



SCRUTINY BOARD (ENVIRONMENT, HOUSING AND COMMUNITIES)

Meeting to be held in Civic Hall, Leeds, LS1 1UR on
Thursday, 21st November, 2024 at 10.00 am

There will **not** be a pre-meeting for members of the Scrutiny Board.

MEMBERSHIP

Cllr S Ali	- Beeston and Holbeck
Cllr B Anderson	- Adel and Wharfedale
Cllr L Cunningham	- Armley
Cllr L Farley	- Burmantofts and Richmond Hill
Cllr S Golton (Chair)	- Rothwell
Cllr K Haigh	- Farnley and Wortley
Cllr A Hannan	- Headingley and Hyde Park
Cllr N Harrington	- Wetherby
Cllr Z Hussain	- Roundhay
Cllr M Iqbal	- Hunslet and Riverside
Cllr A Maloney	- Beeston and Holbeck
Cllr A McCluskey	- Farnley and Wortley

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

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

[Scrutiny Board \(Environment, Housing & Communities\) - 21 November 2024](#)

Principal Scrutiny Adviser:
Rebecca Atherton
Tel: (0113) 37 88642

A G E N D A

Item No	Ward/Equal Opportunities	Item Not Open		Page No
1			<p>APPEALS AGAINST REFUSAL OF INSPECTION OF DOCUMENTS</p> <p>To consider any appeals in accordance with Procedure Rule 25* of the Access to Information Procedure Rules (in the event of an Appeal the press and public will be excluded).</p> <p>(* In accordance with Procedure Rule 25, notice of an appeal must be received in writing by the Head of Governance Services at least 24 hours before the meeting).</p>	
2			<p>EXEMPT INFORMATION - POSSIBLE EXCLUSION OF THE PRESS AND PUBLIC</p> <ol style="list-style-type: none"> 1. To highlight reports or appendices which officers have identified as containing exempt information, and where officers consider that the public interest in maintaining the exemption outweighs the public interest in disclosing the information, for the reasons outlined in the report. 2. To consider whether or not to accept the officers recommendation in respect of the above information. 3. If so, to formally pass the following resolution:- <p>RESOLVED – That the press and public be excluded from the meeting during consideration of the following parts of the agenda designated as containing exempt information on the grounds that it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if members of the press and public were present there would be disclosure to them of exempt information, as follows:</p> <p>No exempt items have been identified.</p>	

3

LATE ITEMS

To identify items which have been admitted to the agenda by the Chair for consideration.

(The special circumstances shall be specified in the minutes.)

4

DECLARATION OF INTERESTS

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

5

APOLOGIES FOR ABSENCE AND NOTIFICATION OF SUBSTITUTES

To receive any apologies for absence and notification of substitutes.

6

CALL-IN BRIEFING PAPER

5 - 10

To consider a report from the Head of Democratic Services advising the Scrutiny Board on the procedural aspects of calling in the decision.

7

PARKING CHARGES ON DISTRICT CENTRES (D57783)

11 - 72

To consider a report from the Head of Democratic Services, which presents background information relating to a key decision that has been 'called in' in accordance with procedures set out within the Leeds City Council's constitution.

The original delegated decision was taken by the Chief Officer Elections & Regulatory and Chief Officer for Transportation and Highways on 13 November 2024 and relates to **Parking Charges On District Centres**.

Please note that appended to the cover report are documents including two call-in request forms, the delegated decision notice and the original report to the decision maker.

8

OUTCOME OF THE CALL IN

To determine whether to release the decision for implementation or recommend to the decision-maker that the decision should be reconsidered.

9

DATE AND TIME OF NEXT MEETING

The next meeting of the Scrutiny Board (Environment, Housing and Communities) will take place at **10am on Friday 6 December 2024**. There will be a pre-meeting for all members of the Scrutiny Board at **9.30am**.

Call-in Briefing Paper

Date: 21 November 2024

Report of: Head of Democratic Services

Report to: Scrutiny Board (Environment, Housing and Communities)

Will the decision be open for call in? Yes No

Does the report contain confidential or exempt information? Yes No

Brief summary

In accordance with the Council's Constitution, a key decision has been called in. The background papers to this decision are set out as a separate agenda item and appropriate witnesses have been invited to give supporting evidence.

This report advises the Scrutiny Board on the procedural aspects of calling in the decision.

In particular, the Board is advised that the call-in is specific to the key decision in question and issues outside of this decision, including other related decisions, may not be considered as part of the Board's decision regarding the outcome of the call-in.

Recommendations

- a) The Scrutiny Board is asked to note the contents of this report and to adopt the procedure as detailed within it.

What is this report about?

- 1 In accordance with the Council's Constitution, a key decision has been called in. This report advises the Scrutiny Board on the procedural aspects of calling in the decision.

What impact will this proposal have?

- 2 The call-in process provides the facility for the Scrutiny Board to require a decision taker to reconsider a decision within a specified period. This is a separate function from the Scrutiny Board's ability to review decisions already taken and implemented. The eligibility of a key decision for call-in is indicated on the Delegated Decision Notice.
- 3 The Board is advised that the call-in is specific to the decision taken and issues outside of this decision, including other related decisions, may not be considered as part of the Board's decision regarding the outcome of the call-in.

Reviewing the decision

- 4 Due to the unique nature of call-in, which includes the requirement to conclude the meeting with a recommendation in one sitting, it is important that the meeting has a managed framework. The Scrutiny Board is therefore recommended to adopt the following process:
 - For each call-in request the lead signatory/signatories or nominated representative is asked to outline the reasons for calling in the decision, defining their concerns and explaining what remedial action they wish to see. If the Chair has agreed in advance that the lead signatory may be accompanied by other witnesses, these witnesses will also be given the opportunity to briefly outline their concerns in relation to the decision in question.
 - The Executive Member(s) and/or officer(s) who are representing the decision maker will be asked to respond. If the Chair has agreed in advance for the decision-maker to be accompanied by other witnesses, these witnesses will also be given the opportunity to briefly provide a response.
 - Members of the Scrutiny Board will ask any questions and points of clarification of all participants.
 - A representative on behalf of each of the parties to the call-in requests will be invited to sum up. The representative of the decision maker will be invited to sum up first if they wish to do so. Following this, the lead signatory to each call-in request, or their nominated representative, will be invited to sum up having heard the discussion.
 - The Scrutiny Board will then proceed to make its decision in relation to the call-in as set out elsewhere in this agenda.
- 5 Having reviewed the decision, the Scrutiny Board will need to agree what action it wishes to take. In doing so, it may pursue one of two courses of action as set out below:

Option 1- Release the decision for implementation

- 6 Having reviewed this decision, the Scrutiny Board may decide to release it for implementation. If the Scrutiny Board chooses this option, the decision will be immediately released for implementation and the decision may not be called in again.

Option 2 - Recommend that the decision be reconsidered

- 7 The Scrutiny Board may decide to recommend to the decision maker that the decision be reconsidered. If the Scrutiny Board chooses this option a report will be submitted to the decision maker.
- 8 Where the decision was taken by an officer the report will be submitted to the relevant director.
- 9 A decision can either be varied following reconsideration or the original decision can be confirmed. In either case, this will form the basis of the final decision and will not be subject to any further call-in.

Failure to agree one of the above options

- 10 If the Scrutiny Board, for any reason, does not agree one of the above courses of action at this meeting, then Option 1 will be adopted by default, i.e. the decision will be released for implementation with no further recourse to call-in.

Formulating the Board's report

- 11 If the Scrutiny Board decides to release the decision for implementation (Option 1), then the Scrutiny Support Unit will process the necessary notifications and no further action is required by the Board.
- 12 If the Scrutiny Board wishes to recommend that the decision be reconsidered (Option 2), then it will be necessary for the Scrutiny Board to agree a report setting out its recommendation together with any supporting commentary.
- 13 Due to the timescales within which a call-in is required to operate, it is important that the principles of the Scrutiny Board's report be agreed at the meeting.
- 14 If the Scrutiny Board decides to pursue Option 2, it is proposed that there be a short adjournment during which the Chair, in conjunction with the Scrutiny Support Service, should prepare a brief statement proposing the Scrutiny Board's draft recommendations and supporting commentary. Upon reconvening, the Scrutiny Board will be invited to amend/agree this statement as appropriate.
- 15 This statement will then form the basis of the Scrutiny Board's report (together with information about the details of the called-in decision, lists of witnesses, evidence considered, members involved in the call-in process etc).
- 16 The Scrutiny Board is advised that there is no provision within the call-in procedure for the submission of a Minority Report.

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

Health and Wellbeing

Inclusive Growth

Zero Carbon

- 17 The background papers to the decision under consideration will make any relevant references to the council's three key pillars.

What consultation and engagement has taken place?

Wards affected:

Have ward members been consulted? Yes No

18 Prior to submitting a call-in, a nominated signatory must first contact the relevant Director/report author or Executive Member to discuss their concerns and their reasons for wanting to call-in the decision. Part of this discussion must include the member ascertaining the financial implications of requesting a call-in. The details of this discussion should be referenced on the call-in request form.

19 The background papers to this decision will refer to any internal or external consultation processes that have been undertaken in relation to the decision.

What are the resource implications?

20 The additional papers appended to later items on this agenda detail any significant resource and financial implications linked to the decision.

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

21 The additional papers appended to later items on this agenda detail any significant risks linked to the decision.

What are the legal implications?

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

23 The additional papers appended to later items on this agenda detail any significant legal implications linked to the decision.

Options, timescales and measuring success

What other options were considered?

24 A call-in is progressed in line with the procedures set out in section 4B of the Council Constitution - [Executive Decision-Making Procedures](#).

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

25 Where a decision is released, a call-in release form is sent to the relevant director to confirm that the decision can be implemented.

26 Where a decision is referred for reconsideration the Scrutiny Officer is required to prepare a report within three working days of the Scrutiny Board meeting, which will be submitted to the Executive Board, Health and Well-Being Board or senior Officer as appropriate.

27 In the case of the Executive Board the report will then be taken to the next public meeting. This will be considered alongside the original decision – with that decision either re-confirmed or a new decision taken. The outcome of that process – be it a re-confirmation or a new decision – cannot be subject to future call-in.

28 In the case of an officer decision, if the Decision Taker wishes to confirm the original decision, that decision shall be submitted to the next Executive Board meeting.

29 If the original decision was taken by the Health and Wellbeing Board or an officer, and the relevant Director is of the view that the original decision should be confirmed, but that urgency prevents them from submitting the decision to Executive Board;

- The Director shall obtain the approval of the relevant Executive Board Member before implementation;
- Details of the Executive Member approval, together with reasons of urgency will be included in the new delegated decision form; and
- The Director and relevant Executive Board Member will also be required to attend and give their reasoning to the next available meeting of the relevant Scrutiny Board

Appendices

- None

Background papers

- None

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Call-In: Parking Charges on District Car Parks

Date: 21 November 2024

Report of: Head of Democratic Services

Report to: Scrutiny Board (Environment, Housing and Communities)

Will the decision be open for call-in? Yes No

Does the report contain confidential or exempt information? Yes No

Brief summary

This report presents the background to a decision, which has been called in in accordance with the Council's Constitution.

Recommendations

- a) The Scrutiny Board (Environment, Housing and Communities) is asked to review this decision and to determine whether to either:
- Release the decision for implementation.
 - Recommend to the decision-maker that the decision should be reconsidered.

What is this report about?

- 1 In accordance with the Council's Constitution, a key decision has been called-in. The decision was taken by the Chief Officer Elections & Regulatory and Chief Officer Transportation & Highways and relates to **Parking Charges in District Car Parks**.
- 2 Leeds City Council's Call-In processes are set out within part 4 (Rules of Procedure) of the Council's constitution. Section 4B relates to [Executive Decision-Making Procedures](#) with call-in procedures detailed in paragraphs 8.1 to 8.2.7.

What impact will this proposal have?

- 3 The call-in process provides the facility for the Scrutiny Board to require a decision taker to reconsider a decision within a specified timeframe.
- 4 The Scrutiny Board is advised that the call-in is specific to the delegated decision and issues outside of this decision, including other related decisions, may not be considered as part of the Board's decision regarding the outcome of the call-in.

What consultation and engagement has taken place?

Wards affected:

Have ward members been consulted?

Yes

No

- 5 Prior to submitting a call-in request, a nominated signatory must first contact the relevant officer and/or Executive Member to discuss their concerns and their reasons for wanting to call-in the decision. Part of this discussion must include the Member ascertaining the financial implications of requesting a call-in. The detail of this discussion is referenced on the call-in request forms, which are appended to this report.
- 6 Appropriate Members and officers have been invited to attend the meeting to explain the decision and respond to questions from members of the Scrutiny Board (Environment, Housing and Communities).

What are the resource implications?

- 7 The appended Delegated Decision and the associated report reference resource and financial implications linked to the decision.

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

- 8 The appended report references any risk management issues linked to the decision.

What are the legal implications?

- 9 The appended report references any legal implications linked to the decision.

Options, timescales and measuring success

What other options were considered?

- 10 A Call-in is progressed in line with the procedures set out in section 4B of the Council Constitution - [Executive Decision-Making Procedures](#).

How will success be measured?

- 11 A Call-in is progressed in line with the procedures set out in section 4B of the Council Constitution - [Executive Decision-Making Procedures](#).

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

- 12 Where a decision is released, a call-in release form is sent to the relevant director to confirm that the decision can be implemented.
- 13 Where a decision is referred for reconsideration the Scrutiny Officer is required to prepare a report within three working days of the Scrutiny Board meeting, which will be submitted to the Executive Board, Health and Well-Being Board or senior Officer as appropriate.
- 14 In the case of the Executive Board the report will then be taken to the next public meeting. This will be considered alongside the original decision – with that decision either re-confirmed or a new decision taken. The outcome of that process – be it a re-confirmation or a new decision – cannot be subject to future call-in.
- 15 In the case of a decision by the Health and Well-Being Board or an officer, if the Decision Taker wishes to confirm the original decision, that decision shall be submitted to the next Executive Board meeting.

16 If the original decision was taken by the Health and Wellbeing Board or an officer, and the relevant Director is of the view that the original decision should be confirmed, but that urgency prevents them from submitting the decision to Executive Board;

- The Director shall obtain the approval of the relevant Executive Board Member before implementation;
- Details of the Executive Member approval, together with reasons of urgency will be included in the new delegated decision form; and
- The Director and relevant Executive Board Member will also be required to attend and give their reasoning to the next available meeting of the relevant Scrutiny Board

Appendices

- Appendix A - Copy of the completed Call-In request form 1
- Appendix B – Copy of the completed call-in request form 2
- Appendix C – Delegated Decision Notice.
- Appendix D – Report of the Chief Officer Elections & Regulatory & Chief Officer Highways and Transportation

Background papers

- None

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CALL IN REQUEST

Date of officer key decision/Executive Board minute publication: **13/11/2024**

Delegated decision ref: **D57783**

Executive Board Minute no: N/A

Decision description: **Parking charges on district car parks**

Discussion with Decision Maker:

Prior to submitting a Call In, a nominated signatory must first contact the relevant officer or Executive Member to discuss their concerns and their reasons for wanting to call in the decision. Part of this discussion must include the Member ascertaining the financial implications of requesting a Call In.

Please identify contact and provide detail.

- Director/author of delegated decision report.
 Executive Board Member

Detail of discussion (to include financial implications)

Cllr Harrington held a discussion with the Director of Communities, Housing and Environment to discuss concerns and reasons for wanting to call in the decision. These included: the impact of the charges on district economies and local businesses, the potential for displaced parking and highways issues, whether the proposals would raise the funds anticipated, whether an impact assessment has been conducted.

It was confirmed during the discussion that there would be no significant financial implications as a result of the decision being called-in.

Reasons for Call In:

All requests for Call In must detail why, in the opinion of the signatories, the decision was not taken in accordance with the principles set out in Article 13 of the Council constitution (decision making) (principles of decision making) or where relevant issues do not appear to be taken into consideration. *Please tick the relevant box(es) and give an explanation.*

x	Proportionality (ie the action must be proportionate to the desired outcome)
x	Due consultation and the taking of professional advice from officers
	Respect for human rights
	A presumption in favour of openness
x	Clarity of aims and desired outcomes
x	An explanation of the options considered and details of the reasons for the decision
	Positive promotion of equal opportunities
	Natural justice

Explanation

There are concerns around the clarity of the aims and desired outcomes of this decision. Potential outcomes of the decision may be to discourage visitors from using these district centres, as people are put off by having to pay to park where it was previously free to do so. The lack of a cash option to pay the charges may also deter some users. This would have a negative impact on the local district economy in these areas, affecting the businesses and the vitality of high streets, working against the Council priority to encourage inclusive growth.

The claim at paragraph 14 that the proposals will support local economies by “increasing turnover of spaces in district car parks” seems misconceived, since the greater motivating factor will be to discourage visitors from using the car parks in the first place. Charity shops may also lose customers and workers as a result of the charges, challenging their viability.

Parking may also be displaced onto surrounding streets, causing highways issues. Whilst this is mentioned as a risk in the report, there is insufficient detail as to how this might be mitigated. There are questions as to whether the proposals will actually raise the anticipated income, if visitor numbers decline, meaning the desired outcome of additional revenue may not be achievable. In this way, charging is also disproportionate, since its negative effects (reduced number of visitors) are greater and wider than the income that is hoped to be raised.

There are questions as to whether an impact assessment has been conducted to assess the impact of the charges on the district economies; such an assessment may have revealed a greater risk than the alternatives.

In respect of an explanation of the options considered, the report suggests that leaving the car parks free of charge or introducing limited waiting would be options, but dismisses them as not meeting the budget assumptions. There is insufficient detail on alternative proposals that might have conceivably raised the required funds without risking the deterrence effect that charging produces.

In terms of due consultation, the report notes the huge response rate and opposition to the proposals. The scale of this response shows the very real concerns that local people have about the effect of the proposals, and should not be dismissed, and yet the proposals are moving forward in the face of this opposition.

Leeds City Council Scrutiny Support

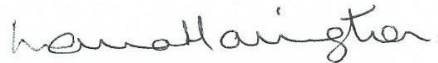
A Call In request may be made by a **minimum** of:

5 non-executive Members of council from the **same political group**;

or;

2 non-executive Members of council if **they are not from the same political group**.

This Call In request should be submitted to Scrutiny Support, 1st Floor West, Civic Hall by 5.00pm by no later than the fifth working day after the decision publication date. The following signatories (**original signatures only**) request that the above decision be called in.



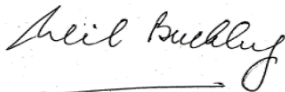
Nominated Signatory
Print name Councillor Norma Harrington
Political Group Conservative Group




Signature
Print name Councillor Caroline Anderson
Political Group Conservative Group




Signature
Print name Councillor Matthew Robinson
Political Group Conservative Group



Signature
Print name Councillor Neil Buckley
Political Group Conservative Group



Signature
Print name Councillor Lyn Buckley
Political Group Conservative Group


Signature
Print name Councillor Conrad Hart-Brooke
Political Group Liberal Democrat Group


Signature
Print name Councillor Mark Dobson
Political Group Garforth and Swillington Independents Group

Signature.....
Print name
Political Group.....

Signature.....
Print name
Political Group.....

Signature.....
Print name
Political Group.....

Signature.....
Print name
Political Group.....

For office use only: (box A)

Received on behalf of the Head of Democratic Services by:

Rebecca Atherton

Date: 13/11/24

Time: 7.30am

SSU ref: 2004/25-83

For office use only: (box B)

Exemption status
checked:

Call In authorised: Rebecca Atherton

Date checked:

Signed: Rebecca Atherton

Signatures checked:

Date: 13 November 2024

Receipts given:

Validity re article 13

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CALL IN REQUEST

Date of decision publication:

Delegated decision ref: D57783

Executive Board Minute no: Minute

Decision description: Parking charges on district
car parks

Discussion with Decision Maker:

Prior to submitting a Call In, a nominated signatory must first contact the relevant officer or Executive Member to discuss their concerns and their reasons for wanting to call in the decision. Part of this discussion must include the Member ascertaining the financial implications of requesting a Call In.

Please identify contact and provide detail.

- Director/author of delegated decision report. James Rogers
- Executive Board Member

Detail of discussion (to include financial implications)

No financial implications of call in, as it will not delay decision for any significant time.
James understands the reason for the call-in.

Reasons for Call In:

All requests for Call In must detail why, in the opinion of the signatories, the decision was not taken in accordance with the principles set out in Article 13 of the Council constitution (decision making) (principles of decision making) or where relevant issues do not appear to be taken into consideration. *Please tick the relevant box(es) and give an explanation.*

<input type="checkbox"/>	Proportionality (ie the action must be proportionate to the desired outcome)
<input type="checkbox"/>	Due consultation and the taking of professional advice from officers
<input type="checkbox"/>	Respect for human rights
<input type="checkbox"/>	A presumption in favour of openness
<input type="checkbox"/>	Clarity of aims and desired outcomes
<input type="checkbox"/>	An explanation of the options considered and details of the reasons for the decision
<input checked="" type="checkbox"/>	Positive promotion of equal opportunities
<input type="checkbox"/>	Natural justice

Explanation

Outer north east, including Wetherby, is the only area of Leeds with no train and no plan for mass-transit, therefore we need a better than average bus service. We have an infrequent, unreliable bus service, that takes an hour into Leeds, and Harrogate and does not connect many of the villages that feed in. Therefore, many employees travel by car and currently park for free. In addition, Wetherby has ~~many~~ charity shops whose staff are almost all volunteers.

- o Parking charges will hit the poorest in the community.
- o Will deter workers needed for businesses
- o Will reduce visitors, reduce footfall, sales & profit of businesses.
- o Will prevent volunteers working in charity shops & elsewhere in town, travelling in from areas with no bus service
- o The effect will be the decline of Wetherby as a business centre & market town.

Leeds City Council Scrutiny Support


A Call In request may be made by a minimum of:


5 non-executive Members of council from the **same political group**;


or;


2 non-executive Members of council if **they are not from the same political group**.


This Call In request should be submitted to Scrutiny Support, 1st Floor West, Civic Hall by 5.00pm by no later than the fifth working day after the decision publication date. The following signatories (**original signatures only**) request that the above decision be called in.

Nominated Signatory	
Print name Councillor	PENNY STABLES
Political Group	GREEN

Signature	
Print name Councillor	TIM GOODALL
Political Group	GREEN

Signature	
Print name Councillor	ED CARUSLE
Political Group	GREEN

Signature	
Print name Councillor	Mother Ali
Political Group	Green.

Signature	
Print name Councillor	LOVISA WAINWRIGHT
Political Group	GREEN.

Leeds City Council Scrutiny Support

For office use only: (box A)

Received on behalf of the Head of Democratic Services by:

Rebecca Atherton
.....(signature)

Date: 13/11/24 Time: 9.22am SSU ref: 2024/25-83

For office use only: (box B)

Exemption status
checked: Y

Call In authorised: Rebecca Atherton

Date checked: Y

Signed: Rebecca Atherton

Signatures checked: Y

Date: 13 November 2024

Receipts given: Y

Validity re article 13 Y

Delegated Decision Notice

PART A¹

Use this form to record the fact that an officer or the Leader is going to take or has taken a key decision or a publishable administrative decision.

(See Article 13 for definitions of categories of decision, and the Executive and Decision Making Procedure Rules for requirements in relation to publication.)

Decision type	<input checked="" type="checkbox"/> Key Decision	<input type="checkbox"/> Publishable Administrative Decision
Reason for publication	<input type="checkbox"/> In excess of £500,000 <input checked="" type="checkbox"/> Significant Impact in an area the size of one ward or more	<input type="checkbox"/> Over £250,000 <input type="checkbox"/> Below £250,000 and other reason for publication
	Date added to List of Forthcoming Key Decisions: 3 rd September 2024	
Director²	Director of Communities, Housing & Environment	
Contact person:	Mark Jefford	Telephone number: 378 9751
Subject³:	District Car Park charges	
What decision will be / has been taken?	The decision maker has approved the recommendations set out in the report attached. In addition the decision maker approves the decisions set out below This is a key decision and is subject to call in.	
Decision details:	Set out in report attached. <input checked="" type="checkbox"/>	
EDCI	Screening attached . <input checked="" type="checkbox"/>	Assessment (EIA) attached <input type="checkbox"/>
Approval of publication of Decision	Authorised decision maker ⁴ Chief Officer Elections and Regulatory- John Mulcahy	
	Signature 	Date 5 November 2024
Approval of publication of Decision	Authorised decision maker ⁵ - Chief Officer Highways and Transportation- Gary Bartlett	
	Signature 	Date 5 November 2024

¹ Complete for ALL publishable decisions (key and administrative)

² Director with delegated responsibility set out in Constitution for function to which decision relates.

³ If the decision is key and has appeared on the list of forthcoming key decisions, the title of the decision should be the same as that used in the list

⁴ Give the post title and name of the officer with appropriate delegated authority set out in Director's sub-delegation scheme.

⁵ Give the post title and name of the officer with appropriate delegated authority set out in Director's sub-delegation scheme.

Delegated Decision Notice

Information for monitoring purposes Approximate value⁶	Proposed Expenditure	Anticipated Saving	Anticipated Income
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⁶ Over lifetime of decision (or one year if decision open-ended)

Delegated Decision Notice

PART B URGENT KEY DECISIONS AND APPROVALS ONLY

Complete Part B for key decisions only where urgency provisions have been used.

List of Forthcoming Key Decisions⁷	If Special Urgency or General Exception a brief statement of the reason why it is impracticable to delay the decision
	If Special Urgency agreement of Scrutiny Chair that decision is urgent and cannot reasonably be deferred. Relevant Scrutiny Chair: Signature Date

Publication of report⁸	If not General Exception or Special Urgency but published at short notice, the reason why not possible to give five clear working days notice of the report prior to decision being taken:
	If report published at short notice relevant Executive member's approval. Relevant Executive Member: Signature Date

Call In⁹	Is the decision available for call-in? <input type="checkbox"/> Yes <input type="checkbox"/> No
	If exempt from call-in¹⁰ , the reason why decision is urgent (i.e. that any delay would prejudice the interests of the council or the public):

Following Call In¹¹	If decision confirmed by Director following call-in , the reason why the decision is urgent and cannot reasonably be deferred until considered by Executive Board:
	Agreement of relevant Executive Member that decision is urgent and cannot be deferred: Relevant Executive Member:
	Signature Date

⁷ See Rule 5.1 to 5.3 of the Executive and Decision Making Procedure Rules for further detail.

⁸ See Rule 5.4 of the Executive and Decision Making Procedure Rules for further detail

⁹ See Rule 8 of the Executive and Decision Making Procedure Rules for further detail.

¹⁰ Remember to add a decision in Part A so that decision maker determines that decision is exempt from call-in.

¹¹ See Rule 8.2.6.a of the Executive and Decision Making Procedure Rules for further detail.

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District Car Park Charges

Date: 30th October 2024

Report of: Parking Manager

Report to: Chief Officer Elections & Regulatory & Chief Officer Highways & Transportation

Will the decision be open for call in?

Yes No

Does the report contain confidential or exempt information?

Yes No

PPV to check consistency around objections coming back to Board

Brief summary

This report outlines the response to proposals to introduce car park charges at 6 district car parks following recent public consultation. A modest parking charge would be introduced and drivers would pay a charge for each visit, with a season ticket option available for regular visitors. Payment methods would be by card at the machine or mobile phone. Blue Badge holders would be exempt from paying car park charges.

The consultation results highlight clear opposition in principle to introducing charges, but acknowledgement that some car parks are busy and that it can be difficult to get a space. A minority of people prefer to use cash with the majority choosing card or app payment.

Following representations received during the consultation the proposal has been amended to offer a period of free parking at all sites.

This report sets out the relevant legal requirements and key considerations required to implement all necessary arrangements to the Chief Officer, Highways and Transportation as per the Council's scheme of delegation for the introduction of off-street charging at the locations specified above.

This report therefore sets out the consultation analysis, concludes the need to introduce charging and seeks approval to move to the formal stages of the introduction of car park charging in the public car parks shown in appendix one, along with approval to commence the Parking Places Order (PPO) procedure. It should be noted there will be statutory public consultation as part of the PPO procedure.

Recommendations

The Chief Officer, Elections and Regulatory is recommended to:

- a) To note the findings of the report and support the principle of the introduction of car park charges at the following car parks: **Page 20**
Wetherby & Station Gardens in Wetherby;

Fink Hill in Horsforth; Barleyhill Road in Garforth; Marsh Street in Rothwell & Netherfield Road in Guiseley.

- b) Note, subject to the Parking Places Order (PPO) being sealed and made, that the Chief Officer, Elections and Regulatory is delegated to operate the off-street car parking and associated decriminalisation and issuing of parking contravention notices.

The Chief Officer, Highways & Transportation is requested to:

- c) Instruct the City Solicitor to advertise a draft Parking Places Order in respect of those off-street car parks detailed in Appendix 1, and if no valid objections are received, to make and seal the Order as advertised. If valid objections are received, these will be reported to the Chief Officer for further consideration; and
- d) Note the timescales for implementation and that before and after surveys will be undertaken in the streets around the above car parks and that, should further restrictions be required, these will be, subject to further recommendations, fully funded by Communities Housing & Environment and reported to the Chief Officer, Highways & Transportation.

What is this report about?

- 1 This report outlines the response to initial proposals to introduce car park charges at 6 district car parks and seeks approval for the introduction of car park charging at Wilderness & Station Gardens in Wetherby; Fink Hill in Horsforth; Barleyhill Road in Garforth; Marsh Street in Rothwell & Netherfield Road in Guiseley, along with approval to commence the Parking Places Order (PPO) procedure as set out in the recommendations.
- 2 Parking in other car parks managed by the Council in these districts will remain free as will all on street parking.
- 3 Originally there were separate proposals for Wetherby and for the car parks in the other 4 districts, and so far reporting and consultation has been done separately for each. The proposals were slightly different with Wetherby offering a free parking period that was not offered in the other districts. As the proposals are very similar, and are now following the same timetable, they have now been combined to avoid duplication.
- 4 There were 2 consultations. Wetherby ran from 5th December 2023 until 21st January 2024. Garforth, Guiseley, Horsforth & Rothwell (GGHR) ran from 4th December until 11th January. There were 1100 responses to the Wetherby proposal and 4134 responses to the GGHR proposal. This is non statutory consultation and informs the decision on the principle of introducing charges in these specific car parks. The location of each car park is shown at Appendix One.
- 5 A summary of the proposals is as follows.
 - Parking charges to be introduced at Wilderness, Station Gardens, Fink Hill, Barleyhill Road, Marsh Street & Netherfield Road Car Parks.
 - Drivers would pay a charge for each visit, although there is potential for a season ticket option to be introduced for those who regularly visit.
 - 'Blue Badge' holders would be exempt from paying car park charges.
 - Payment will be made by credit or debit card or mobile phone. Cash payments are not proposed due to the problem of theft and vandalism.
 - The possible need for measures to prevent overspill parking by introducing new traffic restrictions would be assessed during the PPO process and also once the charges have been introduced.

- 6 The original proposal was to charge all vehicles using the GGHR car parks during the charging period. Following representations received during the consultation this has now been amended so that the first hour is free. This was already proposed in Wetherby.
- 7 The survey included a comments section and 289 respondents to the GGHR survey suggested a free hour. This will allow free parking for drivers making short stops for shopping, collecting and dropping off goods, dog walking etc and should mitigate the impact on local businesses. Encouraging shorter stays allows for a greater turnover of spaces.
- 8 Provision has been made to introduce Traffic Regulation Orders (TROs) if required to manage and control parking on the adjacent highway, for example, the introduction of double yellow lines. This is detailed below.
- 9 The suggested prices are as follows. They include the 15p fee for making a card transaction.

Charging hours Monday – Saturday 8am – 6pm

Up to 1 hour free. For longer stays :

Up to 2 hours £1.15

Up to 3 hours £1.65

Up to 4 hours £2.15

Up to 5 hours £2.65

Up to 6 hours £3.15

Up to 7 hours £3.65 (daily maximum charge)

Weekly ticket £12.15

- 10 Lower prices are proposed at Station Gardens in Wetherby. Due to its location this car park is not currently used by commuters. However, if changes are introduced at Wilderness it will be the only free long stay car park in the town and therefore it is considered likely that displacement would occur. The proposal at Station Gardens is therefore intended to support the charges at Wilderness. As many sports teams use it the free parking period has been extended to 3 hours. In the other districts we are not proposing to introduce charges in more than one car park.

Station Gardens

Charging hours Monday – Saturday 8am – 6pm

Up to 3 hours free

£2.15 daily charge after that

Weekly ticket £10.15

What impact will this proposal have?

- 11 The introduction of a modest charge for car parking would enable improvement works to be carried out as well as meet costs associated with maintaining car park areas. This will improve the standard of both facilities as currently there are no budget resources to fund this work.
- 12 It is recognised that there may be the potential for displaced parking onto the adjacent highway network. Any obstruction to the highway or any other resulting road safety concern would be closely monitored before the implementation of new restrictions through a TRO is considered. Provision has therefore been made to introduce TROs if required to

manage and control parking on the adjacent highway, for example the introduction of double yellow lines.

13 The proposal seeks to address the concerns raised during consultation.

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

Health and Wellbeing Inclusive Growth Zero Carbon

14 The scheme is intended to contribute to the Council's Best City Ambitions of Inclusive Growth, Health and Wellbeing and Zero Carbon, tackling congestion by encouraging motorists to change to different modes of transport and supporting local economies by increasing turnover of spaces in district car parks.

What consultation and engagement has taken place?

Wards affected: Horsforth , Garforth & Swillington, Guiseley & Rawdon, Rothwell, Wetherby

Have ward members been consulted? Yes No

15 Wetherby Consultation

The consultation commenced on Tuesday 5th December and ended on Sunday 21st January. Posters were displayed at both sites containing details of how to respond with paper copies made available at Wetherby Town Hall and links to the survey were widely shared on social media. Overall, 1100 people completed the survey.

Appendix 2 provides a summary analysis of the results. Whilst there is clear opposition, there is some support for the detailed aspects of the proposal with examples as follows:

- A majority of respondents (58%) report difficulty in finding a space
- There is a clear majority (82%) in favour of 'blue badge' holders going free.
- A minority of people (21%) use cash to make payment with the majority choosing card or app payment.

16 A briefing was provided to local ward members who did not support the proposals. This was followed by a public meeting, where attendees were generally in opposition, and a meeting of Wetherby Town Council meeting. The Town Council passed a motion opposing the changes and wrote to the Council (full text at appendix 4). There was also a petition organised with 5069 signatures (full text at appendix 4).

17 Garforth, Guiseley, Horsforth & Rothwell consultation

The consultation commenced on Monday 4th December and ended on Thursday 11th January. Posters were displayed at all sites containing details of how to respond with paper copies made available on request. The survey was promoted through Communications team and links to the survey were widely shared on social media. Overall 3675 people completed the survey and 4134 responses were received as some people commented on more than one site.

Car Park	Responses
Fink Hill	672
Barleyhill Road	1,173
Marsh Street	1,841
Netherfield Road	448
total	4,134

18 Appendix 3 provides a summary analysis of the results. The proposal was not supported with 84 % of Wetherby and 90% of GGHR respondents opposed. Whilst there is clear opposition, there is some support for the detailed aspects of the proposal with examples as follows:

- Half the respondents (50%) report difficulty in finding a space
- A minority of people (21%) use cash to make payment with the majority choosing card or app payment.

19 A briefing was provided to local ward members and the proposal was widely reported in local press and social media. Two petitions opposing the proposal were received, from Horsforth (733 signatures) and Guiseley (1375 signatures). The text of these petitions is at appendix 5.

What are the resource implications?

20 It is not proposed that a decision on introducing charges is made at this stage as this will come at the end of the PPO process, however for budget purposes, financial projections for introducing charges are as below :

Car Park	Annual revenue
Barleyhill Road	£25,500
Netherfield Road	£49,000
Fink Hill	£20,500
Marsh Street	£56,500
Wilderness	£147,000
Station Gardens	£37,000
Total	£335,500

21 This takes account of prudential borrowing costs associated with capital improvements along with other revenue costs and costs associated with purchasing equipment and implementing traffic regulation orders.

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

22 It is clear from the consultation analysis that there is opposition in principle with 89% of respondents disagreeing with the proposal on average (the range was 84% - 96% opposed across the 6 sites). This is not surprising given that people are being asked to pay for something that they have considered to be free.

23 It is recognised that there may be the potential for displaced parking onto the adjacent highway network. Any obstruction to the highway or any other resulting road safety concern would be closely monitored before the instigation of the Parking Place Orders. Highways & Transportation’s Traffic Engineering service will support this approach by conducting detailed before and after surveys of the surrounding roads and reporting the results to the relevant Chief Officers.

24 Subject to the findings of these before/after surveys recommendations for additional Traffic Regulation Orders to manage parking using No Waiting “At Any Time” restrictions will be prepared and presented to the Chief Officer (Highways & Transportation). Any additional TRO and accompanying works will be funded by Communities and Environment and go through the appropriate statutory reporting process.

What are the legal implications?

- 25 An assessment has been made of the deeds relating to these car parks and there is nothing within any of them that prevents the introduction of car parking charges.
- 26 The Chief Officer, Highways & Transportation will be required to consider all objections received following publication of the order.
- 27 The Council has the power to provide off-street parking places alongside the No waiting at any Time under the Road Traffic Regulation Act 1984 alongside Local Authorities' Traffic Orders (Procedure) (England and Wales) Regulations 1996. Those powers include introducing a charge for car parking and the enforcement of that charge. The procedure for making a car park Order includes requirements for advertising and consultation, and consideration of the objections, if received.
- 28 Whilst it is proposed that Blue Badge Holders are exempt from charging, enforcement for parking in these bays for non badge holders will be via Penalty Charge Notice.
- 29 The charge in the event of non-payment is as follows - A penalty charge of £70 on the issue of a Penalty Charge Notice (PCN) for higher level contraventions and £50 on the issue of a PCN for lower level contraventions in accordance with the Civil Enforcement of Parking Contraventions (Guidelines on Levels of Charges) (England) Order 2007, but discounted by 50% if payment is received within 14 days of the issue of the PCN or within 21 days for PCNs issued by post. The Chief Officer, Elections and Regulatory is delegated to operate the off-street car parking and associated decriminalisation and issuing of parking contravention notices as set out in the recommendations.
- 30 In preparing and determining the proposals set out in this report, the Council is required to have regard to the provisions of the Equality Act 2010. It is considered that the proposals set out in this report are proportionate.
- 31 This is a key decision and is subject to call in.

Options, timescales and measuring success

What other options were considered?

- 32 The alternative options would be to either leave the car parks free of charge as they are now or to introduce other controls such as limited waiting. However, neither option would generate the revenue needed to meet budget assumptions. During the consultation process several representations have been received, and 3520 people made a comment on the surveys, but no firm suggestions have been received that would replace the expected revenue from these proposals.

How will success be measured?

- 33 Success will be measured by the introduction of car park fees increasing turnover of spaces and reducing congestion without a negative impact on the economic viability of these areas as district centres.

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

- 34 Parking Place Orders to implement charging will be developed and implemented by Parking Services in conjunction with Traffic Engineering.
- 35 Subject to the outcome of the statutory process, the order will either be abandoned or, if the Order is proceeded with, it is anticipated that this would take around 5 months to move to implementation. Once this is completed, then preparations could be made on site to

install signage and payment machines anticipated to be completed within one month of PPO implementation.

- 36 Advance surveys will be undertaken prior to the implementation of any PPO. Post-implementation surveys will take place around 3 months following the introduction of charges, to allow any change in behaviours to take effect.
- 37 Any required TRO will be implemented following recommendations to the Chief Officer (Highways & Transportation). TROs typically take 6-9 months to implement depending on the level of objections received.

Appendices

1. Car park locations
2. Analysis of consultation results Wetherby
3. Analysis of consultation results Garforth, Guiseley, Horsforth and Rothwell
4. Other responses Wetherby
5. Other responses Garforth, Guiseley, Horsforth and Rothwell
6. Equality, Diversity, Cohesion and Integration (EDCI) screening

Background papers

None.

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Appendix One: Car park locations

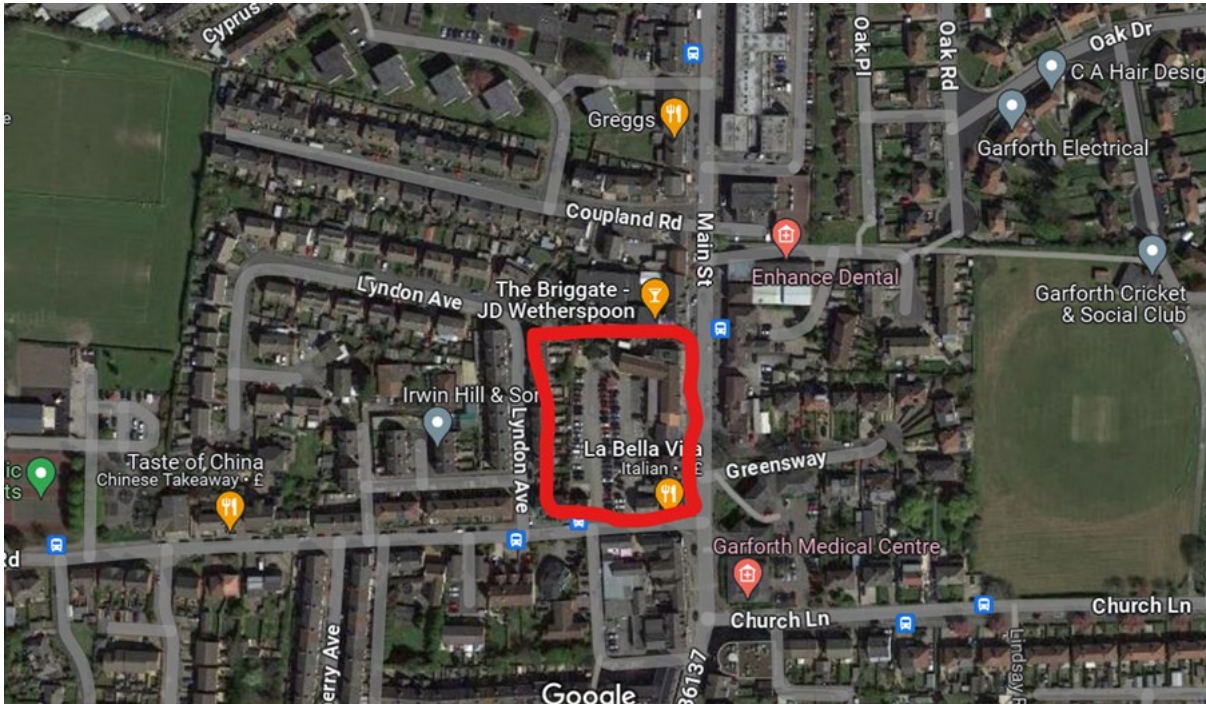
Station Gardens & Wilderness, Wetherby



Fink Hill, Horsforth



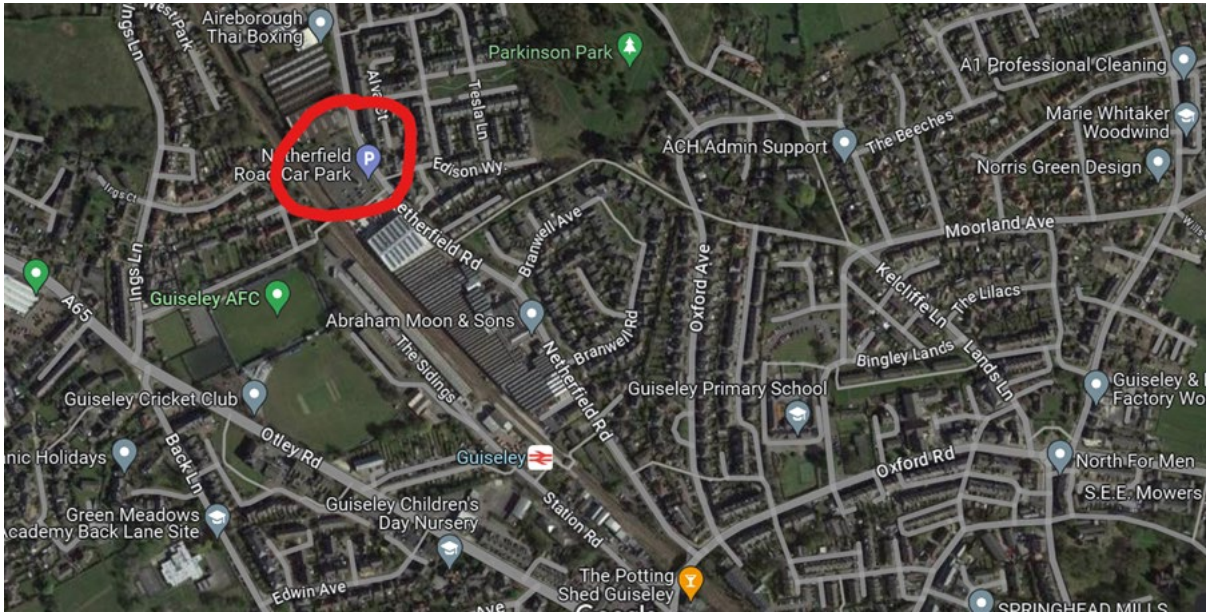
Barleyhill Road, Garforth



Marsh Street, Rothwell



Netherfield Road, Guiseley

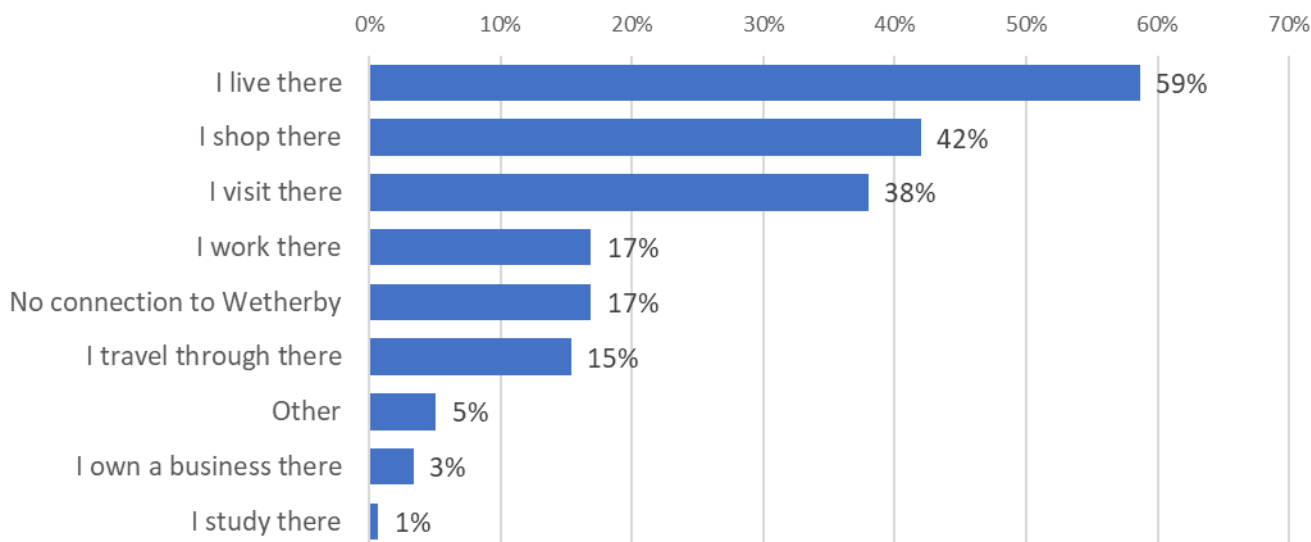


Appendix Two: Analysis of Consultation Results

Wetherby

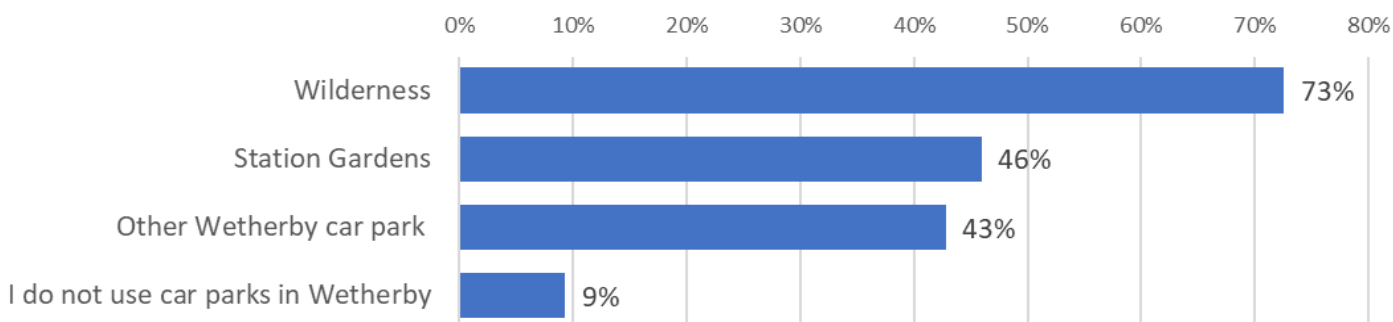
1) What is your connection to the area?

Respondents could select more than one option for this question. A total of 59% respondents said they work in the area. 42% of respondents shop in the area, while 38% visit.



2) Which car park/s do you use? (Please tick all that apply)

Respondents could select more than one option for this question. In total, 73% of respondents use the Wilderness car park and 46% use Station Gardens car park. 43% of respondents said they use another Wetherby car park.



3) Please tell us how often on average you use the car park/s

Almost half of respondents visit the car park/s once or twice a week (47%), followed by those who visit daily or almost daily (30%).

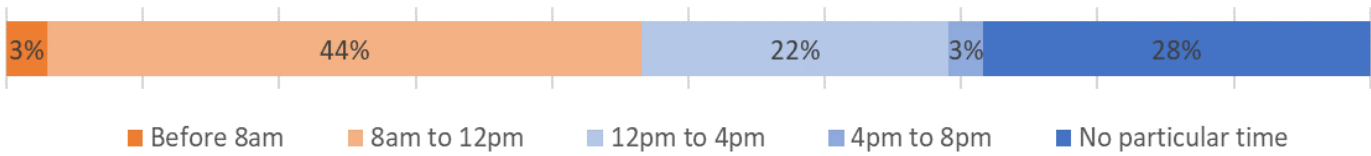


■ Daily or almost daily ■ Once or twice a week ■ Twice a month ■ Once a month

■ Once or twice every three months ■ Less often ■ I do not use the car parks

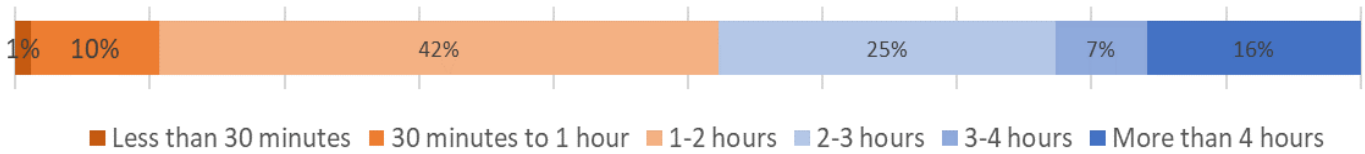
4) At what time do you usually visit?

In total, 44% of respondents visit the car park/s between 8am and 12pm. 3% of respondents visit before 8am and a further 3% after 8pm.



5) How long do you usually stay?

A total of 42% of respondents visit the car park/s for 30 minutes to 1 hour. 16% of respondents stay for more than 4 hours.



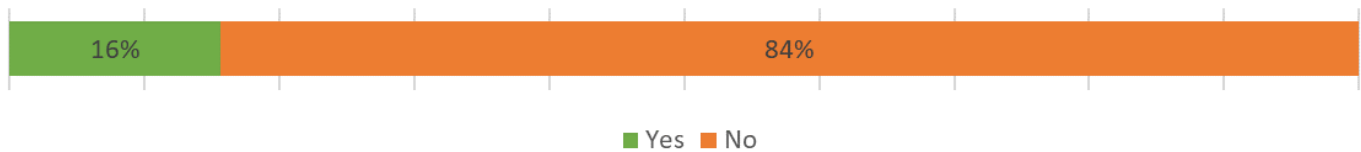
6) Do you ever have difficulty finding a parking space?



More than half of respondents have difficulty finding a parking space (58%).

7) Do you agree with the proposal to introduce a parking fee at Wilderness car park?

The majority of respondents do not agree with the proposal to introduce parking fees at Wilderness car park (84%), with 16% in agreement with the proposal.



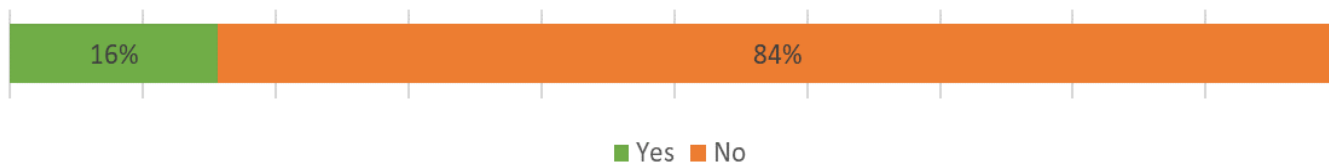
Comments on the proposal for Wilderness car park – Of the 921 respondents who do not agree with the proposal, 729 left a comment (79%). A representative sample of the comments from those who do not agree with the proposal was analysed and categorised into themes. Some comments included more than one theme.

Theme of comments	% of comments
Negative impact on Local Businesses:	34%
I/ others would stop visiting	30%
Negative impact on local workers	13%
Poor public transport/access	12%
Road congestion/ dangerous parking	10%

Free Parking is an attraction	6%
Profiteering/ money making scheme	5%
Pressure on other car parks	5%
Concerns about payment method	4%
Accessibility and Inclusivity	4%
Cannot afford the cost	3%
Access to exercise/physical/mental wellbeing	2%
I would need to find alternative parking	2%
Council tax, budget and Priorities	2%
Concerns about fees rising	2%
Longer free time limit	2%
Miscellaneous	1%
Concerns about enforcement and admin	1%
Specific Suggestions	1%

8) Do you agree with the proposal to introduce a parking fee at Station Gardens car park?

The majority of respondents do not agree with the proposal to introduce parking fees at station Gardens car park (84%), with 16% in agreement with the proposal.



Comments on the proposal for Station Gardens car park – Of the 913 respondents who do not agree with the proposal, 662 left a comment (73%). A representative sample of the comments from those who do not agree with the proposal was analysed and categorised into themes. Some comments included more than one theme.

Theme Of comments	% of comments
Access to exercise/physical/mental wellbeing	30%
See response for Wilderness	27%
I/ others would stop visiting	13%
Road congestion/ dangerous parking	11%
Miscellaneous	11%
Negative impact on Local Businesses:	10%
Poor public transport/access	4%
Cannot afford the cost	3%
Accessibility and Inclusivity	3%

Free Parking is an attraction	3%
profiteering/ money making scheme	3%
Impact on local workers	3%
Concerns about enforcement and admin	3%
Concerns about payment method	2%
I would need to find alternative parking	1%
Pressure on other car parks	1%
Longer free time limit	1%

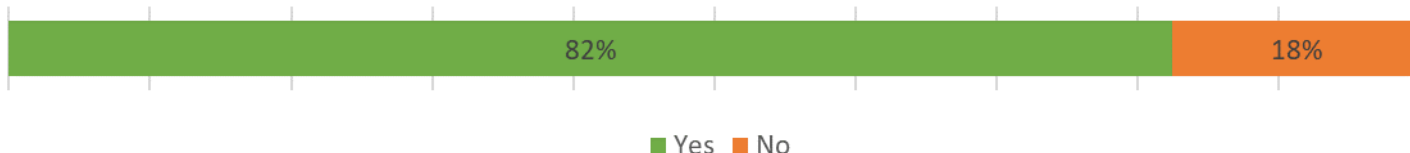
9) How do you prefer to pay for car parking when you visit a pay and display car park?

In total, 40% of respondents prefer to pay with credit or debit card at pay and display car parks. 1% of respondents prefer to pay by ringing the number on the sign.



10) Do you agree that disabled Blue Badge holders should park for free?

Altogether, 82% of respondents agree that Blue Badge holders should park for free, while 18% do not



agree.

Comments on disabled Blue Badge holders – Of the 189 respondents who do not agree with the proposal, 146 left a comment (77%). A representative sample of the comments from those who do not agree was analysed and categorised into themes. Some comments included more than one theme.

Theme Of comments	% of comments
No reason to be free	40%
Agreed they should get free parking	17%
Everyone should have free parking	16%
Disabled don't necessarily have less money	14%
Unfair to non Blue Badge holders	13%
It is/ will be abused	8%
Not what blue badge is for	5%
They have money/ get benefits	5%

They should pay reduced fee	3%
Miscellaneous	1%

11) Do you have any ideas or suggestions for how parking availability in Wetherby could be improved? –
 In total, 652 people left a comment, which was 59% of all respondents. A representative sample of the comments was analysed and categorised into themes. Some comments included more than one theme.

Theme Of comments	% of comments
No issue with current parking situation	35%
More parking space/land needed	17%
Introduce Park and Ride	13%
Opposition to parking charges	13%
Better public transport	8%
Have time limited/ longer free period	8%
More enforcement	6%
Miscellaneous	5%
Mercure Hotel site	3%
Permit so residents/workers park for free	2%
More/better signage	2%
Flooding issues/prevention	1%
Higher parking charges	1%
Remove parking restrictions on roads	1%
Allow motorhome parking	1%
More parking restrictions	1%
Stop building new homes	1%
Improve Crossley Street car park	1%

12) Please share any other views or suggestions you would like to make regarding car park charging proposals in Wetherby – In total, 469 people left a comment, which was 43% of all respondents. A representative sample of the comments was analysed and categorised into themes. Some comments included more than one theme.

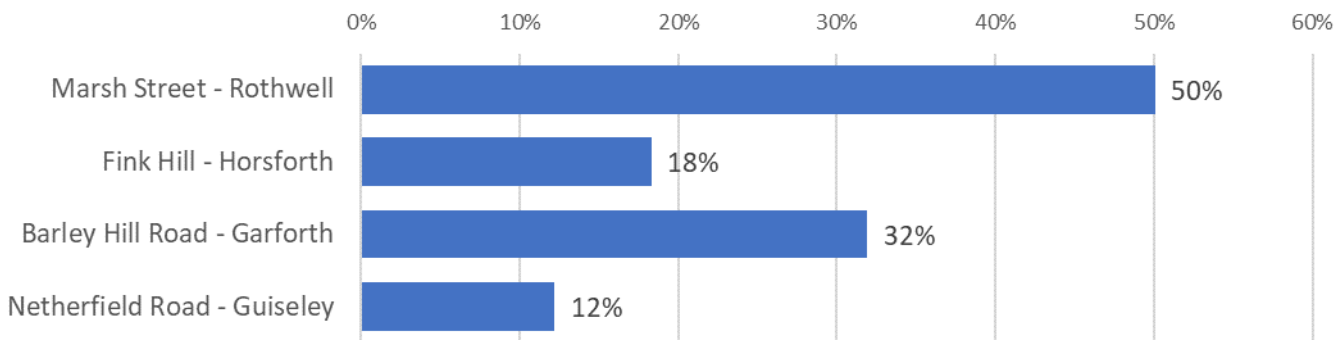
Theme Of comments	% of comments
Opposition to charges	72%
Negative impact on Local Businesses	17%
Poor public transport/access	9%
Profiteering/ money making scheme	8%
Specific Suggestions	7%

Miscellaneous	7%
I/ others would stop visiting	6%
People will park on residential streets	6%
Concerns about payment method	5%
Free Parking is an attraction	4%
Permit for workers and locals	4%
Agreement with/ understand charges	3%
Would not be able to afford the cost	3%
Negative impact on local workers	2%
Pressure on other car parks	1%
Concerns about fees rising	1%
Longer free time limit	1%
Road Congestion/ dangerous parking	1%

Appendix Three: Analysis of Consultation Results

Garforth, Guiseley, Horsforth & Rothwell

- 1) Which of the following car parks do you wish to comment on? Note that you will be asked a series of questions for each car park you select.

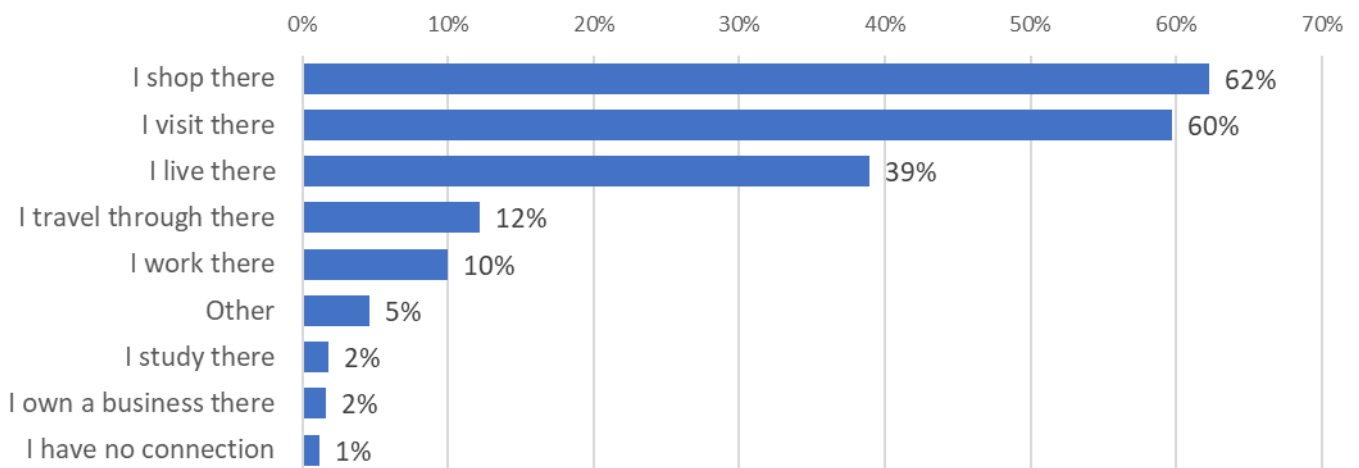


Marsh Street Car Park – Rothwell

In total 1841 respondents provided feedback on Marsh Street.

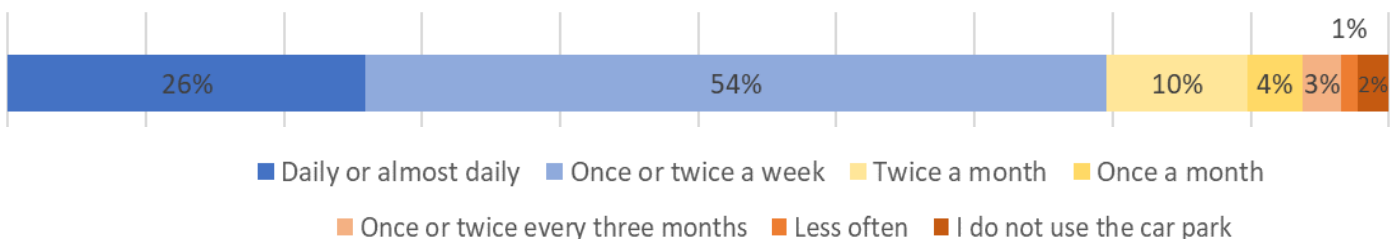
- 2) What is your connection to Marsh Street car park?

Respondents could select more than one option for this question. A total of 62% of respondents shop in the area, closely followed by those who live in the area (60%).



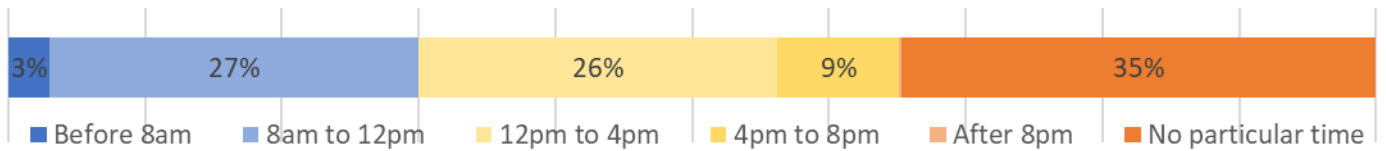
- 3) Please tell us how often on average you use Marsh Street car park:

Over half of respondents visit the car park once or twice a week (54%), followed by those who visit daily or almost daily (26%).



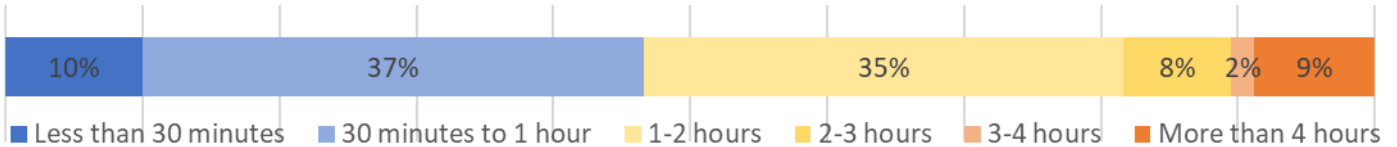
- 4) At what time of day do you usually arrive?

Over half of respondents usually arrive between either 8am and 12pm (27%) or between 12pm and 4pm (26%).



5) How long do you usually stay?

In total, 37% of respondents usually stay for 30 minutes to 1 hour, closely followed by those who stay for 1 to 2 hours (35%). 9% usually stay for more than 4 hours.



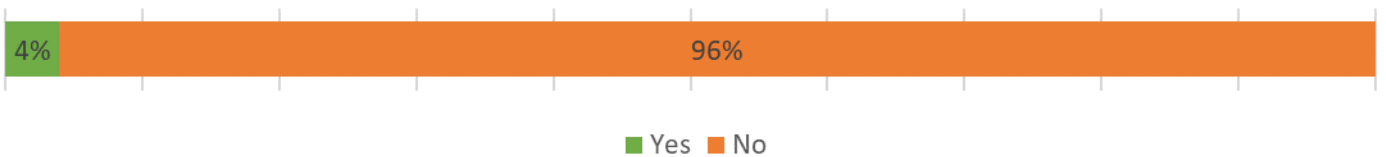
6) Do you ever have difficulty finding a parking space?

In total, 37% of respondents have difficulty finding a parking space either often or sometimes, and 60% never have difficulty parking.



7) Do you agree with the proposal to introduce a parking fee at Marsh Street car park?

Altogether, 4% of respondents support the proposal and 96% do not.



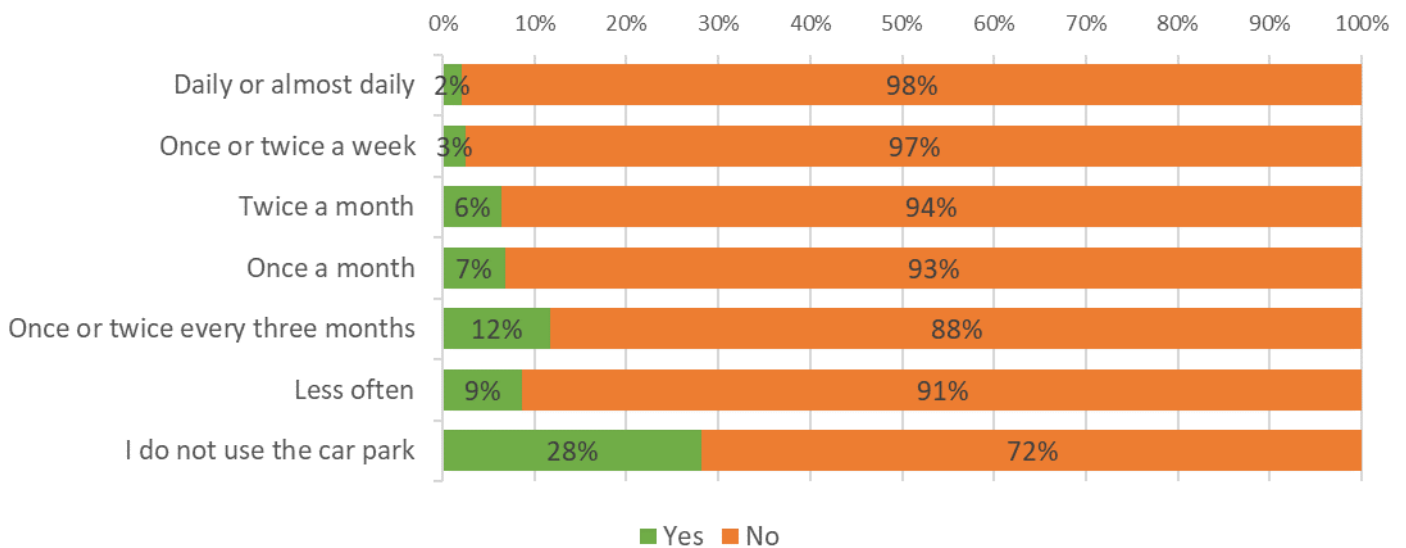
Comments on the proposal for Marsh Street – In total, 1384 respondents left a comment. This represents 75% of the respondents for Marsh Street. A representative sample of the comments was analysed and categorised into themes (see table overleaf). Some comments included more than one theme.

Theme of Comments	% of Respondents
Negative impact on local businesses/economy	40%
Footfall will drop/ I/people would go elsewhere	33%
Pressure on other car parks e.g. Morrisons	18%
Road Congestion/ dangerous parking	15%
Impact on residents/parents/students/ short time visitors	14%

Will kill the high street	10%
People cannot afford the cost/ cost of living	10%
Criticism of LCC budgeting/ priorities	9%
Profiteering/ money making scheme	8%
No issues with parking/ change unnecessary	7%
Negative impact on vulnerable/elderly	7%
Free Parking is an attraction	6%
Have a free time period e.g. 1 hour	6%
Poor Public transport/access	6%
Agree with/understand proposal	5%
Concerns about payment method	5%
Use Council tax/make other savings	4%
Negative impact on local workers	4%
Miscellaneous	3%

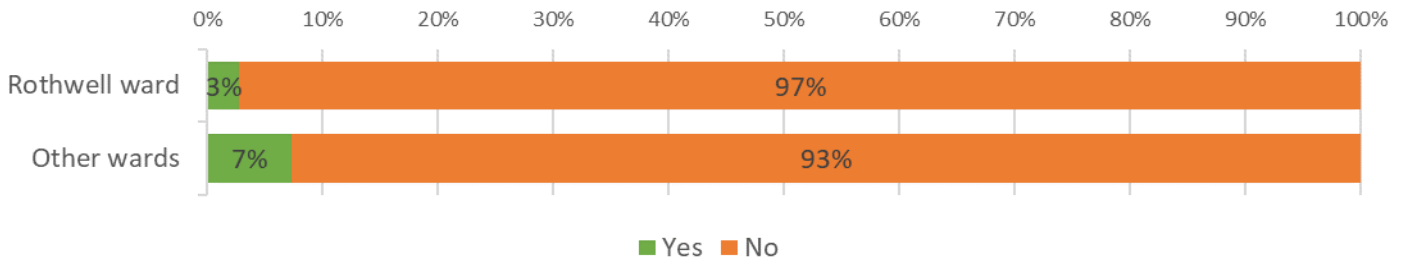
8) 'Do you agree with the proposal to introduce a parking fee at Marsh Street car park' by 'Please tell us how often on average you use Marsh Street car park'

Respondents who visit the car park at least once a week were least likely to agree with the proposal.



9) 'Do you agree with the proposal to introduce a parking fee at Marsh Street car park' by 'Ward (post code)'

Respondents from the Rothwell ward were less likely to agree with the proposal (3%), compared to those from other wards (7%).

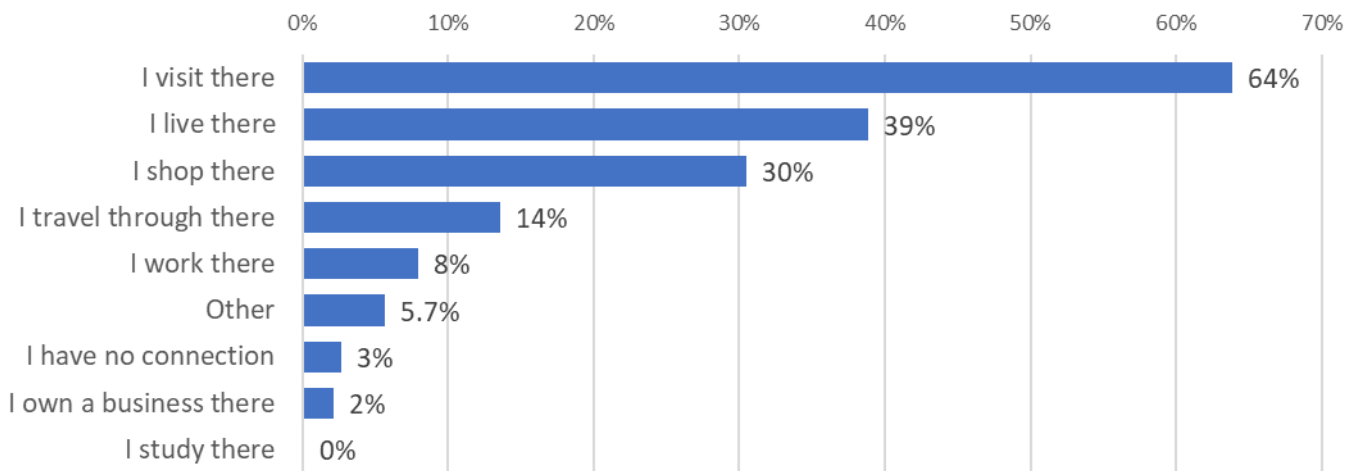


Fink Hill Car Park – Horsforth

In total 672 respondents provided feedback on Fink Hill.

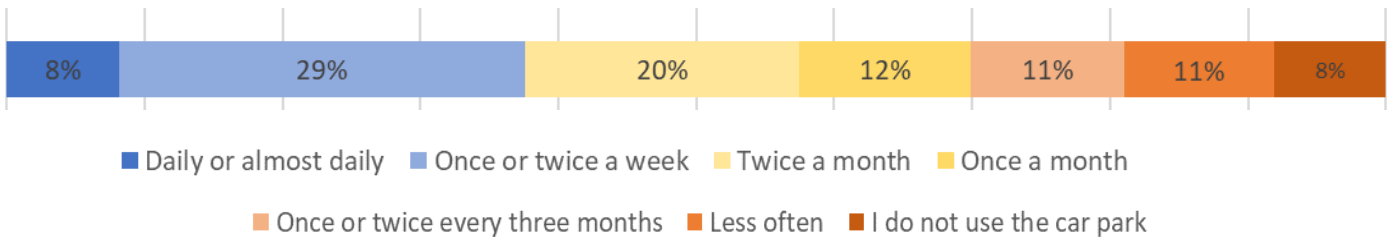
2) What is your connection to Fink Hill car park?

Respondents could select more than one option for this question. In total, 64% of respondents visit the area. 39% of respondents live in the area and 30% shop there.



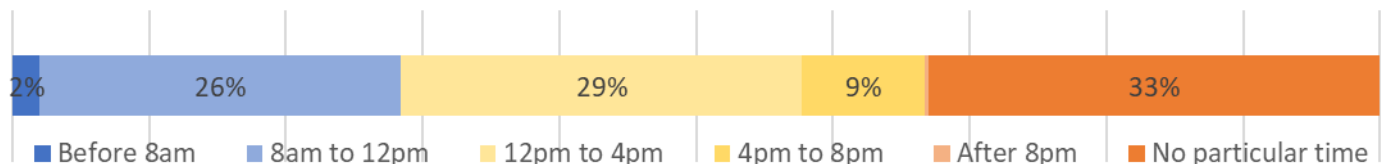
3) Please tell us how often on average you use Fink Hill car park:

Overall, 37% of respondents visit the car park at least once a week.



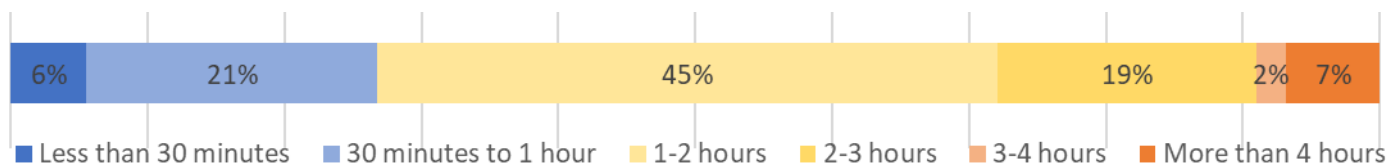
4) At what time of day do you usually arrive?

Overall, 28% of respondents usually arrive at the car park before midday and 38% usually after midday.



5) How long do you usually stay?

Altogether, 45% of respondents usually stay for 1 to 2 hours. In total, 9% usually stay for more than 3 hours.



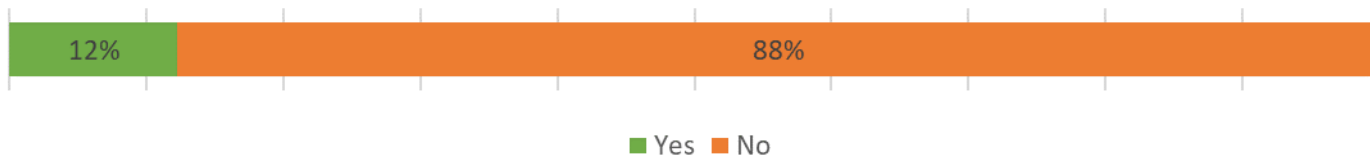
6) Do you ever have difficulty finding a parking space?

Altogether, 57% of respondents have difficulty parking often or sometimes, and 39% never have difficulty.



7) Do you agree with the proposal to introduce a parking fee at Fink Hill car park?

In total, 12% of respondents support the proposal and 88% do not.

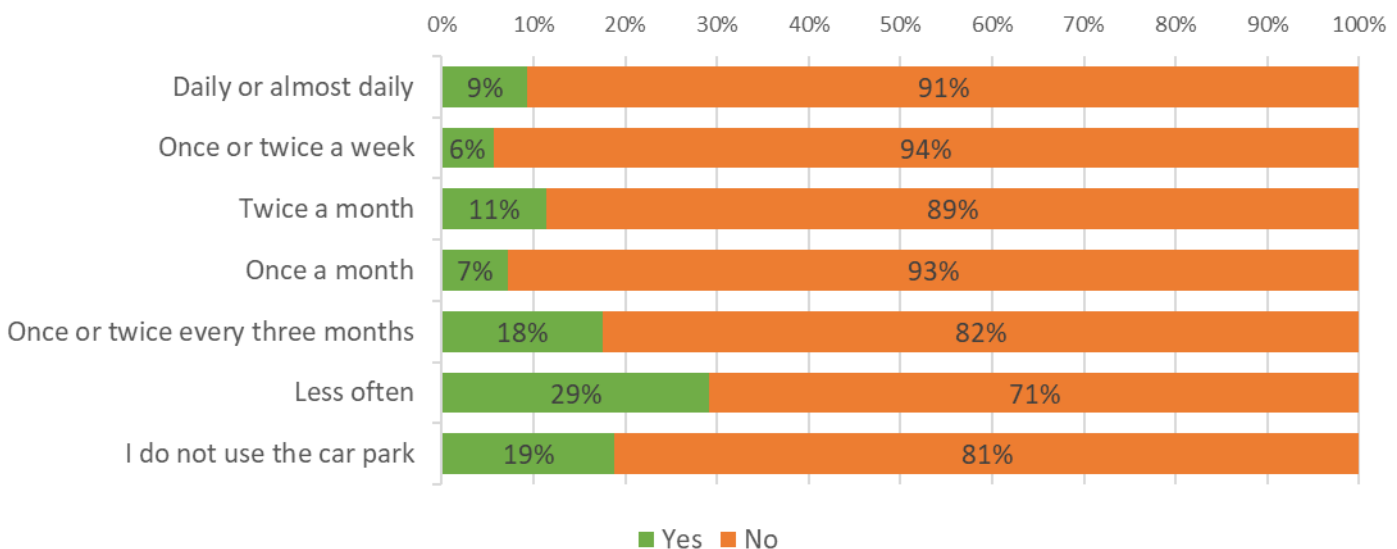


Comments on the proposal for Fink Hill – In total, 508 respondents left a comment. This represents 76% of the respondents for Fink Hill. A representative sample of the comments was analysed and categorised into themes (see table overleaf). Some comments included more than one theme.

Theme of Comments	% of Respondents
Road Congestion/ dangerous parking	34%
Negative impact on local businesses/economy	20%
Footfall will drop/ people would go elsewhere	15%
Public parks/green space should be free to access	11%
Have a free time period e.g. 1 hour	8%
Concerns about payment method	8%
Profiteering/money making scheme	7%
No issues with parking/ change unnecessary	7%
Negative impact on health and wellbeing/exercise	7%
Agree with/understand proposal	6%
Unfair on residents/visitors	5%

People cannot afford the cost/ cost of living	5%
Free Parking is an attraction	4%
Poor Public transport/access	4%
Miscellaneous	3%
Pressure on other car parks e.g. Morrisons	3%
Negative impact on vulnerable/elderly	3%
Specific Suggestions	3%
Criticism of LCC budgeting/ priorities	2%

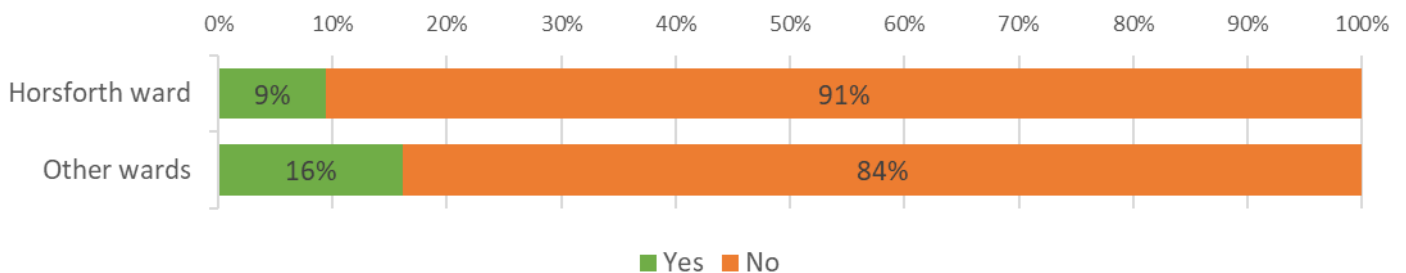
8) 'Do you agree with the proposal to introduce a parking fee at Fink Hill car park' by 'Please tell us how often on average you use Fink Hill car park'



Respondents who use the park less often were most likely to agree with the proposal.

9) 'Do you agree with the proposal to introduce a parking fee at Fink Hill car park' by 'Ward (post code)'

Respondents from the Horsforth ward were less likely to agree with the proposal, compared to those from other wards.

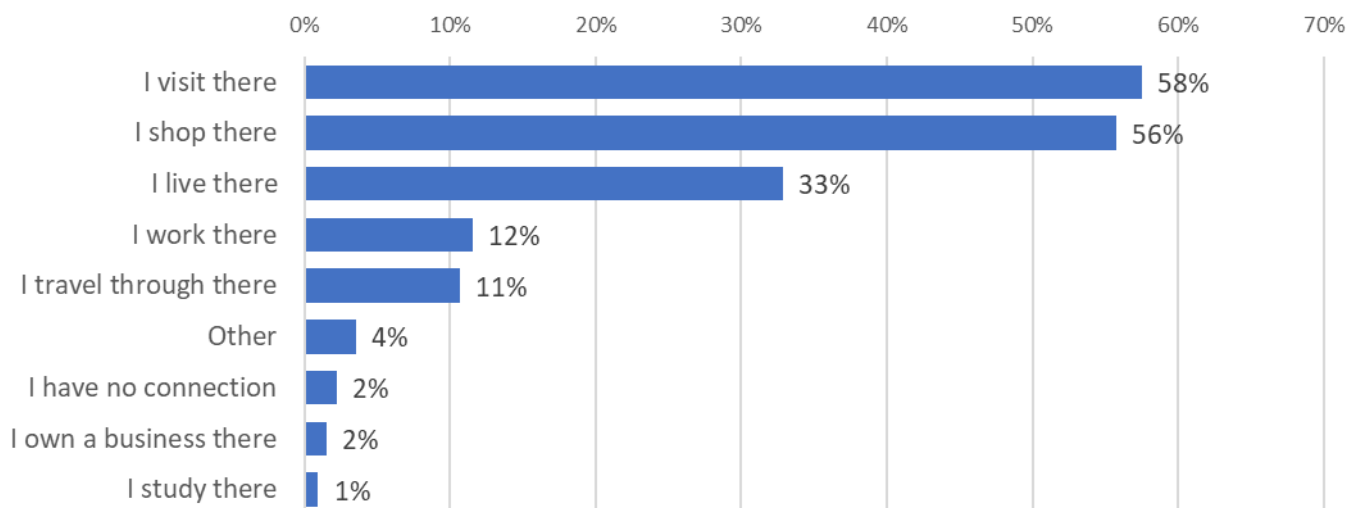


Barleyhill Road Car Park – Garforth

In total 1173 respondents provided feedback on Barley Hill Road.

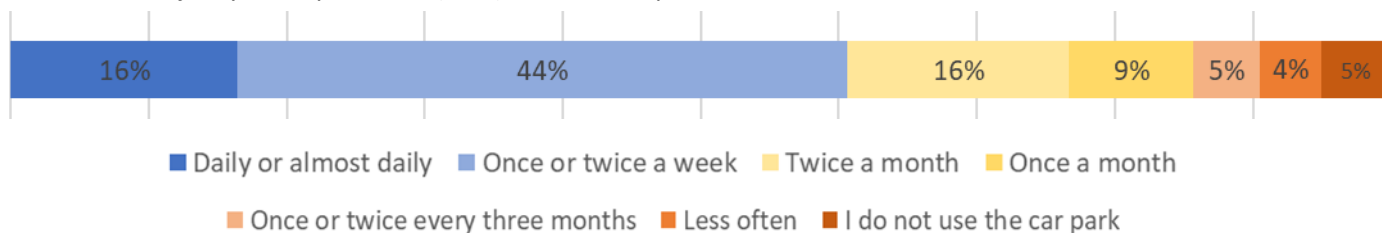
2) What is your connection to Barleyhill Road car park? (Please tick all that apply)

Overall, 58% of respondents visit the area, closely followed by those who shop in the area (56%). A third of respondents (33%) live in the area.



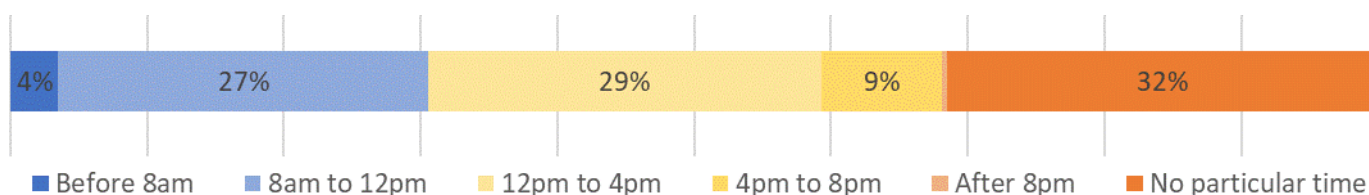
3) Please tell us how often on average you use Barleyhill Road car park:

The majority of respondents (60%) visit the car park at least once a week.



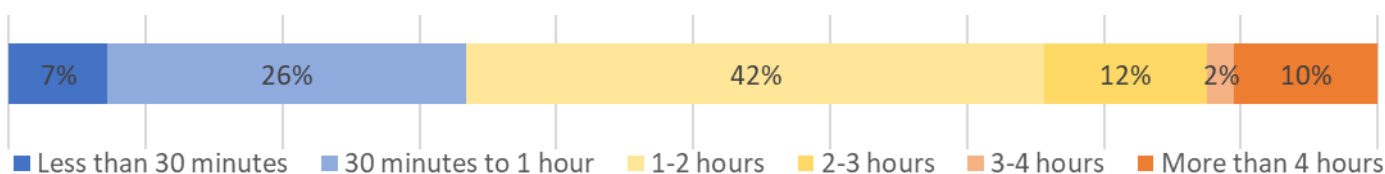
4) At what time of day do you usually arrive?

Overall, 31% of respondents usually arrive at the car park before midday and 38% usually arrive after midday.



5) How long do you usually stay?

In total, 42% of respondents usually stay for 1 to 2 hours. Altogether, 12% of respondents usually stay for more than 3 hours.



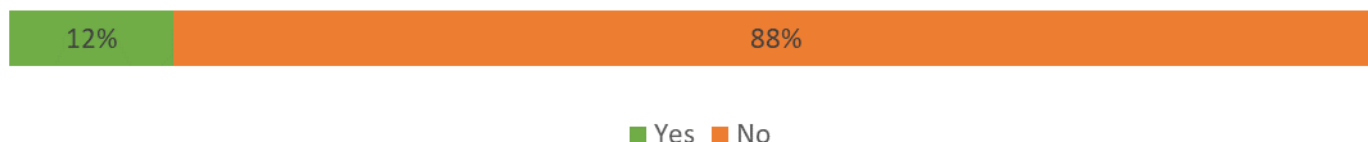
6) Do you ever have difficulty finding a parking space?

In total, 77% of respondents have difficulty finding a parking space often or sometimes and 20% never have difficulty.



7) Do you agree with the proposal to introduce a parking fee at Barleyhill Road car park?

Overall, 12% of respondents agree with the proposal and 88% do not.

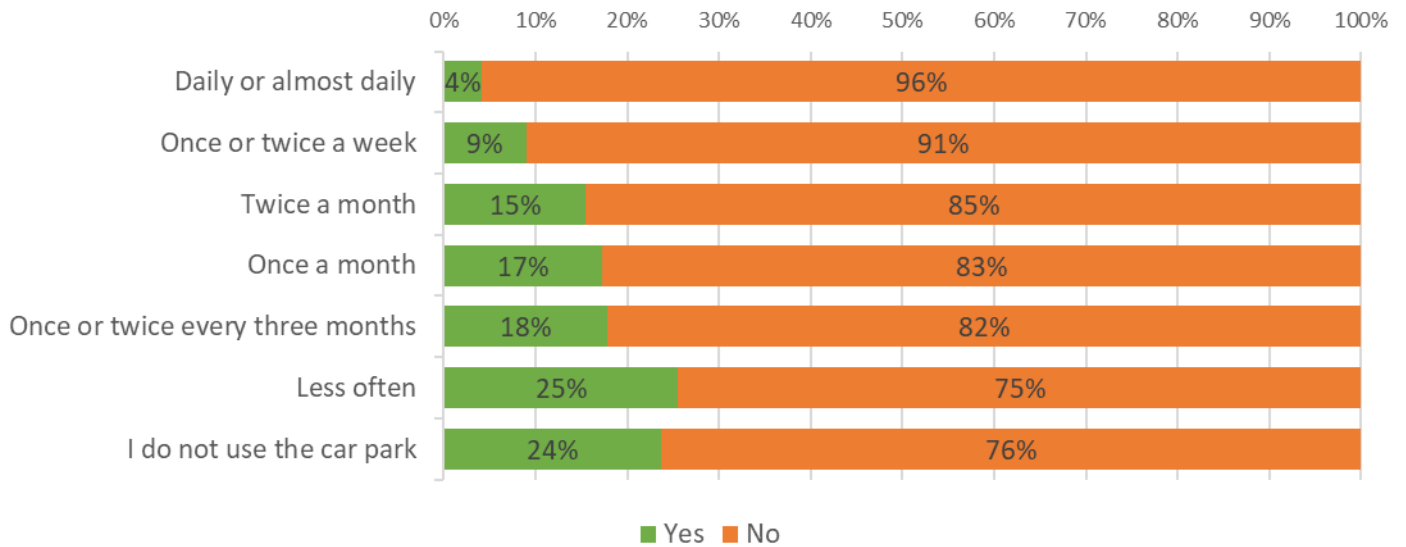


Comments on the proposal for Barleyhill Road – In total, 808 respondents left a comment. This represents 69% of the respondents for Barleyhill Road. A representative sample of the comments was analysed and categorised into themes (see table overleaf). Some comments included more than one theme.

Theme of Comments	% of Respondents
Impact on local businesses/economy	31%
Footfall will drop/people would go elsewhere	23%
Road Congestion/dangerous parking	18%
Agree with/understand proposal	9%
Have a free time period e.g., 1 hour	7%
Will kill the high street	7%
Pressure on street/other car parks e.g., main street	7%
Unfair on residents/visitors	6%
Poor Public transport/access	6%
People cannot afford the cost/ cost of living	6%
Concerns about payment method	5%
Negative impact on local workers	5%
Profiteering/ money making scheme	5%
Miscellaneous	4%
Specific Suggestions	3%
Negative impact on vulnerable/elderly	3%
No issues with parking/change unnecessary	3%
Criticism of LCC budgeting/priorities	2%
General opposition to charges	2%
Negative impact on local workers	2%

10) 'Do you agree with the proposal to introduce a parking fee at Barleyhill Road car park' by 'Please tell us how often on average you use Barleyhill Road car park'.

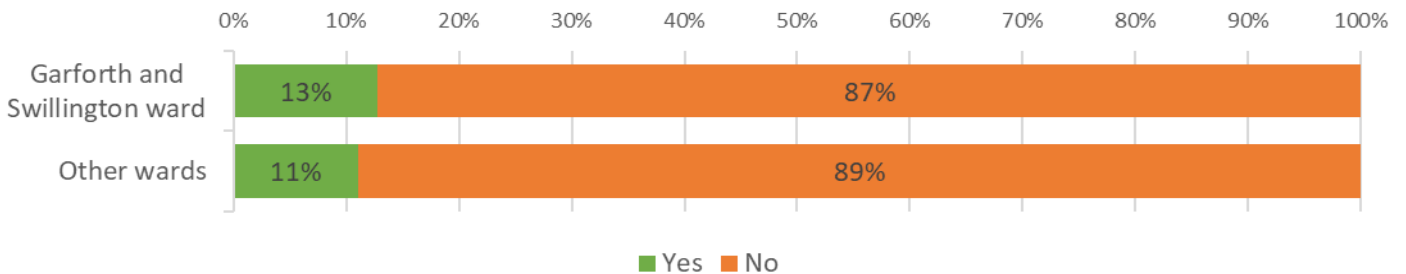
Respondents who visit daily or almost daily were least likely to agree with the proposal. Those who visit less



often were most likely to agree.

11) Do you agree with the proposal to introduce a parking fee at Barleyhill Road car park' by 'Ward (post code)'

Respondents from the Garforth ward were slightly more likely to agree with the proposal.

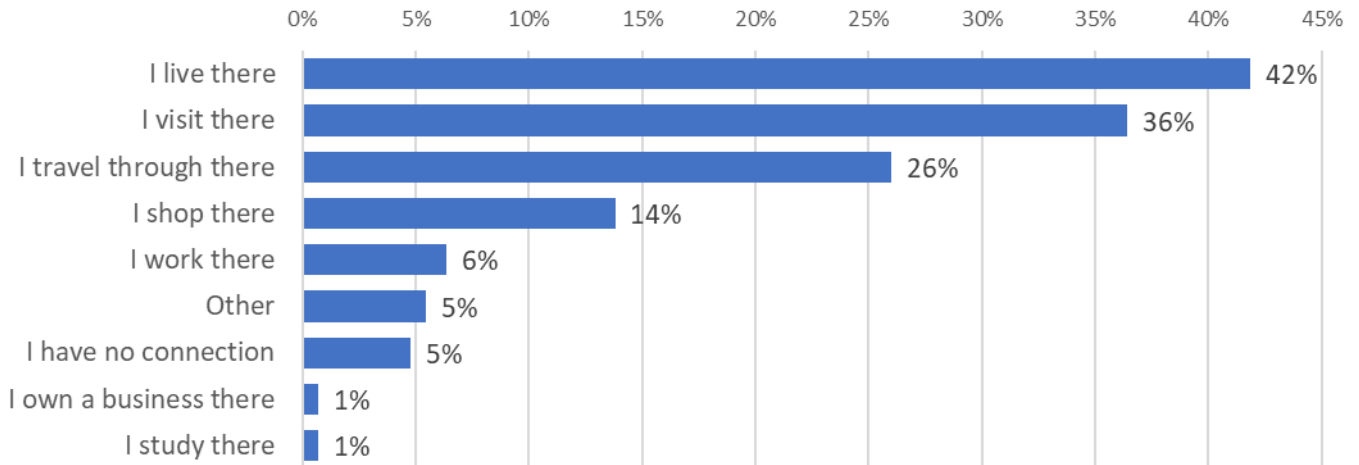


Netherfield Road Car Park – Guiseley

In total 448 respondents provided feedback on Netherfield Road.

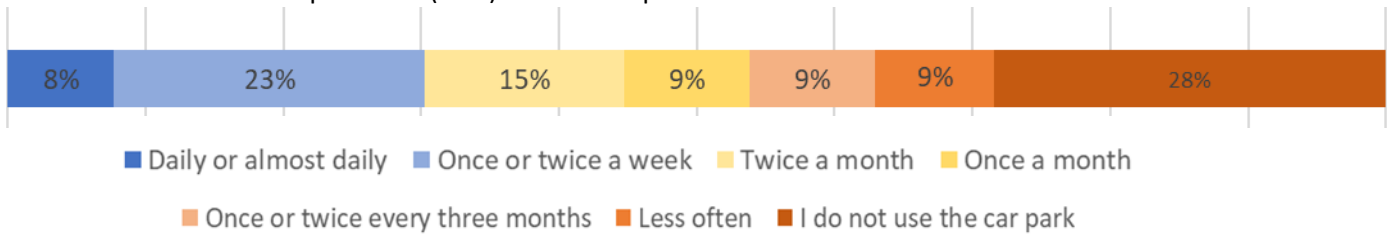
2) What is your connection to Netherfield Road car park?

Respondents could select more than one option for this question. Altogether 42% of respondents live in the area and 36% visit there. About a quarter of respondents (26%) travel through the area.



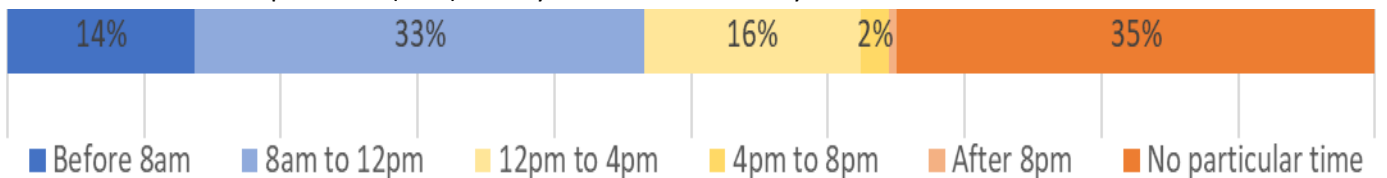
3) Please tell us how often on average you use Netherfield Road car park:

Just under a third of respondents (31%) use the car park at least once a week.



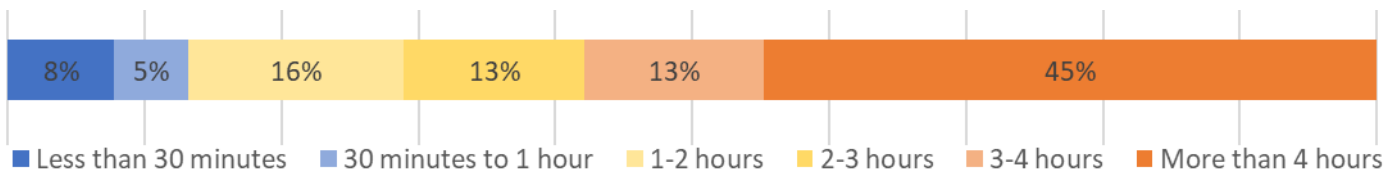
4) At what time of day do you usually arrive?

Just under half of respondents (47%) usually arrive before midday.



5) How long do you usually stay?

Altogether, 45% of respondents usually stay longer than 4 hours.



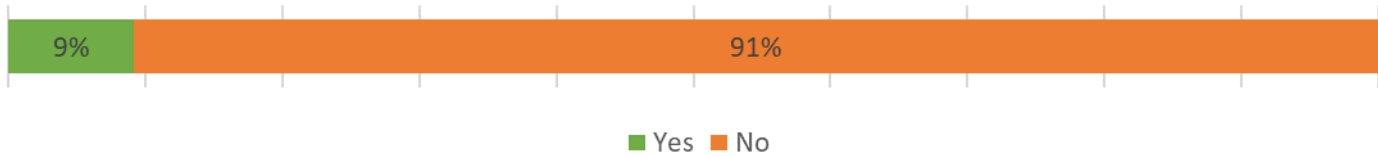
6) Do you ever have difficulty finding a parking space?

A quarter of respondents (25%) have difficulty finding a parking space often or sometimes and 62% never have difficulty.



7) Do you agree with the proposal to introduce a parking fee at Netherfield Road car park?

In total, 9% of respondents agree with the proposal and 91% do not.

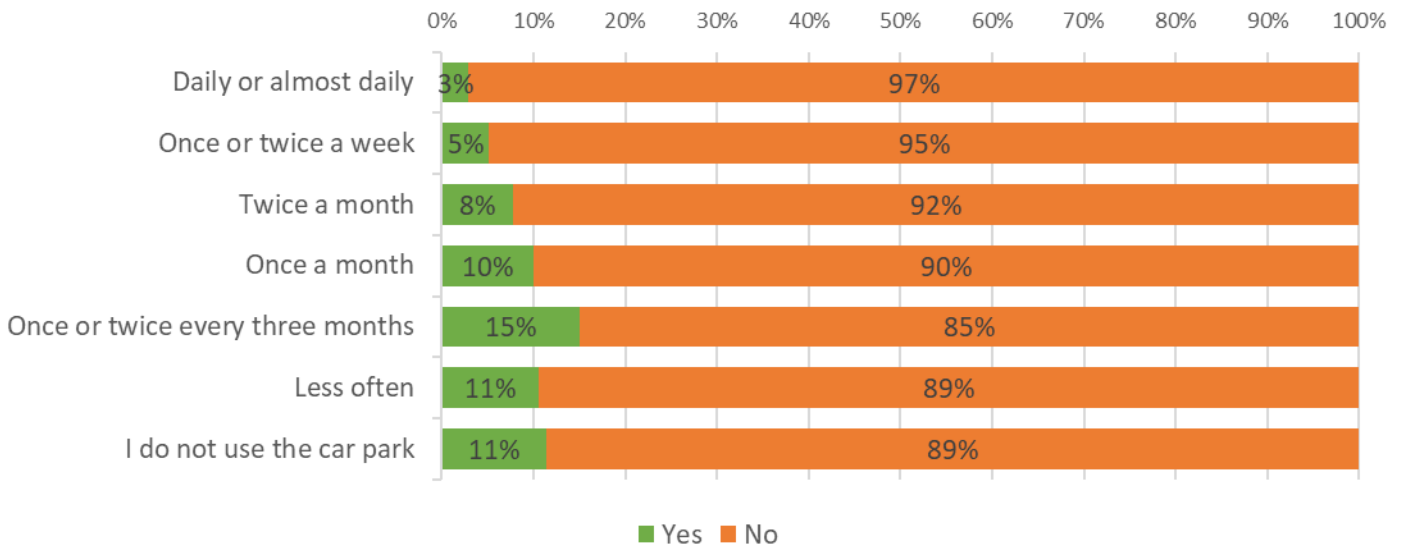


Comments on the proposal for Netherfield Road – In total, 351 respondents left a comment. This represents 78% of the respondents for Netherfield Road. A representative sample of the comments was analysed and categorised into themes (see table overleaf). Some comments included more than one theme.

Theme of Comments	% of Respondents
Road congestion/dangerous parking	56%
Discourages train use	35%
Created for/used by train commuters for free	27%
Negative impact on residents	16%
Negative impact on local businesses/economy	8%
People cannot afford/ cost of living crisis	7%
Impact on Guiseley FC/football fans	5%
Profiteering/ money making scheme	4%
Footfall will drop/ I/people would go elsewhere	3%
Use Council tax/make other savings	3%
Criticism of LCC budgeting/ priorities	3%
Agree with/understand proposal	3%
Negative impact on local workers	3%
Miscellaneous	2%
Poor Public transport/access	2%
No issues with parking/ change unnecessary	2%
Lower fee/free/permit for locals/workers/students	2%

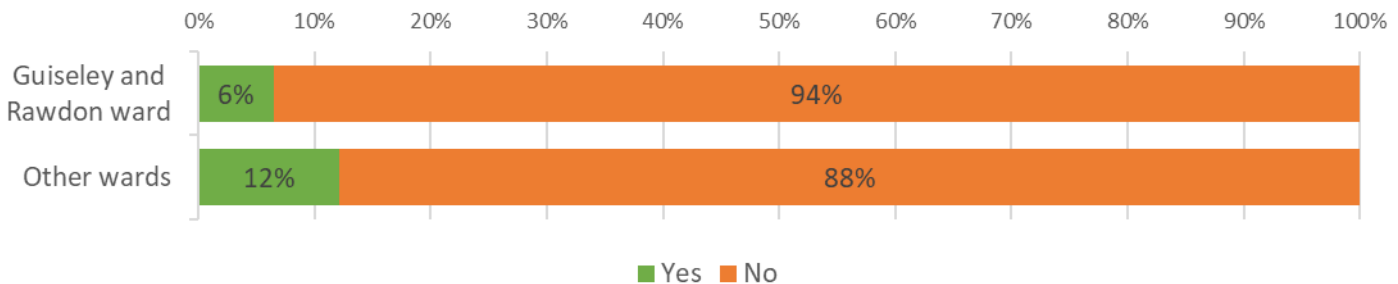
8) ‘Do you agree with the proposal to introduce a parking fee at Netherfield Road car park’ by ‘Please tell us how often on average you use Netherfield Road car park’

Respondents who use the car park at least once a week were least likely to agree. Those who visit once or twice every 3 months were most likely to agree.



9) 'Do you agree with the proposal to introduce a parking fee at Netherfield Road car park' by 'Ward (post code)'

Respondents from the Guiseley ward were less likely to agree with the proposal compared to those from other wards.

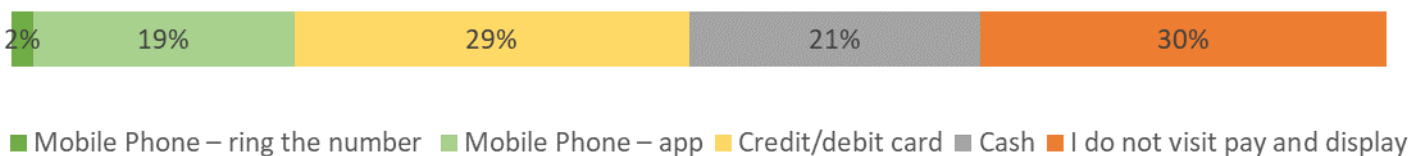


All respondents

Having completed questions for each park they chose to comment on, all respondents were then asked how they prefer to pay at pay and display car parks.

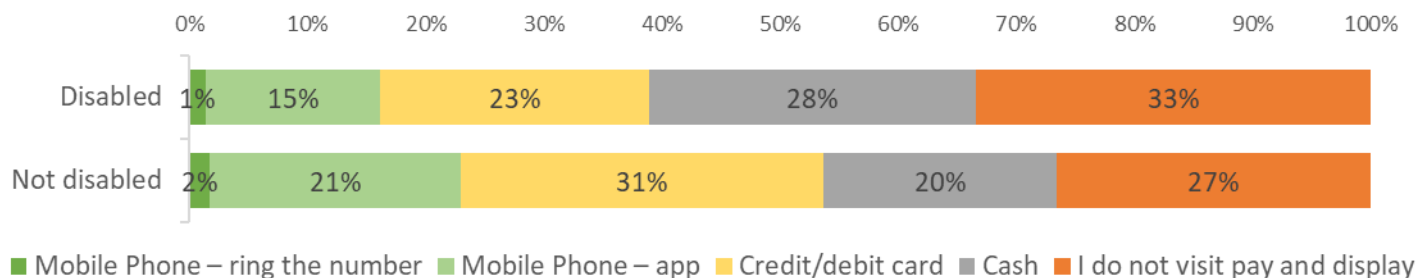
10) How do you prefer to pay for car parking when you visit a pay and display car park?

In total, just under 1 in 3 respondents (29%) prefer to pay for parking using a credit or debit card. About 1 in 5 people (19%) prefer to use cash. 2% of respondents prefer to ring the number on the sign with a mobile phone.



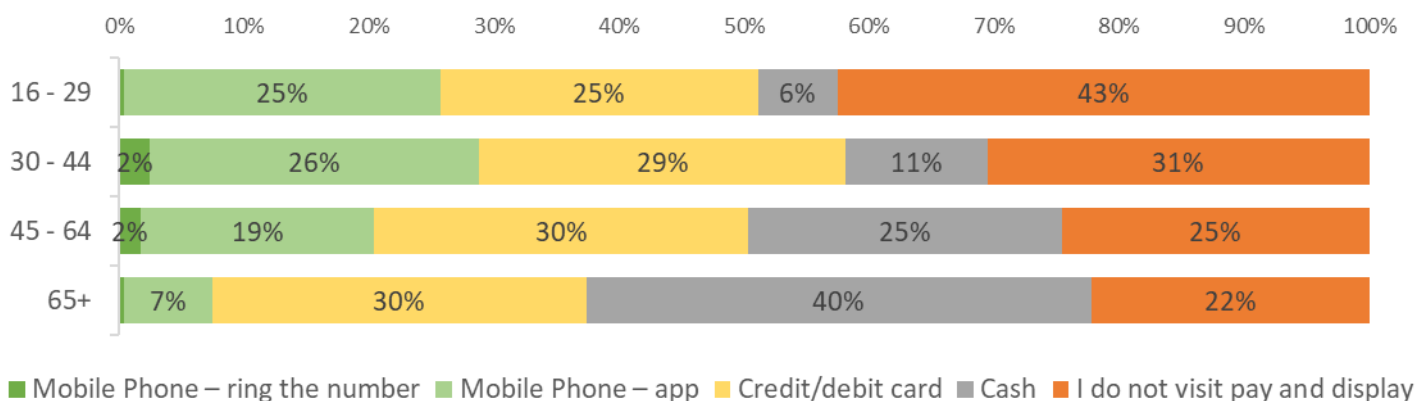
11) 'How do you prefer to pay for car parking when you visit a pay and display car park?' by 'Do you consider yourself disabled?'

Respondents who consider themselves disabled were more likely to prefer to pay for parking using cash (28%) compared to not disabled respondents (20%). Disabled respondents were less likely to prefer using credit or debit card (23%) compared to not disabled (31%)



12) 'How do you prefer to pay for car parking when you visit a pay and display car park?' by 'Age'

Younger respondents were more likely to say they do not visit pay and display car parks. Older respondents were more likely to prefer paying with cash.



13) Please share any other views or suggestions you would like to make regarding car park charging proposals. – In total, 1507 respondents left a comment. This represents 41% of all respondents. A representative sample of the comments was analysed and categorised into themes. Some comments included more than one theme.

Theme of Comments	% of Respondents
Concerns about payment method	23%
General opposition	21%
Footfall will drop/ I/people would go elsewhere	10%
Negative impact on local businesses/economy	10%
Have a free time period, e.g. first hour.	7%
Negative impact on vulnerable/elderly	6%
Criticism of LCC budgeting/ priorities	6%
Will kill the high street	5%
Use Council tax/make other savings	5%
Profiteering/ money making scheme	5%

Road Congestion/ dangerous parking	4%
Impact on residents/parents/students/ short time	4%
Miscellaneous	4%
People cannot afford the cost/ cost of living	4%
No issues with parking/ change unnecessary	3%
Lower fee/free/permit for locals/workers/students	2%
Pressure on other car parks	2%
Concerns about enforcement/admin e.g. costs/ resources	2%
Poor Public transport/access	2%
Agree with/understand proposal	1%
People use it as Park and Ride car park	1%
Invest proceeds the money in local area	1%
Other money-making suggestions	1%
Negative impact on local workers	1%
Free parking is an attraction	1%

Appendix 4: Other responses : Wetherby

Wording of petition

Leeds City Council plan to introduce parking charges in Wetherby next year. This decision will be hugely damaging to Wetherby and the surrounding villages. It is a short sighted decision that will cost more than it might raise. At a time when we need to support the independent businesses and the Town Centre as a whole, this will be hugely damaging. The consequence to many residents will be huge as commuters and visitors will increasingly try to park on unrestricted residential streets.

Proposals have been fought off several times before and we need to come together and do it again. While the Labour-led city council say they will undertake a “consultation”, we believe this is a sham and they have effectively taken the decision. They simply see Wetherby as a cash cow.

Letter from Wetherby Town Council

RESPONSE TO LEEDS CITY COUNCIL CONSULTATION

At its meeting on 9th December 2023 Wetherby Town Council agreed that, together with the 4,965 people who have signed the online petition¹, it strongly objects to Leeds City Council’s proposals to introduce charges in any of the town’s car parks.

Free parking has long been one of the town’s unique selling points to residents, businesses, and visitors alike and there is already concern that this would be the ‘thin end of the wedge’ with charges following in additional sites in due course.

Whilst the current consultation relates to two sites (Wilderness and Station Gardens) the following grounds for objection are relevant to any site which may be considered now or in the future.

The primary concern expressed by councilors was the potential impact of the displacement of vehicles from public car parks on to residential streets.

Vehicles being parked all day with people walking into town is already an issue in areas of housing such as Glebe Field Drive and there are concerns that this will become worse with the implementation of charges.

Whilst Leeds City Council officers sought to allay these fears, citing a budget for implementing traffic regulation orders on residential streets, there is no faith in the council’s ability to effectively enforce any new measures, particularly given the limitations on recruiting additional enforcement officers.

The Town Council does not believe that sufficient assessment has been conducted on the impact that the proposals would have. Wetherby is lucky to have a large proportion of independent retailers, but how will charges impact their viability? It is not only customers who would be affected and potentially deterred from visiting the town, but also staff working in Wetherby.

This is of particular concern given the limited alternative modes of transport available to people coming into Wetherby. Statistics show that an overwhelming majority (45.4%) of Wetherby residents use their vehicles to travel to and from work, with poor bus connectivity and frequency meaning that this is not a suitable alternative for many workers.

The retail sector is considered by the Government to be low-paying², so introducing charges at two sites which provide all day parking would disproportionately disadvantage already low- paid workers at the town center retail employers.

Wetherby has a higher-than-average proportion of older residents (aged 60 and above)³. The proposals to provide a cashless system could see these residents put at a significant disadvantage as many do not have smart phones or feel comfortable with modern technology. This could result in a reduction in their visits to services and shops in the town center. An increase in social isolation could have the unintended knock-on effect of increasing pressure on other Leeds City Council

services.

Leeds City Council officers have been clear that this is a budget led proposal, yet the Town Council has not seen any evidence that any profits would be reinvested in Wetherby or its car parks and infrastructure. Wetherby residents already pay more in council tax than they receive

¹ <https://www.change.org/p/say-no-to-parking-charges-in-wetherby>

² <https://www.gov.uk/government/publications/low-paying-sectors-review>

³ Office for National Statistics – Census 2021 -

<https://www.ons.gov.uk/visualisations/customprofiles/build/>

Appendix 5: Other responses : Garforth, Guiseley Horsforth & Rothwell

Wording of Guiseley petition

Leeds City Council are proposing to introduce parking charges at Guiseley's Netherfield Road Car Park. In the proposal papers published this afternoon (5th Dec 2023), Leeds City Council refers to Netherfield Road car park as being in a district centre location, categorising it as a lower risk for traffic displacement. This analysis of the car park could not be further from the truth.

The introduction of parking charges will be hugely damaging, creating anti-social parking problems for the adjacent residential communities all along Netherfield Road as drivers will look to avoid charges by parking in the local streets. Netherfield Road car park is predominantly used as a commuter car park for those travelling onwards from Guiseley Station. It seems odd to target those who are actually doing their part to reduce car congestion in the city centre by making use of public transport.

For someone working full-time in the centre of Leeds, it could be as much as an extra £600 per year to get to work, on top of public transport charges. If the Council think that introducing parking charges will help their ambition to increase patronage on public transport in Leeds, then they are sadly mistaken. Residents will remember the proposals to turn Netherfield Road into a multi-storey car park. Through our community coming together we managed to fight those proposals off, and we need to come together and do it again.

Wording of Horsforth petition

I am a resident of Horsforth, and like many others in our community, I find it unacceptable that Leeds City Council is planning to impose parking charges on local people using Fink Hill Carpark as part of their plan to fill part of their £65 million budget deficit.

Fink Hill Carpark has been a free facility for years and its accessibility has been crucial for local families and those visiting Hall Park alike.

The imposition of parking charges will undoubtedly affect footfall in the area which could lead to reduced business for local shops and services as well as effectively charging local people to visit the park.

This petition already has the support of two Horsforth Town Council Hall Park Town Councillors, Richard Hardcastle and Tracy Stones.

Both Tracy and Richard have stated:

"If parking charges are introduced at Fink Hill car park, there will need to be strict parking restrictions on Hall Lane and surrounding roads, or the whole of West End will become like a commuter car park!"

I understand that city councils across the country are facing financial pressures but burdening residents with additional costs is not a sustainable solution.

Therefore, I urge Leeds City Council to reconsider this decision and explore other avenues of revenue generation that do not directly impact residents' pockets.

Please sign this petition if you believe in maintaining free access to Fink Hill Carpark – let's show Leeds City Council that we value our community spaces!

Update: On 21st February 2024 the lead administration at Leeds City Council voted through their damaging plans to impose a parking charge at Fink Hill!, despite 3 different opposition groups providing 3 costed amendments that would have seen the Council able to remove the parking charges from the budget, whilst maintaining a balanced budget.

They chose to ignore these amendments, and they also voted through their plans before the results of the public consultation were published.

All is not lost: Highways will now be the next to consult before the charges are put in place. Let's keep fighting and spreading the word.

back in value of services and this would be an extension of penalties that even extend to having to pay for our own Christmas lights!

At the very least the Town Council suggests that the proposals be 'parked' for a year to allow stakeholders to look at the various issues surrounding highways and parking and put forward a comprehensive plan having studied the issues and impacts properly.

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Equality, Diversity, Cohesion and Integration (EDCI) 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: Communities, Housing and Environment	Service area: Parking Services
Lead person: Mark Jefford	Contact number: 378 9751

1. Title: District Car Park Charges

Is this a:

Strategy / Policy

Service / Function

Other

If other, please specify

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

The introduction of charges for car parking at the following car parks: Wilderness & Station Gardens in Wetherby; Fink Hill in Horsforth; Barleyhill Road in Garforth; Marsh Street in Rothwell & Netherfield Road in Guiseley.

3. Relevance to equality, diversity, cohesion and integration

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

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

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

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

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

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

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

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

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

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

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

The consultation for Wilderness and Station Gardens in Wetherby commenced on 5.12.23 and ended on 21.1.24. Overall 1100 people completed the survey.

The consultation for Fink Hill in Horsforth; Barleyhill Road in Garforth; Marsh Street in Rothwell & Netherfield Road in Guiseley commenced on 4.12.23 and ended on 11.1.24. There were 4134 responses to this survey.

EDI analysis undertaken in relation to the car parking charges demonstrated that:

- Older people are less likely to disagree
- Disabled people are less likely to disagree
- Females are less likely to disagree
- Although there were some differences within different ethnic groups, none were statistically significant.

One potential issue is that cash will not be accepted as a payment method. Internet research shows there is no conclusion or steer from the Government over the use and acceptance of cash other than it is not a legal right to protect the use of cash, however from a Parking perspective it is still in legislation that a penalty charge notice (PCN (parking fine)) has to have a system in place to allow for the customer to pay for their PCN via cash. The national audit office produced a report on the 18th September 2020 titled 'The production and distribution of cash' that showed there is a significant decline in cash where the opening line into the conclusion of the report was "The declining use of cash is placing increasing pressure on the sustainability of the infrastructure for producing and distributing cash."

The increasing costs of handling cash needs to be considered alongside access to bank cards and smart phones. According to figures from the Financial Conduct Authority (FCA) published in August 2023, 2.1% of the country's adult population do not have access to a bank account. 4% of people do not have a smart phone. It is proposed that the parking machines will not accept cash payments, due to the risk of vandalism occurring to the machines. A recent study of how payments are made to other LCC machines across the city shows that only 15% of users chose to pay with cash, even though in some cases cash is cheaper than paying by card or app.

- 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)

- Charging for car parking could negatively impact on people with disabilities who are reliant on cars for travel
- Disproportionate impact on residents on lower incomes who may feel unable to visit the specific district centres if they have to pay for parking
- To avoid the problem of vandalism, the parking ticket machines will not have an option to purchase tickets using cash and will only accept payments using a bank card or a parking app. This could cause an issue for people who do not have access to a bank account or a compatible mobile phone. It has been flagged that there is a potential that this could disproportionately impact on the elderly.
- Female employees working in these areas that currently use the car parks who travel to work when it is dark may choose to stop using the car park due to the cost and therefore have to walk further and feel more vulnerable
- Evidence shows that poor air quality disproportionately impacts certain vulnerable groups such as children, the elderly, people with underlying health conditions and pregnant women. Therefore, encouraging people to travel by alternative means to the car provides a positive impact to these groups.

- **Actions**

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

- A blanket charge for all users could negatively impact disabled people who rely on a car to access the sites so, as part of the proposed scheme, we intend to ensure sufficient disabled parking bays are available in each car park and exempt blue badge holders from the proposed charges.
- The proposal could also potentially have a disproportionate impact on residents on lower incomes who may feel unable to visit these areas if they have to pay for parking. However, evidence suggests that people on the lowest incomes in society are unlikely to own and run a car so the charges would not impact them. In addition, the charges proposed are very modest (and comparable to the cost of a return bus ticket in the city) to mitigate the potential problem of reducing access to the parks for people on lower incomes. It should also be noted that parking at other district car parks is not part of this scheme and will remain free.
- It has been noted that mobile phone signal may fluctuate across the city depending on the network and area. We are in contact with the providers of both the cashless system and the parking machines to ensure that there is good connectivity in the car parks before the scheme is introduced.

- Lower income workers, especially females, may avoid the car parks and park further away if charges are implemented to save on costs. This could lead to them having to walk in the dark at times (e.g. in winter) to get to their cars which has raised concerns about safety. The charges will only apply up to 6pm. The charges are proposed to be set at affordable levels (65p for 2 hours, £3.65 for all day and £12.15 for a week). We will investigate allowing the relevant businesses to purchase passes that can be transferred between employees when at work to help mitigate this risk.
- Post implementation the service will continue to listen to feedback on the scheme, especially from those with protected characteristics.

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	
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Lead person for your impact assessment (Include name and job title)	
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6. Governance, ownership and approval

Please state here who has approved the actions and outcomes of the screening

Name	Job title	Date
Mark Jefford	Parking Manager	18 September 2024

Date screening completed	
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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:

For Delegated Decisions or Significant Operational
Decisions – sent to appropriate **Directorate**

Date sent:

All other decisions – sent to
equalityteam@leeds.gov.uk

Date sent: