare a climate emergency, but to sign up to a science-based carbon reduction target consistent with achieving the Paris Agreement of no more than 1.5°C global temperature increase.

Council understands that any planetary warming above 1.5°C will result in an increasingly unliveable world, with food production and water supplies threatened whilst populations and communities have to withstand increasingly extreme weather events such as those we have experienced in Leeds over the last few years.

Council recognises the work of the Leeds Climate Change Citizens' Jury in 2019 and notes their recommendation to explore a variety of funding sources, including a Local Government Green Bond.

The Community Municipal Bonds (CMB) model provides for the issuing of local green bonds to channel local savings into local projects with low risk and a modest return to investors. They provide an opportunity for those residents who have the means to invest in projects that enable others locally to help tackle the climate emergency. In this way they are also investing in the green economy of the future.

Council believes that offering local savers and other ethical investors a way to support the City's journey to carbon neutrality would mobilise community engagement in the process of change, attracting significant sums for named projects whilst offering security and a modest rate of interest.

Council acknowledges the successful bids for national government funding for schemes that address the climate emergency, but recognises that much more funding will be needed, especially at a time of significant financial challenges for Councils.

Council therefore calls for a report to be brought to Executive Board within 6-months detailing the different options for issuing Leeds Climate Bonds and the most appropriate option for their adoption.

This Council believes the people of Leeds deserve public services they can rely on, including local council services, the NHS, Police, Fire and Rescue, and Schools. Council believes the current Government has no mandate to impose further cuts to public spending on these vital services and therefore calls upon the Prime Minister to call a General Election as soon as possible.



Tom Riordan CBE
Chief Executive

Civic Hall
Leeds
LS1 1UR

Please note: this meeting may be filmed for live or subsequent broadcast via the City Council's website on the internet - at the start of the meeting the Lord Mayor will confirm if all or part of the meeting is to be filmed. The images and sound recording may be used for training purposes by the Council. Generally the public gallery is not filmed. However, by entering the Council Chamber and using the public seating area you are consenting to being filmed and to the possible use of those images and sound recordings for webcasting and/or training purposes. If you have any queries regarding this, please contact the City Solicitor.

Third Party Recording

Recording of this meeting is allowed to enable those not present to see or hear the proceedings either as they take place (or later) and to enable the reporting of those proceedings. A copy of the recording protocol is available from the clerk.

Use of Recordings by Third Parties– code of practice

- a) Any published recording should be accompanied by a statement of when and where the recording was made, the context of the discussion that took place, and a clear identification of the main speakers and their role or title.
- b) Those making recordings must not edit the recording in a way that could lead to misinterpretation or misrepresentation of the proceedings or comments made by attendees. In particular there should be no internal editing of published extracts; recordings may start at any point and end at any point but the material between those points must be complete.

Note to observers of the meeting please use the link below and click 'link to view meeting recording'.

[Council and democracy \(leeds.gov.uk\)](http://leeds.gov.uk)

Proceedings of the Meeting of the Leeds City Council held
Civic Hall, Leeds on Wednesday, 16th November, 2022

PRESENT: The Lord Mayor Councillor Robert Gettings MBE JP in the Chair.

WARD

ADEL & WHARFEDALE

Barry John Anderson
Caroline Anderson
Billy Flynn

ALWOODLEY

Dan Cohen
Neil Buckley
Peter Mervyn Harrand

ARDSLEY & ROBIN HOOD

Karen Renshaw
Mike Foster
Lisa Mulherin

ARMLEY

Alice Smart
James McKenna
Lou Cunningham

BEESTON & HOLBECK

Annie Maloney
Gohar Almas
Andrew Scopes

BRAMLEY & STANNINGLEY

Kevin Ritchie
Caroline Gruen
Julie Heselwood

BURMANTOFTS & RICHMOND HILL

Luke Farley
Asghar Khan
Denise Ragan

WARD

CALVERLEY & FARSLEY

Amanda Carter
Peter Carlill
Andrew Carter

CHAPEL ALLERTON

Mohammed Rafique
Jane Dowson

CROSS GATES & WHINMOOR

Pauleen Grahame
James Gibson
Jessica Lennox

FARNLEY & WORTLEY

Mark Swards
David Blackburn
Ann Forsaith

GARFORTH & SWILLINGTON

Mark Dobson
Sarah Field
Suzanne McCormack

GIPTON & HAREHILLS

Salma Arif
Arif Hussain
Kamila Maqsood

GUISELEY & RAWDON

Eleanor Thomson
Paul Alderson
Paul John Spencer Wadsworth

HAREWOOD

Matthew James Robinson
Sam Firth
Ryan Stephenson

HEADINGLEY & HYDE PARK

Jonathon Pryor
Alison Garthwaite
Neil Walshaw

HORSFORTH

Emmie Bromley
John Garvani
Jackie Shemilt

HUNSLET & RIVERSIDE

Ed Carlisle
Mohammed Iqbal
Paul Wray

KILLINGBECK & SEACROFT

John Tudor
David Jenkins
Katie Dye

KIPPAX & METHLEY

Mary Elizabeth Harland
James Lewis
Mirelle Midgley

KIRKSTALL

Hannah Bithell
Fiona Elizabeth Venner
John Anthony Illingworth

LITTLE LONDON & WOODHOUSE

Kayleigh Brooks
Javaid Akhtar
Abigail Marshall-Katung

MIDDLETON PARK

Wayne Dixon
Sharon Burke
Paul Anthony Truswell

MOORTOWN

Mahalia France-Mir
Sharon Hamilton
Mohammed Shahzad

MORLEY NORTH

Robert Gettings MBE JP

Andy Hutchison

MORLEY SOUTH

Oliver Newton
Jane Senior
Wyn Kidger

OTLEY & YEADON

Colin Campbell

Ryk Downes

PUDSEY

Simon Seary
Dawn Seary
Trish Smith

ROTHWELL

Barry Stewart Golton
Conrad Hart-Brooke
Diane Chapman

ROUNDHAY

Jordan Bowden
Zara Hussain
Lisa Martin

TEMPLE NEWSAM

Debra Coupar
Helen Hayden
Nicole Sharp

WEETWOOD

Izaak Wilson
Emma Flint
Chris Howley
Norma Harrington

Linda Richards

48 Announcements

(a) The Lord Mayor welcomed members to this meeting of Full Council and also any members of the public who were joining the meeting and reminded those present that the meeting was to be streamed live.

(b) The Lord Mayor informed Council of the recent death of Honorary Alderman Bernard Atha CBE who had served as a Councillor for 57 years and invited Councillor James Lewis to pay tribute.

Council stood in silent tribute.

49 Minutes of the last Meeting

It was moved by Councillor Lennox, seconded by Councillor Cohen and

RESOLVED – That the minutes of the meetings held on 20 July, 14 September and 19 October 2022 be approved.

50 Declaration of Interest

There were no declarations of interests.

51 Communications

The Chief Executive informed Council that since the last Full Council meeting responses had been received from ministers to 3 Council resolutions, from Marcus Jones MP, in respect of a White Paper Resolution relating to Housing, from Baroness Vere of Norbiton, in respect of a White Paper Resolution relating to Highways and from David Rutley MP, in respect of a White Paper Resolution relating to the Household Support Fund copies of which had previously been circulated to all Members of Council.

52 Deputations

Three deputations were admitted to the meeting and addressed Council, as follows:-

- 1) Leeds Children's Mayor
- 2) Residents of Inner North-West Leeds
- 3) Queensway School

RESOLVED – That the subject matter in respect of deputation 1 and 3 be referred to the Director of Children and Families for consideration in consultation with the relevant Executive Member, that the subject matter in respect of deputation 2 be referred to the Director of Communities, Housing and Environment for consideration in consultation with the relevant Executive Member.

53 Report on Appointments

It was moved by Councillor Lennox, seconded by Councillor Flint and

RESOLVED – That the report of the City Solicitor on appointments be approved, namely;

- Julie Longworth replacing Sal Tariq on the Health and Wellbeing Board following the appointment of Julie Longworth as the Interim Director of Children & Families.
- That Councillor Pryor replace Councillor Coupar as the substitute on the LEP Board.

- 54 Report on Plans Panel and Development Plan Panel Annual Report 2021-22**
It was moved by Councillor Hayden, seconded by Councillor Gruen and

RESOLVED – That the report of the Chief Planning Officer presenting to Council the 2021-22 Plans Panel and Development Plan Panel Annual Report be received and noted.

At the conclusion of this item Council adjourned from 14.15 to 14.25.

- 55 Report on Community Committees Annual Report 2021/22**
It was moved by Councillor Harland, seconded by Councillor Shahzad and

RESOLVED – That the report of the Director of Communities, Housing and Environment presenting to Council the Community Committees' Annual report for 2020/21 be received and that the work now being progressed to further improve the effectiveness, community engagement role and improvement work of Community Committees be noted.

56 Executive Questions

- Q1 Councillor Flynn to the Executive Member (Economy, Culture and Education):-

Could the Executive Member please provide me with the number of initial applications for EHCPs awaiting assessment and the total number of EHCPs in existence?

The Executive Member (Economy, Culture and Education) replied.

- Q2 Councillor Howley to the Executive Member (Infrastructure and Climate):-

Given recent news of mis-reporting of night time flight data from Leeds Bradford Airport to the Council would the Member for Infrastructure and Climate explain what the Council proposes to do to ensure the validity of the information submitted and agree to bring a report to the relevant Council Panel/Board?

The Executive Member (Infrastructure and Climate) replied.

- Q3 Councillor Dowson to the Leader of Council:-

Please can the Leader update council on what he would like to see in the Government's Autumn Statement tomorrow?

The Leader of Council replied.

- Q4 Councillor Blackburn to the Executive Member Environment and Housing):-

Could the Executive Member for Environment and Housing tell me what steps are being taken to make sure those households with wheel out refuse collections, which are constantly being missed, receive the service they are offered?'

The Executive Member (Environment and Housing) replied.

Q5 Councillor Garthwaite to the Executive Member (Resources):-

Can the Executive Member please update Council on what is happening with the White Ribbon campaign this year?

The Executive Member (Resources) replied.

Q6 Councillor Smith to the Executive Member (Infrastructure and Climate):-

Will the Executive Member for Infrastructure and Climate please outline the process through which utility companies must adhere in order to complete works on the highway?

The Executive Member (Infrastructure and Climate) replied.

At the conclusion of question time, the following questions remained unanswered and it was noted that, under the provisions of Council Procedure Rule 11.6, written answers would be sent to each Member of Council:-

Q7 Councillor Chapman to the Executive Member (Resources):-

Q8 Councillor Flint to the Executive Member (Economy, Culture and Education):-

Q9 Councillor Dobson to the Executive Member (Public Health and Active Lifestyles):-

Q10 Councillor Jenkins to the Executive Member (Children and Adult's Social Care and Health Partnerships).

Q11 Councillor B Anderson to the Executive Member (Infrastructure and Climate).

Q12 Councillor Chapman to the Executive Member (Communities).

Q13 Councillor Khan to the Executive Member (Communities).

Q14 Councillor Wadsworth to the Executive Member (Environment and Housing).

Q15 Councillor Chapman to the Executive Member (Public Health and Active Lifestyles).

Q16 Councillor Stephenson to the Leader of Council

Q17 Councillor Campbell to the Executive Member (Infrastructure and Climate).

Q18 Councillor Buckley to the Executive Member (Infrastructure and Climate).

Q19 Councillor Campbell to the Executive Member (Public Health and Active Lifestyles).

Q20 Councillor Firth to the Executive Member (Resources).

Q21 Councillor Campbell to the Executive Member (Public Health and Active Lifestyles).

Q22 Councillor Robinson to the Executive Member (Infrastructure and Climate).

- Q23 Councillor Hart-Brooke to the Executive Member (Infrastructure and Climate).
- Q24 Councillor Firth to the Leader of Council.
- Q25 Councillor Hart-Brooke to the Executive Member (Environment and Housing).
- Q26 Councillor Robinson to the Leader of Council.
- Q27 Councillor Downes to the Executive Member (Resources).
- Q28 Councillor C Anderson to the Executive Member (Infrastructure and Climate).
- Q29 Councillor Golton to the Executive Member (Public Health and Active Lifestyles).
- Q30 Councillor Firth to the Executive Member (Environment and Housing).
- Q31 Councillor B Anderson to the Executive Member (Environment and Housing).
- Q32 Councillor Robinson to the Executive Member (Economy, Culture and Education).
- Q33 Councillor Firth to the Executive Member (Environment and Housing).
- Q34 Councillor Robinson to the Executive Member (Infrastructure and Climate).
- Q35 Councillor Firth to the Executive Member (Public Health and Active Lifestyles).
- Q36 Councillor Stephenson to the Executive Member (Communities).
- Q37 Councillor Firth to the Leader of Council.
- Q38 Councillor Robinson to the Executive Member (Infrastructure and Climate).
- Q39 Councillor Firth to the Executive Member (Resources).
- Q40 Councillor Firth to the Executive Member (Resources).

57 Minutes of the Health and Wellbeing Board and the Executive Board

It was moved by Councillor Lewis, seconded by Councillor Lennox that the minutes be received in accordance with Council Procedure Rule 2.2(i).

RESOLVED – That the minutes be received in accordance with Council Procedure Rule 2.2(i).

Council Procedure Rule 4, providing for the winding up of business, was applied prior to all notified comments on the minutes having been debated.

At the conclusion of this item Council adjourned from 16.19 to 16.47.

58 White Paper Motion (in the name of Councillor Buckley) - Bus Services in Leeds

It was moved by Councillor Buckley, seconded by Councillor Andrew Carter that this Council is concerned at the current state of bus services in Leeds.

Council notes that public transport was hit hard by the pandemic, with passenger numbers not yet fully recovered, and Council welcomes the substantial and

continuing government funding that has been paid to operators and local transport authorities to keep services running. Between April and December this year alone, West Yorkshire Combined Authority is expected to receive £3,043,632 to help operators maintain vital routes.

Council regrets that despite this investment the performance of some services has worsened. Passenger satisfaction has declined on key measures such as punctuality, reliability and the provision of information during the journey, whilst concerns have been raised about the accuracy of the real time information system that displays the predicted time of the next bus. Meanwhile many outer areas of the city still suffer from poor public transport connectivity and service reliability issues, with investment largely focused on the city centre.

Council notes that the Combined Authority has been awarded an indicative settlement of £69,974,070 in government funding over three financial years to support delivery of a Bus Service Improvement Plan, and believes the public will expect the Mayor of West Yorkshire to be held accountable for addressing current problems with services now, as well as delivering a longer term step change in performance in Leeds.

Council requests that the Chief Executive writes to the Mayor of West Yorkshire asking that she outlines her detailed plans to tackle the immediate concerns with the city's bus services, and inviting her to take questions in an appropriate forum from elected members in Leeds.

An amendment was moved by Councillor Golton, seconded by Councillor Chapman

Delete all after the first paragraph and replace with:

"Elected members share the frustration of bus passengers at the unacceptable level of cancelled bus journeys throughout the network, and the reduced frequency imposed on some bus services. This has a significant impact on Leeds workers getting to their place of employment, students attending classes on time, and people accessing hospital appointments. The cancelling or reduction of evening services in particular is having a significant impact on many people's mental health as they are effectively curfewed from social activity after dark.

This Council regrets that the recently extended Covid support funding from government, handed over to private bus companies, contains no binding agreements on customer delivery.

This Council further considers the West Yorkshire Mayor's Enhanced Bus Partnership a failure, as this arrangement has failed to leverage any appreciable improvements for West Yorkshire Bus passengers from private bus companies in exchange for the taxpayer funded subsidy they receive.

Members are dismayed that despite handing over £80 million for cleaner, cheaper new buses, and £35 million to subsidise cheaper 'Mayors Fares', Leeds bus users are experiencing a worsening service under the Mayor's transport stewardship.

This Council believes that the accountability and performance of private bus companies will only be improved when the voluntary Enhanced Bus Partnership is replaced by a franchise arrangement similar to that in Greater Manchester.

This Council therefore instructs the Chief Executive to inform Mayor Brabin that this Council has no confidence in her Enhanced Bus Partnership. It further requests that the West Yorkshire Mayor informs the Minister for Transport of the failure of the

current voluntary arrangements, and requests an acceleration of the process to allow the franchising of buses in West Yorkshire."

A second amendment was moved by Councillor Blackburn, seconded by Councillor Forsaith

Delete all after the first sentence and insert:

"This Council welcomes the continued support from Central Government for our local bus services and the introduction of the £2 minimum fare introduced by the Mayor of West Yorkshire, but recognises that this will not resolve the problems of bus services in Leeds and the rest of West Yorkshire.

Council believes the problems go much deeper and have only been made worse by the Covid pandemic. Council believes the model for delivery of bus services is broken and was already in that position prior to the pandemic.

Council believes these problems can only be resolved by the introduction of franchising across West Yorkshire and the setting up of a publicly owned operator of last resort by the West Yorkshire Combined Authority.

Council, therefore, resolves to write to the Mayor of West Yorkshire expressing these views and to the Prime Minister requesting that the Mayor of West Yorkshire and West Yorkshire Combined Authority be given the appropriate powers to carry this out."

A third amendment was moved by Councillor Lewis, seconded by Councillor Carlill

Remove all after "This Council" and replace with:

".....is concerned that, despite action by the West Yorkshire Mayor to push Government to extend the Bus Recovery Grant, private bus operators First and Arriva have still proceeded to implement cuts to some bus services and failed to improve employment conditions for their staff to address their driver recruitment and retention issues.

Council believes this situation where private operators in receipt of Government subsidy can choose to shrink the bus network, including routes crucial for our communities, is unacceptable and confirms that the current deregulated, privatised bus model introduced by the Conservatives has been a resounding failure. Council is concerned by the damage this model has inflicted over many years on the everyday lives of residents across Leeds who rely on buses to access jobs, education, family, crucial services, shops and entertainment.

Council further believes questions about the delivery of the Bus Recovery Grant directly to private operators by the Government need to be independently investigated by an agency such as the National Audit Office.

Council welcomes action taken by this council and the West Yorkshire Mayor to improve buses for passengers in Leeds, including more bus lanes and Park and Ride sites, as well as cheaper tickets through the £2 Mayors Fares scheme.

Council calls for legislation that currently prevents the creation of new municipal publicly owned bus companies to be overturned. Council reiterates again its support for the West Yorkshire Mayor's pledge to bring in franchising of the bus network but notes the Government's timetable blocks this until at least 2024. Council also supports the West Yorkshire Mayor's calls for Government to provide sustainable, long-term funding for buses to enable the bus network to grow. In the meantime Council will continue to support the West Yorkshire Mayor in holding First and Arriva to account and supports the West Yorkshire Mayor's calls for the Government to extend the Bus Recovery Grant beyond its current end date of March to prevent any further cuts to services."

The amendments in the name of Councillor Golton and Councillor Blackburn were declared lost the amendment in the name of Councillor Lewis was carried and upon being put to the vote it was

RESOLVED – That this Council is concerned that, despite action by the West Yorkshire Mayor to push Government to extend the Bus Recovery Grant, private bus operators First and Arriva have still proceeded to implement cuts to some bus services and failed to improve employment conditions for their staff to address their driver recruitment and retention issues.

Council believes this situation where private operators in receipt of Government subsidy can choose to shrink the bus network, including routes crucial for our communities, is unacceptable and confirms that the current deregulated, privatised bus model introduced by the Conservatives has been a resounding failure. Council is concerned by the damage this model has inflicted over many years on the everyday lives of residents across Leeds who rely on buses to access jobs, education, family, crucial services, shops and entertainment.

Council further believes questions about the delivery of the Bus Recovery Grant directly to private operators by the Government need to be independently investigated by an agency such as the National Audit Office.

Council welcomes action taken by this council and the West Yorkshire Mayor to improve buses for passengers in Leeds, including more bus lanes and Park and Ride sites, as well as cheaper tickets through the £2 Mayors Fares scheme.

Council calls for legislation that currently prevents the creation of new municipal publicly owned bus companies to be overturned. Council reiterates again its support for the West Yorkshire Mayor's pledge to bring in franchising of the bus network but notes the Government's timetable blocks this until at least 2024. Council also supports the West Yorkshire Mayor's calls for Government to provide sustainable, long-term funding for buses to enable the bus network to grow. In the meantime Council will continue to support the West Yorkshire Mayor in holding First and Arriva to account and supports the West Yorkshire Mayor's calls for the Government to extend the Bus Recovery Grant beyond its current end date of March to prevent any further cuts to services.

On the requisition of Councillor Lennox and Councillor Lewis the voting on the third amendment in the name of Councillor Lewis was recorded as follows;

YES – 57

Akhtar, Almass, Arif, Bithell, Bowden, Bromley, Brooks, Burke, Carlill, Coupar, Dowson, Dye, Farley, Flint, France-Mir, Garthwaite, Garvani, Gibson, Grahame, Gruen, Hamilton, Harland, Hayden, Heselwood, A Hussain, Z Hussain, Illingworth, Iqbal, Jenkins, Khan, Lennox, Lewis, Maloney, Marshall-Katung, Martin, McKenna, Midgley, Mulherin, Pryor, Rafique, Ragan, Renshaw, Ritchie, Scopes, Swards, Shahzad, Sharpe, Thomson, Truswell, Tudor, Venner, Walshaw, Wilson, Wray, Blackburn, Carlisle and Forsaith.

NO – 19

Alderson, B Anderson, C Anderson, Buckley, Amanda Carter, Andrew Carter, Cohen, Firth, Flynn, Foster, Harrand, Harrington, Richards, Robinson, D Seary, S Seary, Smith, Stephenson and Wadsworth.

ABSTAIN – 10

Kidger, Hutchison, Newton, Senior, Downes, Golton, Campbell, Chapman, Hart-Brooke, and Howley.

- 59 White Paper Motion (in the name of Councillor Downes) - Queensway School**
It was moved by Councillor Downes, seconded by Councillor Campbell that this council is concerned that the proposed closure of Queensway School in Yeadon will only partially address the challenge of low pupil numbers in Aireborough and that the current problem is an Aireborough wide issue, that should be dealt with holistically. Closure of Queensway would seriously impact on SEND pupils and disrupt the education and mental health of pupils. This will have an additional impact on the JCC and future provision for the whole of Aireborough.

Council calls on officers to halt the process of Queensway's closure and look for a full solution for Aireborough instead.

An amendment was moved by Councillor Wadsworth, seconded by Councillor Alderson

After “disrupt the education and mental health of pupils”, insert: “including pupils and schools in Guiseley and Rawdon Ward.”

After “Aireborough instead”, insert: “which, following comprehensive consultation, can command the confidence and support of all affected local schools, families, and councillors of the wards affected.”

Motion would read:

This Council is concerned that the proposed closure of Queensway School in Yeadon will only partially address the challenge of low pupil numbers in Aireborough and that the current problem is an Aireborough wide issue, that should be dealt with holistically. Closure of Queensway would seriously impact on SEND pupils and disrupt the education and mental health of pupils including pupils and schools in Guiseley and Rawdon Ward. This will have an additional impact on the JCC and future provision for the whole of Aireborough.

Council calls on officers to halt the process of Queensway's closure and look for a full solution for Aireborough instead which, following comprehensive consultation, can command the confidence and support of all affected local schools, families, and councillors of the wards affected.

A second amendment was moved by Councillor Pryor, seconded by Councillor Flint

Remove all after "This Council" and replace with:

"is concerned at the systematic removal of both powers and funding from Local Authorities related to education provision and the subsequent impact of those removals on local people in situations such as Queensway School in Yeadon.

Council is frustrated at the Governments' removing of powers from councils to control admission numbers across the city, meaning that when populations fall, options are extremely limited.

Council acknowledges the current 22% surplus of school places in the Aireborough area, moving to a 36% surplus by 2026, and understands that schools cannot operate without the funding that is attached to pupil numbers coming in, particularly given the significant cuts to education over the past 12 years.

Council further acknowledges that the Governing bodies of the schools in the Aireborough area each independently control their own admission numbers and have indicated that they are not willing to reduce their admission numbers.

While it is important to note that no decision has been made on the future of Queensway School and we cannot pre-empt that decision, Council would continue to support children, families, teachers and school staff throughout any statutory processes that may be followed.

Council remains dismayed at the continued failure of the Conservative Government to adequately fund education and in particular the failure to provide suitable funding for SEND provision.

Council calls on Government to reverse years of real terms underinvestment in education, return education powers to local authorities and give schools and pupils the guarantee of proper funding to ensure every child gets the education they deserve."

The amendment in the name of Councillor Wadsworth was declared lost the amendment in the name of Councillor Pryor was carried and upon being put to the vote it was

RESOLVED – That this Council is concerned at the systematic removal of both powers and funding from Local Authorities related to education provision and the subsequent impact of those removals on local people in situations such as Queensway School in Yeadon.

Council is frustrated at the Governments' removing of powers from councils to control admission numbers across the city, meaning that when populations fall, options are extremely limited.

Council acknowledges the current 22% surplus of school places in the Aireborough area, moving to a 36% surplus by 2026, and understands that schools cannot

operate without the funding that is attached to pupil numbers coming in, particularly given the significant cuts to education over the past 12 years.

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While it is important to note that no decision has been made on the future of Queensway School and we cannot pre-empt that decision, Council would continue to support children, families, teachers and school staff throughout any statutory processes that may be followed.

Council remains dismayed at the continued failure of the Conservative Government to adequately fund education and in particular the failure to provide suitable funding for SEND provision.

Council calls on Government to reverse years of real terms underinvestment in education, return education powers to local authorities and give schools and pupils the guarantee of proper funding to ensure every child gets the education they deserve.

On the requisition of Councillor Wadsworth and Councillor Alderson the voting on the amendment in the name of Councillor Wadsworth and the second amendment in the name of Councillor Pryor was recorded as follows;

Amendment in the name of Councillor Wadsworth

YES – 30

Alderson, B Anderson, C Anderson, Buckley, Amanda Carter, Andrew Carter, Cohen, Firth, Flynn, Foster, Harrington, Richards, Robinson, D Seary, S Seary, Smith, Stephenson, Wadsworth, Kidger, Hutchison, Newton, Senior, Downes, Golton, Campbell, Chapman, Hart-Brooke, Blackburn, Forsaith and Dixon.

NO – 55

Akhtar, Almass, Arif, Bithell, Bowden, Bromley, Brooks, Burke, Carlill, Coupar, Dowson, Dye, Farley, Flint, France-Mir, Garthwaite, Garvani, Gibson, Grahame, Gruen, Hamilton, Harland, Hayden, Heselwood, A Hussain, Z Hussain, Illingworth, Iqbal, Jenkins, Khan, Lennox, Lewis, Maloney, Marshall-Katung, Martin, McKenna, Midgley, Mulherin, Pryor, Rafique, Ragan, Renshaw, Ritchie, Scopes, Swards, Shahzad, Sharpe, Smart, Thomson, Truswell, Tudor, Venner, Walshaw, Wilson and Wray.

ABSTAIN – 1

Carlisle

Second amendment in the name of Councillor Pryor

YES – 55

Akhtar, Almass, Arif, Bithell, Bowden, Bromley, Brooks, Burke, Carlill, Coupar, Dowson, Dye, Farley, Flint, France-Mir, Garthwaite, Garvani, Gibson, Grahame, Gruen, Hamilton, Harland, Hayden, Heselwood, A Hussain, Z Hussain, Illingworth, Iqbal, Jenkins, Khan, Lennox, Lewis, Maloney, Marshall-Katung, Martin, McKenna, Midgley, Mulherin, Pryor, Rafique, Ragan, Renshaw, Ritchie, Scopes, Swards,

Shahzad, Sharpe, Smart, Thomson, Truswell, Tudor, Venner, Walshaw, Wilson and Wray.

NO – 27

Alderson, B Anderson, C Anderson, Buckley, Amanda Carter, Andrew Carter, Cohen, Firth, Flynn, Foster, Harrington, Richards, Robinson, D Seary, S Seary, Smith, Stephenson, Wadsworth, Kidger, Newton, Downes, Golton, Campbell, Chapman, Hart-Brooke, Blackburn and Dixon.

ABSTAIN – 4

Carlisle, Forsaith, Hutchison and Senior

60 White Paper Motion (in the name of Councillor Carlill) - River Pollution

It was moved by Councillor Carlill, seconded by Councillor Sharpe that this Council is very concerned the Government continues to allow raw sewage to be dumped into rivers flowing through Leeds.

Council is shocked Environment Agency figures show raw sewage has been pumped into Yorkshire's natural environment once every 18.75 minutes since 2016 and the number of spills has increased by over 100,000% in that time.

Council notes that the Government's failure to implement effective regulation, as well as Government cuts to the Environment Agency budget since 2010 have reduced the amount of surveillance of water companies aimed at stopping pollution in rivers and caused an increase in raw sewage dumping.

Council calls on the Government to end this disgraceful practice by allowing unlimited fines, holding water company bosses legally and financially accountable for their negligence, and by toughening up regulations that currently allow the system to be abused.

An amendment was moved by Councillor Amanda Carter, seconded by Councillor Richards

Delete all after "This Council" and replace with the following:

acknowledges the work already undertaken by this Government on environmental matters.

This includes the recent Storm Overflows Discharge Reduction Plan published in August 2022 which places obligations and penalties on water companies to actually comply with regulations and permits issued by the Environment Agency, and the expectation that year on year, there will be reductions in the amount of surface water going into the sewer network.

Council also notes and endorses the local work started by the Wetherby Ward Members to significantly improve water quality in the River Wharfe, including facilitating a deputation to Council in November 2019 and subsequently convening a 'sewage summit' at Civic Hall with Council Officers and stakeholders from Yorkshire Water and rivers groups. Meetings have taken place with Government Ministers and the Environment, Housing and Communities Scrutiny Board has undertaken an investigation into this issue at the request of the Wetherby Members.

Work is currently underway in the Wetherby Ward to achieve Bathing Water Status for the River Wharfe at Wetherby and Boston Spa. When successful, this will become one of only a handful of river locations in the country with this formal designation.

Given the clear action from Government, this Council believes it is now time action is taken in Leeds. This Council commits to actively supporting citizen groups and Wards to achieve Bathing Water Status on rivers within the Council boundary.

Council calls for a report to be brought to Executive Board before the end of March 2023, detailing the timescales and constructive actions Leeds residents can expect as a minimum the Council will deliver in supporting Bathing Water Status applications.”

A second amendment was moved by Councillor Hart-Brooke, seconded by Councillor Campbell

Add a further paragraph at the end of the original motion:

"This Council further believes that Ofwat is completely discredited as a regulator. It calls on the government to make arrangements for its abolition and replacement with a new regulator focussed on prioritising the protection of waterways and beaches, and ensuring that more water company profits are invested in fixing our broken sewage system."

The amendments in the name of Councillor Amanda Carter and Councillor Hart-Brooke were declared lost and upon being put to the vote it was

RESOLVED – That this Council is very concerned the Government continues to allow raw sewage to be dumped into rivers flowing through Leeds.

Council is shocked Environment Agency figures show raw sewage has been pumped into Yorkshire’s natural environment once every 18.75 minutes since 2016 and the number of spills has increased by over 100,000% in that time.

Council notes that the Government’s failure to implement effective regulation, as well as Government cuts to the Environment Agency budget since 2010 have reduced the amount of surveillance of water companies aimed at stopping pollution in rivers and caused an increase in raw sewage dumping.

Council calls on the Government to end this disgraceful practice by allowing unlimited fines, holding water company bosses legally and financially accountable for their negligence, and by toughening up regulations that currently allow the system to be abused.

On the requisition of Councillor Lennox and Councillor Lewis the voting on the motion in the name of Councillor Carlill was recorded as follows;

YES – 65

Akhtar, Almass, Arif, Bithell, Bowden, Bromley, Brooks, Burke, Carlill, Coupar, Dowson, Dye, Farley, Flint, France-Mir, Garthwaite, Garvani, Gibson, Grahame, Gruen, Hamilton, Harland, Hayden, Heselwood, A Hussain, Z Hussain, Illingworth, Iqbal, Jenkins, Khan, Lennox, Lewis, Maloney, Marshall-Katung, Martin, McKenna, Midgley, Mulherin, Pryor, Rafique, Ragan, Renshaw, Ritchie, Scopes, Swards, Shahzad, Sharpe, Thomson, Truswell, Tudor, Venner, Walshaw, Wilson, Wray,

Blackburn, Carlisle, Forsaith, Hutchison, Newton, Downes, Golton, Campbell, Chapman, Hart-Brooke and Dixon.

NO – 18

Alderson, B Anderson, C Anderson, Buckley, Amanda Carter, Andrew Carter, Cohen, Firth, Flynn, Foster, Harrington, Richards, Robinson, D Seary, S Seary, Smith, Stephenson and Wadsworth.

ABSTAIN –0

Council rose at 7.10 pm

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Statement of Licensing Policy

Date: 18th January 2023

Report of: Chief Officer Elections and Regulatory

Report to: Council

Will the decision be open for call in? Yes No

Does the report contain confidential or exempt information? Yes No

Brief summary

Under the Licensing Act 2003 the licensing authority must review the Statement of Licensing Policy every five years.

This report presents the Statement of Licensing Policy, attached at Appendix A, which has been reviewed with partners and taken to a public consultation. The council received no responses in relation to the Licensing Policy.

The Licensing Policy has been presented to Licensing Committee who have approved it and refer it to Council for adoption.

Recommendations

- a) For Council to adopt the Statement of Licensing Policy 2023-2027 as the Council's statement of principles under Section 5 of the Licensing Act 2003.

What is this report about?

- 1 Under the Licensing Act 2003 the licensing authority must review the Statement of Licensing Policy (“Policy”) every five years.
- 2 Under the same Act the licensing authority can produce an assessment of cumulative impact of licensed premises in its area and this must be reviewed every three years. The Cumulative Impact Assessment (“CIA”) was last produced in 2018 but, due to the extraordinary circumstances around the pandemic, the review was delayed until 2022. This review was undertaken and the CIA 2023-25 was approved by Licensing Committee in November 2022, with immediate effect.
- 9 There are several proposed changes to the CIA, once of which is to include a new area (Holbeck). This requires an amendment to the Licensing Policy. At the same time a review of the entire Policy was undertaken, and includes the following updates:
 - Update of various fact and figures, i.e. population statistics
 - Update of local strategies and names of external bodies
 - Removal of reference to obsolete guidance
 - Amendment to section on cumulative impact
 - Addition of information regarding equality and counter terrorism
- 3 The new Licensing Policy will be effective from 2023 until 2027.
- 4 This report presents the Statement of Licensing Policy (“Policy”), attached at **Appendix A**, which has been reviewed with partners, taken to a public consultation and approved by Licensing Committee.
- 5 The adoption of a new Licensing Policy is a matter reserved for Council and cannot be deferred to Licensing Committee.

What impact will this proposal have?

- 10 Statute dictates that the Policy must be reviewed every five years, or earlier if necessary. It was last reviewed in 2018, coming into effect 2019 ending 2023. Approval of the new Policy will mean it will be in place from 2023-2027 or until it is reviewed again.

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

Health and Wellbeing

Inclusive Growth

Zero Carbon

What consultation and engagement has taken place?

Wards affected: All

Have ward members been consulted?

Yes

No

- 11 In line with the licensing authority’s usual practice the Policy has undergone a public consultation with those affected by the proposed changes. In addition the council has consulted with ward members and residents who expressed an interest in this matter.

12 The Policy and the CIA were published for consultation between 3rd October and 17th November 2022. The Policy did not elicit any comments, however the CIA received 7 comments which are included in the CIA.

What are the resource implications?

13 The licensing of alcohol and entertainment venues attracts a fee which can only be used to pay for the costs associated with the licence application. As such the policy review is a cost to the council, which is not recovered by the licence fee.

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

14 The report recommends that the Policy be adopted. There is a risk of a policy not being in place in time for the expiry of the previous policy. However as this Policy has been reviewed before the end of the statutory 5 year period, this risk is low.

What are the legal implications?

15 The Council has a Policy adopted by Council which came into effect in January 2019. Therefore a new Policy must be in place by January 2024. As such should Council decide not to adopt the revised policy, the original Policy will remain in place until either a new policy is drafted, or the existing policy expires in January 2024. However, the licensing authority will not be able to consider cumulative impact in Holbeck until it is included with a Licensing Policy.

Options, timescales and measuring success

What other options were considered?

16 The option to delay the review, consultation and approval of the CIA until the Policy was due to be reviewed and come into effect 2024 was considered, but as the current CIA should have been reviewed in 2021 it was considered that this would not be appropriate, and consequently the timeframe for the five yearly Policy has been brought forward.

How will success be measured?

17 Success will be measured by the Policy being adopted.

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

18 The next appropriate Council meeting is in January. Entertainment Licensing will ensure the Policy and CIA are published in accordance with the statutory requirements.

Appendices

19 Appendix A – Statement of Licensing Policy

Background papers

20 None

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Leeds
CITY COUNCIL

Appendix A

Statement of Licensing Policy 2023 - 2027

Licensing Act 2003



Further copies of this document can be obtained from:

Entertainment Licensing
Leeds City Council
Civic Hall
Leeds
LS1 1UR

Tel: 0113 378 5029

Fax: 0113 336 7124

Email: entertainment.licensing@leeds.gov.uk

Web: www.leeds.gov.uk/licensing

Please note:

The information contained within this document can be made available in different languages and formats including Braille, large print, and audio cassette.

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Executive Summary

The Licensing Act 2003 came into effect in 2005.

Under Section 5 of the Licensing Act 2003 the Licensing Authority is required to prepare a statement of principles that they propose to apply in exercising their functions under this Act. This process is to be repeated every five years.

Any decision taken by the Council about determination of licences, certificates and notifications should aim to promote the licensing objectives which are:

- The prevention of crime and disorder
- Public safety
- The prevention of public nuisance
- The protection of children from harm

The policy covers the licensable activities as specified in the Act which are:

- Sale by retail or supply of alcohol
- Regulated entertainment
- Late night refreshment

The policy also has regard to the guidance issued by the Secretary of State under Section 182 of the Licensing Act 2003. Additionally the council has regard for several other local strategies such as Vision for Leeds and the Leeds Community Safety Strategy.

The council can grant licences for premises and certificates for club premises. It also grants personal licences and accepts temporary event notices.

Applicants for premises licences should be aware of the expectations of the licensing authority and the responsible authorities as to the steps that are appropriate for the promotion of the licensing objectives, and to demonstrate knowledge of their local area when describing the steps they propose to take to promote the licensing objectives. In addition to this policy the council has included guidance specific to certain areas of the city to assist applicants in preparing their applications and operating schedules.

Where relevant the council consults with the responsible authorities as described in the Act.

Local people and Members of the council can have their say and their opinion heard through public consultation on this policy and by making representations about applications for premises licences or requesting reviews of licences for problem premises.

The policy includes information on the areas that the council considers to be suffering from the cumulative impact of licensed premises.

Enforcement of the legislation is a requirement of the Act that is undertaken by the council. This policy describes the council's enforcement principles and the principles underpinning the right of review.

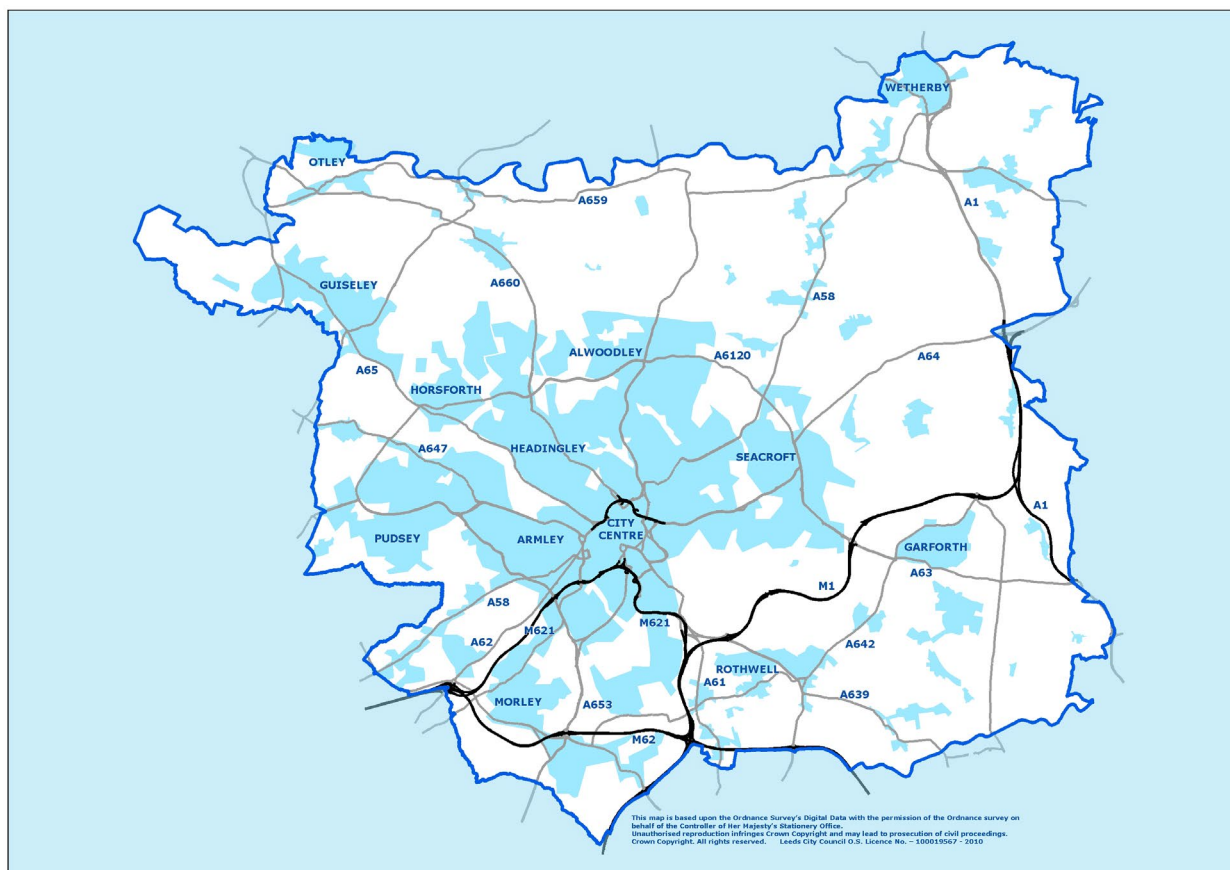
Purpose of the policy

- 1.1 This policy is prepared under Section 5 of the Licensing Act 2003 and was approved by Leeds City Council as Licensing Authority on **xx January 2023 to come into effect immediately. It will be kept under review and as a minimum will be reviewed no later than 2027, with a new policy in place by 15th January 2028** unless statute changes. Unless otherwise stated any references to the council are to the Leeds Licensing Authority.
- 1.2 In preparing this policy the council has consulted with and considered the views of a wide range of people and organisations including:
- Representatives of local business
 - Residents and their representatives
 - Parish and town councils
 - Local members of parliament
 - Representatives of existing licence holders including
 - The British Beer and Pub Association
 - Licensing solicitors
 - The responsible authorities namely:
 - West Yorkshire Police
 - West Yorkshire Fire and Rescue Service
 - Leeds City Council – Health and Environmental Action Service
 - Leeds City Council – Children and Young People Social Care
 - Leeds City Council – City Development
 - Leeds City Council – Director of Public Health
 - West Yorkshire Trading Standards
 - Secretary of State (Immigration Enforcement)
 - Charitable organisations that deal with the social impact of alcohol misuse
 - Other charitable organisations including Mencap and Victim Support Leeds
- 1.3 This policy also has regard to the guidance issued by the Secretary of State under Section 182 of the Licensing Act 2003.
- 1.4 The council will carry out its functions under the Licensing Act 2003 with a view to promoting the licensing objectives namely:
- The prevention of crime and disorder
 - Public safety
 - The prevention of public nuisance
 - The protection of children from harm
- 1.5 The council adopts the overall approach of encouraging the responsible promotion of licensed activities. However, in the interests of all its residents **and visitors**, it will not tolerate irresponsible licensed activity **and failure to protect those visiting licensed premises**. Following relevant representations the council will refuse applications, restrict hours and activities or impose conditions where it is appropriate to do so to promote the licensing objectives and/or use effective enforcement to address premises where there are problems, in partnership with key agencies such as West Yorkshire Police, West Yorkshire Fire and Rescue Service, Health and Safety Executive, Crime and Disorder Reduction Partnerships, Director of Public Health and West Yorkshire Trading Standards.

- 1.6 This policy is concerned with the regulation of licensable activities on licensed premises, by qualifying clubs and at temporary events. The conditions that the council attaches to the various licences will focus on matters that are relevant to the four licensing objectives and will centre upon the premises that are being used for licensable activities.
- 1.7 The council will monitor the effect of this policy throughout the period it covers through licensing liaison meetings with representatives of licence holders such as PubWatch meetings and by way of regular meetings with the responsible authorities.

Scope of the policy

- 1.8 This policy covers licensable activities within the Leeds district as defined by the Licensing Act 2003. These are:
- The sale of alcohol
 - The supply of alcohol by or on behalf of a club, or to the order of a member of the club
 - The provision of regulated entertainment
 - The provision of late night refreshment
- 1.9 Advice on whether a licence is required for premises, or an event can be obtained from Entertainment Licensing.
- 1.10 Throughout this policy the wording will refer to ‘applicants’ for licences. However it should be noted that the principles set out within this policy apply equally to new applications, applications for variations and consideration of any request to review a licence. **It also applies, where appropriate, to premises users who are notifying the council of a temporary event.**
- 1.11 The scheme of the Licensing Act is that applicants should make applications and assess what matters, if any, need to be included within the operating schedule to address the licensing objectives. If an application is lawfully made and no relevant representations are received, then the council must grant the application. Only if relevant representations are made will the council’s discretion be engaged.
- 1.12 Applicants for premises licences should be aware of the expectations of the licensing authority and the responsible authorities as to the steps that are appropriate for the promotion of the licensing objectives, and to demonstrate knowledge of their local area when describing the steps they propose to take to promote the licensing objectives. This policy seeks to provide advice to applicants about the approach they should take to making applications and the view the council is likely to take on certain key issues where representations have been made.



- 2.1 Leeds City Council has sought to establish Leeds as a major European City and cultural and social centre. It is the second largest metropolitan district in England and has a population of 2.2 million people living within a 30 minute drive of the City Centre.
- 2.2 The Leeds metropolitan district extends over 562 square kilometres (217 square miles) and has a population of **798,786 people living in Leeds (total population estimate, 2020) and the population is projected to grow to 830,506 in 2028**. It includes the city centre and the urban areas that surround it, the more rural outer suburbs, and several towns, all with their very different identities. Two-thirds of the district is greenbelt (open land with restrictive building), and there is beautiful countryside within easy reach of the city.
- 2.3 Over recent years Leeds has experienced significant levels of growth in entertainment use within the city coupled with a significant increase in residential development. The proximity of a range of land uses and the creation of mixed-use schemes has many benefits including the creation of a vibrant 24-hour city.
- 2.4 Leeds is a city with many cultures, languages, races, and faiths. A wide range of minority groups including **Asian/Asian British, Black/African/Caribbean/Black British, mixed/multiple ethnic groups**, as well as many other smaller communities make up 18.9% of the population (2011 Census).

- 2.5 Each area of the district has its own character and challenges. The council has provided general advice in this policy to assist applicants in preparing applications. Applicants are also expected to demonstrate knowledge of their local area when describing the steps they propose to take to promote the licensing objectives. To assist them the council has provided links to data sources where information specific to localities in Leeds in which there is concern relating to impact of licensed premises on the four licensing objectives can be found. Applicants may also consult with Entertainment Licensing to ensure they have as much information as possible before making their application.

Cultural Activities in Leeds

- 2.6 Leeds has strong artistic and sporting traditions and has the best attended outdoor events in the country. The success of arts and heritage organisations including the Grand Theatre, West Yorkshire Playhouse, Opera North, Northern Ballet, Phoenix Dance, Harewood House and the Henry Moore Institute, has helped to attract other major arts and heritage investments such as the award winning Royal Armouries and the Thackeray Medical Museum. The city also boasts a wealth of community based sports heritage and recreational facilities. There is a vibrant voluntary sector including thousands of groups and societies.
- 2.7 Leeds City Council (in common with other local authorities) is a major provider of facilities for public recreation. The Council has a tradition of promoting a wide range of cultural activity for the benefit of the city and district.
- 2.8 Leeds Town Hall is the dedicated public concert hall/performance area in Leeds and the Carriageworks Theatre is dedicated to amateur performance and public use for Leeds. Millennium Square in the city centre is used for public events and entertainment such as the Christmas market and 'Icecube' (a temporary ice rink). The parks at Roundhay, **Temple Newsam**, Woodhouse Moor, Potternewton and Middleton are in use for community organised gatherings, fairs and carnivals and **occasional major events**. ~~Temple Newsam Park is the venue for council promoted public events attracting upwards of fifty thousand people.~~
- 2.9 Commercially promoted events take place in a variety of locations throughout the district.
- 2.10 Within local communities, groups and associations use church and village halls and community centres for social and fund raising activities. Within the district there are 120 church halls, village halls and schools licensed for regulated entertainment and/or the sale or supply of alcohol.
- 2.11 Leeds has a long established reputation for the encouragement of community and diverse cultural events and public entertainment as an essential aid to community involvement and an increasing sense of common identity.

Section 3 Integrating other guidance, policies, objectives, and strategies

- 3.1 In preparing this licensing policy the council has had regard to, and sought to integrate the licensing policy with, the following strategies:
- Vision for Leeds 2011 to 2030
 - Best Council Plan 2020 to 2025
 - Equality Improvement Priorities 2021 to 2025
 - Parks and Green Spaces Strategy 2022 to 2032
 - Core Strategy for Leeds
- 3.2 The council (through its Licensing Committee) may, from time to time, receive reports on other policies, strategies and initiatives that may impact on licensing activity within the remit of the committee. Subject to the general principles set out in this policy and the overriding need to promote the four licensing objectives it may have regard to them when making licensing decisions.
- 3.3 The Committee may, after receiving such reports, make recommendations to the council or other bodies about the impact of the licensing policy on such policies, strategies, and initiatives. Equally the Committee may make recommendations relating to the impact of such policies, strategies, and initiatives on the licensing policy. This may include recommendations to amend the licensing policy itself.

Vision for Leeds

- 3.4 *Best city in the UK that* is the key aim of the Vision for Leeds 2011 to 2030. This means:
- Leeds will be fair, open, and welcoming.
 - Leeds' economy will be prosperous and sustainable.
 - All Leeds' communities will be successful.
- 3.5 Leeds, like other national and international cities, is faced with several key challenges. The city's population is set to rise to around one million, its economy is still recovering from the effects of global recession and the consequences of a changing climate have become all too apparent.
- 3.6 In addressing these challenges, Leeds must continue to be a forward-looking city and have a clear plan, and therefore the Vision for Leeds is important.
- 3.7 This licensing policy seeks to promote the licensing objectives within the overall context of the three aims set out in Vision for Leeds 2011-2030.

Child Friendly

- 3.8 The council has announced its intention for the city to become 'Child Friendly'. This links back to the council's vision which states:

'Best city... for children

Leeds will be a child-friendly city where the voices, needs and priorities of children and young people are heard and inform the way we make decisions and take action.'



- 3.9 There are over 180,000 children and young people in Leeds. To become a child friendly city, and the best city for children and young people, their voices and views need to be heard and responded to, and that they are active participants in their local community and citywide.

3.10 The UN convention on the rights of the child sets out the basic rights for children worldwide. The UN developed the model for child friendly city model – a place where children rights are known and understood by children and adults alike, and where these rights are reflected in policies and budgets.

3.11 As part of the aim for Leeds to become a child friendly city, the council declared 12 wishes:

In a child friendly Leeds...

1. Children and young people can make safe journeys and can easily travel around the city
2. Children and young people find the city centre welcoming and safe, with friendly places to go, have fun and play
3. There are places and spaces to play and things to do, in all areas and open to all
4. Children and young people can easily find out what they want to know, when they want it and how they want it
5. Children, young people, and adults have a good understanding of children's rights, according to the United Nation Convention on the Rights of the Child
6. Children and young people are treated fairly and feel respected
7. Children and young people have the support and information they need to make healthy lifestyle choices
8. All our learning places identify and address the barriers that prevent children and young people from engaging in and enjoying learning
9. There are a greater number of better quality jobs, work experience opportunities and good quality careers advice for all
10. All children and young people have their basic rights met
11. Children and young people express their views, feel heard and are actively involved in decisions that shape their lives
12. Places and spaces where children and young people spend time and play are free of litter and dog fouling

3.12 This policy is particularly affected by wish 2 – “Children and young people find the city centre welcoming and safe, with friendly places to go, have fun and play” and wish 3 – “There are places and spaces to play and things to do, in all areas and open to all”.

Section 4 Promotion of the licensing objectives

- 4.1 The council will carry out its functions under the Licensing Act 2003 with a view to promoting four licensing objectives. These are:
- The prevention of crime and disorder
 - Public safety
 - The prevention of public nuisance
 - The protection of children from harm
- 4.2 Each objective is of equal importance, and the four objectives will be a paramount consideration for the council.
- 4.3 It is for the applicant to decide what, if any, measures to suggest in its operating schedule to address any potential concerns that might arise in the promotion of the licensing objectives. Applicants are reminded that measures proposed in the operating schedules will be converted into conditions on their licence.
- 4.4 The council recommends that applicants risk assess their operation against the four licensing objectives to identify potential areas of concern.
- 4.5 Applicants are reminded that responsible authorities or other people may make representations if they feel that the applicant's proposals do not adequately promote the licensing objectives. An applicant who proposes no measures to promote the licensing objectives may therefore face more representations than an applicant who risk assesses their operation and proposes necessary and proportionate measures.
- 4.6 The council recommends early consultation with responsible authorities. Many responsible authorities have produced guidance which applicants can consider when assessing whether they need to include any measures in their application to promote the licensing objectives. In addition, many responsible authorities would be prepared to discuss matters on site with an applicant with a view to reaching agreement on measures to be proposed. Contact details for the responsible authorities are available from Entertainment Licensing. Guidance issued by the responsible authorities can be found on the council's website or by contacting Entertainment Licensing.
- 4.7 The council has devised a risk assessment proforma for applicants to use should they chose, which provides suggestions of measures that responsible authorities would like to see built into the application where appropriate. Further information can be found at paragraph 6.30 of this document.

Crime and Disorder

- 4.8 Under the Crime and Disorder Act 1998, the council must exercise its functions, having regard to the likely effect on crime and disorder in its area, and must do all it can to prevent crime and disorder.
- 4.9 Where its discretion is engaged, the council will seek to promote the licensing objective of preventing crime and disorder in a manner which supports the Safer Leeds Plan and any local crime reduction strategy.
- 4.10 There are many steps an applicant may take to prevent crime and disorder. The council will look to the Police for the main source of advice on these matters.

- 4.11 If relevant representations are made in relation to a premises licence or club premises certificate, the council will consider whether it is necessary to impose conditions to regulate behaviour on the premises and access to them where this relates to licensable activities, and the licensing objectives. Any conditions attached will not seek to manage the behaviour of customers once they are beyond the direct management of the licence holder, their staff, or agents, but may seek to impact on the behaviour of customers on or in the immediate vicinity of premises as they seek to enter or leave.
- 4.12 Conditions will be targeted on deterrence and the prevention of crime and disorder. The council may consider:
- The need for and location of CCTV cameras
 - The need for door supervision
 - The need for a ~~text or radio pager system~~ allowing communication between premises and with the Police
 - Conditions setting capacity limits where this is necessary to prevent overcrowding likely to lead to disorder and violence
 - Membership of a recognised pub watch or similar scheme
 - **Counter terrorism measures, including training staff**
- 4.13 Crime and disorder conditions will not seek to control adult entertainment involving striptease and lap dancing, which will be governed by laws in relation to indecency and obscenity and will be licensed under the Local Government (Miscellaneous Provisions) Act 1982. However, conditions for such adult entertainment may be imposed for reasons of public safety, or the protection of children from harm if they relate to the occasional use of the premises for adult entertainment.

Public Safety

- 4.14 The public safety objective is concerned with the physical state of people using the premises. Public safety includes safety of performers appearing at any premises.
- 4.15 On 1 October 2006 the Regulatory Reform (Fire Safety) Order 2005 replaced previous fire safety legislation. The council will not seek to impose fire safety conditions as conditions on licences where the Order applies.
- 4.16 Capacity limits will only be imposed where appropriate for the promotion of public safety or for reasons of crime and disorder. Capacity limits will not be imposed as a condition of the licence on fire safety grounds.
- 4.17 Applicants are advised to consult with the council's Health and Safety team, who can offer advice as to appropriate measures to be included in risk assessments, and potentially in operating schedules. On receipt of relevant representations the council will have regard to the views of the Health and Safety Team. The team can also offer advice in relation to workplace health and safety matters, including compliance with the Health Act 2006 (smokefree).
- 4.18 Conditions requiring possession of certificates on the safety or satisfactory nature of equipment or fixtures on premises will not normally be imposed as those are dealt with by other legislation. However, if it is considered necessary considering the evidence on each individual case, conditions may be imposed requiring checks on the equipment to be conducted at specified intervals, and evidence of the checks to be retained. Conditions may also seek to require equipment of standards to be maintained on premises.
- 4.19 Special events in the open air or temporary structures **require additional attention**. Applicants are referred to other sections of this document where guidance on holding these types of events is given.

Public Nuisance

- 4.20 In considering the promotion of this licensing objective, applicants need to focus on the effect of licensable activities on people living and working in the area around the premises which may be disproportionate and unreasonable.
- 4.21 The council is aware that the prevention of public nuisance is not narrowly defined in the Act and can include low-level nuisance perhaps affecting a few people living locally as well as major disturbance affecting the whole community. It may also include, in appropriate circumstances, the reduction of the living and working amenity and environment of other people living and working in the licensed premises. Public nuisance may also arise because of the adverse effects of artificial light, dust, odour, litter, vermin and insects or where its effect is prejudicial to health.
- 4.22 Where applicants are completing operating schedules the council encourages them to have regard to the location of the proposed or actual premises, and whether proposals may have a disproportionate impact in dense residential areas or near to sensitive premises such as schools, nursing homes, old people's accommodation, hospitals, hospices, or places of worship.
- 4.23 Applicants are recommended to consult Environmental Health Services for advice on measures that may need to be incorporated into an operating schedule.
- 4.24 If relevant representations are made, the council will consider whether it is necessary to impose conditions to regulate behaviour on the premises and access to them where this relates to licensable activities, and the licensing objectives. Any conditions attached will not seek to manage the behaviour of customers once they are beyond the direct management of the licence holder, their staff, or agents, but may seek to reduce the impact of the behaviour of customers entering or leaving the premises on people living or working near to the premises. The council considers that patrons who are using external smoking areas or shelters are there as a direct result of the licensed premises and are within the control of the licensee.
- 4.25 The council will consider whether issues relating to public nuisance can be effectively dealt with by necessary and appropriate conditions. These conditions will normally focus on the more sensitive periods, for example, noise from premises in the late evening or early morning when residents may be attempting to sleep.
- 4.26 When considering such matters, the council will have regard to relevant representations made by Environmental Health Services, residents and their representatives, such as elected members.
- 4.27 The council may consider the following matters:
- Whether doors and windows will or can be kept closed after a particular time.
 - Whether other noise control measures such as acoustic curtains speaker mounts or volume limiters are required.
 - The fact that lighting outside the premises may help to prevent crime and disorder but may give rise to light pollution for neighbours.
 - Signs placed at the exit to buildings can encourage patrons to be quiet until they leave the area, and to respect the rights of residents.
 - Placement of door supervisors at key times.
 - The size and location of smoking areas and any facilities provided may encourage patrons to use the external areas more extensively than for just smoking.
 - Curfew times for external areas.
 - Provision of litter bins in the vicinity of premises serving hot food after 11pm.
 - Display of contact details or a direct telephone link to a private hire/taxi firm.

- **Provision of contact details for the duty manager.**

4.28 The council recognises that it is necessary to balance the rights of local residents' businesses and others with those wishing to provide licensable activities, and those who wish to use such facilities.

4.29 Ultimately if it is necessary for the prevention of public nuisance where conditions do not adequately address the issues an application can be refused.

Protection of children from harm

4.30 The council recognises the Leeds Safeguarding Children Partnership as the responsible authority for the protection of children from harm.

4.31 The protection of children from harm includes protection from physical and psychological harm.

4.32 The council notes that the admission of children to premises holding a premises licence or club premises certificate should be freely allowed unless there is good reason to restrict entry or exclude children completely. **However, there is nothing to prevent an applicant from excluding children from their premises, if appropriate to do so, through a specific policy.**

4.33 Issues about access of children to premises may give rise to concern:

- where adult entertainment is provided on an occasional basis and is not already licensed under other legislation.
- where there have been convictions ~~of the current management~~ for serving alcohol to minors **or other child related offences.**
- where the premises have a reputation for allowing under-age drinking.
- where requirements of proof of age is not the norm.
- where the premises, **or any persons associated with the premises** have a known association with drug taking or dealing.
- where there is a strong element of gambling on the premises; and
- where the supply of alcohol for consumption on the premises is the exclusive or primary purpose of the services provided.

~~4.33 Such situations can be identified through a risk assessment of the operation. In these circumstances, applicants are advised to consider offering appropriate conditions through their operating schedule. In addition, licensees may identify that the access of children to parts of the premises pose more risk than others and seek only to exclude children from areas of highest risk.~~

4.34 **Applicants intending to allow access to children while holding licensable activities will need to demonstrate how children will be protected from harm. Measures may include:**

- limitations on the hours when children will be present
- limitation upon the presence of children of certain ages when specified activities are taking place
- limits on the parts of the premises to which children may have access
- age limitations
- limitations or exclusions only when certain activities are taking place
- requirements for an accompanying adult
- full exclusion of people under the age of 18 when any licensable activities are taking place

4.35 In such cases, representations by the Leeds Safeguarding Children Partnership and the Police will be given considerable weight where they address issues regarding the admission of children.

- 4.36 It is mandatory for premises which sell or supply alcohol to have an age verification policy in place, **even if they have a no under 18 policy in place**. The council favours the Challenge 25/Check 25 type scheme and such a scheme volunteered as part of an operating schedule will be given the appropriate weight when the council determines the licence application.
- ~~4.37 No condition will be imposed by the council requiring the admission of children to any licensed premises except in the case of exhibition of film where a mandatory condition is applied to all licences with this activity.~~

Section 5 General principles

- 5.1 In determining a licensing application the overriding principle will be that each application will be determined on its own merit, having regard to the need to promote the four licensing objectives and considering this licensing policy and the guidance issued under Section 182 by the Secretary of State. Where it is necessary to depart from the guidance or this policy the council will give clear and cogent reasons for doing so.
- 5.2 Nothing in this policy will undermine any person's right to apply for a variety of permissions under the Act.

Human Rights

- 5.3 The European Convention on Human Rights makes it unlawful for a public authority to act in a way that is incompatible with a Convention right. The council will have regard to the following relevant provisions of the European Convention on Human Rights:
- Article 6 that in determination of civil rights and obligations everyone is entitled to a fair and public hearing within a reasonable time by an independent and impartial tribunal established by law.
 - Article 8 that everyone has the right to respect for his home and private life.
 - Article 1 of the first protocol that every person is entitled to the peaceful enjoyment of his or her possessions.

Equalities

- 5.4 Under the Equality Act 2010 it is against the law to discriminate against anyone because of age, gender reassignment, being married or in a civil partnership, being pregnant or on maternity leave, disability, race including colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation.
- 5.5 The Equality Act 2010 requires public bodies to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations between different people when carrying out their activities.
- 5.6 In the design and layout of premises, applicants and licence holders are encouraged to consider access and facilities for customers with protected characteristics. Assistance in this matter can be obtained from Leeds City Council's Access Officer.
- 5.7 Any person who is concerned that a premises is failing to comply with the Equality Act should make their complaint to the premises, in the first instance and then to the Council's Access Officer.

Impact of Licensed Activity

- 5.8 Where no representations are made the council must grant a licence subject to conditions consistent with the operating schedule.
- 5.9 When determining any application where relevant representations are made, the council will consider it in the light of the four licensing objectives and to support several other key aims and purposes as set out in this policy. The requirement to promote the licensing objectives will be the paramount consideration. The council will focus upon the impact of the activities taking place on members of the public living, working, or engaged in normal activity near the premises.

- 5.10 Where relevant representations are made in relation to a premises licence, club premises certificate or temporary event notice the following factors will normally be considered when the council is looking at the impact of the activities concerned:
- the style of operation, the numbers of customers and customer profile likely to attend the premises
 - the location of the premises and the proximity of noise sensitive properties
 - the proposed hours of operation
 - any proposed methods for the dispersal of customers
 - the scope for mitigating any impact
 - the extent to which the applicant has offered conditions to mitigate the impact
 - how often the activity occurs
- 5.11 In considering any application for a variation to a premises licence or club premises certificate where a relevant representation has been received, the council may consider, in addition to the above matters, any evidence:
- of past demonstrable adverse impact from the activity **on the promotion of the licensing objectives**
 - that if adverse impact has been caused, appropriate measures have been agreed and put into effect by the applicant to mitigate that adverse impact
- 5.12 Other relevant matters may be considered as the individual case dictates.

Outdoor Events and Temporary Structures

- 5.13 The promotion and the organisation of live musical and similar entertainment in the open air or in temporary structures like marquees etc. can provide opportunities for community involvement, civic pride and can attract visitors to the district.
- 5.14 However, the success of such events by way of contribution to the council's cultural and tourist strategies depends upon the quality, levels of safety and consideration for the rights of people who live or work in the vicinity and the standard of provision of facilities for those coming to enjoy the event.
- 5.15 In recognition of the **additional factors for hosting outdoor events**, the council has established a multi-agency safety advisory group to assist organisers in co-ordinating such events. This includes council departments who have an interest in, or legislative role relevant to, such events, together with representatives of the emergency services.
- 5.16 **Organisers of outdoor events, irrespective of the capacity, are encouraged to make early contact with the council's safety advisory group.** Members of the forum are notified about all proposals to hold such events and where necessary a special meeting will be organised **to open lines of communication with organisers and provide advice as necessary, which may include matters such as the need for on-site facilities, firefighting teams, road closures etc.**
- 5.17 The Health and Safety Executive provide specialist guidance on event safety through their website at www.hse.gov.uk.
- 5.18 Guidance on the planning of such events is available to organisers but it is important that substantial notice is given so that proper preparations and precautions can be put in place for the event. This also applies if the event is proposed under a Temporary Event Notice.

- 5.19 Applicants for outdoor events where the capacity is to exceed 30,000 persons should note that the application will as a matter of course be considered before a meeting of the full Licensing Committee. It will assist the application if before that meeting the members of the safety advisory group have had the opportunity to comment on the draft event management plan.

Community Applicants

- 5.15 Whilst this policy is aimed at all licensable activities under the Licensing Act 2003 it should be noted that the council sees a distinction between large or permanent activities, such as those proposed by commercial operators and small or temporary activities such as those which might be proposed by cultural or community groups.
- 5.16 Where events are proposed by cultural or community groups, it is recognised that those groups may not have the same skill or expertise or access to professional advice. Such groups may seek assistance and guidance from the council by contacting Entertainment Licensing.
- 5.17 Whatever the nature of the applicant and activity proposed, the overriding matter is that the council will consider the individual merits of the application and act to promote the licensing objectives.

Other Regulatory Regimes

- 5.20 The licensing policy is not intended to be the primary mechanism for the general control of nuisance, anti-social behaviour, environmental crime and protection of children but nonetheless is a key aspect of such control and the licensing policy and licensing decisions are intended to be part of a holistic approach to the delivery of the council plan and the management of the evening and night-time economy of the Leeds district.
- 5.21 In preparing this policy the council has sought to avoid unnecessary duplication of existing legislation and regulatory regimes. However on occasions it has been necessary to set out some of the detail in this policy for ease of understanding. Nothing in this policy is intended to revoke or replace the need for applicants to act in accordance with statutory requirements. All applicants are advised to seek proper advice to ensure that the activities they propose are within the boundaries set by existing legislation and regulations.

Application Process

- 5.22 Applications must be made to the council in the form prescribed by Regulations. Guidance is available to applicants setting out the detail of the process on the council website or by contacting Entertainment Licensing.

Licensing Committee

- 5.23 The council has appointed a licensing committee of 15 Councillors. Licensing functions will often be delegated to a licensing subcommittee of 3 Councillors or, in appropriate cases to officers of the council.
- 5.24 Councillors will have regard to the Leeds City Council Code of Conduct for Members. Where a Councillor who is a member of the Licensing Committee or subcommittee has a disclosable pecuniary interest in the application before them, in the interests of good governance they will disqualify themselves from any involvement in the decision making process in respect of that application.
- 5.25 A subcommittee may refer an application to another subcommittee or to the Licensing Committee where it is unable to deal with the application because of the number of members unable to vote on the matter in question.

- 5.26 The Licensing Committee will refer an application to the council where it is unable to deal with the application because of the number of members unable to vote on the matter in question.

Representations

- 5.27 Depending on the type of application representations may be made by a responsible authority or other people (as defined by the Licensing Act 2003). The council has agreed protocols with responsible authorities and issued guidance to other people making representations, setting out the detail of the process. Guidance is available on the council website or by contacting Entertainment Licensing.
- 5.28 Members of the public who wish to submit a representation regarding a premises licence or club premises certificate application need to be aware that their personal details will be made available to the applicant. If this is an issue, they may contact a local representative such as a ward, parish or town councillor or any other locally recognised body such as a resident's association about submitting the representation on their behalf.
- 5.29 The council is not able to accept anonymous representations. **However where a member of the public fear reprisals from their representation, the council will protect their personal information by anonymising their representation for the public documents. However any member of the licensing committee hearing the application will have access to this personal information to enable them to apply the appropriate weight to the representation.**
- 5.30 In addition the council cannot accept petitions which do not comply with the adopted guidance which is available on the council's website or by contacting Entertainment Licensing.
- 5.31 Where a representation is received which is not from a responsible authority the council will in the first instance make a judgement on whether it is relevant, i.e. based upon one or more of the four licensing objectives.
- 5.32 Relevant representations are representations:
- about the likely effect of the premises licence on the promotion of the licensing objectives.
 - which have not been withdrawn and are not, in the opinion of the council, frivolous or vexatious.
- 5.33 Where relevant representations are received about an application the council will hold a hearing to consider them unless the council, the applicant and everyone who has made representations agree that the hearing is not necessary. Applicants and those making representations should seek, in advance of any hearing, to try to reach agreement or to narrow the areas in dispute, particularly where both are professionally represented.
- 5.34 Where hearings are required because of relevant representations, the council may extend the time limits involved in calling hearings to allow the parties to negotiate suitable conditions to be added to the operating schedule and avoid the need for a hearing. Such an extension of time is in the public interest.

Reasons for Decisions

- 5.35 Every decision made by the Licensing Committee, subcommittee or officers shall be accompanied by clear reasons for the decision.

- 6.1 A premises licence and club premises certificates authorises the sale or supply of alcohol, regulated entertainment, and late night refreshment (sale of hot food and drink after 11pm). Businesses wishing to apply for a licence or certificate must use the prescribed form which includes details of the hours of operation, any hours for licensable activities and an operating schedule.

Planning

- 6.2 The use of premises for the sale or provision of alcohol, regulated entertainment or late night refreshment is subject to planning control. Such use will require planning permission or must otherwise be lawful under planning legislation. Planning permission is generally required for the establishment of new premises or the change of use of premises.
- 6.3 In line with the S182 Guidance the planning and licensing regimes involve consideration of different (albeit related) matters. Licensing committees are not bound by decisions made by a planning committee, and vice versa.
- 6.4 Where businesses have indicated, when applying for a licence under the Act, that they have also applied for planning permission or that they intend to do so, licensing committees and officers will consider discussion with their planning counterparts prior to determination with the aim of agreeing mutually acceptable operating hours and scheme designs.
- 6.5 Where relevant representations are received, any decision on a licence application will not consider whether any decision to grant or refuse planning permission or building consent was lawful and correct. It will consider what the impact of granting the application will be on the four licensing objectives.
- 6.6 In general, all premises which are the subject of an application, should have the benefit of planning permission, or be deemed permitted development. The onus will be on the applicant to demonstrate that planning permission has been granted or that the premises have the benefit of permitted development rights.
- 6.7 In addition, all new developments and premises which have been subject to structural alterations since 1994 will have building control approval in the form of a Building Regulations Completion Certificate.

Licensing Hours

- 6.8 The government acknowledges that different licensing approaches may be appropriate for the promotion of the licensing objectives in different areas. The Act gives the Council the power to make decisions regarding licensed opening hours based on local knowledge and in consultation with other responsible authorities.
- 6.9 In some circumstances, staggered licensing hours with regards to the sale of alcohol are important to ensure that the concentration of customers leaving premises simultaneously is reduced. The intention behind this is to reduce the friction at late night fast food outlets, taxi ranks and other sources of transport which currently lead to disorder and disturbance.
- 6.10 Providing the customers with greater choice is an important consideration in the development of a thriving and safe evening and night-time economy in Leeds. However any licensable activity has the potential to impact adversely on the surrounding area due to disturbance or crime and disorder. Customers may be noisy when leaving, leave litter or use on-street car parking. The impact of these activities can be particularly intrusive at night when ambient noise levels are much lower.

- 6.11 The council supports the development of a wide ranging and culturally diverse night-time economy. However this must be achieved whilst promoting the four licensing objectives and without compromising local services associated with the night-time economy such as street cleansing.
- 6.12 Under the Act there are no permitted hours for the sale of alcohol. Applicants can suggest in their operating schedule the hours they wish to open and to apply to vary their existing licences if they wish to open beyond their current permitted hours. However, there is no general presumption in favour of lengthening licensing hours and the four licensing objectives will be the paramount consideration at all times.
- 6.13 If relevant representations are made the council will only grant the hours of use proposed where the operating schedule and any risk assessment adequately demonstrates that:
- the applicant has properly considered what is appropriate for the local area when considering what hours and activities to apply for
 - the potential effect on the licensing objectives is not significant
 - the agreed operating schedule demonstrates that the applicant is taking appropriate steps to minimise any adverse impact on residents and businesses
- 6.14 Restrictions may be made to the proposed hours of use where, after receiving relevant representations, the council considers it appropriate for the promotion of the licensing objectives to do so. The council will consider the existing pattern of licensed premises in an area when considering what is appropriate to promote the objectives. Applications which are significantly out of character for a locality will need to demonstrate that granting the hours sought will not impact on the licensing objectives, given the potential for neighbouring premises to seek the same additional hours to prevent rivals gaining a commercial advantage.
- 6.15 As a general rule shops, stores and supermarkets should normally be free to provide sales of alcohol for consumption off the premises at any times when the retail outlet is open for shopping unless there are good reasons, based on the licensing objectives, for restricting those hours.

Local, national, and international occasions

- 6.16 It should be possible for applicants for premises licences and club premises certificates to anticipate special occasions which occur regularly each year, for example bank holidays, and to incorporate appropriate opening hours for these occasions in their operating schedules.
- 6.17 Additional occasions for which extensions may be required may be covered by a Temporary Event Notice.

Drinking up time

- 6.18 The traditional 'drinking up time' was not carried over into the Licensing Act 2003. However the hours during which applicants are licensed to sell or supply alcohol and the opening hours need not be identical and therefore applicants of premises licensed for the on-sale of alcohol are recommended to consider a drinking up/cooling down period during which music volume may be reduced, customers may consume their drinks and plan for transport from the premises. The council considers that a 30 minute drinking up time will assist in the gradual dispersal of customers and consequently reduce impact on the area.
- 6.19 Where relevant representations are made the council will consider imposing a condition on drinking up time where such a condition is appropriate to promote the licensing objectives in any individual case.

Operating Schedules

- 6.20 Under the Licensing Act 2003 applicants are required to complete an 'operating schedule'. They are expected to have regard to the council's Statement of Licensing Policy. They must also be aware of the expectations of the licensing authority and the responsible authorities as to the steps that are appropriate for the promotion of the licensing objectives and to demonstrate knowledge of their local area when describing the steps, they propose to take to promote the licensing objectives.
- 6.21 Operating schedules are the key to ensuring that the four licensing objectives are promoted. An operating schedule should include enough information to enable any responsible authority or other person to assess whether the steps to be taken to promote the licensing objectives are satisfactory.
- 6.22 Applicants should make their own enquiries and demonstrate how they have considered the following in their operating schedule:
- The layout of the local area and physical environment including crime and disorder hotspots, proximity to residential premises and proximity to areas where children and young people may congregate.
 - Any risk posed to the local area by the proposed licensable activities; and
 - Any local initiatives (for example, local crime reduction initiatives or voluntary schemes such as local taxi-marshalling schemes, street pastors and other schemes), which may help mitigate potential risks.
- 6.23 Whilst applicants are not required to seek the views of responsible authorities before formally submitting their application, they may find them to be a useful source of expert advice on local issues that should be taken into consideration when making an application. The council encourages co-operation between applicants, responsible authorities and, where relevant, residents and businesses before applications are submitted to minimise the scope for disputes to arise.
- 6.24 Applicants may find contacting their local ward councillor helpful. Leeds councillors provide a voice to the people living in the ward that they represent. They are aware of the needs of their community and are in touch with the issues that local people face. As well as influencing council decisions on funding and development, they work with other organisations, such as the police, local schools, and health services to help bring about improvements to services and the environment for their local community.
- 6.25 Other publicly available sources which may be of use to applicants include:
- the Crime Mapping website.
 - Neighbourhood Statistics websites.
 - websites or publications by local responsible authorities.
 - websites or publications by local voluntary schemes and initiatives; and
 - on-line mapping tools.
- 6.26 In Leeds specific websites are:
- www.tinyurl.com/LeedsMappingTool which shows a searchable map with layers of recent crime and nuisance statistics as well as the deprivation index, locations of licensed premises, schools, and early years centres
- <https://datamillnorth.org/> which provides several useful datasets including licensed premises
- https://www.police.uk/west-yorkshire/LDT_CI/ which is a crime mapping website run by the Police

<http://observatory.leeds.gov.uk/> Leeds Observatory is a tool for everyone to explore strategic data, information and intelligence about Leeds' communities and geographies. The observatory provides a clear evidence base for communities and professionals to determine the needs of people in Leeds which will shape decision making and services.

- 6.27 The council expects individual applicants to complete the operating schedule in a manner that is specific to the application being made in respect of those premises and the licensable activity to be carried on rather than in general or standard terms. Information should be given to demonstrate how the individual application proposes to address and promote the licensing objectives. Applicants are referred to the paragraphs in this section which contain information on carrying out a risk assessment.
- 6.28 Any application or operating schedule not completed in accordance with the Act and the regulations may be returned to the applicant unprocessed with a request to complete the forms correctly before the application is accepted by council.

Risk assessments

- 6.29 The council recommends that applicants complete a risk assessment of their business to understand what steps are required to complete the operating schedule in a manner which enables the council and responsible authorities to assess how they will seek to promote the licensing objectives.
- 6.30 The council is aware that any risk assessment will vary according to the nature of the business. It is for applicants to decide what is appropriate in each case. To assist applicants in completing their operating schedules the council has devised a risk assessment proforma and suggested wording for volunteered conditions. A copy may be obtained from the Entertainment Licensing Section. A special risk assessment proforma designed for outdoor events is also available.
- 6.31 The risk assessment contains many of the key factors which the responsible authorities will be expecting applicants to meet to fulfil the licensing objectives. The contents are not exhaustive, but the risk assessment approach will reduce the possibilities of adverse representations.
- 6.32 It is recognised that some areas of the risk assessment may duplicate issues which applicants have previously addressed to satisfy other legislation. Where this does occur the operating schedule may cross reference to alternative documents.
- 6.33 The council recognises that it cannot insist on a risk assessment. However an applicant who decides not to complete or provide a risk assessment may face additional representations and the expense of hearings as a result. If a risk assessment is not completed, then applicants will need to demonstrate how these matters have been addressed through the operating schedule provided.

Local Concerns

- 6.34 It is a fact (Joint Strategic Needs Assessment 2012, NHS Leeds) that if you live in some of the more deprived areas of Leeds (Beeston, Holbeck, Gipton, Harehills, Burmantofts, Richmond Hill, Armley) you can expect your life expectancy to be lower than that of residents in other parts of Leeds. The three contributory factors to a reduced life expectancy are alcohol, obesity, and smoking. The Licensing Act 2003 authorises the activities of the sale by retail of alcohol, the provision of late night refreshment and therefore the question is whether reducing people's access to alcohol and high fat content takeaway food will have a positive outcome on life expectancy in these areas.

6.35 In these more deprived areas there is concern about:

Sale of alcohol

- The wide and obvious availability of alcohol in convenience stores, newsagents, corner shops and off licences.
- The contributory factor and possible links between violent crime and domestic violence which may be exacerbated by the availability of alcohol sold in these areas.
- The higher proportion of premises licensed for alcohol for consumption off the premises.
- The ability for people with mental health or alcohol problems to easily obtain alcohol.
- The ability for people who are already intoxicated to easily obtain more alcohol.
- The pack size super strength white cider is sold in, which leads to people with alcohol dependency issues to drink more than they need to.
- Illicit and non-duty paid alcohol and tobacco sales

Protection of children

- The normalisation of alcohol abuse and the effect this has on children living in the area
- The sale and supply of alcohol to young people and children and the impact this has on the behaviour in the community and impact on their health.

Public nuisance

- The accumulation of premises providing takeaway food and off sales of alcohol
- Littering of food wrappers and waste food originating from takeaways
- Harassment of women and girls by groups of men drinking in the streets

6.36 The availability of alcohol is a major concern, as harmful and hazardous drinking is a contributory factor in many of the concerns mentioned in this policy. As such the council would expect anyone wishing to open or extend premises that sell alcohol or sell hot food to provide extra measures to ensure these problems are not exacerbated.

6.37 It is highly likely that any application for premises in deprived areas which includes the sale by retail of alcohol, or the sale of hot food and drink will attract relevant representations from interested people. To mitigate the concerns stated in this policy, applicants are encouraged to contact Entertainment Licensing, West Yorkshire Police, Environmental Health and Public Health to see if there are any specific measures that can be adopted. If applicants do not contact the responsible authorities and do not offer additional measures, they can expect to receive a formal objection to the application.

6.38 Entertainment Licensing provides a risk assessment proforma which is a list of suggested measures applicants may like to include in their operating schedule. Applicants in the deprived areas should carefully consider if the measures relating to the following concerns could be offered as part of their operating schedule:

Crime and disorder

- Measures that control the display of alcohol including proximity to the door, display of spirits and high strength alcohol
- The sale of high-strength lager and cider
- CCTV coverage of alcohol displays

Prevention of public nuisance

- Hourly checks of the surrounding area and removal of litter

Protection of children

- Display of alcohol, name of premises and windows advertising which normalise the availability of alcohol

Dispersal

6.39 There has been concern for many years that a lack of transport provision in the city centre during the early hours of the morning may contribute to an increase in disorder incidents. One of the initiatives to address this problem in the past has been to provide night buses, however these were not well used as they do not provide a door to door service.

Excessive Consumption of Alcohol

6.40 The council is acutely aware of the link between the supply of alcohol that is subject to certain promotions and the possibility of resultant incidents of alcohol related crime and disorder and implications for public safety, public nuisance, and the risk of harm to children.

6.41 The council also recognises the impact that excessive, or binge drinking can have on public health and that positive action on promoting the licensing objectives is equally likely to have an indirect impact on public health.

6.42 The British Beer and Pub Association states that a promotion is irresponsible where it encourages or incites individuals to drink to excess, behave in an anti-social manner or fuels drunkenness. The council, as the licensing authority, will use the powers contained within the Licensing Act to ensure operators' promotional activities do not undermine the licensing objectives.

6.43 In April 2010 mandatory conditions came into effect which:

- Ban irresponsible promotions.
- Ban the dispensing of alcohol directly into the mouth; and
- Ensure that customers have access to free tap water so that they can space out their drinks and not get too intoxicated too quickly.

6.44 The legislation makes it clear that an irresponsible promotion is one that is "carried on for the purpose of encouraging the sale or supply of alcohol for consumption on the premises in a manner which carried a significant risk of leading or contributing to crime and disorder, prejudice to public safety, public nuisance or harm to children".

6.45 As a consequence any on-trade premises that participates in irresponsible drinks promotions will be breaching licence conditions and will be dealt with in accordance with the council's "Leeds Responsible Authority Liaison and Joint Enforcement Protocol - Licensing Act 2003" which is available from the council's website and may be subject to a review of their licence.

Conditions

6.46 The council may only impose conditions where relevant representations are made following an application to grant or vary a licence or where a review request is being considered.

6.47 The council recognises that the only conditions that should be imposed on a licence are those which are appropriate and proportionate to the promotion of the licensing objectives. There may be circumstances where existing legislation and regulations already effectively promote the licensing objectives, and no additional conditions are required.

6.48 Where conditions are imposed, they will be tailored to the individual style and characteristics of the premises and events concerned.

6.49 Applicants are strongly encouraged to make early contact with the appropriate responsible authorities to discuss proposed conditions in advance of the submission of their application to the council.

Designated Premises Supervisor

- 6.50 An applicant for a premises licence which includes the sale and supply of alcohol must nominate a Designated Premises Supervisor (DPS). That person will normally have been given day to day responsibility for running the premises. The DPS will also be in possession of a personal licence.
- 6.51 The Act does not require the presence of the DPS at all material times and the authorisation for the sale of alcohol may be made by another personal licence holder. It is the council's preference that this authorisation is made in writing.
- 6.52 If a DPS is not specified on the licence no sale or supply of alcohol may be made. Similarly no sale or supply of alcohol can be made if the DPS does not hold a personal licence.
- 6.53 Conditions may be imposed on a premises licence which require either the DPS and/or a personal licence holder to be always present when alcohol is sold.

Staff Training

- 6.54 The council recommends that all people who are engaged in the sale and supply of alcohol be encouraged to attend training programmes to raise awareness of their responsibility and particularly of the offences contained within the Act. Similarly they should be encouraged to attend training programmes which will raise their awareness of the issues relating to drugs and violence in licensed premises, and that suitable training be extended to all staff involved in managing or supervising the premises.
- 6.55 It is also recommended that people working on premises providing entertainment for children and youths attend training programmes in basic child protection and safety, and if appropriate have the necessary DBS checks.
- 6.56 All people working on licensed premises should be provided with in-house training on basic public safety, **general housekeeping arrangements and in particular counter terrorism awareness and how to report suspicious activity or respond to an incident.**

Club Premises Certificate

- 6.57 The Act recognises that premises to which public access is restricted and where alcohol is supplied other than for profit, give rise to different issues for licensing law than those presented by commercial enterprises selling direct to the public. For this reason qualifying clubs may apply for a Club Premises Certificate as an alternative to a premises licence.
- 6.58 A Designated Premises Supervisor and Personal Licence Holders are not required where a Club Premises Certificate is in force. However, an applicant for a Club Premises Certificate is still required to act in a manner which promotes the licensing objectives. An application for a Club Premises Certificate must be in the form prescribed by regulations.
- 6.59 Any qualifying club may choose to obtain a Premises Licence if it decides that it wishes to offer its facilities commercially for use by the public, including the sale of alcohol. Any individual on behalf of the club may also provide Temporary Events Notices. The council has issued guidance to clubs on applying for a Club Premises Certificate.

Community Halls

6.60 The management committees of community premises can apply to remove the requirement of a designated premises supervisor and the authorisation of the sale of alcohol by a personal licence holder. If they do so all sales of alcohol are authorised by the management committee. The council has issued guidance to community premises on this process which is on the council's website.

Minor Variations

6.61 It is now possible to make small changes to premises licences or club premises certificates through the minor variation process, which is cheaper, easier, and quicker than the full variation process. The test for whether a proposed variation is 'minor' is whether it could impact adversely on any of the four licensing objectives. The council has issued guidance on this process which can be accessed on the council's website.

Alcohol Deliveries

6.62 An applicant seeking a licence that will enable them to provide alcohol as part of an alcohol delivery service should include in their operating schedule the procedures, they intend to operate to ensure that:

- The person they are selling alcohol to is over the age of 18
- That alcohol is only delivered to a person over the age of 18
- That a clear document trail of the order process from order, despatch from the licensed premises and delivery to the customer is maintained (with times and signatures) and available for inspection by an authorised officer
- The time that alcohol is sold on the website/over the phone and the time the alcohol is delivered is within the hours stated on the licence for the sale of alcohol.

- 7.1 The concept of “cumulative impact” has been described in the Section 182 guidance issued by the Home Office since the commencement of the Licensing Act 2003. Cumulative impact assessments were introduced at Section 5A in the Licensing Act 2003 by the Policing and Crime Act 2017. Cumulative impact is the potential impact on the promotion of the licensing objectives of several licensed premises concentrated in one area.
- 7.2 In some areas, where the number, type, or density of licensed premises, such as those selling alcohol or providing late night refreshment, is high or exceptional, serious problems of nuisance and disorder may arise outside or some distance from those premises. Such problems generally occur because of large numbers of drinkers being concentrated in an area, for example when leaving premises at peak times or when queuing at fast food outlets or for public transport.
- 7.3 Queuing may lead to conflict, disorder, and anti-social behaviour. Moreover, large concentrations of people may also attract criminal activities such as drug dealing, pick pocketing and street robbery. Local services such as public transport, public lavatory provision and street cleaning may not be able to meet the demand posed by such concentrations of drinkers leading to issues such as street fouling, littering, traffic, and public nuisance caused by concentrations of people who cannot be effectively dispersed quickly.
- 7.4 Variable licensing hours may facilitate a more gradual dispersal of customers from premises. However, in some cases, the impact on surrounding areas of the behaviour of the customers of all premises taken together will be greater than the impact of customers of individual premises. These conditions are more likely to arise in town or city centres but may also arise in other urban centres and the suburbs, for example on smaller high streets with high concentrations of licensed premises.
- 7.5 Once away from the licensed premises, a minority of customers will behave badly. Other mechanisms for addressing such concerns may be more appropriate than cumulative impact or may work alongside licensing policy. For example:
- Planning control
 - Positive measures to create a safe and clean town or city centre environment in partnership with local businesses, transport operators and other departments of the local authority, including best practise schemes such as PubWatch or BIDs
 - Community Protection Orders
 - The provision of CCTV surveillance in town centres, taxi ranks, provision of public conveniences open late at night, street cleansing and litter patrols
 - Public Spaces Protection Orders
 - Police enforcement of the law concerning disorder and anti-social behaviour, including the issuing of fixed penalty notices
 - Prosecution for the offence of selling alcohol to a person who is drunk (or allowing such a sale)
 - Late Night Levy
 - Early Morning Restriction Orders
 - Other licensing measures such as fixed closing times, staggered closing times and zoning

Cumulative Impact Assessments

- 7.6 A cumulative impact assessment (CIA) may be published by a licensing authority to help it limit the number or type of licence applications granted in areas where there is evidence to show that the number or density of licensed premises in the area is having a cumulative impact and leading to problems which are undermining the licensing objectives.
- 7.7 The council first published a cumulative impact assessment under section 5A of the Licensing Act 2003 in November 2018 which relates to new premises licences and club premises certificates and applications to vary existing premises licences and club premises certificates in specific areas.
- 7.8 In this assessment the council reviewed the evidence for all existing cumulative impact areas (city centre, Headingley and Hyde Park, Woodhouse, Chapel Allerton, Horsforth and Armley). The council also reviewed the evidence for Harehills.
- 7.9 The review of the Cumulative Impact Assessment was due to take place in 2021, but the Coronavirus pandemic had a severe impact on the nighttime economy with three total lockdowns closing licensed premises. This had a temporary effect on the crime statistics and a decision was made to delay the review of the cumulative impact areas until the long term impact of the pandemic was known.
- 7.10 The assessment was undertaken in 2022 and included a call for evidence from the responsible authorities and crime statistic reports commissioned from West Yorkshire Police and nuisance statistics provided by the council's Entertainment Licensing and Health and Environmental Action Services. Residents have been given the opportunity to comment on the proposals through the relevant elected ward councillors and Community Committees during the development of the cumulative impact assessment.
- 7.11 As required by the law, the council has undergone a formal consultation process on the cumulative impact assessments with:
- the responsible authorities
 - licensees and those representing licensees
 - residents and businesses
 - those representing residents and businesses
- 7.12 Responses from these consultations have been reviewed and reports are available from Entertainment Licensing.
- 7.13 The council will review the cumulative impact policy areas at least every three years, as required by the legislation. Some areas may be reviewed more frequently. Cumulative Impact Assessments are available on the council's website. Applicants should contact Entertainment Licensing to ensure they are in possession of the latest information before making their application.

Cumulative Impact Areas

- 7.14 The cumulative impact assessment has shown that the number or type of licence applications granted in the following areas are having a cumulative impact and this is leading to problems which are undermining the licensing objectives.

City centre

- 7.15 The council has assessed crime statistics for the area known as the city centre which is located between the A58M motorway and the river Aire and has determined that there is an area that is suffering from the cumulative impact of licensed premises and consequently this is leading to problems which are undermining the licensing objectives.

- 7.16 Specifically and in addition to this, there are two areas of special concern designated as red zones where the impact of the licensed premises is so severe that the council considers that any application for a new licence or the variation of an existing licence should be refused unless the applicant can show how their application would not lead to an increase in the impact of licensed premises in this area. Maps showing the exact geographical area included in this area, and specifically the red zones can be found in the cumulative impact assessment.
- 7.17 In this area the nature of the problems is alcohol related violent crime being perpetrated on people visiting and using this area during specific peak hours. More information on the evidence can be found in the cumulative impact assessment.
- 7.18 It would be inconsistent with the council's duty to promote the licensing objectives to grant new and variation application for any premises licence (on sales, off sales and late night takeaways) that seek to operate during the peak hours described in the cumulative impact assessment for the city centre.

Headingley

- 7.19 The council has assessed crime statistics for the area known as Headingley and has determined that there is an area that is suffering from the cumulative impact of licensed premises and consequently this is leading to problems which are undermining the licensing objectives. Specifically the area is located around North Lane and Otley Road. Maps showing the exact geographical area included in this area can be found in the cumulative impact assessment.
- 7.20 Additionally, Headingley suffers from nuisance and crime related to the large number of visitors participating in the 'Otley Run'. This is a largely unorganised pub crawl which starts in Weetwood early afternoon and progresses along Otley Road towards the city centre. This has been an activity undertaken primarily by students however in the last few years it has become more popular with groups of people travelling from outside of Leeds. This influx of people during the weekends and the associated crime, nuisance and antisocial behaviour, is having a detrimental effect on residents who no longer feel able to use the shops, restaurants, and bars on the Otley Road in Headingley due to large groups of drunk people in fancy dress gathering along the route.
- 7.21 In this area the nature of the problems is alcohol related violent crime and nuisance being perpetrated on people visiting this area during specific peak hours. More information on the evidence can be found in the cumulative impact assessment.
- 7.22 It would be inconsistent with the council's duty to promote the licensing objectives to grant new and variation application for any premises licence (on sales, off sales and late night takeaways) that seek to operate during the peak hours, described in the cumulative impact assessment for Headingley or to any application that may encourage participation in the Otley Run.

Hyde Park

- 7.23 The council has assessed crime statistics for the area known as Hyde Park and has determined that there is an area that is suffering from the cumulative impact of licensed premises and consequently this is leading to problems which are undermining the licensing objectives. Specifically the area is located between Hyde Park Road, Victoria Road, Cardigan Road and Burley Lodge Road. Maps showing the exact geographical area included in this area can be found in the cumulative impact assessment.
- 7.24 In this area the nature of the problems is alcohol related violent crime and nuisance being suffered by people living in this mainly residential area. More information on the evidence can be found in the cumulative impact assessment.

- 7.25 It would be inconsistent with the council's duty to promote the licensing objectives to grant new and variation application for any premises licence which seeks off sales and/or late night refreshment to operate during the peak hours described in the cumulative impact assessment for Hyde Park.

Armley

- 7.26 The council has assessed anti-social behaviour and crime statistics for the area known as Armley and has determined that there is an area that is suffering from the cumulative impact of off-licensed premises and consequently this is leading to problems which are undermining the licensing objectives. Specifically Town Street and Branch Road are the areas affected. Maps showing the exact geographical area included in this area can be found in the cumulative impact assessment.
- 7.27 In this area the nature of the problems is predominantly anti-social behaviour perpetrated by people purchasing alcohol on Town Street and Branch Road and then remaining in the area to drink it. More information on the evidence can be found in the cumulative impact assessment.
- 7.28 It would be inconsistent with the council's duty to promote the licensing objectives to grant new and variation application for any premises licence which seeks off sales of alcohol at any time.

Harehills and Burmantofts

- 7.29 The council has assessed crime statistics for the area known as Harehills and has determined that there is an area that is suffering from the cumulative impact of off-licensed premises and consequently this is leading to problems which are undermining the licensing objectives. Specifically the area around Harehills Road and Harehills Lane is particularly suffering from the cumulative impact of too many off licences. Maps showing the exact geographical area included in this area can be found in the cumulative impact assessment.
- 7.30 In this area the nature of the problems is alcohol related violent crime and nuisance being suffered by people living in this mainly residential area. More information on the evidence can be found in the cumulative impact assessment.
- 7.31 It would be inconsistent with the council's duty to promote the licensing objectives to grant new and variation application for any premises licence which seeks off sales and late night refreshment to operate during the peak hours described in the cumulative impact assessment for Harehills.

Holbeck

- 7.32 The council has assessed crime statistics, alcohol risk data and licensing statistics for the area known as Holbeck. The evidence of a slow increase of off licensed premises in the cumulative impact area, the output from the alcohol licensing data matrix which shows very high levels of alcohol related crime, disorder and a population of vulnerable adults and children, as well as the conclusions from the Police report, the council considers this to be an area suffering from the cumulative impact of off licensed premises.
- 7.33 The density of convenience stores, newsagents and off licences already selling alcohol in the area is disproportionate to the other retail premises in the area.
- 7.34 It would be inconsistent with the council's duty to promote the licensing objectives to grant new and variation applications for any premises licence which seeks off sales of alcohol at any time.

Other Areas

- 7.35 In previous policies the areas of Woodhouse, Chapel Allerton and Horsforth have been the subject of cumulative impact. At this point, although these areas remain saturated there is less evidence that the number or density of licensed premises in the area is having a cumulative impact leading to problems which are undermining the licensing objectives.
- 7.36 However should there be an application which, if granted, may increase the cumulative impact of premises in the area on the licensing objectives, and for which representations are received, the council may consider cumulative impact when determining the licence application.
- 7.37 The council is also aware that the police have concerns related to the concentration of premises in the localities of Beeston, Bramley, Pudsey, Otley, and Guiseley. The council, in conjunction with the responsible authorities, will be keeping these areas under review during the life of the policy in case it becomes necessary to instigate a formal cumulative impact assessment. Applicants wishing to apply for new licences or variations in these areas should note this paragraph and tailor their operating schedules accordingly.

Applications within a cumulative impact area

- 7.38 Applications for premises situated within a designated cumulative impact area for new premises licences or variations that are likely to add to the existing cumulative impact will normally be refused if relevant representations are received. It is for the applicant to demonstrate that their application would not add to the cumulative impact of such licensed premises in the area and so allow the council to depart from its own policy.
- 7.39 An applicant wishing to obtain a new or varied licence for premises falling within any of the cumulative impact areas must identify, through the risk assessment process (if used) and operating schedule, the steps that he or she intends to take so that the council and responsible authorities can be satisfied that granting a new licence will not add to the impact already being experienced.
- 7.40 To assist this process applicants are encouraged to submit a full and thoroughly considered application at the earliest opportunity. The onus is on the applicant to demonstrate to the responsible authorities the suitability and detail for their site. The applicant is encouraged to make early contact with the responsible authorities to discuss their plans, and suggested control measures. Applicants should also have regard to the guidance issued by the Home Office under section 182 of the Act.
- 7.41 The existence of a cumulative impact assessment for a specific area does not relieve the responsible authorities or any other person of the need to make relevant representations where they consider it appropriate to do so for the promotion of the licensing objectives. Anyone making a representation may base it on the evidence published in the cumulative impact assessment, or the fact that a cumulative impact assessment has been published for that area. It remains incumbent on all responsible authorities and other people to ensure that their representations can withstand the scrutiny to which they would be subject at a hearing. As with all licensing applications under the Licensing Act 2003, if there are no representations, the licensing authority must grant the application in terms that are consistent with the operating schedule submitted as part of the application.
- 7.42 The council recognises that a cumulative impact assessment should not be absolute. The circumstances of each application will be considered properly and applications for licences that are unlikely to add to the cumulative impact on the licensing objectives may be granted.

- 7.43 After receiving representations in relation to a new application or for a variation of a licence, the licensing authority will consider whether it would be justified in departing from its policy and cumulative impact assessment in the light of the individual circumstances of the case. The impact can be expected to be different for premises with different styles and characteristics. If the council decides that an application should be refused, it will still need to show that the grant of the application would undermine the promotion of the licensing objectives and that appropriate conditions would be ineffective in preventing the problems involved.
- 7.44 When considering an application where the subject premises is in a cumulative impact area, the council will need to be satisfied that the grant of the licence or variation will not impact on the cumulative impact of existing licensed premises in the area and as the burden of proof is on the applicant, they will often suggest measures which they assert will demonstrate there will be no impact. Examples of factors the licensing authority may consider as demonstrating there will be no impact may include, though are not limited to:
- Small premises who intend to operate before midnight.
 - Premises which are not alcohol led and only operate during the daytime economy
 - Instances where the applicant is relocating their business to a new premises but retaining the same style of business.
 - Conditions which ensure that the premises will operate in a particular manner such as a minimum number of covers or waiter/waitress service to secure a food led operation.
- 7.45 Examples of factors the licensing authority will not consider as meeting the standard of rebuttal include:
- That the premises will be well managed and run as all licensed premises should meet this standard
 - That the premises will be constructed to a high standard
 - That the applicant operates similar premises elsewhere, such as in another licensing authority area, without complaint
- 7.46 Any relevant representation of support will be taken into consideration by the council when making its determination.

Representations based on cumulative impact outside cumulative impact areas

- 7.47 In cases where either responsible authorities or other people seek to establish that an application should be refused on the grounds that it would result in or further contribute to a cumulative impact in an area not designated as a cumulative impact area, which would undermine one or more of the licensing objectives, they shall:
- Identify the boundaries of the area from which it is alleged problems are arising
 - Identify the licensing objective which it is alleged will be undermined
 - Identify the type of licensable activity alleged to be causing the problem (e.g. sale of alcohol, late night refreshment)
 - Provide full details and evidence to show the manner and extent to which it is alleged that the licensing objectives are being, or at risk of being, undermined in the area
 - Provide evidence to show that the undermining of the objective is caused by the patrons of licensed premises in the area.
- 7.48 The reason for this is to ensure that objections are neither frivolous nor vexatious and that there is an evidential basis for the licensing subcommittee to reach a decision.

Section 8 Early Morning Restriction Orders

- 8.1 The power conferred on licensing authorities to make, vary, or revoke an EMRO is set out in section 172A to 172E of the Licensing Act 2003. This power was brought into force on 31st October 2012 and the government has provided guidance as part of the S182 Guidance to Licensing Authorities.
- 8.2 An EMRO enables a licensing authority to prohibit the sale of alcohol for a specified time between the hours of 12am and 6am in the whole or part of its area, if it is satisfied that this would be appropriate for the promotion of the licensing objectives.
- 8.3 EMROs are designed to address recurring problems such as high levels of alcohol related crime and disorder in specific areas at specific times; serious public nuisance and other instances of alcohol related anti-social behaviour which is not directly attributable to specific premises.
- 8.4 It is the council's intention to support businesses rather than hinder them whilst ensuring promotion of the licensing objectives. However where this has deemed to fail then an EMRO could be considered as a possible solution.
- 8.5 An EMRO:
- Applies to the supply of alcohol authorised by premises licences, club premises certificate and temporary event notices.
 - Applies for any period beginning at or after 12am and ending at or before 6am. It does not have to apply on every day of the week and can apply for different time periods on different days of the week.
 - Applies for a limited or unlimited period (for example, an EMRO could be introduced for a few weeks to apply to a specific event).
 - Applies to the whole or any part of the licensing authority's area
 - Will not apply to any premises on New Year's Eve (defined as 12am to 6am on 1 January every year).
 - Will not apply to the supply of alcohol to residents by accommodation providers between 12am and 6am, provided the alcohol is sold through mini-bars/room service; and
 - Will not apply to a relaxation of licensing hours by virtue of an order made under section 172 of the Licensing Act 2003.

EMRO Request

- 8.6 It is expected that the need for an EMRO may be identified by several different organisations. For example the request for an EMRO may originate at an Communities Committee, Health and Environmental Action Service, residents' association, or the local NPT. ~~It may come via the Licensing Enforcement Group which is a group of partner agencies who meet regularly to discuss issues relating to the sale of alcohol and the provision of entertainment.~~ It is likely that more than one organisation may be involved in the process.
- 8.7 It is anticipated that the request would be referred to Entertainment Licensing where a designated procedure will be applied to determine if an EMRO is appropriate. If appropriate, the request would be referred to the Licensing Committee. Members would be supplied with evidence of the issues being experienced in the area in support of the EMRO. Licensing Committee will decide if, on the strength of the evidence provided, that an EMRO is appropriate for the promotion of the licensing objectives and if further work is to be undertaken to support the case. Members may decide that other measures would be more effective in dealing with the problems, or that licence holders should engage with the authorities to rectify matters before the request is considered further.

Evidence

8.8 The Section 182 Guidance to Licensing Authorities states that:

“The licensing authority should be satisfied that it has sufficient evidence to demonstrate that its decision is appropriate for the promotion of the licensing objectives. This requirement should be considered in the same manner as other licensing decisions, such as the determination of applications for the grant of premise licences. The licensing authority should consider the evidence from partners, including responsible authorities and local Community Safety Partnerships, alongside its own evidence, to determine when an EMRO would be appropriate for the promotion of the licensing objectives.”

8.9 The level of evidence Licensing Committee will consider supporting an early morning restriction order is:

- Police evidence of reported alcohol related crime
- Nuisance statistics compiled from complaints made to Environmental Health in relation to noise, odour, and litter nuisance
- Data gathered from complaints made the Entertainment Licensing on matters which affect the licensing objectives.
- Anecdotal evidence from residents’ organisations, ward members and other representatives of people living in a specific area
- Evidence obtained during the public consultation and associated public meetings

8.10 In addition the S182 guidance suggests other sources of evidence such as

- Health related statistics such as alcohol-related emergency attendances and hospital admissions

8.11 This should, in part be provided by the organisation or group who are proposing an EMRO should be in force.

8.12 Once the Licensing Committee is satisfied that an EMRO is required to address the issues in an area, and all other measures have been tried and failed to address these issues, the formal process of implementing an EMRO will begin. The design of the EMRO will include:

- The days (and periods on those days) on which the EMRO would apply
- The area to which the EMRO would apply
- The period for which the EMRO would apply
- The date from which the proposed EMRO would apply

Consultation

8.13 The proposed EMRO will be advertised for at least 42 days. The proposal will be published on the council’s website and in a local newspaper. A notice will be sent to all affected people in the area who hold a premises licence or club premises certificate, or people who use TENs or who hold a provisional statement. A notice will be displayed in the area and sent to responsible authorities and adjacent licensing authorities.

8.14 Anyone affected by the EMRO has 42 days in which to make a representation on any aspect of the EMRO design. If relevant representations are received, then a hearing will be held to consider them. If there are several representations, the licensing authority may consider whether to hold the hearing over several days. The hearing will be commenced within 30 working days of the end of the notice period.

8.15 As a result of the hearing the licensing authority has three options:

- To decide that the proposed EMRO is appropriate for promotion of the licensing objectives
- To decide that the proposed EMRO is not appropriate and therefore the process should be ended
- To decide that the proposed EMRO should be modified. In this case it may be necessary to advertise again.

Formal Decision

8.16 Once the licensing authority is satisfied that the proposed order is appropriate for the promotion of the licensing objectives, its determination will be put to full Council for its final decision. Once the EMRO is made, the authority will send a notice to all affected people and make it available for 28 days on the website.

8.17 A variation or a revocation of an order will follow the same process. However an order could be applied for a specified time and in this case the order ceases to apply on the final day.

8.18 Once an EMRO is in place, the licensing authority will update this policy as soon as possible to include reference to the EMRO in this section.

8.19 There are currently no EMROs in place in this area.

- 9.1 Every supply of alcohol under the premises licence must be made or authorised by a person who holds a Personal Licence. The Act does not require the presence of a Personal Licence holder at all material times but if any sales are made when a Personal Licence Holder is not present, then they must have been authorised by somebody who holds a Personal Licence. Regardless of whether a Personal Licence holder is present or not he will not be able to escape responsibility for the actions of those he authorises to make such sales.
- 9.2 The council recommends that authorisations for the sale of alcohol be made in writing to ensure that those authorised are clear what their legal responsibilities are. Any premises at which alcohol is sold or supplied may employ one or more Personal Licence holders.
- 9.3 The council recognises it has no discretion regarding the granting of personal licences where
- the applicant is 18 or over,
 - possesses a licensing qualification,
 - has not had a licence forfeited in the last five years and
 - has not been convicted of a relevant offence.
- 9.4 An application for a personal licence to sell alcohol must be made in the form specified in government guidance or regulations. The application form must be accompanied by the requisite fee. The applicant should also produce evidence of the relevant qualifications and their right to work in the UK.
- 9.5 Applicants should produce a Criminal Record Bureau certificate along with the application form. The certificate must be current and comply with the regulations on personal licence applications. Applicants are also expected to make a clear statement as to whether they have been convicted outside England and Wales of a relevant offence or a similar offence.
- 9.6 Where the application discloses relevant unspent convictions the council will notify the police of that application and the convictions. The police may make objection on the grounds of crime and disorder. If an objection is lodged a hearing must be held.
- 9.7 The council will, at such a hearing, consider carefully whether the grant of the licence will compromise the promotion of the crime prevention objective. It will consider the seriousness and relevance of the conviction(s), the period that has elapsed since the offence(s) were committed and any mitigating circumstances. The council will normally refuse the application unless there are exceptional and compelling circumstances which justify granting it.

Section 10 Temporary event notices

- 10.1 The system of permitted temporary activities is intended as a light touch process, and as such, the carrying on of licensable activities does not have to be authorised by the licensing authority on an application. Instead a person wishing to hold an event at which such activities are proposed to be carried on (the “premises user”) gives notice to the licensing authority of the event (a “temporary event notice” or TEN).
- 10.2 Temporary event notices are subject to various limitations. These are concerned with:
- the number of times a premises user may give a TEN – 50 times in a calendar year for a personal licence holder and five times in a calendar year for other people).
 - the number of times a TERN may be given for any premises (15 times in a calendar year).
 - the maximum duration of an event authorised by a TEN is 168 hours (seven days).
 - the maximum total duration of the events authorised by TENs in relation to individual premises (21 days in a calendar year).
 - the maximum number of people attending at any one time (fewer than 500); and
 - the minimum period between events authorised under separate TENs in relation to the same premises (not including withdrawn TENs) by the same premises user (24 hours).
- 10.3 **The Alcohol Licensing (Coronavirus) (Regulatory Easements) (Amendment) Regulations 2021, amended Section 107 of the Licensing Act 2003 so as to increase for the calendar years 2022 and 2023, the number (from 15 to 20) of TENs which may be given in relation to the same premises in the calendar year and to increase the number of days in the calendar year (from 21 to 26 days) on which a single premises can be used to carry on licensable activities. These changes apply to Temporary Event periods occurring wholly or partly in 2022 and 2023.**
- 10.4 The most important aspect of the system of temporary event notices is that no permission is required for these events from the council. In general, only the police or Environmental Health and Action Service (HEAS) may intervene to prevent such an event or modify the arrangements for such an event. The council will only intervene itself if the limits on the number of notices that may be given in various circumstances would be exceeded.
- 10.5 Many premises users giving temporary event notices will not have a commercial background or ready access to legal advice. They will include, for example, people acting on behalf of charities, community, and voluntary groups, all of which may stage public events to raise funds, at which licensable activities will take place. The council will ensure that local guidance about the temporary permitted activities is clear and understandable and will strive to keep the arrangements manageable and user-friendly for such groups.
- 10.6 There are two types of TEN: a standard TEN and a late TEN. These have different notice periods. A standard TEN is given no later than ten working days before the event to which it relates; a late TEN is given not before nine and not later than five working days before the event. In both instances this does not include the date of the event or the date the council receives the notice.
- 10.7 The council encourages notice providers to give the earliest possible notice of events likely to take place. This is particularly relevant to events which are to take place in the open air or in a temporary structure. Assistance with the planning of events can be provided through multi agency forum meetings. **For outdoor events, including those within structures, please refer to paragraph 5.9 to 5.15.**

- 10.8 The council is able to provide advice on the local area and suggested measures to avoid nuisance, or other legislative requirements regarding health and safety, noise pollution, the building of temporary structures, or other necessary permissions.

Police or Health and Environmental Action Service intervention

- 10.9 The Act provides that in exceptional circumstances, the police or HEAS may issue an objection notice because they believe the event would undermine the one or more of the four licensing objectives set out in the Act. The police or HEAS must issue an objection notice within three working days of being notified, but they can subsequently withdraw the notice. The issuing of such an objection notice requires the consideration of the objection by the council at a hearing in the case of a standard TEN. If an objection notice is issued in relation to a late TEN, then the TEN is cancelled and licensable activities are not authorised.
- 10.10 The ability of police and HEAS to serve such a notice is a further reason why event organisers are strongly encouraged by the council not to rely on giving the minimum amount of notice and to contact the local police and HEAS at the earliest possible opportunity about their proposals.

Additional limitations

- 10.11 The council, on receiving temporary event notices, will also check that the requirements of the Act as to duration and numbers of notices are met. For these purposes, a notice is treated as being from the same premises user if an associate gives it.
- 10.12 The Act defines an associate as being:
- the spouse or civil partner of that person.
 - a child, parent, grandchild, grandparent, brother, or sister of that person; or
 - an agent or employee of that person.
 - the spouse or civil partner of a person listed in either of the two preceding bullet points.
- 10.13 A person living with another person as his or her husband or wife is treated for these purposes as his or her spouse.

Section 11 Enforcement and reviews

- 11.1 The Licensing Act contains measures to ensure that the council, and responsible authorities, can deal with premises that wilfully and persistently undermine the licensing objectives. The council and responsible authorities are committed to encouraging a thriving day time and evening licensed economy but will not tolerate those premises whose activities infringe upon the quality of life or safety of residents, businesses and visitors.
- 11.2 The council has established a multi agency enforcement protocol which sets out the framework for the risk based enforcement of the Licensing Act 2003 following the principles of better regulation advocated by the Better Regulation Executive. The protocol allows for carrying out of joint inspections with the police, the fire authority, and other relevant agencies.
- 11.3 The enforcement protocol's mission statement is to protect the public, interested parties and the environment from harm caused because of activities made licensable by virtue of the Licensing Act 2003.

Prosecution of breaches

- 11.4 In accordance with the enforcement protocol, the council adopts a multi-agency approach to the prosecution of offences under the Licensing Act.
- 11.5 Consideration will be given to the appropriate powers that should be used to address a problem where other agencies such as the police, fire authority, environmental protection and trading standards also have their own powers.
- 11.6 The council has adopted the principles of the Hampton Report in its enforcement concordat. Formal enforcement will be a last resort and proportionate to the degree of risk. To this end the key principles of consistency, transparency and proportionality will be maintained.
- 11.7 The council has a zero tolerance to antisocial behaviour, environmental crime and risk to public safety.

Reviews of Licences

- 11.8 The council recognises that the ability of the police, other responsible authorities, and other people to apply for a review of a premises licence, is an incentive to effective self regulation.
- 11.9 On receipt of a relevant request to carry out a review the council has a range of options available to it under the Act. These include:
- To modify the conditions of the licence including imposing new conditions, altering existing conditions or removing conditions (permanently or temporarily)
 - To exclude a licensable activity from the scope of the licence (permanently or temporarily)
 - To remove the Designated Premises Supervisor
 - To suspend the licence for a period not exceeding three months
 - To revoke the licence
- 11.10 The council will seek to establish the cause or causes of the concern and remedial action will be targeted at such causes. Any action will be proportionate to the problems involved.
- 11.11 The council has agreed protocols with responsible authorities and published guidance on the review process which is available from Entertainment Licensing or on the council's website.

- 11.12 Where a Magistrates Court makes a Closure Order under part 8 of the Licensing Act 2003 (on grounds of disorder) the council must carry out a review of the licence.
- 11.13 Where a Magistrates Court makes a Closure Order under the Anti-Social Behaviour, Crime and Policing Act 2014 (on grounds of the use, supply or production of Class A drugs associated with disorder or serious nuisance) the police will usually ask the council to carry out a review of the licence.
- 11.14 Where a closure order has been made under the Anti-Social Behaviour, Crime and Policing Act 2014 (on grounds of noise) the council's Environmental Health section will normally request a review of the licence.
- 11.15 Where any agency provides evidence of the keeping of smuggled goods, such as counterfeit alcohol or tobacco, or the employment of persons who do not possess the right to work in the UK, the relevant agency may request a review of the premises licence.

Matters to be considered

- 11.16 When considering a review request or the possibility of enforcement action the council will consider all relevant circumstances but will view the following matters particularly seriously:
- use of the premises for criminal activities such as the supply of drugs, money laundering **or the keeping and supply of illicit goods**
 - **immigration offences**
 - failure to promptly respond to a warning properly given by a responsible authority
 - failure to engage with the RAs in an effective manner
 - previous convictions for licensing offences
 - previous failure to comply with licence conditions

The Violent Crime Reduction Act 2006

- 11.17 The Violent Crime Reduction Act 2006 has amended parts of the Licensing Act 2003 and now expands police and council powers to deal with problem premises in a more expedient manner.
- 11.18 A power to carry out summary reviews in serious cases of crime and disorder is brought in at section 53A of the Licensing Act 2003. Where a review application is accompanied by a certificate issued by a senior police officer, the Licensing Authority is required within 48 hours to consider whether it is necessary to take any interim steps pending the completion of the review process. This may include the immediate suspension of the premises licence.

**Produced by
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Calculation of the Council Tax and Business Rates Tax Bases for 2023/24

Date: 18th January 2023

Report of: Chief Officer - Financial Services

Report to: Full Council

Will the decision be open for call in? Yes No

Does the report contain confidential or exempt information? Yes No

Brief summary

Each year, under the Local Government Finance Act 1992, Leeds City Council is required to calculate a council tax base for Leeds and for each parish or town council within the Council's area. These tax bases are used to calculate the council tax to be levied in Leeds and in each parish/town council for the year.

There is also a requirement for the Council to prepare an estimate of business rates income it will collect in the coming year.

The Council is required to finalise the council tax bases for 2023/24 (for Leeds and the parish/town councils) and the business rates estimates by 31st January 2023.

The 2023/24 council tax base for Leeds and the parish/town councils are set out in this report. This report also provides an indicative business rates share for 2023/24. These items are used to identify the Council's Net Revenue Budget to be presented to Executive Board and Full Council in February 2023. The calculation of the Council Tax Base will also allow the Council to set a legal Council Tax in 2023/24.

Recommendations

Members are requested to:

- a) Agree that, in accordance with the Local Authorities (Calculation of Tax Base) (England) Regulations 2012, the amount calculated by the Council as its council tax base for the year 2023/24 shall be **239,337.8** for Leeds, as detailed in **Appendix 2**, and for each parish as detailed in **Appendix 2**.
- b) Note the indicative business rates shares set out in **Appendix 3**, and delegate authority to the Chief Officer – Financial Services to make detailed calculations and to submit the final figures to the Department of Levelling Up, Housing and Communities on or before the 31st January 2023.

What is this report about?

- 1 The purpose of this report is to:
 - a) seek agreement to the 2023/24 council tax bases for Leeds and the parish/town councils set out in the report
 - b) provide indicative business rates shares for 2023/24 and to request Council to give delegated authority to the Chief Officer – Financial Services to finalise the shares and to submit them in the National Non-Domestic Rates 1 Return 2023/24 on or before the 31st January 2023.
- 2 The Council Tax Base and business rates share for Leeds for 2023/24 are used to identify the Council's Net Revenue Budget, that is, the core locally generated resources to support the 2023/24 Revenue Budget which will be presented to Full Council in February 2023. The 2023/24 budget will target resources towards the Council's policies and priorities as set out in the Best Council Plan.
- 3 The figures are further explained in **Appendix 1** and set out in detail in **Appendix 2** to this report, but the headline amounts for 2023/24 are as follows:

Leeds Council Tax Base:	239,337.8
Business Rates:	
Amount to be retained by Leeds under the Rates Retention scheme:	£172,866,000
Amount to be paid to Central Government:	£176,394,000
Amount to be passed to West Yorkshire Fire and Rescue Authority:	£3,528,000

- 4 The Council Tax Bases for the 34 parish and town councils have been calculated as shown in **Table 1** and detailed in **Appendix 2**.

What impact will this proposal have?

- 5 The 2023/24 council tax bases for Leeds and the parish/town councils set out in this report, alongside the indicative business rates share for 2023/24, will be used to identify the Council's Net Revenue Budget for 2023/24, which will support the 2023/24 Revenue Budget and the setting of a legal Council Tax for 2023/24. The budget proposals that will be contained in the 2023/24 Revenue Budget will be, where appropriate, the subject of the Council's Equality Impact Assessment process and mitigating measures put in place or planned where appropriate. As such, an Equality Impact Assessment will be provided alongside the 2023/24 Revenue Budget and Council Tax Report to be presented to Executive Board and Full Council in February 2023.
- 6 The Equality Act 2010 requires the Council to have "due regard" to the need to eliminate unlawful discrimination and promote equality of opportunity. The law requires that the duty to pay due regard be demonstrated in the decision-making process. Assessing the potential equality impact of proposed changes to policies, procedures and practices is one of the key ways in which public authorities can show due regard.
- 7 The Council is fully committed to ensuring that equality and diversity are given proper consideration when we develop policies and make decisions. In order to achieve this the Council has an agreed process in place and has particularly promoted the importance of the

process when taking forward key policy or budgetary changes. Equality impact assessments also ensure that we make well informed decisions based on robust evidence.

- 8 The proposals within this report have been screened for relevance to equality, diversity, cohesion and integration (Appendix 3) and a full strategic analysis and assessment will be undertaken on the 2023/24 Revenue Budget and Council Tax report which will be considered by Executive Board and subsequently by Full Council in February 2023. Specific equality impact assessments will also be undertaken on all budget decisions identified as relevant to equality as they are considered during the decision-making process in 2023/24.

Table 1: Parish and Town Council Tax bases 2022/23 and 2023/24

PARISH OF	Taxbase Numbers 2022/23	Taxbase Numbers 2023/24
Aberford and District	772.8	780.9
Allerton Bywater	1,462.9	1,483.6
Alwoodley	3,633.3	3,643.5
Arthington	294.5	288.9
Austhorpe	60.9	61.8
Bardsey cum Rigton	1,146.5	1,145.5
Barwick in Elmet and Scholes	1,998.4	2,002.5
Boston Spa	1,999.1	2,005.3
Bramham cum Oglethorpe	744.0	743.8
Bramhope and Carlton	2,034.8	2,127.1
Clifford	840.3	847.9
Collingham with Linton	1,713.0	1,715.7
Drighlington	1,973.4	2,004.8
East Keswick	595.1	588.5
Gildersome	1,853.7	1,903.1
Great and Little Preston	616.7	615.7
Harewood	1,839.7	1,840.1
Horsforth	7,431.0	7,431.3
Kippax	3,102.1	3,097.5
Ledsham	96.9	98.7
Ledston	152.4	158.4
Micklefield	775.8	906.5
Morley	11,293.5	11,406.9
Otley	5,076.7	5,081.4
Pool in Wharfedale	974.2	971.6
Rawdon	2,756.0	2,772.9
Scarcroft	833.9	874.4
Shadwell	972.6	969.6
Swillington	957.7	958.4
Thorner	752.9	750.9
Thorp Arch	435.1	484.5
Walton	115.1	117.6
Wetherby	5,052.0	5,074.9
Wothersome	8.6	8.6

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

Health and Wellbeing

Inclusive Growth

Zero Carbon

- 9 The Best City Ambition is the Council's strategic plan which sets out its ambitions, outcomes and priorities for the City of Leeds and for the Local Authority. The Three Pillars of inclusive growth, health and wellbeing and the climate change emergency underpin this vision and these can only be delivered through a sound understanding of the organisation's longer-term financial sustainability which enables decisions to be made that balance the resource implications of the Council's policies against financial constraints. This is the primary purpose of the Medium-Term Financial Strategy which then provides the framework for the determination of the Council's annual revenue budget.
- 10 This report needs to be seen in context of the requirement for the Council to be financially sustainable and deliver a balanced budget position in 2023/24 so that resources can continue to be targeted at the Council's priorities.

What consultation and engagement has taken place?

Wards affected:

Have ward members been consulted?

Yes

No

- 11 The calculations presented in this report are made in accordance with the Local Government Finance Act 1992 are not subject to consultation.
- 12 The Council Tax Base and business rates share for Leeds for 2023/24 are used to identify the Council's Net Revenue Budget, that is, the core locally generated resources to support the 2023/24 Revenue Budget to be presented to Full Council in February 2023.
- 13 The Authority's financial strategy is driven by its ambitions and priorities as set out in the Best City Ambition. This was adopted by Council in February 2022 following consultation with members and officers throughout its development, with additional extensive stakeholder consultation carried out on the range of supporting plans and strategies.
- 14 The Council's Medium Term Financial Strategy 2023/24 – 2027/28, received at Executive Board in September 2022, was informed by the public consultation exercise carried out between December and January 2022 on the Council's 2022/23 budget proposals. Whilst the consultation covered the key 2022/23 proposals, it also included the principles of how we should be funded, proposed changes to Council Tax and how we plan to spend the revenue budget. Further questions included satisfaction with how the Council runs things overall, and ideas for opportunities for the Council to do things in more modern and efficient ways. This supplemented the ongoing process of consultation through which residents are consulted on a variety of issues throughout the year.
- 15 The public consultation on the Proposed Budget for 2023/24 was carried out through an online survey: with the public via the council's website, social media and Citizen's Panel; with staff through the intranet; and with stakeholders, including representatives from the Third Sector and business sector. The consultation began once the Proposed Budget report was initially agreed on 14th December 2022 and lasted four weeks, with its findings timetabled to be reported at the following meeting of Executive Board, prior to finalisation of the Budget.

What are the resource implications?

16 This report requests that Council approve the 2023/24 council tax base for Leeds and the parish/town councils set out in the report. This report also provides an indicative business rates share for 2023/24. These items are used to identify the Council's Net Revenue Budget for 2023/24 which supports the 2023/24 Revenue Budget and allow the Council to set a legal Council Tax for 2023/24.

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

17 A key risk to the calculated Council Tax Base remains the collection rate the Council can apply to the total number of band D equivalents in the city. The ongoing effect of the cost-of-living crisis coupled with the additional demands placed on collection staff in the light of additional duties by the Government to mitigate its impacts on residents have seen a reduction in collection rates in 2022/23 from a forecast 99.0% to a forecast 98.5% in the fullness of time for that year. However, following actions taken by the team in the latter half of the 2022/23 financial year and the ability to resume a greater proportion of normal collection activity as access to the courts improves in the wake of the COVID-19 pandemic when court activity was significantly restricted has resulted in the forecast for 2023/24 remaining at the historic average of 99.0% in the fullness of time.

18 The local council tax support scheme figures used in the calculation of the tax base reflect the high levels of employment currently being experienced in the city following the high levels of support required during the pandemic and its immediate aftermath. The labour market in the city remains strong limiting the number of claimants of working-age support, however in the longer term pressure may be placed on the local scheme's budget if the cost of living crisis and its economic impacts adversely affects that labour market.

19 However, the reported forecast does not reflect the potential effects of any increased impacts of the cost of living crisis and the resultant economic impacts on council taxpayers ability to continue to pay council tax, which could impact on these financial projections. The continuing cost of living situation poses a significant risk to these forecasts and the collection rates and demand for local council tax support will be closely monitored in the coming months.

20 Further risks associated with the council tax base and the business rates estimates will be assessed as part of the budget-setting process and will be included in the budget proposals to be considered by Executive Board and Council in February 2023.

What are the legal implications?

21 The decisions requested in this report will enable the City Council to fulfil its responsibilities under the Local Government Finance Act 1992 and Local Government Finance Act 2012 in relation to council tax discounts and exemptions. The decisions relating to council tax bases and business rates estimates will enable the Council to finalise its budget and set a legal council tax for 2023/24.

Options, timescales and measuring success

What other options were considered?

22 Not applicable.

How will success be measured?

23 Not applicable.

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

- 24 The statutory deadline for a billing authority to approve its council tax base for 2023/24 and inform any local or major preceptors of relevant council tax bases in its area is 31st January 2023.
- 25 The statutory deadline for a billing authority to forecast its Non-Domestic Rating Income for 2023/24 and submit this forecast to central government and any major preceptor in its area is 31st January 2023.

Appendices

- 26 **Appendix 1** – background information, detailed narrative regarding the calculated Council Tax Base for Leeds for 2023/24 and the indicative business rates shares for 2023/24
- 27 **Appendix 2** – Detailed calculations of the Tax Base for the purpose of calculating council tax 2023/24
- 28 **Appendix 3** – Equalities Impact Assessment for the Council Tax Base Report to Council on 18th January 2023

Background papers

- 29 None

Calculation of the Council Tax Base and indicative Share of Business Rates Income for Leeds in 2023/24

1. Purpose of this Report

- 1.1. The purpose of this report is to:
 - 1.1.1. Seek agreement to the 2023/24 council tax bases for Leeds and the parish/town councils set out in this report;
 - 1.1.2. Provide indicative shares of business rates income for 2023/24 and to request Council to give delegated authority to the Chief Officer – Financial Services to finalise the shares and to submit them in the Nation Non-Domestic Rates 1 Return 2023/24 on or before 31st January 2023.

2. Background information

- 2.1. From 2013/14 the Government made major changes to the funding regime for local government. The long-established formula grant system, where funding depended upon local needs and resources, was replaced by a system based upon the capacity to deliver housing and business growth.
- 2.2. At the same time a number of council tax exemptions were removed and council tax benefit was replaced by the Council Tax Support scheme (CTS). In 2013/14 government funding for CTS was reduced by 10% compared to the previous year, and for 2014/15 onwards funding from Government has no longer been separately identifiable.

3. Main issues

- 3.1. Impact of cost of living on the Council Tax base assumptions
 - 3.1.1. The economic impact of the cost of living crisis is affecting all areas of local government. The assumptions within this tax base report are set within the context of this crisis. Adding to the economic impact of the COVID pandemic adversely affecting many individual's incomes, a sharp rise in living costs means council tax collection is likely to continue to be a significant challenge. At the start of 2022/23 resources were necessarily diverted into fulfilling the Governments £150 council tax rebate scheme, leaving collection rates slower to recover than originally projected. Measures have been taken to improve this and consequently 2022/23 collection rates are only slightly behind those of 2021/22 and are forecast to continue to improve to 98.5% in the fullness of time. The impact of these measures for the entirety of the 2023/24 financial year is now forecast to return Council Tax collection rates to their historic average of 99% in the fullness of time.
 - 3.1.2. It is also expected that levels of demand for Council Tax Support (CTS) will return to almost average levels, which has added a further 853 band D equivalents to the tax base compared to 2022/23 reflecting the continuing strong labour market in the city. In the longer-term it is expected that there will be some growth in the demand for CTS if the cost of living crisis impacts significantly on the demand for workers in the city. Therefore, although the reduction that has to be made to the Council Tax base for CTS is expected to fall to 30,008 band D equivalents in 2023/24, it is expected to rise again going in to 2024/25 to 30,750 band D equivalents in the current Financial Strategy.

- 3.1.3. Further to this there has been a continued recovery of development in the city in 2022/23, which is expected to continue into 2023/24 as developers have caught up with work delayed by the COVID pandemic lockdowns, although a full recovery in growth to pre-pandemic levels is still not expected in 2023/24. This underlying growth has resulted in a net 2,763.5 additional band D equivalents added to the 2023/24 Council Tax Base for Leeds.
- 3.2. Council Tax Support Scheme
- 3.2.1. The Council Tax Support scheme operates as a discount on the same basis as other discounts currently in place, with protected groups currently receiving a 100% discount. At its December 2016 meeting, Executive Board agreed to recommend to Full Council the replacement of the previous Council Tax Support Scheme with a scheme aligned with Universal Credit. Full Council supported the adoption of the proposed scheme at its January 2017 meeting, with it taking effect from 1st April 2017. Customers now move on to this new scheme when they transfer to Universal Credit, at which time eligible customers will move off the scheme of automatic protections. Non-protected recipients of council tax benefit continue to be required to pay 25% of their council tax bills.
- 3.2.2. The localisation of CTS has the effect of reducing the overall tax base for Leeds. Based on the current scheme, as outlined in Section 3.2.1, the tax base will be reduced by 30,008 band D equivalents properties for 2023/24, which is 853 less than reduction in 2022/23 reflecting the high level of employment currently in the city. This is due to the reduced demand for CTS as outlined in **Paragraph 3.1.2**.
- 3.3. Empty Homes Premium
- 3.3.1. Under section 11B of the Local Government Finance Act 1992, from 1st April 2013 to 31st March 2019 Leeds City Council charged a 50% council tax premium on empty dwellings that have been unoccupied for more than two years. The Rating (Property in Common Occupation) and Council Tax (Empty Dwellings) Act 2018, which received Royal Assent on 1st November 2018, permitted councils to increase this premium on dwellings unoccupied for more than two years to 100% from 1st April 2019, to increase the premium on dwellings unoccupied for more than five years to 200% from 1st April 2020 and to increase the premium on dwellings unoccupied for more than ten years to 300% from 1st April 2021.
- 3.3.2. Leeds City Council has implemented these premiums on long-term empty properties alongside a policy allowing certain properties to be exempted and to allow officers discretion in its application in certain cases.
- 3.3.3. The Levelling Up and Regeneration Bill, currently progressing through Parliament, proposes allowing local authorities to double the standard council tax charge on any home left empty for longer than a year, rather than the current two years, and to charge a premium on holiday lets and second homes, both from 1st April 2024. These proposals will be considered in 2023/24 by officers and the implications discussed with members should these proposals become law in the forthcoming year.
- 3.4. Calculation of the Council Tax Base
- 3.4.1. Under the Local Government Act 1992 and accompanying regulations, detailed procedures are laid down for calculating the tax base which will be used for calculating council tax. The tax base for the Leeds area is expressed as the

number of Band D equivalent properties and will be used both to calculate Leeds City Council's element of council tax and to notify to the West Yorkshire Police and Crime Commissioner and the West Yorkshire Fire & Rescue Authority for them to calculate their own elements of council tax. The Police and Crime Commissioner and the Fire & Rescue Authority have to be notified of the tax base by 31st January 2023.

3.4.2. In addition to calculating the tax base for the Leeds area as a whole, a separate tax base has to be calculated for each part of the Council's areas to which a "special item" of expenditure relates. In Leeds, it is considered that only parish precepts should be treated as special items for these purposes and a tax base is therefore also calculated for each parish/town council.

3.4.3. Details of the calculations for Leeds as a whole and for each individual parish are given in **Appendix 2**. In summary, the council tax base for Leeds is calculated at 239,337.8 Band D equivalent properties. This is calculated estimating changes from the Valuation Office Agency's Valuation List that will take place during 2023/24 by reference to the following:

- provision for successful appeals,
- provision for exempt properties,
- changes in number of properties (demolitions and new additions),
- estimated single person and other discounts,
- and estimated collection rate.

3.4.4. The equivalent amount for each of the parish and town councils are as shown in Table 1 below.

3.4.5. The council tax requirement for 2023/24, which will be decided by Council in February 2023, will be divided by the calculated council tax base to arrive at the council tax for a band D property, from which the council taxes for other valuation bands will be calculated.

3.5. Business Rates

3.5.1. Under the current Business Rates Retention Scheme, introduced by the Local Government Finance Act 2012, the Council has to forecast the amounts of business rates it will collect in 2023/24. Under this scheme, the Business Rates collected have to be shared between Leeds City Council, Central Government and the West Yorkshire Fire and Rescue Authority in the following proportions:

- 50% passed to Central Government;
- 49% retained by Leeds;
- 1% passed to West Yorkshire Fire & Rescue Authority.

3.5.2. The headline amounts are currently estimated as follows:

- | | |
|--|--------------|
| • Total Business Rates collected | £352,787,000 |
| Of which: | |
| • To be paid to Central Government | £176,394,000 |
| • To be retained by Leeds | £172,866,000 |
| • To be passed to West Yorkshire Fire & Rescue Authority | £3,528,000 |

3.5.3. In December 2022, Government announced that the application of the remaining Leeds City Region Business Rates Pool 2022/23 to be designated as a Pool for the purposes of the Business Rates Retention Scheme in 2023/24 had been successful. Because Harrogate ceases to exist on 31st March 2023 the remaining members had to re-apply for a new Pool to be formed on 1st April 2023 with Leeds as the lead authority. The following authorities are members of the new Pool:

- Bradford
- Calderdale
- Kirklees
- Leeds
- Wakefield
- York

3.5.4. Under the 50% scheme the advantage of forming a business rates pool will be the retention of levy payments within the region that would otherwise have to be paid to central government. Current estimates are that this will be a net gain to the region of £4.1m with Leeds City Council's financial commitment to the Pool currently estimated to be in the region of £0.9m. Current budget estimates recognise that Leeds City Council will be required to make this payment in 2023/24, either to Government or to the Pool.

3.5.5. The application itself is not binding. Any member of the proposed Pool will still be able to withdraw during the statutory 28-day window after the Government designates the Pool, as set out in the provisional Local Government Finance Act 2012. It must be noted however that, should any member withdraw, not only would the Pool be revoked but there would be no fall back on existing pooling arrangements.

3.5.6. The final estimated amount of business rates to be retained for Leeds will be used in the development of the 2023/24 budget which is to be considered by Executive Board on 8th February 2023 and agreed by Full Council on 22nd February 2023

Table 1: Parish and Town Council Tax bases 2022/23 and 2023/24

PARISH OF	<i>Taxbase Numbers 2022/23</i>	<i>Taxbase Numbers 2023/24</i>
Aberford and District	772.8	780.9
Allerton Bywater	1,462.9	1,483.6
Alwoodley	3,633.3	3,643.5
Arthington	294.5	288.9
Austhorpe	60.9	61.8
Bardsey cum Rigton	1,146.5	1,145.5
Barwick in Elmet and Scholes	1,998.4	2,002.5
Boston Spa	1,999.1	2,005.3
Bramham cum Oglethorpe	744.0	743.8
Bramhope and Carlton	2,034.8	2,127.1
Clifford	840.3	847.9
Collingham with Linton	1,713.0	1,715.7
Drighlington	1,973.4	2,004.8
East Keswick	595.1	588.5
Gildersome	1,853.7	1,903.1
Great and Little Preston	616.7	615.7
Harewood	1,839.7	1,840.1
Horsforth	7,431.0	7,431.3
Kippax	3,102.1	3,097.5
Ledsham	96.9	98.7
Ledston	152.4	158.4
Micklefield	775.8	906.5
Morley	11,293.5	11,406.9
Otley	5,076.7	5,081.4
Pool in Wharfedale	974.2	971.6
Rawdon	2,756.0	2,772.9
Scarcroft	833.9	874.4
Shadwell	972.6	969.6
Swillington	957.7	958.4
Thorner	752.9	750.9
Thorp Arch	435.1	484.5
Walton	115.1	117.6
Wetherby	5,052.0	5,074.9
Wothersome	8.6	8.6

TAX BASE FOR PURPOSE OF CALCULATING COUNCIL TAX 2023/24

Appendix 2

CALCULATION FOR THE WHOLE OF:

LEEDS

TAX BASE = A x B
(Formula 1)

Where "A" equals total of relevant amounts as calculated below
and "B" is the authority's estimation of its collection rate for the year

RELEVANT AMOUNT FOR EACH
BAND = ((H-Q+ E+J) -Z) x (F/G)
(Formula 2)
(paragraph 4 (1) of the legislation)

Where "H" is the number of chargeable dwellings on the relevant day
and "Q" is a factor to take account of the discounts to which the amount of council tax payable was subject on the relevant day
and "E" is a factor to take account of the premiums, if any, to which the amount of council tax payable was subject on the relevant day
and "J" is the amount of any adjustment in respect of changes in the number of chargeable dwellings or discounts calculated
and "Z" is the total amount that the authority estimates will be applied in accordance with the council tax reduction scheme in relation to the band
and "F" is the relevant proportion applicable to each band
and "G" is the relevant proportion applicable to band D

	BAND A (5/9)	BAND A	BAND B	BAND C	BAND D	BAND E	BAND F	BAND G	BAND H	TOTAL	Note
Dwellings in valuation list	414	142,119	78,434	70,686	36,390	22,113	10,527	7,230	690	368,603	1
Less Exempt dwellings	0	10,203	5,447	2,347	1,045	483	118	72	9	19,724	1
= "H" in formula 2	414	131,916	72,987	68,339	35,345	21,630	10,409	7,158	681	348,879	
Total discounts	= "Q" in formula 2	35	17,502	7,397	5,709	2,359	1,075	482	280	34,874	1
Total Premiums	= "E" in formula 2	0	538	174	129	67	32	17	20	984	3
Additions less Reductions	= "J" in formula 2	1	260	827	1,074	490	161	49	35	2,904	3
Reduction Scheme	= "Z" in formula 2	121	30,298	7,070	3,209	794	307	103	42	41,945	3
Proportion for relevant Band	= "F" in formula 2	5	6	7	8	9	11	13	15	18	2
Proportion for Band D	= "G" in formula 2	9	9	9	9	9	9	9	9	9	2
RELEVANT AMOUNT FOR EACH BAND		144.3	56,609.3	46,294.1	53,888.0	32,749.4	24,984.3	14,285.0	11,483.9	1,315.8	
TOTAL RELEVANT AMOUNTS	= "A" in formula 1									241,754.1	4
ESTIMATED COLLECTION RATE	= "B" in formula 1									99.0%	3
UNADJUSTED TAX BASE FOR CALCULATION OF TAX: ("A" x "B")										239,336.6	
Addition by reference to payments from Secretary of State for Defence for Class O exempt properties (SI 1992/2943)										1.2	1
TAX BASE FOR CALCULATION OF TAX FOR:										239,337.8	

Notes:

- 1 From Valuation List / Council Tax records on 30 November 2022
- 2 Laid down in the legislation
- 3 Estimated
- 4 Sum of result of formula 2 for each band

TAX BASE FOR PURPOSE OF CALCULATING COUNCIL TAX 2023/24

CALCULATION FOR THE PARISH OF:

ABERFORD and DISTRICT

TAX BASE = A x B
(Formula 1)

Where "A" equals total of relevant amounts as calculated below
and "B" is the authority's estimation of its collection rate for the year

RELEVANT AMOUNT FOR EACH
BAND = ((H-Q+ E+J) -Z) x (F/G)
(Formula 2)
(paragraph 4 (1) of the legislation)

Where "H" is the number of chargeable dwellings on the relevant day
and "Q" is a factor to take account of the discounts to which the amount of council tax payable was
subject on the relevant day
and "E" is a factor to take account of the premiums, if any, to which the amount of council tax payable
was subject on the relevant day
and "J" is the amount of any adjustment in respect of changes in the number of chargeable dwellings
or discounts calculated
and "Z" is the total amount that the authority estimates will be applied in accordance with
the council tax reduction scheme in relation to the band
and "F" is the relevant proportion applicable to each band
and "G" is the relevant proportion applicable to band D

	BAND A (5/9)	BAND A	BAND B	BAND C	BAND D	BAND E	BAND F	BAND G	BAND H	TOTAL	Note	
Dwellings in valuation list	1	75	103	109	146	201	94	64	5	798	1	
Less Exempt dwellings	0	2	0	0	1	1	0	0	0	4	1	
= "H" in formula 2	1	73	103	109	145	200	94	64	5	794		
Total discounts	= "Q" in formula 2	0	12	10	11	10	9	3	2	0	57	1
Total Premiums	= "E" in formula 2	0	0	1	0	1	0	0	0	0	2	3
Additions less Reductions	= "J" in formula 2	0	0	0	0	2	0	0	0	0	2	3
Reduction Scheme	= "Z" in formula 2	0	19	10	1	3	4	0	0	0	37	3
Proportion for relevant Band	= "F" in formula 2	5	6	7	8	9	11	13	15	18		2
Proportion for Band D	= "G" in formula 2	9	9	9	9	9	9	9	9	9		2
RELEVANT AMOUNT FOR EACH BAND		0.6	27.9	65.3	86.0	135.0	228.6	131.1	104.2	10.0		
TOTAL RELEVANT AMOUNTS	= "A" in formula 1										788.7	4
ESTIMATED COLLECTION RATE	= "B" in formula 1										99.0%	5
UNADJUSTED TAX BASE FOR CALCULATION OF TAX: ("A" x "B")											780.9	
Addition by reference to payments from Secretary of State for Defence for Class O exempt properties (SI 1992/2943)											0	1
TAX BASE FOR CALCULATION OF TAX FOR:											780.9	

Notes:

- 1 From Valuation List / Council Tax records on 30 November 2022
- 2 Laid down in the legislation
- 3 Estimated
- 4 Sum of result of formula 2 for each band
- 5 As for the District as a whole (legal requirement)

TAX BASE FOR PURPOSE OF CALCULATING COUNCIL TAX 2023/24

CALCULATION FOR THE PARISH OF:

ALLERTON BYWATER

TAX BASE = A x B
(Formula 1)

Where "A" equals total of relevant amounts as calculated below
and "B" is the authority's estimation of its collection rate for the year

RELEVANT AMOUNT FOR EACH
BAND = ((H-Q+ E+J) -Z) x (F/G)
(Formula 2)
(paragraph 4 (1) of the legislation)

Where "H" is the number of chargeable dwellings on the relevant day
and "Q" is a factor to take account of the discounts to which the amount of council tax payable was
subject on the relevant day
and "E" is a factor to take account of the premiums, if any, to which the amount of council tax payable
was subject on the relevant day
and "J" is the amount of any adjustment in respect of changes in the number of chargeable dwellings
or discounts calculated
and "Z" is the total amount that the authority estimates will be applied in accordance with
the council tax reduction scheme in relation to the band
and "F" is the relevant proportion applicable to each band
and "G" is the relevant proportion applicable to band D

	BAND A (5/9)	BAND A	BAND B	BAND C	BAND D	BAND E	BAND F	BAND G	BAND H	TOTAL	Note
Dwellings in valuation list	4	1,068	662	480	104	33	1	1	1	2,354	1
Less Exempt dwellings	0	12	8	2	1	0	0	0	0	23	1
= "H" in formula 2	4	1,056	654	478	103	33	1	1	1	2,331	
Total discounts	= "Q" in formula 2	0	119	59	24	4	1	0	0	209	1
Total Premiums	= "E" in formula 2	0	3	1	0	0	0	0	0	5	3
Additions less Reductions	= "J" in formula 2	0	0	0	2	8	0	0	0	10	3
Reduction Scheme	= "Z" in formula 2	1	157	30	18	3	1	0	0	210	3
Proportion for relevant Band	= "F" in formula 2	5	6	7	8	9	11	13	15	18	2
Proportion for Band D	= "G" in formula 2	9	9	9	9	9	9	9	9	9	2
RELEVANT AMOUNT FOR EACH BAND		1.5	522.4	439.8	389.1	104.1	37.6	1.4	1.7	1.0	
TOTAL RELEVANT AMOUNTS	= "A" in formula 1									1,498.6	4
ESTIMATED COLLECTION RATE	= "B" in formula 1									99.0%	5
UNADJUSTED TAX BASE FOR CALCULATION OF TAX: ("A" x "B")										1,483.6	
Addition by reference to payments from Secretary of State for Defence for Class O exempt properties (SI 1992/2943)										0	1
TAX BASE FOR CALCULATION OF TAX FOR:										1,483.6	

Notes:

- 1 From Valuation List / Council Tax records on 30 November 2022
- 2 Laid down in the legislation
- 3 Estimated
- 4 Sum of result of formula 2 for each band
- 5 As for the District as a whole (legal requirement)

TAX BASE FOR PURPOSE OF CALCULATING COUNCIL TAX 2023/24

CALCULATION FOR THE PARISH OF:

ALWOODLEY

TAX BASE = A x B
(Formula 1)

Where "A" equals total of relevant amounts as calculated below
and "B" is the authority's estimation of its collection rate for the year

RELEVANT AMOUNT FOR EACH
BAND = ((H-Q+ E+J) -Z) x (F/G)
(Formula 2)
(paragraph 4 (1) of the legislation)

Where "H" is the number of chargeable dwellings on the relevant day
and "Q" is a factor to take account of the discounts to which the amount of council tax payable was
subject on the relevant day
and "E" is a factor to take account of the premiums, if any, to which the amount of council tax payable
was subject on the relevant day
and "J" is the amount of any adjustment in respect of changes in the number of chargeable dwellings
or discounts calculated
and "Z" is the total amount that the authority estimates will be applied in accordance with
the council tax reduction scheme in relation to the band
and "F" is the relevant proportion applicable to each band
and "G" is the relevant proportion applicable to band D

	BAND A (5/9)	BAND A	BAND B	BAND C	BAND D	BAND E	BAND F	BAND G	BAND H	TOTAL	Note
Dwellings in valuation list	0	39	179	1,106	1,168	569	283	345	52	3,741	1
Less Exempt dwellings	0	0	0	20	19	10	6	3	0	59	1
= "H" in formula 2	0	39	179	1,086	1,149	559	277	342	52	3,682	
Total	0	8	28	95	76	29	17	13	2	267	1
Total Premiums	0	1	0	2	4	0	1	0	0	8	3
Additions less Reductions	0	0	0	0	0	5	1	1	0	7	3
Reduction Scheme	0	6	14	48	29	8	2	1	0	108	3
Proportion for relevant Band	= "F" in formula 2	5	6	7	8	9	11	13	15	18	2
Proportion for Band D	= "G" in formula 2	9	9	9	9	9	9	9	9	9	2
RELEVANT AMOUNT FOR EACH BAND		0.0	17.8	106.6	840.3	1,047.3	643.6	375.5	549.2	100.0	
TOTAL RELEVANT AMOUNTS	= "A" in formula 1									3,680.3	4
ESTIMATED COLLECTION RATE	= "B" in formula 1									99.0%	5
UNADJUSTED TAX BASE FOR CALCULATION OF TAX: ("A" x "B")										3,643.5	
Addition by reference to payments from Secretary of State for Defence for Class O exempt properties (SI 1992/2943)										0	1
TAX BASE FOR CALCULATION OF TAX FOR:										3,643.5	

Notes:

- 1 From Valuation List / Council Tax records on 30 November 2022
- 2 Laid down in the legislation
- 3 Estimated
- 4 Sum of result of formula 2 for each band
- 5 As for the District as a whole (legal requirement)

TAX BASE FOR PURPOSE OF CALCULATING COUNCIL TAX 2023/24

CALCULATION FOR THE PARISH OF:

ARTHINGTON

TAX BASE = A x B
(Formula 1)

Where "A" equals total of relevant amounts as calculated below
and "B" is the authority's estimation of its collection rate for the year

RELEVANT AMOUNT FOR EACH
BAND = ((H-Q+ E+J) -Z) x (F/G)
(Formula 2)
(paragraph 4 (1) of the legislation)

Where "H" is the number of chargeable dwellings on the relevant day
and "Q" is a factor to take account of the discounts to which the amount of council tax payable was
subject on the relevant day
and "E" is a factor to take account of the premiums, if any, to which the amount of council tax payable
was subject on the relevant day
and "J" is the amount of any adjustment in respect of changes in the number of chargeable dwellings
or discounts calculated
and "Z" is the total amount that the authority estimates will be applied in accordance with
the council tax reduction scheme in relation to the band
and "F" is the relevant proportion applicable to each band
and "G" is the relevant proportion applicable to band D

	BAND A (5/9)	BAND A	BAND B	BAND C	BAND D	BAND E	BAND F	BAND G	BAND H	TOTAL	Note
Dwellings in valuation list	0	1	16	25	25	39	24	88	14	232	1
Less Exempt dwellings	0	0	1	1	0	1	0	2	0	5	1
= "H" in formula 2	0	1	15	24	25	38	24	86	14	227	
Total discounts	0	0	2	2	1	2	1	3	1	11	1
Total Premiums	0	3	1	0	0	0	0	0	0	5	3
Additions less Reductions	0	0	0	0	0	0	0	0	0	0	3
Reduction Scheme	0	0	6	3	1	0	0	0	0	10	3
Proportion for relevant Band	= "F" in formula 2	5	6	7	8	9	11	13	15	18	2
Proportion for Band D	= "G" in formula 2	9	9	9	9	9	9	9	9	9	2
RELEVANT AMOUNT FOR EACH BAND		0.0	3.0	6.5	16.9	22.8	44.2	33.2	138.7	26.5	
TOTAL RELEVANT AMOUNTS	= "A" in formula 1									291.8	4
ESTIMATED COLLECTION RATE	= "B" in formula 1									99.0%	5
UNADJUSTED TAX BASE FOR CALCULATION OF TAX: ("A" x "B")										288.9	
Addition by reference to payments from Secretary of State for Defence for Class O exempt properties (SI 1992/2943)										0	1
TAX BASE FOR CALCULATION OF TAX FOR:										288.9	

Notes:

- 1 From Valuation List / Council Tax records on 30 November 2022
- 2 Laid down in the legislation
- 3 Estimated
- 4 Sum of result of formula 2 for each band
- 5 As for the District as a whole (legal requirement)

TAX BASE FOR PURPOSE OF CALCULATING COUNCIL TAX 2023/24

CALCULATION FOR THE PARISH OF:

AUSTHORPE

TAX BASE = A x B
(Formula 1)

Where "A" equals total of relevant amounts as calculated below
and "B" is the authority's estimation of its collection rate for the year

RELEVANT AMOUNT FOR EACH
BAND = ((H-Q+ E+J) -Z) x (F/G)
(Formula 2)
(paragraph 4 (1) of the legislation)

Where "H" is the number of chargeable dwellings on the relevant day
and "Q" is a factor to take account of the discounts to which the amount of council tax payable was
subject on the relevant day
and "E" is a factor to take account of the premiums, if any, to which the amount of council tax payable
was subject on the relevant day
and "J" is the amount of any adjustment in respect of changes in the number of chargeable dwellings
or discounts calculated
and "Z" is the total amount that the authority estimates will be applied in accordance with
the council tax reduction scheme in relation to the band
and "F" is the relevant proportion applicable to each band
and "G" is the relevant proportion applicable to band D

	BAND A (5/9)	BAND A	BAND B	BAND C	BAND D	BAND E	BAND F	BAND G	BAND H	TOTAL	Note
Dwellings in valuation list	0	0	0	2	8	17	11	11	0	49	1
Less Exempt dwellings	0	0	0	0	0	0	0	0	0	0	1
= "H" in formula 2	0	0	0	2	8	17	11	11	0	49	
Total discounts	0	0	0	0	1	1	1	0	0	2	1
= "Q" in formula 2	0	0	0	0	1	1	1	0	0	2	1
Total Premiums	0	0	0	0	0	0	0	0	0	0	3
= "E" in formula 2	0	0	0	0	0	0	0	0	0	0	3
Additions less Reductions	0	0	0	0	0	0	0	0	0	0	3
= "J" in formula 2	0	0	0	0	0	0	0	0	0	0	3
Reduction Scheme	0	0	0	0	0	0	0	0	0	0	3
= "Z" in formula 2	0	0	0	0	0	0	0	0	0	0	3
Proportion for relevant Band	5	6	7	8	9	11	13	15	18		2
Proportion for Band D	9	9	9	9	9	9	9	9	9		2
= "F" in formula 2											
= "G" in formula 2											
RELEVANT AMOUNT FOR EACH BAND	0.0	0.0	0.0	1.8	7.5	19.6	15.2	18.3	0.0	0	
TOTAL RELEVANT AMOUNTS										62.4	4
= "A" in formula 1										62.4	4
ESTIMATED COLLECTION RATE										99.0%	5
= "B" in formula 1										99.0%	5
UNADJUSTED TAX BASE FOR CALCULATION OF TAX: ("A" x "B")										61.8	
Addition by reference to payments from Secretary of State for Defence for Class O exempt properties (SI 1992/2943)										0	1
TAX BASE FOR CALCULATION OF TAX FOR:										61.8	
										61.8	

Notes:

- 1 From Valuation List / Council Tax records on 30 November 2022
- 2 Laid down in the legislation
- 3 Estimated
- 4 Sum of result of formula 2 for each band
- 5 As for the District as a whole (legal requirement)

TAX BASE FOR PURPOSE OF CALCULATING COUNCIL TAX 2023/24

CALCULATION FOR THE PARISH OF:

BARDSEY cum RIGTON

TAX BASE = A x B
(Formula 1)

Where "A" equals total of relevant amounts as calculated below
and "B" is the authority's estimation of its collection rate for the year

RELEVANT AMOUNT FOR EACH
BAND = ((H-Q+ E+J) -Z) x (F/G)
(Formula 2)
(paragraph 4 (1) of the legislation)

Where "H" is the number of chargeable dwellings on the relevant day
and "Q" is a factor to take account of the discounts to which the amount of council tax payable was
subject on the relevant day
and "E" is a factor to take account of the premiums, if any, to which the amount of council tax payable
was subject on the relevant day
and "J" is the amount of any adjustment in respect of changes in the number of chargeable dwellings
or discounts calculated
and "Z" is the total amount that the authority estimates will be applied in accordance with
the council tax reduction scheme in relation to the band
and "F" is the relevant proportion applicable to each band
and "G" is the relevant proportion applicable to band D

	BAND A (5/9)	BAND A	BAND B	BAND C	BAND D	BAND E	BAND F	BAND G	BAND H	TOTAL	Note
Dwellings in valuation list	0	19	57	40	140	210	245	232	14	957	1
Less Exempt dwellings	0	1	1	1	1	0	2	3	0	9	1
= "H" in formula 2	0	18	56	39	139	210	243	229	14	948	
Total discounts	0	3	5	5	10	14	12	9	0	58	1
Total Premiums	0	0	0	0	0	1	1	0	0	2	3
Additions less Reductions	0	0	1	0	0	0	1	0	0	2	3
Reduction Scheme	0	5	9	1	6	1	2	2	0	26	3
Proportion for relevant Band	= "F" in formula 2	5	6	7	8	9	11	13	15	18	2
Proportion for Band D	= "G" in formula 2	9	9	9	9	9	9	9	9	9	2
RELEVANT AMOUNT FOR EACH BAND		0.0	6.4	33.5	29.2	122.7	239.0	334.6	364.2	27.5	
TOTAL RELEVANT AMOUNTS	= "A" in formula 1									1,157.1	4
ESTIMATED COLLECTION RATE	= "B" in formula 1									99.0%	5
UNADJUSTED TAX BASE FOR CALCULATION OF TAX: ("A" x "B")										1,145.5	
Addition by reference to payments from Secretary of State for Defence for Class O exempt properties (SI 1992/2943)										0	1
TAX BASE FOR CALCULATION OF TAX FOR:										1,145.5	

Notes:

- 1 From Valuation List / Council Tax records on 30 November 2022
- 2 Laid down in the legislation
- 3 Estimated
- 4 Sum of result of formula 2 for each band
- 5 As for the District as a whole (legal requirement)

TAX BASE FOR PURPOSE OF CALCULATING COUNCIL TAX 2023/24

CALCULATION FOR THE PARISH OF:

BARWICK in ELMET and SCHOLES

TAX BASE = A x B
(Formula 1)

Where "A" equals total of relevant amounts as calculated below
and "B" is the authority's estimation of its collection rate for the year

RELEVANT AMOUNT FOR EACH
BAND = ((H-Q+ E+J) -Z) x (F/G)
(Formula 2)
(paragraph 4 (1) of the legislation)

Where "H" is the number of chargeable dwellings on the relevant day
and "Q" is a factor to take account of the discounts to which the amount of council tax payable was
subject on the relevant day
and "E" is a factor to take account of the premiums, if any, to which the amount of council tax payable
was subject on the relevant day
and "J" is the amount of any adjustment in respect of changes in the number of chargeable dwellings
or discounts calculated
and "Z" is the total amount that the authority estimates will be applied in accordance with
the council tax reduction scheme in relation to the band
and "F" is the relevant proportion applicable to each band
and "G" is the relevant proportion applicable to band D

	BAND A (5/9)	BAND A	BAND B	BAND C	BAND D	BAND E	BAND F	BAND G	BAND H	TOTAL	Note
Dwellings in valuation list	0	112	220	816	461	338	210	94	2	2,253	1
Less Exempt dwellings	0	2	2	13	6	3	3	0	0	29	1
= "H" in formula 2	0	110	218	803	455	335	207	94	2	2,224	
Total discounts	0	17	23	67	37	21	9	4	0	177	1
Total Premiums	0	0	0	0	0	0	0	1	0	1	3
Additions less Reductions	0	3	0	0	4	1	0	0	0	8	3
Reduction Scheme	0	42	22	35	12	3	0	2	1	117	3
Proportion for relevant Band	= "F" in formula 2	5	6	7	8	9	11	13	15	18	2
Proportion for Band D	= "G" in formula 2	9	9	9	9	9	9	9	9	9	2
RELEVANT AMOUNT FOR EACH BAND		0.0	36.2	134.5	622.9	409.9	381.9	285.9	149.4	2.0	
TOTAL RELEVANT AMOUNTS	= "A" in formula 1									2,022.7	4
ESTIMATED COLLECTION RATE	= "B" in formula 1									99.0%	5
UNADJUSTED TAX BASE FOR CALCULATION OF TAX: ("A" x "B")										2,002.5	
Addition by reference to payments from Secretary of State for Defence for Class O exempt properties (SI 1992/2943)										0	1
TAX BASE FOR CALCULATION OF TAX FOR:										2,002.5	

Notes:

- 1 From Valuation List / Council Tax records on 30 November 2022
- 2 Laid down in the legislation
- 3 Estimated
- 4 Sum of result of formula 2 for each band
- 5 As for the District as a whole (legal requirement)

TAX BASE FOR PURPOSE OF CALCULATING COUNCIL TAX 2023/24

CALCULATION FOR THE PARISH OF:

BOSTON SPA

TAX BASE = A x B
(Formula 1)

Where "A" equals total of relevant amounts as calculated below
and "B" is the authority's estimation of its collection rate for the year

RELEVANT AMOUNT FOR EACH
BAND = ((H-Q+ E+J) -Z) x (F/G)
(Formula 2)
(paragraph 4 (1) of the legislation)

Where "H" is the number of chargeable dwellings on the relevant day
and "Q" is a factor to take account of the discounts to which the amount of council tax payable was
subject on the relevant day
and "E" is a factor to take account of the premiums, if any, to which the amount of council tax payable
was subject on the relevant day
and "J" is the amount of any adjustment in respect of changes in the number of chargeable dwellings
or discounts calculated
and "Z" is the total amount that the authority estimates will be applied in accordance with
the council tax reduction scheme in relation to the band
and "F" is the relevant proportion applicable to each band
and "G" is the relevant proportion applicable to band D

	BAND A (5/9)	BAND A	BAND B	BAND C	BAND D	BAND E	BAND F	BAND G	BAND H	TOTAL	Note	
Dwellings in valuation list	0	100	386	334	349	394	310	216	30	2,119	1	
Less Exempt dwellings	0	0	7	12	6	5	2	1	0	34	1	
= "H" in formula 2	0	100	379	322	343	389	308	215	30	2,085		
Total discounts	= "Q" in formula 2	0	17	41	39	36	28	12	9	0	184	1
Total Premiums	= "E" in formula 2	0	0	0	1	1	0	0	1	0	3	3
Additions less Reductions	= "J" in formula 2	0	0	0	0	1	0	0	0	0	1	3
Reduction Scheme	= "Z" in formula 2	0	37	70	37	7	4	1	0	0	156	3
Proportion for relevant Band	= "F" in formula 2	5	6	7	8	9	11	13	15	18		2
Proportion for Band D	= "G" in formula 2	9	9	9	9	9	9	9	9	9		2
RELEVANT AMOUNT FOR EACH BAND		0.0	30.2	208.0	219.4	301.4	436.9	425.7	344.5	59.5		
TOTAL RELEVANT AMOUNTS	= "A" in formula 1										2,025.6	4
ESTIMATED COLLECTION RATE	= "B" in formula 1										99.0%	5
UNADJUSTED TAX BASE FOR CALCULATION OF TAX: ("A" x "B")											2,005.3	
Addition by reference to payments from Secretary of State for Defence for Class O exempt properties (SI 1992/2943)											0	1
TAX BASE FOR CALCULATION OF TAX FOR:											2,005.3	

Notes:

- 1 From Valuation List / Council Tax records on 30 November 2022
- 2 Laid down in the legislation
- 3 Estimated
- 4 Sum of result of formula 2 for each band
- 5 As for the District as a whole (legal requirement)

TAX BASE FOR PURPOSE OF CALCULATING COUNCIL TAX 2023/24

CALCULATION FOR THE PARISH OF:

BRAMHAM cum OGLETHORPE

TAX BASE = A x B
(Formula 1)

Where "A" equals total of relevant amounts as calculated below
and "B" is the authority's estimation of its collection rate for the year

RELEVANT AMOUNT FOR EACH
BAND = ((H-Q+ E+J) -Z) x (F/G)
(Formula 2)
(paragraph 4 (1) of the legislation)

Where "H" is the number of chargeable dwellings on the relevant day
and "Q" is a factor to take account of the discounts to which the amount of council tax payable was
subject on the relevant day
and "E" is a factor to take account of the premiums, if any, to which the amount of council tax payable
was subject on the relevant day
and "J" is the amount of any adjustment in respect of changes in the number of chargeable dwellings
or discounts calculated
and "Z" is the total amount that the authority estimates will be applied in accordance with
the council tax reduction scheme in relation to the band
and "F" is the relevant proportion applicable to each band
and "G" is the relevant proportion applicable to band D

	BAND A (5/9)	BAND A	BAND B	BAND C	BAND D	BAND E	BAND F	BAND G	BAND H	TOTAL	Note
Dwellings in valuation list	3	111	116	85	81	160	104	95	5	760	1
Less Exempt dwellings	0	2	1	2	1	0	0	0	0	6	1
= "H" in formula 2	3	109	115	83	80	160	104	95	5	754	
Total discounts	1	14	10	12	7	9	6	3	0	61	1
Total Premiums	0	0	0	0	2	0	0	0	1	4	3
Additions less Reductions	0	0	0	0	0	2	0	0	0	2	3
Reduction Scheme	1	18	8	5	0	2	1	1	0	36	3
Proportion for relevant Band	= "F" in formula 2	5	6	7	8	9	11	13	15	18	2
Proportion for Band D	= "G" in formula 2	9	9	9	9	9	9	9	9	9	2
RELEVANT AMOUNT FOR EACH BAND		0.8	51.0	75.3	58.9	75.1	184.6	140.8	152.5	12.3	
TOTAL RELEVANT AMOUNTS	= "A" in formula 1									751.3	4
ESTIMATED COLLECTION RATE	= "B" in formula 1									99.0%	5
UNADJUSTED TAX BASE FOR CALCULATION OF TAX: ("A" x "B")										743.8	
Addition by reference to payments from Secretary of State for Defence for Class O exempt properties (SI 1992/2943)										0	1
TAX BASE FOR CALCULATION OF TAX FOR:										743.8	

Notes:

- 1 From Valuation List / Council Tax records on 30 November 2022
- 2 Laid down in the legislation
- 3 Estimated
- 4 Sum of result of formula 2 for each band
- 5 As for the District as a whole (legal requirement)

TAX BASE FOR PURPOSE OF CALCULATING COUNCIL TAX 2023/24

CALCULATION FOR THE PARISH OF:

BRAMHOPE and CARLTON

TAX BASE = A x B
(Formula 1)

Where "A" equals total of relevant amounts as calculated below
and "B" is the authority's estimation of its collection rate for the year

RELEVANT AMOUNT FOR EACH
BAND = ((H-Q+ E+J) -Z) x (F/G)
(Formula 2)
(paragraph 4 (1) of the legislation)

Where "H" is the number of chargeable dwellings on the relevant day
and "Q" is a factor to take account of the discounts to which the amount of council tax payable was
subject on the relevant day
and "E" is a factor to take account of the premiums, if any, to which the amount of council tax payable
was subject on the relevant day
and "J" is the amount of any adjustment in respect of changes in the number of chargeable dwellings
or discounts calculated
and "Z" is the total amount that the authority estimates will be applied in accordance with
the council tax reduction scheme in relation to the band
and "F" is the relevant proportion applicable to each band
and "G" is the relevant proportion applicable to band D

	BAND A (5/9)	BAND A	BAND B	BAND C	BAND D	BAND E	BAND F	BAND G	BAND H	TOTAL	Note
Dwellings in valuation list	0	70	13	136	403	316	451	374	29	1,792	1
Less Exempt dwellings	0	0	5	0	4	7	1	6	3	26	1
= "H" in formula 2	0	70	8	136	399	309	450	368	26	1,766	
Total discounts	0	10	2	15	43	21	19	12	1	123	1
Total Premiums	0	0	0	1	1	2	0	1	0	6	3
Additions less Reductions	0	0	25	22	38	0	0	0	0	85	3
Reduction Scheme	0	11	1	12	26	5	5	1	1	62	3
Proportion for relevant Band	= "F" in formula 2	5	6	7	8	9	11	13	15	18	2
Proportion for Band D	= "G" in formula 2	9	9	9	9	9	9	9	9	9	2
RELEVANT AMOUNT FOR EACH BAND		0.0	32.8	23.1	117.2	369.6	348.6	614.9	593.9	48.5	
TOTAL RELEVANT AMOUNTS	= "A" in formula 1									2,148.6	4
ESTIMATED COLLECTION RATE	= "B" in formula 1									99.0%	5
UNADJUSTED TAX BASE FOR CALCULATION OF TAX: ("A" x "B")										2,127.1	
Addition by reference to payments from Secretary of State for Defence for Class O exempt properties (SI 1992/2943)										0	1
TAX BASE FOR CALCULATION OF TAX FOR:										2,127.1	

Notes:

- 1 From Valuation List / Council Tax records on 30 November 2022
- 2 Laid down in the legislation
- 3 Estimated
- 4 Sum of result of formula 2 for each band
- 5 As for the District as a whole (legal requirement)

TAX BASE FOR PURPOSE OF CALCULATING COUNCIL TAX 2023/24

CALCULATION FOR THE PARISH OF:

CLIFFORD

TAX BASE = A x B
(Formula 1)

Where "A" equals total of relevant amounts as calculated below
and "B" is the authority's estimation of its collection rate for the year

RELEVANT AMOUNT FOR EACH
BAND = ((H-Q+ E+J) -Z) x (F/G)
(Formula 2)
(paragraph 4 (1) of the legislation)

Where "H" is the number of chargeable dwellings on the relevant day
and "Q" is a factor to take account of the discounts to which the amount of council tax payable was
subject on the relevant day
and "E" is a factor to take account of the premiums, if any, to which the amount of council tax payable
was subject on the relevant day
and "J" is the amount of any adjustment in respect of changes in the number of chargeable dwellings
or discounts calculated
and "Z" is the total amount that the authority estimates will be applied in accordance with
the council tax reduction scheme in relation to the band
and "F" is the relevant proportion applicable to each band
and "G" is the relevant proportion applicable to band D

	BAND A (5/9)	BAND A	BAND B	BAND C	BAND D	BAND E	BAND F	BAND G	BAND H	TOTAL	Note
Dwellings in valuation list	0	53	107	171	160	94	163	104	3	855	1
Less Exempt dwellings	0	2	0	0	3	1	0	0	0	6	1
= "H" in formula 2	0	51	107	171	157	93	163	104	3	849	
Total discounts	0	8	12	21	18	6	7	3	0	75	1
Total Premiums	0	0	1	0	0	1	1	1	0	4	3
Additions less Reductions	0	0	0	0	2	0	0	1	0	3	3
Reduction Scheme	0	16	13	6	5	0	0	1	0	41	3
Proportion for relevant Band	= "F" in formula 2	5	6	7	8	9	11	13	15	18	2
Proportion for Band D	= "G" in formula 2	9	9	9	9	9	9	9	9	9	2
RELEVANT AMOUNT FOR EACH BAND		0.0	17.6	64.8	127.8	135.7	107.2	226.6	170.8	6.0	
TOTAL RELEVANT AMOUNTS	= "A" in formula 1									856.5	4
ESTIMATED COLLECTION RATE	= "B" in formula 1									99.0%	5
UNADJUSTED TAX BASE FOR CALCULATION OF TAX: ("A" x "B")										847.9	
Addition by reference to payments from Secretary of State for Defence for Class O exempt properties (SI 1992/2943)										0	1
TAX BASE FOR CALCULATION OF TAX FOR:										847.9	

Notes:

- 1 From Valuation List / Council Tax records on 30 November 2022
- 2 Laid down in the legislation
- 3 Estimated
- 4 Sum of result of formula 2 for each band
- 5 As for the District as a whole (legal requirement)

TAX BASE FOR PURPOSE OF CALCULATING COUNCIL TAX 2023/24

CALCULATION FOR THE PARISH OF:

COLLINGHAM with LINTON

TAX BASE = A x B
(Formula 1)

Where "A" equals total of relevant amounts as calculated below
and "B" is the authority's estimation of its collection rate for the year

RELEVANT AMOUNT FOR EACH
BAND = ((H-Q+ E+J) -Z) x (F/G)
(Formula 2)
(paragraph 4 (1) of the legislation)

Where "H" is the number of chargeable dwellings on the relevant day
and "Q" is a factor to take account of the discounts to which the amount of council tax payable was
subject on the relevant day
and "E" is a factor to take account of the premiums, if any, to which the amount of council tax payable
was subject on the relevant day
and "J" is the amount of any adjustment in respect of changes in the number of chargeable dwellings
or discounts calculated
and "Z" is the total amount that the authority estimates will be applied in accordance with
the council tax reduction scheme in relation to the band
and "F" is the relevant proportion applicable to each band
and "G" is the relevant proportion applicable to band D

	BAND A (5/9)	BAND A	BAND B	BAND C	BAND D	BAND E	BAND F	BAND G	BAND H	TOTAL	Note
Dwellings in valuation list	0	21	66	110	81	147	292	483	111	1,311	1
Less Exempt dwellings	0	2	3	4	1	2	4	4	0	20	1
= "H" in formula 2	0	19	63	106	80	145	288	479	111	1,291	
Total discounts	0	3	6	14	9	10	19	16	3	79	1
Total Premiums	0	0	0	1	0	0	0	0	0	1	3
Additions less Reductions	0	0	1	0	1	2	2	1	2	9	3
Reduction Scheme	0	5	7	8	2	4	2	3	0	31	3
Proportion for relevant Band	= "F" in formula 2	5	6	7	8	9	11	13	15	18	2
Proportion for Band D	= "G" in formula 2	9	9	9	9	9	9	9	9	9	2
RELEVANT AMOUNT FOR EACH BAND		0.0	7.5	39.9	75.9	70.0	162.2	388.1	768.4	221.0	
TOTAL RELEVANT AMOUNTS	= "A" in formula 1									1,733.0	4
ESTIMATED COLLECTION RATE	= "B" in formula 1									99.0%	5
UNADJUSTED TAX BASE FOR CALCULATION OF TAX: ("A" x "B")										1,715.7	
Addition by reference to payments from Secretary of State for Defence for Class O exempt properties (SI 1992/2943)										0	1
TAX BASE FOR CALCULATION OF TAX FOR:										1,715.7	

Notes:

- 1 From Valuation List / Council Tax records on 30 November 2022
- 2 Laid down in the legislation
- 3 Estimated
- 4 Sum of result of formula 2 for each band
- 5 As for the District as a whole (legal requirement)

TAX BASE FOR PURPOSE OF CALCULATING COUNCIL TAX 2023/24

CALCULATION FOR THE PARISH OF:

DRIGHLINGTON

TAX BASE = A x B
(Formula 1)

Where "A" equals total of relevant amounts as calculated below
and "B" is the authority's estimation of its collection rate for the year

RELEVANT AMOUNT FOR EACH
BAND = ((H-Q+ E+J) -Z) x (F/G)
(Formula 2)
(paragraph 4 (1) of the legislation)

Where "H" is the number of chargeable dwellings on the relevant day
and "Q" is a factor to take account of the discounts to which the amount of council tax payable was
subject on the relevant day
and "E" is a factor to take account of the premiums, if any, to which the amount of council tax payable
was subject on the relevant day
and "J" is the amount of any adjustment in respect of changes in the number of chargeable dwellings
or discounts calculated
and "Z" is the total amount that the authority estimates will be applied in accordance with
the council tax reduction scheme in relation to the band
and "F" is the relevant proportion applicable to each band
and "G" is the relevant proportion applicable to band D

	BAND A (5/9)	BAND A	BAND B	BAND C	BAND D	BAND E	BAND F	BAND G	BAND H	TOTAL	Note	
Dwellings in valuation list	3	627	460	878	299	293	70	20	3	2,653	1	
Less Exempt dwellings	0	12	7	9	5	5	0	0	0	38	1	
= "H" in formula 2	3	615	453	869	294	288	70	20	3	2,615		
Total discounts	= "Q" in formula 2	0	76	45	70	19	11	2	1	0	223	1
Total Premiums	= "E" in formula 2	0	0	0	1	0	0	0	0	0	1	3
Additions less Reductions	= "J" in formula 2	0	0	13	13	0	0	0	0	0	26	3
Reduction Scheme	= "Z" in formula 2	2	105	29	28	10	3	2	1	0	180	3
Proportion for relevant Band	= "F" in formula 2	5	6	7	8	9	11	13	15	18		2
Proportion for Band D	= "G" in formula 2	9	9	9	9	9	9	9	9	9		2
RELEVANT AMOUNT FOR EACH BAND		0.6	289.2	304.7	698.1	265.4	334.6	95.6	30.8	6.0		
TOTAL RELEVANT AMOUNTS	= "A" in formula 1										2,025.0	4
ESTIMATED COLLECTION RATE	= "B" in formula 1										99.0%	5
UNADJUSTED TAX BASE FOR CALCULATION OF TAX: ("A" x "B")											2,004.8	
Addition by reference to payments from Secretary of State for Defence for Class O exempt properties (SI 1992/2943)											0	1
TAX BASE FOR CALCULATION OF TAX FOR:											2,004.8	

Notes:

- 1 From Valuation List / Council Tax records on 30 November 2022
- 2 Laid down in the legislation
- 3 Estimated
- 4 Sum of result of formula 2 for each band
- 5 As for the District as a whole (legal requirement)

TAX BASE FOR PURPOSE OF CALCULATING COUNCIL TAX 2023/24

CALCULATION FOR THE PARISH OF:

GILDERSOME

TAX BASE = A x B
(Formula 1)

Where "A" equals total of relevant amounts as calculated below
and "B" is the authority's estimation of its collection rate for the year

RELEVANT AMOUNT FOR EACH
BAND = ((H-Q+ E+J) -Z) x (F/G)
(Formula 2)
(paragraph 4 (1) of the legislation)

Where "H" is the number of chargeable dwellings on the relevant day
and "Q" is a factor to take account of the discounts to which the amount of council tax payable was
subject on the relevant day
and "E" is a factor to take account of the premiums, if any, to which the amount of council tax payable
was subject on the relevant day
and "J" is the amount of any adjustment in respect of changes in the number of chargeable dwellings
or discounts calculated
and "Z" is the total amount that the authority estimates will be applied in accordance with
the council tax reduction scheme in relation to the band
and "F" is the relevant proportion applicable to each band
and "G" is the relevant proportion applicable to band D

	BAND A (5/9)	BAND A	BAND B	BAND C	BAND D	BAND E	BAND F	BAND G	BAND H	TOTAL	Note	
Dwellings in valuation list	5	646	729	812	218	219	40	8	1	2,678	1	
Less Exempt dwellings	0	15	22	6	2	1	0	0	0	46	1	
= "H" in formula 2	5	631	707	806	216	218	40	8	1	2,632		
Total discounts	= "Q" in formula 2	1	88	69	64	10	9	1	1	0	241	1
Total Premiums	= "E" in formula 2	0	1	1	1	1	0	1	0	0	6	3
Additions less Reductions	= "J" in formula 2	0	0	0	0	0	0	0	0	0	0	3
Reduction Scheme	= "Z" in formula 2	2	105	29	28	10	3	2	1	0	180	3
Proportion for relevant Band	= "F" in formula 2	5	6	7	8	9	11	13	15	18		2
Proportion for Band D	= "G" in formula 2	9	9	9	9	9	9	9	9	9		2
RELEVANT AMOUNT FOR EACH BAND		1.4	293.0	474.6	635.2	196.9	252.4	56.0	10.8	2.0		
TOTAL RELEVANT AMOUNTS	= "A" in formula 1										1,922.3	4
ESTIMATED COLLECTION RATE	= "B" in formula 1										99.0%	5
UNADJUSTED TAX BASE FOR CALCULATION OF TAX: ("A" x "B")											1,903.1	
Addition by reference to payments from Secretary of State for Defence for Class O exempt properties (SI 1992/2943)											0	1
TAX BASE FOR CALCULATION OF TAX FOR:											1,903.1	

Notes:

- 1 From Valuation List / Council Tax records on 30 November 2022
- 2 Laid down in the legislation
- 3 Estimated
- 4 Sum of result of formula 2 for each band
- 5 As for the District as a whole (legal requirement)

TAX BASE FOR PURPOSE OF CALCULATING COUNCIL TAX 2023/24

CALCULATION FOR THE PARISH OF:

GREAT and LITTLE PRESTON

TAX BASE = A x B
(Formula 1)

Where "A" equals total of relevant amounts as calculated below
and "B" is the authority's estimation of its collection rate for the year

RELEVANT AMOUNT FOR EACH
BAND = ((H-Q+ E+J) -Z) x (F/G)
(Formula 2)
(paragraph 4 (1) of the legislation)

Where "H" is the number of chargeable dwellings on the relevant day
and "Q" is a factor to take account of the discounts to which the amount of council tax payable was
subject on the relevant day
and "E" is a factor to take account of the premiums, if any, to which the amount of council tax payable
was subject on the relevant day
and "J" is the amount of any adjustment in respect of changes in the number of chargeable dwellings
or discounts calculated
and "Z" is the total amount that the authority estimates will be applied in accordance with
the council tax reduction scheme in relation to the band
and "F" is the relevant proportion applicable to each band
and "G" is the relevant proportion applicable to band D

	BAND A (5/9)	BAND A	BAND B	BAND C	BAND D	BAND E	BAND F	BAND G	BAND H	TOTAL	Note	
Dwellings in valuation list	3	269	103	266	106	88	9	7	0	851	1	
Less Exempt dwellings	0	4	0	3	1	0	0	0	0	8	1	
= "H" in formula 2	3	265	103	263	105	88	9	7	0	843		
Total discounts	= "Q" in formula 2	0	28	9	19	6	4	0	1	0	66	1
Total Premiums	= "E" in formula 2	0	0	0	0	0	0	0	0	0	0	3
Additions less Reductions	= "J" in formula 2	0	0	0	0	0	0	0	0	0	0	3
Reduction Scheme	= "Z" in formula 2	1	57	8	6	2	1	0	0	0	75	3
Proportion for relevant Band	= "F" in formula 2	5	6	7	8	9	11	13	15	18		2
Proportion for Band D	= "G" in formula 2	9	9	9	9	9	9	9	9	9		2
RELEVANT AMOUNT FOR EACH BAND		1.1	119.8	66.7	211.2	97.3	102.0	13.0	10.8	0.0		
TOTAL RELEVANT AMOUNTS	= "A" in formula 1										621.9	4
ESTIMATED COLLECTION RATE	= "B" in formula 1										99.0%	5
UNADJUSTED TAX BASE FOR CALCULATION OF TAX: ("A" x "B")											615.7	
Addition by reference to payments from Secretary of State for Defence for Class O exempt properties (SI 1992/2943)											0	1
TAX BASE FOR CALCULATION OF TAX FOR:											615.7	

Notes:

- 1 From Valuation List / Council Tax records on 30 November 2022
- 2 Laid down in the legislation
- 3 Estimated
- 4 Sum of result of formula 2 for each band
- 5 As for the District as a whole (legal requirement)

TAX BASE FOR PURPOSE OF CALCULATING COUNCIL TAX 2023/24

CALCULATION FOR THE PARISH OF:

HAREWOOD

TAX BASE = A x B
(Formula 1)

Where "A" equals total of relevant amounts as calculated below
and "B" is the authority's estimation of its collection rate for the year

RELEVANT AMOUNT FOR EACH
BAND = ((H-Q+ E+J) -Z) x (F/G)
(Formula 2)
(paragraph 4 (1) of the legislation)

Where "H" is the number of chargeable dwellings on the relevant day
and "Q" is a factor to take account of the discounts to which the amount of council tax payable was
subject on the relevant day
and "E" is a factor to take account of the premiums, if any, to which the amount of council tax payable
was subject on the relevant day
and "J" is the amount of any adjustment in respect of changes in the number of chargeable dwellings
or discounts calculated
and "Z" is the total amount that the authority estimates will be applied in accordance with
the council tax reduction scheme in relation to the band
and "F" is the relevant proportion applicable to each band
and "G" is the relevant proportion applicable to band D

	BAND A (5/9)	BAND A	BAND B	BAND C	BAND D	BAND E	BAND F	BAND G	BAND H	TOTAL	Note
Dwellings in valuation list	0	8	31	309	332	227	267	341	89	1,604	1
Less Exempt dwellings	0	0	0	2	5	3	5	5	0	20	1
= "H" in formula 2	0	8	31	307	327	224	262	336	89	1,584	
Total discounts	0	1	5	30	30	16	12	13	2	110	1
Total Premiums	0	0	0	2	2	1	1	1	0	8	3
Additions less Reductions	0	0	1	0	0	0	0	2	0	3	3
Reduction Scheme	0	0	7	20	7	8	4	2	0	48	3
Proportion for relevant Band	= "F" in formula 2	5	6	7	8	9	11	13	15	18	2
Proportion for Band D	= "G" in formula 2	9	9	9	9	9	9	9	9	9	2
RELEVANT AMOUNT FOR EACH BAND		0.0	4.5	15.9	230.2	291.9	245.5	357.3	539.6	173.8	
TOTAL RELEVANT AMOUNTS	= "A" in formula 1									1,858.7	4
ESTIMATED COLLECTION RATE	= "B" in formula 1									99.0%	5
UNADJUSTED TAX BASE FOR CALCULATION OF TAX: ("A" x "B")										1,840.1	
Addition by reference to payments from Secretary of State for Defence for Class O exempt properties (SI 1992/2943)										0	1
TAX BASE FOR CALCULATION OF TAX FOR:										1,840.1	

Notes:

- 1 From Valuation List / Council Tax records on 30 November 2022
- 2 Laid down in the legislation
- 3 Estimated
- 4 Sum of result of formula 2 for each band
- 5 As for the District as a whole (legal requirement)

TAX BASE FOR PURPOSE OF CALCULATING COUNCIL TAX 2023/24

CALCULATION FOR THE PARISH OF:

HORSFORTH

TAX BASE = A x B
(Formula 1)

Where "A" equals total of relevant amounts as calculated below
and "B" is the authority's estimation of its collection rate for the year

RELEVANT AMOUNT FOR EACH
BAND = ((H-Q+ E+J) -Z) x (F/G)
(Formula 2)
(paragraph 4 (1) of the legislation)

Where "H" is the number of chargeable dwellings on the relevant day
and "Q" is a factor to take account of the discounts to which the amount of council tax payable was
subject on the relevant day
and "E" is a factor to take account of the premiums, if any, to which the amount of council tax payable
was subject on the relevant day
and "J" is the amount of any adjustment in respect of changes in the number of chargeable dwellings
or discounts calculated
and "Z" is the total amount that the authority estimates will be applied in accordance with
the council tax reduction scheme in relation to the band
and "F" is the relevant proportion applicable to each band
and "G" is the relevant proportion applicable to band D

	BAND A (5/9)	BAND A	BAND B	BAND C	BAND D	BAND E	BAND F	BAND G	BAND H	TOTAL	Note
Dwellings in valuation list	0	917	2,684	2,377	1,673	983	564	182	11	9,391	1
Less Exempt dwellings	0	29	114	66	24	11	3	0	3	250	1
= "H" in formula 2	0	888	2,570	2,311	1,649	972	561	182	8	9,141	
Total discounts	0	147	277	217	106	42	18	6	1	813	1
Total Premiums	0	2	2	2	2	0	0	0	0	9	3
Additions less Reductions	0	0	0	3	2	5	0	0	0	10	3
Reduction Scheme	0	199	248	73	19	7	2	1	0	549	3
Proportion for relevant Band	= "F" in formula 2	5	6	7	8	9	11	13	15	18	2
Proportion for Band D	= "G" in formula 2	9	9	9	9	9	9	9	9	9	2
RELEVANT AMOUNT FOR EACH BAND	0.0	363.4	1,592.2	1,801.8	1,528.1	1,133.7	782.1	291.6	13.5		
TOTAL RELEVANT AMOUNTS	= "A" in formula 1									7,506.4	4
ESTIMATED COLLECTION RATE	= "B" in formula 1									99.0%	5
UNADJUSTED TAX BASE FOR CALCULATION OF TAX: ("A" x "B")										7,431.3	
Addition by reference to payments from Secretary of State for Defence for Class O exempt properties (SI 1992/2943)										0	1
TAX BASE FOR CALCULATION OF TAX FOR:										7,431.3	

Notes:

- 1 From Valuation List / Council Tax records on 30 November 2022
- 2 Laid down in the legislation
- 3 Estimated
- 4 Sum of result of formula 2 for each band
- 5 As for the District as a whole (legal requirement)

TAX BASE FOR PURPOSE OF CALCULATING COUNCIL TAX 2023/24

CALCULATION FOR THE PARISH OF:

EAST KESWICK

TAX BASE = A x B
(Formula 1)

Where "A" equals total of relevant amounts as calculated below
and "B" is the authority's estimation of its collection rate for the year

RELEVANT AMOUNT FOR EACH BAND = ((H-Q+ E+J) -Z) x (F/G)
(Formula 2)
(paragraph 4 (1) of the legislation)

Where "H" is the number of chargeable dwellings on the relevant day
and "Q" is a factor to take account of the discounts to which the amount of council tax payable was subject on the relevant day
and "E" is a factor to take account of the premiums, if any, to which the amount of council tax payable was subject on the relevant day
and "J" is the amount of any adjustment in respect of changes in the number of chargeable dwellings or discounts calculated
and "Z" is the total amount that the authority estimates will be applied in accordance with the council tax reduction scheme in relation to the band
and "F" is the relevant proportion applicable to each band
and "G" is the relevant proportion applicable to band D

	BAND A (5/9)	BAND A	BAND B	BAND C	BAND D	BAND E	BAND F	BAND G	BAND H	TOTAL	Note
Dwellings in valuation list	0	14	64	32	44	60	83	189	7	493	1
Less Exempt dwellings	0	2	1	0	1	0	1	0	0	5	1
= "H" in formula 2	0	12	63	32	43	60	82	189	7	488	
Total discounts	0	2	6	4	5	6	3	10	0	34	1
Total Premiums	0	1	1	0	0	0	0	0	0	2	3
Additions less Reductions	0	0	0	0	0	0	0	0	0	0	3
Reduction Scheme	0	3	9	1	1	1	1	1	0	17	3
Proportion for relevant Band	= "F" in formula 2	5	6	7	8	9	11	13	15		2
Proportion for Band D	= "G" in formula 2	9	9	9	9	9	9	9	9		2
RELEVANT AMOUNT FOR EACH BAND		0.0	5.6	38.4	24.2	37.0	65.1	112.7	297.4	14.0	
TOTAL RELEVANT AMOUNTS	= "A" in formula 1									594.4	4
ESTIMATED COLLECTION RATE	= "B" in formula 1									99.0%	5
UNADJUSTED TAX BASE FOR CALCULATION OF TAX: ("A" x "B")										588.5	
Addition by reference to payments from Secretary of State for Defence for Class O exempt properties (SI 1992/2943)										0	1
TAX BASE FOR CALCULATION OF TAX FOR:										588.5	

Notes:

- 1 From Valuation List / Council Tax records on 30 November 2022
- 2 Laid down in the legislation
- 3 Estimated
- 4 Sum of result of formula 2 for each band
- 5 As for the District as a whole (legal requirement)

TAX BASE FOR PURPOSE OF CALCULATING COUNCIL TAX 2023/24

CALCULATION FOR THE PARISH OF:

KIPPAX

TAX BASE = A x B
(Formula 1)

Where "A" equals total of relevant amounts as calculated below
and "B" is the authority's estimation of its collection rate for the year

RELEVANT AMOUNT FOR EACH
BAND = ((H-Q+ E+J) -Z) x (F/G)
(Formula 2)
(paragraph 4 (1) of the legislation)

Where "H" is the number of chargeable dwellings on the relevant day
and "Q" is a factor to take account of the discounts to which the amount of council tax payable was
subject on the relevant day
and "E" is a factor to take account of the premiums, if any, to which the amount of council tax payable
was subject on the relevant day
and "J" is the amount of any adjustment in respect of changes in the number of chargeable dwellings
or discounts calculated
and "Z" is the total amount that the authority estimates will be applied in accordance with
the council tax reduction scheme in relation to the band
and "F" is the relevant proportion applicable to each band
and "G" is the relevant proportion applicable to band D

	BAND A (5/9)	BAND A	BAND B	BAND C	BAND D	BAND E	BAND F	BAND G	BAND H	TOTAL	Note	
Dwellings in valuation list	4	1,410	1,136	1,202	534	198	43	3	0	4,530	1	
Less Exempt dwellings	0	17	12	11	4	0	0	0	0	44	1	
= "H" in formula 2	4	1,393	1,124	1,191	530	198	43	3	0	4,486		
Total discounts	= "Q" in formula 2	0	164	106	75	28	7	3	1	0	383	1
Total Premiums	= "E" in formula 2	0	5	0	1	0	0	1	0	0	7	3
Additions less Reductions	= "J" in formula 2	0	0	0	3	0	0	0	0	0	3	3
Reduction Scheme	= "Z" in formula 2	0	219	95	50	15	3	0	0	0	382	3
Proportion for relevant Band	= "F" in formula 2	5	6	7	8	9	11	13	15	18		2
Proportion for Band D	= "G" in formula 2	9	9	9	9	9	9	9	9	9		2
RELEVANT AMOUNT FOR EACH BAND		2.2	676.6	718.4	951.5	486.9	230.1	59.3	3.8	0.0		
TOTAL RELEVANT AMOUNTS	= "A" in formula 1										3,128.8	4
ESTIMATED COLLECTION RATE	= "B" in formula 1										99.0%	5
UNADJUSTED TAX BASE FOR CALCULATION OF TAX: ("A" x "B")											3,097.5	
Addition by reference to payments from Secretary of State for Defence for Class O exempt properties (SI 1992/2943)											0	1
TAX BASE FOR CALCULATION OF TAX FOR:											3,097.5	

Notes:

- 1 From Valuation List / Council Tax records on 30 November 2022
- 2 Laid down in the legislation
- 3 Estimated
- 4 Sum of result of formula 2 for each band
- 5 As for the District as a whole (legal requirement)

TAX BASE FOR PURPOSE OF CALCULATING COUNCIL TAX 2023/24

CALCULATION FOR THE PARISH OF:

LED SHAM

TAX BASE = A x B
(Formula 1)

Where "A" equals total of relevant amounts as calculated below
and "B" is the authority's estimation of its collection rate for the year

RELEVANT AMOUNT FOR EACH
BAND = ((H-Q+ E+J) -Z) x (F/G)
(Formula 2)
(paragraph 4 (1) of the legislation)

Where "H" is the number of chargeable dwellings on the relevant day
and "Q" is a factor to take account of the discounts to which the amount of council tax payable was
subject on the relevant day
and "E" is a factor to take account of the premiums, if any, to which the amount of council tax payable
was subject on the relevant day
and "J" is the amount of any adjustment in respect of changes in the number of chargeable dwellings
or discounts calculated
and "Z" is the total amount that the authority estimates will be applied in accordance with
the council tax reduction scheme in relation to the band
and "F" is the relevant proportion applicable to each band
and "G" is the relevant proportion applicable to band D

	BAND A (5/9)	BAND A	BAND B	BAND C	BAND D	BAND E	BAND F	BAND G	BAND H	TOTAL	Note
Dwellings in valuation list	0	0	12	3	6	10	9	37	1	78	1
Less Exempt dwellings	0	0	0	0	0	0	0	0	0	0	1
= "H" in formula 2	0	0	12	3	6	10	9	37	1	78	
Total discounts	0	0	3	0	0	1	0	2	0	5	1
= "Q" in formula 2	0	0	3	0	0	1	0	2	0	5	1
Total Premiums	0	0	0	0	0	0	1	0	0	1	3
= "E" in formula 2	0	0	0	0	0	0	1	0	0	1	3
Additions less Reductions	0	0	0	0	0	0	0	0	0	0	3
= "J" in formula 2	0	0	0	0	0	0	0	0	0	0	3
Reduction Scheme	0	0	2	0	0	0	1	0	0	3	3
= "Z" in formula 2	0	0	2	0	0	0	1	0	0	3	3
Proportion for relevant Band	5	6	7	8	9	11	13	15	18		2
= "F" in formula 2	5	6	7	8	9	11	13	15	18		2
Proportion for Band D	9	9	9	9	9	9	9	9	9		2
= "G" in formula 2	9	9	9	9	9	9	9	9	9		2
RELEVANT AMOUNT FOR EACH BAND	0.0	0.0	5.7	2.7	6.0	11.6	13.4	58.3	2.0		
TOTAL RELEVANT AMOUNTS										99.7	4
= "A" in formula 1										99.7	4
ESTIMATED COLLECTION RATE										99.0%	5
= "B" in formula 1										99.0%	5
UNADJUSTED TAX BASE FOR CALCULATION OF TAX: ("A" x "B")										98.7	
Addition by reference to payments from Secretary of State for Defence for Class O exempt properties (SI 1992/2943)										0	1
TAX BASE FOR CALCULATION OF TAX FOR:										98.7	
										98.7	

Notes:

- 1 From Valuation List / Council Tax records on 30 November 2022
- 2 Laid down in the legislation
- 3 Estimated
- 4 Sum of result of formula 2 for each band
- 5 As for the District as a whole (legal requirement)

TAX BASE FOR PURPOSE OF CALCULATING COUNCIL TAX 2023/24

CALCULATION FOR THE PARISH OF:

LEDSTON

TAX BASE = A x B
(Formula 1)

Where "A" equals total of relevant amounts as calculated below
and "B" is the authority's estimation of its collection rate for the year

RELEVANT AMOUNT FOR EACH
BAND = ((H-Q+ E+J) -Z) x (F/G)
(Formula 2)
(paragraph 4 (1) of the legislation)

Where "H" is the number of chargeable dwellings on the relevant day
and "Q" is a factor to take account of the discounts to which the amount of council tax payable was
subject on the relevant day
and "E" is a factor to take account of the premiums, if any, to which the amount of council tax payable
was subject on the relevant day
and "J" is the amount of any adjustment in respect of changes in the number of chargeable dwellings
or discounts calculated
and "Z" is the total amount that the authority estimates will be applied in accordance with
the council tax reduction scheme in relation to the band
and "F" is the relevant proportion applicable to each band
and "G" is the relevant proportion applicable to band D

	BAND A (5/9)	BAND A	BAND B	BAND C	BAND D	BAND E	BAND F	BAND G	BAND H	TOTAL	Note
Dwellings in valuation list	1	59	34	6	13	16	23	23	0	175	1
Less Exempt dwellings	0	0	1	0	0	0	0	1	0	2	1
= "H" in formula 2	1	59	33	6	13	16	23	22	0	173	
Total discounts	0	6	1	1	1	1	1	2	0	12	1
Total Premiums	0	2	2	0	0	0	0	0	0	5	3
Additions less Reductions	0	0	0	1	3	0	3	0	0	7	3
Reduction Scheme	0	10	2	1	1	1	0	1	0	16	3
Proportion for relevant Band	= "F" in formula 2	5	6	7	8	9	11	13	15	18	2
Proportion for Band D	= "G" in formula 2	9	9	9	9	9	9	9	9	9	2
RELEVANT AMOUNT FOR EACH BAND		0.6	30.4	25.2	4.7	14.3	17.1	36.1	31.6	0.0	
TOTAL RELEVANT AMOUNTS	= "A" in formula 1									160.0	4
ESTIMATED COLLECTION RATE	= "B" in formula 1									99.0%	5
UNADJUSTED TAX BASE FOR CALCULATION OF TAX: ("A" x "B")										158.4	
Addition by reference to payments from Secretary of State for Defence for Class O exempt properties (SI 1992/2943)										0	1
TAX BASE FOR CALCULATION OF TAX FOR:										158.4	

Notes:

- 1 From Valuation List / Council Tax records on 30 November 2022
- 2 Laid down in the legislation
- 3 Estimated
- 4 Sum of result of formula 2 for each band
- 5 As for the District as a whole (legal requirement)

TAX BASE FOR PURPOSE OF CALCULATING COUNCIL TAX 2023/24

CALCULATION FOR THE PARISH OF:

MICKLEFIELD

TAX BASE = A x B
(Formula 1)

Where "A" equals total of relevant amounts as calculated below
and "B" is the authority's estimation of its collection rate for the year

RELEVANT AMOUNT FOR EACH
BAND = ((H-Q+ E+J) -Z) x (F/G)
(Formula 2)
(paragraph 4 (1) of the legislation)

Where "H" is the number of chargeable dwellings on the relevant day
and "Q" is a factor to take account of the discounts to which the amount of council tax payable was
subject on the relevant day
and "E" is a factor to take account of the premiums, if any, to which the amount of council tax payable
was subject on the relevant day
and "J" is the amount of any adjustment in respect of changes in the number of chargeable dwellings
or discounts calculated
and "Z" is the total amount that the authority estimates will be applied in accordance with
the council tax reduction scheme in relation to the band
and "F" is the relevant proportion applicable to each band
and "G" is the relevant proportion applicable to band D

	BAND A (5/9)	BAND A	BAND B	BAND C	BAND D	BAND E	BAND F	BAND G	BAND H	TOTAL	Note
Dwellings in valuation list	5	575	151	187	143	82	34	6	0	1,183	1
Less Exempt dwellings	0	8	1	2	0	0	0	0	0	11	1
= "H" in formula 2	5	567	150	185	143	82	34	6	0	1,172	
Total discounts	2	69	20	13	6	2	1	1	0	113	1
Total Premiums	0	0	0	0	0	1	0	0	0	1	3
Additions less Reductions	0	0	18	57	32	15	0	0	0	122	3
Reduction Scheme	2	100	7	4	2	0	1	0	0	116	3
Proportion for relevant Band	= "F" in formula 2	5	6	7	8	9	11	13	15	18	2
Proportion for Band D	= "G" in formula 2	9	9	9	9	9	9	9	9	9	2
RELEVANT AMOUNT FOR EACH BAND		0.8	265.1	110.1	199.9	166.8	117.2	46.6	9.2	0.0	
TOTAL RELEVANT AMOUNTS	= "A" in formula 1									915.7	4
ESTIMATED COLLECTION RATE	= "B" in formula 1									99.0%	5
UNADJUSTED TAX BASE FOR CALCULATION OF TAX: ("A" x "B")										906.5	
Addition by reference to payments from Secretary of State for Defence for Class O exempt properties (SI 1992/2943)										0	1
TAX BASE FOR CALCULATION OF TAX FOR:										906.5	

Notes:

- 1 From Valuation List / Council Tax records on 30 November 2022
- 2 Laid down in the legislation
- 3 Estimated
- 4 Sum of result of formula 2 for each band
- 5 As for the District as a whole (legal requirement)

TAX BASE FOR PURPOSE OF CALCULATING COUNCIL TAX 2023/24

CALCULATION FOR THE PARISH OF:

MORLEY

TAX BASE = A x B
(Formula 1)

Where "A" equals total of relevant amounts as calculated below
and "B" is the authority's estimation of its collection rate for the year

RELEVANT AMOUNT FOR EACH
BAND = ((H-Q+ E+J) -Z) x (F/G)
(Formula 2)
(paragraph 4 (1) of the legislation)

Where "H" is the number of chargeable dwellings on the relevant day
and "Q" is a factor to take account of the discounts to which the amount of council tax payable was
subject on the relevant day
and "E" is a factor to take account of the premiums, if any, to which the amount of council tax payable
was subject on the relevant day
and "J" is the amount of any adjustment in respect of changes in the number of chargeable dwellings
or discounts calculated
and "Z" is the total amount that the authority estimates will be applied in accordance with
the council tax reduction scheme in relation to the band
and "F" is the relevant proportion applicable to each band
and "G" is the relevant proportion applicable to band D

	BAND A (5/9)	BAND A	BAND B	BAND C	BAND D	BAND E	BAND F	BAND G	BAND H	TOTAL	Note
Dwellings in valuation list	25	6,174	3,792	4,008	1,653	1,099	190	62	1	17,004	1
Less Exempt dwellings	0	87	44	52	12	4	1	2	0	203	1
= "H" in formula 2	25	6,087	3,748	3,956	1,641	1,095	189	60	1	16,801	
Total discounts	= "Q" in formula 2	3	844	384	306	75	35	6	3	1,655	1
Total Premiums	= "E" in formula 2	0	22	5	5	4	1	0	2	38	3
Additions less Reductions	= "J" in formula 2	0	0	0	50	0	0	0	0	50	3
Reduction Scheme	= "Z" in formula 2	7	1,079	272	173	31	17	3	0	1582	3
Proportion for relevant Band	= "F" in formula 2	5	6	7	8	9	11	13	15	18	2
Proportion for Band D	= "G" in formula 2	9	9	9	9	9	9	9	9	9	2
RELEVANT AMOUNT FOR EACH BAND		8.5	2,791.1	2,407.9	3,139.3	1,538.0	1,275.9	260.7	99.7	1.0	
TOTAL RELEVANT AMOUNTS	= "A" in formula 1									11,522.1	4
ESTIMATED COLLECTION RATE	= "B" in formula 1									99.0%	5
UNADJUSTED TAX BASE FOR CALCULATION OF TAX: ("A" x "B")										11,406.9	
Addition by reference to payments from Secretary of State for Defence for Class O exempt properties (SI 1992/2943)										0	1
TAX BASE FOR CALCULATION OF TAX FOR:										11,406.9	

Notes:

- 1 From Valuation List / Council Tax records on 30 November 2022
- 2 Laid down in the legislation
- 3 Estimated
- 4 Sum of result of formula 2 for each band
- 5 As for the District as a whole (legal requirement)

TAX BASE FOR PURPOSE OF CALCULATING COUNCIL TAX 2023/24

CALCULATION FOR THE PARISH OF:

OTLEY

TAX BASE = A x B
(Formula 1)

Where "A" equals total of relevant amounts as calculated below
and "B" is the authority's estimation of its collection rate for the year

RELEVANT AMOUNT FOR EACH
BAND = ((H-Q+ E+J) -Z) x (F/G)
(Formula 2)
(paragraph 4 (1) of the legislation)

Where "H" is the number of chargeable dwellings on the relevant day
and "Q" is a factor to take account of the discounts to which the amount of council tax payable was
subject on the relevant day
and "E" is a factor to take account of the premiums, if any, to which the amount of council tax payable
was subject on the relevant day
and "J" is the amount of any adjustment in respect of changes in the number of chargeable dwellings
or discounts calculated
and "Z" is the total amount that the authority estimates will be applied in accordance with
the council tax reduction scheme in relation to the band
and "F" is the relevant proportion applicable to each band
and "G" is the relevant proportion applicable to band D

	BAND A (5/9)	BAND A	BAND B	BAND C	BAND D	BAND E	BAND F	BAND G	BAND H	TOTAL	Note
Dwellings in valuation list	0	852	2,187	1,895	1,065	598	208	69	6	6,880	1
Less Exempt dwellings	0	22	36	28	10	8	1	1	0	106	1
= "H" in formula 2	0	830	2,151	1,867	1,055	590	207	68	6	6,774	
Total discounts	1	141	224	177	76	32	8	2	1	662	1
Total Premiums	0	7	6	4	1	2	1	0	0	21	3
Additions less Reductions	0	0	0	0	0	0	0	0	0	0	3
Reduction Scheme	1	241	209	74	16	4	1	1	0	547	3
Proportion for relevant Band	= "F" in formula 2	5	6	7	8	9	11	13	15	18	2
Proportion for Band D	= "G" in formula 2	9	9	9	9	9	9	9	9	9	2
RELEVANT AMOUNT FOR EACH BAND	-0.8	303.5	1,340.9	1,438.9	963.7	679.8	287.8	107.9	11.0		
TOTAL RELEVANT AMOUNTS	= "A" in formula 1									5,132.7	4
ESTIMATED COLLECTION RATE	= "B" in formula 1									99.0%	5
UNADJUSTED TAX BASE FOR CALCULATION OF TAX: ("A" x "B")										5,081.4	
Addition by reference to payments from Secretary of State for Defence for Class O exempt properties (SI 1992/2943)										0	1
TAX BASE FOR CALCULATION OF TAX FOR:										5,081.4	

Notes:

- 1 From Valuation List / Council Tax records on 30 November 2022
- 2 Laid down in the legislation
- 3 Estimated
- 4 Sum of result of formula 2 for each band
- 5 As for the District as a whole (legal requirement)

TAX BASE FOR PURPOSE OF CALCULATING COUNCIL TAX 2023/24

CALCULATION FOR THE PARISH OF:

POOL in WHARFEDALE

TAX BASE = A x B
(Formula 1)

Where "A" equals total of relevant amounts as calculated below
and "B" is the authority's estimation of its collection rate for the year

RELEVANT AMOUNT FOR EACH
BAND = ((H-Q+ E+J) -Z) x (F/G)
(Formula 2)
(paragraph 4 (1) of the legislation)

Where "H" is the number of chargeable dwellings on the relevant day
and "Q" is a factor to take account of the discounts to which the amount of council tax payable was
subject on the relevant day
and "E" is a factor to take account of the premiums, if any, to which the amount of council tax payable
was subject on the relevant day
and "J" is the amount of any adjustment in respect of changes in the number of chargeable dwellings
or discounts calculated
and "Z" is the total amount that the authority estimates will be applied in accordance with
the council tax reduction scheme in relation to the band
and "F" is the relevant proportion applicable to each band
and "G" is the relevant proportion applicable to band D

	BAND A (5/9)	BAND A	BAND B	BAND C	BAND D	BAND E	BAND F	BAND G	BAND H	TOTAL	Note	
Dwellings in valuation list	1	51	153	213	182	134	137	119	6	996	1	
Less Exempt dwellings	0	1	1	2	1	1	2	0	0	8	1	
= "H" in formula 2	1	50	152	211	181	133	135	119	6	988		
Total discounts	= "Q" in formula 2	0	10	14	18	15	8	7	3	0	74	1
Total Premiums	= "E" in formula 2	0	0	0	0	0	1	0	0	0	1	3
Additions less Reductions	= "J" in formula 2	0	0	0	0	0	0	0	0	0	0	3
Reduction Scheme	= "Z" in formula 2	0	13	12	7	4	4	2	0	0	42	3
Proportion for relevant Band	= "F" in formula 2	5	6	7	8	9	11	13	15	18		2
Proportion for Band D	= "G" in formula 2	9	9	9	9	9	9	9	9	9		2
RELEVANT AMOUNT FOR EACH BAND		0.4	18.2	98.1	165.3	161.8	149.6	182.7	193.8	11.5		
TOTAL RELEVANT AMOUNTS	= "A" in formula 1									981.4		4
ESTIMATED COLLECTION RATE	= "B" in formula 1									99.0%		5
UNADJUSTED TAX BASE FOR CALCULATION OF TAX: ("A" x "B")										971.6		
Addition by reference to payments from Secretary of State for Defence for Class O exempt properties (SI 1992/2943)										0		1
TAX BASE FOR CALCULATION OF TAX FOR:										971.6		

Notes:

- 1 From Valuation List / Council Tax records on 30 November 2022
- 2 Laid down in the legislation
- 3 Estimated
- 4 Sum of result of formula 2 for each band
- 5 As for the District as a whole (legal requirement)

TAX BASE FOR PURPOSE OF CALCULATING COUNCIL TAX 2023/24

CALCULATION FOR THE PARISH OF:

RAWDON

TAX BASE = A x B
(Formula 1)

Where "A" equals total of relevant amounts as calculated below
and "B" is the authority's estimation of its collection rate for the year

RELEVANT AMOUNT FOR EACH
BAND = ((H-Q+ E+J) -Z) x (F/G)
(Formula 2)
(paragraph 4 (1) of the legislation)

Where "H" is the number of chargeable dwellings on the relevant day
and "Q" is a factor to take account of the discounts to which the amount of council tax payable was
subject on the relevant day
and "E" is a factor to take account of the premiums, if any, to which the amount of council tax payable
was subject on the relevant day
and "J" is the amount of any adjustment in respect of changes in the number of chargeable dwellings
or discounts calculated
and "Z" is the total amount that the authority estimates will be applied in accordance with
the council tax reduction scheme in relation to the band
and "F" is the relevant proportion applicable to each band
and "G" is the relevant proportion applicable to band D

	BAND A (5/9)	BAND A	BAND B	BAND C	BAND D	BAND E	BAND F	BAND G	BAND H	TOTAL	Note
Dwellings in valuation list	0	77	425	851	627	468	288	196	32	2,964	1
Less Exempt dwellings	0	1	6	11	6	4	1	1	0	31	1
= "H" in formula 2	0	76	419	840	621	464	287	195	32	2,933	
Total discounts	0	13	48	77	40	24	11	6	2	221	1
Total Premiums	0	0	0	0	2	0	0	1	0	4	3
Additions less Reductions	0	0	0	0	0	0	0	0	0	0	3
Reduction Scheme	0	19	53	26	16	5	2	1	0	122	3
Proportion for relevant Band	= "F" in formula 2	5	6	7	8	9	11	13	15	18	2
Proportion for Band D	= "G" in formula 2	9	9	9	9	9	9	9	9	9	2
RELEVANT AMOUNT FOR EACH BAND		0.0	29.2	246.9	654.8	567.1	531.1	395.2	315.6	61.0	
TOTAL RELEVANT AMOUNTS	= "A" in formula 1									2,800.9	4
ESTIMATED COLLECTION RATE	= "B" in formula 1									99.0%	5
UNADJUSTED TAX BASE FOR CALCULATION OF TAX: ("A" x "B")										2,772.9	
Addition by reference to payments from Secretary of State for Defence for Class O exempt properties (SI 1992/2943)										0	1
TAX BASE FOR CALCULATION OF TAX FOR:										2,772.9	

Notes:

- 1 From Valuation List / Council Tax records on 30 November 2022
- 2 Laid down in the legislation
- 3 Estimated
- 4 Sum of result of formula 2 for each band
- 5 As for the District as a whole (legal requirement)

TAX BASE FOR PURPOSE OF CALCULATING COUNCIL TAX 2023/24

CALCULATION FOR THE PARISH OF:

SCARCROFT

TAX BASE = A x B
(Formula 1)

Where "A" equals total of relevant amounts as calculated below
and "B" is the authority's estimation of its collection rate for the year

RELEVANT AMOUNT FOR EACH
BAND = ((H-Q+ E+J) -Z) x (F/G)
(Formula 2)
(paragraph 4 (1) of the legislation)

Where "H" is the number of chargeable dwellings on the relevant day
and "Q" is a factor to take account of the discounts to which the amount of council tax payable was
subject on the relevant day
and "E" is a factor to take account of the premiums, if any, to which the amount of council tax payable
was subject on the relevant day
and "J" is the amount of any adjustment in respect of changes in the number of chargeable dwellings
or discounts calculated
and "Z" is the total amount that the authority estimates will be applied in accordance with
the council tax reduction scheme in relation to the band
and "F" is the relevant proportion applicable to each band
and "G" is the relevant proportion applicable to band D

	BAND A (5/9)	BAND A	BAND B	BAND C	BAND D	BAND E	BAND F	BAND G	BAND H	TOTAL	Note
Dwellings in valuation list	0	10	33	40	55	56	73	261	79	607	1
Less Exempt dwellings	0	0	0	3	0	1	0	3	0	7	1
= "H" in formula 2	0	10	33	37	55	55	73	258	79	600	
Total discounts	0	2	4	6	4	3	3	8	2	32	1
Total Premiums	0	0	1	1	5	1	0	1	1	11	3
Additions less Reductions	0	0	0	0	27	5	5	1	0	38	3
Reduction Scheme	0	3	5	1	1	1	2	1	0	14	3
Proportion for relevant Band	= "F" in formula 2	5	6	7	8	9	11	13	15	18	2
Proportion for Band D	= "G" in formula 2	9	9	9	9	9	9	9	9	9	2
RELEVANT AMOUNT FOR EACH BAND		0.0	3.3	19.5	28.2	81.4	69.9	105.1	418.7	157.1	
TOTAL RELEVANT AMOUNTS	= "A" in formula 1									883.2	4
ESTIMATED COLLECTION RATE	= "B" in formula 1									99.0%	5
UNADJUSTED TAX BASE FOR CALCULATION OF TAX: ("A" x "B")										874.4	
Addition by reference to payments from Secretary of State for Defence for Class O exempt properties (SI 1992/2943)										0	1
TAX BASE FOR CALCULATION OF TAX FOR:										874.4	

Notes:

- 1 From Valuation List / Council Tax records on 30 November 2022
- 2 Laid down in the legislation
- 3 Estimated
- 4 Sum of result of formula 2 for each band
- 5 As for the District as a whole (legal requirement)

TAX BASE FOR PURPOSE OF CALCULATING COUNCIL TAX 2023/24

CALCULATION FOR THE PARISH OF:

SHADWELL

TAX BASE = A x B
(Formula 1)

Where "A" equals total of relevant amounts as calculated below
and "B" is the authority's estimation of its collection rate for the year

RELEVANT AMOUNT FOR EACH
BAND = ((H-Q+ E+J) -Z) x (F/G)
(Formula 2)
(paragraph 4 (1) of the legislation)

Where "H" is the number of chargeable dwellings on the relevant day
and "Q" is a factor to take account of the discounts to which the amount of council tax payable was
subject on the relevant day
and "E" is a factor to take account of the premiums, if any, to which the amount of council tax payable
was subject on the relevant day
and "J" is the amount of any adjustment in respect of changes in the number of chargeable dwellings
or discounts calculated
and "Z" is the total amount that the authority estimates will be applied in accordance with
the council tax reduction scheme in relation to the band
and "F" is the relevant proportion applicable to each band
and "G" is the relevant proportion applicable to band D

	BAND A (5/9)	BAND A	BAND B	BAND C	BAND D	BAND E	BAND F	BAND G	BAND H	TOTAL	Note
Dwellings in valuation list	0	11	29	55	135	218	170	193	11	822	1
Less Exempt dwellings	0	0	0	1	2	4	2	2	0	11	1
= "H" in formula 2	0	11	29	54	133	214	168	191	11	811	
Total discounts	0	2	5	7	14	13	7	7	0	54	1
Total Premiums	0	0	0	0	0	0	0	0	0	0	3
Additions less Reductions	0	0	0	0	0	0	0	0	0	0	3
Reduction Scheme	0	1	3	2	4	2	0	1	0	13	3
Proportion for relevant Band	= "F" in formula 2	5	6	7	8	9	11	13	15	18	2
Proportion for Band D	= "G" in formula 2	9	9	9	9	9	9	9	9	9	2
RELEVANT AMOUNT FOR EACH BAND		0.0	5.4	16.7	40.0	115.4	242.9	232.1	305.4	21.5	
TOTAL RELEVANT AMOUNTS	= "A" in formula 1									979.4	4
ESTIMATED COLLECTION RATE	= "B" in formula 1									99.0%	5
UNADJUSTED TAX BASE FOR CALCULATION OF TAX: ("A" x "B")										969.6	
Addition by reference to payments from Secretary of State for Defence for Class O exempt properties (SI 1992/2943)										0.0	1
TAX BASE FOR CALCULATION OF TAX FOR:										969.6	

Notes:

- 1 From Valuation List / Council Tax records on 30 November 2022
- 2 Laid down in the legislation
- 3 Estimated
- 4 Sum of result of formula 2 for each band
- 5 As for the District as a whole (legal requirement)

TAX BASE FOR PURPOSE OF CALCULATING COUNCIL TAX 2023/24

CALCULATION FOR THE PARISH OF:

SWILLINGTON

TAX BASE = A x B
(Formula 1)

Where "A" equals total of relevant amounts as calculated below
and "B" is the authority's estimation of its collection rate for the year

RELEVANT AMOUNT FOR EACH
BAND = ((H-Q+ E+J) -Z) x (F/G)
(Formula 2)
(paragraph 4 (1) of the legislation)

Where "H" is the number of chargeable dwellings on the relevant day
and "Q" is a factor to take account of the discounts to which the amount of council tax payable was
subject on the relevant day
and "E" is a factor to take account of the premiums, if any, to which the amount of council tax payable
was subject on the relevant day
and "J" is the amount of any adjustment in respect of changes in the number of chargeable dwellings
or discounts calculated
and "Z" is the total amount that the authority estimates will be applied in accordance with
the council tax reduction scheme in relation to the band
and "F" is the relevant proportion applicable to each band
and "G" is the relevant proportion applicable to band D

	BAND A (5/9)	BAND A	BAND B	BAND C	BAND D	BAND E	BAND F	BAND G	BAND H	TOTAL	Note
Dwellings in valuation list	3	648	328	325	114	64	25	7	1	1,515	1
Less Exempt dwellings	0	8	1	7	0	0	3	0	0	19	1
= "H" in formula 2	3	640	327	318	114	64	22	7	1	1,496	
Total discounts	= "Q" in formula 2	1	76	29	22	9	4	2	0	142	1
Total Premiums	= "E" in formula 2	0	3	1	1	1	1	0	0	9	3
Additions less Reductions	= "J" in formula 2	0	0	0	1	0	0	0	0	1	3
Reduction Scheme	= "Z" in formula 2	2	144	25	17	4	0	0	0	192	3
Proportion for relevant Band	= "F" in formula 2	5	6	7	8	9	11	13	15	18	2
Proportion for Band D	= "G" in formula 2	9	9	9	9	9	9	9	9	9	2
RELEVANT AMOUNT FOR EACH BAND		0.1	282.8	213.2	250.0	102.6	74.8	31.4	11.2	2.0	
TOTAL RELEVANT AMOUNTS	= "A" in formula 1									968.1	4
ESTIMATED COLLECTION RATE	= "B" in formula 1									99.0%	5
UNADJUSTED TAX BASE FOR CALCULATION OF TAX: ("A" x "B")										958.4	
Addition by reference to payments from Secretary of State for Defence for Class O exempt properties (SI 1992/2943)										0	1
TAX BASE FOR CALCULATION OF TAX FOR:										958.4	

Notes:

- 1 From Valuation List / Council Tax records on 30 November 2022
- 2 Laid down in the legislation
- 3 Estimated
- 4 Sum of result of formula 2 for each band
- 5 As for the District as a whole (legal requirement)

TAX BASE FOR PURPOSE OF CALCULATING COUNCIL TAX 2023/24

CALCULATION FOR THE PARISH OF:

THORNER

TAX BASE = A x B
(Formula 1)

Where "A" equals total of relevant amounts as calculated below
and "B" is the authority's estimation of its collection rate for the year

RELEVANT AMOUNT FOR EACH
BAND = ((H-Q+ E+J) -Z) x (F/G)
(Formula 2)
(paragraph 4 (1) of the legislation)

Where "H" is the number of chargeable dwellings on the relevant day
and "Q" is a factor to take account of the discounts to which the amount of council tax payable was
subject on the relevant day
and "E" is a factor to take account of the premiums, if any, to which the amount of council tax payable
was subject on the relevant day
and "J" is the amount of any adjustment in respect of changes in the number of chargeable dwellings
or discounts calculated
and "Z" is the total amount that the authority estimates will be applied in accordance with
the council tax reduction scheme in relation to the band
and "F" is the relevant proportion applicable to each band
and "G" is the relevant proportion applicable to band D

	BAND A (5/9)	BAND A	BAND B	BAND C	BAND D	BAND E	BAND F	BAND G	BAND H	TOTAL	Note
Dwellings in valuation list	1	70	89	105	111	158	78	123	20	755	1
Less Exempt dwellings	0	0	0	0	1	3	0	1	0	5	1
= "H" in formula 2	1	70	89	105	110	155	78	122	20	750	
Total discounts	= "Q" in formula 2	0	13	10	11	13	5	6	1	70	1
Total Premiums	= "E" in formula 2	0	1	0	1	0	0	0	0	4	3
Additions less Reductions	= "J" in formula 2	0	0	0	0	1	2	0	0	3	3
Reduction Scheme	= "Z" in formula 2	0	27	10	7	3	1	2	0	51	3
Proportion for relevant Band	= "F" in formula 2	5	6	7	8	9	11	13	15	18	2
Proportion for Band D	= "G" in formula 2	9	9	9	9	9	9	9	9	9	2
RELEVANT AMOUNT FOR EACH BAND		0.6	20.6	53.7	78.2	96.8	173.8	106.5	190.3	38.0	
TOTAL RELEVANT AMOUNTS	= "A" in formula 1									758.5	4
ESTIMATED COLLECTION RATE	= "B" in formula 1									99.0%	5
UNADJUSTED TAX BASE FOR CALCULATION OF TAX: ("A" x "B")										750.9	
Addition by reference to payments from Secretary of State for Defence for Class O exempt properties (SI 1992/2943)										0	1
TAX BASE FOR CALCULATION OF TAX FOR:										750.9	

Notes:

- 1 From Valuation List / Council Tax records on 30 November 2022
- 2 Laid down in the legislation
- 3 Estimated
- 4 Sum of result of formula 2 for each band
- 5 As for the District as a whole (legal requirement)

TAX BASE FOR PURPOSE OF CALCULATING COUNCIL TAX 2023/24

CALCULATION FOR THE PARISH OF:

THORP ARCH

TAX BASE = A x B
(Formula 1)

Where "A" equals total of relevant amounts as calculated below
and "B" is the authority's estimation of its collection rate for the year

RELEVANT AMOUNT FOR EACH
BAND = ((H-Q+ E+J) -Z) x (F/G)
(Formula 2)
(paragraph 4 (1) of the legislation)

Where "H" is the number of chargeable dwellings on the relevant day
and "Q" is a factor to take account of the discounts to which the amount of council tax payable was
subject on the relevant day
and "E" is a factor to take account of the premiums, if any, to which the amount of council tax payable
was subject on the relevant day
and "J" is the amount of any adjustment in respect of changes in the number of chargeable dwellings
or discounts calculated
and "Z" is the total amount that the authority estimates will be applied in accordance with
the council tax reduction scheme in relation to the band
and "F" is the relevant proportion applicable to each band
and "G" is the relevant proportion applicable to band D

	BAND A (5/9)	BAND A	BAND B	BAND C	BAND D	BAND E	BAND F	BAND G	BAND H	TOTAL	Note
Dwellings in valuation list	0	2	35	114	57	93	36	74	9	420	1
Less Exempt dwellings	0	2	0	2	1	1	0	1	0	7	1
= "H" in formula 2	0	0	35	112	56	92	36	73	9	413	
Total discounts	0	0	4	13	6	6	1	3	1	32	1
Total Premiums	0	0	0	1	0	0	0	1	0	2	3
Additions less Reductions	0	0	2	16	4	10	11	0	0	43	3
Reduction Scheme	0	0	2	11	2	1	0	0	0	16	3
Proportion for relevant Band	= "F" in formula 2	5	6	7	8	9	11	13	15	18	2
Proportion for Band D	= "G" in formula 2	9	9	9	9	9	9	9	9	9	2
RELEVANT AMOUNT FOR EACH BAND		0.0	0.0	24.5	93.7	52.2	116.7	66.4	119.4	16.5	
TOTAL RELEVANT AMOUNTS	= "A" in formula 1									489.4	4
ESTIMATED COLLECTION RATE	= "B" in formula 1									99.0%	5
UNADJUSTED TAX BASE FOR CALCULATION OF TAX: ("A" x "B")										484.5	
Addition by reference to payments from Secretary of State for Defence for Class O exempt properties (SI 1992/2943)										0	1
TAX BASE FOR CALCULATION OF TAX FOR:										484.5	

Notes:

- 1 From Valuation List / Council Tax records on 30 November 2022
- 2 Laid down in the legislation
- 3 Estimated
- 4 Sum of result of formula 2 for each band
- 5 As for the District as a whole (legal requirement)

TAX BASE FOR PURPOSE OF CALCULATING COUNCIL TAX 2023/24

CALCULATION FOR THE PARISH OF:

WALTON

TAX BASE = A x B
(Formula 1)

Where "A" equals total of relevant amounts as calculated below
and "B" is the authority's estimation of its collection rate for the year

RELEVANT AMOUNT FOR EACH
BAND = ((H-Q+ E+J) -Z) x (F/G)
(Formula 2)
(paragraph 4 (1) of the legislation)

Where "H" is the number of chargeable dwellings on the relevant day
and "Q" is a factor to take account of the discounts to which the amount of council tax payable was
subject on the relevant day
and "E" is a factor to take account of the premiums, if any, to which the amount of council tax payable
was subject on the relevant day
and "J" is the amount of any adjustment in respect of changes in the number of chargeable dwellings
or discounts calculated
and "Z" is the total amount that the authority estimates will be applied in accordance with
the council tax reduction scheme in relation to the band
and "F" is the relevant proportion applicable to each band
and "G" is the relevant proportion applicable to band D

	BAND A (5/9)	BAND A	BAND B	BAND C	BAND D	BAND E	BAND F	BAND G	BAND H	TOTAL	Note
Dwellings in valuation list	0	2	2	14	11	21	16	31	3	100	1
Less Exempt dwellings	0	0	0	0	0	0	0	0	0	0	1
= "H" in formula 2	0	2	2	14	11	21	16	31	3	100	
Total discounts	0	0	0	1	2	2	1	2	0	8	1
Total Premiums	0	0	0	0	0	0	0	0	0	0	3
Additions less Reductions	0	0	0	0	0	1	0	0	0	1	3
Reduction Scheme	0	0	0	1	1	0	0	2	0	4	3
Proportion for relevant Band	= "F" in formula 2	5	6	7	8	9	11	13	15	18	2
Proportion for Band D	= "G" in formula 2	9	9	9	9	9	9	9	9	9	2
RELEVANT AMOUNT FOR EACH BAND		0.0	1.2	1.4	10.6	8.3	24.4	22.0	45.4	5.5	
TOTAL RELEVANT AMOUNTS	= "A" in formula 1									118.8	4
ESTIMATED COLLECTION RATE	= "B" in formula 1									99.0%	5
UNADJUSTED TAX BASE FOR CALCULATION OF TAX: ("A" x "B")										117.6	
Addition by reference to payments from Secretary of State for Defence for Class O exempt properties (SI 1992/2943)										0	1
TAX BASE FOR CALCULATION OF TAX FOR:										117.6	

Notes:

- 1 From Valuation List / Council Tax records on 30 November 2022
- 2 Laid down in the legislation
- 3 Estimated
- 4 Sum of result of formula 2 for each band
- 5 As for the District as a whole (legal requirement)

TAX BASE FOR PURPOSE OF CALCULATING COUNCIL TAX 2023/24

CALCULATION FOR THE PARISH OF:

WETHERBY

TAX BASE = A x B
(Formula 1)

Where "A" equals total of relevant amounts as calculated below
and "B" is the authority's estimation of its collection rate for the year

RELEVANT AMOUNT FOR EACH
BAND = ((H-Q+ E+J) -Z) x (F/G)
(Formula 2)
(paragraph 4 (1) of the legislation)

Where "H" is the number of chargeable dwellings on the relevant day
and "Q" is a factor to take account of the discounts to which the amount of council tax payable was
subject on the relevant day
and "E" is a factor to take account of the premiums, if any, to which the amount of council tax payable
was subject on the relevant day
and "J" is the amount of any adjustment in respect of changes in the number of chargeable dwellings
or discounts calculated
and "Z" is the total amount that the authority estimates will be applied in accordance with
the council tax reduction scheme in relation to the band
and "F" is the relevant proportion applicable to each band
and "G" is the relevant proportion applicable to band D

	BAND A (5/9)	BAND A	BAND B	BAND C	BAND D	BAND E	BAND F	BAND G	BAND H	TOTAL	Note
Dwellings in valuation list	0	273	1,135	1,126	838	1,220	586	395	26	5,599	1
Less Exempt dwellings	0	6	25	19	15	18	3	3	0	89	1
= "H" in formula 2	0	267	1,110	1,107	823	1,202	583	392	26	5,510	
Total discounts	0	43	138	119	79	67	37	14	2	499	1
Total Premiums	0	2	2	2	2	1	0	0	0	11	3
Additions less Reductions	0	0	1	3	2	1	0	0	1	8	3
Reduction Scheme	0	80	170	65	13	10	3	0	0	341	3
Proportion for relevant Band	= "F" in formula 2	5	6	7	8	9	11	13	15	18	2
Proportion for Band D	= "G" in formula 2	9	9	9	9	9	9	9	9	9	2
RELEVANT AMOUNT FOR EACH BAND	0.0	97.6	626.0	824.7	735.1	1,377.6	784.9	630.3	50.0		
TOTAL RELEVANT AMOUNTS	= "A" in formula 1									5,126.2	4
ESTIMATED COLLECTION RATE	= "B" in formula 1									99.0%	5
UNADJUSTED TAX BASE FOR CALCULATION OF TAX: ("A" x "B")										5,074.9	
Addition by reference to payments from Secretary of State for Defence for Class O exempt properties (SI 1992/2943)										0	1
TAX BASE FOR CALCULATION OF TAX FOR:										5,074.9	

Notes:

- 1 From Valuation List / Council Tax records on 30 November 2022
- 2 Laid down in the legislation
- 3 Estimated
- 4 Sum of result of formula 2 for each band
- 5 As for the District as a whole (legal requirement)

TAX BASE FOR PURPOSE OF CALCULATING COUNCIL TAX 2023/24

CALCULATION FOR THE PARISH OF:

WOTHERSOME

TAX BASE = A x B
(Formula 1)

Where "A" equals total of relevant amounts as calculated below
and "B" is the authority's estimation of its collection rate for the year

RELEVANT AMOUNT FOR EACH
BAND = ((H-Q+ E+J) -Z) x (F/G)
(Formula 2)
(paragraph 4 (1) of the legislation)

Where "H" is the number of chargeable dwellings on the relevant day
and "Q" is a factor to take account of the discounts to which the amount of council tax payable was
subject on the relevant day
and "E" is a factor to take account of the premiums, if any, to which the amount of council tax payable
was subject on the relevant day
and "J" is the amount of any adjustment in respect of changes in the number of chargeable dwellings
or discounts calculated
and "Z" is the total amount that the authority estimates will be applied in accordance with
the council tax reduction scheme in relation to the band
and "F" is the relevant proportion applicable to each band
and "G" is the relevant proportion applicable to band D

	BAND A (5/9)	BAND A	BAND B	BAND C	BAND D	BAND E	BAND F	BAND G	BAND H	TOTAL	Note
Dwellings in valuation list	0	1	2	4	0	1	0	2	0	10	1
Less Exempt dwellings	0	0	0	0	0	0	0	0	0	0	1
= "H" in formula 2	0	1	2	4	0	1	0	2	0	10	
Total discounts	0	0	0	1	0	0	0	0	0	1	1
= "Q" in formula 2	0	0	0	1	0	0	0	0	0	1	
Total Premiums	0	0	0	0	0	0	0	0	0	0	3
= "E" in formula 2	0	0	0	0	0	0	0	0	0	0	
Additions less Reductions	0	0	0	0	0	0	0	0	0	0	3
= "J" in formula 2	0	0	0	0	0	0	0	0	0	0	
Reduction Scheme	0	0	1	0	0	0	0	0	0	1	3
= "Z" in formula 2	0	0	1	0	0	0	0	0	0	1	
Proportion for relevant Band	= "F" in formula 2	5	6	7	8	9	11	13	15	18	2
Proportion for Band D	= "G" in formula 2	9	9	9	9	9	9	9	9	9	2
RELEVANT AMOUNT FOR EACH BAND		0.0	0.5	0.6	3.1	0.0	1.2	0.0	3.3	0.0	
TOTAL RELEVANT AMOUNTS	= "A" in formula 1									8.7	4
ESTIMATED COLLECTION RATE	= "B" in formula 1									99.0%	5
UNADJUSTED TAX BASE FOR CALCULATION OF TAX: ("A" x "B")										8.6	
Addition by reference to payments from Secretary of State for Defence for Class O exempt properties (SI 1992/2943)										0	1
TAX BASE FOR CALCULATION OF TAX FOR:										8.6	

Notes:

- 1 From Valuation List / Council Tax records on 30 November 2022
- 2 Laid down in the legislation
- 3 Estimated
- 4 Sum of result of formula 2 for each band
- 5 As for the District as a whole (legal requirement)

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: Resources	Service area: Financial Management - Strategy
Lead person: Robert Colley	Contact number: 0113 3789380

1. Title: Calculation of the Council Tax and Business Rates Tax Bases for 2023/24

Is this a:

Strategy / Policy

 Service / Function

 Other

If other, please specify

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

The calculation of the Council Tax and Business Rates tax bases for 2023/24

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?		✓
Have there been or likely to be any public concerns about the policy or proposal?		✓
Could the proposal affect how our services, commissioning or procurement activities are organised, provided, located and by whom?		✓
Could the proposal affect our workforce or employment practices?		✓
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		✓

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
Naomi Eastwood	Head of Finance - Strategy	4 th January 2023
Date screening completed		

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:

- 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: 6 th January 2023
For Delegated Decisions or Significant Operational Decisions – sent to appropriate Directorate	Date sent:
All other decisions – sent to equalityteam@leeds.gov.uk	Date sent:

Report of the Independent Remuneration Panel

Date: 18th January 2023

Report of: City Solicitor

Report to: Council

Will the decision be open for call in? Yes No

Does the report contain confidential or exempt information? Yes No

Brief summary

The Independent Remuneration Panel provides advice to Leeds City Council about its overall remuneration scheme and the amounts payable to elected members.

The Panel met on 8th November 2022 to consider the uplift in Members' Allowances in light of the agreed local government pay award.

The conclusions and recommendations of the Panel are summarised in the appended report.

Recommendations

Members of Council are asked to note the comments, conclusions and recommendations set out in the appended report from the Independent Remuneration Panel.

Members are specifically asked to agree:

- An uplift in Basic Allowance of the equivalent of 4.04% backdated to 1st October 2022.
- That there be no uplift in Special Responsibility Allowances at this time.
- Where applicable, individual Members cease the current 3% reduction in Special Responsibility Allowances, with that being applicable from no earlier than 1st October 2022.
- All Allowances, contained in Schedule two of the Members' Allowances Scheme be uplifted as per the NJC pay award from 1st October 2022.
- From 1st April 2023, the uplift in Basic and Special Responsibility Allowances be applied on a financial year basis rather than from the 1st of October each year.
- That the Independent Remuneration Panel be asked to consider the outcome of the NJC local government pay settlement for 2023/24 with a view to recommending an uplift in Members' Allowances for 2023/24.
- That a longer-term indexation formula be reviewed by the Panel when they next meet to consider the uplift for 2023/24.

What is this report about?

- 1 As Council will recall, the Allowance Scheme sets out that the amounts referred to in paragraphs 3, 4 and 6 of the scheme will be increased yearly on 1 October in line with the headline pay increase negotiated through the National Joint Committee for Local Government Employees (or equivalent).
- 2 The National Employers and Trade Unions have now agreed a one-year (1 April 2022 to 31 March 2023) pay offer of an increase of £1,925 on all NJC pay points 1 and an increase of 4.04% on all allowances.
- 3 It has been usual in recent years for a pay settlement to be a percentage figure of a salary with this percentage figure then applied to the Members' Allowances (both Basic and SRA) as set out in the Members' Allowance Scheme.
- 4 As the current offer is a fixed monetary value along with a percentage uplift in other travel and subsistence allowances, further consideration by the IRP has been necessary to determine how an uplift will be applied to the Members' Allowances Scheme

What impact will this proposal have?

- 5 The recommendations of the IRP will result in an increase in the Basic Allowance paid to elected Members and in future annual uplifts being from 1st April each year rather than 1st October.

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

Health and Wellbeing

Inclusive Growth

Zero Carbon

- 6 There are no such specific implications arising from this report.

What consultation and engagement has taken place?

Wards affected:

Have ward members been consulted?

Yes

No

- 7 All Group Leaders have been advised of, and no objections have been raised in response to, the Panel's recommendations.

What are the resource implications?

- 8 If agreed by Council, the financial impact of the uplift will be neutral with the uplift having been fully accounted for in the 2022/23 budget.

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

- 9 There are no new risks created through the application of these recommendations.
- 10 Due to the way in which pay increases are negotiated for local Government Employees it is not possible to determine the specific impact on future budgets. Given the volatility presently the IRP recommend that they review the impact of the 2023/24 pay award rather than or future of continuing to apply any such increases to the member allowance scheme.

What are the legal implications?

11 The recommendations made by the IRP are compliant with The Local Authorities (Members' Allowances) (England) Regulations 2003

Options, timescales and measuring success

What other options were considered?

12 The IRP explored a range of options to identify the most appropriate and balanced method for applying an uplift in Members' Allowances.

How will success be measured?

13 Any decision regarding the recommendations of the Independent Remuneration Panel is a matter for full Council.

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

14 If approved, the recommendations of the IRP will be implemented with immediate effect.

Appendices

- Appendix 1: Report of the Independent Remuneration Panel (November 2022)

Background papers

- None

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REPORT OF THE INDEPENDENT REMUNERATION PANEL

Date: 8th November 2022

All Councils are required to establish and maintain an Independent Remuneration Panel (IRP). In line with statutory guidance, the local panel provides independent advice to the Council about its overall remuneration scheme and the amounts payable to elected members.

Current members of Leeds City Council's Independent Remuneration Panel are Kevin Emsley, Dr Kate Hill, Chris Jelley and Matthew Knight.

Purpose of the Report

1. This report summarises our recommendations, as the Leeds Independent remuneration Panel, following a meeting on 8th November 2022.
2. Earlier this year (May 2022) we recommended that

“Basic, special responsibility and dependent carers’ allowances should continue to be increased each October in line with the headline pay increase negotiated through the National Joint Council for Local Government Employees (or equivalent) to June 2026. This indexation arrangement cannot be applied beyond June 2026 without further formal reconsideration by the Panel.”
3. This recommendation was approved at a meeting of the authority (full Council) in July 2022.
4. The National Employers and Trade Unions have concluded negotiations and consultation on the annual pay increase for 2022/23, with agreement being reached on the 1st November 2022 on a flat rate of £1,925 being applicable across all pay scales/spinal column points, backdated to 1st April 2022. Travel, Subsistence and Other Allowances have also been uplifted by 4.04%.
5. The structure of the pay award is unusual and we have been asked to consider how best to reflect the pay award in respect of Members’ Allowances.

REPORT OF THE INDEPENDENT REMUNERATION PANEL NOVEMBER 2022

Basis for the Panel's Recommendations**Indexation Arrangements**

6. The Local Authorities (Members' Allowances) (England) Regulations 2003, enable an allowances scheme to make provision for an annual adjustment of allowances by reference to an index as may be specified by the authority.
10. The current allowance scheme makes provision for basic, special responsibility and dependent carers' allowances to be increased each October in line with the headline pay increase negotiated through the National Joint Council for Local Government Employees (or equivalent).
11. In May we concluded that the annual indexation provision continues to meet the needs of the council and to facilitate good administration of the scheme. However, in the context of the national economic situation, we did note some concern about the impact on the Council budget should remuneration levels be recommended at above inflation levels.
12. This is of course a matter for the Council and we have been assured by the Director of Resources, that financial impact arising from our recommendations is neutral.
13. We are grateful, given the changed make-up of the pay award and the economic volatility, for the invitation to consider the 2022/23 award.
14. As part of our considerations we were able to review work undertaken by Democratic Services which sought to understand whether other authorities have applied an indexation to their Allowance Schemes and whether conclusions had been reached on how to take account of the structure of the 2022/23 pay award.

Council	Methodology
Calderdale Council	Basic and Special Responsibility Allowances will be increased each year in line with the annual percentage salary increase for local government staff at spinal column point 28.
Kirklees Council	Kirklees Council website did not detail how they would calculate their allowance increases.
Bradford Council	To continue annual adjustments in line with the Local Government pay settlement.
Wakefield Council	Calculation of allowances are updated annually based on the national pay award to Council staff.
Bristol City Council	Basic Allowance should be automatically updated each year in line with the NJC increase applied to staff salaries.

REPORT OF THE INDEPENDENT REMUNERATION PANEL NOVEMBER 2022

Council	Methodology
City of York Council	The basic allowance will be uplifted on an annual basis in line with any general salary increases payable to Council staff taking into account any views specifically expressed by the Independent Remuneration Panel.
Manchester City Council	Allowances will be increased yearly following the Annual General Meeting of the Council in line with the percentage increase in that financial year for a Manchester local authority employee at spinal column point 43.

15. For example, one Council fixes at SCP 28 (equivalent to SO2 grade in Leeds) which for the current pay offer would amount to approx. 5.9% uplift and another uses SCP 43 (equivalent to PO6 grade in Leeds) which would equate to approx. 4.04% increase.
16. Most authorities have in place similar arrangements to Leeds although some have identified a fixed spinal column point for any Member Allowance uplift and they use the % value at that spinal column point (SCP) to calculate the allowance uplift. We did note that we were amongst the first Independent Remuneration Panels of those authorities surveyed to sit and consider the NJC pay award implications in respect to the Members' Allowances.

What options have we considered?

17. Whilst the indexation of annual uplift in Members' Allowances relative to the NJC Pay Award has provided a reasonable reference point in previous years the structure of the award this year has not provided a clear line of applicability for this year. Members' allowances are just that, they are allowances, they are not a salary and nor should they be seen as such. Our considerations have been guided by the very clear distinction.
18. We considered a range of options to identify the most appropriate and balanced method for applying an uplift in Members' Allowances whilst also having regard, as a guide to our deliberations, to the pay award agreement reached and the objective within that pay award to tailor it to lower paid staff.
19. Our considerations included applying the flat rate pay award to Basic Allowances, a percentage uplift (relative to a defined Spinal Column Point) and a combination of these indices across both Basic and Special Responsibility Allowances.

REPORT OF THE INDEPENDENT REMUNERATION PANEL NOVEMBER 2022

Basic Allowances

20. We fully understand that Elected Members are not insulated from the present volatile economic circumstances and that no doubt there have been increases in the costs incurred in relation to the duties that Members carry out for their constituents. However, we were not persuaded that the Basic Allowances should receive the full £1,925 uplift being applied to all local authority employees.
21. We instead sought to find a reasonable reference point within the NJC pay scales to provide an anchor to apply an uplift. Having reviewed similar reference points within other authorities our unanimous view was that the financial increase applicable from 1st October 2022 should be that of a Principal Officer at the top of PO6 in Leeds - that being spinal column point 43 on the NJC scale. This would equate to a 4.04% uplift in the Basic Allowance.

Special Responsibility Allowances

22. Members in receipt of a Special Responsibility Allowances (SRAs) over £7k per annum currently, in line with a budget decision some years ago, have a 'voluntary' 3% deduction made to the Allowance received.
23. In lieu of an uplift in Special Responsibility Allowances our recommendation is that this reduction ceases with backdating limited to 1st October 2022. This will provide greater correlation to, and transparency with, the published Members' Allowances and the SRA payments Members receive.

Other Allowances

24. We recommend that all Allowances, contained in Schedule two of the Members' Allowances Scheme are uplifted as per the NJC pay award.

Indexation and Timescales

25. The recommendations in this report are for the uplift in allowances to be backdated to 1st October 2022. We also recommend that, that due to economic volatility and financial uncertainty, the next uplift for allowances be brought forward to be applicable from April 2023.
26. We recommend that the IRP meet again to consider the circumstances arising from the 2023/24 NJC pay award to inform recommendations on the uplift to be applicable from April 2023 and provide advice to the Authority in relation to future indexation.

REPORT OF THE INDEPENDENT REMUNERATION PANEL NOVEMBER 2022

Recommendations

For Basic Allowances

The Independent Remuneration Panel recommend: -

- An uplift in Basic Allowance of the equivalent of 4.04% backdated to 1st October 2022.

For Special Responsibility Allowances

The Independent Remuneration Panel recommend: -

- No uplift in Special Responsibility Allowances be applied
- Where applicable, individual Members cease the current 3% reduction in Special Responsibility Allowances, with that being applicable from no earlier than 1st October 2022.

Other Allowances

The Independent Remuneration Panel recommend: -

- All Allowances, contained in Schedule two of the Members' Allowances Scheme are uplifted as per the NJC pay award from 1st October 2022.

Indexation

The Independent Remuneration Panel recommend:

- From 1st April 2023, the uplift in Basic and Special Responsibility Allowances be applied on a financial year basis rather than from the 1st of October each year.
- That the Panel reconvene to consider the outcome of the NJC local government pay settlement for 2023/24 with a view to recommending an uplift in Members' Allowances for 2023/24.
- That a longer-term indexation formula be reviewed by the Panel when they next meet to consider the uplift for 2023/24.

Next Steps

Members of Council are asked to consider the recommendations we have set out in this report.

This report has been approved for circulation by.

Kevin Emsley
Dr Kate Hill
Chris Jelley
Matthew Knight.

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Appointments

Date: 18th January 2023

Report of: City Solicitor

Report to: Council

Will the decision be open for call in? Yes No

Does the report contain confidential or exempt information? Yes No

What is this report about?

Including how it contributes to the city's and council's ambitions

- 1 Appointments to Boards and Panels and to Joint Authorities are reserved to Council.
- 2 There has been a request to change an appointment on the West Yorkshire Combined Authority Transport Committee and on a Scrutiny Board.

Recommendations

Council is asked to note an appointment and approve appointments referred to in paragraph 1 of the report.

Why is the proposal being put forward?

- 1 The proposal is for Council to note the following appointment taken via a Delegated decision;
 - Cllr Izaak Wilson to replace Councillor Cunningham as the Transport Engagement Lead on the West Yorkshire Combined Authority Transport Committee.And to approve the following appointments;
 - That Councillor Maloney replace Councillor Cunningham on the West Yorkshire Combined Authority Transport Committee.
 - That Councillor Eleanor Thomson replace Councillor Cunningham on Scrutiny Board (Environment, Housing and Communities)

What impact will this proposal have?

Wards affected:

Have ward members been consulted? Yes No

- 1 The various appointments will ensure Leeds has appropriate representation on external organisations and also Committees Boards and Panels.

What consultation and engagement has taken place?

- 2 Consultation has taken place with the relevant groups on the Council.

What are the resource implications?

- 3 There are no specific resource implications for Leeds City Council associated with this report.

What are the legal implications?

- 4 There are no specific legal implications associated with this report.

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

- 5 The key risks would have been incomplete representation on local Committees, Boards and Panels or external organisations. The risk is being managed by the appointment(s) in this report.

Does this proposal support the council's three Key Pillars?

Inclusive Growth Health and Wellbeing Climate Emergency

- 6 Fully operational and quorate Committees, Boards and Panels and representation on external bodies are in line with the Council's Policies and the priorities.

Options, timescales and measuring success

What other options were considered?

- 7 There are no other options in this regard.

How will success be measured?

8 Not applicable.

What is the timetable for implementation?

9 The implementation of the decision would be immediately after the decision is made.

Appendices

10 None

Background papers

11 None

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Report author:

Rachel Wainwright / Chad Newton

Tel: 0113 5351963

Annual Report of the Climate Emergency Advisory Committee

Date: 18 January 2023

Report of: Director of Resources

Report to: Full Council

Will the decision be open for call in? Yes No

Does the report contain confidential or exempt information? Yes No

What is this report about?

Including how it contributes to the city's and council's ambitions

- The council's constitution requires that the Climate Emergency Advisory Committee reports to Full Council annually about how the Committee has responded to the Climate Emergency.
- The purpose of this report is to introduce the attached Annual Report of the Climate Emergency Advisory Committee, which demonstrates the work the committee and its working groups has undertaken to date.

Recommendations

- a) Members are requested to receive and note the Annual Report of the Climate Emergency Advisory Committee.

Why is the proposal being put forward?

- 1 The attached Climate Emergency Advisory Committee Annual Report is the third report of this nature to be submitted. It highlights the work of the committee throughout the 2021/22 municipal year.

What impact will this proposal have?

Wards Affected:

Have ward members been consulted? Yes No

- 2 The council's constitution requires that the Climate Emergency Advisory Committee reports to Full Council annually about how the committee has responded to the Climate Emergency.

What consultation and engagement has taken place?

- 3 The Annual Report has been compiled in consultation with Members of the Climate Emergency Advisory Committee.

What are the resource implications?

- 4 There are no direct resource implications as a result of this report.

What are the legal implications?

- 5 There are no direct legal implications as a result of this report.

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

- 6 There are no specific risk management implications as a result of this report.

Does this proposal support the council's 3 Key Pillars?

Inclusive Growth Health and Wellbeing Climate Emergency

- 7 The Annual Report evidences the action taken by the committee to address the Climate Emergency.

Options, timescales and measuring success

a) What other options were considered?

- 8 Not applicable.

b) How will success be measured?

- 9 Not applicable.

c) What is the timetable for implementation?

10 Not applicable.

Appendices

11 Appendix 1 – Open Forum

Background papers

12 None.

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Summary:

- The Climate Emergency Advisory Committee (CEAC) was introduced following the declaration of the Climate Emergency in March 2019. It is a cross party advisory committee authorised to consider and make recommendations regarding climate change and sustainability.
- This report provides an annual update on the work of the Climate Emergency Advisory Committee and its working groups. The last report was published in January 2022. This report does **not** provide an update on all climate work undertaken by the council – this will be covered in the annual report that is taken to February’s Executive Board.
- The main committee has continued to host open forum, allowing members of the public to present on issues that they wish the committee to consider via video link, via pre-recorded video, or submitted text. This is considered an important aspect as it provides an opportunity for public engagement.
- The key themes that have been explored by the committee since the previous report updating on the Committee’s work are:
 - The work of the Future Fashion Factory, led by the University of Leeds
 - The council’s Employment and Skills Plan and how it considers the present and future ‘green’ economy
 - The development of a Climate Adaptation Plan for Leeds
 - An update regarding the development of new proposals to enhance environmental policies as part of the city’s Local Plan
 - How council projects are considering ‘embodied carbon’
 - An analysis of the contribution of Waste Services to Leeds’ carbon footprint
 - The development of the Leeds Food Strategy

- The council's Inclusive Growth Strategy and how it considers the present and future 'green' economy
- Climate Emergency Advisory Committee working groups allow elected members to explore issues in more depth, often hearing from external speakers as well as officers from across the council. The working groups provide a number of key benefits:
 - Supporting members to be well briefed on climate related areas, improving climate literacy and enabling them to engage in climate-related discussions in a more meaningful way with stakeholders including residents;
 - Providing a forum for 'check and challenge' of progress against a number of key themes as well as supporting the development of policy;
 - Developing cross-party national asks on key climate related issues;
 - Input collectively into local and national consultation responses
- Two of the four committee working groups have continued unchanged since last year:
 - Food and Biodiversity working group
 - Planning, Energy and Buildings working group
- The 'Transport and Behaviour Change' working group was amended to become the 'Community and Business Engagement' working group and has continued this year. This amendment reflects the Committees recognition of wider behaviour changes and engagement beyond transport choices required for Leeds to achieve net zero.
- A new 'Economy and Finance' working group was established this year in recognition of the importance, and growing work programme associated with this area.

CEAC Main Committee

As the committee is not a decision-making body, the Climate Emergency Advisory Committee was not bound by the central government decision on returning to face-to-face meetings.

It was decided by this year's Chair that meetings would be a mixture of remote and in-person to improve accessibility and reduce carbon emissions associated with the travel of members. It also enables the committee to hear from a wider range of speakers from across the country as well as

ensuring that the meeting can be accessed by the community as it continues to be broadcast via YouTube.

Members of the public continue to be invited to speak at open forum. Those who have spoken in this municipal year are listed within Appendix 1, alongside the responses they have received.

Over the course of 2022, the main committee met a total of five times. An additional September 2022 meeting was cancelled out of respect to the national mourning period of Her Majesty Queen Elizabeth II.

In recognition of the need for a whole council approach to the climate emergency, each of the council's directors has been invited to attend a main committee meeting on a rolling basis to provide an overview of how their directorate is supporting the city's response to the climate emergency. This ensures that the committee has insight into a wide spectrum of work and will help identify areas to explore in more depth as part of next year's work programme.

In November 2022, Leeds City Council was awarded an 'A' grade and recognised as one of 122 city authorities across the world leading the way on climate action in a new list published by renowned international authority, the Carbon Disclosure Project. To retain this grading and ensure that the city continues to lead on climate action in future years, the committee intends to use the feedback to identify further opportunities of development and areas of focus for the committee's agenda in the year ahead.

A summary of the key themes that were discussed at the main committee this year is included below.

Inclusive growth, employment, and skills

The CEAC recognises the importance of ensuring that the city's economy and labour force supports the transition to net zero as the city's economy recover from the effects of the pandemic. Taking this into consideration, this year the committee has welcomed several updates about the work being done to deliver inclusive growth, employment, and skills.

The committee heard from council officers in Economic Development regarding the work to refresh the city's Employment and Skills Plan, including work to train and promote green skills and to consider the changing demands for different jobs and skills going forward due to the net zero transition.

Committee members also received an update on the Inclusive Growth Strategy Refresh and The 'Leeds Social Progress Index' tool intended to help measure the impact of 'Inclusive Growth' including environmental factors.

The Economy and Finance Working Group will use the knowledge gained to explore opportunities as to how the green jobs and skills agenda can be supported throughout Leeds, supporting businesses, residents, and the city as a whole.

Adapting to a changing climate

The CEAC remains focused on the city's work and plans to reduce the city's carbon footprint and to achieve net zero. However, the committee equally recognises the importance of Leeds being ready and 'adapting' to the changing climate as advised by the national Committee on Climate Change. This topic is even more important and timely, considering Leeds experienced its hottest day on record earlier this year. For this reason, presentations relating to climate adaptation were included on the agenda at several meetings this year.

In March, the committee heard presentations on adaptation activity from relevant external guests including the Environment Agency and Yorkshire Water as well as council officers. Members fed back and informed the policy development of the council's formal approach to climate adaptation at an early stage.

The committee heard again from council officers involved in the development of the council's approach to climate adaptation in June, following research and mapping by council officers to understand in considerable detail how the climate-related risks identified by the Committee on Climate Change would affect Leeds as well as to understand what responsibilities and opportunities the council and city has to adapt.

Following the presentation, committee Members discussed some of the next steps needed to ensure services were involved in the implementation of climate adaptation actions from across the local authority. Members reiterated the importance of climate adaptation policies being integrated by all relevant services within their own decision making and operational policies.

At the same meeting, the CEAC also heard from council officers in Planning about planning policies that support adaptation and city resilience being proposed (subject to consultation and adoption) as part of the 'Local Plan Update' (LPU). Proposed policies have been grouped within

five key themes recognising the different ways that local planning can support a sustainable city. An emphasis on Adaptation and Resilience was at the forefront of the update.

As climate adaptation plans are developed at service levels, it will be important for all of the working groups to be involved in providing oversight of these plans to ensure they are appropriate in adapting to climate change.

Reducing emissions from natural resources and waste

Over the course of the previous year, the CEAC heard many presentations and had many active discussions exploring the question of how to reduce emissions from buildings, energy, and transport—the main sources of ‘scope 2’ carbon emissions in Leeds.

This year, the committee wanted to expand the areas of focus and explore the city’s carbon footprint from some of Leeds’ ‘scope 3’ (indirect) emissions. Several presentations and discussions were held across the year identifying what both the council and city can do to better understand, and even more importantly reduce, our environmental impact from lesser understood areas including food and the use and disposal of resources.

In January, Members heard from representatives of—and considered a report introducing the work of—the Future Fashion Factory based at the University of Leeds. CEAC heard how its programmes were supporting the fashion and textile industry to reduce its overall environmental impact. The presentation set out several ongoing projects and areas for future development and Members participated in a thought-provoking discussion considering the opportunities and challenges to making fashion more sustainable.

‘Embodied carbon’—the term used to refer to the carbon emitted in producing materials—was the focus of a report and presentation by council officers in Highways in July. Council officers outlined the current practices undertaken and challenges being faced by the department to reduce the whole-life environmental impact of designs and materials being used. Officers detailed an internal ‘Climate Emergency Task Force’ had been created to support work examining how carbon is generated by the council through its use of asphalt, concrete, steel, other raw materials, materials sent to landfill, and construction vehicles and how these can be reduced. The report itself considered four main topics (carbon calculation, procurement, low carbon materials, carbon offsetting) which were discussed in detail.

At the same meeting, CEAC Members also heard from officers representing the council's Waste Services function. Officers provided an informative update on two pieces of work commissioned by the council to assist in the policy development of an updated Leeds Waste Strategy and associated Waste Management Plan to ensure it is supporting the city's carbon reduction targets as effectively as possible. A detailed analysis of household waste and the carbon impact and volumes of different types of waste was presented to the Committee. Multiple questions were raised by Members and answered by the Chief Officer for Waste Services.

In October, the committee discussed the draft Leeds Food Strategy as part of the document's formal consultation period. The presentation and discussion had a particular focus on the Sustainability and Resilience chapter of the strategy, which includes five objectives:

1. Empower residents to choose healthy diets by raising awareness of choices that are good for the planet
2. Tackle waste by reducing, redistributing, and utilising surplus food
3. Champion environmentally sustainable and resilient procurement
4. Support local farmers to transition to resilient and profitable agriculture which improves the environment
5. Encourage and enable innovative and community-led food production

As well as hearing from council officers involved in the development of the Leeds Food Strategy, Members also received an external presentation from Dr Michelle Morris of the University of Leeds to update on work with the council to develop a new carbon footprint calculator. The calculator was developed by the Consumer Data Research Centre in partnership with Leeds City Council and was one example of the type of collaborative work to empower residents raised by the Leeds Food Strategy.

Moving forward, and following previously discussions in the main committee, the Biodiversity, Food and Waste working group will explore the potential for growing the circular economy in Leeds, and further supporting the city's Waste Strategy by promoting reuse, reduced consumption, and recycling of materials.

CEAC Working Groups

Climate Emergency Advisory Committee working groups allow elected members to explore issues in more depth, often hearing from external speakers as well as officers from across the council.

Each working group's activities and key outputs are summarised below:

Food and Biodiversity working group

The start of the year welcomed a discussion on the National Food Strategy, with reflections and feedback of members aiding the development of the draft Leeds Food Strategy throughout the year prior to the launch of its consultation in October 2022.

The insight and scrutiny from the Members within the Biodiversity, Food and Waste working group have been pivotal in the development of this strategy, shaping the framework and helping to identify some of the key elements of the strategy.

The draft strategy aims to ensure that Leeds has a vibrant food economy where everyone can access local, healthy, and affordable food that is produced in ways that improve the natural environment and embrace innovation.

Throughout the meetings and discussions of this working group, the detrimental impact of the cost-of-living crisis has remained prominent. The working group has remained sensitive to external factors, taking into consideration how this stream of work can still be achieved in the current economic climate, recognising the challenges Leeds residents and businesses continue to face.

Economy and Finance working group

The Economy and Finance working group session focused on 'Green Finance' and the types of investments that would be attractive to communities, considering the existing 'cost-of-living crisis' faced by many residents. Members provided insightful feedback, based on their daily interactions with their communities, that there is a lack of knowledge regarding the types of energy-saving improvements that would be suitable and effective for their properties. Members reiterated that financial savings would be the primary aim of their residents interested in retrofit works.

'Community Municipal Bonds' were highlighted as an investment and green financing opportunity that may be of interest to communities. Questions were asked by Members whether the interest in projects hyper-local to residents would be stronger than projects further away in the district. Council officers will take this into consideration when planning projects, depending on the right opportunities and resource requirements.

Members have also held discussions on the suitability of different low carbon heating solutions for properties, including conversations exploring where Ground Source Heat Pumps (GSHP) are most appropriate and the feasibility of geothermal heating using old mine shafts in the district.

The working group has also received a briefing on the council's work with the Prime Minister's Business Council and the related pilot 'Leeds Retrofit Accelerator' project which would see a new retrofit model being developed that will enable homeowners to benefit from a streamlined and trusted customer journey with access to attractive, alternative funding sources. Members were supportive of the proposals and positive impact this could have on the city.

Planning, Buildings & Energy working group

Within the working group, members have provided a sustained interest in multiple topics including:

- The development of a large-scale solar photovoltaic (PV) generation site on council land
- The work of Leeds City Council's 'Energy Saving Taskforce' to reduce the organisation's overall energy demand
- An update on work regarding the 'Leeds Retrofit Accelerator' project and the authority's joint work with the Prime Minister's Business Council
- An update on the council's plan for net zero housing

Members of the working group have acted as a valuable sounding board for the ever-changing and developing challenges that the Council and the wider city are facing, particularly in the example of the energy crisis.

Working group members were also engaged in the emerging LCC Energy Strategy ahead of its presentation to and approval by Executive Board in February this year, which set out the proposed approach to reducing energy consumption across the corporate estate, increasing energy efficiency and renewables generation, reviewing the approach to energy purchasing, and converting the Council's fleet from petrol/diesel to electric.

The last meeting of the year presented Members with an opportunity to discuss and scrutinise the work of the council's 'Energy Saving Taskforce' assembled in light of the energy crisis with an aim of taking actions to reduce overall energy demand across the organisation.

Working group members also discussed ideas to inform the development of the council's plan for net zero housing. Members reiterated the importance of trust in housing retrofit solution providers in order for people to commit and expressed their view that council-led schemes tended to be better trusted. This insight will be incorporated within the new plan.

Members also recognised that the pending Local Plan Update has created opportunity to better align planning policy with the city's net zero ambitions. However, the working group also discussed and recognised outstanding challenges in delivering net zero housing including the reliance on Government grant funding and lack of long-term investment. Discussions focused on key actions that could be taken to accelerate the retrofit of homes including the establishment of a 'Better Homes Hub' in the region, and proposals to create a map of retrofit opportunities across the city, to develop an engagement plan and to further develop the skills needed to achieve net zero.

Overall, the working group has been supportive of the council's retrofit work so far as well as of plans to pilot a 'Leeds Retrofit Accelerator' project in collaboration with some of the UK's largest companies through the Prime Minister's Business Council. Throughout the course of the year, working group meetings have provoked insightful and positive discussions. The suggestions provided and questions asked by Members have all been helpful to council officers in further developing these workstreams.

Communities and Business Engagement Working Group

Following the updated focus and terms of reference for this working group, the group met twice to explore and discuss different aspects of climate action communications. The updated terms of reference include city-wide communications, business engagement, local community engagement, and behaviour change initiatives. The group intends to cover each of these areas in turn on a rolling basis.

For the first meeting of the updated working group, Members received a briefing from council officers on the local authority's current approach to communicating climate action and informed of plans for enhanced engagement to coincide with the launch of a new 'Climate Action Plan' section of the council's website to better communicate the vision for mitigating and adapting to climate change with residents. Members raised many of their own suggestions for engaging residents and their communities including the potential for recognising climate action in award ceremonies, business ambassadors, utilising the council's email strapline, and closer working with the council's Localities team and Equalities Hubs to ensure that all communities are being engaged. A number of actions were logged and are being progressed by council officers.

An additional meeting was due to be held in September was cancelled out of respect to the national mourning period of Her Majesty Queen Elizabeth II.

In November, the working group met once again to explore how young people in the city were being engaged on climate action. Council officers from Child Friendly Leeds briefed members on their work with young people and business ambassadors in the city and how their work is informed by 12 'wishes' that have been chosen by young people to reflect their key issues, including action on climate change. As a result of the working group's ideas, council officers are now planning to introduce a new category at their popular Child Friendly Leeds awards to recognise climate action. Following this discussion, Members were also briefed on resources available to engage schools and young people including the Climate Action Route Map for schools and Leeds By Example Young Person's Toolkit. Finally, the working group discussed and developed actions and ideas, logged by officers, to help the council further raise awareness and increase uptake of these climate resources and engage young people on climate including a climate-focused presence at upcoming community Youth Summits.

Conclusion

This year's Climate Emergency Advisory Committee has considered a wide range of issues at the main committee meetings, referring many issues to its working groups for further examination. The working groups have also evolved to better reflect the key topics that the committee wanted to explore. CEAC will continue to play a key role in ensuring that the net zero ambition is embedded across the council and will make recommendations for effective action.

Appendix 1 – Open Forum

Open Forum Submission Date	Submission Received From	Key Issues Raised	Council Response
17 th January 2022	Committee from Boston Spa and Wetherby Community Green Group	To consider the net-zero commitments within a building application	Council office to respond
9 th March 2022	Clean Air Alliance	Bonfire Night and the impact on clean air	Raising awareness, no response required
9 th March 2022	Climate Action Leeds	Invitation for members of CEAC to attend a project launch	No action required as it was an invitation to a forthcoming event
21 st July 2022	Climate Action Seacroft	Provided an overview of the work they do and sought Member support for the utilisation of land for allotment and education space with the view to become a social prescriber	Members provided this support.
21 st July 2022	Andy Goldring, Climate Action Leeds/City Hub Lead	Seeking a central location as a base for City Hub and bring all sectors together	Individual to complete the request in writing, which, with the Committee's support, be forwarded to the appropriate service
21 st July 2022	Brent Haigh	The development of hydrogen as an alternative energy source	It was decided that this issue would be taken for discussion at a future Planning, Building & energy working group with Brent provided with a response confirming this in the interim.
24 th October 2022	Dr. Claudio Franco	Installation of EV on-street charging points on residential streets	Official response sent 28 th November 2022
24 th October 2022	Dr. Stella Walsh	Leeds City Council's opinions on using recycled plastic benches	Official response sent 28 th November 2022

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EXECUTIVE BOARD

WEDNESDAY, 23RD NOVEMBER, 2022

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

76 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 1 to the report entitled, 'District Heating Annual Report 2022', referred to in Minute No. 85 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 or business affairs of any particular person (including the authority holding that information). Specifically, the appendix includes commercially sensitive information regarding pricing structures for customers, and considerations of the impact of different options for revising tariffs on both customers and the Council. Disclosure of this information could seriously harm the Council's negotiating position when discussing heat sales with potential customers. As such, it is considered that the public interest in maintaining the content of Appendix 1 as being exempt from publication, outweighs the public interest in disclosing the information.

77 Late Items

There were no late items of business submitted to the meeting for consideration.

78 Declaration of Interests

There were no interests declared during the meeting.

79 Minutes

RESOLVED – That the minutes of the previous meeting held on 19th October 2022 be approved as a correct record.

LEADER'S PORTFOLIO

80 Operation London Bridge: Leeds City Council and the City's response to the passing of the late HM Queen Elizabeth II

The Chief Executive submitted a report summarising the response across the Council and the city during the 10-day mourning period which marked the passing of the late HM Queen Elizabeth II, known as 'Operation London Bridge'. The report also provided an update on plans to permanently commemorate the life of HM Elizabeth II across the city and to progress lessons learnt into future 'Bridge' protocol and implementation.

The Leader introduced the key aspects of the report and on behalf of the Board, he, together with other Members, extended their thanks to all those from within the Council and from partner organisations who had ensured that Operation London Bridge had been appropriately and effectively conducted across the city.

Members were supportive of proposals to permanently commemorate the life of HM Elizabeth II, with assurance being provided that consultation on such matters would be undertaken on a cross-party basis prior to arrangements being finalised.

Responding to a specific enquiry raised regarding the timing of the cancellation of some formal meetings around this time, it was highlighted that such comments were welcomed as they would be taken into consideration as part of the lessons learnt review work taking place.

RESOLVED –

- (a) That the key impacts and wider response to Operation London Bridge, as detailed within the submitted report, be noted;
- (b) That on behalf of the Council, the Board extends its thanks to the Council's staff and its partners for their efforts, which ensured a timely and appropriate Council and city response;
- (c) That the plans, as outlined within the submitted report for permanent commemoration to mark the life of HM Elizabeth II, be supported.

RESOURCES

81 Financial Health Monitoring 2022/23 - Month 6 (September)

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 Month 6 (September) 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 £16.6m was projected for the Authority's General Fund services, as at month 6 of 2022/23. Emphasis was placed upon the range of

in-year pressures currently being faced, with the lower collection rates for Council Tax and Business Rates also being noted.

Responding to a specific enquiry regarding the month 6 projection of an underspend and carry forward into 2023/24 in respect of the Dedicated Schools Grant (DSG), the Board discussed and received further information on the actions being taken to allocate available funding in this area. Members also received an update on the actions being taken with regard to recruitment and the wider recruitment challenges being faced in this field nationally. Furthermore, details were also provided on the wider context around the relationship between the DSG and the High Needs Block funding. In conclusion, it was suggested that the directorate provide the Member in question with further information on such matters, as appropriate.

In response to a Member's enquiry on the projected level of underspend regarding the waste management service, the Board received further information on the work which continued on maximising income from recyclable waste, which it was noted would form part of the directorate's budget proposals moving forward. Also, an update was provided on the refuse collection route review taking place, with it being noted that no savings had been assumed from this work in 2022/23, however, wider benefits from the review would be delivered in 2023/24 and beyond.

Also, in response to a specific enquiry, officers provided the Board with further information regarding the cost recovery model for Leeds Building Services.

RESOLVED –

- (a) That it be noted that as at Month 6 of the financial year (September), the Authority's General Fund services are forecasting an overspend of £16.6m and that the Housing Revenue Account is forecasting an overspend of £0.17m, with it also being noted that the General Fund position reduces to £15.83m when account is taken of additional budget action plans received to date;
- (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 within the submitted report at Appendix 4 and that further action plans will be received at the December 2022 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.

82 Capital Programme 2022/23 - 2026/27 Quarter 2 Update

The Chief Officer Financial Services submitted a report presenting the updated Capital Programme for the period 2022-2027, which was split between the General Fund and Housing Revenue Account (HRA) and which also provided a forecast of resources available over that period. In addition, the report provided a specific update on the 2022/23 programme, and which sought a number of related decisions from the Board, as recommended in the report.

The Executive Member for Resources introduced the report noting the injections into the Capital Programme which were being proposed, highlighting the additional Capital Receipts Incentive Scheme (CRIS) allocations to Wards and Community Committees, proposing spending priorities for the investment of the Community Infrastructure Levy (CIL) Strategic Fund and which looked to insert Hunslet Hall into the Capital Receipt Programme for disposal in the current financial year.

Responding to Members' enquiries, the Board received an update on the West Yorkshire Combined Authority (WYCA) review of schemes within the West Yorkshire Transport Fund which was being undertaken in response to the significant inflationary pressures being experienced. With regard to the relevant decision making processes, it was noted that such matters were scheduled to be considered by the meeting of WYCA on the 8th December, at which point, if agreed by WYCA, they would be reflected, as appropriate, in the Council's Capital Programme budget proposals moving forward. Responding to Members' comments regarding the involvement of the Council in such matters and the timing of such involvement, further details were provided.

RESOLVED –

- (a) That the following injections into the Capital Programme, as detailed at Appendix A (iii) of the submitted report, be approved:-
- £4,710.0k of West Yorkshire Combined Authority Grant for the Active Travel Tranche 3 Programme;
 - £2,844.1k of Disabled Facilities Grant in line with the announced 22/23 Grant allocation;
 - £881.0k of Government and European Grant Funding, Private Sector (GF) and Major Repairs Reserve (HRA) contributions for the Holbeck Group Repair Phase 2 scheme;
 - £568.0k of Transforming Cities Fund (TCF) Grant and Network Rail contribution for the Leeds Station Sustainable Travel Gateway scheme;
 - £392.0k of ringfenced capital receipts to the Future Ways of Working (FWoW) Programme based on the actual value of realised capital receipts; and
 - £214.1k of other contributions to Highways schemes.
- (b) That it be noted that the above resolutions to inject funding of £9,609.2k will be implemented by the Chief Officer Financial Services;

- (c) That the latest position on the General Fund and HRA Capital Programme as at Quarter 2 of 2022/23, as detailed within the submitted report, be noted;
- (d) That the additional Capital Receipts Incentive Scheme (CRIS) allocations to Wards and Community Committees for the period: April 2022 to September 2022 of £54.9k, be noted;
- (e) That the following spending priority for the investment of the Community Infrastructure Levy (CIL) Strategic Fund be agreed: for any successful Levelling Up Fund bids, the Leeds Flood Alleviation Scheme Phase 2, the City Square Enhancements Scheme and the David Oluwale Bridge Scheme;
- (f) That agreement be given to insert Hunslet Hall into the Capital Receipt Programme for disposal in the current financial year, which will be implemented by the Director of City Development.

83 Treasury Management Strategy Update 2022/23

The Chief Officer Financial Services submitted a report which presented a review and update of the Council's Treasury Management Strategy for 2022/23, and which sought a change to the Borrowing Strategy, as detailed.

The Executive Member introduced the report, providing the Board with details on the key issues within it and highlighting the current approach being taken towards longer term borrowing.

Members welcomed the submitted report and extended their thanks to those within the Treasury Management team for the work that they continued to undertake.

RESOLVED –

- (a) That the update provided on the Treasury Management borrowing and investment strategy for 2022/23, as detailed within the submitted report, be noted;
- (b) That the change to the Borrowing Strategy, as detailed at section 6.3.13 of the submitted report, be approved.

ECONOMY, CULTURE AND EDUCATION

84 Outcome of consultation on a proposal to close Queensway Primary School

At the commencement of this item, in his position as the Leader of Council and Chair of the Board, Councillor Lewis confirmed the withdrawal of the submitted report by the Director of Children and Families from the Executive Board agenda.

In doing so, the Leader invited comment from the Executive Member for Economy, Culture and Education who provided an overview of the reasons why the proposal to reduce the number of primary school places within the Guiseley and Yeadon areas of Leeds by the closure of Queensway Primary School had originally been put forward for consultation. It was noted that the withdrawal of the report from the agenda responded to the outcomes from the consultation exercise, which was overwhelmingly in favour of keeping the school open. The strength of feeling in the area and the effectiveness of the related campaign were acknowledged. It was also noted that consideration would continue to be given to addressing the challenges which continued to exist in this area.

In inviting comment from Board Members, responses to enquiries were provided on several related matters, including: liaison which had been undertaken with local Ward Members on this issue; the next steps following the withdrawal of this report in terms of looking to address the challenges which continued to exist; and the actions that would be taken pursuant to the White Paper Motion regarding Queensway Primary School which was resolved by full Council on 16th November 2022.

INFRASTRUCTURE AND CLIMATE

85 District Heating Annual Report 2022

The Director of Resources submitted a report which presented the District Heating annual report 2022. The report reviewed the operational and financial performance of the programme over the past year and forecasted key activities and anticipated performance for the short term. The report also considered the impact of global gas price increases on the pricing strategy for current and future customers, outlined the likely impact of key forthcoming legislation and recommended actions with regard to proposed changes to heat tariff indexation and also regarding proposals to extend the district heating connection to the Lovell Park multi-storey flats.

In introducing the report, the Executive Member for Infrastructure and Climate provided an overview of the key themes within it and the progress which continued to be made through the district heating network. The Executive Member also extended her thanks to the Sustainable Energy and Air Quality team for the work that it had undertaken to get the network to its current position.

Responding to a Member's enquiry, the Board was provided with further details on the level of financial support which had been provided by Government in this area. With regard to the specific Government support relating to the district heating scheme, it was undertaken that further information on this would be provided to the Member in question.

In relation to an enquiry regarding maximising the benefits of the district heating scheme and other alternative sustainable energy schemes for domestic customers across the city, the Board received an overview of the work which the Council continued to undertake with partners in this area.

Following consideration of Appendix 1 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 approval be given to offer the proposed changes to heat tariff indexation, as set out in exempt Appendix 1 to the submitted report, in order to deal with the ongoing global spikes in gas prices;
- (b) That approval be given to commit £840k of Housing Revenue Account (HRA) budget to secure the district heating connection to the Lovells in anticipation of securing Social Housing Decarbonisation and Home Upgrade Grant Funding as match funding;
- (c) That the proposal to seek accreditation from the Heat Trust for the Leeds PIPES network by summer 2023, be supported, in order to help prepare for future heat network regulation;
- (d) That the financial performance of the network, as detailed within the submitted report, be noted; with it being acknowledged that the Director of Resources will continue to have delegated authority to take operational decisions to optimise commercial performance, with such matters being reported annually to Executive Board.

DATE OF PUBLICATION: FRIDAY, 25TH NOVEMBER 2022

LAST DATE FOR CALL IN OF ELIGIBLE DECISIONS: 5.00 P.M., FRIDAY, 2ND DECEMBER 2022

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EXECUTIVE BOARD

WEDNESDAY, 14TH DECEMBER, 2022

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

- 86 Exempt Information - Possible Exclusion of the Press and Public**
There was no information contained within the agenda which was designated as being exempt from publication.
- 87 Late Items**
There were no late items of business submitted to the Board for consideration.
- 88 Declaration of Interests**
There were no interests declared at the meeting.
- 89 Minutes**
RESOLVED – That the minutes of the previous meeting held on 23rd November 2022 be approved as a correct record.

LEADER'S PORTFOLIO

- 90 Local Government Association Corporate Peer Challenge: Findings and Initial Response**

The Chief Executive submitted a report which presented the outcomes from the Local Government Association (LGA) Corporate Peer Challenge which took place in November 2022, with the report inviting the Board to note the findings and recommendations of the Challenge report together with the proposed approach regarding action planning and the timing of the follow-up visit.

Members welcomed the corporate peer challenge process which had been undertaken and the balanced and comprehensive feedback report which had been received.

Emphasis was placed upon the importance of celebrating the successes that the review had identified, and the need to ensure that the Council responded to the recommendations made, with the approach towards action planning, as detailed within the report, being noted.

The Chief Executive highlighted the value of the corporate peer challenge process and the considerable experience of those who undertook it. He emphasised the range of successes which had been identified, together with the challenges that continued to be faced, and referenced the actions being

Draft minutes to be approved at the meeting
to be held on Wednesday, 8th February, 2023

taken in response to them, both from within the Council and in collaboration with partners. The positive culture of the organisation was highlighted and tribute was paid to the dedication and 'can do' attitude of Council staff.

In conclusion, responding to a suggestion, it was agreed that the LGA Corporate Peer Challenge report be referred to Scrutiny for consideration.

RESOLVED –

- (a) That the findings and recommendations of the Local Government Association Corporate Peer Challenge report, as presented to the Board, be noted;
- (b) That the approach to action planning and the timing of the follow-up visit, as detailed in the submitted report, be noted;
- (c) That the LGA Corporate Peer Challenge report be referred to Scrutiny for consideration.

91 Proposed Budget for 2023/24 and Provisional Budgets for 2024/25 and 2025/26 and Revenue Savings Proposals for 2023/24 to 2025/26
(A) Proposed Budget for 2023/24 and Provisional Budgets for 2024/25 and 2025/26

The Chief Officer (Financial Services) submitted a report presenting the proposed budget for 2023/24, which subject to Executive Board's approval, was scheduled to be submitted to the respective Scrutiny Boards for their consideration and review, with the outcome of their deliberations being reported to Executive Board in February 2023, with the proposals also being made available to other stakeholders as part of a wider process of engagement and consultation. The report also invited the Board to note provisional budgets for 2024/25 and 2025/26.

RESOLVED –

- a) That the Proposed Budget for 2023/24, as presented in the submitted report, which is based on the approval and delivery of £69.8m of directorate savings for 2023/24, be noted; with it also being noted that £46.6m of which have been identified this year and have been brought to this Board through the accompanying reports: 'Revenue Savings Proposals for 2023/24 to 2025/26' at its October 2022 meeting and elsewhere on this agenda;
- b) That agreement be given to consultation being undertaken on the Proposed Budget for 2023/24, which includes the proposed 2.99% increases in core Council Tax and the 1.99% increase in the Adult Social Care precept. Further to this, agreement be given that these budget proposals are submitted to Scrutiny and are made available for wider consultation with stakeholders;
- c) That the provisional budget position for 2024/25 and 2025/26, as presented in the submitted report, be noted; and that it also be noted that further savings proposals to address the updated estimated budget

gaps of £48.0m and £26.7m for 2024/25 and 2025/26 respectively will be reported to future meetings of this Board;

- d) That should the application to form a 2023/24 Leeds City Region Business Rates Pool be successful, approval be given for Leeds City Council to become a member of the proposed Pool and to act as lead Authority for it; with it being noted that establishment of this new Pool will be dependent upon none of the other proposed member Authorities choosing to withdraw within the statutory period after designation.

(B) Revenue Savings Proposals for 2023/24 to 2025/26

Further to Minute No. 63, 19th October 2022, the Chief Officer (Financial Services) submitted a report presenting revenue savings proposals following ongoing review processes which continued to be undertaken across Council services. The proposals were presented as either 'Business as Usual' savings for the Board's information, with decisions to give effect to those being taken by the relevant Director or Chief Officer, or as 'Service Review' proposals, in which the report sought approval for consultation to commence, where required, with decisions to give effect to those proposals being taken by the relevant Director or Chief Officer following such consultation and taking account of the outcomes from it.

Members briefly discussed the Community Committee Wellbeing funding allocation for 2023/24, as detailed within the directorate 'Business as Usual' savings within the report, and also in relation to a proposal regarding the approach towards the provision of the Youth Activity Fund.

RESOLVED –

- (a) That the 'Business as Usual' savings presented within the submitted report, be noted, with it also being noted that decisions to give effect to them shall be taken by the relevant Director or Chief Officer, in accordance with the Officer Delegation Scheme (Executive functions);
- (b) That agreement be given for consultation to commence, where required, on the 'Service Review' savings proposals presented within the submitted report; with it being noted that decisions to give effect to them shall be taken by the relevant Director or Chief Officer, following any consultation period, in accordance with the Officer Delegation Scheme (Executive functions);
- (c) That it be noted that the savings proposals for 2023/24, as presented in the submitted report, combined with the savings proposals brought to the Executive Board at its October meeting, support a draft balanced budget for 2023/24; with the Council's financial position for the following two years, as set out in the accompanying report elsewhere on the submitted agenda entitled, 'Proposed Budget for 2023/24 and Provisional Budgets for 2024/25 and 2025/26', also be noted;
- (d) That it be noted that further savings will be required to close the Council's estimated budget gap in the years 2024/25 and 2025/26 and

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that proposals regarding such matters will be brought to future meetings of this Board.

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

(The resolutions referred to within Minute No. 91(A) (a), (b) and (c), given that these 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 made in accordance with the Budget and Policy Framework Procedure Rules. However, the resolution referred to in Minute No. 91(A) (d) and 91(B) (a) – (d) were eligible for Call In, given that these were decisions not being taken as part of the Budget and Policy Framework Procedure Rules)

RESOURCES

92 Financial Health Monitoring 2022/23 - Month 7 (October)

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 Month 7 (October) 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 £15.4m was projected for the Authority's General Fund services, as at month 7 of 2022/23. Emphasis was placed upon the significant increase in financial pressures that continued to be experienced since the budget was set in February, with it also being noted that plans were in place to balance the budget by the end of the financial year.

Responding to an enquiry, the Board received further information on the range of work being undertaken to reduce the projected overspend in the current financial year, and to mitigate the financial challenges which continue to be faced moving forward. Regarding the potential use of strategic contingency reserves to balance the 2022/23 budget, Members received an update on the potential impact of this action upon the Council's contingency reserve levels.

In response to Members' enquiries, the Board received an update on the actions being taken in 2022/23 and those proposed moving forward to address the financial pressures arising from the 'Little Owls' nursery provision. In providing such information, it was emphasised that the Council would continue to ensure that its duty around sufficiency of places was fulfilled.

Responding to a comment about Members being kept updated on service proposals which specifically affected their Ward, it was noted that the initial budget proposals and also a number of directorate 'Service Review' savings

proposals were being presented to this meeting with a recommendation that consultation on such matters commence.

RESOLVED –

- (a) That it be noted that at Month 7 of the financial year (October), the Authority's General Fund services are forecasting an overspend of £15.4m and that the Housing Revenue Account is forecasting a balanced position, with it also being noted that the General Fund position reduces to £14.6m when account is taken of additional budget action plans received to date;
- (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 February 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

93 Outcome of consultation to lower the age range of Wykebeck Primary School from 3-11 years to 2-11 years with effect from September 2023

The Director of Children and Families submitted a report on a proposal to lower the age range of Wykebeck Primary School from 3-11 years to 2-11 years and create Free Early Education Entitlement (FEEE) provision for 24 eligible 2-year olds in the area, with effect from 1 September 2023. In receiving the outcomes from the consultation undertaken, the Board was recommended to approve the publication of a Statutory Notice in respect of the proposal.

In response to a Member's enquiry, assurance was provided that given the level of demand for this specific provision in the local community, it was not anticipated that this proposal would have any negative impact upon other providers in the area.

RESOLVED –

- (a) That the outcome of the consultation undertaken, as detailed within the submitted report, be noted, and that the publication of a Statutory Notice on a proposal to lower the age range of Wykebeck Primary School from 3-11 years to 2-11 years, with effect from 1 September 2023, be approved;

- (b) That it be noted that the implementation of the proposal will be subject to the outcome of the proposed statutory notice;
- (c) That it be noted that the responsible officer for the implementation of such matters is the Head of Learning Systems.

ECONOMY, CULTURE AND EDUCATION

94 Outcome of statutory notice on a proposal to establish a resource provision at Iveson Primary School

Further to Minute No. 45, 21st September 2022, the Director of Children and Families submitted a report presenting the outcomes from a statutory notice published on a proposal to establish a resource provision at Iveson Primary School. The report invited the Board to review the outcomes from the statutory notice and to approve the proposal.

RESOLVED –

- (a) That, having reviewed and noted the outcome of the statutory notice, as detailed within the submitted report, the proposal to establish a resource provision at Iveson Primary School from September 2023, be approved;
- (b) That it be noted that the responsible officer for the implementation of such matters is the Head of Learning Inclusion.

95 Leeds Museums and Galleries Development Trust

The Director of City Development submitted a report on the proposed establishment of a charitable trust with the purpose of raising funds in support the work of Leeds Museums and Galleries (LMG), which was in response to a key recommendation from a recent fundraising review undertaken which had been commissioned by LMG in order to support the delivery of the service's 5-year strategy and a 10-year site investment plan.

In presenting the report, the Executive Member highlighted that the proposed Trust would be independent of the Council, that its main purpose would be for fundraising and that it would not manage or own any Council assets.

Members discussed the importance of establishing a robust and professional board, and also whether the establishment of the Trust could have any potential impact upon other local organisations in this sector.

Responding to a specific enquiry, assurance was provided that the Executive Board would be kept updated on the progress being made in respect of the Trust, as requested.

RESOLVED – That the formation of Leeds Museums and Galleries Development Trust, be approved, and that the responsibility for the implementation of this resolution be delegated via the Director of City Development to the Head of Service, Leeds Museums and Galleries, from December 2022.

96 Leeds Kirkgate Open Market Future Opportunities

The Director of City Development submitted a report which sought approval for a consultation exercise to be undertaken on a potential alternative, complementary use of part of the Leeds Kirkgate open market site by the introduction of a new container food and beverage offer. The report noted that whilst retaining the open market, the proposal would involve its reduction in the number of stalls and a re-orientation to a smaller footprint adjacent to the indoor market within the boundary of the current overall market site.

Members emphasised the importance of ensuring that communication between the Council and the market traders on the development of the proposals continued, that the market traders were supported during this process, and that the alternative offer, once established, was monitored to ensure that it remained complementary to the market.

In response to an enquiry, assurance was provided that no one would be displaced by the implementation of the proposals.

RESOLVED –

- (a) That the commencement of a consultation exercise on the introduction of a new container food and beverage offer on part of the Open Market at Leeds Kirkgate Market, be approved;
- (b) That the interest in the site regarding a food and beverage led container offer which would be complementary to the market and would react to latent demand in the city centre for this form of offering, be noted;
- (c) That following resolution (a) (above), agreement be given to the Board receiving an update on the outcome of the consultation exercise at the next Board meeting scheduled for 8th February 2023;
- (d) That it be noted that the Director of City Development is responsible for the implementation of such matters.

INFRASTRUCTURE AND CLIMATE

97 Further Main Modifications to the Remitted Leeds Site Allocation Plan

Further to Minute No. 103, 15th December 2021, the Director of City Development submitted a report which provided an update on the current position regarding the Leeds Site Allocation Plan (SAP) Remittal process, and which sought approval to undertake public consultation on the schedule of the Inspector's additional proposed Main Modifications to the Leeds SAP Remittal and supporting material for a period of 6 weeks in relation to site EG-37, land at Barrowby Lane, Manston also known as Brown Moor.

In introducing the report, the Executive Member provided the Board with an update on the Leeds Site Allocation Plan (SAP) Remittal process.

A Member highlighted the importance of maintaining public confidence in the SAP Remittal process by ensuring that the consultation proposed was robust and that the outcomes of such consultation were taken into consideration.

Responding to Members' discussions about the extent to which the Government's Integrated Rail Plan (IRP) and the timeframe of the associated work to be undertaken was impacting upon the Council's ability to strategically plan its development, the Board received an overview of the timeline and connection between the IRP and the current position in respect of the SAP Remittal process, with it being noted that the Council has made representations to Government on such matters.

RESOLVED –

- (a) That public consultation on the schedule of the Inspector's additional proposed Main Modifications to the Site Allocations Plan (at Appendix 2 to the submitted report) and supporting material (at Appendices 3 and 4) for a period of 6 weeks from the 16th December 2022 to the 27th January 2023, be approved;
- (b) That the necessary authority be delegated to the Chief Planning Officer, to enable the Chief Planning Officer, in consultation with the Executive Member for Infrastructure and Climate, to approve the detail of any updates or corrections to the consultation material and any technical documents and supporting evidence required.

(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)

98 West Yorkshire Mass Transit Vision 2040 Consultation

The Director of City Development submitted a report which presented details of Leeds City Council's formal response to the statutory consultation being undertaken by the West Yorkshire Combined Authority (WYCA) on the revised Mass Transit Vision 2040 for West Yorkshire, which was required to be submitted by 16 January 2023. The report noted that WYCA had a statutory requirement to consult key stakeholders, including the five West Yorkshire districts ahead of the Combined Authority working towards the Vision's adoption as part of the Local Transport Plan for the region.

In considering the submitted report and the proposed response to the statutory consultation, Members discussed the Government's process by which the Mass Transit Vision was to be delivered and the respective roles played in such matters by the Council, WYCA and the Government. In considering this, WYCA's role as promoter of the scheme was emphasised together with the evidence based approach being taken to formulate it, which included the Council providing its clear view on the vision, as part of the current consultative phase. The Board was also provided with further

information regarding the ongoing dialogue between the Council and WYCA to ensure that a partnership approach was taken and that the Combined Authority was supported and appropriately resourced throughout this process.

In addition, emphasis was placed upon the crucial need for the vision to be delivered at pace, as reflected in the Council's proposed response.

Members also discussed the budget which had been allocated to WYCA for the development work and initial delivery of the scheme from the City Region Sustainable Transport Settlement fund.

Emphasis was placed upon the significant benefits that a mass transit system would bring to the city and the region, in terms of progressing the approach towards net zero carbon energy consumption, connecting communities and the promotion of inclusive growth.

RESOLVED –

- (a) That the contents of the submitted report, be noted, and that the response to the Mass Transit Vision 2040 statutory consultation, as set out in the draft letter at Appendix A to the submitted report, be endorsed;
- (b) That it be noted that the Chief Officer (Highways and Transportation) will receive a report on the resource requirements needed to ensure that the City Council's vision and ambition is continually embedded in the development and delivery work undertaken particularly to fulfil the Council's statutory duties.

99 Development of Solar Farm Capacity

The Director of Resources submitted a report outlining the process behind selecting and developing a potential site for a solar farm along with the challenges and risks in doing so, with the report also seeking a range of approvals necessary to progress towards meeting a new, increased target for local renewable electricity generation. The report highlighted the Council's commitment to working towards ensuring that its energy consumption is 100% from zero carbon sources by 2030, in line its Climate Emergency declaration.

In presenting the report, the Executive Member highlighted how the proposals within the report would make a significant contribution towards the Council's commitment for its energy consumption to be 100% from zero carbon sources by 2030 and would also further support the range of actions being taken around improving the energy security of the city. The recommendation to increase the Council's commitment to achieve 30% of its electricity demand through locally based renewables generation by 2025/26, from the current commitment of 10%, was also highlighted.

The Board noted that the report was being considered under the provisions of Executive and Decision Making Procedure Rule 2.5 (General Exception) given that the matter had been designated as a Key Decision, but hadn't featured on the List of Forthcoming Key Decisions for the full 28 days as

required, due to an administrative error. However, it was noted that the relevant Scrutiny Board Chair had been provided with a copy of the agenda, the agenda had been published, and at least 5 clear days had elapsed since those actions were taken, in line with the General Exception requirements. In addition, it was confirmed that it was impracticable to defer the report to the next scheduled Board meeting to allow the 28 days' notice because an in-principle decision to develop the solar farms was required in order to be able to begin procurement processes without delay at the appropriate time given the time pressures arising from the current energy crisis.

In welcoming the proposals, a Member highlighted how there were examples outside of the city of land being used concurrently for both energy and food production, with a suggestion that this approach be explored moving forward.

The importance of ensuring that appropriate consultation and engagement with Elected Members and across communities was highlighted. In response, assurance was provided that no specific sites had yet been identified, and that comprehensive consultation would be undertaken as part of the process to identify appropriate sites.

RESOLVED –

- (a) That a new commitment to achieve 30% of the Council's electricity demand through locally based renewables generation by 2025/26, increased from the current commitment of 10%, be approved;
- (b) That the injection of up to £50m for the development of a mix of solar farm capacity and rooftop solar with potential for battery storage with individual sites, be approved;
- (c) That the necessary authority be delegated to the Director of Resources to provide the Director with the appropriate 'authority to spend' for individual sites with construction costs of under £500k, with sites valued at over £500k being approved by Executive Board, based upon site specific business cases and funding arrangements;
- (d) That the necessary authority be delegated to the Director of Resources, to provide the Director with authority to award a contract for the design, build, operation and maintenance of sites;
- (e) That authority be provided to establish a local authority company, should there be a requirement, on terms that are agreed by the Director of Resources and in consultation with the Executive Member for Resources, the City Solicitor, and the Section 151 Officer;
- (f) That the principle of selling surplus electricity generated at a solar farm to the National Grid or other public sector organisations within the city where there is a positive financial benefit, be agreed.

DATE OF PUBLICATION: FRIDAY, 16TH DECEMBER 2022

**LAST DATE FOR CALL IN
OF ELIGIBLE DECISIONS:** 5.00 P.M., FRIDAY, 23RD DECEMBER 2022

Draft minutes to be approved at the meeting
to be held on Wednesday, 8th February, 2023

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COUNCIL MEETING –18th January 2023

NOTICE OF:	Reference No:	Date Received:	Date Forwarded:
White Paper	WP1	9/1/23	10/1/23

Submitted by:	Councillor Andrew Carter
Relevant Board/Regulatory Panel:	Executive Board
Executive Member/Chair:	Executive Member (Infrastructure and Climate)
Relevant Director	Director of City Development

This Council welcomes the Inspector’s proposed further Main Modifications to the Site Allocations Plan Remittal, which would delete the employment site at Barrowby Lane, Manston and see it remain as Green Belt Land.

Council believes that this outcome, if confirmed following the consultation period, would represent a vindication for opposition groups and members of the public who repeatedly argued that Barrowby Lane should remain in the Green Belt. This followed the successful High Court challenge that resulted in 37 Green Belt sites (including Barrowby Lane) being remitted for independent examination.

Council regrets that this administration did not take the opportunity at an earlier stage to listen to public feedback on the SAP proposals and retain this site as Green Belt land, despite this feedback being overwhelmingly in opposition to the Council’s position.

Council calls on this administration to ensure it undertakes thorough engagement and consultation throughout all future updates to the Site Allocations Plan, and that it listens and acts appropriately on the feedback it receives.

Councillor Andrew Carter

Deadlines for submission

- White Papers - 10.00 am on the day before the issue of the Summons
- Questions - 10.00 am on Monday before the meeting
- Amendments - 10.00 am on the day before the meeting
(including references back)

(All submissions should be made to Governance Services for receipt to be recorded and distribution made)

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COUNCIL MEETING –18th January 2023

NOTICE OF:	Reference No:	Date Received:	Date Forwarded:
White Paper	WP2	9/1/23	10/1/23

Submitted by: Councillor Ann Forsaith
 Relevant Board/Regulatory Panel: Executive Board
 Executive Member/Chair: Executive Member (Infrastructure and Climate)
 Relevant Director: Director of Resources

Council notes that Leeds City Council declared a Climate Emergency in March 2019 by a majority vote, resolving to work to make Leeds carbon neutral by 2030.

Council further notes that that there are now just 7 years left until this 2030 target date.

In passing the Motion, the Council resolved not only to declare a climate emergency, but to sign up to a science-based carbon reduction target consistent with achieving the Paris Agreement of no more than 1.5°C global temperature increase.

Council understands that any planetary warming above 1.5°C will result in an increasingly unliveable world, with food production and water supplies threatened whilst populations and communities have to withstand increasingly extreme weather events such as those we have experienced in Leeds over the last few years.

Council recognises the work of the Leeds Climate Change Citizens' Jury in 2019 and notes their recommendation to explore a variety of funding sources, including a Local Government Green Bond.

The Community Municipal Bonds (CMB) model provides for the issuing of local green bonds to channel local savings into local projects with low risk and a modest return to investors. They provide an opportunity for those residents who have the means to invest in projects that enable others locally to help tackle the climate emergency. In this way they are also investing in the green economy of the future.

Council believes that offering local savers and other ethical investors a way to support the City's journey to carbon neutrality would mobilise community engagement in the process of change, attracting significant sums for named projects whilst offering security and a modest rate of interest.

Council acknowledges the successful bids for national government funding for schemes that address the climate emergency, but recognises that much more funding will be needed, especially at a time of significant financial challenges for Councils.

Council therefore calls for a report to be brought to Executive Board within 6-months detailing the different options for issuing Leeds Climate Bonds and the most appropriate option for their adoption.

Deadlines for submission

White Papers - 10.00 am on the day before the issue of the Summons
Questions - 10.00 am on Monday before the meeting
Amendments - 10.00 am on the day before the meeting
(including references back)

(All submissions should be made to Governance Services for receipt to be recorded and distribution made)



COUNCIL MEETING –18th January 2023

NOTICE OF:	Reference No:	Date Received:	Date Forwarded:
White Paper	WP3	9/1/23	10/1/23

Submitted by:	Councillor James Lewis
Relevant Board/Regulatory Panel:	Executive Board
Executive Member/Chair:	Leader of Council
Relevant Director	Director of Resources

This Council believes the people of Leeds deserve public services they can rely on, including local council services, the NHS, Police, Fire and Rescue, and Schools. Council believes the current Government has no mandate to impose further cuts to public spending on these vital services and therefore calls upon the Prime Minister to call a General Election as soon as possible.

Deadlines for submission

- White Papers - 10.00 am on the day before the issue of the Summons
 - Questions - 10.00 am on Monday before the meeting
 - Amendments - 10.00 am on the day before the meeting
- (including references back)

(All submissions should be made to Governance Services for receipt to be recorded and distribution made)

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