

## SCRUTINY BOARD (INFRASTRUCTURE, INVESTMENT & INCLUSIVE GROWTH)

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Meeting to be held remotely on  
Wednesday 7 April 2021 at 10.30 am

There will be a pre-meet for members of the Board at 10.15am.

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### MEMBERSHIP

N Buckley	- Alwoodley
L Cunningham	- Armley
N Dawson	- Morley South
K Dye	- Killingbeck & Seacroft
J Goddard	- Roundhay
A Hussain	- Gipton and Harehills
K Maqsood	- Gipton and Harehills
M Shahzad	- Moortown
J Taylor	- Horsforth
P Truswell (Chair)	- Middleton Park
P Wadsworth	- Guiseley and Rawdon
Vacancy	

**Note to observers of the meeting:** To remotely observe this meeting, please click on the 'View the Meeting Recording' 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.

[7 April 2021: Infrastructure, Investment & Inclusive Growth Scrutiny Board](#)

# A G E N D A

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

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## **DECLARATIONS OF DISCLOSABLE PECUNIARY INTERESTS**

To disclose or draw attention to any disclosable pecuniary interests for the purposes of Section 31 of the Localism Act 2011 and paragraphs 13-16 of the Members' Code of Conduct.

5

## **APOLOGIES FOR ABSENCE AND NOTIFICATION OF SUBSTITUTES**

To receive any apologies for absence and notification of substitutes.

6

## **MINUTES - 17 FEBRUARY 2021**

5 - 10

To approve as a correct record the minutes of the meeting held on 17 February 2021.

7

## **DIGITAL INCLUSION**

11 - 30

To receive a report from the Chief Digital and Information Officer updating the Board on progress towards making Leeds a digitally inclusive city for everyone.

8

## **SMART CITIES**

31 - 44

To receive a report from the Director of Resources and Housing outlining progress with the Smart Cities programme since the Board's last update in February 2020.

9

## **WORK SCHEDULE**

45 - 94

To consider the Scrutiny Board's work schedule for the 2020/21 municipal year and the draft 2021/22 work programme for the successor board.

10

## **DATE AND TIME OF NEXT MEETING**

The first meeting of the successor Board will be 24 June 2021 at 10.30am. There will be a pre-meet for members of the board at 10.15am.

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## SCRUTINY BOARD (INFRASTRUCTURE, INVESTMENT & INCLUSIVE GROWTH)

WEDNESDAY, 17TH FEBRUARY, 2021

**PRESENT:** Councillor P Truswell in the Chair

Councillors N Buckley, L Cunningham,  
N Dawson, K Dye, J Goddard, A Hussain,  
K Maqsood, M Shahzad, J Taylor and  
P Wadsworth

### 67 APPEALS AGAINST REFUSAL OF INSPECTION OF DOCUMENTS

There were no appeals.

### 68 Exempt Information - Possible Exclusion of the Press and Public

There was no exempt information.

### 69 Late Items

There were no late items.

### 70 Declarations of Disclosable Pecuniary Interests

There were no declarations.

### 71 Minutes - 20 January 2021

**RESOLVED** – That the minutes of the meeting held on 20 January 2021 be confirmed as a correct record.

### 72 Inclusive Growth Update

The report of the Director of City Development provided an update on the Council's commitment and progress on delivering Inclusive Growth. It set out the background information on the coronavirus pandemic since the report to the Board in July 2020, including the Leeds Economy Recovery Framework and what is happening at a local level to continue to deliver Inclusive Growth.

The following were in attendance for this item:

- Martin Farrington – Director, City Development
- Eve Roodhouse, Chief Officer, Economic Development
- Fiona Bolam, Head of Economic Policy
- Martyn Long – Head of Employment and Skills

Members were given a presentation which gave an overview of the Inclusive Growth Update Report. In response to questions, the following was discussed:

- Work on local centres – as part of the work on city and local centres, information on usage and people’s plans was being sought.
- Expenditure on measures to promote social distancing and whether this was necessary in light of restrictions possibly being lifted in the future. It was still not known whether some of the measures would become permanent.
- The level of recovery expected in the City Centre including the return of office staff and the associated impact on spending and public transport. Also how this may impact on local centres.
- Preparations for re-opening after the lockdown and how to support businesses and provide confidence.
- Travel and transport into and around the city.
- Digital inclusion for young people – there was pro-active work across the city and in schools to ensure young people had opportunities for training and employment. Reference was also made to funding that had been received for projects for young people.
- Covering the three main strands of Economic Development, Social and Environment within the Inclusive Growth Strategy.
- Support for asset-based approach to community development.
- Woodland creation and tree planting and the need for consultation with Ward Councillors and local residents.
- Areas of Inclusive Growth that the Board may wish to scrutinise in further detail.
- How jobs can be filled by Leeds citizens and work with skills providers to meet demand and requirements.
- City centre shop vacancies – many of these were down to national chains of shops closing. Support had been given to the independent retail and hospitality group.

**RESOLVED** – That the approach being taken to continue to deliver Inclusive Growth across the city within the Leeds Economy Recovery Framework be noted.

### **73 Best Council Plan Performance Report**

The report of the Director of City Development provided a performance update to the Board which included a summary of the Best Council Plan Key Performance Indicators (KPIs) that related to the Inclusive Growth priority. The report was based on the most recent performance results submitted to City Development Leadership Team and the Council’s Corporate Leadership Team in November 2020.

The following were in attendance for this item:

- Martin Farrington – Director, City Development

- Eve Roodhouse, Chief Officer, Economic Development
- Fiona Bolam, Head of Economic Policy
- Martyn Long – Head of Employment and Skills
- Jonathon Carr – Head of Development Management
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Reference was made to the recession that had occurred due to the pandemic issues that had arisen following such as business closures, increased redundancies, furlough, rise in Universal Credit claimants and reduced footfall in the City Centre. Members were informed that much of the information in the report was pre-pandemic. Issues highlighted included the following:

- There had been a marginal increase in jobs during 2019.
- New business start-ups – between January and September 2020 there had been 2,780 which was a 19% reduction on the previous year.
- The 5 year business survival rate in Leeds was the best of the core cities.
- Visitor economy – prior to the pandemic this had grown by 4.3 % in the previous year.
- Housing growth – targets had been exceeded in 2019/20. There had been a very low increase in the first quarter of 2020/21 but this had improved during the second quarter.
- Delivery of affordable housing – The annual target had been met for 2019/20. There was still a backlog to address.

In response to comments and questions, the following was discussed:

- Legislation had allowed for permitted development to convert office spaces into homes. There was concern as to how to ensure the quality of these kinds of conversions. It was hoped to improve the standard of provision with the introduction of new standards.
- Work was ongoing regarding the challenge to address the previous shortfall in the provision of affordable housing. Reference was made to forthcoming schemes.
- There would be change to the delivery of housing growth through new legislation relating to brownfield development and this would increase the provision required.

#### **RESOLVED -**

- (1) That the performance information and the issues highlighted be noted.
- (2) That it be noted that the 'measurable' impact of Covid-19 is yet to fully flow into the data analysed.

#### **74 Referral To Scrutiny: Cllr John Illingworth**

The report of the Head of Democratic Services presented details of a referral that fell within the remit of the Scrutiny Board (Infrastructure, Investment and Inclusive Growth).

The following were in attendance for this item:

Draft minutes to be approved at the meeting  
to be held on Monday, 1st March, 2021

- Councillor Andrew Scopes – Chair, Corporate Governance & Audit Committee
- Councillor John Illingworth, Corporate Governance & Audit Committee
- Adam Harvatt, Group Manager, Policy & Planning
- Anup Sharma, Senior Planner
- Jonathon Carr, Head of Development Management
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The request for referral had been made by the Corporate Governance and Audit Committee with regard to the cumulative impact of planning applications for housing developments that did not provide or fund greenspace requirements and how this could be prevented so that a wider area would not suffer from a negative impact. Issues highlighted in relation to the referral included the following:

- Was there a need to review policy as greenspace was not always delivered and there needed to be ways of improving this?
- The importance of greenspace for mental and cardiovascular health.
- Some greenspaces needed to be larger sites and linked together to provide activities and continuing spaces for activities such as running. These spaces were difficult to find in inner city areas.
- The need to reserve land for greenspace in developments and how the Council should be able to influence developers.
- Concern that enforcement was not effective.

In response to officer comments and questions from the Board, the following was discussed:

- Frustration on restrictions for spending of Section 106 monies.
- Access to greenspace – not all people had the means to travel.
- Difficulties to carry out some of the tasks to provide connected greenspace under planning guidance.
- The potential use of pooled Section 106 resources.
- Review of policy – it was suggested that further monitoring was required following lockdown to fully understand the effectiveness of existing policy.
- Viability issues – viability concerns were taken account of where raised and the District Valuer consulted.
- Constraints on spending of Section 106 funds.
- The emerging Local Plan Update and the potential implications of that for the delivery of green infrastructure. The Board noted that there would be future opportunities for formal consultation on the update as it progresses.

In summary, there was still concern regarding smaller developments not getting a greenspace allocation/benefit and also concern regarding viability and enforcement issues.

**RESOLVED** – That Development Plan Panel be requested to consider two specific issues as part of discussions about the Local Plan Update:

- (1) Whether a more explicit use of a ‘land assembly’ approach could be adopted to link individual smaller parcels of greenspace with a view to enhancing and maximising their combined benefits for local communities.
- (2) Whether within this approach greater provision should be available to pool Section 106 contributions to assist in delivering improved local green infrastructure.

## **75 Work Schedule**

The report of the Head of Democratic Services asked Members to consider the Board’s Work Schedule for the remainder of the current municipal year.

The work schedule was appended to the report.

**RESOLVED** – That the report and Work Schedule be noted.

## **76 Date and Time of Next Meeting**

Wednesday, 7 April 2021 at 10.30 a.m. Pre-meeting for all Board Members at 10.15 a.m.

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**Report of Chief Digital and Information Officer**

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

**Date: 07 April 2021**

**Subject: Digital Inclusion – update report**

Are specific electoral wards affected? If yes, name(s) of ward(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Has consultation been carried out?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Will the decision be open for call-in?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Does the report contain confidential or exempt information? If relevant, access to information procedure rule number: Appendix number:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

**Summary**

**1. Main issues**

- Since 2015 the Infrastructure, Investment and Inclusive Growth Scrutiny Board has led an inquiry into digital inclusion. Annual reports to the Board have successfully raised the importance of digital inclusion as an issue affecting communities across the city. The Board has overseen the creation of the 100% Digital Leeds programme as part of the Smart Leeds portfolio and provided strategic leadership and direction for this work.
- The Board received a report in July 2020 that examined the Council’s and the city’s digital response to the COVID-19 pandemic in Leeds. That report made three Recommendations which were resolved and endorsed by the Board and noted in the minutes of the meeting:
  - 1) As part of the Council’s ongoing digital response to the sustainability of the City post COVID, the Council’s Digital and Information Service (DIS) continues to set priorities, direct the work and provide overall governance for Smart Leeds and 100% Digital Leeds, with the DIS also continuing to report progress to this Board.*
  - 2) The central coordination, convening, connecting and enabling role, across public sector partners and the third sector, of DIS, with the 100% Digital Leeds Team as an integral part of that approach, has been essential during the crisis. The 100% Digital Leeds team currently sit on the Library Service structure, it is recommended that this integrated approach to digital engagement is sustained and strengthened based on the return on public value and outcomes exemplified in this report and previous reports to this Board.*
  - 3) If external funding comes to an end, (which is unlikely for the next 18 months) it is recommended that this work and teams are considered a priority as part of the budget setting process based on the returns on investment to the community, Council and NHS.*

- Since the last report to Scrutiny Board, the 100% Digital Leeds team has accelerated its Systems Leadership role to increase digital inclusion across sectors and across the city.
- Discussions are ongoing to move the 100% Digital Leeds team from the Library Service to the DIS so that the strategic priorities, leadership and governance of the city's coordinated response to digital inclusion are formally managed by DIS.

## **2. Best Council Plan Implications** (click [here](#) for the latest version of the Best Council Plan)

- All of the work outlined in the report plays a key role in achieving the Council's ambition to build a compassionate city, tackling poverty and reducing inequalities. Work discussed is aligned closely with the Best Council plan, the Leeds Economic Recovery Framework, the Health and Wellbeing and Inclusive Growth Strategies and the need to address the impact of the climate emergency on those living in poverty, in poor health and facing inequality.

## **3. Resource Implications**

- Section 3 of this report includes more information on the circa £1million additional funding that the 100% Digital Leeds team has helped organisations to secure over the last six months. This investment into digital inclusion projects and interventions has increased capacity and capability across sectors.
- The success of the original 100% Digital Leeds tablet lending scheme has led to more Council departments buying devices through that contract. There are now over 800 iPads across different strands of the scheme with annual running costs of over £150,000. There is no long-term or core funding in place to pay for these running costs. The library service is examining these costs as part of their wider review of the tablet lending scheme. Libraries will be taking over the ownership and management of the scheme when the 100% Digital Leeds team moves to DIS. More information on equipment, infrastructure and connectivity is in Section 5 of this report.
- As outlined in Section 7 of this report, work is ongoing to relocate the 100% Digital Leeds team from the Library Service to the Digital and Information Service. Funding for this move includes some budget transfer from the Library Service plus external 'pump priming' funding from a range of sources including the City Digital Partnerships Team and Clinical Commissioning Group health budgets. This will enable the team to increase their focus on the health and care elements of the 100% Digital Leeds remit as well as achieving the wider outcomes of the digital inclusion programme. The team will be supported by DIS to look for additional funding to ensure the 100% Digital Leeds programme continues to be as self-sufficient as possible.

## **4. Recommendations**

- a) Endorse the strategic priorities of the 100% Digital Leeds programme to make Leeds the most digitally inclusive city for everyone.
- b) Recognise the significant achievements to date of the 100% Digital Leeds team and their work with partners from all sectors to increase digital inclusion across the city.
- c) Agree that the 100% Digital Leeds team continues its systems leadership role for digital inclusion on behalf of the Council and the city, with the strategic priorities, leadership and governance for 100% Digital Leeds being formally managed by DIS.
- d) Continue to provide oversight of the 100% Digital Leeds programme by receiving progress reports to this Board.

## Purpose of this report

- 1.1 This report provides an update to Scrutiny Board on the Council's and the City's progress towards making Leeds the most digitally inclusive city for everyone. It highlights the Systems Leadership role of the 100% Digital Leeds team working with colleagues from the NHS, health and care, the third sector and the wider Council.
- 1.2 The report highlights the following areas with particular reference to Scrutiny Board's original Recommendations and in the context of the Council's priorities for Health and Wellbeing, the Economic Recovery Framework and Inclusive Growth:
  - Return on investment across sectors ([Main Issue 3](#))
  - Reducing health inequalities through digital inclusion ([Main Issue 4](#))
  - Equipment, infrastructure and connectivity ([Main Issue 5](#))
  - 100% Digital Leeds working regionally and nationally ([Main Issue 6](#))
  - Relocating the 100% Digital Leeds team from the library service to DIS ([Main Issue 7](#))

## 2. Background information

- 2.1 Since the start of the COVID-19 crisis, the 100% Digital Leeds team's Systems Leadership role in relation to digital inclusion has developed and accelerated. This role builds on and is closely aligned to the 100% Digital Leeds approach that has been defined and approved in previous Scrutiny Board reports.
- 2.2 This [article on the World Economic Forum website](#) notes that Systems Leadership "*combines collaborative leadership, coalition-building and systems insight to mobilise innovation and action across a large, decentralised network*". The authors also note five key elements of the process which they term the CLEAR framework:
  - **Convene and commit.** Key stakeholders engage in moderated dialogue to address a complex issue of mutual concern. They define shared interests and goals, and commit to working together in new ways to create systemic change.
  - **Look and learn.** Through system mapping, stakeholders jointly build a shared understanding of the components, actors, dynamics, and influences that create the system and its current outcomes, generating new insights and ideas.
  - **Engage and energise.** Strong stakeholder engagement is built through continuous communication to build trust, commitment, innovation and collaboration.
  - **Act with accountability.** Shared goals and principles set the direction of the initiative, while measurement frameworks help track progress.
  - **Review and revise.** Stakeholders review progress regularly and adapt their strategy accordingly. Adopting an agile, flexible, innovative and learning-centred approach allows for evolution and experimentation.
- 2.3 More locally, there is an ambition to create a Systems Leadership culture across the health and social care system in Leeds. The 100% Digital Leeds team is working with leaders from across those sectors to increase digital inclusion in support of the City's Health and Wellbeing Strategy. In this context, a workshop by the Local Care Partnerships team in September 2020 noted the definition of Systems Leadership outlined by [National Voices](#), the coalition of charities that stands for people being in control of their health and care: "*Systems Leadership is about how you lead across boundaries – departmental, organisational or sector. It's how you lead when you're not in charge, and you need to influence others rather than pull a management lever. It describes the way you need to work when you face large, complex, difficult and seemingly intractable problems; where you need to juggle multiple uncertainties; where no one person or organisation can find or organise the solution on their own; where everyone is grappling with how to make resources meet demand which is outstripping them; and where the way forward therefore lies in involving as many people's energies, ideas, talents and expertise as possible.*"

- 2.4 The key things to note when this definition is applied in practice are:
- Service users/citizens must be the centre of the work.
  - It's about relationships and trust, not structures and hierarchies.
  - You can start small, and from where you are.
  - Use narratives and framing to change the way people perceive issues.
  - Work with coalitions of the willing.
  - Make connections, form networks and use offline conversations to build support.
  - Look to make progress rather than solving an issue in one fell swoop.
- 2.5 Those principles set out by National Voices, alongside the CLEAR framework outlined by the World Economic Forum, support and build on the 100% Digital Leeds approach that was described in the report to Scrutiny Board in July 2020.
- 2.6 This sees the 100% Digital Leeds team:
- Develop business cases for investment into digital inclusion.
  - Convene and host workshops for people from across sectors.
  - Inspire organisations to play an active role in the 100% Digital Leeds programme.
  - Administer and monitor community grant schemes.
  - Write bids for additional funding, advise and support third sector organisations with their bid writing, combine money and other resources to coordinate the delivery of digital inclusion projects.
  - Share learning and best practice with colleagues from Councils and other sectors across the country.
  - Monitor, evaluate and report on all aspects of the 100% Digital Leeds programme.
- 2.7 The 100% Digital Leeds team have used their leadership role to increase digital inclusion at all levels, across sectors and across the city. Evidence in this report outlines some of the team's key priorities and initiatives during the previous nine months (since the last update to this Board). This report also sets out the strategic priorities of the 100% Digital Leeds team for the next 12 months.

### 3. Main Issues – Return on investment across sectors

- 3.1 Previous reports to this Board set out the 100% Digital Leeds evaluation framework, including their model for measuring and reporting Return on Investment (RoI). The visual representation of this framework is included at **Appendix 1**.
- 3.2 Results from User Progression Surveys enabled the team to produce an estimate of the value of channel shift as a result of Leeds residents gaining digital skills. As people moved to online transactions to replace phone calls and visits, cost savings could be applied to those behavioural changes. In February 2020, annualised savings as a result of individual behaviour changes and channel shift due to the 100% Digital Leeds programme were:

Service	Savings
A&E	£310,426
GP	£230,427
Leeds City Council	£98,686
Other government offices	£72,703
Jobcentre Plus	£69,370
<b>Total:</b>	<b>£781,612</b>

- 3.3 That evaluation and return on investment framework was designed before the COVID-19 crisis. As people chose to use more efficient digital tools and online solutions in preference to more expensive face-to-face services, those savings could be recorded and reported. During the pandemic, where behaviour change was mandated and face-to-face services closed, it became more difficult to measure RoI as a positive result of increased digital inclusion. As a result, the team have not produced RoI figures for the last year.

- 3.4 In a recent evaluation of the NHS Widening Digital Participation Programme, of those who received support: 59% were better able to access/use health information; 65% felt more informed about their health; 51% used the internet to improve mental health and wellbeing; 21% made fewer GP appointments as a result of accessing online information. The 100% Digital Leeds dementia pathfinder project was included in this evaluation. Overall, digital inclusion interventions showed a return on investment of £6.40 for every £1 spent.
- 3.5 The 100% Digital Leeds team are working with the Local Government Association and the Good Things Foundation to revise their RoI model. These discussions are intended to develop a model that could be used by other Councils as well as Leeds.
- 3.6 Until the new evaluation and RoI model is in place, the 100% Digital Leeds team is using the principles of the Council's Economic Recovery Framework to align their approach to increasing digital inclusion with the need to:
- **Respond.** Where required, continue to take immediate action to support communities across the city and organisations across sectors.
  - **Reset and Renew.** Understand the challenges and opportunities of the move towards recovery, with a clear focus and direction on the projects and partnerships that will address the challenges and maximise the opportunities.
  - **Build Resilience.** Maintain a long-term view of the aspiration to deliver 100% Digital Leeds. Ensure the 100% Digital Leeds programme supports the city and Council priorities for Inclusive Growth, the Smart Leeds foundations and the city's developing Digital Strategy, and the ambitions of the Health and Wellbeing strategy to ensure Leeds is a healthy and caring city for all ages, where people who are the poorest improve their health the fastest.
- 3.7 100% Digital Leeds have focused on increasing investment into digital inclusion to build resilience across organisations and sectors.
- 3.8 In July 2020 the digital inclusion report to this Board set out the 'Response' phase of investment, with over £100,000 in grants and equipment given to community organisations. That emergency response helped organisations to use digital solutions to work more effectively in lockdown or to directly support their service users by providing data packages or equipment.
- 3.9 Over the last six months, the 100% Digital Leeds team have focused on the 'Reset and Renew' phase for investment. Organisations across Leeds have received over £1million investment into digital inclusion projects and initiatives during that time. Much of the funding has been secured with support, advice and leadership from the 100% Digital Leeds team.
- 3.10 The 100% Digital Leeds team have written business cases and supported organisations to bid for funding to buy equipment and/or appoint additional staff to focus on digital inclusion. Many of the funding bids included evidence of impact from the organisations' work with 100% Digital Leeds over the last two years. Many of the staff who have been appointed are being guided and supported by the 100% Digital Leeds team. Those staff and those organisations are developing and delivering new digital inclusion activities and interventions across Leeds. This work is increasing the resilience of the city's third sector and 100% Digital Leeds is continuing to build the digital inclusion capacity of organisations across the city.
- 3.11 Examples include:
- Age UK Leeds: Digital Wellbeing project to support older people in Leeds to access and manage their healthcare online.
  - Barca Leeds: Men's Health Unlocked project provided equipment and connectivity for 100 men referred to them by 35 organisations across the city. The men were socially isolated and digitally excluded.
  - Carers Leeds: A member of staff to coordinate a digital inclusion project to mitigate carer loneliness and isolation. To supply digital devices and training to help at least

180 carers get online and to coordinate a network of digital champions/volunteers to provide training and support in partnership with other organisations in Leeds.

- Health for All (Leeds): A member of staff and a laptop loan scheme for the Care Connected project to connect care experienced young people; plus equipment to provide access to the internet in six Community and Family centres in south Leeds.
- Leeds Older People's Forum COVID 19 Fund: 21 organisations received funding for digital inclusion projects.
- People in Action: Devices and data plus a training team of digital facilitators to run online sessions. The project has expanded to include support for more people who need help to get online but may not be members of People in Action.
- Women's Lives Leeds: Funding spread across the eleven organisations within Women's Lives Leeds to buy devices/equipment and to upskill staff to support digitally excluded women and girls.
- Funding for new projects focussing on increasing digital inclusion for people with learning disabilities, autism or both; people living in care homes; patients accessing Leeds Community Healthcare rehabilitation pathways. Plus new digital inclusion workers at Aireborough Voluntary Services to the Elderly, Leeds Irish Health and Homes, Moor Allerton Elderly Care.

- 3.12 This funding has been crucial to help organisations move from immediate response to reset and renewal. However, moving to the next phase of 'Building Resilience' requires more than funding. It needs commitment from organisations and sectors to focus on digital inclusion as one of their priorities and to include it as a key component of their longer-term planning. The 100% Digital Leeds team are advising organisations and helping them to embed digital inclusion as a positive part of their recovery planning. The 100% Digital Leeds team are also building resilience by working with partners to create digital inclusion networks of specialist organisations across the city.
- 3.13 The 100% Digital team have helped to build networks of organisations that are working together within and across sectors to increase digital inclusion for the people they support. These developments have raised the priority of digital inclusion for those organisations and the wider city. Digital inclusion is embedded as part of their collective resilience planning and the issue is being tackled in a more coordinated and sustainable way.
- 3.14 The Autism and Learning Disability Digital Inclusion Network (ALaDDIN) includes around 20 organisations that support people in Leeds who have autism, learning disabilities or both. The network was created in response to the changes and challenges that those organisations faced in adapting their delivery of services as a result of COVID-19.
- 3.15 100% Digital Leeds are working with partners and people with learning disabilities and autism to build a citywide infrastructure to create an inclusive, person-centred model of digital activity and participation. This includes developing training for individuals, family members, carers, support workers, and staff or volunteers at organisations. ALaDDIN is also a forum for sharing best practice, common challenges, opportunities for funding and partnership working, and a means of promoting the Network as a unified and coordinated entity that has a greater combined influence.
- 3.16 **Quote from Jez Coram, Development Worker (Learning Disabilities), Forum Central:**  
*"As Day Services and Opportunities for people with learning disabilities and autistic people have been restricted or closed due to Covid-19, it is critical that there is a digital day service offer until face to face services can resume in full again. The challenge is addressing the digital divide that was present for people with learning disabilities and autistic people before COVID-19. There is brilliant digital inclusion work happening across third sector organisations in Leeds, helping to maintain the physical and mental wellbeing of the people they support. ALaDDIN is crucial in addressing the digital divide and co-ordinating the third sector's digital inclusion response."*

- 3.17 The 100% Digital Leeds team helped to secure longer-term funding from the NHS Leeds Clinical Commissioning Group to increase digital inclusion for people with learning disabilities or autism. To build the business case for investment, 100% Digital Leeds worked with the City Digital Partnerships Team, Forum Central, Pyramid of Arts and the Commissioning Manager for Learning Disability and Autism at NHS Leeds CCG. This funding will see an Autism and Learning Disability Digital Inclusion Coordinator appointed for two years. The post will work with and across multiple teams and will be line managed by Pyramid, working closely with the 100% Digital Leeds team and reporting regularly on progress to 100% Digital Leeds, ALaDDIN and the CCG.
- 3.18 100% Digital Leeds are also working with third sector partners across the city to improve digital inclusion and participation for older people. COVID-19 has brought long periods of lockdown and isolation for older people, and now more than ever supporting older people to overcome barriers to digital inclusion is vital. 100% Digital Leeds continues to work with organisations supporting older people to adapt their services to the pandemic: Developing virtual sessions of activities to combat social isolation, developing device lending schemes to support people who have access barriers with no connectivity or equipment, providing training, tools and resources to enable organisations to better support their service users in taking their first steps online and building skills and confidence across service users and staff teams.
- 3.19 Throughout the pandemic 100% Digital Leeds has supported many of the Neighbourhood Networks in Leeds to develop digital inclusion activities and embed digital inclusion within their services. To build resilience, 100% Digital Leeds has worked with Leeds Older People's Forum to move that support from an individual organisation level to a sector level.
- 3.20 November 2020 saw the launch of the Neighbourhood Network Digital Inclusion Group. The group was designed to create a dedicated space to develop resources and share best practice and learning on the theme of digital inclusion across the Neighbourhood Networks. The group is user-centred and evolves according to need, embedding the citywide ambition of supporting older people to be digitally included, and developing a network of localised digital offers across our communities.
- 3.21 The Digital Inclusion Group reflects the needs of Neighbourhood Networks and older people in light of the growing digitisation of the health and wellbeing agenda across the city. It supports organisations to develop the skills, confidence and tools they need to better support their service users to become digitally included. Group members share their experiences of embedding digital inclusion into their activities and developing a digital offer within their services.
- 3.22 The group is building a citywide network of organisations supporting older people, with around 30 organisations represented including Neighbourhood Networks, Age UK Leeds, Leeds Hearing and Sight Loss Service and more. The group is providing solutions to digital inclusion barriers for older people and creating an inclusive, person-centred model of digital activity and participation. The group meets monthly and has developed a dedicated Slack channel of digital inclusion discussions, tools and resources for organisations supporting older people in Leeds.
- 3.23 To celebrate the success of the group and to share progress to date, in February 2021 100% Digital Leeds and Leeds Older People's Forum facilitated a webinar on 'Digital Inclusion for Older People'. The webinar featured contributions from Cross Gates and District Good Neighbours Scheme, Aireborough Voluntary Services to the Elderly, Seacroft Friends and Neighbours, Older People's Action in the Locality, YourBackyard and Older Wiser Local Seniors. The webinar was attended by representatives from more than 70 organisations from Leeds and across the country.
- 3.24 **Quote from Ali Kaye, Third Sector Development Manager, Leeds Older People's Forum:** "The impact of COVID has driven the digital inclusion agenda for organisations working with older people. Leeds Older People's Forum has been working with 100% Digital Leeds for under one year and during that time the relationship between us has grown to become a city-wide partnership positively impacting on the growth of digital

inclusion for older people. The Neighbourhood Network Digital Inclusion Group is growing month on month. Organisations come together to share resources and learning, hear from experts and develop solutions to the rapid growth they are all experiencing in the development of their digital service offer to older people. Since its inception the group has supported the development of new partnerships and increased the number of members accessing digital funding. The group recently hosted an oversubscribed national webinar sharing digital the digital learning in Leeds, including the impact our partnership has had in providing a key focal point for the growth of digital services for older people in the third sector. Organisations benefit from the partnership as it provides accessible digital inclusion expertise from 100% Digital Leeds, and the wide range of organisations involved, developing a sustainable and successful peer-support network across organisations supporting older people in the city.”

- 3.25 Taken together, these interventions are increasing capacity across the city and contributing to a more coordinated and connected digital inclusion ecosystem in Leeds. The 100% Digital Leeds team continues to work with partners from all sectors to build relationships, develop new networks and strengthen referral pathways.

#### **4. Main issues – Reducing health inequalities through digital inclusion**

- 4.1 COVID-19 continues to highlight the link between digital exclusion and health inequalities. Healthwatch Leeds People’s Voices Group (PVG) has published two reports on this topic since the start of lockdown. The aim of the PVG is to put people’s voices at the centre of health and care decision making in Leeds, and in particular the voice of people living with the greatest health inequalities. 100% Digital Leeds sits on the PVG digital inclusion sub-group.
- 4.2 The [Digitising Leeds report](#) published in July 2020 highlighted how residents experienced the move to digitised health and care services in Leeds and identified some of the key barriers people in Leeds face to getting online. This was followed by an ‘Autumn Check-in’ report on [Digital Inclusion: How does it feel for me](#) published in October 2020. This most recent briefing focusses in large part on the experiences of people facing the greatest health inequalities. Its insight comes from the Communities of Interest network, which seeks to hear the voices of people facing multiple health inequalities.
- 4.3 There are examples throughout the report of the ways in which 100% Digital Leeds has worked with and supported organisations including: Basis Yorkshire, Leeds Women’s Aid, Leeds City Council Migration Team, Turning Lives Around and Leeds Gypsy and Traveller Exchange. 100% Digital Leeds are also named as one of the teams that will be responsible for developing and delivering interventions in response to the report’s Recommendations.
- 4.4 **Quote from Leeds City Council, Adults & Health, in the Autumn Check-in report:** “Leeds Adult Social Care is committed to the fundamental principles of the 100% Digital Leeds approach, and are currently partners in a number of initiatives mentioned throughout this report, such as the Beeston and Middleton Digital Inclusion project. Since the time of the last Healthwatch report Adult Social Care have embarked on a journey to upskill our workforce in the use of digital technology, including participation in an Action Learning Set programme developed by Health Education England. This programme both identifies innovative ways for frontline workers to utilise technology in the delivery of their role, as well as enhancing their knowledge base of the range of devices that can be used to support people and their families to maximise their independence (such as Google Nest Hub, Amazon Show). As a result of the programme ‘digital champions’ will be able to cascade their learning to colleagues. Further digital solutions are also being explored with our Digital Inclusion team to identify different ways to undertake conversations and assessments where we can’t currently do these face-to-face.”
- 4.5 The Beeston and Middleton Digital Inclusion project mentioned above, sees the 100% Digital Leeds team working with the Local Care Partnerships in south Leeds. The project was initiated in response to the Healthwatch Leeds report to develop and test a place

based approach to identify and remove barriers to delivery and subsequent inclusion in digitised health and care services.

- 4.6 The 100% Digital Leeds team are supporting health and care providers as well as third sector organisations in the area with the aim of reducing health inequalities. The team are working closely with and strengthening partnerships between local healthcare providers and public and third sector organisations (including Leeds City Council departments) to increase the provision of digital access, skills, and support available locally. They are also improving awareness of and support to access digital health and care services.
- 4.7 The project is already making a difference to communities of interest and patient cohorts in the area. In addition to the work that is happening on the ground in Beeston and Middleton, the 100% Digital Leeds team are using their learning from the pilot to develop a Structure and Intervention Model to enable the work to be scaled-up and rolled out to other Local Care Partnership areas. This model will be presented for approval at the Personalised Care Steering Group - Digital Sub Group.
- 4.8 Digital inclusion interventions can be complicated and can take a long time. There is no single intervention that will bring quick results with a direct line from increasing digital inclusion to improving health outcomes and reducing health inequalities. People are more than patients and they are more than their health condition. A digital health tool might not be the thing that motivates someone to become digitally included. But that might be the only digital thing that the 'system' wants them to do. 100% Digital Leeds takes a holistic view of digital inclusion, they take a 'furthest first' approach with an understanding that the people most likely to be digitally excluded are those who have other challenges that make it more difficult for them to engage.
- 4.9 This holistic approach to digital inclusion is exemplified by the Digital Health Hub model. The 100% Digital Leeds team partnered with Cross Gates & District Good Neighbours Scheme (CGDGNS) to launch the first Digital Health Hub in Leeds in 2019. This enabled CGDGNS to embed digital support and resources into their already successful programme of activities. Their 1,200 members received support on topics such as ordering repeat prescriptions online, making a GP appointment online or using the NHS app to self-manage their long-term health conditions. The Digital Health Hub model creates strong links with local GP practices and Social Prescribing teams. There is now an established referral pathway for health professionals and staff to refer patients to the Digital Health Hub for support in accessing online NHS services and this continued throughout COVID-19.
- 4.10 The key principles of a Digital Health Hub include:
- **Build Trust and Relationships:** Utilising places where people feel welcome and comfortable, people they already know, where they feel safe. Inclusivity. Reaching and engaging people who might not feel comfortable in other settings.
  - **Build local partnerships and bridges between health, care and community organisations:** Greater understanding of service offers, referrals and signposting, shared resources and goals. Finding new ways to work together and collaborating on approaches.
  - **Open up new possibilities and opportunities that support people's health and wellbeing:** Greater understanding of tools and resources available for people to support their health and wellbeing, enhancing and expanding current service offer.
  - **Take a person-centred holistic approach to digital:** "Whatever is important to you is important to us". Introduce digital in ways that respond to people's interests before moving onto health and wellbeing. Where access to digital feels incidental and not prescribed. Responding to immediate need.
- 4.11 In the face of COVID-19 the CGDGNS Digital Health Hub showed the key benefits of this model in providing digital health support throughout the pandemic. CGDGNS is delivering their service by communicating to their members through welfare calls and virtual sessions,

and established partnerships and collaborative working with local healthcare providers has continued.

- 4.12 The main factors which contributed to this success are:
- The 100% Digital Leeds team working closely with Primary Care by delivering Digital Champion training to local GP Practice staff and volunteers to increase access to NHS services online and self-management apps such as the MyCOPD app. This has strengthened the links between the community provision at the Digital Health Hub and primary care networks, enabling continued referrals for digital support and improving health outcomes for their members/patients.
  - Increased communication around NHS information and Coronavirus updates to CGDGNS members throughout the pandemic. Encouraging members to still access Primary Care when necessary and increasing awareness of access to cancer screenings and other key services.
  - An established cohort of staff and volunteers within CGDGNS who have continued to provide digital support and training with members via telephone calls.
  - Key stakeholders across Third Sector, NHS, Leeds Community Healthcare and Voluntary Action Leeds.
- 4.13 Cross Gates & District Good Neighbours Scheme have now taken on a capacity builder role to support other organisations locally and nationally. They are sharing their learning, skills, expertise and resources from their work with 100% Digital Leeds and their role as a Digital Health Hub. This is helping organisations across the city and the country to create better digital inclusion outcomes for their service users and creating a wider national network of organisations working together collaboratively to tackle the barriers to digital inclusion for older people.
- 4.14 As part of the Beeston and Middleton project the 100% Digital Leeds team will work to develop more Digital Health Hubs in community organisations in the area. The library service is also working on a programme to develop Digital Health Hubs within libraries and community hubs.
- 4.15 **Quote from Linking Leeds Social Prescribing Service:** “Many clients have felt isolated during the pandemic, not being able to access face to face support. Using technology can frighten people, often putting them off applying for support. During the last month one of our Wellbeing Coordinators liaised with the 100% Digital Leeds team to support digitally excluded clients. As a result of receiving digital champion training from 100% Digital Leeds, we have been able to refer two male clients with severe mental health to BARCA and Men’s Health Unlocked, with one client now able to video call family abroad. BARCA are now working with the client to look at online men’s social groups to attend during lockdown. We have also referred a client with learning disabilities to Leep1, a group which supports those with learning disabilities to have a voice and also hosts many groups and activities to help develop social, health and educational skills. We collected a tablet device from their café (currently closed due to lockdown) and dropped this off with a client. In the client’s words “I love it, it’s changed my life; thank you for everything you’ve done”. We have also been able to refer two single mums to Carers Leeds to support them in searching for employment, and also to join online art workshops run by Stitch-Up and Inkwel Arts.”
- 4.16 During the COVID-19 crisis, the 100% Digital Leeds team have increased their focus on digital inclusion as a means of improving health outcomes and reducing health inequalities. This includes interventions that focus on personalised care, self-management and increasing access to, and uptake of, digital health and care services. 100% Digital Leeds has worked closely with teams across primary care, social prescribing, Leeds Teaching Hospitals Trust, Leeds Community Healthcare and Leeds and York Partnership NHS Foundation Trust. They are also working with West Yorkshire and Harrogate Health and Care Partnership Integrated Care System (ICS). Working alongside the Respiratory Lead within the city, 100% Digital Leeds take a leading role for myCOPD within the self-management steering group in the ICS. They developed the training which is now used by

all areas of the ICS implementing myCOPD, they are developing the myCOPD framework and are leading the implementation of myCOPD across Primary Care in the ICS.

- 4.17 The 100% Digital team will continue to develop their evaluation models for measuring impact, recording and reporting case studies for individuals, organisations, sectors and the city. They will work more closely with colleagues in DIS, Public Health, NHS and elsewhere to use Population Health Management, health and care systems data and other indicators to evidence the positive impact of digital inclusion in this area.

## **5. Main Issues – Equipment, infrastructure and connectivity**

- 5.1 As noted in the recent Inclusive Growth report to this Board in February 2021, access to digital devices and connectivity has become even more important during the current crisis. The 100% Digital Leeds tablet lending scheme was designed for a pre-COVID situation. The iPads on that scheme were lent to organisations to enable them to try different digital activities and interventions with their service users at no cost and no risk. The tablets were always part of a wider offer and the start of a relationship where the 100% Digital team would work with the organisation to collect evidence of impact for funding applications so that the organisation could buy their own equipment. The tablets would then be lent to another organisation and the cycle would continue. This model changed over the last 12 months.
- 5.2 As organisations closed their doors during the COVID crisis, more people needed access to devices and connectivity at home. Tablets from the 100% Digital Leeds scheme have been in people's homes rather than in the hands of organisations. However, the level of need is much greater at an individual level and the number of tablets on the scheme could never satisfy all of that demand. Increasing the number of tablets on the scheme also increases the running costs for the monthly data SIM cards. These financial challenges are being discussed in preparation for the library service taking overall responsibility for the tablet lending scheme after the 100% Digital Leeds team moves to DIS.
- 5.3 As noted in Section 3, the 100% Digital Leeds team have helped many organisations to set up their own equipment lending schemes to support their service users or patients. However, there is a growing issue of data poverty for individuals who cannot afford to pay ongoing connectivity costs. As with many other areas of financial exclusion, those who can least afford to pay will often end up paying more through Pay As You Go data plans rather than monthly contracts. This is a national rather than a local issue.
- 5.4 A cross-party group of parliamentarians are working with industry and campaign partners to eradicate data poverty in the U.K. The Data Poverty All Party Parliamentary Group is chaired by Darren Jones MP and after the recent budget they noted that: "The pandemic has shown how important internet access and digital skills are to children learning from home, parents working remotely and citizens needing to access public services. It's disappointing that the Chancellor failed to address these issues at all in the 2021 Budget."
- 5.5 The 100% Digital Leeds team have worked with Council colleagues and internet service providers to address the issue of data poverty at a local level. The charity Hubbub, in partnership with O2, launched the 'Community Calling' smartphone recycling scheme in Leeds and West Yorkshire. Phones are gifted to vulnerable people across the region through third sector partner organisations and each phone comes with 12 months of free calls, texts and data (6GB per month). The first batch of 200 smartphones have been sent to community partners to distribute to their service users, including: Damasq, Unleashing Refugee Potential, Holbeck Together, Richmond Hill Elderly Action, Leeds Gypsy and Traveller Exchange, Basis Yorkshire.
- 5.6 Conversations are ongoing with BT to define the 'social value' aspects of their Full Fibre contract with the Council. Hyperoptic offered a free broadband service to families who currently do not have a reliable broadband connection. The offer was available for local authority tenants in homes covered by Hyperoptic's network to enable children with no

access to adequate connectivity to more easily access virtual education resources and learn from home.

- 5.7 Most children and young people have been educated from home during the pandemic. Families without adequate access to devices and data were at risk of seeing their children fall further behind with their education. As with the issue of individual data poverty, the huge number of children who needed laptops for home education required a response at a national level. In total, as of 19 March the number of devices (laptops or tablets) delivered or dispatched to schools since the start of the pandemic is 1,267,451.
- 5.8 11,407 devices have been delivered or dispatched to Leeds City Council-maintained schools since the start of the government scheme. This figure does not include devices delivered to academy trusts or directly to schools within a trust, which are recorded separately by government. Some trusts operate across local authority boundaries so it is more difficult to apply these figures directly to Leeds, but they include 4,303 devices to the Co-operative Academies Trust, 1,696 devices to the Gorse Academy Trust and 1,087 devices to the White Rose Academies Trust. All data [available at the GOV.UK website](#).
- 5.9 In addition to the government scheme, the local response has seen a growth in community device donation and recycling schemes across Leeds. Chief among these is Digital Access West Yorkshire. DAWY supports citizen-led, asset based approaches towards digital equity with a strong belief in the circular approach to sustain efforts for the longer term. Their work was featured in the Digital report to this Board in July 2020. Since then, DAWY have gone on to recycle and distribute hundreds more laptops and devices to families in need, with donations from individuals and local businesses.
- 5.10 To sustain the work and scalability of DAWY in reducing the digital divide, they have supported and connected with other digital access initiatives regionally to repurpose and redistribute tech in greater volumes. Nationally, DAWY have also shaped the start of the Digital Access National Network to facilitate the sharing of practical advice, resources and advocacy. DAWY also advise and support hyper-local schemes in specific areas of the city. They are well-placed to connect regional and national initiatives with local interventions using their insights from schools and communities on the areas of need.
- 5.11 Many of the hyper-local schemes have been championed by local Councillors. Although this is not an exhaustive list, those interventions include:
- [South Leeds device donation scheme](#)
  - [£7,000 to schools in Crossgates and Whinmoor](#)
  - [Hunslet and Riverside ward device donation scheme](#)
  - [Partnership with Pudsey Computers](#)
  - Discussions with [Laptops for Kids](#), a charitable organisation based in Sheffield that facilitates the donation, secure erasure and distribution of digital devices at scale. Laptops for Kids are continuing these initial discussions with colleagues at West Yorkshire Combined Authority.
- 5.12 The Council's Inclusive Growth and 100% Digital Leeds priorities are closely aligned with the ethos of these local schemes and initiatives. By providing technology the schemes are also contributing to improving educational attainment and closing achievement gaps. Discussions are ongoing with the local schemes to identify how the Council and other Anchor Institutions can best support them. DIS have held preliminary discussions about the equipment recycled by the Council and NHS organisations. There are potential risks and cost implications associated with any changes to existing processes governing data security, cyber security and physical disposal of assets. However, there is a desire to do more to help and to offer more support to the schemes in Leeds.
- 5.13 A recent survey completed by 98 Leeds schools showed that they needed another 3,700+ laptops to meet the needs of their pupils. However, this survey was completed in January and early February and more than half of the devices from the government have been

delivered or dispatched since 4 January 2021. DAWY are speaking to schools in Leeds to establish a more accurate picture of their outstanding need for devices.

5.14 **Appendix 2** provides an overview of national broadband infrastructure programmes and the current activity that the Council is involved in to support investment in connectivity across the district. This includes:

- The Government's National infrastructure Strategy
- Leeds Full Fibre Programme, including 5G
- Commercial investment programmes

## **6. Main Issues – 100% Digital Leeds working regionally and nationally**

6.1 As noted in previous reports to this Board, 100% Digital Leeds has a national reputation as one of the leading digital inclusion programmes in the country. Since the most recent Digital Inclusion report to this Board in July 2020, the team have spoken to more than 30 Councils, health and care and third sector organisations from across the country. These contacts include an increasing number of NHS bodies including Clinical Commissioning Groups, Community Healthcare teams, individual GP practices and Integrated Care Systems. This is due to the work of the 100% Digital Leeds team in developing digital inclusion initiatives and transformations across health and care in Leeds. CCG and ICS representatives from around the country have asked for advice, guidance and support with their own digital transformation strategies, including embedding digital inclusion across care homes, implementing self-management tools for people living with long term conditions and addressing digital inclusion in relation to accessing digital health and care services.

6.2 There is also a recognition that 100% Digital Leeds is leading the way in digital inclusion for older people. In addition to the work with Neighbourhood Networks and other older people's organisations noted earlier in this report, 100% Digital Leeds were invited to speak at the Ageing Better conference in August 2020, "The Road to Recovery: Bridging the digital divide". This appearance prompted a number of Age UK services to contact the team for more information after the event. The team's work with care homes and recovery hubs was featured in the most recent report to this Board. Since then, additional funding has been secured to work even more closely and intensively to increase digital inclusion for residents of care homes. This work will start in earnest when the 100% Digital Leeds team moves to DIS.

6.3 100% Digital Leeds were also invited to speak at the "Dementia Care Conference 2021: Working towards Integrated Care". This reflects the impact of the team's Dementia Pathfinder project which was featured in the previous report to this Board and also features in the recently launched "Living with Dementia in Leeds – Our strategy 2020-25". 100% Digital Leeds is a key partner in the Dementia Friendly Leeds steering group, ensuring dementia care and services have digital inclusion embedded in their processes. The team works with a variety of organisations supporting the most clinically extremely vulnerable people living with dementia and their carers. Leeds has been chosen as one of four local authorities to take part in a two-year research project looking at the use of ICT by carers of people living with dementia. This work is led by the Care Policy and Evaluation Centre at the London School of Economics and Political Science and the ongoing legacy from the Dementia Pathfinder project will be included in the research.

6.4 Regionally, West Yorkshire Combined Authority recently launched their Local Digital Skills Partnership. There is an overarching ambition that the LDSP will improve digital capability across the whole skills spectrum, from the essential skills that help reduce digital exclusion and allow all to engage in the modern digital society, to the skills workers need in an increasingly digital economy, and through to the advanced skills required for specialist roles. There is also the aspiration to grow a digital capable workforce for the future by inspiring the students of today to grow their digital capability. If successful the LDSP will provide a local society that is fully inclusive and one where digital skills support both employment and economic growth.

- 6.5 The Council's Employment and Skills service has received funding from WYCA to deliver a new project focusing on Targeted Digital Skills for Employment. This includes the appointment of a Digital Skills Manager. That post will liaise with multiple digital skills stakeholders such as the LDSP, the 100% Digital Leeds team, Leeds businesses, public sector, Leeds anchors and training providers. They will analyse the city's current digital training ecosystem alongside identifying employer training needs and current gaps, from initial digital literacy through to academic Level 7. Many of the people who could most benefit from the initial digital literacy courses on this project will be known to some of the community organisations that are working closely with the 100% Digital Leeds team.
- 6.6 **Quote from Mark Temple, Local Digital Skills Partnership Manager, West Yorkshire Combined Authority:** "100% Digital Leeds is acknowledged as one of the leading digital inclusion programmes in the country and 100% Digital Leeds is represented on the LDSP Board to contribute to the developing priorities of the LDSP. Through the embryonic months of the LDSP, 100% Digital Leeds have been fundamental in supporting the evolution of the digital inclusion strategy to support skills growth across West Yorkshire, and it is hoped that with their knowledge, expertise and network of partners they will be the key drivers to building a better and more inclusive society in West Yorkshire and provide opportunities for all through skills provision."
- 6.7 In July 2020 the Ministry of Housing, Communities and Local Government launched the Local Digital C-19 Challenge. The aim of this funding was to find Digital, Data and Technology projects to help local authorities in England with their COVID-19 recovery and renewal efforts. Eleven local government projects were awarded a share of £800,000 to combat some of the challenges they faced as a direct result of COVID-19.
- 6.8 Leeds City Council, through the 100% Digital Leeds team, was successful in its bid to develop a Digital Inclusion Toolkit. Leeds was the lead council working in partnership with Croydon Council, Age UK Croydon and TechResort CIC based in Eastbourne. The toolkit went live at: [www.digitalinclusionkit.org](http://www.digitalinclusionkit.org) in December 2020 and almost 200 people from across the country dialled in to the launch webinar. The toolkit draws on the combined experience and learning of 100% Digital Leeds and project partners to produce a comprehensive guide on strategies that can be used when tackling digital exclusion in communities.
- 6.9 The toolkit is:
- An online resource for anyone interested in finding out more about any aspect of designing and delivering digital inclusion projects and programmes.
  - A summary of the digital inclusion experiences of the project partners, including successes and challenges.
  - For staff and volunteers from councils and organisations of all sizes across all sectors.
  - A collaborative space where users of the site can add comments and questions directly to every post on the toolkit. They can also use the contact form to get in touch with the project team 'behind the scenes'.
- 6.10 The project team led by 100% Digital Leeds have already received dozens of questions and comments since the launch. Some of these will be posted directly to the toolkit with answers. In other cases the team are talking to the people who commented and working with them to turn their comments into longer articles for the toolkit.
- 6.11 The digital inclusion toolkit is a platform where people can engage with others who are working on digital inclusion initiatives. Wherever those people are in terms of geography, sector, specialism, scale, scope or maturity of their digital inclusion programme, the toolkit should be relevant to their work. The toolkit can also be used as a means to contact 100% Digital Leeds or the wider project team. 100% Digital Leeds will facilitate conversations outside of the toolkit and bring people together around common themes or to collaborate on joint articles.

6.12 **Quote from Matt Wood-Hill, Collaboration Manager, Ministry of Housing, Communities and Local Government:** “The 100% Digital Leeds team successfully applied for funding from our Local Digital C-19 Challenge last summer. Due to the dramatic changes brought about by the COVID-19 pandemic, combatting digital exclusion is more important than ever before. Through their funded project work, the Leeds team are sharing guidance and lessons from their own experiences with local authorities across the country, the majority of which are less advanced in their work on digital inclusion. The Digital Inclusion Toolkit was developed in around three months. It is a national knowledge sharing platform that welcomes contributions and commentary for other organisations and professionals working in this sector, so that they can learn and discover the most appropriate approaches to use in their contexts. The platform is an impressive resource, and it is already seeing positive engagement from other councils and third sector organisations. We are delighted to provide further funding for Leeds to continue to share their sector-leading work with the rest of the UK in 2021.”

## **7. Main issues – Relocating the 100% Digital Leeds team from the library service to DIS**

7.1 The 100% Digital Leeds team is currently based within the Library Service. However, the team’s role in developing and delivering the 100% Digital Leeds programme has always been more than the digital skills training elements that Libraries provide. The team has a wider remit set by Scrutiny Board’s initial inquiry and recommendations. The 100% Digital Leeds team has a Systems Leadership role in digital inclusion, working in partnership with teams in the DIS, Economic Development, Adults and Health, NHS, Third Sector and elsewhere.

7.2 Based on the fact that the majority of the leadership work that is done by the 100% Digital Leeds team has the strongest synergies with the DIS, discussions are ongoing to move the 100% Digital Leeds team from the Library Service to the DIS. To continue to deliver an effective digital response to the City’s recovery phase post-COVID, it is even more crucial that the Council uses its convening power to maximum effect. It is essential to work beyond silos and bring people together from across sectors to coproduce solutions from the bottom-up.

7.3 This approach is well established across DIS, which already plays the central and strategic coordination, convening and connecting role across the Council, public sector partners and the third sector. Moving the 100% Digital Leeds team from the library service to DIS will facilitate easier and more effective coordination, direction and strategic support for their work.

7.4 The library service will continue to play a key role in the delivery of digital inclusion activities. During lockdown, Libraries have been offering a digital 1-1 telephone support service to residents across Leeds as well as supporting older and isolated library members with digital help through their Keep in Touch calls. They have also trained around 300 frontline staff to be Digital Champions.

7.5 The 100% Digital Leeds team will continue to expand their leadership and coordination role for digital inclusion as part of DIS. They will drive the agenda, develop the vision and deliver the shared priorities of the Council and the wider city. They will build on their strategic partnerships with organisations from across the city, the region and the country. Strengthening their work with colleagues across the health and care system the 100% Digital Leeds team will work with DIS to intensify their focus on increasing digital inclusion to improve health outcomes and reduce health inequalities.

## **8. Corporate considerations**

### **8.1 Consultation and engagement**

8.1.1 As outlined throughout this report, consultation and engagement with partner organisations and their service users is a constant activity of the work and one of the fundamental principles of the 100% Digital Leeds approach.

## **8.2 Equality and diversity / cohesion and integration**

8.2.1 The report focuses on actions to reduce and mitigate the impacts of poverty, exclusion and inequalities. By working with community partners this work will strengthen cohesion and integration in Leeds.

## **8.3 Council policies and the Best Council Plan**

8.3.1 All of the work outlined in the report plays a key role in achieving the Council's ambition to build a compassionate city, tackling poverty and reducing inequalities. Work discussed is aligned closely with the Best Council plan, the Leeds Economic Recovery Framework, the Health and Wellbeing and Inclusive Growth Strategies.

### Climate Emergency

8.3.2 Improving digital inclusion across all communities has the potential to make a major contribution towards overall efforts to tackle climate change. Significant focus across government and the public sector in particular has been given to transforming the way citizens interact with services, moving information and applications online while delivering services in fewer physical locations. For those who are digitally excluded this has created difficult practical challenges and they are also excluded from securing the environmental benefits of these changes. For example, if someone is not able to complete a form online they may have to travel to a physical location, with the nearest one now being a greater distance away than it was previously and requiring a longer, more polluting, journey.

8.3.3 At its core, work to provide people with more digital skills and access equips them with greater choice and flexibility about how they live their lives. As well as having the ability to present more opportunities in social and economic terms, it can also inform and enable people to make more environmentally positive choices in a realistic and practical way.

## **8.4 Resources, procurement and value for money**

8.4.1 As noted above, there are resource implications and budget pressures on the tablet lending scheme. A review of the scheme is underway with input from Officers in the library service, DIS, Procurement and 100% Digital Leeds.

## **8.5 Legal implications, access to information, and call-in**

8.5.1 There are no specific legal implications or access to information issues with this report.

## **8.6 Risk management**

8.6.1 Programme risks are managed, and programme governance is in place, with regular reporting to Smart Leeds Portfolio Board and regular reports to Scrutiny Board (Infrastructure, Investment and Inclusive Growth).

8.6.2 In the context of 'Reset and Renewal' and 'Building Resilience', digital inclusion is social inclusion and is one way of tackling poverty, improving health and wellbeing and reducing inequalities. The risks of failing to deliver the 100% Digital Leeds programme and not achieving the ambition of 100% Digital Leeds would have a significant impact on partners and communities across the city. Relocating the 100% Digital Leeds team to DIS will enhance and expand their Systems Leadership role in digital inclusion.

## **9. Conclusions**

9.1 The update report to this Board in July 2020 outlined the Council's and the City's ongoing digital response to the COVID-19 crisis. The Conclusions in that report noted the following ambition statement as a foundation of recovery plans:

- 9.2 *“The Council cannot meet the demands of the future without change. We want to move to a whole system approach across places that enables people to independently look after themselves and improve their lives, to connect them to their communities and a wider circle of care and support. We can use some of the latest technologies to make this happen, but if we do not tackle digital exclusion then tens of thousands of our most vulnerable residents will be left behind as other areas of the city move on without them. We are working with and within those communities to ensure that everyone benefits from a truly 100% Digital Leeds.”*
- 9.3 Relocating the 100% Digital Leeds team to the DIS will ensure they can continue to work beyond silos to achieve that ambition, bringing people together from across sectors. They will expand their leadership and coordination roles, driving the digital inclusion agenda with systems leadership from the top while co-producing solutions from the bottom-up. As part of the DIS, the team will have the strategic support to continue to develop the Council’s and the City’s vision, and deliver our shared priorities for 100% Digital Leeds.

## **10. Recommendations**

- 10.1 Endorse the strategic priorities of the 100% Digital Leeds programme to make Leeds the most digitally inclusive city for everyone.
- 10.2 Recognise the significant achievements to date of the 100% Digital Leeds team and their work with partners from all sectors to increase digital inclusion across the city.
- 10.3 Agree that the 100% Digital Leeds team continues its systems leadership role for digital inclusion on behalf of the Council and the city, with the strategic priorities, leadership and governance for 100% Digital Leeds being formally managed by DIS.
- 10.4 Continue to provide oversight of the 100% Digital Leeds programme by receiving progress reports to this Board.

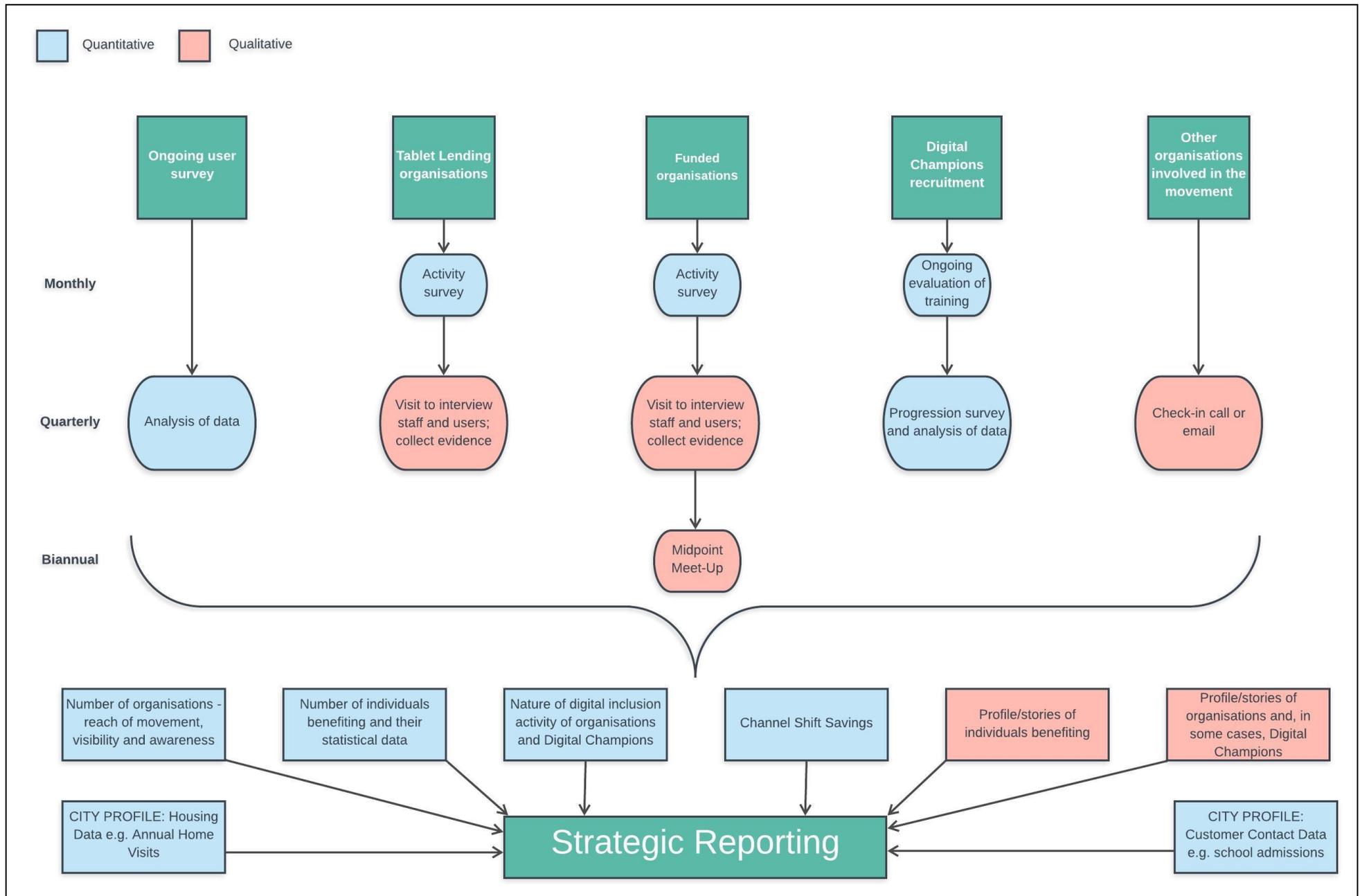
## **11. Background documents<sup>1</sup>**

- 11.1 None.

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<sup>1</sup> The background documents listed in this section are available to download from the council’s website, unless they contain confidential or exempt information. The list of background documents does not include published works.

# Appendix 1: 100% Digital Leeds evaluation framework pre-COVID



## Appendix 2: Infrastructure update

**National Infrastructure Strategy (NIS)** The [Government published the NIS](#) in November 2020 and this sets out the policy ambition around broadband infrastructure “*The government is working with industry to target a minimum of 85% gigabit capable coverage by 2025, but will seek to accelerate roll-out further to get as close to 100% as possible. The government will continue to implement an ambitious programme of work to remove barriers to broadband deployment and maximise coverage in the hardest to reach areas of the country.*”

This target is a revision on both the previous target set out by Theresa May’s Government of nationwide coverage of fibre to the premises (FTTP) by the end of 2033, which was considered by many to be viable but still challenging, and later targets set by Boris Johnson in his leadership campaign and the subsequent Conservative party manifesto of December 2019. The national policy position has moved away from delivery of FTTP networks to ‘gigabit capable’ networks. The shift to gigabit capable allows for the inclusion of a wider set of technologies (including DOCSIS 3.1 technology used in Virgin Media networks and other mobile and wireless solutions delivering gigabit speed services).

To support the delivery of 85% gigabit capable coverage by 2025 the Government has ear-marked £5bn for the Gigabit Broadband Programme of which £1.2bn has been allocated (from 2021/22 – 2024/25) to focus on identifying and tackling the final 20% (known as the F20) of hardest to reach locations – up to c.6 million premises across the UK – using an “*outside-in*” approach to deployment (i.e. build out from rural areas first, rather than leaving them until last).

There are some parts of the Leeds district that will fall into the F20 definition e.g. those areas that are not in scope to receive commercial investment by broadband infrastructure providers. By definition these are some of the less urban parts of Leeds in the north east and eastern parts of the district.

The Gigabit Broadband Programme will use public subsidy to create procurement ‘lots’ which will be offered out to market. The procurement process and contract management will be handled centrally by civil servants within Building Digital UK (BDUK – the delivery arm of Department for Digital, Culture, Media and Sport DCMS). In March 2021 the Government published the [Project Gigabit Phase One Delivery Plan](#) which sets out the broad approach for this new round of publicly funded investment in broadband infrastructure.

There has been some consultation on how the new procurements will work with West Yorkshire authorities through the West Yorkshire Combined Authority. Further detail is expected on this in the early part of the 2021/2022 financial year. Other West Yorkshire authorities have a greater number of premises potentially in scope for such procurement.

### Current position in Leeds

Leeds is relatively well served by gigabit capable networks. Almost half of premises (47.85%) in the district can access a full fibre connection. Because Virgin Media has a very extensive coverage (78.4% of district on VM network), when you add fibre to the premises (FTTP) connections to the gigabit capable DOCSIS 3.1 connections provided by VM 86% of premises in the district can access a gigabit capable service<sup>2</sup>. This far outperforms the UK average of 38.93% of UK premises which are able to access gigabit speeds<sup>3</sup>.

**Leeds Full Fibre Programme (LFFP)** In [February 2020 the Council signed a 10 year £20.3m contract](#) with BT and their delivery partner Openreach to deliver an extensive full fibre broadband network to public sector buildings across the district and to use that network to provide internet services to the Council. Despite some delays due to Covid-19 the first phase of the programme was completed in January 2021. 190 LCC buildings are now on the Openreach network. The remaining c.1,100 buildings in scope will have moved onto the new network by March 2024.

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<sup>2</sup> Access only, as it is customer choice as to whether to take-up a service

<sup>3</sup> See [Broadband Coverage and Speed Test Statistics for Leeds \(thinkbroadband.com\)](#) for more detail, including breakdown to parliamentary constituency level.

Whilst the LFFP will not directly improve the connectivity position for residential and commercial properties in Leeds the investment by Leeds City Council in a full fibre network will lead to a greater proliferation of fibre across the district. The network will encompass Council owned operational buildings, schools, GP surgeries and health and care sites across the whole district, including in areas which have not been viable for commercial investment programmes by market operators. The intention is that this increased fibre spine will then be built out from by other broadband providers taking connectivity to other premises within the vicinity of LFFP sites. In this way the Council has sought to maximise the value of the investment made in meeting its own corporate connectivity requirements by using its spending power to uplift the overall infrastructure position of the city.

The LFFP also incorporates the delivery of a 5G network across the district. BT will build a so-called "carrier neutral" network which will be made available for multiple mobile network operators (MNO) to deliver services to customers. All 5G networks require fibre networks to sit behind them and provide backhaul.

To support the delivery of the wider 5G network LCC are working with BT to deliver a city centre pilot of a standalone 5G network which will separate out existing 5G equipment (currently co-located with 4G equipment) and use a number of LCC CCTV columns and street lighting as alternative sites for equipment. The pilot will also involve the construction of a number of large freestanding masts in 6-8 locations in the city centre.

The overall 5G ambition of the LFFP is that BT will develop an extensive 5G network which will provide coverage to around 70% of the district (by geography) and c.80% of homes within the LCC owned housing stock.

**Commercial investment programmes** Leeds is benefitting from significant investment in infrastructure by three broadband network operators – CityFibre, Openreach and Virgin Media. All three are investing in developing full fibre networks in the district and through the Connectivity Board chaired by Martin Farrington the Council is working with them to understand their deployment activity and to encourage them to go further faster.

**Superfast West Yorkshire** Leeds is part of the Superfast West Yorkshire partnership, along with the four other West Yorkshire authorities, City of York Council and the West Yorkshire Combined Authority (WYCA). Contract 1 & 2 of this programme were delivered by Openreach using a combination of fibre to the cabinet (FTTC) and fibre to the premises (FTTP) connections. End user connections delivered under these contracts had to be Superfast 30mbps+. As of March 2021 just under 98% of premises across West Yorkshire and York can access a superfast service.

In September 2020 Quickline were awarded a contract to deliver connectivity to the remaining premises in West Yorkshire and York. The target is to cover 5,571 premises by autumn 2022, of which roughly 20% will be within Leeds MD. The majority of premises covered by this deployment will be served by Fixed Wireless Access (FWA) which delivers broadband services over radio signals using masts. There will be some limited deployment of FTTP. Quickline will need to build some new masts both within Leeds MD and the wider intervention area, but the majority of the coverage required will be provided by existing masts.



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**Report of Director of Resources and Housing**

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

**Date: 7<sup>th</sup> April 2021**

**Subject: Smart Cities: Delivering a sustainable City in the Digital Age - Update**

Are specific electoral wards affected? If yes, name(s) of ward(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Has consultation been carried out?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Will the decision be open for call-in?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information? If relevant, access to information procedure rule number: Appendix number:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

**1. PURPOSE OF THIS REPORT**

- 1.1 This report provides an update to Scrutiny Board on the progress made on the council's smart cities programme, Smart Leeds, since the last update in February 2020.
- 1.2 It provides details on progress on the smart city 'foundations' focusing on Connectivity, Data & Analytics and Digital Inclusion, and the main priority areas of Health & Wellbeing, Travel & Transport, Climate Emergency and Housing Standards.
- 1.3 It will provide an update on the work to deliver a 'city digital strategy' that will underpin the three pillars of Inclusive Growth, Health & Wellbeing and Climate Emergency, and outline the steps being taken to champion Leeds as a regional centre of innovation excellence.
- 1.4 The report highlights progress on the Recommendations outlined in the 2020 report, notably:
  - Support the work to improve data usage and collection through investigating how a next-generation city data platform will enable the Council to derive more value from data.
  - Endorse the approach of working increasingly with partners from all sectors (e.g. universities, other councils, tech companies) to continue to promote Leeds as one of the UK's leading smart cities.

- Support the work to review how IoT devices can assist with understanding the city environment to improve decision making.

## **2. BACKGROUND INFORMATION**

- 2.1 A 'smart city' is a place that maximises the potential of all of its assets: people (skills, endeavour), information and data (from all parts of the city), businesses and things (devices, technology) that when combined are more than the sum of its parts.
- 2.2 The World Economic Forum [G20 Smart Cities Alliance](#) states that "as the world urbanises, sustainable development and economic growth depend increasingly on the successful management of urban growth. With the right technology and the know-how to govern it, cities can lead the way in solving problems in energy, transportation, healthcare, education and natural disaster response, while making their communities more inclusive, resilient and sustainable."
- 2.3 Leeds has recently been recognised as one of the world's leading smart cities and in 2020, was invited by the G20 Alliance to help shape and roll out smart city policies alongside other Pioneer Cities including London, Melbourne and Dubai.
- 2.4 As the council increasingly looks at how technology can help deliver efficiencies and make data-led decisions, it is important to have a thorough understanding and trust of emerging technology. The [Cities Coalition for Digital Rights](#) looks to "bring together cities committed to harnessing technology to improve the lives of people and support communities in cities by providing trustworthy and secure digital services and infrastructure" and notes that, "with increasingly reliance on the internet, the need to protect and respect basic human rights in the digital realm is increasingly important".

### **They outline five principles to focus attention:**

1. Universal and equal access to the internet and digital literacy
  2. Privacy, data protection and security
  3. Transparency, accountability, and non-discrimination of data, content and algorithms
  4. Participatory democracy, diversity and inclusion
  5. Open and ethical digital service standards
- 2.5 Leeds is already a strong advocate and champion of open data, is one of the UK's leading cities on digital inclusion, and has a strong background in Information Governance. Being a signatory to the Cities Coalition therefore offers access to a collaborative forum to promote the work taking place in Leeds and to benefit from best practice in other participating cities such as New York, Barcelona and Belfast.

## **3. MAIN ISSUES – CITY DIGITAL STRATEGY**

- 3.1 A number of areas including the West Midlands, Greater Manchester and Glasgow have recently published their regional/city digital strategies focusing on areas such as realising the benefits of digital technologies, supporting local digital economies and improving digital skills.
- 3.2 Beginning in September 2020, the council began leading a series of workshops with attendees from across the city and from all sectors to consider the priorities and actions that should be included in a five-year Leeds digital plan. One that supports the council's Climate, Inclusive Growth and Health & Wellbeing pillars.

- 3.3 Workshops have been held focusing on Digital Economy & Skills, Innovation & Collaboration, Digital Place/Smart Cities, Health & Wellbeing and Digital Safety, Security & Ethics.
- 3.4 It is proposed that digital leaders, institutions and companies of all sizes sign up to the shared digital strategy to speak with one voice on the city's approach. Each signatory would work towards delivering the actions of the strategy in their own way and would provide updates on their progress at the Leeds Digital Steering Group.
- 3.5 It is envisaged that the first draft of the strategy will be completed by autumn 2021. A wider public consultation will then take place.

#### 4. MAIN ISSUES – SMART LEEDS FOUNDATIONS

It's important to have the right foundations in place in order to assist with the delivery of the city's priorities. Significant work is taking place in a number of areas, namely:

##### 4.1 **World Class Connectivity**

To assist the Council in delivering the best services, provide full fibre connectivity to both urban and rural areas, and to attract inward investment/enable businesses to thrive, it's important that Leeds has world-class connectivity.

- 4.1.1 **Full Fibre:** The council is working with BT and Openreach to connect c.1,400 council buildings, schools and NHS buildings to a gigabit fibre network. Not only will this ensure we're able to continue to deliver the best services to our citizens, but also means that gigabit fibre infrastructure will be rolled out across the district including to areas where it hasn't previously been commercially viable. The £20.3m, ten year contract that was signed in February 2020 doesn't include providing solutions directly to homes or business but having more extensive full fibre networks throughout the district should improve the broadband options available to businesses and residents across Leeds including in some of the more rural/less urban areas.

- 4.1.2 As part of the contract, BT will also be rolling out an extensive standalone 5G network. Beginning with a trial in the city centre to test and trial the technology the network will ultimately extend 5G coverage to 70% of the district.

(A fuller update on the roll out of the council's Full Fibre programme is provided in the Digital Inclusion paper included in this agenda for the Board.)

- 4.1.3 **LoRaWAN:** A district-wide Long Range Wide Area Network is currently being rolled out. The council has now installed 13 gateways that have been predominately financed from Business Rates Pool funding to support connectivity. A further 15 gateways have been financed by Munroe K who the council is working with to use the White Rose Office Park as an Smart Cities IoT Innovation Hub (Main Issues 6.3). The remaining gateways will be installed by the spring.

- 4.1.4 The complete network of 28 gateways forming the 'Leeds Innovation Network', will be one of the largest in the UK for the area that it serves. It will be a free and open access network that will enable the council and businesses to deploy 'Internet of Things' (IoT) devices such as air quality monitors to collect real time data, and facilitate the testing of new technology prior to wider scale deployment. Data that is collected from council-installed IoT devices will feed into a new single city data platform equipped to manage and analyse 'big data' and will form part of the new City Office of Data Analytics.

4.1.5 The network is already supporting the council with its £1.25m government-funded GovTech Catalyst Social Housing project (Main Issues 5.3.2), and the European Regional Development Fund project, 'Reopening of the High Street', where footfall monitors are being deployed in town and city centres to help the council better support High Streets, post-Covid, and provide real time information to citizens on when it is quieter, and safer to go out shopping.

4.1.6 **Free Public Wi-Fi:** Twenty one community buildings have now been connected to the council's free-wi-fi. This has been delivered under budget and includes one more building than originally planned. The complete list of buildings to benefit from installation are:

Lincoln Green Community Centre	Rycroft Green Sheltered Housing
Phil May Court Sheltered Housing	Crimbles Court Sheltered Housing
Denis Healey Centre	Halliday Court Sheltered Housing
Ebor Gardens Community Centre	Northfields Sheltered Housing
Richmond Hill Community Centre	Sir Karl Cohen Sq. Sheltered Housing
Strawberry Lane Community Centre	Fairfield Community Centre
Burnsall Court Sheltered Housing	Willows/Community Centre
Crescent Grange Sheltered Housing	Mandela Centre
Queensview Sheltered Housing	Leeds GATE office
Marsden Court Sheltered Housing	Cottingley Springs Traveller Site
Queenswood Court Sheltered Housing	<i>Usage stats will be provided once the centres come back into use.</i>

#### 4.2 **Data and Joined-up Analytics**

New technology offers the opportunity to collect data more easily and allows it to be combined with data from other sources to provide a holistic understanding that can assist with the delivery of services. It is important however that data is collected proportionately and ethically:

4.2.1 **Next-generation Data Mill:** The council operates one of the largest open data (publication of non-personal data) platforms in the UK, Data Mill North. Published datasets are generally historic and static. Increasingly however, data will be collected in real time, and as the council promotes itself as an 'open by default' organisation, it is important that this data is not just made available in its raw format, but is also visualised and understandable to everyone.

4.2.2 Whilst the existing Data Mill site has enabled the council to lead the UK on open data over the past 7 years and play a leading role in the Leeds digital community, in order to stay ahead and remain relevant, a new solution needs to be developed.

4.2.3 The council is currently focusing on creating a new **City Office of Data Analytics** that will incorporate the Data Mill work. It will transform how we publish open data (including real time), assist with sharing private data with partners, and facilitate with analysis and presentation of data – reducing staff effort.

4.2.4 The work will be overseen by a new role, City Chief Data Architect, following approval from the Leeds CCG to commence recruitment. A number of cities around the world, most notably London and New York, already have city data analytics offices that concentrate on realising increased value from data by linking large, complex and regularly changing datasets together, giving a more holistic view and discovering patterns and trends that are not immediately obvious or widely known.

Whilst the Office will initially focus on health-related analytics, it will be designed in such a way that it can expand to focus on other areas.

- 4.2.5 **Digital Twins:** The concept of a digital twin is one where data is collected in a real world environment (e.g. in a building, a street, or across an entire city). Capturing enough data can lead to the creation of a digital version or twin, of its real life equivalent. The twin enables us to make changes and review impact in the digital world (e.g. changing traffic flows around schools to improve air quality), before it is introduced in the real world.
- 4.2.6 Leeds City Council is supporting University of Leeds spin-out, Slingshot Simulations, who have recently secured government funding to build digital twins across Yorkshire and Humber. They are an open data advocate and are looking to re-use data already published on Data Mill North as well as future real time data that will be collected using new sensors. We are currently discussing potential use cases for a Leeds Digital Twin that will be developed at no cost to the council and that will be used by Slingshot to showcase digital twin capabilities to cities around the world.
- 4.2.7 **Data Ethics:** The final in a series of City Digital Strategy workshops will take place on 19<sup>th</sup> April and will focus on ethical data. It will focus on how it's necessary that we build the right ethical data foundations to support future service delivery.
- 4.2.8 Those foundations begin with the council being viewed as a trusted organisation when it comes to managing citizen's data, and that it has a thorough understanding of how new technology will help with the delivery of services. By focusing strongly on ethics, the council will improve citizen trust around data and reduce barriers to increasingly utilise new technology in the years ahead.
- 4.2.9 The council has recently signed up to the Cities Coalition for Digital Rights (CC4DR) where one of their principles states that "Everyone should have access to understandable and accurate information about the technological, algorithmic and artificial intelligence systems that impact their lives, and the ability to question and change unfair, biased or discriminatory systems". Signing up to the coalition affirms the council's commitment to put ethics at the heart of its smart cities work. This needs to be backed up with direct and open discussions with citizens and data ethics and tech/data for good needs to be increasingly at the forefront of discussions that the council has with the business community.
- 4.2.10 As more data is collected, there will be an increasing dependency on utilising machines to make ever-more sophisticated decisions that were once carried out by people. The Alan Turing Institute notes that "AI and machine learning systems ... [will] become gatekeepers for the advancement of vital public interests and sustainable human development. In order to manage these impacts responsibly and to direct the development of AI systems toward optimal public benefit, you will have to make considerations of AI ethics and safety a first priority."
- 4.2.11 It is important therefore to align the increased use of artificial intelligence technologies with the council's ethical values and principles that safeguard and promote the wellbeing of the communities that these technologies affect. To remain abreast of technological developments and how these might impact on citizens, Leeds is a founding member of the UK Councils Smart Cities Steering Group and has begun discussions with the Information Commissioner's Office to ensure that we consider the future implications of increased data collection, data bias and machine to machine learning.

#### 4.3 **Digital Inclusion (100% Digital Leeds programme)**

The last 12 months have highlighted the importance of digital inclusion to ensure that nobody is excluded in what is becoming an increasingly digital world. A fuller report is provided as part of an ongoing inquiry on the agenda of this board and will include more information on:

- 4.3.1 **Equipment, infrastructure and connectivity:** The new equipment lending schemes across the city and the recycling and gifting schemes that focus on support for children and young people who are home educating.
- 4.3.2 **Reducing health inequalities through digital inclusion:** The response to the Healthwatch Leeds report on digital inclusion in Leeds and the work with the Local Care Partnership in Beeston and Middleton.
- 4.3.3 **Building the capacity of the third sector:** The ALaDDIN Network for organisations supporting adults with learning disabilities and the Neighbourhood Networks digital inclusion working group.
- 4.3.4 **Digital Inclusion Toolkit:** Leeds City Council has been working with Croydon Council and other partners after successfully being awarded MHCLG funding to create digital inclusion toolkit. It provides a platform for Leeds to share our digital inclusion successes an online forum for councils to collaborate on best practice: [www.digitalinclusionkit.org](http://www.digitalinclusionkit.org)

### 5. **MAIN ISSUES – SMART CITY PRIORITIES**

There are many projects taking place across the Council that could be referred to as 'smart city projects'. In addition to taking a leading role in some of these projects, the Smart Leeds programme offers a co-ordinating role of raising awareness and connecting projects that might otherwise work in isolation. Each of the following examples of Smart Leeds projects and programmes has been identified within one of the following categories:

- **ACTIVE:** Funded project currently in flight with specific outcomes to be delivered.
- **DEVELOPMENT:** Business case being developed; currently in discovery and innovation phase.
- **ASPIRATIONAL:** 'Art of the possible'; horizon scanning, knowledge-sharing and learning from organisations, other regions and countries.

#### 5.1 **Health and Wellbeing**

Smart Leeds has a role to play in the "left shift" towards increased self-care and prevention that can lead to earlier intervention that costs less and results in better outcomes for patients and citizens:

- 5.1.1 **ACTIVE:** Third sector organisations and community groups hold a lot of data about community activity and local charities. This data is often duplicated and sometimes out of date. It's therefore difficult to know which is the most up to date and accurate version of the data. **LOOP** is a demonstrator pilot site that brings together this local data into one place – one version of the truth.

It has been created to meet Open Referral UK Standards meaning the data stored here can be presented across multiple channels/websites – i.e. collect once and use many times. It has now gone live on a number of partner websites (e.g. Forum Central) and work has started to bring the Leeds Directory on board. It has been

successful in winning an i-Network award and it is hoped that the adoption of the Open Referral UK Standards will deliver a major breakthrough in efficiencies at both a local level and national level: <https://i-network.org.uk/adur-worthing-councils/>

- 5.1.2 **ACTIVE:** The social isolation app, **CareView** developed in through the council's Innovation Labs has since been trialled in Greater Manchester and has now been successful in accessing some European Space Agency funding. It will now be integrated to integrate into ESA technology to enable a more dynamic solution where outreach workers can report improvements as well as concerns in local areas as cases are dealt with.
- The funding means the app can be developed further at no cost to the council
  - CareView has now been integrated into the council's Better Together outreach service

- 5.1.3 **DEVELOPMENT:** In Leeds we are keen to support our citizens to take the 'left shift' and become more involved in managing their own health and wellbeing. Apps are playing an increasingly important role, with more and more citizens downloading apps that can support them to reach targets and manage their conditions. However there are a bewildering amount of them available on the market for this purpose - over 750,000 at last count - and so deciding which one is the right one is difficult.

Discussions between LCC and the CCG have been taking place since September 2020 to create a **Leeds Curated Apps**. It will be a space where citizens can go to find apps that support them to meet their health and wellbeing goals, and where health and care professionals can signpost citizens, assured that the apps showcased have been vetted to ensure they are safe, in line with local priorities, and use data in a responsible manner. It is hope that the solution will be available by the summer.

- 5.1.4 **ACTIVE:** As part of the Physical Activity Ambition for the city, the council has been looking at different ways to get people of all ages moving more every day. Over the last year evidence has shown that many people are doing significantly less daily movement and as lockdown starts to ease we want to support people to access their local areas and communities and gain confidence to get back outdoors and move more. The **Love Exploring** app will bring places to life using Augmented Reality, provide interesting information about places in Leeds and offers guided trails, games and inter-school competitions. It has been developed over 5 years and is already being used in other places across the UK.

- 5.1.5 **DEVELOPMENT:** Smart Leeds sponsored a national digital competition supporting SMEs. The winner, **Civic Dollars Rewards** app, rewards healthy and active lifestyles by incentivising people to visit their local park. For the trial, when someone who is signed up to the app visits Middleton Park, Roundhay Park, Temple Newsam or Kirkstall Abbey, they will receive a credit, or civic dollar. These credits can then be gifted to a charity who in turn can redeem them for goods and services that are being donated by a local participating company. If the trial (expected to go live in the spring) is successful, funding options to support it longer term will be identified, and the number of users, participating charities and companies will be scaled up.

## 5.2 **Travel and Transport**

As the city grows in size and population, we need to look at how technology can assist people to get around the city/region and promote sustainable methods of transport:

- 5.2.1 **DEVELOPMENT:** As part of the LPTIP scheme, over 100 **Vivacity Labs sensors** are being deployed around the city centre at key junctions and crossing. The sensors will use machine learning to classify objects such as the number of pedestrians and vehicles waiting at crossings, and feed data into a centralised LCC system that will be able to optimise traffic signal timings. This approach to optimisation is a significant step forward and will enable the signals to become much more responsive to walking and cycling demands. Additional benefits will include data on city centre footfall that will be available for use by other services such as City Centre Management.
- 5.2.2 **ASPIRATIONAL:** A '**smart cycling**' concept app has been developed in the past year that would enable increased priority to be provided to cyclists through traffic signals. It would also provide the facility for users to report issues around the network (e.g. overgrown trees, broken glass, traffic signals fault etc). This will be progressed if suitable funding is identified. A project using similar technology is also planned which would look to provide alerts to drivers regarding incidents on the network and/or planned events.
- 5.2.3 **ACTIVE:** An evolutionary step to improve the existing '**virtual**' bus priority system in use across the city is underway. The improvements have included working with our signal equipment suppliers to significantly reduce latency, thus improving the accuracy of the system and enabling increased bus priority through traffic signals.
- 5.2.4 **ACTIVE:** There is currently a significant amount of work being undertaken to improve the telecoms infrastructure that supports the Urban Traffic management Control (UTMC) systems. CCTV cameras are being upgraded to digital HD that will improve the ability to monitor the network effectively and facilitate future planned development of automatic incident detection.

## 5.3 **Housing Standards and Growth**

The council is the largest landlord in the city. Through the use of technology and better use of data, it will lead by example and encourage improved standards of homes across the city:

- 5.3.1 **DEVELOPMENT:** The **Housing of the Future** (HOTF) programme was recently successful in securing £140,000 of Better Care Fund money to investigate how connected devices can be used to improve both the internal environment of our properties and also the health of the people living in them. A Proof of Concept with social care service users will investigate how technology can support people to live independently, and how data from sensors can be analysed to determine where people's health may be deteriorating and what actions are needed to reverse this. Additionally, funding will be used to compliment the GovTech Catalyst project and purchase sensors that will be placed in specific property types to monitor environmental indicators and focus on areas that GovTech might not. Finally, it will also be used to create a 'connected space'; a safe, trusted and confidential location (e.g. community centre or GP surgery), where members of the public have access to equipment and can get online. A number of services have had to move online during the Covid 19 pandemic and this has created problems for

many citizens. The initial space will be located in either Beeston or Middleton to compliment the work currently underway in that part of the city to address digital exclusion.

5.3.2 **ACTIVE:** One of the key projects being delivered as part of HOTF is the government-funded **GovTech Catalyst** project that began Phase 2 in January 2021. Commencement was delayed due to Covid, however a thorough application and interview process carried out alongside Government Digital Service colleagues resulted in two successful companies being awarded £500,000 contracts to work with the council to identify how technology can assist the council with improving the quality of council homes, potentially leading to improved health outcomes for tenants.

5.3.3 **DEVELOPMENT:** Working in partnership with the University of Leeds, the council has been successful in securing £100,000 of EU Horizon 2020 funding to project manage research into fuel poverty. As part of the **WELLBASED** project, the university, who have also received funding, will carry out research with tenants and on properties prior to relevant works being carried out, and review again post-works, to monitor any change. The project will provide real insight into how interventions improve living standards and help people out of fuel poverty.

#### 5.4 **Climate Emergency**

Improved infrastructure, data collection and deployment of new technology can assist with influencing behaviour change, a better understanding of the environment and improved decision making:

5.4.1 **ASPIRATIONAL:** Real-time collection of **air quality data** that is relayed to citizens to nudge them into changing their behaviour, for example, using public transport rather than driving to work in their car. The LoRaWAN network that is currently being deployed could support the roll out of new air quality sensors across the district and the Smart Cities IoT Innovation Hub could support the testing of different sensors to provide greater confidence in the technology that is available.

5.4.2 **ACTIVE:** The council's **Electric Vehicle Trial Centre** continues to support the uptake of Zero Emission Vehicles (ZEV) across businesses, the public sector and third sector organisations with all vehicles out on trials and with a fully booked forward plan for trials. Additionally, the Centre has also been providing e-bikes for trial and started supporting trials of E-Cargo bikes from January 2021.

5.4.3 **ACTIVE: EV Charging Network:** The council is continuing to work to support the expansion of the charge network across the city and region. Working on a regional project with WYCA and Engie there have now been 17 dual bay (one for public, one for taxi/private hire use) rapid chargers installed in Leeds. A minimum of 30 units will be installed by spring 2021 with the network remaining free to use until 29<sup>th</sup> October 2021. There have been over 26,000 charging sessions recorded so far – an average of 7 events per day at each site – which equates to approximately 2.5million miles of zero-emission driving supported by the network.

Additionally, the development of the Stourton Park and Ride facility includes significant provision of EV charging infrastructure, and the council has been successful in being awarded £97,500 to support the delivery of charge points in residential areas based on a community hub approach at off-street locations.

5.4.4 **ACTIVE:** The council has now completed phase 1 of the **District Heating Network** which has been successfully providing heat to Leeds Playhouse and council houses

for over a year. Following some delays due to Covid-19, good progress has been made recently with a total of c.1,150 flats now connected in Lincoln Green. Final completion of all 1,983 flats (with the exception of properties where access cannot be safely secured) is now expected in early 2021.

Phase 2 of the network continued throughout 2020, providing connection to five key council buildings: Civic Hall, Town Hall, Leeds Museum, Art Gallery/Library and St. George House. Following a recently successful application for £2.4m grant funding from the Heat Networks Investment Project, phase 3 will primarily focus on connecting into the major Aire Park scheme on the former Tetley Brewery site. The Leeds scheme has become a national flagship for new heat networks with the team having a growing presence in industry and government working groups.

## 6. MAIN ISSUES – INNOVATION

- 6.1 Providing services in new and innovative ways that deliver efficiencies is increasingly important. New technology however must be fully trialled and tested to better understand the benefits on offer. Furthermore, data that is collected must be done so proportionately, ethically and managed appropriately.
- 6.2 Promoting Leeds as a centre of innovation excellence can assist the council in co-designing and producing solutions that deliver improved efficiencies and improved outcomes for the citizens of Leeds. Additionally, it can improve the attractiveness of the city for tech start-ups and SMEs.
- 6.3 The aspiration of creating a ‘mini smart city’ or ‘living lab’ was referenced in the 2020 Scrutiny Board report. Discussions have since progressed with White Rose Office Park owners, Munroe K, to create a neutral **Smart Cities IoT Innovation Hub**. It will act as a test bed where the combined use of technology and data can be tested and trialled to better understand how it can assist with addressing global challenges such as health and wellbeing, climate emergency, mobility, social inclusion, housing, and security.
- 6.4 The Hub will bring together tech companies and other stakeholders to work on ‘Civic Innovation Challenges’ that tests and trials solutions that will help the council gain a greater understanding of how technology can help it deliver services and improve outcomes. Learning here will help inform sound business cases, identify funding opportunities and potentially lead to procurement and deployment at scale across the district.
- 6.5 Additionally, it will provide co-working space for tech start-ups and SMEs, some of whom may be working on the Challenges. Furthermore, it will also be promoted as a ‘digital learning hub’ where larger tech companies can deliver their classroom-based digital courses from and that improve skills and potentially offer pathways to employment in the digital sector. Schools and colleges will also be encouraged to get involved in projects to get learners excited about digital, improve their skills and contribute to their coursework.
- 6.6 It is proposed that the Hub will be developed in three phases:
  - 6.6.1 **Phase 1 (2021):** Identification of two Civic Innovation Challenges that will be worked on to pilot the approach and be used to refine the innovation pathway. This phase will also focus on identifying future Challenges and potential partners. Projects may be run remotely however some existing office space will be made available at White Rose to co-ordinate activity.

- 6.6.2 **Phase 2 (2022):** Part of the main building at the Park will be converted to a flexible Smart Cities Innovation Hub, co-working area and meeting spaces. It will be promoted and publicised as location where the council will co-ordinate its innovation activity from. The digital learning hub and classrooms will be located on the floor above.
- 6.6.3 **Phase 3 (c.2023):** A new purpose-built innovation space will be located on currently unused land on the site and will bring together the smart cities innovation hub, co-working and digital learning spaces into a dedicated space.
- 6.6.4 The White Rose Innovation Hub proposal has been included in the successful £24m Morley Town Investment Plan where funding will be used to assist with the delivery of new enterprise and learning spaces, as well as a high-quality smart cities development centre for Morley.

## **7. CORPORATE CONSIDERATIONS**

### **7.1 Consultation and engagement**

- 7.1.1 Smart Leeds has been considered, reviewed and approved by the appropriate council officer boards and Lead Member.

### **7.2 Equality and diversity / cohesion and integration**

- 7.2.1 Equality, diversity, cohesion and integration requirements are embedded in all planning processes for Smart Leeds.

### **7.3 Council policies and the Best Council Plan**

- 7.3.1 The outward-facing Smart Leeds programme is led by DIS which is able to take a cross-organisation view. It contributes directly to Health & Wellbeing, Inclusive Growth, Age Friendly, Sustainable Infrastructure and Housing strategies.
- 7.3.2 The 'Leeds as a Digital City' strand of the Inclusive Growth strategy is underpinned by the Smart Leeds programme. In particular, delivering the 100% Digital Inclusion and Full Fibre Programmes as well as developing the environment for digital innovation to solve some of the city's challenges.
- 7.3.3 The Digital Strategy work currently in development will provide a clear digital roadmap for the city and support the three pillars of Inclusive Growth, Health & Wellbeing and Climate Emergency.

#### **7.3.4 Climate Emergency**

Climate Emergency is one the key priority areas of the Smart Leeds programme and colleagues from Sustainable Energy and Climate Change are member of the Smart Cities Steering Group. Improved infrastructure, data collection and deployment of new technology can assist with influencing behaviour change, a better understanding of the environment and improved decision making.

### **7.4 Resources, procurement and value for money**

- 7.4.1 The report supports the Council's values of spending money wisely, being open & transparent, and working as a team for Leeds.

- 7.4.2 Management of the Smart Leeds programme is overseen by DIS and funded through a mix of existing budgets and external grants (e.g. GovTech, EU Horizon 2020). To improve the effectiveness of the programme and the wider activity of work, DIS is currently undertaking a service review to ensure resources are targeted in the right areas.
- 7.4.3 There are many projects taking place across the Council that could be referred to as 'smart city projects' (e.g. Council House of The Future, Love Exploring, eBikes). In addition to taking a leading role in some of these projects, the Smart Leeds programme offers a co-ordinating role of raising awareness, identifying where linkages can be made to reduce silos and in promoting a whole-system approach to working.

## 7.5 **Legal implications, access to information, and call-in**

- 7.5.1 Decisions would not be subject to call-in and there are no specific legal implications or issues relating to access to information.

## 7.6 **Risk management**

- 7.6.1 If Leeds does not have a co-ordinated smart cities approach, there is a risk that other cities may take the lead in this area and also the investment and talent. It's important that Leeds continues to champion its smart city credentials and promotes itself as an innovative city that welcomes cross-sector partnership and collaboration.
- 7.6.2 Smart cities work needs to be increasingly co-ordinated across the council. It is important that all innovative work (e.g. procurement of devices that manage city operations, buildings, traffic, apps and analytics tools) is fed through the Smart Cities Steering Group. This approach was approved by the Executive Board in 2014 to avoid duplication and/or risk collaborative opportunities being missed.
- 7.6.3 Use of new technology and collection and reuse of data needs to be managed carefully. The risk of not taking advantage of this new technology may result in increased costs and the targeting of services/resources in the wrong areas.
- 7.6.4 Collecting increasing amounts of data and shifting towards Machine Learning and Artificial Intelligence brings about data ethics, bias and security risks. It is important that the council takes a centralised approach with DIS taking a convening role to ensure technology is understood and data is managed appropriately.

## 8. CONCLUSIONS

- 8.1 **Improved data usage and collection:** Data is an increasingly important feature of how the council delivers services. New technology allows us to better understand what is happening in our homes, communities and the wider city. Understanding where we need to deliver services and having the ability to be proactive can lead to reduced costs and improved outcomes. It's important however that as an organisation we have the right tools, skills and capabilities and that we have the right governance in place to ensure we manage and process data in the right way.
- 8.2 Whether a person's 'digital journey' starts with some simple coding in school or accessing the internet for the first time in retirement, it's important that we regard digital skills as something that we need to keep refreshed throughout our lives. For the council, it's important that our staff have the basic skills and capabilities to understand the data they are collecting or working with and the technology that it interfaces with.
- 8.3 **Utilising Internet of Things (IoT) devices:** The installation of the Leeds Innovation Network is already enabling the deployment of IoT devices such as home monitoring and footfall counting. Services will increasingly look to IoT technology to help them collect real time data to assist them in service delivery. These use cases will need to be considered on a project-by-project basis to ensure that the right devices are procured that improve and deliver the right outcomes. DIS will work closely with services and Information Governance as this technology becomes more mainstream to ensure standards and governance procedures are adhered to.
- 8.4 **Leeds as a centre of innovation excellence:** As government and local authorities look towards technology to improve efficiencies and deliver improved outcomes, it's important that the council has a thorough understanding of the capabilities of new tech and that it is thoroughly tested to ensure it delivers expected results prior to any procurement process.
- 8.5 The White Rose Innovation Hub, not only offers the council a unique space to test and trial technology to build confidence and help write sound, robust business cases, but it also offers an innovation space where start-ups and SMEs can co-design solutions alongside the council and where we provide the support to help businesses grow, invest and employ local people.
- 8.6 **Increasing collaboration and convening a city wide approach to digital:** There is already a great deal of collaboration that takes place in the digital and creative sectors in Leeds. With the arrival of Channel 4 and a growing tech sector, the council needs to leverage the skills and capabilities of these organisations alongside other existing anchor institutions to collectively deliver a digital strategy that we're all signed up to, that everyone benefits from and which champions Leeds as a leading UK digital city.

## 9. RECOMMENDATIONS

- 9.1 Support the next-generation data platform Proof of Concept work, that will investigate how the council can improve data management, sharing and analysis, and that will help inform the business case and viability of scaling across the organisation and partnering with others.
- 9.2 Support the approach in ensuring that digital and data ethics and bias considerations are regarded as a **key priority** and that council staff are furnished with the right data and technological skills to understand how data that is being managed and how technology is/will be used to manage it, interpret it, and increasingly, make decisions on it.
- 9.3 Endorse the continued approach for the council to play a leading smart cities role at a national level and through collaborating with partners from all sectors (e.g. universities, other councils, tech companies), continues to promote Leeds as one of the UK's leading smart cities by testing and trialling new technologies that can lead to improved outcomes for citizens.
- 9.4 Endorse the approach being taken to promote Leeds as a city of innovation excellence with the Smart Cities IoT Development Centre, Digital Skills Academy and Tech Start-up support that will be co-ordinated from the new White Rose Innovation Hub.
- 9.5 Support the approach to deliver a city digital strategy that is signed up to by other leading actors in the city from all sectors, and which supports and underpins the councils 3 pillars of Inclusive Growth, Health & Wellbeing and Climate Emergency.

## 10. BACKGROUND DOCUMENTS<sup>1</sup>

- 10.1 None

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<sup>1</sup> The background documents listed in this section are available to download from the council's website, unless they contain confidential or exempt information. The list of background documents does not include published works.

**Report of Head of Democratic Services**

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

**Date: 25 March 2021**

**Subject: Work Schedule**

Are specific electoral wards affected? If yes, name(s) of ward(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Has consultation been carried out?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Will the decision be open for call-in?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information? If relevant, access to information procedure rule number: Appendix number:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

**1. Purpose of this report**

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

**2. Background information**

2.1 All Scrutiny Boards are required to determine and manage their own work schedule for the municipal year. In doing so, the work schedule should not be considered a fixed and rigid schedule, it should be recognised as a document that can be adapted and changed to reflect any new and emerging issues throughout the year; and also reflect any timetable issues that might occur from time to time.

**3. Main issues**

3.1 The latest iteration of the Board’s work schedule for the remainder of the municipal year is attached as Appendix 1 for consideration and agreement of the Scrutiny Board – subject to any identified and agreed amendments.

3.2 A draft work programme for the 2021/22 successor board is attached at Appendix 2. This incorporates the items members have already requested be referred to the successor board. The Board is asked to now formally consider the schedule as a whole in the context of information provided in paragraphs 3.4 with a view to recommending it to the successor board – subject to any agreed amendments.

- 3.3 Executive Board minutes from the meeting held on 10 February 2021 and 17 March are also attached as Appendices 3 and 4. The Scrutiny Board is asked to consider and note the Executive Board minutes, insofar as they relate to the remit of the Scrutiny Board; and identify any matter where specific scrutiny activity may be warranted, and therefore subsequently incorporated into the work schedule.

#### Developing the work schedule

- 3.4 When considering any developments and/or modifications to the work schedule, effort should be undertaken to:
- Avoid unnecessary duplication by having a full appreciation of any existing forums already having oversight of, or monitoring a particular issue.
  - Ensure any Scrutiny undertaken has clarity and focus of purpose and will add value and can be delivered within an agreed time frame.
  - Avoid pure “information items” except where that information is being received as part of a policy/scrutiny review.
  - Seek advice about available resources and relevant timings, taking into consideration the workload across the Scrutiny Boards and the type of Scrutiny taking place.
  - Build in sufficient flexibility to enable the consideration of urgent matters that may arise during the year.
- 3.5 In addition, in order to deliver the work schedule, the Board may need to take a flexible approach and undertake activities outside the formal schedule of meetings – such as working groups and site visits, where necessary and appropriate. This flexible approach may also require additional formal meetings of the Scrutiny Board.

#### Developments since the previous Scrutiny Board meeting

- 3.6 There are no significant developments to report since the last meeting of the Board.

#### Developing the work programme for the new municipal year

- 3.7 Scrutiny Boards are subject to an annual review and appointment process as part of the overall governance arrangements presented and agreed by Council at its annual meeting each year.
- 3.8 Scrutiny Boards have often adopted different approaches to planning for the new municipal year and providing a ‘handover’ of issues to be considered by the appropriate and newly constituted Scrutiny Board.
- 3.9 Historically, at the first meeting of the municipal year, Scrutiny Boards have been presented with an outline of proposed formal meeting dates, alongside a draft work schedule that reflected recurring and known items of scrutiny activity, such as performance and budget monitoring, identified Budget and Policy Framework items and recommendation tracking. Specific scrutiny inquiries have usually been identified at the initial meetings in June / July each year.
- 3.10 However, in order to bring these matters together earlier and to adopt a longer-term approach to planning Scrutiny Board work programmes; each Scrutiny Board is being presented with the following items in its final meeting of the municipal year:

- (a) A draft schedule of planned meeting dates for the municipal year (2021/22)

(b) A draft work schedule that includes known items of scrutiny activity, such as performance and budget monitoring, identified Budget and Policy Framework items and recommendation tracking.

(c) Details of specific areas / matters to be recommended for consideration by the appropriate Scrutiny Board, as part of the overall 2021/22 work programme.

3.11 The draft work schedule is presented at Appendix 2 for consideration. This also outlines planned meeting dates. For consistency, as far as is possible, it is proposed to maintain the Board's current pattern of meeting arrangements for the new municipal year.

3.12 Members should be aware, however, that work is still ongoing to finalise the overarching corporate meetings calendar in the context of the limited availability of webcasting facilities and additional post-pandemic requirements in relation to the cleaning of rooms between meetings. There may be future changes to this timetable when there is greater clarity about the impact of those restrictions on the calendar as a whole.

3.13 In considering the details presented at Appendix 2, Members of the Scrutiny Board are reminded to consider the information outlined in paragraph 3.3.

3.14 In terms of any specific areas/ matters to be recommended to the successor Scrutiny Board, the draft work schedule already reflects the Board's commitment to continue its scrutiny of a number of ongoing areas of interest. However, the Scrutiny Board is invited at this stage to also recommend any other matters for the successor Board to consider.

3.15 In agreeing to recommend any specific matters for consideration by the successor Scrutiny Board, members should recognise the future work schedule will:

- Become the responsibility of a successor Scrutiny Board (subject to the arrangements agreed by Council in May 2021).
- Remain flexible and adaptable to reflect any new and emerging issues or changing priorities identified in the new municipal year.
- Need to reflect any timetabling issues that might occur from time to time.

3.16 Nonetheless, setting out proposed meeting dates and a draft work schedule for the new municipal year will provide a foundation that will not only help with the initial planning for next year's Scrutiny Board, it also has the potential to help with planning the work programme in the longer-term.

#### **4. Consultation and engagement**

4.1.1 The Vision for Scrutiny states that Scrutiny Boards should seek the advice of the Scrutiny officer, the relevant Director(s) and Executive Member(s) about available resources prior to agreeing items of work.

#### **4.2 Equality and diversity / cohesion and integration**

4.2.1 The Scrutiny Board Procedure Rules state that, where appropriate, all terms of reference for work undertaken by Scrutiny Boards will include ' to review how and to

what effect consideration has been given to the impact of a service or policy on all equality areas, as set out in the Council's Equality and Diversity Scheme'.

### **4.3 Council policies and the Best Council Plan**

4.3.1 The terms of reference of the Scrutiny Boards promote a strategic and outward looking Scrutiny function that focuses on the best council objectives.

#### Climate Emergency

4.3.2 When considering areas of work, the Board is reminded that influencing climate change and sustainability should be a key area of focus.

### **4.4 Resources, procurement and value for money**

4.4.1 Experience has shown that the Scrutiny process is more effective and adds greater value if the Board seeks to minimise the number of substantial inquiries running at one time and focus its resources on one key issue at a time.

4.4.2 The Vision for Scrutiny, agreed by full Council also recognises that like all other Council functions, resources to support the Scrutiny function are under considerable pressure and that requests from Scrutiny Boards cannot always be met.

Consequently, when establishing their work programmes Scrutiny Boards should:

- Seek the advice of the Scrutiny officer, the relevant Director and Executive Member about available resources;
- Avoid duplication by having a full appreciation of any existing forums already having oversight of, or monitoring a particular issue;
- Ensure any Scrutiny undertaken has clarity and focus of purpose and will add value and can be delivered within an agreed time frame.

### **4.5 Legal implications, access to information, and call-in**

4.5.1 This report has no specific legal implications.

### **4.6 Risk management**

4.6.1 This report has no specific risk management implications.

## **5. Conclusions**

5.1 All Scrutiny Boards are required to determine and manage their own work schedule for the municipal year. The latest iteration of the Board's work schedule is attached as Appendix 1 for consideration and agreement of the Scrutiny Board – subject to any identified and agreed amendments.

5.2 Also attached as Appendix 2 is a draft work schedule for the next municipal year (2021/22) for Members to consider and to also identify any other specific areas/ matters to be recommended to the successor Scrutiny Board.

## **6. Recommendations**

6.1 Members are asked to

(a) Consider the matters outlined in this report and agree (or amend) the overall work schedule (as presented at Appendix 1) as the basis for the Board's work for the remainder of 2020/21.

(b) Consider the draft work schedule as presented at Appendix 2 and make recommendations as deemed necessary.

## **7. Background documents<sup>1</sup>**

7.1 None.

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<sup>1</sup> The background documents listed in this section are available to download from the council's website, unless they contain confidential or exempt information. The list of background documents does not include published works.

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## Scrutiny Board (Infrastructure, Investment and Inclusive Growth)

### Work Schedule for 2020/2021 Municipal Year

June	July	August
<b>Meeting Agenda for 25 June at 10.30 am.</b>	<b>Meeting Agenda for 16 July at 10.30 am.</b>	<b>No Scrutiny Board meeting scheduled.</b>
<p>*REMOTE SESSION*</p> <p>Update on decision making during the emergency pandemic response and recovery plan as it pertains to the remit of the Board – verbal update from the Director of City Development.</p> <p>Transport Update from Chief Officer (Highways &amp; Transportation)</p> <p>Sustainable Development – Recommendation Tracking</p>	<p>*REMOTE SESSION*</p> <p>Inclusive Growth Update</p> <p>Digital Inclusion Update</p>	
<b>Working Group Meetings</b>		
<b>Site Visits</b>		

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**Scrutiny Work Items Key:**

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

**Inclusive Growth Strategy**

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



## Scrutiny Board (Infrastructure, Investment and Inclusive Growth)

### Work Schedule for 2020/2021 Municipal Year

September	October	November
<b>Meeting Agenda for 23 September at 10.30 am.</b>	<b>Meeting Agenda for 14 October at 10.30 am.</b>	<b>Meeting Agenda for 18 November at 10am</b>
*REMOTE SESSION* Director's Update Leeds Public transport Investment Programme - Update  <i>*updates also requested on proposals for Lawnswood Roundabout and a response to previous recommendations relating to the Powered Two Wheeler Access To With Flow Bus Lanes*</i>	Advancing Bus Service Provision Budget consultation – review of EB proposals	Flood Risk Management Housing Mix Update
<b>Working Group Meetings</b>		
	1 October 1-3pm – Budget  <b>21 October – Planning Proposals</b>	<b>Budget Consultation</b>
<b>Site Visits</b>		

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#### Scrutiny Work Items Key:

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

#### Inclusive Growth Strategy

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



## Scrutiny Board (Infrastructure, Investment and Inclusive Growth)

### Work Schedule for 2020/2021 Municipal Year

December	January	February
<b>No meetings Scheduled</b>	<b>Meeting Agenda for 20 January at 10.30 am.</b>	<b>Meeting Agenda 17 February at 10am</b>
	Performance Monitoring: Transport & Travel KPIs Financial Health Monitoring Initial Budget Proposals Referral to scrutiny (Cllr Firth – East Lodge)	Inclusive Growth update BCP Performance (excluding transport and travel) Referral: Cllr Scopes & Cllr Illingworth
<b>Working Group Meetings</b>		
<b>Site Visits</b>		

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**Scrutiny Work Items Key:**

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

**Inclusive Growth Strategy**

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



## Scrutiny Board (Infrastructure, Investment and Inclusive Growth)

### Work Schedule for 2020/2021 Municipal Year

March	April	Notes
No meetings scheduled	Meeting Agenda for 7 April at 10.30am	
	Smart Cities Update  Digital Inclusion	Best Council Plan – deferred until Sept 2021 EB  Number of people killed or seriously injured on the roads – focused on those campaigning for improvements in road safety. <i>Deferred until the next municipal year.</i> - Vision Zero update - Camera Partnership Review outcome
<b>Working Group Meetings</b>		
<b>Site Visits</b>		

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**Scrutiny Work Items Key:**

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

**Inclusive Growth Strategy**

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



# Scrutiny Board (Infrastructure, Investment and Inclusive Growth)

## Work Schedule for 2021/22 Municipal Year

June	July	August
<b>Agenda for Thursday 24 June 10.30 am.</b>	<b>Agenda for Thursday 22 July 10.30 am.</b>	<b>No Scrutiny Board meeting scheduled.</b>
Performance report  Asset Based approach to Community Development  Connecting Leeds Transport Strategy [ <i>tbc – confirming timings</i> ]	Themed session on key aspects of Inclusive Growth agenda: <ul style="list-style-type: none"> <li>• Measurement of Inclusive Growth</li> <li>• Skills/Employment: Entry level employment, supporting career switches later in life in response to changing labour markets, self-employment</li> <li>• City and District Centres</li> </ul>	
<b>Working Group Meetings</b>		
<b>Site Visits</b>		

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### Scrutiny Work Items Key:

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

### Inclusive Growth Strategy

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



# Scrutiny Board (Infrastructure, Investment and Inclusive Growth)

## Work Schedule for 2021/22 Municipal Year

September	October	November
<b>Agenda for Wednesday 29 September 10.30am.</b>	<b>Agenda for Wednesday 27 October 10.30 am.</b>	<b>Agenda for Wednesday 24 November 10am</b>
KSI Inquiry: initial session (including campaigners) Vision Zero update Camera Partnership Review outcome	Advancing Bus Service Provision	Inclusive Growth: Green Jobs/Economy Flood Risk Management Housing Mix Update
<b>Site Visits</b>		

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### Scrutiny Work Items Key:

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

### Inclusive Growth Strategy

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



## Scrutiny Board (Infrastructure, Investment and Inclusive Growth)

### Work Schedule for 2021/22 Municipal Year

December	January	February
No meetings Scheduled	Agenda for Wednesday 19 January 10.30 am.	Agenda for Thursday 17 February at 10.30am
	Performance Monitoring Financial Health Monitoring Initial Budget Proposals	Inclusive Growth update Leeds Public Transport Investment Programme - Update
<b>Working Group Meetings</b>		
<b>Site Visits</b>		

#### Scrutiny Work Items Key:

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

#### Inclusive Growth Strategy

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



## Scrutiny Board (Infrastructure, Investment and Inclusive Growth)

### Work Schedule for 2021/22 Municipal Year

March	April	Notes
No meetings scheduled	Agenda for Wednesday 6 April at 10.30am	Potential additional items: - Best Council Plan (awaiting confirmation of approach – Autumn) - Early Budget Consultation
	Smart Cities Update  100% Digital	
<b>Working Group Meetings</b>		
<b>Site Visits</b>		

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**Scrutiny Work Items Key:**

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

**Inclusive Growth Strategy**

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

## EXECUTIVE BOARD

WEDNESDAY, 10TH FEBRUARY, 2021

**PRESENT:** Councillor J Blake in the Chair

Councillors A Carter, D Coupar, S Golton,  
J Lewis, L Mulherin, J Pryor, M Rafique and  
F Venner

### 110 Chair's Opening Remarks

At the commencement of the meeting, Councillor Blake as Chair welcomed all to the meeting and highlighted that this would be her final Executive Board meeting, following her recent announcement that she was to step down as Leader of the Council, in order to take up a new role as a Labour Party Peer in the House of Lords.

In response to this, throughout the meeting Board Members paid tribute to Councillor Blake and extended their thanks to her for her years of service in the number of roles in which she had served on the Council.

Also, on behalf of the Board, Councillor Blake paid tribute to both Councillor Mulherin and Councillor Charlwood for all of their efforts and achievements throughout their time as Executive Members of Leeds City Council following their respective recent announcements to step down from their positions on Executive Board.

### 111 Exempt Information - Possible Exclusion of the Press and Public

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

- (A) That appendix 2 to the report entitled, 'Acquisition of Premises at Kingsdale Court, Seacroft', referred to in Minute No. 115 be designated as being exempt from publication in accordance with paragraph 10.4(3) of Schedule 12A(3) of the Local Government Act 1972 and considered in private on the grounds that the information contained within that appendix relates to the financial or business affairs of a particular person, and of the Council. This information is not publicly available from the statutory registers of information kept in respect of certain companies and charities. It is considered that since this information was obtained through one to one negotiations for the disposal of the property / land then it is not in the public interest to disclose this information at this point in time. Also, it is considered that the release of

Draft minutes to be approved at the meeting  
to be held on Wednesday, 17th March, 2021

such information would, or would be likely to prejudice the Council's commercial interests in relation to other similar transactions in that prospective purchasers of other similar properties would have access to information about the nature and level of consideration which may prove acceptable to the Council. It is considered that whilst there may be a public interest in disclosure, much of this information will be publicly available from the Land Registry following completion of this transaction and consequently the public interest in maintaining the exemption outweighs the public interest in disclosing this information at this point in time;

- (B) That appendix B to the report entitled, 'Accelerated Capital Receipts and Estate Rationalisation', referred to in Minute No. 119 be designated as being exempt from publication in accordance with paragraph 10.4(3) of Schedule 12A(3) of the Local Government Act 1972 and considered in private on the grounds that the information contained within that appendix relates to the financial and business affairs of the Council. It is considered that the release of such information would, or would be likely to prejudice the Council's commercial interests in relation to property transactions. It is considered that the public interest in maintaining the exemption from publication outweighs the public interest in disclosing this information at this point in time;
- (C) That appendix 2 to the report entitled, 'East Leeds Extension – Land Disposal and Delivery of Community Infrastructure', referred to in Minute No. 124 be designated as being exempt from publication in accordance with paragraph 10.4(3) of Schedule 12A(3) of the Local Government Act 1972 and considered in private on the grounds that the information contained within that appendix contains information relating to the financial or business affairs of a particular person (including the Council). It is considered that the public interest in maintaining the content of appendix 2 as exempt from publication outweighs the public interest in disclosing the information, as doing so would prejudice the Council's commercial position and that of third parties in the negotiation of a land transaction, should they be disclosed at this stage;
- (D) That appendix 3 to the report entitled, 'Corn Exchange Public Realm Design and Cost Report', referred to in Minute No. 125 be designated as being exempt from publication in accordance with paragraph 10.4(3) of Schedule 12A(3) of the Local Government Act 1972 and considered in private on the grounds that the information contained within the appendix relates to the financial and business affairs of the Council and other parties. It is considered that the release of such information would, or would be likely to prejudice the Council's commercial interests in relation to other similar transactions. It is considered that the public interest in maintaining the exemption outweighs the public interest in disclosing this information at this point in time.

## 112 Late Items

### Agenda Item 8 - Update on Coronavirus (Covid-19) Pandemic – Response and Recovery Plan

With the agreement of the Chair, a late item of business was admitted to the agenda entitled, 'Update on Coronavirus (COVID-19) Pandemic – Response and Recovery Plan'.

Given the scale and significance of this issue, it was deemed appropriate that a further update report be submitted to this remote meeting of the Board. However, due to the fast paced nature of developments on this issue, and in order to ensure that Board Members received the most up to date information as possible, the report was not included within the agenda as originally published on 2<sup>nd</sup> February 2021. (Minute No. 117 refers).

## 113 Declaration of Disclosable Pecuniary Interests

There were no Disclosable Pecuniary Interests declared at the meeting, however during the course of the meeting, Councillor Golton drew the Board's attention to the fact that he was a candidate in the forthcoming West Yorkshire Mayoral Elections. (Minute No. 116 refers).

Also, Councillor Mulherin drew the Board's attention to her recent appoint as Chief Executive for the Market Place organisation. (Minute No. 117 refers).

## 114 Minutes

**RESOLVED** – That the minutes of the previous meeting held on 16<sup>th</sup> December 2020 be approved as a correct record.

## COMMUNITIES

## 115 Acquisition of premises at Kingsdale Court, Seacroft

The Director of City Development and the Director of Resources and Housing submitted a joint report which outlined a proposal to purchase a portfolio of at least 40 flats at Kingsdale Court, Seacroft, as part of a co-ordinated response by the Council and other partner services to resolving acute neighbourhood management issues and extremely poor housing conditions.

Members were supportive of the recommendations presented in the submitted report, however, in response to Members' comments the Board received further detail regarding the actions being taken to mitigate against risk associated with the proposals, with it being noted that appropriate due diligence processes were in place.

In discussing the current position in relation to the properties at Sugar Hill Close and Wordsworth Drive, and in response to a Member's enquiries, the Board was provided with information which explained the reasons for the proposed actions to address the specific issues at Kingsdale Court and how that position differed to that of Sugar Hill Close and Wordsworth Drive, with it

being noted that liaison with the residents of Sugar Hill Close and Wordsworth Drive would continue as part of the support provided to them by the Council.

Following consideration of Appendix 2 to the submitted report designated as being exempt from publication under the provisions of Access to Information Procedure Rule 10.4(3), which was considered in private at the conclusion of the public part of the meeting, it was

#### **RESOLVED –**

- (a) That the use of Housing Revenue Account capital funding in line with the detail, as set out in exempt Appendix 2 to the submitted report, be approved, in order to enable the acquisition of a portfolio of at least 40 flats at Kingsdale Court, Seacroft, and that having agreed resolution (b) (below), the final negotiations of the terms be delegated to the Director of City Development in consultation with the Director of Resources and Housing and the Executive Member for ‘Communities’;
- (b) That the terms of acquisition, as contained within exempt Appendix 2 to the submitted report, be approved;
- (c) That in principle support be agreed for Directors to pursue further acquisitions to enable full assembly of the Kingsdale Court site and its redevelopment, with the relevant delegations available to Directors for this, being noted;
- (d) That it be noted that the Council has the potential to use its Compulsory Purchase powers to support any assembly of the site should they be required, with it also being noted that any such proposal would be the subject of a further report;
- (e) That approval be given for the resolutions within this minute to be exempted from the Call In process, for those reasons as detailed within paragraph 4.5.5 – 4.5.6 of the submitted report.

(The Council’s Executive and Decision Making Procedure Rules state that a decision may be declared as being exempt from the Call In process by the decision taker if it is considered that the matter is urgent and any delay would seriously prejudice the Council’s, or the public’s interests. In line with this, the resolutions contained within this minute were exempted from the Call In process, as per resolution (e) above, and for the reasons as detailed within section 4.5.5 – 4.5.6 of the submitted report)

#### **INCLUSIVE GROWTH AND CULTURE**

#### **116 2021/22 Revenue Budget and Council Tax Report, Including Reports on the Capital Programme and Treasury Management Strategy**

Further to Minute No. 96, 16<sup>th</sup> December 2020, the Chief Officer, Financial Services, submitted a suite of reports regarding: proposals for the City Council’s Revenue Budget for 2021/22 and the Leeds element of the Council Tax to be levied during the same period; proposals regarding an updated

Capital Programme for 2021-2025 and also a proposed updated Treasury Management Strategy for 2021/22.

By way of introduction to the report, the Chair paid tribute to all those officers who had developed the current draft budget to its current position, under what were unprecedented circumstances.

**(A) 2021/22 Revenue Budget and Council Tax**

As part of the introduction to the report, the Chief Officer (Financial Services) brought to Members' attention the following corrections to be made to the covering report:

- That the sum in paragraph 2.2.1, bullet point 4 should read £3.775 billion, not million;
- That the reference to 2020/21 in the first recommendation be replaced with 2021/22; and
- That the reference in the second recommendation to the proposed Adult Social Care precept of 2.99% be replaced with 3%.

Responding to a Member's enquiries, the Board was provided with further information regarding the total funding which had been provided by Government specifically for the Coronavirus pandemic which was contributing towards this proposed Council budget. Also, responding to a specific question on how the funding from Government for Track and Trace provision had been spent, officers undertook to provide the Member in question with further detail.

In response to a Member's enquiry, the Board was updated on the current position regarding the Chair of the Scrutiny Board (Environment, Housing and Communities) being provided with further detail in relation to the future provision of grass cutting; PCSOs; Community Committee Wellbeing funding and the opening hours of Community Hubs following the recent consideration of such matters by the Scrutiny Board.

Also, responding to a Member's enquiry, the Board received further detail on the liaison which took place between the Council and the West Yorkshire Police and Crime Commissioners office in terms of budgetary matters.

Following a Member's question on how much the Council was expected to pay in interest upon outstanding debt in 2021/22, officers undertook to provide the Member in question with the requested information outside of the meeting.

**RESOLVED –**

- (a) That Council be recommended to note the recommendation of the Council's statutory officer (the Chief Officer – Financial Services) that the Budget proposals for 2021/22 are robust and that the proposed level of reserves is adequate, as set out at Section 12 of the submitted report;

- (b) That subject to making those specific corrections as detailed above, Executive Board recommends to Council the adoption of the following:-
- (i) That the revenue budget for 2021/22 totalling £435.3m be approved. This means that the Leeds element of the Council Tax for 2021/22 will increase by 1.99% plus the Adult Social Care precept of 3%. This excludes the police and fire precepts which will be incorporated into the report to be submitted to Council on the 24th February 2021;
  - (ii) That approval be given to grants totalling £69.0k to be allocated to parishes;
  - (iii) That approval be given to the strategy at Appendix 9 of the submitted report in respect of the flexible use of capital receipts;
  - (iv) That in respect of the Housing Revenue Account, Council be recommended to approve the budget with the following:-
    - An increase of 1.5% (CPI+1%) in dwelling rents;
    - A 30p/wk change in the standing charge for Leeds PIPES (Providing Innovative Pro-Environmental Solutions) as a step towards full cost recovery;
    - A 1.1% RPI increase in charges for all other District Heating schemes;
    - The service charges for low/medium and multi-storey flats being increased by RPI of 1.1%;
    - The charge for tenants who benefit from the sheltered support service being increased to £15.14 per week to reflect full cost recovery. The charge being eligible for Housing Benefit;
    - The subsidy for tenants who are not eligible for benefits but receive the sheltered support service being set at £3.14 per week; Therefore the amount payable by these tenants will increase from £10 per week to £12 per week;
    - That subject to consultation, a Retirement Life charge be introduced for the provision of additional services linked to communal areas and for communal facilities where they are within a standalone community centre;
    - That whilst a full charge covering communal areas equates to £7.83, it be proposed that for self-payers this charge is initially subsidised and introduced over 3 years. Therefore the subsidy for tenants who are not eligible for benefits but receive the service be set at £3.01 per week meaning the amount payable by these tenants will increase from £3.30 per week to £4.82 per week;
    - That whilst a full charge for stand-alone community centres equates to £3.34, it be proposed that for self-payers this charge is initially subsidised and introduced over 3 years. Therefore the subsidy for tenants who are not eligible for benefits but receive the service be set at £2.04 per week

meaning the amount payable by these tenants will be £1.30 per week;

- Any overall increase to tenants in respect of rents, service and sheltered support who are 'self-payers' being no more than £3.25 per week.
- (v) That in respect of the Schools Budget, approval be given to the High Needs Block budget for 2021/22, as set out in paragraph 3.4.7 of the Schools Budget Report as detailed at Appendix 8 to the submitted report.
- (c) That the Executive Board's thanks be conveyed to Scrutiny Boards for the comments and observations made as part of Scrutiny's consideration of the Council's proposed Budget;
- (d) That agreement be given to the recommendations in the two 'Service Review' proposals, as detailed at Appendix 3 to the submitted report, and that consultation commences, with it being noted that decisions to give effect to such proposals shall be taken by the relevant Director or Chief Officer, following the consultation period, in accordance with the Officer delegation scheme (Executive functions) save where the Leader, relevant portfolio holder or Director considers that the matter should be referred to Executive Board for consideration.

**(B) Capital Programme Update 2021 – 2025**

**RESOLVED –**

- (a) That Executive Board recommends to Council:-
- (i) the approval of the Capital Programme for 2021-2025, totalling £1,842.2m, including the revised projected position for 2020/21, as presented in **Appendix A** to the submitted report;
  - (ii) the approval of the MRP policy statement for 2021/22, as set out in **Appendix C** to the submitted report; and
  - (iii) the approval of the Capital and Investment Strategy, as set out in **Appendix D** to the submitted report.
- (b) That Executive Board approval be given to the following net injections totalling £91.0m into the Capital Programme, as set out in **Appendix A (iii)** to the submitted report:
- £43.0m of annual programme injections and £15.2m of major programme injections as listed at **Appendix A(iv)** of the submitted report;
  - £4.7m of Community Infrastructure Levy (CIL) Strategic Fund monies; and
  - £121.2m of other injections, primarily relating to the roll forward of the HRA Programme, annual capital grant allocations,

departmental borrowing injections and other secured external funding;

- £93.1m of budget reductions as listed at **Appendix A(v)** of the submitted report.

- (c) That it be noted that the above resolutions to inject net funding of £91.0m will be implemented by the Chief Officer (Financial Services).

### **(C) Treasury Management Strategy 2021/2022**

Responding to a Member's enquiry, the Board was provided with further information on how CIPFA's prudential code had been taken into consideration in respect of the Council's Capital and Investment Strategy, with assurance being provided that the code did not present any specific concerns for the Authority.

Regarding the ongoing actions in respect of Barclays Bank, responding to a Member's enquiry, officers undertook to provide the Member in question with a separate briefing on this issue.

#### **RESOLVED –**

- (a) That the Treasury Strategy for 2021/22, as set out in Section 3.3 of the submitted report be approved by Executive Board, and that the review of the 2020/21 strategy and operations, as set out in Sections 3.1 and 3.2, be noted;
- (b) That full Council be recommended to set the borrowing limits for 2020/21, 2021/22, 2022/23 and 2023/24, as detailed in Section 3.4 of the submitted report and to note the changes to both the Operational Boundary and the Authorised limits;
- (c) That full Council be recommended to set the Treasury Management indicators for 2020/21, 2021/22, 2022/23 and 2023/24, as detailed in Section 3.5 of the submitted report;
- (d) That full Council be recommended to set the investment limits for 2020/21, 2021/22, 2022/23 and 2023/24 as detailed in Section 3.6 of the submitted report.

(The matters referred to in Minute Nos. 116 (A)(a) – 116(A)(c) (Revenue Budget and Council Tax); 116(B)(a)(i) – 116(B)(a)(iii) (Capital Programme) and 116(C)(b) – 116(C)(d) (Treasury Management Strategy), given that they were decisions being made in accordance with the Budget and Policy Framework Procedure Rules, were not eligible for Call In)

(Under the provisions of Council Procedure Rule 16.5, Councillor A Carter required it to be recorded that he abstained from voting on all of the decisions referred to within this minute, whilst Councillor Golton required it to be

recorded that he abstained from voting on the decisions referred to within Minute No. 116(A) and 116(B))

(As part of the discussion on this report, although not a declaration of a Disclosable Pecuniary Interest, Councillor Golton drew the Board's attention to the fact that he was a candidate in the forthcoming West Yorkshire Mayoral Elections)

#### **117 Update on Coronavirus (COVID19) pandemic – Response and Recovery Plan**

Further to Minute No. 97, 16<sup>th</sup> December 2021, the Chief Executive submitted a report which provided an update on the response to the Covid-19 pandemic across the city including vaccination rollout, the recovery approach, outbreak management, and current issues and risks. The report focused upon the impact of entering into national lockdown restrictions, rollout of vaccinations across the city and the West Yorkshire sub-region, vaccination access, mitigating risks from the new Covid-19 variants and the support in place for people and businesses. The report also noted that the city's multi-agency command and control arrangements continued to be used with the Response and Recovery plan, aiming to mitigate the effects of the pandemic on those in the city, especially the most vulnerable.

With the agreement of the Chair, the submitted report had been circulated to Board Members as a late item of business prior to the meeting for the reasons as set out in section 11.9 of the submitted report, and as detailed in Minute No. 112.

By way of introduction to the report, the Chair thanked Council officers, partners across all sectors and also the wider community for their continued efforts in response to the pandemic. An update was provided on a number of issues, including the roll out of the vaccine in Leeds, the latest infection rates, the establishment of Elland Road as a public vaccination site and the expected timeframe regarding further Government announcements regarding current restrictions. Members of the Board also paid tribute to Captain Sir Tom Moore, who had recently passed away, for his inspirational actions throughout the pandemic.

Emphasis was placed upon the work which continued to ensure that the number of people being vaccinated was maximised, with it being noted that this would continue to be a priority for the city and that Members would continue to be updated. With regard to vaccination levels, Members highlighted how crucial it was to ensure that clear and consistent messaging about the importance of being vaccinated continued to be conveyed to communities across the city, especially those where there was hesitancy in taking the vaccine.

Responding to a Member's comments, the Board received further information on the actions which continued to be taken in collaboration with partners regarding the prioritisation of mental health services and the promotion of wellbeing, given the impact that the pandemic was having on many.

In conclusion, the Chair took the opportunity to thank Councillor Venner for extending her portfolio during the current period, to include both 'Children and Families' and 'Health, Wellbeing and Adults'.

**RESOLVED –**

- (a) That the change in restrictions announced on 4th January 2021, with the introduction of a national lockdown, be noted, and that the public efforts to stay at home and reduce contacts, be acknowledged; with the verbal update provided at the meeting on the latest position also being noted, together with the fact that the national lockdown is due to be reviewed in mid-February;
- (b) That the extensive work being undertaken across the city's multi-agency partnership, in line with the integrated winter plan, as reported to December's Executive Board, to roll out vaccinations as quickly as possible, control the spread of the virus, undertake local contact tracing, prepare for asymptomatic testing, protect the health service, and deliver support to vulnerable people and businesses, be noted, and that it be agreed that these priorities continue to be progressed;
- (c) That the concurrent pressures on the system, which include winter pressures on the health and care system, flooding and extreme weather particularly through January, continued pressure on local government finance, capacity concerns and potential impacts from the uncertainty caused by the UK's departure from the European Union, be noted;
- (d) That in respect of the financial implications for the Council arising from the coronavirus pandemic, the contents of the submitted report be used as context when the Board considers the more detailed finance based reports, as presented elsewhere on the Executive Board agenda.

(As part of the discussion on this report, although not a declaration of a Disclosable Pecuniary Interest, Councillor Mulherin drew the Board's attention to her recent appointment as Chief Executive for the Market Place organisation)

**118 Update on Leeds City Council's actions following the exit of the United Kingdom from the European Union**

Further to Minute No. 98, 16<sup>th</sup> December 2020, the Chief Executive submitted a report which, following the White Paper Motion resolution of Full Council on 13<sup>th</sup> January 2021, provided the Board with an overview of the Trade and Co-operation Agreement, an initial view of its potential impacts and the approach of the Council moving forward. It also provided an update on other areas affected by EU Exit including the repatriation of EU funding and the EU Settlement Scheme.

By way of introduction to the submitted report, the Board received an update on the ongoing work which continued in this area.

Responding to a Member's comments, the Board received further detail regarding the communications between the Department for International Trade, the LEP, the Combined Authority and the Council and the actions being taken to support the business community moving forward. With regard to the level of contact which was being made with the Department for International Trade and its regional representatives on such matters, officers undertook to provide further detail to the Member in question.

Members also discussed the issue of the repatriation of European funding and the need for benefit from that funding to be maximised. Members also discussed how a long term approach towards the Government's provision of funding would be helpful in terms of planning for the future. The Board also considered the process by which such funding would be delivered regionally, and whether it would be directed to Local Authorities or the Mayoral Authority. In conclusion, it was agreed that the Leader, on behalf of the Board write to the Secretary of State for Housing, Communities and Local Government seeking further clarification on the process by which European funding would be repatriated.

With regard to the global market, a Member referenced the current situation with regard to China, with it being noted that such matters were being monitored, as appropriate.

#### **RESOLVED –**

- (a) That the developments which have occurred since the previous Executive Board report (16<sup>th</sup> December 2020); the overview of the Trade and Co-operation Agreement and its potential impacts; together with the Council's next steps following its signing to capitalise on any opportunities moving forward, as detailed within the submitted report, be noted;
- (b) That, following the resolution of the White Paper Motion by Council on 13<sup>th</sup> January 2021, agreement be given to the drafting of a letter calling on the Government to ensure EU funding repatriated to the UK is devolved to local Councils and Mayoral Combined Authorities as soon as possible, and following specific agreement as detailed above, the Leader, on behalf of the Board, write to the Secretary of State for Housing, Communities and Local Government seeking further clarification on the process by which European funding would be repatriated.

#### **RESOURCES**

##### **119 Accelerated Capital Receipts and Estate Rationalisation**

The Director of City Development submitted a report providing an update on the Council's Capital Receipt Programme and which sought support to continue with the disposal of the properties, as included within the schedule

attached at Appendix A. The report also sought approval to the acceleration of properties from future years of the programme and the addition of new properties being released through estate realisation.

A Member emphasised the key importance of ensuring that Ward Councillors were kept updated on proposals which affected their Wards, with it being undertaken that further liaison with local Members could be undertaken to address any specific issues which remained.

Regarding a Member's enquiry regarding the preservation of mature trees on the Redhall site, it was noted that the trees had been included in the master plan developed for the site, with it also being noted that such matters would be taken into consideration as part of the planning consent process.

Responding to an enquiry regarding the cost to the Council for the provision of security measures for those sites which were vacant, officers undertook to provide the Member in question with that detail.

With regard to a Member's comment regarding properties of community interest, it was noted that any expressions of interest made by community groups would be taken into consideration, as appropriate.

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

#### **RESOLVED –**

- (a) That the contents of the submitted report which provides an update on the Capital Receipts Programme, be noted, together with the schedule of properties which make up the Council's Capital Receipts Programme of surplus properties for disposal over the next 5 years, as detailed in Appendix A to the submitted report;
- (b) That the previous key decisions which have been taken in relation to the disposal of assets, as set out at paragraph 3.1 of the submitted report, be noted;
- (c) That the accelerated disposal of the properties contained within Table 3.1 of the submitted report via auction, be approved;
- (d) That the addition of the properties contained in Table 3.2 of the submitted report into the Capital Receipts Programme, be approved;
- (e) That the removal of properties from the Capital Receipt Programme, as set out in paragraph 3.7 of the submitted report, be approved.

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

**120 The Leeds Community Infrastructure Levy - Investment of the Strategic Fund**

The Director of Resources and Housing and the Director of City Development submitted a joint report which sought approval for the investment of the Community Infrastructure Levy (CIL) Strategic Fund in terms of spending priorities for the forthcoming year and to align the Fund with the Capital Programme. The report also provided an update on national legislative changes to the CIL process, in particular those that impact the Strategic Fund.

Responding to a Member's enquiry, officers undertook to provide the Member in question with further detail regarding a public transport contribution concerning NGT in terms of the sum of money involved and where it was held.

**RESOLVED –**

- (a) That agreement be given for the spending priority for the investment of the CIL Strategic Fund (financial year 21/22) to be the Learning Places Programme, given the continued need in particular for secondary and SEN places;
- (b) That it be noted that the responsible officer for the implementation of resolution (a) is the Chief Officer (Financial Services), and that, following resolution (a) (above), the Chief Officer (Financial Services) will proceed to implement the recommendation under their delegated powers with the assistance of their delegated officers.

**121 Financial Health Monitoring 2020/21 – Month 9**

The Chief Officer (Financial Services) submitted a report which set out the Council's projected financial health position for 2020/21, as at Month 9 of the financial year.

**RESOLVED –**

- (a) That the projected financial position of the Authority, as at Month 9 of the financial year, be noted, with the projected impact of COVID-19 on that position also being noted;
- (b) That for 2020/21, it be noted that the Authority is forecasting a balanced budget position;
- (c) That it be noted that the position detailed within the submitted report does not reflect the potential effects of any further local or national lockdown arrangements not yet introduced, which could impact upon those financial projections.

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

## **CLIMATE CHANGE, TRANSPORT AND SUSTAINABLE DEVELOPMENT**

### **122 The Door to Door Community Transport Service Project**

The Director of City Development and the Director of Adults and Health submitted a joint report which provided an update on the Door to Door Community Transport Service (Digital Hub) project, presented a summary of the work undertaken to date and which sought approval to deliver a pilot of the proposed service, subject to funding approval from the West Yorkshire Combined Authority (WYCA) via the Leeds Public Transport Investment Programme (LPTIP).

In noting that the proposal was a pilot scheme, it was suggested that if successful, consideration could be given to potentially expanding the project to other areas of the city.

Responding to a Member's concerns regarding the proposal, the Board was provided with further information detailing a breakdown on how the funding for the pilot would be utilised, together with information on the reasons as to why the specific geographic and demographic areas for the pilot had been proposed, with it being undertaken that further detail could be provided to Members, if required.

#### **RESOLVED –**

- (a) That the update on the progress made, and the forward plan for the Door to Door Community Transport Service project, be noted;
- (b) That the delivery of a pilot of the proposed service, be approved, subject to funding approval being agreed by the West Yorkshire Combined Authority (WYCA) via the Leeds Public Transport Investment Programme (LPTIP).

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

### **123 Review of the Local Centres Programme**

Further to Minute No. 44, 24<sup>th</sup> September 2020, the Director of City Development submitted a report which set out the review of the Local Centres Programme and which sought agreement to the proposals for the revised scope of the programme.

Whilst acknowledging the financial situation being faced by the Council, the key importance of continuing to invest in local centres was emphasised.

#### **RESOLVED –**

- (a) That the impact of the COVID-19 pandemic on the deliverability and progress of the Council's Local Centres Programme, be noted;
- (b) That the approach taken to assessing a revised scope for the Local Centres Programme and the criteria-based approach towards retention

or continuation of schemes, as set out in paragraphs 3.4 – 3.12 of the submitted report, be agreed;

- (c) That the list of schemes to be taken forward to completion, as set out in paragraph 3.13 and Appendix 1 to the submitted report, be agreed, with it being noted that the commensurate figure of £1.862m is to be retained in the Capital Programme, as set out in the separate report on the agenda for this meeting;
- (d) That it be noted that the Head of Regeneration will be responsible for the implementation of the revised scope of local centres work, as set out within the submitted report.

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

#### **124 East Leeds Extension - Land Disposal and Delivery of Community Infrastructure**

The Director of City Development submitted a report which provided an update on the development of the East Leeds Extension (ELE) and which sought related approvals regarding the specific next steps in relation to the disposal and development of Council owned land in the Middle and Southern Quadrants, together with the related delivery of new community infrastructure.

A Member welcomed the briefings which continued to be received on this complex matter and in response to a specific enquiry regarding the consideration being given to the provision of secondary education in the area, the Director of City Development and the Director of Children and Families undertook to provide the Member in question with a briefing on this.

Following consideration of Appendix 2 to the submitted report designated as being exempt from publication under the provisions of Access to Information Procedure Rule 10.4(3), which was considered in private at the conclusion of the public part of the meeting, it was

#### **RESOLVED –**

- (a) That approval be given for the Council to enter into Option Agreements with Taylor Wimpey and Redrow in relation to the sale of Council land in the Southern Quadrant (as shown in the plan at Appendix 1 to the submitted report) and an Equalisation Agreement with the other Middle and Southern Quadrant land owners and developers, with such agreements to be on the terms as outlined within the submitted report;
- (b) That the principle of the Council's land at Parcel A in the Southern Quadrant of the ELE (as shown in the plan at Appendix 1 to the submitted report) being appropriated or dedicated for use as a primary school and for the provision of community facilities as necessary and in accordance with planning requirements, be approved;

- (c) That the principle of the Council disposing of land at Parcel A in the Southern Quadrant of the ELE (as shown in the plan at Appendix 1 to the submitted report) to a third party or parties for use as a school and for the provision of community facilities, be approved;
- (d) That it be noted that the Capital Programme report on the agenda for this meeting proposes the injection of up to £650,000 to facilitate the re-provision of the existing sports pitches in the Southern Quadrant, to be forward funded by developers; and that approval be given to the Director of City Development to authorise the Director to provide authority to spend up to that amount for this purpose;
- (e) That the principle of pitch development, as set out in the Whinmoor Grange Development Brief, be reaffirmed, and that approval be given for the progression of feasibility, design and the submission of a planning application to enable progression of the ELE playing pitch strategy, as set out in paragraphs 3.16-3.25 of the submitted report.

## **125 Corn Exchange Public Realm Design and Cost Report**

The Director of City Development submitted a report which outlined the establishment of the 'Grey to Green' work programme for the creation of high quality green infrastructure projects and detailed the related submission of a final business case to West Yorkshire Combined Authority (WYCA). The report also set out the proposed redevelopment of an area of land outside the Corn Exchange for the creation of a new high quality public realm, and which sought the necessary 'authority to spend' for the delivery of the proposal. Finally, the report provides information and sought the necessary approvals for the development of proposals regarding the pavilion building to be brought forward by CX (Leeds) Limited, subject to planning approvals.

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

### **RESOLVED –**

- (a) That the establishment of the 'Grey to Green' work programme and the submission of a final business case to WYCA in November 2020 to secure £8.6m of match funding from the Government's Getting Building Fund, be noted;
- (b) That the progress made on proposals for the development of the public realm scheme for the Corn Exchange, linked to the delivery of the Connecting Leeds Corn Exchange Gateway, be noted;
- (c) That the authority to spend up to £1,546,655 on the Corn Exchange Public Realm scheme from the sources identified within the submitted report, be approved;

- (d) That the principles of the proposed lease terms, as outlined in the exempt appendix to the submitted report, for the construction of a pavilion building and a ground lease between Leeds City Council and CX (Leeds) Limited (part of Rushbond PLC), be approved, with the necessary authority being delegated to the Director of City Development to enable the Director to conclude the final agreement;
- (e) That the principles of the management agreement between Leeds City Council and CX (Leeds) Limited to facilitate use of the space by CX (Leeds) Limited for an annual programme of trading and events associated with the Corn Exchange, be approved and that the necessary authority be delegated to the Director of City Development in order to enable the Director to conclude the final agreement;
- (f) That it be noted that further reports will be submitted to Executive Board regarding approvals for the remaining 'Grey to Green' projects;
- (g) That subject to ongoing consultation with relevant Executive Members, as appropriate, it be noted that the Director of City Development will be responsible for the implementation of the resolutions arising from the submitted report.

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

## **126 Annual Report on the Climate Emergency**

Further to Minute No. 134, 7<sup>th</sup> January 2020, the Director of Resources and Housing submitted a report providing an update on the progress being made towards reducing emissions at both a national and local level, setting out key actions that have been undertaken. The report also reflected upon the impact of the Covid-19 pandemic on both emissions and how the road to recovery can be founded in the green economy.

Members discussed the range of zero emission targets that existed locally, nationally and internationally, with the actions being taken in Leeds being noted and it was also acknowledged that whilst Leeds would continue to work to address the Climate Emergency, matters such as the alignment of zero emission targets remained the subject of ongoing discussion.

Responding to a Member's enquiries, the Board was provided with further detail regarding the proposed development of a Domestic Energy Strategy and how Members would be involved in that process. Details were also provided to the Board on the engagement and communications work being undertaken with communities in this area.

### **RESOLVED –**

- (a) That the intention to report on the Council's scope 3 emissions in the next annual report, in line with the climate commission's proposed approach for the city, be noted;

- (b) That the intention to bring a domestic energy strategy to Executive Board in summer 2021, be noted.

## **LEARNING, SKILLS AND EMPLOYMENT**

### **127 Outcome of consultation on proposals to establish Resource Provision at Bishop Young Church of England Academy and St Margaret's Church of England Primary School**

The Director of Children and Families submitted a report which in Part A presented the outcomes from the consultation exercise undertaken on a proposal to establish Resource Provision at St Margaret's Church of England Primary School and which sought a decision to publish a statutory notice in respect of this proposal. In Part B, the report presented the outcomes from the consultation exercise undertaken on a proposal to establish Resource Provision at Bishop Young Church of England Academy and which sought the relevant approvals.

Members welcomed the proposals detailed within the submitted report.

#### **RESOLVED –**

#### **Part A – Proposed 12-place Resource Provision at St Margaret's C of E Primary School, Horsforth:**

- (a) That the publication of a statutory notice on a proposal to establish a 12-place Resource Provision at St Margaret's Church of England Primary School with effect from September 2021, be approved;
- (b) That provisional approval for authority to spend (ATS) of £1.1m to deliver the proposed 12-place Resource Provision at St Margaret's Church of England Primary School, be granted;
- (c) That it be noted that the implementation of the proposal would be subject to the response of the proposed statutory notice and on the outcome of further detailed design work and planning applications, as indicated at section 4.4 of the submitted report;
- (d) That it be noted that the proposal has been brought forward in time for places to be delivered for 2021;
- (e) That it be noted that the responsible officer for the implementation of such matters is the Head of Learning Systems.

#### **Part B – Proposed 30-place Resource Provision at Bishop Young Church of England Academy:**

- (f) That approval be given for the progression of a proposal to establish a 30-place Resource Provision at Bishop Young Church of England Academy, with effect from September 2021;

- (g) That provisional approval for authority to spend (ATS) of £2.2m to deliver the proposed 30-place Resource Provision at Bishop Young Church of England Academy, be granted;
- (h) That it be noted that the implementation of the proposal is subject to the outcome of further detailed design work and planning applications, as indicated at section 4.4 of the submitted report;
- (i) That it be noted that the proposal has been brought forward in time for places to be delivered for 2021;
- (j) That it be noted that the responsible officer for the implementation of such matters is the Head of Learning Systems.

**128 Outcome of a Statutory Notice on a proposal to permanently increase learning places at West Oaks SEN Specialist School and College from September 2021**

The Director of Children and Families submitted a report presenting the outcomes from the statutory notice regarding a proposal to permanently expand West Oaks Special Educational Needs (SEN) Specialist School and College from 350 to 500 places for children and young people aged 2-19 from September 2021 utilising a site at Buckingham Road, Headingley (formerly known as Rose Court). Additionally, the report also sought a final decision on the proposal.

Members welcomed the proposals detailed within the submitted report.

**RESOLVED –**

- (a) That the governing body's proposal to permanently expand West Oaks SEN Specialist School and College from 350 to 500 places for children and young people aged 2-19 utilising a site on Buckingham Road in Headingley (previously known as Rose Court) with effect from September 2021, be approved;
- (b) That the recommendation to exempt the decisions arising from this report from the Call In process for the reasons as set out in paragraph 4.5.2 of the submitted report, be approved;
- (c) That it be noted that the implementation of the proposal is subject to funding being agreed based upon the outcome of further detailed design work and planning applications, as indicated at section 4.4 of the submitted report, with it also being noted that the proposal has been brought forward in time for places to be delivered for 2021;
- (d) That it be noted that the responsible officer for the implementation of such matters is the Head of Learning Systems.

(The Council's Executive and Decision Making Procedure Rules state that a decision may be declared as being exempt from the Call In process by the

decision taker if it is considered that the matter is urgent and any delay would seriously prejudice the Council's, or the public's interests. In line with this, the resolutions contained within this minute were exempted from the Call In process, as per resolution (b) above, and for the reasons as detailed within section 4.5.2 of the submitted report)

**129 Determination of School Admissions Arrangements for 2022/23**

The Director of Children and Families submitted a report which presented for approval the Local Authority Admissions Policy and Admissions Arrangements for entry to Voluntary Controlled and Community Schools in September 2022.

In responding to a concern regarding the proposed location of some catchment area boundaries, Members discussed the increasing complexities involved in establishing school admission arrangements and catchments areas for the city.

**RESOLVED –**

- (a) That in determining the school admissions arrangements for the academic year 2022/23, the admissions policies for the Leeds Community and Voluntary Controlled Primary and Secondary schools (as detailed at Appendices A, B, & C of the submitted report), be approved;
- (b) That the resolutions of the Board in respect of the submitted report, as detailed within this minute, be exempted from the Call In process for the reasons as detailed within paragraph 4.5.2 of the submitted report;
- (c) That the following be noted:-
  - (i) The Co-ordinated scheme for admissions arrangements for entry in September 2022 (as detailed at Appendix D to the submitted report) and that there are no significant changes to the content, but the scheme has been re-worded to be simpler, clearer and make the policy more accessible to all Local Authority colleagues and families;
  - (ii) That the officer responsible for the implementation of such matters is the Lead for Admissions and Family Information Service;
  - (iii) That the statutory date for implementation (i.e. determination of the policies) is no later than 28 February 2021, with the policy being published by 15 March 2021.

(The Council's Executive and Decision Making Procedure Rules state that a decision may be declared as being exempt from the Call In process by the decision taker if it is considered that the matter is urgent and any delay would seriously prejudice the Council's, or the public's interests. In line with this, the resolutions contained within this minute were exempted from the Call In

process, as per resolution (b) above, and for the reasons as detailed within section 4.5.2 of the submitted report)

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

## **CHILDREN AND FAMILIES**

### **130 Covid-19 and the Early Years Sector**

The Director of Children and Families submitted a report that provided an overview of the Early Years sector in Leeds, within the context of the Covid-19 pandemic and the challenges that this had presented.

By way of introduction to the report, the Executive Member summarised the range of issues which were being faced by the sector together with the actions being taken by the Council to support providers.

Responding to a Member's enquiries, the Board received further detail on the actions being taken to maximise the availability of funding to support the sector during the pandemic, and the representations being made to Government on such matters. With regard to the number of childcare providers who had received financial support from Government funding via the discretionary element administered by the Council, officers undertook to provide the Member with further detail on this.

Linked to this, responding to a Member's enquiry regarding the discretionary funding stream that was currently open for applications, and whether any remaining balance from this funding stream could potentially be made available to childcare providers following the forthcoming deadline, officers undertook to look into this matter further.

Members further discussed the continued role played by the Local Authority in making representations to Government in respect of the concerns which existed for the sector during the pandemic, with detailed discussion being given to a number of areas relating to the pandemic where representations had been made to Government, or where views had been provided at the Government's invitation.

Responding to a Member's enquiry, the Board received further detail regarding the provision of 'Little Owls' and the continued monitoring and adaptation of the business model for the service, with it being noted that the Council's expertise in this area was shared with the wider sector, as a way of providing support to private businesses during the current time.

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

- (a) That the childcare sector has faced significant challenges during the Covid-19 pandemic – in relation to finances, demand for places and the ability to provide the stimulating learning environment providers aspire

to due to the safety measures, restrictions, guidance and advice in place;

- (b) That there is concern both nationally and locally that the childcare market disruption is likely to have ongoing and long term impacts on the sector, with regard to parental engagement with childcare and early learning, the sustainability of childcare provider businesses and subsequently the sufficiency of early learning and childcare places;
- (c) That the Local Authority continues to support the sector through ongoing communication and advice, amending funding approaches wherever possible in line with Department for Education (DfE) advice to offer financial support to providers;
- (d) That the Local Authority will continue to lobby and advocate for the sector with regard to the need for adequate funding, in recognition of the crucial importance of the sector for children's development and as a key plank of the economy;
- (e) That the Local Authority will continue to lobby and advocate for the sector with regard to being recognised and included in Covid-19 recovery plans; e.g. staff being included within priority groups for vaccinations, access to adequate PPE and timely communication from central Government to the sector.

**DATE OF PUBLICATION:** FRIDAY, 12<sup>TH</sup> FEBRUARY 2021

**LAST DATE FOR CALL IN OF ELIGIBLE DECISIONS:** 5.00 P.M., FRIDAY, 19<sup>TH</sup> FEBRUARY 2021

## EXECUTIVE BOARD

WEDNESDAY, 17TH MARCH, 2021

**PRESENT:** Councillor J Lewis in the Chair

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

**SUBSTITUTE MEMBER:** Councillor M Robinson

**APOLOGIES:** Councillor A Carter

**131 Substitute Member**

Under the provisions of Executive and Decision Making Procedure Rule 3.2.6, Councillor M Robinson was invited to attend the meeting on behalf of Councillor A Carter, who had submitted his apologies for absence from the meeting.

**132 Chair's Opening Remarks**

The Chair welcomed all in attendance to the meeting, specifically Councillors Arif, Harland and Hayden to their first meeting of the Board following their recent and respective appointments as Executive Members with responsibility for: 'Health and Wellbeing', 'Economy' and 'Climate Change, Transport and Sustainable Development'.

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

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

- (A) That appendix 5 to the report entitled, 'South Bank Regeneration', referred to in Minute No. 147 be designated as being exempt from publication in accordance with paragraph 10.4(3) of Schedule 12A(3) of the Local Government Act 1972 and considered in private on the grounds that the information contained within that appendix relates to the financial or business affairs of a particular person (including the Council). It is considered that the public interest in maintaining the content of Appendix 5 as exempt from publication outweighs the public interest in disclosing the information, as doing so would prejudice the Council's commercial position and that of third parties in the negotiation of a land transaction, should they be disclosed at this stage.

**134 Late Items**

**Agenda Item 12 - Update on Coronavirus (Covid-19) Pandemic – Response and Recovery Plan**

With the agreement of the Chair, a late item of business was admitted to the agenda entitled, 'Update on Coronavirus (COVID-19) Pandemic – Response and Recovery Plan'.

Given the scale and significance of this issue, it was deemed appropriate that a further update report be submitted to this remote meeting of the Board. However, due to the fast paced nature of developments on this issue, and in order to ensure that Board Members received the most up to date information as possible, the report was not included within the agenda as originally published on 9<sup>th</sup> March 2021. (Minute No. 144 refers).

**135 Declaration of Disclosable Pecuniary Interests**

There were no Disclosable Pecuniary Interests declared at the meeting.

**136 Minutes**

**RESOLVED** – That the minutes of the previous meeting held on 10<sup>th</sup> February 2021 be approved as a correct record.

**CHILDREN, FAMILIES AND ADULT SOCIAL CARE**

**137 Leeds Safeguarding Adults Board Annual Report 2019/2020**

Further to Minute No. 119, 7<sup>th</sup> January 2020, the Director of Adults and Health submitted a report that presented the Leeds Safeguarding Adults Board's Annual Report for 2019/20, which summarised the Board's achievements over the relevant 12 month period and set out its ambitions for the coming year.

By way of introduction to both the Leeds Safeguarding Adults Board Annual Report and the Annual Report of the Leeds Safeguarding Children Partnership, the Executive Member highlighted the cross-board working taking place between those Boards and the Safer Leeds Board, and also emphasised the importance of the 'Talk to me, hear my voice' initiative as the guiding principle for Leeds' approach towards Safeguarding policy.

The Board welcomed Richard Jones CBE, Independent Chair of the Leeds Safeguarding Adults Board to the meeting, who was in attendance in order to introduce the key points of the annual report and to highlight key priorities. As part of the introduction, specific reference was made to the ongoing work being undertaken around the impact upon vulnerable adults from the lockdowns and restrictions arising from the pandemic, and also the safeguarding work which continued to be undertaken with sections of the Black, Asian and Minority Ethnic (BAME) community.

Responding to a Member's enquiry regarding the ways in which the work of the Board could be further communicated by Elected Members within their respective Wards, the Independent Chair undertook to take this matter away

for further consideration, so that Members could be provided with further information and support on this.

**RESOLVED –**

- (a) That the contents of the submitted report, together with the appended Leeds Safeguarding Adults Board Annual Report 2019/20 and the Board's Strategic Plan, which reflects the Board's ambitions for 2020/2021, be noted;
- (b) That the strategic aims and ambitions of the Leeds Safeguarding Adults Board, as detailed within the submitted report and appendices, which look to make Leeds a safe place for everyone, be supported.

**138 Leeds Safeguarding Children Partnership Annual Report (2019/20): Evaluating the Effectiveness of Safeguarding Arrangements in Leeds**  
Further to Minute No. 120, 7<sup>th</sup> January 2020, the Director of Children and Families submitted a report which presented the Leeds Safeguarding Children's Partnership's (LSCP) Annual Report for the period 2019/20. The report highlighted the identified areas of good practice, the areas for continued focus and also the safeguarding priorities for the city.

The Board welcomed Jasvinder Sanghera CBE, Independent Chair of the LSCP to the meeting, who was in attendance in order to introduce the key points of the annual report and to highlight key priorities.

By way of introduction, the Executive Member and the Independent Chair highlighted the development of a new Children and Young People's Partnership model, the ongoing focus upon the safeguarding arrangements in place for young people when transitioning into adulthood, and again reiterated the collaborative approach being taken between the safeguarding boards in Leeds. Detail was also provided on the work undertaken on the priority of addressing and raising awareness in respect of domestic abuse.

Responding to a Member's enquiry, the Board was provided with further detail on the arrangements in place to monitor the wellbeing of Children Looked After who were in placements located outside of the Local Authority's boundary, with the Independent Chair undertaking that this matter could be taken forward for further consideration.

Also, the Board received further information on the work being undertaken by the LSCP regarding elected home education.

In relation to the Managed Approach to on-street sex working in Leeds, and any implications relating to the safeguarding of children arising from that, the Independent Chair noted a Member's comments on this and undertook to consider that matter further.

**RESOLVED –**

- (a) That the contents of the submitted report, together with the LSCP's Annual Report, as appended, including the identified areas of good practice and the areas for continued focus, be noted and endorsed;
- (b) That the safeguarding priorities for the city, as identified in the Leeds Safeguarding Children Partnership Annual Report for 2019/20, be noted and endorsed.

**139 Approval to spend for the new specialist children's home for children with Autism and Complex Needs**

The Director of Children and Families submitted a report that presented background information regarding the reasons for the proposal to build a new specialist children's home for children with Autism and complex needs, and alongside this, the report detailed the works which were proposed to be undertaken to deliver the home.

By way of introduction to the report, the Executive Member confirmed that the proposal was to provide a permanent home for four children with complex needs including learning disabilities and Autism, who were currently located outside of Leeds.

Members then discussed the ongoing work and aspirations of the Council regarding the provision of care for Children Looked After, with further detail being provided on the arrangements in place to monitor the wellbeing of those looked after children who were located in placements outside of Leeds.

**RESOLVED –**

- (a) That the current project cost estimate of £1.858m for the construction work and associated fees to facilitate the build of the new specialist children's home for children with Autism and complex needs, be noted;
- (b) That the approval of the 'Authority to Procure' (ATP) and the Design and Cost Report (DCR) be delegated to the Director of Children and Families;
- (c) That it be noted that the Chief Officer Social Work will be responsible for the appointment of all required staff to the new specialist children's residential home.

**LEARNING, SKILLS AND EMPLOYMENT**

**140 Cockburn Laurence Calvert Free School Temporary Site Proposals for September 2021 and Design and Cost Report**

The Director of Children and Families and the Director of City Development submitted a joint report regarding the proposal to open a temporary school on a site adjacent to the Cockburn Laurence Calvert Free School for September 2021 in order to meet a 7 form of entry shortfall in South Leeds, in advance of the Cockburn Laurence Calvert free school opening between 2022 and 2023.

The report also sought the related 'authority to spend' and incurring of expenditure to deliver the proposal.

In considering the submitted report, Members discussed the current position regarding the delivery of the Cockburn Laurence Calvert free school, the timeframes involved, the respective roles of the Government and the Council in this process and also the timing of the submitted report to Executive Board.

**RESOLVED –**

- (a) That the continued secondary place pressure in South Leeds and the ongoing measures developed to address those pressures, be noted;
- (b) That the approval received from the Department for Education for the opening of a temporary Cockburn Laurence Calvert 7 form of entry School for provisionally up to 2 years, in advance of the permanent Cockburn Laurence Calvert School opening, to address the shortfall of places in inner South Leeds, be noted;
- (c) That the authority to spend and the incurring of £4,932,032 capital expenditure from capital scheme number 33177/LAU/000, be approved; with it being noted that revenue costs of £1,781,229 will also be incurred for construction works associated with the opening of the temporary Cockburn Laurence Calvert Free School (7 form of entry) on a site adjacent to the permanent school location for September 2021;
- (d) That the requirement for the approval of the temporary school site being subject to a Development Agreement between the Department for Education and the Council for the creation of the school, be noted; and that approval be given for the necessary authority to be delegated to the Director of City Development to enable the Director to approve and enter into the Development Agreement, as detailed in Section 3.2.3 of the submitted report;
- (e) That it be noted that within the Development Agreement is the requirement to enter into an Agreement for Lease for Cockburn Multi Academy Trust for the site; and that the principle terms of the Agreement for Lease, as detailed in section 3.2.4 of the submitted report, be approved; with approval also being given to delegate the necessary authority to the Director of City Development to enable the Director to conclude the details of the final lease agreement;
- (f) That it be noted that the programme dates, as identified in section 3.2 of the submitted report require the Council to award the construction contract on the 22nd March 2021, which is within the associated Call In period; and in order to maintain the critical timeline to ensure the success of the project, approval be given to exempt the resolutions arising from the submitted report as detailed within this minute, from the Call In process, for the reasons as set out within paragraph 4.7.1 of the submitted report;

- (g) That it be noted that the officer responsible for the implementation of such matters is the Head of Service Learning Systems in Children and Families directorate.

(The Council's Executive and Decision Making Procedure Rules state that a decision may be declared as being exempt from the Call In process by the decision taker if it is considered that the matter is urgent and any delay would seriously prejudice the Council's, or the public's interests. In line with this, the resolutions contained within this minute were exempted from the Call In process, as per resolution (f) above, and for the reasons as detailed within section 4.7.1 of the submitted report)

**141 Outcome of consultation to permanently expand Bramhope Primary School from 40 to 60 reception places from September 2022**

The Director of Children and Families submitted a report which presented the outcomes from a consultation exercise undertaken regarding a proposal to expand primary school provision at Bramhope Primary School and which sought provisional approval for the necessary 'authority to spend' in order to deliver the proposed expansion.

By way of introduction to the report, the Executive Member provided further detail regarding the consultation exercise which had been undertaken.

The Board made reference to the fact that Executive Members had been contacted by the local community on this issue, with specific reference being made to the residents' letter from 67 signatories which had been provided to Board Members for their information. In considering the issues which had been raised, Members were advised of the range of measures which were proposed to be put in place regarding transport, highways and road safety, with it being undertaken that the effectiveness of such measures would be monitored, so that consideration could be given to adapting them, as appropriate.

**RESOLVED –**

- (a) That the outcome of the consultation undertaken on a proposal to expand Bramhope Primary School, by permanently increasing the number of Reception places from 40 to 60 from September 2022, gradually increasing the overall capacity of the school from 280 to 420 pupils, be noted;
- (b) That provisional approval for the authority to spend (ATS) of £1.2m in order to deliver the proposed expansion at Bramhope Primary School, be granted;
- (c) That it be noted that the implementation of the proposal is subject to the outcome of further detailed design work and any planning applications, as indicated at section 4.4 of the submitted report, with it also being noted that the proposal has been brought forward in time for places to be delivered for 2022;

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

#### **142 Leeds Kirkgate Market Strategy 2021-2026**

The Director of City Development submitted a report which presented the proposed 2021 – 2026 Kirkgate Market Strategy for Members' consideration. The report and the appended strategy provided details of the market's current situation, one that showed significant investment and commitment to the market by a range of partners, but also which highlighted the fact that the market was operating in the most challenging retail environment that the UK had seen for many years.

In presenting the submitted strategy and covering report the Executive Member highlighted a number of points including the key role that the market played in Leeds' city centre offer, the investment which continued to be made to the market's infrastructure and the ongoing support for traders, which included the provision of a rent discount scheme. Members also received an update on the market's occupancy levels, and the innovative work being undertaken with the aim of increasing the customer base. Emphasis was also placed upon the flexible approach which was required in order to enable the market to adapt to the challenging retail environment.

Responding to a Member's enquiries, the Board was provided with details on the collaborative approach which continued to be taken with traders. Also, it was undertaken that the market's offer would be monitored so that it could be adapted, as appropriate, in response to the evolving retail environment and customer demands and habits.

In response to a Member's enquiry regarding the market and the Council's prudential borrowing, it was noted that a programme of works on the market in 2014/15 had been supported by prudential borrowing. Also, it was noted that the Council's Capital Programme, as approved by full Council in February 2021, did include provision of £7.17m towards further maintenance works at the market, which would have a borrowing implication. Officers undertook to provide further detail on such matters to the Member in question, however, in conclusion, it was highlighted to the Board that although the Council's levels of prudential borrowing would have an effect on the Authority's overall financial position, it had no direct impact upon traders or matters such as rent levels.

Members discussed and received further information regarding the development of the market in line with the strategy, and ensuring that its offer remained sustainable and inclusive.

#### **RESOLVED –**

- (a) That the content of the Leeds Kirkgate Market Strategy, as appended to the submitted report, be noted; and that the Council's commitment to Leeds Kirkgate Market be reaffirmed, with the detailed actions contained within the strategy document being agreed, in order to achieve the five year strategy 2021-2026;

- (b) That agreement be given that the strategy must remain flexible throughout this period in order to allow the market service to adapt to the changing nature of retail on the high street and recover from the impact of the Covid-19 pandemic;
- (c) That it be noted that the Chief Officer (Operations) and the Head of Markets will be responsible for the implementation of the actions arising from the Strategy, in accordance with the timescales contained within it.

## **RESOURCES**

### **143 Governance arrangements for Devolution (Protocol for Concurrent Functions and Associated Statutory Consents)**

Further to Minute No. 91, 24th November 2020, the Chief Executive submitted a report which presented a draft Protocol for Concurrent Functions and Associated Statutory Consents between the Constituent Councils and the Mayoral Combined Authority for Members' consideration and which sought approval that it be adopted.

The submitted report was welcomed, with it being noted that work continued on the scrutiny arrangements of the Mayoral Combined Authority, which would be the subject of separate arrangements.

### **RESOLVED –**

- (a) That the draft Protocol for Concurrent Functions and Associated Statutory Consents, as detailed at Appendix 1 to the submitted report, be approved, and that agreement be given for the Chief Executive to sign it on behalf of the Council;
- (b) That the necessary authority be delegated to the Chief Executive, to enable the Chief Executive, in consultation with the Leader of Council, to agree any subsequent changes to the Protocol.

### **144 Update on Coronavirus (COVID19) pandemic – Response and Recovery Plan**

Further to Minute No. 117, 10th February 2021, the Chief Executive submitted a report which provided an update on the response to the Covid-19 pandemic across the city including vaccination rollout, outbreak management, service impacts, and current issues and risks. The report focused upon the plan for the year ahead, in line with the national roadmap for exiting restrictions. The report also noted that the city's multi-agency command and control arrangements continued to be used with the Response and Recovery plan, aiming to mitigate the effects of the pandemic on those in the city, especially the most vulnerable.

With the agreement of the Chair, the submitted report had been circulated to Board Members as a late item of business prior to the meeting for the reasons

as set out in section 11.9 of the submitted report, and as detailed in Minute No. 134.

By way of introduction to the report, the Leader highlighted that it was approximately 12 months since the city's response to Coronavirus had begun. The huge impact of the pandemic upon the city was recognised, with the Board being provided with an update on the number of people who had died in Leeds as a result of Coronavirus to date. On behalf of the Council, the Leader extended his sympathies to the families and loved ones of all those who had lost their lives, with it being noted that at the appropriate time, a fitting memorial would be put in place for the deceased.

Responding to a Member's enquiries regarding the provision and take up rate of grants to support businesses during the Coronavirus restrictions, the Board was provided with further detail on the actions being taken by the Council on such matters including the additional resource introduced to administer the grant process. An update on the provision of additional restriction grants was also provided, and with regard to the provision of grants generally, it was highlighted that the Council aimed to strike the correct balance between efficiently delivering the grant system whilst ensuring that appropriate checks of applications were also in place.

In response to a Member's enquiry, the Board received an update on the current position regarding the recently announced scheduled closure of the NHS Nightingale Hospital in Harrogate, and also with regard to the additional mortuary facilities which had been established in Leeds in response to the pandemic.

Reflecting upon the progress being made on vaccination delivery and lateral flow testing, in response to a Member's enquiry, the Board was provided with an update on the data that such processes had revealed, and how that would inform strategies such as encouraging vaccine take up rates moving forward.

#### **RESOLVED –**

- (a) That the full range of activity which has taken place in the last month, together with the work that is underway to prepare for the safe reopening of services and the economy in the coming months, be noted; with the continued need for everyone to play their part while restrictions remain in place, be recognised;
- (b) That the refreshed Response and Recovery Plan, as detailed at Annex A to the submitted report, which includes a focus upon planning for the year ahead, be noted; and that agreement be given for the progression of the approach towards planning and reporting, as detailed;
- (c) That it be noted that planning is underway for the lifting of restrictions, whilst work continues to: roll out vaccinations as quickly as possible, control the spread of the virus and its variants, undertake local contact tracing and asymptomatic testing, protect the health service, undertake

compliance and enforcement activity, and deliver support to vulnerable people and businesses;

- (d) That in respect of the financial implications for the Council arising from the Coronavirus pandemic, the contents of the submitted report be used as context when the Board considers the more detailed finance based report, as presented elsewhere on the Executive Board agenda.

#### **145 Financial Health Monitoring 2020/21 – Month 10**

The Chief Officer (Financial Services) submitted a report which set out the Council's projected financial health position for the 2020/21 financial year, as at Month 10.

Responding to a Member's enquiry, the Board was provided with an update on the current forecasting with regard to Council Tax and Business Rates collection rates for 2021/22.

In response to a further enquiry, the Board was provided with an update on the projected underspend within the Housing Revenue Account, which was primarily due to the reduction in the revenue contribution required to support its capital programme, given such works were unable to be undertaken during the first wave of the pandemic. It was noted that such underspend would carry forward into 2021/22, and that over the coming months a better indication would become available regarding the level of capital works which would be achievable during 21/22.

#### **RESOLVED –**

- (a) That the projected financial position of the Authority as at Month 10, as detailed within the submitted report, be noted, and that the projected impact of COVID-19 on that position also be noted;
- (b) That it be noted that for 2020/21 the Authority is forecasting a balanced budget position;
- (c) That it be noted that the position as reported does not reflect the potential effects of any further local or national lockdown arrangements not yet introduced, which could impact upon the submitted financial projections.

#### **146 Leeds City Region Business Rates Pool**

The Chief Officer (Financial Services) submitted a report which, following the success of the 7 Leeds City Region (LCR) authorities to be designated as a 50% retention business rates pool from 1st April 2021, provided an update on the successful application for a new 2021/22 LCR Business Rates Pool; noted the revocation of the 2020/21 North & West Yorkshire Business Rates pool; sought approval regarding the Leader of Council's position on the associated Joint Committee for 2021/22, together with agreement of the Memorandum of Understanding and Terms of Reference for the 2021/22 LCR Business Rates Pool.

Responding to a Member's enquiry regarding the availability of public information on the decisions taken by the business rates pool and the availability of that information for the relevant Scrutiny Board, it was noted that the decisions taken by the pool would continue to be published and would be available for consideration.

**RESOLVED –**

- (a) That the update on the new 2021/22 Leeds City Region Business Rates Pool, as detailed within the submitted report, be noted;
- (b) That the revoking of the 2020/21 North & West Yorkshire Business Rates Pool on 31st March 2021, be noted, and that agreement be given to disband the current North & West Yorkshire Pool Joint Committee on the same date;
- (c) That agreement be given to appoint the Leader of Council to a new Joint Committee to oversee the new Leeds City Region Business Rates Pool, with such a Joint Committee to consist of the Leaders of those Authorities as specified in paragraph 3.2.3 of the submitted report, and which would have the Terms of Reference as submitted;
- (d) That the Memorandum of Understanding, as presented at Appendix B to the submitted report, which sets out the governance arrangements for the Leeds City Region Business Rates Pool, be noted and agreed;
- (e) That the Terms of Reference for the new Leeds City Region Joint Committee, as detailed at Appendix C to the submitted report, be noted and approved;
- (f) That the necessary authority be delegated to the City Solicitor to enable the City Solicitor to seek the formal agreement of the other 6 members of the Pool to the new arrangements.

**147 South Bank Regeneration**

The Director of City Development submitted a report which sought in principle agreement to measures to help secure the timely delivery of new workspace within the Temple District area. The report also sought in principle approval of an amended and initial potential Compulsory Purchase Order (CPO) boundary within this zone, which related to activity to secure the future of Temple Works and was within the wider context of supporting the city's post-COVID economic recovery.

Following consideration of Appendix 5 to the submitted report designated as being exempt from publication under the provisions of Access to Information Procedure Rule 10.4(3), which was considered in private at the conclusion of the public part of the meeting, it was

**RESOLVED –**

- (a) That the ongoing efforts to secure comprehensive development within the Temple District, as detailed at appendix 1 to the submitted report,

to contribute towards the economic, social, or environmental wellbeing of the area, be noted;

- (b) That the amended initial and potential Compulsory Purchase Order boundary, as shown in appendix 2 to the submitted report, which relates to the strategy to secure the reuse of Temple Works, be agreed;
- (c) That the Director of City Development be requested to bring back a report later in 2021 on agreements to secure the future of Temple Works, the scope and progress on the British Library North, and on the potential of a formal CPO resolution, should private treaty negotiations not succeed;
- (d) That the principle of the Council exercising its statutory powers and entering into the proposed land transaction under Section 203 Housing and Planning Act 2016 and section 227 Town & Country Planning Act 1990, as per the proposal contained at paragraphs 3.38-3.39 of the submitted report, be supported, and which is subject to the conditions outlined at paragraph 3.50-3.51, and also the development of legal agreements as per exempt appendix 5; with the Board's agreement also being given for the Director of City Development to consult with each of the affected landowners;
- (e) That the Director of City Development be requested to report back with a further report on the section 203 proposal, with recommendations on the formal resolution for the Council to utilise these powers.

(It was noted that whilst Councillor Robinson was attending the Board meeting in a non-voting capacity, were he able to, he would have abstained from voting on the decisions referred to within this minute, under the provisions of Council Procedure Rule 16.5)

## **CLIMATE CHANGE, TRANSPORT AND SUSTAINABLE DEVELOPMENT**

### **148 Submission of 39 Proposed Main Modifications to the Leeds Site Allocations Plan for reconsideration by the Secretary of State**

Further to Minute No. 102, 16<sup>th</sup> December 2020 and further to subsequent consideration by the Development Plan Panel on 2<sup>nd</sup> March 2021, the Director of City Development submitted a report which sought the Board's recommendation to Council that the 39 proposed Main Modifications to the remitted part of the Leeds Site Allocations Plan be submitted to the Secretary of State for independent examination.

Responding to a Member's enquiry, clarification was provided on the recommendation within the report to submit the 39 proposed Main Modifications to the Secretary of State, with explanation being provided on how the proposal which recommended the Barrowby Lane, Manston site for general employment use was reflected within that 39.

**RESOLVED –**

- (a) That the comments of the Council's Development Plan Panel meeting on 2<sup>nd</sup> March 2021, (the draft resolutions from which are detailed at Appendix 7 to the submitted report), be noted, and that the assessment of the representations received in response to the consultation exercise undertaken on the proposed Main Modifications, as detailed, together with the supporting documentation, be noted;
- (b) That Council be recommended to:-
- (i) approve that the proposed 39 Main Modifications to the Remitted part of the Site Allocations Plan (as detailed in **Appendix 1** to the submitted report); the Sustainability Appraisal Addendum (in **Appendix 2**) and the supporting material (detailed in paragraphs 1.2) be submitted to the Secretary of State, pursuant to Section 20 of the Planning and Compulsory Purchase Act 2004 as amended, for the purpose of Examination by an independent inspector;
  - (ii) invite the independent inspector appointed to hold the Public Examination, to make modifications to the Remitted part of the Site Allocations Plan, pursuant to Section 20 (7C) of the Planning and Compulsory Purchase Act 2004 as amended in order that it is sound and legally compliant;
  - (iii) delegate authority to the Chief Planning Officer, in consultation with the Executive Member for Climate Change, Transport and Sustainable Development, to:-
    - (a) approve the detail of any updates or corrections to the submission material and any further technical documents and supporting evidence required to be submitted for consideration at future hearing sessions;
    - (b) continue discussions with key parties, including via statements of common ground and suggest to the Inspector any further Main Modifications, edits and consequential changes necessary to be made to the Remitted part of the Site Allocations Plan following Council approval, during the Examination; and
    - (c) prepare and give evidence in support of the Remitted part of the Site Allocations Plan.

(The matters referred to within this minute, given that they were decisions being made in accordance with the Budget and Policy Framework Procedure Rules, were not eligible for Call In, as Executive and Decision Making Procedure Rule 5.1.2 states that the power to Call In decisions does not extend to those decisions being made in accordance with the Budget and Policy Framework Procedure Rules)

**DATE OF PUBLICATION:** FRIDAY, 19TH MARCH 2021

**LAST DATE FOR CALL IN  
OF ELIGIBLE DECISIONS:** 5.00 P.M., FRIDAY, 26TH MARCH 2021