



**A meeting of the Council will be held remotely on Wednesday, 24th March, 2021 at 1.00 pm**

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

- 1 Minutes of the last Meeting** 5 - 58

To approve the minutes of the Council Meeting held on 24<sup>th</sup> February 2021.
- 2 Declarations of Interest**

To receive any declarations of interest from Members
- 3 Communications**

To receive such communications as the Lord Mayor, the Leader, Members of the Executive Board or the Chief Executive consider appropriate.
- 4 Report on Licensing Annual Report** 59 - 90

To consider the report of the Chief Officer Elections and Regulatory presenting to Council the annual report of Entertainment Licensing and Taxi and Private Hire Licensing.
- 5 Report on the Annual Report of the Standards and Conduct Committee** 91 - 100

To consider the report of the City Solicitor presenting to Full Council the annual report relating to matters within the Standards and Conduct Committee's terms of reference. Council Procedure Rule 2.2 (f) stipulates that the annual report of the committee must be referred to full Council for consideration; this being to support the duty of the Authority to promote and maintain high standards of conduct by Members and co-opted Members of the Council.

- 6            **Recommendations of the Executive Board - Submission of 39 Proposed Main Modifications to the Leeds Site Allocations Plan for reconsideration by the Secretary of State**            101 - 102
- To consider the report of the Director of City Development setting out recommendations from the Executive Board on 17<sup>th</sup> March 2021 to Full Council in relation to the Submission of 39 Proposed Main Modifications to the Leeds Site Allocations Plan for reconsideration by the Secretary of State.
- (Report to follow)
- 7            **Recommendations of the General Purposes Committee - In respect of the Members' Code of Conduct and Complaint Procedure, and Council Procedure Rules.**            103 - 160
- To consider the report of the City Solicitor setting out recommendations from the General Purposes Committee on 15 March 2021 to Full Council.
- 8            **Executive Questions**
- To deal with executive questions in accordance with Council Procedure Rule 11.
- 9            **Minutes of the Health and Wellbeing Board and the Executive Board**            161 - 170
- To receive the minutes in accordance with Council Procedure Rule 2.2(i).
- 10          **White Paper Motion (in the name of Councillor Amanda Carter) - Fly Tipping**            171 - 172
- This Council is concerned by recent reports from DEFRA suggesting that since 2012 fly-tipping incidents nationally and in Leeds have risen at an alarming rate.
- This Council believes that a major contributing factor to this problem is the insistence by the ruling administration in Leeds that residents should not only pay extra Council Tax but also have to pay for disposal of inert and bulky waste.
- Whilst the most recent figures show a reduction in fly-tipping incidents from a peak in 2018/19, the total number remains high compared to other Local Authorities. Analysis of the DEFRA statistics shows that in 2012/13, well before charges for inert waste were introduced, fly-tipping incidents in Leeds stood at 2,977. The latest data for 2019/20 shows this has risen 776% to 26,079 incidents, while fly-tipping on Council land has risen 699% over the same period. Where Leeds comes in the rankings in the years between 2017/18 and 2019/20 is also cause for concern: Leeds has ranked 1<sup>st</sup>, 1<sup>st</sup> and 3<sup>rd</sup> in the DEFRA numbers for the highest number by Local Authority of total

fly-tipping incidents, and 1<sup>st</sup>, 1<sup>st</sup> and 2<sup>nd</sup> for the number of incidents on Council land.

Of further concern, is the almost halving of prosecutions over the same period, from 15 in 2012/13 to just 8 in 2019/20, representing 0.03% of all fly-tipping incidents in Leeds for the year.

This Council believes that the ruling administration has presided over a fly-tipping crisis in this city, a crisis that affects inner city areas to a greater extent and a crisis that needs to be urgently addressed.

As a starting point, this Council calls for an immediate end to charging for bulky and inert waste in Leeds and for a report to be brought to Executive Board at the earliest opportunity setting out a zero-tolerance approach to how fly-tipping can be tackled in our city and offenders brought before the courts.

11      **White Paper Motion (in the name of Councillor Garner) - Key Workers**      173 - 174

This Council thanks all key workers in Leeds for their work during the pandemic and believes they all deserve a pay rise and to be treated with respect at work.

12      **White Paper Motion (in the name of Councillor Lay) - Fair Votes for All.**      175 - 176

This Council supports Fair Votes for All.



Tom Riordan CBE  
Chief Executive

Civic Hall  
Leeds  
LS1 1UR

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

<https://democracy.leeds.gov.uk/ieListDocuments.aspx?CId=111&MId=10105>

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

### **Third Party Recording**

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

Use of Recordings by Third Parties– code of practice

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

Proceedings of a remote meeting of the Leeds City Council held  
on Wednesday, 24th February, 2021

**PRESENT:** The Lord Mayor Councillor Eileen Taylor in the Chair.

**WARD**

**ADEL & WHARFEDALE**

Billy Flynn  
Barry John Anderson  
Caroline Anderson

**ALWOODLEY**

Peter Mervyn Harrand  
Dan Cohen  
Neil Alan Buckley

**ARDSLEY & ROBIN HOOD**

Lisa Mulherin  
Karen Renshaw  
Ben Garner

**ARMLEY**

Lou Cunningham  
Alice Smart  
James McKenna

**BEESTON & HOLBECK**

Andrew Scopes  
Angela Gabriel  
Gohar Almas

**BRAMLEY & STANNINGLEY**

Julie Heselwood  
Kevin Ritchie  
Caroline Gruen

**BURMANTOFTS & RICHMOND HILL**

Denise Ragan  
Ron Grahame  
Asghar Khan

**WARD**

**CALVERLEY & FARSLEY**

Peter Carlill  
Andrew Carter  
Amanda Carter

**CHAPEL ALLERTON**

Jane Dowson  
Eileen Taylor  
Mohammed Rafique

**CROSS GATES & WHINMOOR**

Jessica Lennox  
Pauleen Grahame  
Peter John Gruen

**FARNLEY & WORTLEY**

Ann Forsaith  
Ann Blackburn  
David Blackburn

**GARFORTH & SWILLINGTON**

Suzanne McCormack  
Mark Dobson  
Sarah Field

**GIPTON & HAREHILLS**

Kamila Maqsood  
Salma Arif  
Arif Hussain

**GUISELEY & RAWDON**

Paul John Spencer Wadsworth  
Graham Latty  
Pat Latty

**HAREWOOD**

Ryan Stephenson  
Matthew James Robinson  
Sam Firth

**HEADINGLEY & HYDE PARK**

Neil Walshaw  
Jonathon Pryor  
Alison Garthwaite

**HORSFORTH**

Jackie Shemilt  
Dawn Collins  
Jonathon Taylor

**HUNSLET & RIVERSIDE**

Paul Wray  
Elizabeth Nash  
Mohammed Iqbal

**KILLINGBECK & SEACROFT**

Katie Dye  
Paul Drinkwater  
David Jenkins

**KIPPAX & METHLEY**

Mirelle Midgley  
Mary Elizabeth Harland  
James Lewis

**KIRKSTALL**

John Anthony Illingworth  
Hannah Bithell  
Fiona Elizabeth Venner

**LITTLE LONDON & WOODHOUSE**

Abigail Marshall Katung  
Kayleigh Brooks  
Javaid Akhtar

**MIDDLETON PARK**

Paul Anthony Truswell  
Kim Groves  
Judith Blake

**MOORTOWN**

Mohammed Shahzad  
Rebecca Charlwood  
Sharon Hamilton

**MORLEY NORTH**

Robert Finnigan  
Robert Gettings MBE JP  
Andy Hutchison

**MORLEY SOUTH**

Wyn Kidger  
Judith Elliott  
Neil Dawson

**OTLEY & YEADON**

Ryk Downes  
Colin Campbell  
Sandy Edward Charles Lay

**PUDSEY**

Trish Smith  
Simon Seary  
Mark Harrison

**ROTHWELL**

Diane Chapman  
Barry Stewart Golton

**ROUNDHAY**

Jacob Goddard  
Eleanor Tunnicliffe  
Angela Wenham

**TEMPLE NEWSAM**

Nicole Sharp  
Debra Coupar  
Helen Hayden

**WEETWOOD**

Chris Howley  
Jonathan Bentley  
Christine Knight

**WETHERBY**

Linda Richards  
Norma Harrington  
Alan James Lamb

**69 Announcements**

- (a) The Lord Mayor welcomed members to this remote meeting of Full Council and also any members of the public who were joining the meeting.
- (b) The Lord Mayor reminded those present that the meeting was to be streamed live.
- (c) The Lord Mayor informed Council that she had agreed to the circulation of updated versions of 4 items
  - Item 5 – Appointments
  - Item 6 – Executive Arrangements
  - Item 7 – Pay Policy Statement
  - Item 8 – Budget - Council tax report
- (c) The Lord Mayor also informed Council of the recent death of former Councillor Christine Macniven.

Council stood in silent tribute.

**70 Minutes of the last Meeting**

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

**RESOLVED** – That the minutes of the meeting held on 13<sup>th</sup> January 2021 be approved.

**71 Declarations of Interest**

Councillor Dobson informed Council that having taken advice of the Monitoring Officer, he would not be voting or commenting in the debate on the Conservative Group Amendment number 4 or Green Group Amendment number 38; both of these amendments related to the funding of Neighbourhood Networks. Given the nature and scale of the wider budget he would though be speaking and voting in all other respects.

**72 Communications**

The Chief Executive informed Council that correspondence had been received from Paul Rowsell CBE, Head of the Governance Reform and Democracy Unit informing Council that the draft 'West Yorkshire Combined Authority (Election of Mayor and Functions) Order 2021' has been considered and approved in both Houses of Parliament and that the Minister has signed and made the Order and it was now in force.

In addition the Chief Executive also informed Council that 2 responses to Council resolutions had been received from;

- the Rt Hon Robert Jenrick MP Secretary of State for Housing, Communities and Local Government regarding Cladding on Buildings ; and
- Will Quince MP, Minister for Welfare Delivery regarding the Poverty Emergency

All of these had previously been circulated to all Members of Council.

**73 Election of Leader of Council**

It was moved by Councillor Dowson, seconded by Councillor Scopes and

**RESOLVED** - That Councillor James Lewis be elected Leader of the Council.

**74 Report on Appointments**

It was moved by Councillor Dowson, seconded by Councillor Scopes that the updated report of the City Solicitor on appointments be approved as follows;

**RESOLVED –**

**TO APPOINT THE FOLLOWING TO COMMITTEES / BOARDS / PANELS**

Councillor Arif to replace Councillor Charlwood on Health & Wellbeing Board

Councillor A Scopes to replace Councillor Harland on Scrutiny Board (Strategy and Resources)

Councillor Mulherin to replace Councillor Harland on Scrutiny Board (Environment, Housing & Communities)

Councillor A Marshall Katung to replace Councillor Hayden on Scrutiny Board (Adults, Health and Active Lifestyles)

Councillor Hamilton to replace Councillor Hayden on Scrutiny Board (Strategy and Resources)

Councillor Hayden to replace Councillor Mulherin on Development Plan Panel.

Councillor Brooks to replace Cllr Arif on Development Plan Panel.

Councillor Lennox to replace Councillor Blake on General Purposes Committee

Linda Wild as a non-voting Independent Member of Corporate Governance and Audit Committee for a term of four years (renewable once).

**TO APPOINT THE FOLLOWING CHAIRS OF COMMITTEES / BOARDS / PANELS**

Health and Wellbeing Board – F Venner

General Purposes Committee – J Lewis

Scrutiny Board (Strategy and Resources) – A Scopes

Scrutiny Board (Adults, Health and Active Lifestyles) – A Marshall Katung

**TO APPOINT THE FOLLOWING MEMBERS TO OUTSIDE ORGANISATIONS / BOARDS / PANELS**

Councillor Lewis to replace Councillor Blake as a Member on the West Yorkshire Combined Authority

Councillor Coupar to replace Councillor Lewis as a substitute Member on the West Yorkshire Combined Authority



Councillor Lewis to replace Councillor Blake as a Member on the LEP Board

Councillor Coupar to replace Councillor Lewis as a substitute Member on the LEP Board

Councillor Hayden to replace Councillor Mulherin on the Place Advisory Panel (West Yorkshire Combined Authority)

Councillor Hayden to replace Councillor Mulherin on the West Yorkshire and York Investment Committee

Councillor Lewis to replace Councillor Blake on the West Yorkshire Joint Services Committee

**75 Executive Arrangements**

It was moved by Councillor Dowson, seconded by Councillor Scopes and

**RESOLVED –** That the Leader’s executive arrangements as set out in the updated report and effective from the Leader’s appointment to the role be noted.

Members of the Conservative Group present at the meeting required it to be recorded that they abstained from voting on the recommendation.

**76 Recommendations of the General Purposes Committee - Approval of the 2021/22 Pay Policy Statement**

The amended report of the Chief Officer Human Resources putting forward recommendations from the General Purposes Committee that met on 1<sup>st</sup> February 2021, in relation to approving a revised pay policy statement was moved by Councillor Lewis, seconded by Councillor Dowson and

**RESOLVED –**

- a) That the Pay Policy Statement for the 2021/22 financial year as set out in appendix A of the attached report to General Purposes Committee be approved;
- b) To approve that any in year requirement to amend the Annual Pay Policy Statement as a consequence of changes to Council Policies is reported to the General Purposes Committee to recommend to Full Council for approval.
- c) To delegate to the Chief Officer (HR) any necessary adjustments to the Council’s pay scales arising from nationally agreed pay awards.

**77 Procedural Motion**

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

**RESOLVED –**

- a) That Council Procedure Rules 14.6(b) be suspended in respect of the Budget item to allow amendments to be moved and seconded en bloc by those Members named on the order paper.
- b) That Council Procedure Rule 14.1 be suspended in respect of the Budget item and to agree;
  - (i) that time limits will not be imposed on budget speeches of Group Leaders or their nominees in the budget debate.

- (ii) that a member contributing to the budget debate can do so for up to 5 minutes.
  - (iii) that a member seconding the budget motion or budget amendments can do so for up to 5 minutes.
  - (iv) that when summing up on the budget motion the Leader of Council can do so for up to 15 minutes.
- c) That Council Procedure Rule 3.3 and 4.1 be suspended in respect of the Minutes and to agree that consideration of the Executive Board minutes will continue up to 4.45pm at which point the Leader of Council or the relevant Executive Member will sum up for up to 10 minutes.

**78 2021/22 Revenue Budget and Council Tax report, including reports on the Capital Programme and Treasury Management Strategy**

Under the provisions of Council Procedure Rule 14.9 leave of Council was given to Councillor Lewis to alter the motion in his name having now received the precept from Ledston Parish Council by altering 6(ii) Council Tax by the confirmation of the figures in table (ii) 2 g (table 5) and h (table 6), and (ii) 4 (table 8), and by the inclusion of any budget amendments that are agreed by Full Council.

It was moved by Councillor Lewis, seconded by Councillor Coupar

**i) Revenue Budget**

- a) 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 11 of this report.
- b) That the revenue budget for 2021/22 totalling £435.3m be approved. This means that the Leeds element of Council Tax for 2021/22 will increase by 1.99% plus the Adult Social Care precept of 3.0%. This excludes the police and fire precepts which will be notified to Members prior to the Council meeting.
- c) To agree grants totalling £69.0k to be allocated to parishes;
- d) To approve the strategy at Appendix 8 in respect of the flexible use of capital receipts;
- e) In respect of the Housing Revenue Account that the budget be approved with:
  - i) An increase of 1.5% (CPI+1%) in dwelling rents;
  - ii) A 30p/wk change in the standing charge for Leeds PIPES (Providing Innovative Pro-Environmental Solutions) as a step towards full cost recovery.
  - iii) A 1.1% RPI increase in charges for all other District Heating schemes;
  - iv) That service charges for low/medium and multi-storey flats are increased by RPI of 1.1%;
  - v) That the charge for tenants who benefit from the sheltered support service is increased to £15.14 per week to reflect full cost recovery. The charge is eligible for Housing Benefit;
  - vi) That the subsidy for tenants who are not eligible for benefits but receive the sheltered support service is set at £3.14 per week; Therefore the amount payable by these tenants will increase from £10 per week to £12 per week;

vii) Subject to consultation, that a Retirement Life charge is introduced for the provision of additional services linked to communal areas and for communal facilities where they are within a standalone community centre.

viii) Whilst a full charge covering communal areas equates to £7.83, it is 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 is 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;

ix) Whilst a full charge for stand-alone community centres equates to £3.34, it is 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 is set at £2.04 per week meaning the amount payable by these tenants will be £1.30 per week.

x) That any overall increase to tenants in respect of rents, service and sheltered support who are 'self-payers' will be no more than £3.25 per week;

f) In respect of the Schools Budget, that the High Needs Block budget for 2021/22, as set out in paragraph 3.4.7 of the Schools Budget Report at Appendix 7 be approved.

## **ii) Council Tax**

- 1 That it be noted that at the meeting on 13<sup>th</sup> January 2021, Council agreed the following amounts for the year 2021/22, in accordance with regulations made under Sections 31B(3) and 34(4) of the Local Government Finance Act 1992:-
  - a) 229,489.2 being the amount calculated by the Council, in accordance with Regulation 3 of the Local Authorities (Calculation of Council Tax Base) Regulations 1992 (as amended) as its council tax base for the year.

b) **Table 4: Taxbase Numbers 2021/22**

<b>PARISH OF</b>	<b>Taxbase Numbers 2020/21</b>	<b>Taxbase Numbers 2021/22</b>
Aberford and District	777.8	771.3
Allerton Bywater	1,491.2	1,465.6
Alwoodley	3,635.0	3,586.4
Arthington	292.9	287.9
Austhorpe	61.3	60.3
Bardsey cum Rigton	1,137.1	1,129.9
Barwick in Elmet and Scholes	2,005.4	2,026.0
Boston Spa	1,994.2	1,996.8
Bramham cum Oglethorpe	737.7	730.2
Bramhope and Carlton	1,885.9	1,990.9
Clifford	846.2	828.1
Collingham with Linton	1,704.0	1,698.2
Drighlington	1,894.6	1,896.3
East Keswick	590.7	581.1
Gildersome	1,856.7	1,829.5
Great and Little Preston	620.3	605.9
Harewood	1,850.3	1,813.2
Horsforth	7,388.6	7,323.8
Kippax	3,020.5	3,052.5
Ledsham	96.3	94.0
Ledston	152.2	148.4
Micklefield	536.7	611.8
Morley	11,087.9	10,993.3
Otley	5,053.1	5,000.4
Pool in Wharfedale	978.1	955.1
Rawdon	2,765.6	2,725.8
Scarcroft	818.0	811.5
Shadwell	974.4	958.0
Swillington	959.0	940.2
Thorner	760.9	748.5
Thorp Arch	376.1	396.8
Walton	117.3	113.9
Wetherby	4,977.4	4,986.0
Wothersome	8.1	7.6

being the amounts calculated by the Council in accordance with Regulation 6 of the Regulations, as the amounts of its Council Tax base for the year for dwellings in those parts of its area to which one or more special items relate.

2 That the following amounts be now calculated by the Council for the year 2021/22 in accordance with Sections 31A to 36 of the Local Government Finance Act 1992:-

- a) **£2,191,336,614** being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(2)(a) to (f) of the Act.
- b) **£1,840,147,359** being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3)(a) to (d) of the Act.
- c) **£351,189,255** being the amount by which the aggregate at 2(a) above exceeds the aggregate at 2(b) above, calculated by the Council, in accordance with Section 31A(4) of the Act, as its **council tax requirement** for the year.
- d) **£1,530.308418** being the amount at 2(c) above, divided by the amount at 1(a) above, calculated by the Council, in accordance with Section 31B(1) of the Act, as the **basic amount of its council tax for the year**.
- e) **£2,069,339.60** being the aggregate amount of all special items referred to in Section 34(1) of the Act.
- f) **£1,521.29** being the amount at 2(d) above, less the result given by dividing the amount at 2(e) above by the amount at 1(a) above, calculated by the Council, in accordance with Section 34(2) of the Act, as the **basic amount of its council tax for the year for dwellings in those parts of its area to which no special item relates**.

**g)Table 5: Band D Precept by Parish**

<b>Parish</b>	<b>Band D £ p</b>
Aberford and District	1,548.52
Allerton Bywater	1,548.92
Alwoodley	1,535.29
Arthington	1,529.97
Bardsey cum Rigton	1,552.00
Barwick in Elmet and Scholes	1,539.81
Boston Spa	1,548.23
Bramham cum Oglethorpe	1,556.35
Bramhope and Carlton	1,551.79
Clifford	1,562.00
Collingham with Linton	1,577.23
Drighlington	1,549.24
East Keswick	1,554.85
Gildersome	1,534.40
Great and Little Preston	1,566.68
Harewood	1,531.30
Horsforth	1,538.25
Kippax	1,555.19
Ledsham	1,574.96
Ledston	1,549.20
Micklefield	1,619.17
Morley	1,538.48
Otley	1,612.32
Pool in Wharfedale	1,569.14
Rawdon	1,536.91
Scarcroft	1,552.95
Shadwell	1,562.00
Swillington	1,553.73
Thorner	1,560.19
Thorp Arch	1,571.69
Walton	1,576.80
Wetherby	1,579.87

being the amounts given by adding to the amount at 2(f) above the amounts of the special item or items relating to dwellings in those parts of the Council's area mentioned above divided in each case by the amount at 1(b) above, calculated by the Council, in accordance with Section 34(3) of the Act, as the basic amounts of its Council Tax for the year for dwellings in those parts of its area to which one or more special items relate.

**h)Table 6: Leeds and Parish Precepts Excluding Police and Fire 2021/22**

	<b>Band A</b>	<b>Band B</b>	<b>Band C</b>	<b>Band D</b>	<b>Band E</b>	<b>Band F</b>	<b>Band G</b>	<b>Band H</b>
	<b>£ p</b>	<b>£ p</b>	<b>£ p</b>	<b>£ p</b>	<b>£ p</b>	<b>£ p</b>	<b>£ p</b>	<b>£ p</b>
LEEDS EXCEPT PARTS BELOW:	1,014.19	1,183.23	1,352.26	1,521.29	1,859.35	2,197.42	2,535.48	3,042.58
<b>Parish of:</b>								
Aberford and District	1,032.35	1,204.40	1,376.46	1,548.52	1,892.64	2,236.75	2,580.87	3,097.04
Allerton Bywater	1,032.61	1,204.72	1,376.82	1,548.92	1,893.12	2,237.33	2,581.53	3,097.84
Alwoodley	1,023.53	1,194.11	1,364.70	1,535.29	1,876.47	2,217.64	2,558.82	3,070.58
Arthington	1,019.98	1,189.98	1,359.97	1,529.97	1,869.96	2,209.96	2,549.95	3,059.94
Bardsey cum Rigton	1,034.67	1,207.11	1,379.56	1,552.00	1,896.89	2,241.78	2,586.67	3,104.00
Barwick in Elmet and Scholes	1,026.54	1,197.63	1,368.72	1,539.81	1,881.99	2,224.17	2,566.35	3,079.62
Boston Spa	1,032.15	1,204.18	1,376.20	1,548.23	1,892.28	2,236.33	2,580.38	3,096.46
Bramham cum Oglethorpe	1,037.57	1,210.49	1,383.42	1,556.35	1,902.21	2,248.06	2,593.92	3,112.70
Bramhope and Carlton	1,034.53	1,206.95	1,379.37	1,551.79	1,896.63	2,241.47	2,586.32	3,103.58
Clifford	1,041.33	1,214.89	1,388.44	1,562.00	1,909.11	2,256.22	2,603.33	3,124.00
Collingham with Linton	1,051.49	1,226.73	1,401.98	1,577.23	1,927.73	2,278.22	2,628.72	3,154.46
Drighlington	1,032.83	1,204.96	1,377.10	1,549.24	1,893.52	2,237.79	2,582.07	3,098.48
East Keswick	1,036.57	1,209.33	1,382.09	1,554.85	1,900.37	2,245.89	2,591.42	3,109.70
Gildersome	1,022.93	1,193.42	1,363.91	1,534.40	1,875.38	2,216.36	2,557.33	3,068.80
Great and Little Preston	1,044.45	1,218.53	1,392.60	1,566.68	1,914.83	2,262.98	2,611.13	3,133.36
Harewood	1,020.87	1,191.01	1,361.16	1,531.30	1,871.59	2,211.88	2,552.17	3,062.60
Horsforth	1,025.50	1,196.42	1,367.33	1,538.25	1,880.08	2,221.92	2,563.75	3,076.50
Kippax	1,036.79	1,209.59	1,382.39	1,555.19	1,900.79	2,246.39	2,591.98	3,110.38
Ledsham	1,049.97	1,224.97	1,399.96	1,574.96	1,924.95	2,274.94	2,624.93	3,149.92
Ledston	1,032.80	1,204.93	1,377.07	1,549.20	1,893.47	2,237.73	2,582.00	3,098.40
Micklefield	1,079.45	1,259.35	1,439.26	1,619.17	1,978.99	2,338.80	2,698.62	3,238.34
Morley	1,025.65	1,196.60	1,367.54	1,538.48	1,880.36	2,222.25	2,564.13	3,076.96
Otley	1,074.88	1,254.03	1,433.17	1,612.32	1,970.61	2,328.91	2,687.20	3,224.64
Pool in Wharfedale	1,046.09	1,220.44	1,394.79	1,569.14	1,917.84	2,266.54	2,615.23	3,138.28
Rawdon	1,024.61	1,195.37	1,366.14	1,536.91	1,878.45	2,219.98	2,561.52	3,073.82
Scarcroft	1,035.30	1,207.85	1,380.40	1,552.95	1,898.05	2,243.15	2,588.25	3,105.90
Shadwell	1,041.33	1,214.89	1,388.44	1,562.00	1,909.11	2,256.22	2,603.33	3,124.00
Swillington	1,035.82	1,208.46	1,381.09	1,553.73	1,899.00	2,244.28	2,589.55	3,107.46
Thorner	1,040.13	1,213.48	1,386.84	1,560.19	1,906.90	2,253.61	2,600.32	3,120.38
Thorp Arch	1,047.79	1,222.43	1,397.06	1,571.69	1,920.95	2,270.22	2,619.48	3,143.38
Walton	1,051.20	1,226.40	1,401.60	1,576.80	1,927.20	2,277.60	2,628.00	3,153.60
Wetherby	1,053.25	1,228.79	1,404.33	1,579.87	1,930.95	2,282.03	2,633.12	3,159.74

being the amounts given by multiplying the amounts at 2(f) and 2(g) above by the number which, in the proportion set out in Section 5(1) of the Act, is applicable to dwellings listed in a particular valuation band divided by the number which in that proportion is applicable to dwellings listed in Valuation Band D, calculated by the Council, in accordance with Section 36(1) of the Act, as the amounts to be taken into account for the year in respect of categories of dwellings listed in different valuation bands.

- a. That it be noted for the year 2021/22 that the Police and Crime Commissioner has issued the following precepts to the Council in accordance with Section 40 of the Local Government Finance Act 1992. Also, that the Council have, under Section 30(2) of that Act, indicated the following Fire and Rescue Authority precepts, and that these reconcile to the precepts to be considered by the Fire and Rescue Authority on 25<sup>th</sup> February 2021. These are shown for each of the categories of dwellings shown below.

**Table 7: Police and Fire Precepts 2021/22**

Precepting Authority	Band A £ p	Band B £ p	Band C £ p	Band D £ p	Band E £ p	Band F £ p	Band G £ p	Band H £ p
Police & Crime Commissioner West Yorkshire	140.8521	164.3274	187.8027	211.2781	258.2287	305.1795	352.1302	422.5561
West Yorkshire Fire and Rescue Authority	44.786666	52.251110	59.715554	67.179999	82.108887	97.037776	111.966664	134.359997

- b. That, having calculated the aggregate in each case of the amounts at 2(h) and 3 above, the Council, in accordance with Section 30(2) of the Local Government Finance Act 1992, hereby sets the following amounts as the amounts of council tax for the year 2021/22 for each of the categories of dwellings shown below:

**Table 8: Leeds and Parish Precepts Including Police and Fire 2021/22**

	Band A £ p	Band B £ p	Band C £ p	Band D £ p	Band E £ p	Band F £ p	Band G £ p	Band H £ p
LEEDS EXCEPT PARTS BELOW:	1,199.83	1,399.81	1,599.78	1,799.75	2,199.69	2,599.64	2,999.58	3,599.50
<b>Parish of:</b>								
Aberford and District	1,217.99	1,420.98	1,623.98	1,826.98	2,232.98	2,638.97	3,044.97	3,653.96
Allerton Bywater	1,218.25	1,421.30	1,624.34	1,827.38	2,233.46	2,639.55	3,045.63	3,654.76
Alwoodley	1,209.17	1,410.69	1,612.22	1,813.75	2,216.81	2,619.86	3,022.92	3,627.50
Arthington	1,205.62	1,406.56	1,607.49	1,808.43	2,210.30	2,612.18	3,014.05	3,616.86
Bardsey cum Rigton	1,220.31	1,423.69	1,627.08	1,830.46	2,237.23	2,644.00	3,050.77	3,660.92
Barwick in Elmet and Scholes	1,212.18	1,414.21	1,616.24	1,818.27	2,222.33	2,626.39	3,030.45	3,636.54
Boston Spa	1,217.79	1,420.76	1,623.72	1,826.69	2,232.62	2,638.55	3,044.48	3,653.38
Bramham cum Oglethorpe	1,223.21	1,427.07	1,630.94	1,834.81	2,242.55	2,650.28	3,058.02	3,669.62
Bramhope and Carlton	1,220.17	1,423.53	1,626.89	1,830.25	2,236.97	2,643.69	3,050.42	3,660.50
Clifford	1,226.97	1,431.47	1,635.96	1,840.46	2,249.45	2,658.44	3,067.43	3,680.92
Collingham with Linton	1,237.13	1,443.31	1,649.50	1,855.69	2,268.07	2,680.44	3,092.82	3,711.38
Drighlington	1,218.47	1,421.54	1,624.62	1,827.70	2,233.86	2,640.01	3,046.17	3,655.40
East Keswick	1,222.21	1,425.91	1,629.61	1,833.31	2,240.71	2,648.11	3,055.52	3,666.62
Gildersome	1,208.57	1,410.00	1,611.43	1,812.86	2,215.72	2,618.58	3,021.43	3,625.72
Great and Little Preston	1,230.09	1,435.11	1,640.12	1,845.14	2,255.17	2,665.20	3,075.23	3,690.28
Harewood	1,206.51	1,407.59	1,608.68	1,809.76	2,211.93	2,614.10	3,016.27	3,619.52
Horsforth	1,211.14	1,413.00	1,614.85	1,816.71	2,220.42	2,624.14	3,027.85	3,633.42
Kippax	1,222.43	1,426.17	1,629.91	1,833.65	2,241.13	2,648.61	3,056.08	3,667.30
Ledsham	1,235.61	1,441.55	1,647.48	1,853.42	2,265.29	2,677.16	3,089.03	3,706.84
Ledston	1,218.44	1,421.51	1,624.59	1,827.66	2,233.81	2,639.95	3,046.10	3,655.32
Micklefield	1,265.09	1,475.93	1,686.78	1,897.63	2,319.33	2,741.02	3,162.72	3,795.26
Morley	1,211.29	1,413.18	1,615.06	1,816.94	2,220.70	2,624.47	3,028.23	3,633.88
Otley	1,260.52	1,470.61	1,680.69	1,890.78	2,310.95	2,731.13	3,151.30	3,781.56
Pool in Wharfedale	1,231.73	1,437.02	1,642.31	1,847.60	2,258.18	2,668.76	3,079.33	3,695.20
Rawdon	1,210.25	1,411.95	1,613.66	1,815.37	2,218.79	2,622.20	3,025.62	3,630.74
Scarcroft	1,220.94	1,424.43	1,627.92	1,831.41	2,238.39	2,645.37	3,052.35	3,662.82
Shadwell	1,226.97	1,431.47	1,635.96	1,840.46	2,249.45	2,658.44	3,067.43	3,680.92
Swillington	1,221.46	1,425.04	1,628.61	1,832.19	2,239.34	2,646.50	3,053.65	3,664.38
Thorner	1,225.77	1,430.06	1,634.36	1,838.65	2,247.24	2,655.83	3,064.42	3,677.30
Thorp Arch	1,233.43	1,439.01	1,644.58	1,850.15	2,261.29	2,672.44	3,083.58	3,700.30
Walton	1,236.84	1,442.98	1,649.12	1,855.26	2,267.54	2,679.82	3,092.10	3,710.52
Wetherby	1,238.89	1,445.37	1,651.85	1,858.33	2,271.29	2,684.25	3,097.22	3,716.66

- c. That, in accordance with section 52ZB of the Local Government Finance Act 1992, following the principles set out by the Secretary of State and in the Referendums Relating to Council Tax Increases (Principles) (England) Report 2021/22, it be determined that Leeds City Council's relevant basic amount of council tax for the year 2021/22 is not excessive.



- d. That the schedule of instalments for 2021/22 for transfers to Leeds City Council and payments to the Police and Crime Commissioner and the Fire & Rescue Authority out of the Collection Fund be determined as set out in **Appendix II** of this report.

**iii) Capital Programme Update 2021-2025**

- a) That the attached capital programme for 2021-2025 totalling £1,842.2m including the revised projected position for 2020/21, as presented in Appendix A of the report be approved.
- b) That the Minimum Revenue Provision policy statements for 2021/22 as set out in Appendix C of the report be approved.
- c) That the Capital and Investment Strategy as set out in Appendix D of the report be approved.

**iv) Treasury Management Strategy 2021/22**

- a) That the borrowing limits for 2020/21, 2021/22, 2022/23 and 2023/24 be set as detailed in Section 3.4 of the submitted report and the changes to both the Operational Boundary and the Authorised limits be noted.
- b) That the treasury management indicators for 2020/21, 2021/22, 2022/23 and 2023/24 be set as detailed in Section 3.5 of the submitted report.
- c) That the investment limits for 2019/20, 2020/21, 2021/22 and 2022/23 and 2023/24 be set as detailed in Section 3.6 of the submitted report.

The following amendments were moved by Councillor Andrew Carter, seconded by Councillor Lamb

**AMENDMENT 1**

In 8(i) after the words 'be approved' add 'subject to amendment to the council's budget for 2021/2022 as set out below and adjustments to the accompanying tables as appropriate;

- a) A reduction in the City Development budget of £540k in respect of a reduction in the contribution to Leeds 2023.
- b) A reduction in the Resources budget of £85k to reflect rationalisation in Press and Communications spend.
- c) An increase to the Communities, Housing and Environment Budget of £625k to reflect the contribution to West Yorkshire Police to retain additional PCSOs in Leeds.'

**AMENDMENT 2**

In 8(i) after the words 'be approved' add 'subject to amendment to the council's budget for 2021/2022 as set out below and adjustments to the accompanying tables as appropriate;

- a) A reduction in the Strategic budget of £425k in respect of a reduction in the contribution to the Investment earmarked reserve.

- b) A reduction in the Strategic budget of £1.225m in respect of a reduction in the contribution to the Strategic Contingency earmarked reserve.
- c) An increase to the Communities, Housing and Environment budget of £1.65m to reflect revised parking tariffs in the city centre.'

### **AMENDMENT 3**

In 8(i) after the words 'be approved' add 'subject to amendment to the council's budget for 2021/2022 as set out below and adjustments to the accompanying tables as appropriate;

- a) A reduction in the Strategic budget of £195k to reflect a reduction in the double time overtime budget.
- b) An increase to the Communities, Housing and Environment budget of £195k to provide additional resource to community committees to support COVID-19 recovery schemes.'

### **AMENDMENT 4**

In 8(i) after the words 'be approved' add 'subject to amendment to the council's budget for 2021/2022 as set out below and adjustments to the accompanying tables as appropriate;

- a) A reduction in the Strategic Budget of £300k as a result of savings in external procurement costs.
- b) An increase in the Adults and Health budget of £300k to reverse the planned 10% reduction in the base budget for Neighbourhood Networks in 2021/22.'

### **AMENDMENT 5**

In 8(i) after the words 'be approved' add 'subject to amendment to the council's budget for 2021/2022 as set out below and adjustments to the accompanying tables as appropriate;

- a) A reduction in the Strategic Budget of £462k in respect of a reduction in the contribution to the Innovation earmarked reserve.
- b) An increase to the Communities, Housing and Environment budget of £462k to fund the cessation of charges for inert and bulky waste.'

### **AMENDMENT 6**

In 8(i) after the words 'be approved' add 'subject to amendment to the council's budget for 2021/2022 as set out below and adjustments to the accompanying tables as appropriate;

- a) A reduction in the Strategic Budget of £342k to reflect the part year savings from a reduction in the cost of full time trade union convenors.
- b) An increase to the Adults & Health budget of £342k to reflect the retention of the Richmond House Residential Care Home in Farsley.'

## **AMENDMENT 7**

In 8(i) after the words 'be approved' add 'subject to amendment to the council's budget for 2021/2022 as set out below and adjustments to the accompanying tables as appropriate;

- a) A reduction in the Strategic Budget of £90k as a result of savings in external procurement costs.
- b) An increase to the Communities, Housing and Environment budget of £90k to ensure that the West Leeds Country Park Visitor's Centre remains open.'

## **AMENDMENT 8**

In 8(i) after the words 'be approved' add 'subject to amendment to the council's budget for 2021/2022 as set out below and adjustments to the accompanying tables as appropriate;

- a) A reduction in the City Development budget of £1m in respect of a contribution from the 2021/22 Leeds City Region Business Rates Pool.
- b) An increase to the City Development budget of £1m to create a Leeds Hospitality Sector Support Fund to support businesses following COVID-19.'

## **AMENDMENT 9**

In 8(i) after the words 'be approved' add 'subject to amendment to the council's budget for 2021/2022 as set out below and adjustments to the accompanying tables as appropriate;

- a) A reduction in the Strategic budget of £150k to reflect a further reduction in casual car user mileage payments based on new ways of working, reduced travel and the climate emergency.
- b) A reduction in the Strategic budget of £122k in respect of a reduction in the contribution to the Strategic Contingency earmarked reserve.
- c) An increase in the City Development and Resources budgets of £150k to fund additional staff to deal with s106 renegotiation in support of the Green Investment Bank.
- d) An increase in the Strategic Budget of £122k to fund the prudential borrowing costs and running costs associated with the delivery of a new dementia home.

In 8(iii) after the words 'be approved' add 'subject to amendment to the council's budget for 2021/2022 as set out below and adjustments to the accompanying tables as appropriate

- a) An injection into the Capital Programme of £10m in respect of renegotiation of s106 agreements with developers.
- b) An injection into the Capital Programme of £8m in respect of the provision of a new dementia care home.'

### **AMENDMENT 10**

In 8(i) after the words 'be approved' add 'subject to amendment to the council's budget for 2021/2022 as set out below and adjustments to the accompanying tables as appropriate;

- a) A reduction in the Strategic budget of £367k in respect of a reduction in the contribution to the Strategic Contingency earmarked reserve.
- b) An increase to the Communities, Housing and Environment Budget of £367k to reflect the reversal of the proposed 5% increase in bereavement charges.'

### **AMENDMENT 11**

In 8(i) after the words 'be approved' add 'subject to amendment to the council's budget for 2021/2022 as set out below and adjustments to the accompanying tables as appropriate;

- a) A reduction in the Strategic budget of £250k as a result of savings in external procurement costs.
- b) An increase to the Communities, Housing and Environment budget of £250K for the establishment of outsourced contracts for the collection of food and glass waste on a pilot basis.'

### **AMENDMENT 12**

In 8(i) after the words 'be approved' add 'subject to amendment to the council's budget for 2021/2022 as set out below and adjustments to the accompanying tables as appropriate;

- a) A reduction in the Children and Families budget of £1.7m to reflect the receipt of additional Home Office grant associated with unaccompanied asylum seeking children.
- b) An increase to the Children and Families budget of £1.7m, through the creation of an earmarked reserve, both supporting additional asylum seeking children and costs associated with Children Looked After.'

### **AMENDMENT 13**

In 8(i) after the words 'be approved' add 'subject to amendment to the council's budget for 2021/2022 as set out below and adjustments to the accompanying tables as appropriate;

- a) A reduction in the Strategic budget of £7m to reflect a 1% efficiency target in external procurement spend.
- b) An increase to the Strategic budget of £7m to reflect an increased contribution to the Council's general reserve; funding would not be committed until external procurement savings are achieved.'

### **AMENDMENT 14**

In 8(i) after the words 'be approved' add 'subject to amendment to the council's budget for 2021/2022 as set out below and adjustments to the accompanying tables as appropriate;

- a) A reduction in the HRA budget of £910k in respect of the transfer of responsibility for the management and budget of Housing Advisory Panels and associated reserves to Community Committees.
- b) An increase to the Communities, Housing and Environment budget of £910k in respect of the transfer of responsibility for the management and budget of Housing Advisory Panels and associated reserves from the Housing Revenue Account.'

#### **AMENDMENT 15**

In 8(i) after the words 'be approved' add 'subject to amendment to the council's budget for 2021/2022 as set out below and adjustments to the accompanying tables as appropriate;

- a) A reduction in the Strategic budget of £200k as a result of savings in external procurement costs.
- b) An increase to the Resources budget of £200k for an increase in procurement staff.'

#### **AMENDMENT 16**

In 8(iii) after the words 'be approved' add 'subject to amendment to the council's budget for 2021/2022 as set out below and adjustments to the accompanying tables as appropriate;

- a) An injection into the Capital Programme of £2.7m to replace funding cut from the Local Centres Programme, funded by the realisation of additional capital receipts through a combination of bringing forward the sale of assets and assets being sold for higher values than originally assumed.'

#### **AMENDMENT 17**

In 8(iii) after the words 'be approved' add 'subject to amendment to the council's budget for 2021/2022 as set out below and adjustments to the accompanying tables as appropriate;

- a) An injection into the Capital Programme of £7m to invest in a rent to buy housing company model, funded through commuted sums.'

#### **AMENDMENT 18**

In 8(iii) after the words 'be approved' add 'subject to amendment to the council's budget for 2021/2022 as set out below and adjustments to the accompanying tables as appropriate;

- a) An injection into the Capital Programme of £1.5m in respect of an additional highways maintenance programme, focused on an Invest to Save Warm Mixed Asphalt programme, funded through re-phasing of the Capital Programme.'

## **AMENDMENT 19**

In 8(iii) after the words 'be approved' add 'subject to amendment to the council's budget for 2021/2022 as set out below and adjustments to the accompanying tables as appropriate;

- a) An injection into the Capital Programme of £250k in respect of grants for the provision of additional Changing Place facilities for people with profound and multiple disabilities, funded through re-phasing of the Capital Programme.'

## **AMENDMENT 20**

In 8(i) after the words 'be approved' add 'subject to amendment to the council's budget for 2021/2022 as set out below and adjustments to the accompanying tables as appropriate;

- a) A reduction in the Housing Revenue Account budget of £176k through the application of the Sheltered Housing reserve.
- b) An increase to the Housing Revenue Account budget of £176k through the removal of the increase in charges to self-payers for the Sheltered Warden service and Retirement Life Charges.'

The following amendments were moved by Councillor Golton, seconded by Councillor Bentley

## **AMENDMENT 21**

In 8(i) after the words 'be approved' add 'subject to amendment to the council's budget for 2021/2022 as set out below and adjustments to the accompanying tables as appropriate

- a) A reduction in the Strategic budget of £97k in respect of a reduction in the contribution to the Investment earmarked reserve.
- b) An increase of £67k to the Children and Families budget to fund the prudential borrowing costs of building a residential home for children.
- c) An increase of £30k to the Children and Families budget to fund a feasibility study into the establishment of an employee owned company providing fostering agency services.'

In 8(iii) after the words 'be approved' add 'subject to amendment to the council's budget for 2021/2022 as set out below and adjustments to the accompanying tables as appropriate

- a) An injection of £1.85m into the capital programme in respect of the provision of a new children's residential home.'

## **AMENDMENT 22**

In 8(i) after the words 'be approved' add 'subject to amendment to the council's budget for 2021/2022 as set out below and adjustments to the accompanying tables as appropriate

- a) A reduction in the City Development budget of £100k through the use of S106 funding.

- b) An increase to the City Development budget of £100k to fund feasibility studies to establish railway stations at Woodside Quarry and Methley.

### **AMENDMENT 23**

In 8(i) after the words 'be approved' add 'subject to amendment to the council's budget for 2021/2022 as set out below and adjustments to the accompanying tables as appropriate

- a) A reduction in the Strategic budget of £622k in respect of a reduction in the contribution to the Investment earmarked reserve.
- b) A reduction in the Strategic budget of £750k in respect of a reduction in the contribution to the Strategic Contingency earmarked reserve.
- c) A reduction in the Strategic budget of £256k in respect of a reduction in the contribution to the Innovation earmarked reserve.
- d) A reduction in the Strategic budget of £270k in respect of a reduction in the contribution to the Insurance earmarked reserve.
- e) An increase to the Communities, Housing and Environment budget of £240k to fund the cessation of charges for the disposal of inert waste.
- f) An increase to the Communities, Housing and Environment budget of £222k to fund the cessation of charges for the disposal of bulky waste.
- g) An increase to the Communities, Housing and Environment budget of £195k to fund the first year prudential borrowing costs of the Anaerobic Digester capital scheme in 2021/22. The Anaerobic Digester is for the provision of Household and commercial waste across the City.
- h) An increase to the Communities, Housing and Environment budget of £750k to fund the part year costs of expansion of the kerbside collection of food waste city wide.
- i) An increase to the Communities, Housing and Environment budget of £256k to fund the part year costs of kerbside collection of glass from 24k properties.
- j) An increase to the Communities, Housing and Environment budget of £160k to fund the cessation of charges to residents for replacement black and brown bins.
- k) An increase to the Communities, Housing and Environments budget of £75k to allow the household waste and recycling centre at Otley to remain open without reduced hours.'

In 8(iii) after the words 'be approved' add 'subject to amendment to the council's budget for 2021/2022 as set out below and adjustments to the accompanying tables as appropriate

- a) An injection of £4.5m into the Capital Programme in respect of the first year costs of development and implementation of an Anaerobic Digester.'

#### **AMENDMENT 24**

In 8(i) after the words 'be approved' add 'subject to amendment to the council's budget for 2021/2022 as set out below and adjustments to the accompanying tables as appropriate

- a) A reduction in the Strategic budget of £161k in respect of a reduction in the contribution to the Insurance earmarked reserve.
- b) An increase to the Communities, Housing and Environment budget of £131k to fund cessation of car parking charges at Otley.
- c) An increase to the City Development budget of £30k to fund a feasibility study into the introduction of a workplace parking levy in Leeds.'

#### **AMENDMENT 25**

In 8(i) after the words 'be approved' add 'subject to amendment to the council's budget for 2021/2022 as set out below and adjustments to the accompanying tables as appropriate

- a) A reduction in the City Development budget of £200k through a reduction to the cost of Leeds City of Culture 2023.
- b) A reduction in the Strategic budget of £351k through a reduction to the cost of full time trade union convenors.
- c) A reduction in the Strategic budget of £74k in respect of a reduction in the contribution to the Investment earmarked reserve.
- d) An increase to the Communities, Housing and Environment budget of £625k to fund PCSO posts.'

#### **AMENDMENT 26**

In 8(i) after the words 'be approved' add 'subject to amendment to the council's budget for 2021/2022 as set out below and adjustments to the accompanying tables as appropriate

- a) A reduction in the City Development budget of £127k through the use of Section 106 funding.

An increase to the Communities, Housing and Environment budget of £127k to address the backlog in forestry work.'

#### **AMENDMENT 27**

In 8(i) after the words 'be approved' add 'subject to amendment to the council's budget for 2021/2022 as set out below and adjustments to the accompanying tables as appropriate

- a) A reduction in the Strategic budget of £49k in respect of a reduction in the contribution to the Insurance earmarked reserve.
- b) An increase to the Resources budget of £49k to undertake a feasibility study regarding Community Devolution Commission.'



### **AMENDMENT 28**

In 8(i) after the words 'be approved' add 'subject to amendment to the council's budget for 2021/2022 as set out below and adjustments to the accompanying tables as appropriate

- a) A reduction in the Adults and Health budget of £489k in respect of the use of Adult Social Care Reserves.
- b) An increase to the Adults and Health budget of £489k to fund one year of revenue running costs in respect of two Adult Social Care residential homes: Homelea House in Rothwell and Richmond House in Farsley, to facilitate their transfer from Leeds City Council to a Social Enterprise.'

### **AMENDMENT 29**

In 8(i) after the words 'be approved' add 'subject to amendment to the council's budget for 2021/2022 as set out below and adjustments to the accompanying tables as appropriate

- a) A reduction in the Resources budget of £55k in relation to the Lettings Team supporting lettings in community buildings.
- b) An increase to the Communities, Housing and Environment budget within Community Committees of £55k in relation to the Lettings Team supporting lettings in community buildings.'

### **AMENDMENT 30**

In 8(i) after the words 'be approved' add 'subject to amendment to the council's budget for 2021/2022 as set out below and adjustments to the accompanying tables as appropriate

- a) A reduction in the Strategic budget of £88k in respect of a reduction in the contribution to the Insurance earmarked reserve.
- b) An increase to the City Development budget of £88k to allow Yeadon Tarn to operate for another year prior to transfer from Leeds City Council to a Social Enterprise.'

### **AMENDMENT 31**

In 8(i) after the words 'be approved' add 'subject to amendment to the council's budget for 2021/2022 as set out below and adjustments to the accompanying tables as appropriate

- a) A reduction in the Strategic budget of £19k in respect of a reduction in the contribution to the Strategic Contingency Reserve.

An increase to the Communities, Housing and Environment budget of £19k to enable the Letting Teams to generate income through the operation of the Windmill Youth Centre facility.'

The following amendment was moved by Councillor Hutchison, seconded by Councillor Kidger

### **AMENDMENT 32**

In 8(i) after the words 'be approved' add 'subject to amendment to the council's budget for 2021/2022 as set out below and adjustments to the accompanying tables as appropriate;

- a) A reduction in the Communities, Housing and Environment budget of £322k by reducing officer support to the Community Committees.
- b) A reduction of £231k in the Resources budget through reducing Members Special Responsibility Allowances by 31%.
- c) A reduction in the Strategic Budget of £240k in respect of the cost of Trade Union Convenors.
- d) A reduction of £525k in the revenue contribution budget to the HRA capital programme budget.
- e) An increase in the Strategic Budget of £562k for the Council's MICE (Members Improvement in the Community and Environment) scheme.
- f) An increase in the Communities, Housing and Environment budget of £66k to reverse the proposed closure of Lewisham Community Centre, Allerton Bywater Youth Centre and Windmill Youth Centre.
- g) An increase in the Strategic budget of £165k for a revenue contribution to capital to the Council's Ward Based Initiative (WBI) scheme in the Capital Programme.
- h) An increase in the Housing Revenue Account prudential borrowing budget of £525k for the costs associated with a Council house new build programme in Morley.'

In 8(iii) after the words 'be approved' add 'subject to amendment to the council's budget for 2021/2022 as set out below and adjustments to the accompanying tables as appropriate;

- a) An injection into the Housing Revenue Account Capital Programme of £17.5m, funded £12.25m by prudential borrowing and £5.25m use of RtB receipts, to build 100 Council houses for social rent in Morley.'

The following amendments were moved by Councillor Dobson, seconded by Councillor McCormack

### **AMENDMENT 33**

In 8(i) after the words 'be approved' add 'subject to amendment to the council's budget for 2021/2022 as set out below and adjustments to the accompanying tables as appropriate;

- a) A reduction in the Communities, Housing and Environment budget of £222k by reducing the promotion and marketing budget in Waste Management.
- b) An increase in the Communities, Housing and Environment budget of £222k to fund the cessation of charges for the disposal of bulky waste.'

### **AMENDMENT 34**

In 8(i) after the words 'be approved' add 'subject to amendment to the council's budget for 2021/2022 as set out below and adjustments to the accompanying tables as appropriate;

- a) A reduction in the Communities, Housing and Environment budget of £232k in respect of the level of expenditure associated with the current approach to the Managed Area in Holbeck.
- b) An increase in the Communities, Housing and Environment budget of £232k which will resource a new approach to supporting prostituted women in the area.'

### **AMENDMENT 35**

In 8(i) after the words 'be approved' add 'subject to amendment to the council's budget for 2021/2022 as set out below and adjustments to the accompanying tables as appropriate;

- a) A reduction in the Housing Revenue Account budget as a result of the release of £759k from the Housing Revenue Account general reserve.
- b) An increase in the Housing Revenue Account budget of £222k to fund a 0% rent increase to those tenants in sheltered housing.
- c) An increase in the Housing Revenue Account budget of £537k in order to keep service charges at 2020/21 levels.'

The following amendments were moved by Councillor D Blackburn, seconded by Councillor A Blackburn

### **AMENDMENT 36**

In 8(i) after the words 'be approved' add 'subject to amendment to the council's budget for 2021/2022 as set out below and adjustments to the accompanying tables as appropriate;

- a) A reduction in the City Development budget of £222k in respect of a reduction in the contribution to Leeds 2023.
- b) An increase in the Communities, Housing and Environment budget of £222k to fund the cessation of charges for the disposal of bulky waste.'

### **AMENDMENT 37**

In 8(i) after the words 'be approved' add 'subject to amendment to the council's budget for 2021/2022 as set out below and adjustments to the accompanying tables as appropriate;

- a) A reduction in the City Development budget of £90k in respect of a reduction in the contribution to Leeds 2023.
- b) Increase in the Communities, Housing and Environment Budget of £90k to reverse the closure of the West Leeds Country Park Visitor Centre.'

### **AMENDMENT 38**

In 8(i) after the words 'be approved' add 'subject to amendment to the council's budget for 2021/2022 as set out below and adjustments to the accompanying tables as appropriate;

- a) A reduction in the Resources Budget of £154k from a 9% reduction in basic allowances for members.
- b) A reduction in the Resources Budget of £208k from a 28% reduction in Special Responsibility Allowances for members.
- c) A reduction of £713k in the Strategic Budget to reflect the half year impact of a 5% reduction in salaries above PO6 or equivalent.
- d) An increase in the Communities, Housing and Environment budget of £240k to fund the cessation of charges for the disposal of inert waste.
- e) An increase in the Communities, Housing and Environment budget of £160k to fund the cessation of charges to residents for replacement black and brown bins.
- f) An increase in the Communities and Environment budget of £180k to be equally split between the nine Priority Estates, paid through Community Committees.
- g) An increase in the Communities, Housing and Environment budget of £195k for an increase in the Wellbeing budget.
- h) An increase in the Adults and Health budget of £300k to reverse the reduction in the payment to the Neighbourhood Networks.'

### **AMENDMENT 39**

In 8(iii) after the words 'be approved' add 'subject to amendment to the council's budget for 2021/2022 as set out below and adjustments to the accompanying tables as appropriate;

- a) An injection into the Capital Programme of £1m for additional works on collapsed gullies to be funded from the re-phasing of the Capital Programme.'

Amendments 1 to 39 were declared lost and upon being put to the vote it was

### **RESOLVED –**

#### **i) Revenue Budget**

- a) 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 11 of this report.
- b) That the revenue budget for 2021/22 totalling £435.3m be approved. This means that the Leeds element of Council Tax for 2021/22 will increase by 1.99% plus the Adult Social Care precept of 3.0%. This excludes the police

and fire precepts which will be notified to Members prior to the Council meeting.

c) To agree grants totalling £69.0k to be allocated to parishes;

d) To approve the strategy at Appendix 8 in respect of the flexible use of capital receipts;

e) In respect of the Housing Revenue Account that the budget be approved with:

- i) An increase of 1.5% (CPI+1%) in dwelling rents;
  - ii) A 30p/wk change in the standing charge for Leeds PIPES (Providing Innovative Pro-Environmental Solutions) as a step towards full cost recovery.
  - iii) A 1.1% RPI increase in charges for all other District Heating schemes;
  - iv) That service charges for low/medium and multi-storey flats are increased by RPI of 1.1%;
  - v) That the charge for tenants who benefit from the sheltered support service is increased to £15.14 per week to reflect full cost recovery. The charge is eligible for Housing Benefit;
  - vi) That the subsidy for tenants who are not eligible for benefits but receive the sheltered support service is set at £3.14 per week; Therefore the amount payable by these tenants will increase from £10 per week to £12 per week;
  - vii) Subject to consultation, that a Retirement Life charge is introduced for the provision of additional services linked to communal areas and for communal facilities where they are within a standalone community centre.
  - viii) Whilst a full charge covering communal areas equates to £7.83, it is 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 is 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;
  - ix) Whilst a full charge for stand-alone community centres equates to £3.34, it is 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 is set at £2.04 per week meaning the amount payable by these tenants will be £1.30 per week.
  - x) That any overall increase to tenants in respect of rents, service and sheltered support who are 'self-payers' will be no more than £3.25 per week;
- f) In respect of the Schools Budget, that the High Needs Block budget for 2021/22, as set out in paragraph 3.4.7 of the Schools Budget Report at Appendix 7 be approved.

## ii) Council Tax

- 1 That it be noted that at the meeting on 13<sup>th</sup> January 2021, Council agreed the following amounts for the year 2021/22, in accordance with regulations made under Sections 31B(3) and 34(4) of the Local Government Finance Act 1992:-
  - a) 229,489.2 being the amount calculated by the Council, in accordance with Regulation 3 of the Local Authorities (Calculation of Council Tax Base) Regulations 1992 (as amended) as its council tax base for the year.

b)Table 4: Taxbase Numbers 2021/22

<b>PARISH OF</b>	<b>Taxbase Numbers 2020/21</b>	<b>Taxbase Numbers 2021/22</b>
Aberford and District	777.8	771.3
Allerton Bywater	1,491.2	1,465.6
Alwoodley	3,635.0	3,586.4
Arthington	292.9	287.9
Austhorpe	61.3	60.3
Bardsey cum Rigton	1,137.1	1,129.9
Barwick in Elmet and Scholes	2,005.4	2,026.0
Boston Spa	1,994.2	1,996.8
Bramham cum Oglethorpe	737.7	730.2
Bramhope and Carlton	1,885.9	1,990.9
Clifford	846.2	828.1
Collingham with Linton	1,704.0	1,698.2
Drighlington	1,894.6	1,896.3
East Keswick	590.7	581.1
Gildersome	1,856.7	1,829.5
Great and Little Preston	620.3	605.9
Harewood	1,850.3	1,813.2
Horsforth	7,388.6	7,323.8
Kippax	3,020.5	3,052.5
Ledsham	96.3	94.0
Ledston	152.2	148.4
Micklefield	536.7	611.8
Morley	11,087.9	10,993.3
Otley	5,053.1	5,000.4
Pool in Wharfedale	978.1	955.1
Rawdon	2,765.6	2,725.8
Scarcroft	818.0	811.5
Shadwell	974.4	958.0
Swillington	959.0	940.2
Thorner	760.9	748.5
Thorp Arch	376.1	396.8
Walton	117.3	113.9
Wetherby	4,977.4	4,986.0
Wothersome	8.1	7.6

being the amounts calculated by the Council in accordance with Regulation 6 of the Regulations, as the amounts of its Council Tax base for the year for dwellings in those parts of its area to which one or more special items relate.

- 2) That the following amounts be now calculated by the Council for the year 2021/22 in accordance with Sections 31A to 36 of the Local Government Finance Act 1992:-

- a) **£2,191,336,614** being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(2)(a) to (f) of the Act.
- b) **£1,840,147,359** being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3)(a) to (d) of the Act.
- c) **£351,189,255** being the amount by which the aggregate at 2(a) above exceeds the aggregate at 2(b) above, calculated by the Council, in accordance with Section 31A(4) of the Act, as its **council tax requirement** for the year.
- d) **£1,530.308418** being the amount at 2(c) above, divided by the amount at 1(a) above, calculated by the Council, in accordance with Section 31B(1) of the Act, as the **basic amount of its council tax for the year**.
- e) **£2,069,339.60** being the aggregate amount of all special items referred to in Section 34(1) of the Act.
- f) **£1,521.29** being the amount at 2(d) above, less the result given by dividing the amount at 2(e) above by the amount at 1(a) above, calculated by the Council, in accordance with Section 34(2) of the Act, as the **basic amount of its council tax for the year for dwellings in those parts of its area to which no special item relates**.

**g)Table 5: Band D Precept by Parish**

<b>Parish</b>	<b>Band D £ p</b>
Aberford and District	1,548.52
Allerton Bywater	1,548.92
Alwoodley	1,535.29
Arthington	1,529.97
Bardsey cum Rigton	1,552.00
Barwick in Elmet and Scholes	1,539.81
Boston Spa	1,548.23
Bramham cum Oglethorpe	1,556.35
Bramhope and Carlton	1,551.79
Clifford	1,562.00
Collingham with Linton	1,577.23
Drighlington	1,549.24
East Keswick	1,554.85
Gildersome	1,534.40
Great and Little Preston	1,566.68
Harewood	1,531.30
Horsforth	1,538.25
Kippax	1,555.19
Ledsham	1,574.96
Ledston	1,549.20
Micklefield	1,619.17
Morley	1,538.48
Otley	1,612.32
Pool in Wharfedale	1,569.14
Rawdon	1,536.91
Scarcroft	1,552.95
Shadwell	1,562.00
Swillington	1,553.73
Thorner	1,560.19
Thorp Arch	1,571.69
Walton	1,576.80
Wetherby	1,579.87

being the amounts given by adding to the amount at 2(f) above the amounts of the special item or items relating to dwellings in those parts of the Council's area mentioned above divided in each case by the amount at 1(b) above, calculated by the Council, in accordance with Section 34(3) of the Act, as the basic amounts of its Council Tax for the year for dwellings in those parts of its area to which one or more special items relate.



h) **Table 6: Leeds and Parish Precepts Excluding Police and Fire 2021/22**

	<b>Band A</b>	<b>Band B</b>	<b>Band C</b>	<b>Band D</b>	<b>Band E</b>	<b>Band F</b>	<b>Band G</b>	<b>Band H</b>
	<b>£ p</b>	<b>£ p</b>	<b>£ p</b>	<b>£ p</b>	<b>£ p</b>	<b>£ p</b>	<b>£ p</b>	<b>£ p</b>
LEEDS EXCEPT PARTS BELOW:	1,014.19	1,183.23	1,352.26	1,521.29	1,859.35	2,197.42	2,535.48	3,042.58
<b>Parish of:</b>								
Aberford and District	1,032.35	1,204.40	1,376.46	1,548.52	1,892.64	2,236.75	2,580.87	3,097.04
Allerton Bywater	1,032.61	1,204.72	1,376.82	1,548.92	1,893.12	2,237.33	2,581.53	3,097.84
Alwoodley	1,023.53	1,194.11	1,364.70	1,535.29	1,876.47	2,217.64	2,558.82	3,070.58
Arthington	1,019.98	1,189.98	1,359.97	1,529.97	1,869.96	2,209.96	2,549.95	3,059.94
Bardsey cum Rigton	1,034.67	1,207.11	1,379.56	1,552.00	1,896.89	2,241.78	2,586.67	3,104.00
Barwick in Elmet and Scholes	1,026.54	1,197.63	1,368.72	1,539.81	1,881.99	2,224.17	2,566.35	3,079.62
Boston Spa	1,032.15	1,204.18	1,376.20	1,548.23	1,892.28	2,236.33	2,580.38	3,096.46
Bramham cum Oglethorpe	1,037.57	1,210.49	1,383.42	1,556.35	1,902.21	2,248.06	2,593.92	3,112.70
Bramhope and Carlton	1,034.53	1,206.95	1,379.37	1,551.79	1,896.63	2,241.47	2,586.32	3,103.58
Clifford	1,041.33	1,214.89	1,388.44	1,562.00	1,909.11	2,256.22	2,603.33	3,124.00
Collingham with Linton	1,051.49	1,226.73	1,401.98	1,577.23	1,927.73	2,278.22	2,628.72	3,154.46
Drighlington	1,032.83	1,204.96	1,377.10	1,549.24	1,893.52	2,237.79	2,582.07	3,098.48
East Keswick	1,036.57	1,209.33	1,382.09	1,554.85	1,900.37	2,245.89	2,591.42	3,109.70
Gildersome	1,022.93	1,193.42	1,363.91	1,534.40	1,875.38	2,216.36	2,557.33	3,068.80
Great and Little Preston	1,044.45	1,218.53	1,392.60	1,566.68	1,914.83	2,262.98	2,611.13	3,133.36
Harewood	1,020.87	1,191.01	1,361.16	1,531.30	1,871.59	2,211.88	2,552.17	3,062.60
Horsforth	1,025.50	1,196.42	1,367.33	1,538.25	1,880.08	2,221.92	2,563.75	3,076.50
Kippax	1,036.79	1,209.59	1,382.39	1,555.19	1,900.79	2,246.39	2,591.98	3,110.38
Ledsham	1,049.97	1,224.97	1,399.96	1,574.96	1,924.95	2,274.94	2,624.93	3,149.92
Ledston	1,032.80	1,204.93	1,377.07	1,549.20	1,893.47	2,237.73	2,582.00	3,098.40
Micklefield	1,079.45	1,259.35	1,439.26	1,619.17	1,978.99	2,338.80	2,698.62	3,238.34
Morley	1,025.65	1,196.60	1,367.54	1,538.48	1,880.36	2,222.25	2,564.13	3,076.96
Otley	1,074.88	1,254.03	1,433.17	1,612.32	1,970.61	2,328.91	2,687.20	3,224.64
Pool in Wharfedale	1,046.09	1,220.44	1,394.79	1,569.14	1,917.84	2,266.54	2,615.23	3,138.28
Rawdon	1,024.61	1,195.37	1,366.14	1,536.91	1,878.45	2,219.98	2,561.52	3,073.82
Scarcroft	1,035.30	1,207.85	1,380.40	1,552.95	1,898.05	2,243.15	2,588.25	3,105.90
Shadwell	1,041.33	1,214.89	1,388.44	1,562.00	1,909.11	2,256.22	2,603.33	3,124.00
Swillington	1,035.82	1,208.46	1,381.09	1,553.73	1,899.00	2,244.28	2,589.55	3,107.46
Thorer	1,040.13	1,213.48	1,386.84	1,560.19	1,906.90	2,253.61	2,600.32	3,120.38
Thorp Arch	1,047.79	1,222.43	1,397.06	1,571.69	1,920.95	2,270.22	2,619.48	3,143.38
Walton	1,051.20	1,226.40	1,401.60	1,576.80	1,927.20	2,277.60	2,628.00	3,153.60
Wetherby	1,053.25	1,228.79	1,404.33	1,579.87	1,930.95	2,282.03	2,633.12	3,159.74

being the amounts given by multiplying the amounts at 2(f) and 2(g) above by the number which, in the proportion set out in Section 5(1) of the Act, is applicable to dwellings listed in a particular valuation band divided by the number which in that proportion is applicable to dwellings listed in Valuation Band D, calculated by the Council, in accordance with Section 36(1) of the Act, as the amounts to be taken into account for the year in respect of categories of dwellings listed in different valuation bands.

- a. That it be noted for the year 2021/22 that the Police and Crime Commissioner has issued the following precepts to the Council in accordance with Section 40 of the Local Government Finance Act 1992. Also, that the Council have, under Section 30(2) of that Act, indicated the following Fire and Rescue Authority precepts, and that these reconcile to the precepts to be considered by the Fire and Rescue Authority on 25<sup>th</sup> February 2021. These are shown for each of the categories of dwellings shown below.

**Table 7: Police and Fire Precepts 2021/22**

<b>Precepting Authority</b>	<b>Band A £ p</b>	<b>Band B £ p</b>	<b>Band C £ p</b>	<b>Band D £ p</b>	<b>Band E £ p</b>	<b>Band F £ p</b>	<b>Band G £ p</b>	<b>Band H £ p</b>
Police & Crime Commissioner West Yorkshire	140.8521	164.3274	187.8027	211.2781	258.2287	305.1795	352.1302	422.5561
West Yorkshire Fire and Rescue Authority	44.786666	52.251110	59.715554	67.179999	82.108887	97.037776	111.966664	134.359997

- b. That, having calculated the aggregate in each case of the amounts at 2(h) and 3 above, the Council, in accordance with Section 30(2) of the Local Government Finance Act 1992, hereby sets the following amounts as the amounts of council tax for the year 2021/22 for each of the categories of dwellings shown below:

**Table 8: Leeds and Parish Precepts Including Police and Fire 2021/22**

	<b>Band A</b> £ p	<b>Band B</b> £ p	<b>Band C</b> £ p	<b>Band D</b> £ p	<b>Band E</b> £ p	<b>Band F</b> £ p	<b>Band G</b> £ p	<b>Band H</b> £ p
LEEDS EXCEPT PARTS BELOW:	1,199.83	1,399.81	1,599.78	1,799.75	2,199.69	2,599.64	2,999.58	3,599.50
<b>Parish of:</b>								
Aberford and District	1,217.99	1,420.98	1,623.98	1,826.98	2,232.98	2,638.97	3,044.97	3,653.96
Allerton Bywater	1,218.25	1,421.30	1,624.34	1,827.38	2,233.46	2,639.55	3,045.63	3,654.76
Alwoodley	1,209.17	1,410.69	1,612.22	1,813.75	2,216.81	2,619.86	3,022.92	3,627.50
Arthington	1,205.62	1,406.56	1,607.49	1,808.43	2,210.30	2,612.18	3,014.05	3,616.86
Bardsey cum Rigton	1,220.31	1,423.69	1,627.08	1,830.46	2,237.23	2,644.00	3,050.77	3,660.92
Barwick in Elmet and Scholes	1,212.18	1,414.21	1,616.24	1,818.27	2,222.33	2,626.39	3,030.45	3,636.54
Boston Spa	1,217.79	1,420.76	1,623.72	1,826.69	2,232.62	2,638.55	3,044.48	3,653.38
Bramham cum Oglethorpe	1,223.21	1,427.07	1,630.94	1,834.81	2,242.55	2,650.28	3,058.02	3,669.62
Bramhope and Carlton	1,220.17	1,423.53	1,626.89	1,830.25	2,236.97	2,643.69	3,050.42	3,660.50
Clifford	1,226.97	1,431.47	1,635.96	1,840.46	2,249.45	2,658.44	3,067.43	3,680.92
Collingham with Linton	1,237.13	1,443.31	1,649.50	1,855.69	2,268.07	2,680.44	3,092.82	3,711.38
Drighlington	1,218.47	1,421.54	1,624.62	1,827.70	2,233.86	2,640.01	3,046.17	3,655.40
East Keswick	1,222.21	1,425.91	1,629.61	1,833.31	2,240.71	2,648.11	3,055.52	3,666.62
Gildersome	1,208.57	1,410.00	1,611.43	1,812.86	2,215.72	2,618.58	3,021.43	3,625.72
Great and Little Preston	1,230.09	1,435.11	1,640.12	1,845.14	2,255.17	2,665.20	3,075.23	3,690.28
Harewood	1,206.51	1,407.59	1,608.68	1,809.76	2,211.93	2,614.10	3,016.27	3,619.52
Horsforth	1,211.14	1,413.00	1,614.85	1,816.71	2,220.42	2,624.14	3,027.85	3,633.42
Kippax	1,222.43	1,426.17	1,629.91	1,833.65	2,241.13	2,648.61	3,056.08	3,667.30
Ledsham	1,235.61	1,441.55	1,647.48	1,853.42	2,265.29	2,677.16	3,089.03	3,706.84
Ledston	1,218.44	1,421.51	1,624.59	1,827.66	2,233.81	2,639.95	3,046.10	3,655.32
Micklefield	1,265.09	1,475.93	1,686.78	1,897.63	2,319.33	2,741.02	3,162.72	3,795.26
Morley	1,211.29	1,413.18	1,615.06	1,816.94	2,220.70	2,624.47	3,028.23	3,633.88
Otley	1,260.52	1,470.61	1,680.69	1,890.78	2,310.95	2,731.13	3,151.30	3,781.56
Pool in Wharfedale	1,231.73	1,437.02	1,642.31	1,847.60	2,258.18	2,668.76	3,079.33	3,695.20
Rawdon	1,210.25	1,411.95	1,613.66	1,815.37	2,218.79	2,622.20	3,025.62	3,630.74
Scarcroft	1,220.94	1,424.43	1,627.92	1,831.41	2,238.39	2,645.37	3,052.35	3,662.82
Shadwell	1,226.97	1,431.47	1,635.96	1,840.46	2,249.45	2,658.44	3,067.43	3,680.92
Swillington	1,221.46	1,425.04	1,628.61	1,832.19	2,239.34	2,646.50	3,053.65	3,664.38
Thorner	1,225.77	1,430.06	1,634.36	1,838.65	2,247.24	2,655.83	3,064.42	3,677.30
Thorp Arch	1,233.43	1,439.01	1,644.58	1,850.15	2,261.29	2,672.44	3,083.58	3,700.30
Walton	1,236.84	1,442.98	1,649.12	1,855.26	2,267.54	2,679.82	3,092.10	3,710.52
Wetherby	1,238.89	1,445.37	1,651.85	1,858.33	2,271.29	2,684.25	3,097.22	3,716.66

- c. That, in accordance with section 52ZB of the Local Government Finance Act 1992, following the principles set out by the Secretary of State and in the Referendums Relating to Council Tax Increases (Principles) (England) Report 2021/22, it be determined that Leeds City Council's relevant basic amount of council tax for the year 2021/22 is not excessive.
- d. That the schedule of instalments for 2021/22 for transfers to Leeds City Council and payments to the Police and Crime Commissioner and the Fire & Rescue Authority out of the Collection Fund be determined as set out in **Appendix II** of this report.

**iii) Capital Programme Update 2021-2025**

- a) That the attached capital programme for 2021-2025 totalling £1,842.2m including the revised projected position for 2020/21, as presented in Appendix A of the report be approved.
- b) That the Minimum Revenue Provision policy statements for 2021/22 as set out in Appendix C of the report be approved.

- c) That the Capital and Investment Strategy as set out in Appendix D of the report be approved.

**iv) Treasury Management Strategy 2021/22**

- a) That the borrowing limits for 2020/21, 2021/22, 2022/23 and 2023/24 be set as detailed in Section 3.4 of the submitted report and the changes to both the Operational Boundary and the Authorised limits be noted.

b) That the treasury management indicators for 2020/21, 2021/22, 2022/23 and 2023/24 be set as detailed in Section 3.5 of the submitted report.

c) That the investment limits for 2019/20, 2020/21, 2021/22 and 2022/23 and 2023/24 be set as detailed in Section 3.6 of the submitted report.

On the requisition of Councillor Dowson and Councillor Cohen the voting on all amendments and the Budget Motion were recorded as follows;

**Amendment 1 in the name of Councillor Andrew Carter**

YES - 41

B Anderson, C Anderson, Buckley, Amanda Carter, Andrew Carter, Cohen, Collins, Firth, Flynn, Harrand, Harrington, M Harrison, Lamb, G Latty, P Latty, Richards, Robinson, Seary, Shemilt, Smith, Stephenson, J Taylor and Wadsworth.

Bentley, Campbell, Chapman, Downes, Golton, Howley and Lay.

Elliott, Finnigan, Gettings, Hutchison and Kidger.

Dobson, Field and McCormack.

A Blackburn, D Blackburn and Forsaith.

NO - 56

Akhtar, Almas, Arif, Bithell, Blake, Brooks, Carlill, Charlwood, Coupar, Cunningham, Dawson, Dowson, Drinkwater, Dye, Gabriel, Garner, Garthwaite, Goddard, P Grahame, Groves, C Gruen, P Gruen, Hamilton, Harland, Hayden, Heselwood, Hussain, Illingworth, Iqbal, Jenkins, Khan, Knight, Lennox, Lewis, Maqsood, Marshall-Katung, McKenna, Midgley, Mulherin, Nash, Pryor, Rafique, Ragan, Renshaw, Ritchie, Scopes, Shahzad, Sharpe, Smart, Truswell, Tunnicliffe, Venner, Walshaw, Wenham and Wray.

R Grahame.

ABSTAIN - 0

**Amendment 2 in the name of Councillor Andrew Carter**

YES - 28

B Anderson, C Anderson, Buckley, Amanda Carter, Andrew Carter, Cohen, Collins, Firth, Flynn, Harrand, Harrington, M Harrison, Lamb, G Latty, P Latty, Richards, Robinson, Seary, Shemilt, Smith, Stephenson, J Taylor and Wadsworth.

Elliott, Finnigan, Gettings, Hutchison and Kidger.

NO - 66

Akhtar, Almas, Arif, Bithell, Blake, Brooks, Carlill, Charlwood, Coupar, Cunningham, Dawson, Dowson, Drinkwater, Dye, Gabriel, Garner, Garthwaite, Goddard, P Grahame, Groves, C Gruen, P Gruen, Hamilton, Harland, Hayden, Heselwood, Hussain, Illingworth, Iqbal, Jenkins, Khan, Knight, Lennox, Lewis, Maqsood, Marshall-Katung, McKenna, Midgley, Mulherin, Nash, Pryor, Rafique, Ragan, Renshaw, Ritchie, Scopes, Shahzad, Sharpe, Smart, Truswell, Tunncliffe, Venner, Walshaw, Wenham and Wray.

Bentley, Campbell, Chapman, Downes, Golton, Howley and Lay.

A Blackburn, D Blackburn and Forsaith.

R Grahame.

ABSTAIN - 3

Dobson, Field and McCormack.

**Amendment 3 in the name of Councillor Andrew Carter**

YES - 28

B Anderson, C Anderson, Buckley, Amanda Carter, Andrew Carter, Cohen, Collins, Firth, Flynn, Harrand, Harrington, M Harrison, Lamb, G Latty, P Latty, Richards, Robinson, Seary, Shemilt, Smith, Stephenson, J Taylor and Wadsworth.

Elliott, Finnigan, Gettings, Hutchison and Kidger.

NO - 63

Akhtar, Almas, Arif, Bithell, Blake, Brooks, Carlill, Charlwood, Coupar, Cunningham, Dawson, Dowson, Drinkwater, Dye, Gabriel, Garner, Garthwaite, Goddard, P Grahame, Groves, C Gruen, P Gruen, Hamilton, Harland, Hayden, Heselwood, Hussain, Illingworth, Iqbal, Jenkins, Khan, Knight, Lennox, Lewis, Maqsood, Marshall-Katung, McKenna, Midgley, Mulherin, Nash, Pryor, Rafique, Ragan, Renshaw, Ritchie, Scopes, Shahzad, Sharpe, Smart, Truswell, Tunncliffe, Venner, Walshaw, Wenham and Wray.

Bentley, Campbell, Chapman, Downes, Golton, Howley and Lay.

R Grahame.

ABSTAIN – 6

Dobson, Field and McCormack.

A Blackburn, D Blackburn and Forsaith.

**Amendment 4 in the name of Councillor Andrew Carter**

YES - 40

B Anderson, C Anderson, Buckley, Amanda Carter, Andrew Carter, Cohen, Collins, Firth, Flynn, Harrand, Harrington, M Harrison, Lamb, G Latty, P Latty, Richards, Robinson, Seary, Shemilt, Smith, Stephenson, J Taylor and Wadsworth.

Bentley, Campbell, Chapman, Downes, Golton, Howley and Lay.

Elliott, Finnigan, Gettings, Hutchison and Kidger.

Field and McCormack.

A Blackburn, D Blackburn and Forsaith.

NO - 56

Akhtar, Almas, Arif, Bithell, Blake, Brooks, Carlill, Charlwood, Coupar, Cunningham, Dawson, Dowson, Drinkwater, Dye, Gabriel, Garner, Garthwaite, Goddard, P Grahame, Groves, C Gruen, P Gruen, Hamilton, Harland, Hayden, Heselwood, Hussain, Illingworth, Iqbal, Jenkins, Khan, Knight, Lennox, Lewis, Maqsood, Marshall-Katung, McKenna, Midgley, Mulherin, Nash, Pryor, Rafique, Ragan, Renshaw, Ritchie, Scopes, Shahzad, Sharpe, Smart, Truswell, Tunncliffe, Venner, Walshaw, Wenham and Wray.

R Grahame.

ABSTAIN – 0

#### **Amendment 5 in the name of Councillor Andrew Carter**

YES - 41

B Anderson, C Anderson, Buckley, Amanda Carter, Andrew Carter, Cohen, Collins, Firth, Flynn, Harrand, Harrington, M Harrison, Lamb, G Latty, P Latty, Richards, Robinson, Seary, Shemilt, Smith, Stephenson, J Taylor and Wadsworth.

Bentley, Campbell, Chapman, Downes, Golton, Howley and Lay.

Elliott, Finnigan, Gettings, Hutchison and Kidger.

Dobson, Field and McCormack.

A Blackburn, D Blackburn and Forsaith.

NO - 56

Akhtar, Almas, Arif, Bithell, Blake, Brooks, Carlill, Charlwood, Coupar, Cunningham, Dawson, Dowson, Drinkwater, Dye, Gabriel, Garner, Garthwaite, Goddard, P Grahame, Groves, C Gruen, P Gruen, Hamilton, Harland, Hayden, Heselwood, Hussain, Illingworth, Iqbal, Jenkins, Khan, Knight, Lennox, Lewis, Maqsood, Marshall-Katung, McKenna, Midgley, Mulherin, Nash, Pryor, Rafique, Ragan, Renshaw, Ritchie, Scopes, Shahzad, Sharpe, Smart, Truswell, Tunncliffe, Venner, Walshaw, Wenham and Wray.

R Grahame.

ABSTAIN - 0

**Amendment 6 in the name of Councillor Andrew Carter**

YES - 35

B Anderson, C Anderson, Buckley, Amanda Carter, Andrew Carter, Cohen, Collins, Firth, Flynn, Harrand, Harrington, M Harrison, Lamb, G Latty, P Latty, Richards, Robinson, Seary, Shemilt, Smith, Stephenson, J Taylor and Wadsworth.

Bentley, Campbell, Chapman, Downes, Golton, Howley and Lay.

Elliott, Finnigan, Gettings, Hutchison and Kidger.

NO - 56

Akhtar, Almas, Arif, Bithell, Blake, Brooks, Carlill, Charlwood, Coupar, Cunningham, Dawson, Dowson, Drinkwater, Dye, Gabriel, Garner, Garthwaite, Goddard, P Grahame, Groves, C Gruen, P Gruen, Hamilton, Harland, Hayden, Heselwood, Hussain, Illingworth, Iqbal, Jenkins, Khan, Knight, Lennox, Lewis, Maqsood, Marshall-Katung, McKenna, Midgley, Mulherin, Nash, Pryor, Rafique, Ragan, Renshaw, Ritchie, Scopes, Shahzad, Sharpe, Smart, Truswell, Tunncliffe, Venner, Walshaw, Wenham and Wray.

R Grahame.

ABSTAIN - 6

Dobson, Field and McCormack.

A Blackburn, D Blackburn and Forsaith.

**Amendment 7 in the name of Councillor Andrew Carter**

YES - 41

B Anderson, C Anderson, Buckley, Amanda Carter, Andrew Carter, Cohen, Collins, Firth, Flynn, Harrand, Harrington, M Harrison, Lamb, G Latty, P Latty, Richards, Robinson, Seary, Shemilt, Smith, Stephenson, J Taylor and Wadsworth.

Bentley, Campbell, Chapman, Downes, Golton, Howley and Lay.

Elliott, Finnigan, Gettings, Hutchison and Kidger.

Dobson, Field and McCormack.

A Blackburn, D Blackburn and Forsaith.

NO - 56

Akhtar, Almas, Arif, Bithell, Blake, Brooks, Carlill, Charlwood, Coupar, Cunningham, Dawson, Dowson, Drinkwater, Dye, Gabriel, Garner, Garthwaite, Goddard, P Grahame, Groves, C Gruen, P Gruen, Hamilton, Harland, Hayden, Heselwood, Hussain, Illingworth, Iqbal, Jenkins, Khan, Knight, Lennox, Lewis, Maqsood, Marshall-Katung, McKenna, Midgley, Mulherin, Nash, Pryor, Rafique, Ragan, Renshaw, Ritchie, Scopes, Shahzad, Sharpe, Smart, Truswell, Tunncliffe, Venner, Walshaw, Wenham and Wray.

R Grahame.

ABSTAIN - 0

**Amendment 8 in the name of Councillor Andrew Carter**

YES - 35

B Anderson, C Anderson, Buckley, Amanda Carter, Andrew Carter, Cohen, Collins, Firth, Flynn, Harrand, Harrington, M Harrison, Lamb, G Latty, P Latty, Richards, Robinson, Seary, Shemilt, Smith, Stephenson, J Taylor and Wadsworth.

Bentley, Campbell, Chapman, Downes, Golton, Howley and Lay.

Elliott, Finnigan, Gettings, Hutchison and Kidger.

NO - 56

Akhtar, Almas, Arif, Bithell, Blake, Brooks, Carlill, Charlwood, Coupar, Cunningham, Dawson, Dowson, Drinkwater, Dye, Gabriel, Garner, Garthwaite, Goddard, P Grahame, Groves, C Gruen, P Gruen, Hamilton, Harland, Hayden, Heselwood, Hussain, Illingworth, Iqbal, Jenkins, Khan, Knight, Lennox, Lewis, Maqsood, Marshall-Katung, McKenna, Midgley, Mulherin, Nash, Pryor, Rafique, Ragan, Renshaw, Ritchie, Scopes, Shahzad, Sharpe, Smart, Truswell, Tunnicliffe, Venner, Walshaw, Wenham and Wray.

R Grahame.

ABSTAIN - 6

Dobson, Field and McCormack.

A Blackburn, D Blackburn and Forsaith.

**Amendment 9 in the name of Councillor Andrew Carter**

YES - 41

B Anderson, C Anderson, Buckley, Amanda Carter, Andrew Carter, Cohen, Collins, Firth, Flynn, Harrand, Harrington, M Harrison, Lamb, G Latty, P Latty, Richards, Robinson, Seary, Shemilt, Smith, Stephenson, J Taylor and Wadsworth.

Bentley, Campbell, Chapman, Downes, Golton, Howley and Lay.

Elliott, Finnigan, Gettings, Hutchison and Kidger.

Dobson, Field and McCormack.

A Blackburn, D Blackburn and Forsaith.

NO - 56

Akhtar, Almas, Arif, Bithell, Blake, Brooks, Carlill, Charlwood, Coupar, Cunningham, Dawson, Dowson, Drinkwater, Dye, Gabriel, Garner, Garthwaite, Goddard, P Grahame, Groves, C Gruen, P Gruen, Hamilton, Harland, Hayden, Heselwood, Hussain, Illingworth, Iqbal, Jenkins, Khan, Knight, Lennox, Lewis, Maqsood, Marshall-Katung, McKenna, Midgley, Mulherin, Nash, Pryor, Rafique, Ragan,



Renshaw, Ritchie, Scopes, Shahzad, Sharpe, Smart, Truswell, Tunnicliffe, Venner, Walshaw, Wenham and Wray.

R Grahame.

ABSTAIN - 0

**Amendment 10 in the name of Councillor Andrew Carter**

YES - 31

B Anderson, C Anderson, Buckley, Amanda Carter, Andrew Carter, Cohen, Collins, Firth, Flynn, Harrand, Harrington, M Harrison, Lamb, G Latty, P Latty, Richards, Robinson, Seary, Shemilt, Smith, Stephenson, J Taylor and Wadsworth.

Elliott, Finnigan, Gettings, Hutchison and Kidger.

Dobson, Field and McCormack.

NO - 56

Akhtar, Almas, Arif, Bithell, Blake, Brooks, Carlill, Charlwood, Coupar, Cunningham, Dawson, Dowson, Drinkwater, Dye, Gabriel, Garner, Garthwaite, Goddard, P Grahame, Groves, C Gruen, P Gruen, Hamilton, Harland, Hayden, Heselwood, Hussain, Illingworth, Iqbal, Jenkins, Khan, Knight, Lennox, Lewis, Maqsood, Marshall-Katung, McKenna, Midgley, Mulherin, Nash, Pryor, Rafique, Ragan, Renshaw, Ritchie, Scopes, Shahzad, Sharpe, Smart, Truswell, Tunnicliffe, Venner, Walshaw, Wenham and Wray.

R Grahame.

ABSTAIN - 10

Bentley, Campbell, Chapman, Downes, Golton, Howley and Lay.

A Blackburn, D Blackburn and Forsaith.

**Amendment 11 in the name of Councillor Andrew Carter**

YES - 38

B Anderson, C Anderson, Buckley, Amanda Carter, Andrew Carter, Cohen, Collins, Firth, Flynn, Harrand, Harrington, M Harrison, Lamb, G Latty, P Latty, Richards, Robinson, Seary, Shemilt, Smith, Stephenson, J Taylor and Wadsworth.

Bentley, Campbell, Chapman, Downes, Golton, Howley and Lay.

Elliott, Finnigan, Gettings, Hutchison and Kidger.

A Blackburn, D Blackburn and Forsaith

NO - 56

Akhtar, Almas, Arif, Bithell, Blake, Brooks, Carlill, Charlwood, Coupar, Cunningham, Dawson, Dowson, Drinkwater, Dye, Gabriel, Garner, Garthwaite, Goddard, P Grahame, Groves, C Gruen, P Gruen, Hamilton, Harland, Hayden, Heselwood,

Hussain, Illingworth, Iqbal, Jenkins, Khan, Knight, Lennox, Lewis, Maqsood, Marshall-Katung, McKenna, Midgley, Mulherin, Nash, Pryor, Rafique, Ragan, Renshaw, Ritchie, Scopes, Shahzad, Sharpe, Smart, Truswell, Tunncliffe, Venner, Walshaw, Wenham and Wray.

R Grahame.

ABSTAIN – 3

Dobson, Field and McCormack.

**Amendment 12 in the name of Councillor Andrew Carter**

YES - 35

B Anderson, C Anderson, Buckley, Amanda Carter, Andrew Carter, Cohen, Collins, Firth, Flynn, Harrand, Harrington, M Harrison, Lamb, G Latty, P Latty, Richards, Robinson, Seary, Shemilt, Smith, Stephenson, J Taylor and Wadsworth.

Bentley, Campbell, Chapman, Downes, Golton, Howley and Lay.

Elliott, Finnigan, Gettings, Hutchison and Kidger.

NO - 59

Akhtar, Almas, Arif, Bithell, Blake, Brooks, Carlill, Charlwood, Coupar, Cunningham, Dawson, Dowson, Drinkwater, Dye, Gabriel, Garner, Garthwaite, Goddard, P Grahame, Groves, C Gruen, P Gruen, Hamilton, Harland, Hayden, Heselwood, Hussain, Illingworth, Iqbal, Jenkins, Khan, Knight, Lennox, Lewis, Maqsood, Marshall-Katung, McKenna, Midgley, Mulherin, Nash, Pryor, Rafique, Ragan, Renshaw, Ritchie, Scopes, Shahzad, Sharpe, Smart, Truswell, Tunncliffe, Venner, Walshaw, Wenham and Wray.

A Blackburn, D Blackburn and Forsaith

R Grahame.

ABSTAIN - 3

Dobson, Field and McCormack.

**Amendment 13 in the name of Councillor Andrew Carter**

YES - 28

B Anderson, C Anderson, Buckley, Amanda Carter, Andrew Carter, Cohen, Collins, Firth, Flynn, Harrand, Harrington, M Harrison, Lamb, G Latty, P Latty, Richards, Robinson, Seary, Shemilt, Smith, Stephenson, J Taylor and Wadsworth.

Elliott, Finnigan, Gettings, Hutchison and Kidger.

NO - 56

Akhtar, Almas, Arif, Bithell, Blake, Brooks, Carlill, Charlwood, Coupar, Cunningham, Dawson, Dowson, Drinkwater, Dye, Gabriel, Garner, Garthwaite, Goddard, P Grahame, Groves, C Gruen, P Gruen, Hamilton, Harland, Hayden, Heselwood, Hussain, Illingworth, Iqbal, Jenkins, Khan, Knight, Lennox, Lewis, Maqsood,

Marshall-Katung, McKenna, Midgley, Mulherin, Nash, Pryor, Rafique, Ragan, Renshaw, Ritchie, Scopes, Shahzad, Sharpe, Smart, Truswell, Tunnicliffe, Venner, Walshaw, Wenham and Wray.

R Grahame.

ABSTAIN - 13

Bentley, Campbell, Chapman, Downes, Golton, Howley and Lay.

Dobson, Field and McCormack.

A Blackburn, D Blackburn and Forsaith

**Amendment 14 in the name of Councillor Andrew Carter**

YES - 31

B Anderson, C Anderson, Buckley, Amanda Carter, Andrew Carter, Cohen, Collins, Firth, Flynn, Harrand, Harrington, M Harrison, Lamb, G Latty, P Latty, Richards, Robinson, Seary, Shemilt, Smith, Stephenson, J Taylor and Wadsworth.

Elliott, Finnigan, Gettings, Hutchison and Kidger.

Dobson, Field and McCormack.

NO - 66

Akhtar, Almas, Arif, Bithell, Blake, Brooks, Carlill, Charlwood, Coupar, Cunningham, Dawson, Dowson, Drinkwater, Dye, Gabriel, Garner, Garthwaite, Goddard, P Grahame, Groves, C Gruen, P Gruen, Hamilton, Harland, Hayden, Heselwood, Hussain, Illingworth, Iqbal, Jenkins, Khan, Knight, Lennox, Lewis, Maqsood, Marshall-Katung, McKenna, Midgley, Mulherin, Nash, Pryor, Rafique, Ragan, Renshaw, Ritchie, Scopes, Shahzad, Sharpe, Smart, Truswell, Tunnicliffe, Venner, Walshaw, Wenham and Wray.

Bentley, Campbell, Chapman, Downes, Golton, Howley and Lay.

A Blackburn, D Blackburn and Forsaith

R Grahame.

ABSTAIN - 0

**Amendment 15 in the name of Councillor Andrew Carter**

YES - 26

B Anderson, C Anderson, Buckley, Amanda Carter, Andrew Carter, Cohen, Collins, Firth, Flynn, Harrand, Harrington, M Harrison, Lamb, G Latty, P Latty, Richards, Robinson, Seary, Shemilt, Smith, Stephenson, J Taylor and Wadsworth.

Dobson, Field and McCormack.

NO - 59

Akhtar, Almas, Arif, Bithell, Blake, Brooks, Carlill, Charlwood, Coupar, Cunningham, Dawson, Dowson, Drinkwater, Dye, Gabriel, Garner, Garthwaite, Goddard, P Grahame, Groves, C Gruen, P Gruen, Hamilton, Harland, Hayden, Heselwood, Hussain, Illingworth, Iqbal, Jenkins, Khan, Knight, Lennox, Lewis, Maqsood, Marshall-Katung, McKenna, Midgley, Mulherin, Nash, Pryor, Rafique, Ragan, Renshaw, Ritchie, Scopes, Shahzad, Sharpe, Smart, Truswell, Tunncliffe, Venner, Walshaw, Wenham and Wray.

A Blackburn, D Blackburn and Forsaith

R Grahame.

ABSTAIN - 12

Bentley, Campbell, Chapman, Downes, Golton, Howley and Lay.

Elliott, Finnigan, Gettings, Hutchison and Kidger.

**Amendment 16 in the name of Councillor Andrew Carter**

YES – 38

B Anderson, C Anderson, Buckley, Amanda Carter, Andrew Carter, Cohen, Collins, Firth, Flynn, Harrand, Harrington, M Harrison, Lamb, G Latty, P Latty, Richards, Robinson, Seary, Shemilt, Smith, Stephenson, J Taylor and Wadsworth.

Bentley, Campbell, Chapman, Downes, Golton, Howley and Lay.

Elliott, Finnigan, Gettings, Hutchison and Kidger.

Dobson, Field and McCormack.

NO – 59

Akhtar, Almas, Arif, Bithell, Blake, Brooks, Carlill, Charlwood, Coupar, Cunningham, Dawson, Dowson, Drinkwater, Dye, Gabriel, Garner, Garthwaite, Goddard, P Grahame, Groves, C Gruen, P Gruen, Hamilton, Harland, Hayden, Heselwood, Hussain, Illingworth, Iqbal, Jenkins, Khan, Knight, Lennox, Lewis, Maqsood, Marshall-Katung, McKenna, Midgley, Mulherin, Nash, Pryor, Rafique, Ragan, Renshaw, Ritchie, Scopes, Shahzad, Sharpe, Smart, Truswell, Tunncliffe, Venner, Walshaw, Wenham and Wray.

A Blackburn, D Blackburn and Forsaith

R Grahame.

ABSTAIN - 0

**Amendment 17 in the name of Councillor Andrew Carter**

YES - 28

B Anderson, C Anderson, Buckley, Amanda Carter, Andrew Carter, Cohen, Collins, Firth, Flynn, Harrand, Harrington, M Harrison, Lamb, G Latty, P Latty, Richards, Robinson, Seary, Shemilt, Smith, Stephenson, J Taylor and Wadsworth.

Elliott, Finnigan, Gettings, Hutchison and Kidger.

NO - 56

Akhtar, Almas, Arif, Bithell, Blake, Brooks, Carlill, Charlwood, Coupar, Cunningham, Dawson, Dowson, Drinkwater, Dye, Gabriel, Garner, Garthwaite, Goddard, P Grahame, Groves, C Gruen, P Gruen, Hamilton, Harland, Hayden, Heselwood, Hussain, Illingworth, Iqbal, Jenkins, Khan, Knight, Lennox, Lewis, Maqsood, Marshall-Katung, McKenna, Midgley, Mulherin, Nash, Pryor, Rafique, Ragan, Renshaw, Ritchie, Scopes, Shahzad, Sharpe, Smart, Truswell, Tunncliffe, Venner, Walshaw, Wenham and Wray.

R Grahame.

ABSTAIN - 13

Bentley, Campbell, Chapman, Downes, Golton, Howley and Lay.

Dobson, Field and McCormack.

A Blackburn, D Blackburn and Forsaith

**Amendment 18 in the name of Councillor Andrew Carter**

YES - 38

B Anderson, C Anderson, Buckley, Amanda Carter, Andrew Carter, Cohen, Collins, Firth, Flynn, Harrand, Harrington, M Harrison, Lamb, G Latty, P Latty, Richards, Robinson, Seary, Shemilt, Smith, Stephenson, J Taylor and Wadsworth.

Bentley, Campbell, Chapman, Downes, Golton, Howley and Lay.

Elliott, Finnigan, Gettings, Hutchison and Kidger.

Dobson, Field and McCormack.

NO – 59

Akhtar, Almas, Arif, Bithell, Blake, Brooks, Carlill, Charlwood, Coupar, Cunningham, Dawson, Dowson, Drinkwater, Dye, Gabriel, Garner, Garthwaite, Goddard, P Grahame, Groves, C Gruen, P Gruen, Hamilton, Harland, Hayden, Heselwood, Hussain, Illingworth, Iqbal, Jenkins, Khan, Knight, Lennox, Lewis, Maqsood, Marshall-Katung, McKenna, Midgley, Mulherin, Nash, Pryor, Rafique, Ragan, Renshaw, Ritchie, Scopes, Shahzad, Sharpe, Smart, Truswell, Tunncliffe, Venner, Walshaw, Wenham and Wray.

A Blackburn, D Blackburn and Forsaith

R Grahame.

ABSTAIN - 0

**Amendment 19 in the name of Councillor Andrew Carter**

YES - 41

B Anderson, C Anderson, Buckley, Amanda Carter, Andrew Carter, Cohen, Collins, Firth, Flynn, Harrand, Harrington, M Harrison, Lamb, G Latty, P Latty, Richards, Robinson, Seary, Shemilt, Smith, Stephenson, J Taylor and Wadsworth.

Bentley, Campbell, Chapman, Downes, Golton, Howley and Lay.

Elliott, Finnigan, Gettings, Hutchison and Kidger.

Dobson, Field and McCormack.

A Blackburn, D Blackburn and Forsaith

NO – 56

Akhtar, Almas, Arif, Bithell, Blake, Brooks, Carlill, Charlwood, Coupar, Cunningham, Dawson, Dowson, Drinkwater, Dye, Gabriel, Garner, Garthwaite, Goddard, P Grahame, Groves, C Gruen, P Gruen, Hamilton, Harland, Hayden, Heselwood, Hussain, Illingworth, Iqbal, Jenkins, Khan, Knight, Lennox, Lewis, Maqsood, Marshall-Katung, McKenna, Midgley, Mulherin, Nash, Pryor, Rafique, Ragan, Renshaw, Ritchie, Scopes, Shahzad, Sharpe, Smart, Truswell, Tunncliffe, Venner, Walshaw, Wenham and Wray.

R Grahame.

ABSTAIN - 0

#### **Amendment 20 in the name of Councillor Andrew Carter**

YES - 38

B Anderson, C Anderson, Buckley, Amanda Carter, Andrew Carter, Cohen, Collins, Firth, Flynn, Harrand, Harrington, M Harrison, Lamb, G Latty, P Latty, Richards, Robinson, Seary, Shemilt, Smith, Stephenson, J Taylor and Wadsworth.

Bentley, Campbell, Chapman, Downes, Golton, Howley and Lay.

Elliott, Finnigan, Gettings, Hutchison and Kidger.

Dobson, Field and McCormack.

NO – 56

Akhtar, Almas, Arif, Bithell, Blake, Brooks, Carlill, Charlwood, Coupar, Cunningham, Dawson, Dowson, Drinkwater, Dye, Gabriel, Garner, Garthwaite, Goddard, P Grahame, Groves, C Gruen, P Gruen, Hamilton, Harland, Hayden, Heselwood, Hussain, Illingworth, Iqbal, Jenkins, Khan, Knight, Lennox, Lewis, Maqsood, Marshall-Katung, McKenna, Midgley, Mulherin, Nash, Pryor, Rafique, Ragan, Renshaw, Ritchie, Scopes, Shahzad, Sharpe, Smart, Truswell, Tunncliffe, Venner, Walshaw, Wenham and Wray.

R Grahame.

ABSTAIN – 3

A Blackburn, D Blackburn and Forsaith

**Amendment 21 in the name of Councillor Golton**

YES - 35

B Anderson, C Anderson, Buckley, Amanda Carter, Andrew Carter, Cohen, Collins, Firth, Flynn, Harrand, Harrington, M Harrison, Lamb, G Latty, P Latty, Richards, Robinson, Seary, Shemilt, Smith, Stephenson, J Taylor and Wadsworth.

Bentley, Campbell, Chapman, Downes, Golton, Howley and Lay.

Elliott, Finnigan, Gettings, Hutchison and Kidger.

NO – 56

Akhtar, Almas, Arif, Bithell, Blake, Brooks, Carlill, Charlwood, Coupar, Cunningham, Dawson, Dowson, Drinkwater, Dye, Gabriel, Garner, Garthwaite, Goddard, P Grahame, Groves, C Gruen, P Gruen, Hamilton, Harland, Hayden, Heselwood, Hussain, Illingworth, Iqbal, Jenkins, Khan, Knight, Lennox, Lewis, Maqsood, Marshall-Katung, McKenna, Midgley, Mulherin, Nash, Pryor, Rafique, Ragan, Renshaw, Ritchie, Scopes, Shahzad, Sharpe, Smart, Truswell, Tunncliffe, Venner, Walshaw, Wenham and Wray.

R Grahame.

ABSTAIN - 6

Dobson, Field and McCormack.

A Blackburn, D Blackburn and Forsaith

**Amendment 22 in the name of Councillor Golton**

YES - 30

B Anderson, C Anderson, Buckley, Amanda Carter, Andrew Carter, Cohen, Collins, Firth, Flynn, Harrand, Harrington, M Harrison, Lamb, G Latty, P Latty, Richards, Robinson, Seary, Shemilt, Smith, Stephenson, J Taylor and Wadsworth.

Bentley, Campbell, Chapman, Downes, Golton, Howley and Lay.

NO - 56

Akhtar, Almas, Arif, Bithell, Blake, Brooks, Carlill, Charlwood, Coupar, Cunningham, Dawson, Dowson, Drinkwater, Dye, Gabriel, Garner, Garthwaite, Goddard, P Grahame, Groves, C Gruen, P Gruen, Hamilton, Harland, Hayden, Heselwood, Hussain, Illingworth, Iqbal, Jenkins, Khan, Knight, Lennox, Lewis, Maqsood, Marshall-Katung, McKenna, Midgley, Mulherin, Nash, Pryor, Rafique, Ragan, Renshaw, Ritchie, Scopes, Shahzad, Sharpe, Smart, Truswell, Tunncliffe, Venner, Walshaw, Wenham and Wray.

R Grahame.

ABSTAIN - 11

Elliott, Finnigan, Gettings, Hutchison and Kidger.

Dobson, Field and McCormack.

A Blackburn, D Blackburn and Forsaith

**Amendment 23 in the name of Councillor Golton**

YES - 15

Bentley, Campbell, Chapman, Downes, Golton, Howley and Lay.

Elliott, Finnigan, Gettings, Hutchison and Kidger.

A Blackburn, D Blackburn and Forsaith

NO – 56

Akhtar, Almas, Arif, Bithell, Blake, Brooks, Carlill, Charlwood, Coupar, Cunningham, Dawson, Dowson, Drinkwater, Dye, Gabriel, Garner, Garthwaite, Goddard, P Grahame, Groves, C Gruen, P Gruen, Hamilton, Harland, Hayden, Heselwood, Hussain, Illingworth, Iqbal, Jenkins, Khan, Knight, Lennox, Lewis, Maqsood, Marshall-Katung, McKenna, Midgley, Mulherin, Nash, Pryor, Rafique, Ragan, Renshaw, Ritchie, Scopes, Shahzad, Sharpe, Smart, Truswell, Tunncliffe, Venner, Walshaw, Wenham and Wray.

R Grahame.

ABSTAIN - 26

B Anderson, C Anderson, Buckley, Amanda Carter, Andrew Carter, Cohen, Collins, Firth, Flynn, Harrand, Harrington, M Harrison, Lamb, G Latty, P Latty, Richards, Robinson, Seary, Shemilt, Smith, Stephenson, J Taylor and Wadsworth.

Dobson, Field and McCormack.

**Amendment 24 in the name of Councillor Golton**

YES - 7

Bentley, Campbell, Chapman, Downes, Golton, Howley and Lay.

NO - 79

Akhtar, Almas, Arif, Bithell, Blake, Brooks, Carlill, Charlwood, Coupar, Cunningham, Dawson, Dowson, Drinkwater, Dye, Gabriel, Garner, Garthwaite, Goddard, P Grahame, Groves, C Gruen, P Gruen, Hamilton, Harland, Hayden, Heselwood, Hussain, Illingworth, Iqbal, Jenkins, Khan, Knight, Lennox, Lewis, Maqsood, Marshall-Katung, McKenna, Midgley, Mulherin, Nash, Pryor, Rafique, Ragan, Renshaw, Ritchie, Scopes, Shahzad, Sharpe, Smart, Truswell, Tunncliffe, Venner, Walshaw, Wenham and Wray.

B Anderson, C Anderson, Buckley, Amanda Carter, Andrew Carter, Cohen, Collins, Firth, Flynn, Harrand, Harrington, M Harrison, Lamb, G Latty, P Latty, Richards, Robinson, Seary, Shemilt, Smith, Stephenson, J Taylor and Wadsworth.

R Grahame.

ABSTAIN - 11



Elliott, Finnigan, Gettings, Hutchison and Kidger.

Dobson, Field and McCormack.

A Blackburn, D Blackburn and Forsaith

**Amendment 25 in the name of Councillor Golton**

YES - 35

B Anderson, C Anderson, Buckley, Amanda Carter, Andrew Carter, Cohen, Collins, Firth, Flynn, Harrand, Harrington, M Harrison, Lamb, G Latty, P Latty, Richards, Robinson, Seary, Shemilt, Smith, Stephenson, J Taylor and Wadsworth.

Bentley, Campbell, Chapman, Downes, Golton, Howley and Lay.

Elliott, Finnigan, Gettings, Hutchison and Kidger.

NO - 56

Akhtar, Almas, Arif, Bithell, Blake, Brooks, Carlill, Charlwood, Coupar, Cunningham, Dawson, Dowson, Drinkwater, Dye, Gabriel, Garner, Garthwaite, Goddard, P Grahame, Groves, C Gruen, P Gruen, Hamilton, Harland, Hayden, Heselwood, Hussain, Illingworth, Iqbal, Jenkins, Khan, Knight, Lennox, Lewis, Maqsood, Marshall-Katung, McKenna, Midgley, Mulherin, Nash, Pryor, Rafique, Ragan, Renshaw, Ritchie, Scopes, Shahzad, Sharpe, Smart, Truswell, Tunnicliffe, Venner, Walshaw, Wenham and Wray.

R Grahame.

ABSTAIN - 6

Dobson, Field and McCormack.

A Blackburn, D Blackburn and Forsaith

**Amendment 26 in the name of Councillor Golton**

YES - 41

B Anderson, C Anderson, Buckley, Amanda Carter, Andrew Carter, Cohen, Collins, Firth, Flynn, Harrand, Harrington, M Harrison, Lamb, G Latty, P Latty, Richards, Robinson, Seary, Shemilt, Smith, Stephenson, J Taylor and Wadsworth.

Bentley, Campbell, Chapman, Downes, Golton, Howley and Lay.

Elliott, Finnigan, Gettings, Hutchison and Kidger.

Dobson, Field and McCormack.

A Blackburn, D Blackburn and Forsaith

NO - 56

Akhtar, Almas, Arif, Bithell, Blake, Brooks, Carlill, Charlwood, Coupar, Cunningham, Dawson, Dowson, Drinkwater, Dye, Gabriel, Garner, Garthwaite, Goddard, P Grahame, Groves, C Gruen, P Gruen, Hamilton, Harland, Hayden, Heselwood,

Hussain, Illingworth, Iqbal, Jenkins, Khan, Knight, Lennox, Lewis, Maqsood, Marshall-Katung, McKenna, Midgley, Mulherin, Nash, Pryor, Rafique, Ragan, Renshaw, Ritchie, Scopes, Shahzad, Sharpe, Smart, Truswell, Tunncliffe, Venner, Walshaw, Wenham and Wray.

R Grahame.

ABSTAIN - 0

**Amendment 27 in the name of Councillor Golton**

YES - 7

Bentley, Campbell, Chapman, Downes, Golton, Howley and Lay.

NO - 56

Akhtar, Almas, Arif, Bithell, Blake, Brooks, Carlill, Charlwood, Coupar, Cunningham, Dawson, Dowson, Drinkwater, Dye, Gabriel, Garner, Garthwaite, Goddard, P Grahame, Groves, C Gruen, P Gruen, Hamilton, Harland, Hayden, Heselwood, Hussain, Illingworth, Iqbal, Jenkins, Khan, Knight, Lennox, Lewis, Maqsood, Marshall-Katung, McKenna, Midgley, Mulherin, Nash, Pryor, Rafique, Ragan, Renshaw, Ritchie, Scopes, Shahzad, Sharpe, Smart, Truswell, Tunncliffe, Venner, Walshaw, Wenham and Wray.

R Grahame.

ABSTAIN - 34

B Anderson, C Anderson, Buckley, Amanda Carter, Andrew Carter, Cohen, Collins, Firth, Flynn, Harrand, Harrington, M Harrison, Lamb, G Latty, P Latty, Richards, Robinson, Seary, Shemilt, Smith, Stephenson, J Taylor and Wadsworth.

Elliott, Finnigan, Gettings, Hutchison and Kidger.

Dobson, Field and McCormack.

A Blackburn, D Blackburn and Forsaith

**Amendment 28 in the name of Councillor Golton**

YES - 41

B Anderson, C Anderson, Buckley, Amanda Carter, Andrew Carter, Cohen, Collins, Firth, Flynn, Harrand, Harrington, M Harrison, Lamb, G Latty, P Latty, Richards, Robinson, Seary, Shemilt, Smith, Stephenson, J Taylor and Wadsworth.

Bentley, Campbell, Chapman, Downes, Golton, Howley and Lay.

Elliott, Finnigan, Gettings, Hutchison and Kidger.

Dobson, Field and McCormack.

A Blackburn, D Blackburn and Forsaith

NO - 56

Akhtar, Almas, Arif, Bithell, Blake, Brooks, Carlill, Charlwood, Coupar, Cunningham, Dawson, Dowson, Drinkwater, Dye, Gabriel, Garner, Garthwaite, Goddard, P Grahame, Groves, C Gruen, P Gruen, Hamilton, Harland, Hayden, Heselwood, Hussain, Illingworth, Iqbal, Jenkins, Khan, Knight, Lennox, Lewis, Maqsood, Marshall-Katung, McKenna, Midgley, Mulherin, Nash, Pryor, Rafique, Ragan, Renshaw, Ritchie, Scopes, Shahzad, Sharpe, Smart, Truswell, Tunncliffe, Venner, Walshaw, Wenham and Wray.

R Grahame.

ABSTAIN – 0

**Amendment 29 in the name of Councillor Golton**

YES - 38

B Anderson, C Anderson, Buckley, Amanda Carter, Andrew Carter, Cohen, Collins, Firth, Flynn, Harrand, Harrington, M Harrison, Lamb, G Latty, P Latty, Richards, Robinson, Seary, Shemilt, Smith, Stephenson, J Taylor and Wadsworth.

Bentley, Campbell, Chapman, Downes, Golton, Howley and Lay.

Elliott, Finnigan, Gettings, Hutchison and Kidger.

Dobson, Field and McCormack.

NO – 56

Akhtar, Almas, Arif, Bithell, Blake, Brooks, Carlill, Charlwood, Coupar, Cunningham, Dawson, Dowson, Drinkwater, Dye, Gabriel, Garner, Garthwaite, Goddard, P Grahame, Groves, C Gruen, P Gruen, Hamilton, Harland, Hayden, Heselwood, Hussain, Illingworth, Iqbal, Jenkins, Khan, Knight, Lennox, Lewis, Maqsood, Marshall-Katung, McKenna, Midgley, Mulherin, Nash, Pryor, Rafique, Ragan, Renshaw, Ritchie, Scopes, Shahzad, Sharpe, Smart, Truswell, Tunncliffe, Venner, Walshaw, Wenham and Wray.

R Grahame.

ABSTAIN - 3

A Blackburn, D Blackburn and Forsaith

**Amendment 30 in the name of Councillor Golton**

YES - 38

B Anderson, C Anderson, Buckley, Amanda Carter, Andrew Carter, Cohen, Collins, Firth, Flynn, Harrand, Harrington, M Harrison, Lamb, G Latty, P Latty, Richards, Robinson, Seary, Shemilt, Smith, Stephenson, J Taylor and Wadsworth.

Bentley, Campbell, Chapman, Downes, Golton, Howley and Lay.

Elliott, Finnigan, Gettings, Hutchison and Kidger.

A Blackburn, D Blackburn and Forsaith

NO – 56

Akhtar, Almas, Arif, Bithell, Blake, Brooks, Carlill, Charlwood, Coupar, Cunningham, Dawson, Dowson, Drinkwater, Dye, Gabriel, Garner, Garthwaite, Goddard, P Grahame, Groves, C Gruen, P Gruen, Hamilton, Harland, Hayden, Heselwood, Hussain, Illingworth, Iqbal, Jenkins, Khan, Knight, Lennox, Lewis, Maqsood, Marshall-Katung, McKenna, Midgley, Mulherin, Nash, Pryor, Rafique, Ragan, Renshaw, Ritchie, Scopes, Shahzad, Sharpe, Smart, Truswell, Tunncliffe, Venner, Walshaw, Wenham and Wray.

R Grahame.

ABSTAIN – 3

Dobson, Field and McCormack.

**Amendment 31 in the name of Councillor Golton**

YES - 35

B Anderson, C Anderson, Buckley, Amanda Carter, Andrew Carter, Cohen, Collins, Firth, Flynn, Harrand, Harrington, M Harrison, Lamb, G Latty, P Latty, Richards, Robinson, Seary, Shemilt, Smith, Stephenson, J Taylor and Wadsworth.

Bentley, Campbell, Chapman, Downes, Golton, Howley and Lay.

Elliott, Finnigan, Gettings, Hutchison and Kidger.

NO – 56

Akhtar, Almas, Arif, Bithell, Blake, Brooks, Carlill, Charlwood, Coupar, Cunningham, Dawson, Dowson, Drinkwater, Dye, Gabriel, Garner, Garthwaite, Goddard, P Grahame, Groves, C Gruen, P Gruen, Hamilton, Harland, Hayden, Heselwood, Hussain, Illingworth, Iqbal, Jenkins, Khan, Knight, Lennox, Lewis, Maqsood, Marshall-Katung, McKenna, Midgley, Mulherin, Nash, Pryor, Rafique, Ragan, Renshaw, Ritchie, Scopes, Shahzad, Sharpe, Smart, Truswell, Tunncliffe, Venner, Walshaw, Wenham and Wray.

R Grahame.

ABSTAIN - 6

Dobson, Field and McCormack.

A Blackburn, D Blackburn and Forsaith

**Amendment 32 in the name of Councillor Finnigan and moved by Councillor Hutchison**

YES - 28

B Anderson, C Anderson, Buckley, Amanda Carter, Andrew Carter, Cohen, Collins, Firth, Flynn, Harrand, Harrington, M Harrison, Lamb, G Latty, P Latty, Richards, Robinson, Seary, Shemilt, Smith, Stephenson, J Taylor and Wadsworth.

Elliott, Finnigan, Gettings, Hutchison and Kidger.

NO – 56

Akhtar, Almas, Arif, Bithell, Blake, Brooks, Carlill, Charlwood, Coupar, Cunningham, Dawson, Dowson, Drinkwater, Dye, Gabriel, Garner, Garthwaite, Goddard, P Grahame, Groves, C Gruen, P Gruen, Hamilton, Harland, Hayden, Heselwood, Hussain, Illingworth, Iqbal, Jenkins, Khan, Knight, Lennox, Lewis, Maqsood, Marshall-Katung, McKenna, Midgley, Mulherin, Nash, Pryor, Rafique, Ragan, Renshaw, Ritchie, Scopes, Shahzad, Sharpe, Smart, Truswell, Tunncliffe, Venner, Walshaw, Wenham and Wray.

R Grahame.

ABSTAIN - 13

Bentley, Campbell, Chapman, Downes, Golton, Howley and Lay.

Dobson, Field and McCormack.

A Blackburn, D Blackburn and Forsaith

**Amendment 33 in the name of Councillor Dobson**

YES - 41

B Anderson, C Anderson, Buckley, Amanda Carter, Andrew Carter, Cohen, Collins, Firth, Flynn, Harrand, Harrington, M Harrison, Lamb, G Latty, P Latty, Richards, Robinson, Seary, Shemilt, Smith, Stephenson, J Taylor and Wadsworth.

Bentley, Campbell, Chapman, Downes, Golton, Howley and Lay.

Elliott, Finnigan, Gettings, Hutchison and Kidger.

Dobson, Field and McCormack.

A Blackburn, D Blackburn and Forsaith

NO - 56

Akhtar, Almas, Arif, Bithell, Blake, Brooks, Carlill, Charlwood, Coupar, Cunningham, Dawson, Dowson, Drinkwater, Dye, Gabriel, Garner, Garthwaite, Goddard, P Grahame, Groves, C Gruen, P Gruen, Hamilton, Harland, Hayden, Heselwood, Hussain, Illingworth, Iqbal, Jenkins, Khan, Knight, Lennox, Lewis, Maqsood, Marshall-Katung, McKenna, Midgley, Mulherin, Nash, Pryor, Rafique, Ragan, Renshaw, Ritchie, Scopes, Shahzad, Sharpe, Smart, Truswell, Tunncliffe, Venner, Walshaw, Wenham and Wray.

R Grahame.

ABSTAIN - 0

**Amendment 34 in the name of Councillor Dobson**

YES - 41

B Anderson, C Anderson, Buckley, Amanda Carter, Andrew Carter, Cohen, Collins, Firth, Flynn, Harrand, Harrington, M Harrison, Lamb, G Latty, P Latty, Richards, Robinson, Seary, Shemilt, Smith, Stephenson, J Taylor and Wadsworth.

Bentley, Campbell, Chapman, Downes, Golton, Howley and Lay.

Elliott, Finnigan, Gettings, Hutchison and Kidger.

Dobson, Field and McCormack.

A Blackburn, D Blackburn and Forsaith

NO - 56

Akhtar, Almas, Arif, Bithell, Blake, Brooks, Carlill, Charlwood, Coupar, Cunningham, Dawson, Dowson, Drinkwater, Dye, Gabriel, Garner, Garthwaite, Goddard, P Grahame, Groves, C Gruen, P Gruen, Hamilton, Harland, Hayden, Heselwood, Hussain, Illingworth, Iqbal, Jenkins, Khan, Knight, Lennox, Lewis, Maqsood, Marshall-Katung, McKenna, Midgley, Mulherin, Nash, Pryor, Rafique, Ragan, Renshaw, Ritchie, Scopes, Shahzad, Sharpe, Smart, Truswell, Tunncliffe, Venner, Walshaw, Wenham and Wray.

R Grahame.

ABSTAIN – 0

**Amendment 35 in the name of Councillor Dobson**

YES - 41

B Anderson, C Anderson, Buckley, Amanda Carter, Andrew Carter, Cohen, Collins, Firth, Flynn, Harrand, Harrington, M Harrison, Lamb, G Latty, P Latty, Richards, Robinson, Seary, Shemilt, Smith, Stephenson, J Taylor and Wadsworth.

Bentley, Campbell, Chapman, Downes, Golton, Howley and Lay.

Elliott, Finnigan, Gettings, Hutchison and Kidger.  
Dobson, Field and McCormack.

A Blackburn, D Blackburn and Forsaith

NO - 56

Akhtar, Almas, Arif, Bithell, Blake, Brooks, Carlill, Charlwood, Coupar, Cunningham, Dawson, Dowson, Drinkwater, Dye, Gabriel, Garner, Garthwaite, Goddard, P Grahame, Groves, C Gruen, P Gruen, Hamilton, Harland, Hayden, Heselwood, Hussain, Illingworth, Iqbal, Jenkins, Khan, Knight, Lennox, Lewis, Maqsood, Marshall-Katung, McKenna, Midgley, Mulherin, Nash, Pryor, Rafique, Ragan, Renshaw, Ritchie, Scopes, Shahzad, Sharpe, Smart, Truswell, Tunncliffe, Venner, Walshaw, Wenham and Wray.

R Grahame.

ABSTAIN – 0

**Amendment 36 in the name of Councillor D Blackburn**

YES - 41

B Anderson, C Anderson, Buckley, Amanda Carter, Andrew Carter, Cohen, Collins, Firth, Flynn, Harrand, Harrington, M Harrison, Lamb, G Latty, P Latty, Richards, Robinson, Seary, Shemilt, Smith, Stephenson, J Taylor and Wadsworth.

Bentley, Campbell, Chapman, Downes, Golton, Howley and Lay.

Elliott, Finnigan, Gettings, Hutchison and Kidger.

Dobson, Field and McCormack.

A Blackburn, D Blackburn and Forsaith

NO - 56

Akhtar, Almas, Arif, Bithell, Blake, Brooks, Carlill, Charlwood, Coupar, Cunningham, Dawson, Dowson, Drinkwater, Dye, Gabriel, Garner, Garthwaite, Goddard, P Grahame, Groves, C Gruen, P Gruen, Hamilton, Harland, Hayden, Heselwood, Hussain, Illingworth, Iqbal, Jenkins, Khan, Knight, Lennox, Lewis, Maqsood, Marshall-Katung, McKenna, Midgley, Mulherin, Nash, Pryor, Rafique, Ragan, Renshaw, Ritchie, Scopes, Shahzad, Sharpe, Smart, Truswell, Tunncliffe, Venner, Walshaw, Wenham and Wray.

R Grahame.

ABSTAIN – 0

#### **Amendment 37 in the name of Councillor D Blackburn**

YES - 41

B Anderson, C Anderson, Buckley, Amanda Carter, Andrew Carter, Cohen, Collins, Firth, Flynn, Harrand, Harrington, M Harrison, Lamb, G Latty, P Latty, Richards, Robinson, Seary, Shemilt, Smith, Stephenson, J Taylor and Wadsworth.

Bentley, Campbell, Chapman, Downes, Golton, Howley and Lay.

Elliott, Finnigan, Gettings, Hutchison and Kidger.

Dobson, Field and McCormack.

A Blackburn, D Blackburn and Forsaith

NO - 56

Akhtar, Almas, Arif, Bithell, Blake, Brooks, Carlill, Charlwood, Coupar, Cunningham, Dawson, Dowson, Drinkwater, Dye, Gabriel, Garner, Garthwaite, Goddard, P Grahame, Groves, C Gruen, P Gruen, Hamilton, Harland, Hayden, Heselwood, Hussain, Illingworth, Iqbal, Jenkins, Khan, Knight, Lennox, Lewis, Maqsood, Marshall-Katung, McKenna, Midgley, Mulherin, Nash, Pryor, Rafique, Ragan, Renshaw, Ritchie, Scopes, Shahzad, Sharpe, Smart, Truswell, Tunncliffe, Venner, Walshaw, Wenham and Wray.

R Grahame.

ABSTAIN – 0

**Amendment 38 in the name of Councillor D Blackburn**

YES - 8

Elliott, Finnigan, Gettings, Hutchison and Kidger.

A Blackburn, D Blackburn and Forsaith

NO - 81

Akhtar, Almas, Arif, Bithell, Blake, Brooks, Carlill, Charlwood, Coupar, Cunningham, Dawson, Dowson, Drinkwater, Dye, Gabriel, Garner, Garthwaite, Goddard, P Grahame, Groves, C Gruen, P Gruen, Hamilton, Harland, Hayden, Heselwood, Hussain, Illingworth, Iqbal, Jenkins, Khan, Knight, Lennox, Lewis, Maqsood, Marshall-Katung, McKenna, Midgley, Mulherin, Nash, Pryor, Rafique, Ragan, Renshaw, Ritchie, Scopes, Shahzad, Sharpe, Smart, Truswell, Tunncliffe, Venner, Walshaw, Wenham and Wray.

B Anderson, C Anderson, Buckley, Amanda Carter, Andrew Carter, Cohen, Collins, Firth, Flynn, Harrand, Harrington, M Harrison, Lamb, G Latty, P Latty, Richards, Robinson, Seary, Shemilt, Smith, Stephenson, J Taylor and Wadsworth.

Field and McCormack.

R Grahame.

ABSTAIN - 7

Bentley, Campbell, Chapman, Downes, Golton, Howley and Lay.

**Amendment 39 in the name of Councillor D Blackburn**

YES - 41

B Anderson, C Anderson, Buckley, Amanda Carter, Andrew Carter, Cohen, Collins, Firth, Flynn, Harrand, Harrington, M Harrison, Lamb, G Latty, P Latty, Richards, Robinson, Seary, Shemilt, Smith, Stephenson, J Taylor and Wadsworth.

Bentley, Campbell, Chapman, Downes, Golton, Howley and Lay.

Elliott, Finnigan, Gettings, Hutchison and Kidger.

Dobson, Field and McCormack.

A Blackburn, D Blackburn and Forsaith

NO - 56

Akhtar, Almas, Arif, Bithell, Blake, Brooks, Carlill, Charlwood, Coupar, Cunningham, Dawson, Dowson, Drinkwater, Dye, Gabriel, Garner, Garthwaite, Goddard, P Grahame, Groves, C Gruen, P Gruen, Hamilton, Harland, Hayden, Heselwood, Hussain, Illingworth, Iqbal, Jenkins, Khan, Knight, Lennox, Lewis, Maqsood, Marshall-Katung, McKenna, Midgley, Mulherin, Nash, Pryor, Rafique, Ragan, Renshaw, Ritchie, Scopes, Shahzad, Sharpe, Smart, Truswell, Tunncliffe, Venner, Walshaw, Wenham and Wray.

R Grahame.



ABSTAIN – 0

**Budget Motion in the name of Councillor Lewis**

YES – 56

Akhtar, Almas, Arif, Bithell, Blake, Brooks, Carlill, Charlwood, Coupar, Cunningham, Dawson, Dowson, Drinkwater, Dye, Gabriel, Garner, Garthwaite, Goddard, P Grahame, Groves, C Gruen, P Gruen, Hamilton, Harland, Hayden, Heselwood, Hussain, Illingworth, Iqbal, Jenkins, Khan, Knight, Lennox, Lewis, Maqsood, Marshall-Katung, McKenna, Midgley, Mulherin, Nash, Pryor, Rafique, Ragan, Renshaw, Ritchie, Scopes, Shahzad, Sharpe, Smart, Truswell, Tunncliffe, Venner, Walshaw, Wenham and Wray.

R Grahame.

NO - 3

Dobson, Field and McCormack

ABSTAIN - 38

B Anderson, C Anderson, Buckley, Amanda Carter, Andrew Carter, Cohen, Collins, Firth, Flynn, Harrand, Harrington, M Harrison, Lamb, G Latty, P Latty, Richards, Robinson, Seary, Shemilt, Smith, Stephenson, J Taylor and Wadsworth.

Bentley, Campbell, Chapman, Downes, Golton, Howley and Lay.

Elliott, Finnigan, Gettings, Hutchison and Kidger.

A Blackburn, D Blackburn and Forsaith

**79 Minutes of the Executive Board**

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

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

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

At the conclusion of this item Council concluded.

Council rose at 5.25 pm

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## Report of Chief Officer Elections and Regulatory

### Report to Council

**Date: 24<sup>th</sup> March 2021**

### **Subject: Licensing Annual Report**

Are specific electoral Wards affected?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If relevant, name(s) of Ward(s):		
Has consultation been carried out?	<input type="checkbox"/> <b>Yes</b>	<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?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If relevant, access to information procedure rule number:		
Appendix number:		

## Summary of main issues

### 1. Main Issue

- This report provides the Licensing Annual Report for consideration by Council.
- The annual report provides information and statistics on the type and number of licensing applications processed by Entertainment Licensing and Taxi and Private Hire Licensing. It also provides information about the enforcement activity and liaison work undertaken by both Sections.

### 2. Best Council Plan implications (see the [latest version of the Best Council Plan](#))

- The licensing regime contributes to Best City Priorities 2019/20:
  - Culture
  - Safe, Strong communities
  - Inclusive Growth

### 3. Recommendations

- That Council considers the annual report for information only.

## **1 Purpose of this report**

- 1.1 To present to Council the annual report of Entertainment Licensing and Taxi and Private Hire Licensing, attached at Appendix 1.

## **2 Background information**

- 2.1 Each year Entertainment Licensing and Taxi and Private Hire Licensing provides licensing statistics and a summary of enforcement and liaison activity to Council.

## **3 Main issues**

- 3.1 This is a covering report for the Licensing Annual Report (Appendix A).
- 3.2 From the review, assessment and on-going monitoring carried out, the Chief Officer Elections and Regulatory has reached the opinion that, overall, systems and processes relating to licensing are operating soundly and that arrangements are up to date, fit for purpose, effectively communicated and routinely complied with.

## **4 Corporate Considerations**

### **4.1 Consultation and Engagement**

- 4.1.1 There are no implications for consultation and engagement. The annual report is for information only.

### **4.2 Equality and Diversity / Cohesion and Integration**

- 4.2.1 There are no implications for equality and diversity, cohesion and integration.

### **4.3 Council Priorities and Best Council Plan**

- 4.3.1 The licensing regime contributes to Best City Priorities 2019/20:

- Culture
- Safe, Strong communities
- Inclusive Growth

- 4.3.2 Climate Emergency

- There are no implications for the climate emergency in relation to this report.

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

- 4.4.1 There are no implications on resources, procurement or value for money in relation to this report.

### **4.5 Legal Implications, Access to Information and Call In**

- 4.5.1 There are no legal implications, and this report is not subject to access to information or call in requirements.

### **4.6 Risk Management**

- 4.6.1 There are no risks associated with this report.

## **5 Conclusions**

5.1 This is the covering report to the Licensing Annual Report for 2020.

## **6 Recommendations**

6.1 That Council considers the annual report for information only.

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

7.1 There are no unpublished background documents that relate to this matter.

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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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Elections and Regulatory Services

Entertainment Licensing and Taxi and Private Hire Licensing

# Annual Report 2020

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# Foreword

Businesses who wish to operate in the UK are regulated under a number of pieces of legislation. To run a pub you must hold a personal licence, a premises licence, be registered as a food premises and be signed up to Performing Rights Society so royalties are paid to musicians. To be a taxi or private hire driver you will need a driver licence, a vehicle licence and if you are a sole trader, an operator’s licence as well as insurance, road tax and a valid MOT. Don’t forget if you have a business that is profitable above a certain threshold you will have to be registered with HMRC and if you employ people there is a whole raft of health and safety and employment legislation to have regard to. You may have to speak to a number of different departments working within the council and this fragmented approach to regulation proves to be challenging for most new businesses.

In respect of business licensing, Elections and Regulatory Services seek to make this process as easy as possible, with comprehensive guidance and application forms to download on the web, web based application routes for most application processes and face to face assistance available. Although the council seeks to promote self-service, some of our customers need one on one help and this is provided by Taxi and Private Hire Licensing at their offices on York Road, and by Entertainment Licensing in the city centre.

In the past year licensing and licensed businesses have been impacted by the coronavirus pandemic. The hospitality industry, which includes alcohol licensed premises, have been forced to close for many months and have been forced to radically alter their operating procedures to ensure they are COVID secure.

Transport services, including taxi and private hire, have also seen a major impact due to the reduction in people working in offices, non-essential retail closing, and a general fear of public transport. Drivers have been on the frontline and have provided vital services while remaining at risk of infection.

Both licensing services have altered their practices to adapt to the new way of working, including rapidly moving all services online and with most staff working remotely. Enforcement officers have incorporated COVID related work into their duties. Both services have continued to support the trade in every way possible, including guidance and support.

This report provides a summary of the work undertaken in 2020 by Entertainment Licensing and Taxi and Private Hire Licensing. Between them these two small teams administrate and enforce in excess of 10,000 licences but this year under the backdrop of a global pandemic.



Cllr James Lewis  
Executive Member for Licensing



Cllr Ben Garner  
Chair of Licensing Committee

# Entertainment Licensing

## Introduction

The Leeds metropolitan district extends over 217 square miles and has a population of just over 784,000. It includes the City Centre and the urban areas that surround it, the more rural outer suburbs and several towns, all with their very different identities. Two-thirds of the district is greenbelt (open land with restrictive building), and there is beautiful countryside within easy reach of the city.

Entertainment Licensing is a section based within Communities and Environment under the Elections and Regulatory Service. The section comprises of a section head, 5 principal officers, 4 enforcement officers and 7 licensing officers.

Entertainment Licensing deals with a variety of licences and registrations under a number of different laws. The main functions of the section are:

**Licensing Act 2003** - Sale or supply of alcohol, regulated entertainment and late night refreshment.

In the wider Leeds district the section licenses circa 2,891 individual premises under the Licensing Act. These include public houses, registered members clubs, late night bars, and night clubs, off licences, late night takeaways and restaurants. Also caught under this legislation are village halls, community centres, school halls and major outdoor events.

The section also administrates circa 2,175 temporary events, around 425 personal licences and processes a large number of permissions to site gaming machines in alcohol licensed premises each year.

**Gambling Act 2005** - Gambling facilities including bookmakers, amusement arcades, casinos but also permits and permissions such as lotteries. There are around 130 premises licensed under the Gambling Act including 104 betting shops and 3 casino premises.

**Local Government (Miscellaneous Provisions Act) 1982** - Adult entertainment including 3 retail shops and 4 sexual entertainment venues (lap dancing clubs).

**Scrap Metal Dealers Act 2013** - Registration of mobile collectors and scrap yards. The section currently has around 76 licensed scrap metal dealers.

**Police, Factories etc. (Miscellaneous Provisions) Act 1916 and House to House Collections Act 1939** - Charitable street and house to house collections.

**Hypnotism Act 1952** - Regulation of performances of hypnotism in public venues.

**Marriage Act 1949** - Venues licensed as places where civil marriage ceremonies are conducted.

## Coronavirus Pandemic

In the past year the coronavirus pandemic has had a dramatic impact on the events industry and hospitality sector.

For pubs, bars and restaurants it has been a changing position; for a duration being able to operate subject to COVID secure measures and providing a table service only which later became alcohol only being served with a substantial table meal. Operators have needed to invest in their business for it to survive by installing screens to counters and tables, employment of additional staff, PPE and enhanced cleaning regimes. This, set against a reduction in customer capacity, left some businesses with no other option but to remain closed.

In addition there were restrictions placed on gambling premises, including casinos, which required them to close for the majority of the year and for certain premises, including nightclubs and sex establishments, to remain closed since March 2020.

The outdoor event industry was also severely impacted during 2020 and all major events in Leeds were cancelled, despite having started their preparations before the pandemic took hold. Similarly a number of organisers who had submitted Temporary Event Notices for smaller scale events had to be contacted to revisit their plans or even cancel their events. The Leeds Safety Advisory Group has been instrumental in identifying events that cannot proceed due to COVID restrictions including providing the appropriate advice.

### **Business Support**

Entertainment Licensing has maintained liaison with the hospitality sector by providing frequent bulletins and supporting virtual meetings with industry representatives. Between March and December the Section sent 17 bulletins to the licensed trade, providing licensed premises specific information regarding restrictions, but also links to the Government guidance for the sector, and to the council's own webpages where operators could access financial support. The same information has been published on Leeds PubWatch websites.

In the lead-up to the re-opening of the sector on 4<sup>th</sup> July 2020 engagement took place with partner services and industry representatives to aid smooth transition, which included surveying operators on their re-opening plans which in turn informed the deployment of agencies resources. The re-opening on the 4<sup>th</sup> July was monitored by officers and passed with no significant issues.

Lately the section has utilised the council's newsletter function via GovDelivery to set up a mailing list that businesses are being encouraged to sign up to. This should ensure that information is sent to the most relevant people and should become a useful communications channel in the future.

Legislation prevents the council from having the ability to discount or disregard annual fee payments, but wherever possible the section has delayed the collection of annual fees and suspension of licences and has put in place a payment plan scheme.

In order to assist the hospitality sector, during the first lockdown a number of licensed premises moved their business online, to allow customers to 'click and collect' orders. This enabled operators to sell their existing stock and to maintain their customer base. In order to facilitate this the council encouraged operators to apply for minor variations to add off sales to their existing on licences. Minor variations were also accepted which allowed the operators to extend their licensed area outside during the pandemic. This was superseded by the Government making a national relaxation to licensing to allow all on licensed premises to provide off sales, and for a new, fast track pavement licence to be put in place. However the council has continued to support operators by allowing time limited minor variations to licences which enables the businesses to amend their business model to suit the new restrictions. This process is quick, cheap and is in consultation with the Police and Environmental Health.

## **Office Arrangements**

The pandemic has forced the Section to alter working practices at very short notice. Just before the first lockdown in March, the section pre-empted the Prime Ministers 'stay at home' order by sending all staff to work from home. In order to facilitate this, a number of working practices had to be altered, including moving to paperless applications, either through the GOV.UK website or utilising email applications. Staff adapted well and flexible working practices put in place over the preceding years stood up to the test.

Arrangements were put in place for post to be collected and cheques processed although officers continue to encourage online and telephone payments to reduce the amount of post handling required.

As the length of the first lockdown increased, the council had to ensure that the officers' health and wellbeing were catered for. The section ensured staff had the appropriate equipment, undertook wellbeing conversations, identified clinically extremely vulnerable and clinically vulnerable staff and put risk assessments in place.

Four licensing officers volunteered for the COVID Support Line between April and July. They were able to assist those considered clinically extremely vulnerable to access food and medications. Often though, the support they gave was a friendly voice to speak to.

In addition to this work Entertainment Licensing has been able to assist other council departments in their COVID response work. On top of the work undertaken by the enforcement team, licensing officers have joined with enforcement agencies in undertaking COVID related liaison visits, providing specific guidance to businesses in the high traffic areas.

The section is providing ongoing technical support to Environmental Health to assist in the processing and issuing of fixed penalty notices. As these change on an almost weekly basis, this is a large commitment undertaken by one member of staff in particular who is working very closely with the Environmental Health managers.

## Licence Processing

Regardless of the regime, all licences are processed in a similar manner. The application is received and checked, consultation is undertaken and any representations or objections are processed. As a general rule any application that attracts adverse representation will be heard before a licensing sub-committee, with the exception of licences for lap-dancing clubs and events exceeding 30,000 capacity which are brought before a full committee.

Applications made under the Licensing and Gambling Acts must be granted in the absence of representations. However any application that receives a relevant representation is determined by a licensing sub-committee. In March, at the announcement of the national lockdown, all council meetings were suspended. By August all licensing sub-committee meetings had moved online utilising Zoom and YouTube and all outstanding committee meetings were re-scheduled. Between August and December a total of 30 remote licensing hearings took place online, including a licence review hearing.

Applications under the Scrap Metal Dealers Act are determined by officers. If an applicant is considered to be unsuitable they will have the opportunity to attend a meeting before a panel of officers. The applicant then has a further avenue of appeal to the magistrate court. Scrap metal applications are not considered before a licensing sub-committee.

## Responsible Authority and Public Consultation

The Licensing Act 2003 and Gambling Act 2005 prescribe responsible authorities that must be consulted and may submit representation against a licence application. Such authorities include the police, environmental health, planning, and the licensing authority. Applicants must also place notices on site and advertise the application in the local paper. The pandemic and the national lockdowns brought additional challenges to ensure that this consultation process was fair. In order to ensure that the public had access to new applications, back office systems were altered and all applications are now advertised on the council's website with links through to Public Access. Advertisement restrictions were relaxed to allow people to advertise more effectively, through online publications, newsletters and so on. Officers have continued to assist applicants in finding ways to advertise in a cost effective and efficient way.

In addition applicants now have the choice to advertise their application through an online publication or newsletter as opposed to a physical newspaper which is more cost effective and relevant to the local area. For the purpose of Leeds, Entertainment Licensing acts as the licensing authority for making representations to licence applications, especially in cumulative impact areas. In the capacity as a responsible authority, Entertainment Licensing assesses all applications and may make representations in liaison with responsible authorities and ward members. In the last 12 months Entertainment Licensing has made representations to the following applications:

### Cumulative Impact Areas

- Zuber Mini Market, Harehills—Refused
- Dangote Restaurant, Harehills – Agreements reached prior to hearing
- Fat Hippo Restaurant, Headingley – Granted as applied for
- Lyceum Petrol station, Hyde Park – Agreements reached prior to hearing

## Gambling Premises

- Merkur Slots, Harehills, Granted with conditions

## Licensing Act 2003 Applications

The Licensing Act 2003 applications represent around 93% of the sections workload. This table shows the number of new and variation premises licence applications received under the Licensing Act 2003. For comparison purposes the figure for the previous year has been included. Due to the length of time the licensing process takes (60—90 days) the numbers of applications received and the determinations may not match.

	2019	2020
Total number of applications received (excluding CIP areas)	146	144
Of which:		
Applications with no reps	67	57
Applications with control measures agreed/ rep withdrawn prior to a hearing	52	61
Applications withdrawn	6	9
Granted at hearing	13	16
Refused at hearing	0	1
Pending determination	8	0
Appeals	0	0

## Cumulative Impact Policy Areas

This table sets out the applications and variations received in the city centre cumulative impact area.

Area 1 City Centre	Red Zone	Green Zone	Total
Total number of applications received	3	21	24
Of which:			
Applications with no reps	2	7	9
Applications with control measures agreed/ rep withdrawn prior to a hearing	1	12	13
Applications withdrawn	0	0	0
Granted at hearing	0	1	1
Refused at hearing	0	1	1
Pending determination	0	0	0
Appeals	0	0	0

This table sets out the applications and variations determined for the four other cumulative impact areas.

	Headingley	Hyde Park	Harehills	Armley
Total number of applications received	1	2	8	0
Of which:				
Applications with no reps	0	0	1	0
Applications with control measures agreed/ rep withdrawn prior to a hearing	0	2	3	0
Applications withdrawn	0	0	2	0
Granted at hearing	1	0	1	0
Refused at hearing	0	0	1	0
Pending determination	0	0	0	0
Appeals	0	0	0	0

## Temporary Event Notices

Temporary event notices are a facility under the Licensing Act 2003 where people can serve a notice on the council that states that they will be serving alcohol, providing regulated entertainment or both at a specified time. As it is not an application or permit, no permission is sought. It is merely a notice served upon the council.

However there are strict limits to the number of temporary event notices someone can serve, for how long the event can run and the number of people that can attend. There is the ability for either the Police or Environmental Health to serve an objection notice which would then lead to a hearing of the Licensing Committee to determine if licensable activities at the event can take place.

The notice period required under the law is ten working days, not including the day we receive the notice or the day of the event. However there is the ability to serve a limited number of 'late temporary event notices'. If these are objected to a counter notice is automatically served without recourse to Licensing Committee.

Temporary Event Notices were served on the Authority as follows:

<b>Normal Temporary Event Notices:</b>	<b>Jan - Dec 2019</b>	<b>Jan - Dec 2020</b>
Total Number Received:	1716	367
Accepted:	1671 (97%)	352
Objections/ Withdrawn:	0	0
Hearings	2	0
Counter Notice issued by the authority preventing the event	38	15

<b>Late Temporary Event Notices:</b>	<b>Jan - Dec 2019</b>	<b>Jan - Dec 2020</b>
Total Number Received:	639	193
Accepted:	636 (99%)	193 (100%)

## Transfers, Designated Premises Supervisor Changes and Personal Licences

The normal day to day work has continued albeit at a lower level than usual as can be seen in the table below:

	Jan - Dec 2019	Jan - Dec 2020
Transfers	191	161
Variation of Designated Premises Supervisor	564	386
Personal Licences	463	275

## Gambling Statistics

In 2020 the Section dealt with two applications. One application was for a new bingo premises in Harehills. This received a lot of representation and was taken to a licensing sub-committee in November. The committee determined to grant the licence but imposed a large number of conditions, most of which were volunteered by the applicant, but four further conditions relating to opening, single manning and liaison with local partners were imposed following recommendation from objectors.

One application has been received to vary a casino licence to move it to a holding site. This is the casino licence currently located at New Dock but which hasn't operated for a number of years. As this is a converted casino licence, and there is no ability to apply for a new licence, the licence holder has applied to move the licence to a holding property in case it wishes to open a new site in Leeds in the future.

## Large Casino

Following a bid to HM Government, Leeds City Council was awarded the right to issue a large casino licence, being one of the 8 licensing authorities in the country able to do so. The large casino licence is held by GGV (Leeds) Ltd, for their site at Victoria Gate. A legal agreement between the council and GGV Ltd sets out 38 benefits that will accrue from the operation of the licence. These benefits include funding projects that seek to mitigate potential harmful social effects of gambling and more general social inclusion priorities across the city through funding a social inclusion fund. A wide range of projects have been supported through the Social Inclusion Fund including Healthy Holiday Initiatives, projects to support Food Aid providers and initiatives run through Leeds Credit Union. In addition the fund has helped support the work to address gambling related harm in the city.

Research commissioned in 2017 by Leeds City Council and undertaken by Leeds Beckett University into the prevalence of problem gambling in the city has highlighted that there are approximately 10,000 problem gamblers in Leeds (1.8% of the adult population) and a further 30,000 people (5/6% adult population) who may be at risk. In addition one of the main conclusions was that there was a gap in support services. In response the Leeds Problem Gambling Project Group was established with the aim to increase awareness of gambling related harm and lobby for additional support services in the city.

In November 2018 Gamble Aware announced funding for the establishment of a Leeds based Northern NHS clinic led by Leeds and York Partnership Foundation Trust, and a Leeds Community Gambling Service led by GamCare.



## **Northern Gambling Clinic**

The Northern Gambling Clinic was formally opened in Leeds in October 2019 with satellite offices in Salford and Sunderland opening in early 2020. The clinic treats people with the most serious and complex needs in terms of problem Gambling.

The service is clinically led by a Consultant Psychologist, with a team consisting of mental health nurses, a psychologist, a psychiatrist, and a carer's support worker. There is a research element within the service to evaluate the interventions and potentially develop future treatment models.

## **Leeds Community Gambling Service**

Gamcare's Leeds Community Gambling Service works across the Leeds area to identify, screen and treat problem gamblers and affected others. The support service takes an integrated, pathways-based approach, from training and engagement with services and organisations to raise awareness of gambling related harm, all the way through to support and treatment.

The pandemic has impacted on the face to face services both organisations have been able to provide in 2020. Most services are operating remotely via video and telephone calls.

The pandemic has also impacted directly on the Victoria Gate Casino, as it has been closed for long periods of 2020, which has impacted on the ability to contribute to the Social Inclusion Fund. Good communication remains in place between the Council and the Casino.

## **Sex Establishments**

The council has a statement of licensing policy for the licensing of sex establishments which includes adult shops and lap dancing venues. There is one licensed adult shops in the city centre, with one further shop at LS12. In addition to the shops, there are four sexual entertainment venues in the City Centre.

All sexual entertainment venues have remained closed since March 2020.

## **Outdoor and Large Events**

Premises Licences are required for the majority of outdoor events held throughout the Leeds district, ranging from large scale events such as Leeds Festival to smaller community events, some of which are held under Temporary Event Notices.

The council's Resilience and Emergencies Team coordinate the Safety Advisory Groups and populate a calendar of events with a risk scoring matrix. This ensures that all agencies have a full picture of events, both licensed and unlicensed taking place and have an opportunity to feed in to the planning and debrief processes. Normally this enables officers to be more targeted in their approach to events, visiting 10 medium to high risk events during the year. However, as expected, all large events were cancelled, including Leeds Festival.

Looking ahead to 2021, operators are still optimistic about holding events over the summer and preparing their event management plans with COVID secure measures whilst keeping a careful eye on the guidance being published by the Government.

## Enforcement and Liaison

The Licensing Act contains measures to ensure that the council, and responsible authorities, are able to deal with premises that wilfully and persistently undermine the licensing objectives.

The Enforcement Team operate under an Enforcement Protocol which was developed with the bodies that are designated as responsible authorities under the legislation. As such complaints about licensed premises are dealt with under this protocol which ensures a reasonable and proportionate response.

The council has adopted the principles of the Hampton Report (on effective inspection and enforcement, published in 2005) in its enforcement concordat. Formal enforcement will be a last resort and proportionate to the degree of risk. To this end the key principles of consistency, transparency and proportionality will be maintained.

### Multi-agency Liaison

Officer partnership group meetings have moved to virtual settings, and in certain cases these have increased in frequency.

**Pub Watch forums** - Entertainment Licensing and West Yorkshire Police continue to support 16 business-led forums across Leeds, including administering of the Leeds Pub Watch website which provides a useful tool for licensees

**Leeds BID Steering Group**—Leeds BID is the organisation that collects and manages the Business Improvement District in Leeds.

**Business against Crime in Leeds (BACIL) Board of Management** - BACIL supports daytime and night-time retailers in fighting retail crime across the city centre through closer partnership working with retailers, agencies and other stakeholders. Entertainment Licensing is an active partner on the steering group in supporting its aims and objectives.

**City Centre Tasking Group** – The operational group sits under the Divisional Community Safety Partnership and looks at addressing issues of concern affecting the city centre e.g. environmental issues, street begging and anti-social behaviour.

**City Centre Community Safety Partnership** – The aim of the group is to reduce crime and disorder in the city centre and to help people feel safe in their communities, concentrating on anti-social behaviour, safeguarding, localities working, partnership arrangements and Intelligence sharing.

**Safety Advisory Group (SAG)** - It is the policy of the Leeds City Council to uphold reasonable standards of public safety at outdoor events and to encourage the wellbeing of the public, officials, event organisers and performers. The SAG acts as a conduit for organisers to submit their event plans and to receive agency feedback. The SAG sits under the Strategic Safety Advisory Group (SSAG). The SSAG exists to ensure that the relevant SAGs are effective and address any key points of concern.

**Leeds Licensing Enforcement Group (LEG)** – The purpose of the LEG is to facilitate closer partnership working between agencies in the promotion of the Licensing Act and the four mandatory licensing objectives. Chaired by Entertainment Licensing, the LEG is a six weekly meeting involving various agencies, including those designated as responsible authorities under the Licensing Act. It provides for partners to discuss concerns and to agree a course of action, using all available powers/resources available to address any particular premises or areas of concern. Members include West Yorkshire Police, British Transport Police, West Yorkshire Joint Services – Trading Standards, West Yorkshire Fire & Rescue.

**LGA Policy Forum** - Leeds City Council represents Yorkshire and Humber at the Local Government Association Licensing Policy Forum which looks at national issues and upcoming changes to legislation. This group provides a valuable link between Government departments and local authorities and has been able to provide a local authority view in a number of key legislative changes.

**Institute of Licensing** – The professional body for licensing matters has been instrumental in providing access to case law and legislation updates, training and information sharing. This has been through their website, mailing lists and quarterly regional meetings.

## **Enforcement COVID Response**

Over the summer of 2020, Entertainment licensing officers joined with environmental health and police officers to carry out visits to all licensed and non-licensed businesses to provide one to one advice, and hand out information packs, including posters for public display on COVID safety measures.

This piece of work was complimented in December 2020 by the employment of a team of COVID marshals for a temporary four month period, working under the direction of City Centre Management, Environmental Health and Entertainment Licensing. The marshals provide an on street presence within the City and outlying areas, engaging with the public and businesses ensuring compliance with guidance and restrictions. Overall, the visits have been well received by businesses and members of the public.

Although Environmental Health are the lead authority for enforcement of the Health regulations, the pandemic response has enhanced partnership working between Environmental Health, Entertainment Licensing, West Yorkshire Police and Public Health. In the main Entertainment Licensing are focussing on complaints and referrals associated with licensed premises, and all services meet on a weekly basis to share information.

All other joint licensing operations have concentrated on COVID restriction compliance, and providing engagement, encouragement, education and enforcement but only as a final step.

When the licensed premises have been able to open, especially during the summer, Operation Capital, West Yorkshire Police's night time operation, recommenced with an emphasis on COVID compliance.

Engagement with West Yorkshire Joint Services - Trading Standards and HM Revenues and Customs has continued to take place, especially where there is suspicion of counterfeit or non-duty paid alcohol and cigarette sales.

Entertainment Licensing has not brought any new prosecutions matters to court in 2020 which demonstrates that liaison and support to licence holders and by the same token with residents is a successful tool. The Enforcement Team did however bring a premises licence review resulting in the licence being revoked (see below 'Reviews of Licences').

## Complaint handling

Complaints are generally resolved through liaison with the licence holder, and where required engagement with the relevant services, but where complaints are substantiated and a satisfactory solution is not obtained formal enforcement action may be necessary.

For the period January 2020 to January 2021 133 complaints have been reported to the Section requiring investigation by the Enforcement Team. In addition to COVID compliance complaints have included illegal drinking dens, excessive noise, unauthorised provision of late night refreshment, 'lock-ins' (alcohol served beyond permitted hours of licence), and other matters.

The following table sets out the number of complaints received and resolved negating the need for formal prosecution.

Type of complaint	2018	2019	2020
LA03 - Breach of Condition and Noise	64	22	60
LA03 - Unlicensed Activity	34	2	32
Noise/ASB	17	0	14
LA03 - Conditions Breach	48	89	7
Equality Issues	8	3	5
LA03 - Unlicensed Activity and Noise	5	5	5
Charity Collection - Unlicensed Activity	4	2	3
SEVs - Conditions Breach	2	1	3
Charity Collection - Unlicensed Activity	1	3	3
Not Specified	4	32	3
GA05 - Unlicensed Activity	1	39	1
GA05 - Conditions Breach	1	32	0
SEVs - Unlicensed Activity	1	3	0
Scrap Metal - Conditions Breach	0	2	0
Scrap Metal - Unlicensed Activity	18	2	0
Total	204	207	133

<b>Type of complainant</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>
Member of the Public	37	67	55
Anonymous no name given	138	109	53
Responsible Authority	14	20	17
Entertainment Licensing	11	8	10
Councillor	11	5	7
City Centre Management	0	0	1
Department Staff	0	0	1
Town or Parish Councillor	0	2	1
Anonymous no name given	1	0	0
Other Agency	1	2	0

## **COVID related Actions**

The Licensing enforcement team have dealt with 37 COVID related complaints, approximately 30% of all complaints handled by the section this year.

Although Environmental Health is the lead authority for COVID compliance, enforcement officers have been supporting Environmental Health in complaint handling. This table shows the council wide action taken by officers in relation to COVID related complaints.

<b>Type of response</b>	<b>City Centre</b>	<b>Rest of city</b>	<b>Total</b>
Complaint	23	123	146
Fixed Penalty Notice	1	10	11
Prohibition Notice	1	3	4

## **Reviews of Licences**

The Licensing Act 2003 provides for an application to review a licence which can be brought by a responsible authority or any other person where a premises is undermining one or more of the licensing objectives. Once again, liaison is often the key to resolving problems before they reach the need for a review.

Over the past 12 months there have been 3 reviews brought before the Licensing Committee:

- New Middleton, LS10. Review brought by Entertainment Licensing due to persistent licence condition breaches, poor management control, anti-social behaviour, noise. The licence was revoked.
- Neil's Superstore, LS7. Review brought by West Yorkshire Police due to poor management, underage sales. The licence was revoked.
- Taag, LS1. Review brought by West Yorkshire Police due to poor management, breaches to COVID regulations. The review is still ongoing.

## Future Projects

### **Online Applications**

The Government Digital Service have announced a removal of online applications from GOV.UK, which has prompted Leeds CC to develop an alternative in-house solution that will work with the backend databases to find efficiencies and aid the continuation of remote working.

### **Gambling Act 2005 Statement of Licensing Policy Review**

The Gambling Act 2005 requires licensing authorities to establish a statement of the principles it will apply in licence determinations under that Act. The Statement of Licensing Policy has a three year review timetable and is due for review in 2021. This will be undertaken with partners such as Financial Inclusion, Public Health, treatment services and will also include input from Licensing Committee members. The reviewed policy will be presented to Council for adoption in November 2021.

### **Licensing Act 2003 Statement of Licensing Policy**

The Act places a responsibility on licensing authorities to establish a Statement of Licensing Policy which must set out how the authority intends to promote the licensing objectives. The Statement of Licensing Policy must be reviewed every five years, and was reviewed in 2018. It is not due to be reviewed again until 2022. However, depending on the review of the Cumulative Impact assessment, there may be a need to review and update the policy earlier.

### **Cumulative Impact Assessments**

The Statement of Licensing Policy may provide for cumulative impact areas (CIAs) where it is identified that any of the licensing objectives are being undermined due to the concentration of licensed premises. Leeds has five areas to which the cumulative impact policy applies:

- City Centre
- Hyde Park
- Headingley
- Armley
- Harehills

The city centre area goes further to identify red zones which focus on the areas of Call Lane/Lower Briggate and Albion Street/Woodhouse Lane where it is considered that these areas cannot support any more licensed premises. The City Centre is reviewed on an annual basis.

However due to the coronavirus pandemic leading to the temporary closure of licensed premises, and severely restricted trading, the number of applications for new licences and variations has dropped. Similarly footfall in the city centre has been a fraction of its usual level. As such crime and disorder has dramatically reduced in the city centre red zone. For this reason the CIA has not been enforced, and each application has been evaluated on a case by case basis.

## **Place Shaping and the City Centre**

The coronavirus pandemic has provided a rare opportunity to review the existing areas of cumulative impact. These are the areas which are most affected by the accumulation of predominantly late night wet led businesses. The sheer numbers of people traversing the streets during the evening and night time, has led to areas of high crime, especially acquisitive crime such as theft from person, and assault. However the national lockdowns and the wholesale closure of late night premises has reset some areas. The crime rate has fallen dramatically and this provides the opportunity of reshaping these areas to reduce the crime hot spots in the longer term.

It is likely that a number of businesses will become insolvent and not survive the restrictions placed on businesses during this time. It is important to provide new businesses taking over these premises with guidance and an expectation in regards to the look and feel of the city centre to encourage different styles of operation than those that attracted a criminal element. For example spreading late night wet led businesses across the city centre, to reduce the accumulation of customers on the street, and to intersperse daytime operators, such as retail, into these concentrated areas may reduce the crime created by large crowds of people who are in drink.

Part of this process would be in a major reworking of the council's Statement of Licensing Policy and the accompanying cumulative impact assessment. The CIA is due to be reviewed in 2021, so that it is in place for 2022. The Statement of Licensing Policy is due to be reviewed in 2022 to be in place for 2023. Both of these documents can be instrumental in providing such direction to new licensees.

## **Legislation Changes in 2020**

There have been significant legislative changes in 2020, mostly related to the restrictions placed on premises by the coronavirus pandemic. These include closure, restrictions to trading, and the requirement to serve food, social distancing and restrictions on the numbers in groups. The legislation has been passed through the Houses with little consultation and with little warning, which has meant that both the trade and enforcement agencies have had to adjust quickly to the changes. Fortunately the Section has been assisted by Legal Services, communication and the Web Team in producing guidance for operators.

# Taxi and Private Hire Licensing

## Introduction

The aim of local authority licensing of the taxi and private hire trades is to protect the travelling public.

Legislation places a duty on the council for the licensing of Hackney Carriages ('taxis') and private hire vehicles, drivers of those vehicles and operators of those vehicles. The council understands the importance and responsibility it has to ensure that licensed vehicles in the district are safe, comfortable, properly insured and available where and when required, and that those involved in the trade are fit and proper to undertake the role.

## 2020 The year of the pandemic

There are currently 6328 people licensed, and many more supporting the trade, across Leeds. Whilst some are part-time workers, most are self-employed, working in a full time capacity. A half of the licensees are from the BAME population of Leeds, Bradford and surrounding towns. The effects of last year and this year's pandemic have had obvious effects on the wellbeing of many. The loss of loved ones, the closure of the Leeds night-time economy and reduction of travellers using the airport and railway station have all taken effect.

Contracts with companies, the local authority, hospitals and ambulance service have provided reassurance to some drivers and operators who have worked tirelessly to maintain their vehicles, abide by lock down rules and provide key services. Their commitment has to be congratulated.

The staff of the taxi and private hire service, to meet the licensing responsibilities of the Council, have transformed their way of working. The licensing office was closed to customers with staff who were able to attend the premises adhering to strict rules to maintain their own health and reduce all risk of infection. Others worked patiently from home.

To keep licensed vehicles safe and on the road, alternative and temporary processes were put in place during those times vehicle examiners were unable to inspect vehicles through 'national lockdown' or 'shielding'. Licensing staff managed applications differently by email and telephone. Enforcement officers supported other essential council security services whilst continuing to ensure compliance of taxi and private hire legislation, local conditions and byelaws.





## Communications

The usual relationship between the service and the council's Licensing Committee has suffered this year because of the pandemic. There has been an element of disappointment in that development work from previous the year temporarily ceased. The CCTV working group was unable to conclude its work to finalise recommendations to the full committee, and the decision concerning the implementation of the remaining Suitability and Convictions policy clause still requires resolving.

To maintain our transparency and contribution to provide a safe and high quality transport service, we are determined to work with representatives of the community and those from particularly vulnerable groups: children, elderly, and disabled people.

This last year has made consultation with these and members of the trade problematic, but we are determined to find ways to overcome this.

To pass information directly to all licensees but especially drivers has been paramount in our strategy to maintain business as near normal. The use of GovDelivery, an email platform has allowed us to circulate our *Bulletin* to over 6000 recipients, sometimes twice a week providing not only trade information but changes in the way that we process applications, links to places where support for drivers unable to work can be obtained, locations for COVID testing and much more.

The same method has been used to pass information to the travelling public, especially when the Government introduced the statutory wearing of face coverings in taxis and private hire vehicles.

## Vehicle emissions and Free Licensing Grant

The absence of motorised traffic on the roads of Leeds during the year affected the air quality to such extent that a joint review by the council and central Government concluded that the Leeds Clean Air Zone was no longer required.

The council are determined that the air quality improves further and will encourage owners of diesel and petrol taxi and private hire vehicles to replace these with ultra-low emission (electric, LPG and petrol hybrid) vehicles when they have ceased to be licensed.

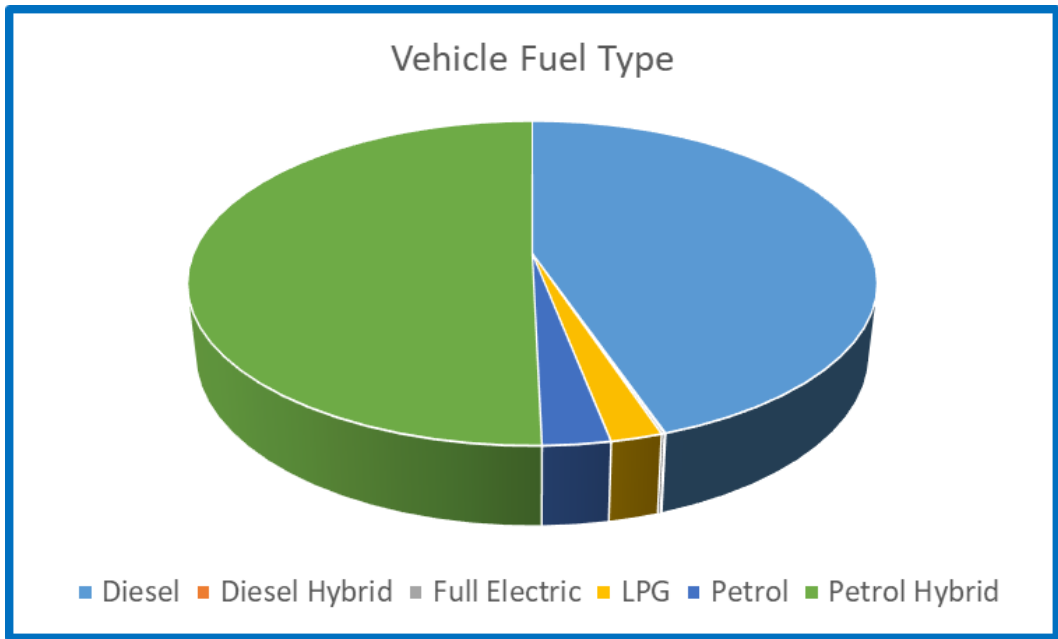


Those vehicle proprietors who obtained a grant from the council to purchase a ULEV and supported the Council in the clean air objective are to benefit from further financial support with a Free Vehicle Licensing Grant for their vehicles for the next three years. The decision also affects owners of ULEVs, wheelchair accessible vehicles and vehicles with seats for 5-7 passengers. The council is exploring ways in which self-employed licence holders can access funds from the council's Additional Restrictions Grant (ARG).

The service continues to support this strategy by working with the Leeds City Council’s Electric Vehicle Trial Centre. A fleet of Nissan Leaf cars are now licensed for use as private hire vehicles and will be loaned to drivers for evaluation.

The current licensed fleet in Leeds is around 45% diesel, and diesels of all types are the most polluting vehicles. This figure has fallen from 75% diesel at the end of 2018. Ultra-low emission (electric, LPG and petrol hybrid) vehicles now account for just over 52.4% of all taxi and private hire licensed vehicles in Leeds.

Fuel Type	Number licensed 19/01/2021	%
Diesel	2176	44.8%
Diesel Hybrid	2	0.1%
Full Electric	6	0.1%
LPG	99	2.0%
Petrol	130	2.7%
Petrol Hybrid	2447	50.3%
Total	4860	



## Enforcement and Compliance

Vehicle compliance is paramount to the safety not of just passengers but drivers too. Our team of vehicle examiners are regularly trained and updated with developments in the motor industry. Whilst the majority of vehicles are submitted for inspection in a clean and well maintained condition occasions have occurred this year when this was not the case. On one occasion, a dangerously unsafe vehicle was removed from the premises on a low loader.

An authority from the council Executive allowed temporary changes to our processes due to the unavailability of our own staff on the premises due to national lockdown and related pandemic difficulties many older vehicles were examined by the Vehicle Standards Agency registered MOT stations. This ensured vehicle licences were maintained, and those vehicles could be kept on the road and working.

Our Enforcement Officers regularly conduct roadside vehicle inspections to check the road worthiness and fitness of our licensed vehicles. Officers will issue rectification notices and suspension notices for minor and major faults respectively.

The areas our officers' check include, but are not restricted to:

- Tyres
- Brakes
- Steering
- Lights
- Engine transmission
- Interior condition
- Bodywork condition
- Insurance certificate
- Driver and vehicle badges
- Meters (Hackney carriages)
- First extinguisher and first aid kit
- Rear and door plates
- Windscreen and rear window stickers
- Radios correctly fitted



Enforcement Officers will take action against drivers of private hire or Hackney Carriage vehicles who:

- Unlawfully ply for hire (private hire only)
- Drive without valid insurance
- Fail to wear or prominently display their badge
- Stand or wait on Hackney carriage ranks
- Obstruct or fail to comply with a request made by Authorised Officers or Police
- Fail to carry guide dogs
- Fail to carry or charge extra to passengers using wheelchairs
- Fail to report accidents to the licensing service
- Fail to report convictions and other associated matters

In 2020, our officers inspected 428 Leeds vehicles on street and/or checked driver details:

**26 Suspension**  
**21 Rectification**  
**23 Pass and advise**  
**358 Satisfactory**

Our officers also checked 35 vehicles from outside Leeds on street, often in a joint operation with West Yorkshire Police. 13 warnings, tickets or suspensions were issued as a result.

In a normal year, unaffected by restrictions on working and proximity, we would expect these figures to be much higher, probably totalling more than 2000 vehicles inspected on street.

## Licensing Statistics

Leeds currently has the following number of licences in place

	As at 1 <sup>st</sup> January 2019	As at 1 <sup>st</sup> January 2020	As at 9 <sup>th</sup> February 2021
Hackney Carriage Drivers	943	899	835
Hackney Carriage Vehicles	534	533	534
Private Hire Drivers	5456	5601	5356
Private Hire Vehicles	4358	4523	4129
Private Hire Operators	52	64	57

The COVID pandemic has affected both the number of licences – reduced the number of new licences, and affected the number of licences temporarily and voluntarily suspended. More than 700 hackney carriage and private hire drivers have reported to the council that they were not working, predominantly for reasons of COVID.

## Decisions Taken

The application, renewal, refusal, suspension and revocation of driver licence figures for 1 January to 31 December 2020 are set out in the table below

When considering the above information it is important to note that there is no direct correlation between the number of suspensions and revocations in any period. For example, the number of licences revoked (final decision to end a licence) in the last six months will include a proportion which were suspended in the previous six months.

Year	Applications	Refusals	Revocations	Suspensions
2018	742	16	23	168
2019	570	18	30	202
2020	160	2	16	116

## Licensing Income

The much lower level of new drivers and a smaller but still significant fall in the number of new vehicles has led to a significant fall of more than £500,000 in the council's licensing income. The council is claiming for such lost income from central government and will learn the value of the payment from central government in March 2021.

## Refusal and Revocation Decisions

The refusal and revocation of licence figures for 1 January to 31 December 2020 are set out in the table below.

1 January – 31 December 2019, 18 licences were refused and 30 licences were revoked.

1 January – 31 December 2018, 16 licences were refused and 23 licences were revoked.

The reasons for refusal and revocation are set out in the table below:

Reason	2018		2019		2020	
	Refusal	Revocation	Refusal	Revocation	Refusal	Revocation
Dishonesty	3	0	2	0	1	1
Drugs	3	0	7	0	0	1
Violence	5	3	3	3	1	1
Sexual offences	3	4	0	0	0	1
Safeguarding concerns	0	0	2	0	0	0
Motoring offence	0	0	0	0	0	3
Driving disqualification	0	1	0	0	0	0
Plying for hire	0	8	1	20	0	2
Fail to comply with conditions	2	1	0	0	0	0
Disability offences	0	0	0	0	0	0
Inappropriate behaviour	0	6	2	7	0	6
No right to work in UK	0	0	0	0	0	0
Medical reason	0	0	0	0	0	0
DVLA licence expired	0	0	0	0	0	0
Non-completion of DBS	0	0	0	0	0	0
Unable to pass seminar	0	0	0	0	0	0
Firearms	0	0	1	0	0	0
<b>TOTAL</b>	<b>16</b>	<b>23</b>	<b>18</b>	<b>30</b>	<b>2</b>	<b>15</b>

## Suspensions

In relation to suspensions, 106 licence holders were suspended between 1 January and 31 December 2020. This is a reduction from 202 licence holders suspended in 2019, and 168 licence holders in 2018. The largest category of suspensions in 2020 relate to a medical reason (accounting for almost half of licences suspended) and plying for hire.

Reason/Allegation	2018	2019	2020
Dishonesty	0	1	0
Drugs	0	9	6
Violence	2	12	8
Sexual offences	10	11	16
Safeguarding concerns	2	1	0
Motoring offences	15	12	13
Driving disqualification	1	10	0
Plying for hire	19	26	3
Fail to comply with conditions	23	1	2
Disability offences	0	0	0
Inappropriate behaviour	14	16	5
No right to work in the UK	1	0	0
Medical reason	57	96	45
DVLA licence expired	1	0	0
Non completion of DBS	24	6	4
Unable to pass seminar	0	1	0
Firearms	0	0	0
Other	0	12	4
<b>Total</b>	<b>169</b>	<b>202</b>	<b>106</b>

## Complaints Received

In total, 582 complaints were made to the council about the taxi and private hire trade in 2020. In total 828 were received in 2019, and 755 in 2018.

The number of complaints is lower this year, which is not surprising, given that fewer journeys that have been made. The night-time economy has been shut down for most of the year; the pub and restaurant trades have faced severe restrictions day and night. What is surprising is the high number of complaints received given the reduction in journeys.

The largest number of complaints reported to the council in 2020 relate to driver conduct, standard of driving, licence breaches and parking. Licence breaches relate to the failing to report accidents, working for more than one operator, failing to notify change of operator, failing to display the correct vehicle livery. In the majority of such cases, licensed drivers are given verbal or written warnings, a record of which is placed on their licensing file. If a driver continues to receive complaints they may be referred for additional training.

Each complaint is dealt with on its own merits. Many complaints relate to the key aspect of the licensing scheme, namely the safety and comfort of the travelling public. Many relate to whether the driver is honest, reliable and trustworthy i.e. 'fit and proper' to hold a licence. Complaints regarding racial, sexual and disability discrimination relate directly to Equality law.

Category of Complaint	2018	2019	2020
Criminal Complaint	26	20	28
Defective Vehicle	18	14	1
Driver Behaviour - Disability Complaint	16	14	10
Driver Behaviour - Driver Conduct	199	354	229
Driver Behaviour - Driving Standard	147	154	93
Driver Behaviour - Drugs Allegation	0	13	5
Driver Behaviour - Overcharging	48	39	18
Driver Behaviour - Property	7	5	0
Driver Behaviour - Race Discrimination	13	12	11
Driver Behaviour - Refusal to Carry	10	9	5
Driver Behaviour - Rudeness	29	21	15
Driver Behaviour - Sex Discrimination	10	4	2
Driver Behaviour - Sexual	20	24	7
Driver Behaviour - Smoking	9	11	7
Environmental - Noise Nuisance	2	1	0
Environmental - Parking Nuisance	60	52	51
Licence breach	59	37	59
Operator - Operator	35	31	21
Ply for Hire - Ply for Hire	33	10	6
Ply for Hire - Unlicensed Driver	5	2	5
Uncategorised	2	1	9
<b>Total</b>	<b>755</b>	<b>828</b>	<b>582</b>

## Appeals received

In total, 4 appeals were made against licensing decisions in 2020, compared to 13 appeals in 2019 and 17 appeals in 2018. The reason for the appeal and outcome are set out below:

2020	Number	Court	Result
Against suspension	4	Leeds Magistrates Court	1 dismissed 3 withdrawn

2019	Number	Court	Result
Against refusal to grant	4	Leeds Magistrates Court	2 dismissed 2 withdrawn
Against revocation	4	Leeds Magistrates Court	3 dismissed 1 withdrawn
Against suspension	4	Leeds Magistrates Court	1 dismissed 1 upheld 2 withdrawn

LCC Appeal to Leeds Crown Court following a Magistrates decision	1	Crown Court	1 withdrawn
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2018	Number	Court	Result
Against refusal to grant	4	Leeds Magistrates Court	2 dismissed 2 withdrawn
	1	Crown Court	1 dismissed
Against revocation	3	Leeds Magistrates Court	3 dismissed
Against suspension	9	Leeds Magistrates Court	9 dismissed

## The year ahead

New guidance relating to taxi and private hire licensing was issued by the Department of Transport in July of this year to all local licensing authorities. The majority of the objectives set within the guidance have previously been implemented over the years by the Licensing Committee and few major changes are foreseen as a result of the guidance. These include a consolidation of all our policies into one summary document, and the reviewing of officer delegated powers. Even closer cooperation with the police and our neighbouring authorities is also advised.

The forced implementation during 2020 of digital working brought many frustrations to members of the trade and staff alike. Drivers who for decades had become reliant on personal face to face help and understanding from staff at a counter service suddenly had to contend with a new technical age.

Patience became the key word. Many lacked necessary equipment, more really on younger family members to manage applications on line. Aspirations are for a digital transformation of services, and we are pleased to say processes are in advanced stage to develop enhanced online forms.





# Corporate Considerations

## Consultation and engagement

Consultation is embedded into the newer licensing acts with, as an example, new and variation applications for alcohol licences subject to a 28 day consultation period.

Both sections undertake considerable consultation with the trade when developing and reviewing policy and consults on the licensing policies in accordance with local and government guidelines.

In addition, as part of ongoing partnership working, both sections engage the trade at trade meetings such as taxi association and PubWatch meetings.

Similarly both sections are active in working with partners from both council departments and external bodies through a range of meetings relating to night time enforcement.

## Equality and diversity / cohesion and integration

The council's licensing policies are developed with matters of equality, diversity and human rights taken into consideration. Policies are regularly reviewed in line with the legislation.

The council has completed equality, diversity, cohesion screening and impact assessments with regards to the consultation process undertaken during the review of each policy

## Council policies and Best Council Plan

When determining applications the licensing authority must have regard for governing legislation and will be assisted by any guidance issued by the Department for Transport, Home Office or Gambling Commission. In addition where there is an associated statement of licensing policy this will set out the principles the council will use to exercise its functions under that policy, and in making a decision the council will have regard to that policy.

The licensing regime contributes to Best Council Priorities 2019/20:

- Culture
- Safe, strong communities
- Inclusive Growth

## Resources, procurement and value for money

The Section encourages partnership working with internal and external services making best use of resources and information sharing.

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Report author: Andy Hodson  
Tel: 0113 37 88 66 0

**Report of City Solicitor**

**Report to Full Council**

**Date: 24<sup>th</sup> March 2021**

**Subject: Annual Report of the Committee to Full Council**

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 Council Procedure Rule 2.2 (f) stipulates that an Annual Report of the Committee must be referred to Full Council for consideration - this being to support the duty of the Authority to promote and maintain high standards of conduct by Members and co-opted Members of the Council.

**2. Background information**

- 2.1 Due to the restricted nature of Full Council business in the early stages of the Covid-19 response it was not possible for the 2019-20 Annual report of the committee to be presented to Full Council in March 2020 as intended. As a result this Annual Report, whilst predominately focussing on the current Municipal Year, also where relevant includes references to the previous Municipal Year.
- 2.2 The Standards and Conduct Committee met on the 5<sup>th</sup> February 2021 and resolved to agree to refer the Annual Report at Appendix 1 to Council for consideration.

**3. Main issues**

- 3.1 Members are requested to consider the Annual Report reflecting the work of the Standards and Conduct that is attached at Appendix 1.

## **4. Corporate considerations**

### **4.1 Consultation and engagement**

4.1.1 The Annual report has been considered and agreed by the Standards Committee prior to presentation to full Council..

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

4.2.1 There are no equality and diversity or cohesion and integration issues arising from this report.

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

4.3.1 Principle 3 of the Code of Corporate Governance states that the Council will put in place a Code of Conduct and keep it under review.

4.3.2 According to the Localism Act 2011, the Council has a duty to promote and maintain high standards of conduct amongst Members and co-opted Members of the Authority. This report outlines how the Standards and Conduct Committee has carried out this duty on behalf of the Council.

#### Climate Emergency

4.3.3 There are no issues arising from this report relating to the Climate Emergency resolution of Full Council.

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

4.4.1 There are no resource implications arising from this report and the Monitoring Officer confirms, by way of this report, that she has adequate resources to fulfil her statutory duties.

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

4.5.1 The Standards and Conduct Committee's terms of reference are taken from the Chapter 7 of the Localism Act 2011.

4.5.2 There are no implications for access to information or call in arising from this report.

### **4.6 Risk management**

4.6.1 The arrangements described within this report provide assurance that the Authority, parish and town councils, individual councillors and the Monitoring Officer are complying with the requirements set out in the Localism Act 2011. The work undertaken by the Monitoring Officer and her staff, and by the Standards and Conduct Committee, ensures that these arrangements remain up to date and fit for purpose and that any risk of breaching the statutory requirements is minimised.

4.6.2 In relation to complaints against Councillors the Monitoring Officer has considered the information above and does not consider that there are any adverse trends in the types of complaints received, and as no potential breaches of the Members' Code of Conduct have been revealed, there are no issues to address through training.

**5. Recommendations**

5.1 Members are requested to consider the Standards and Conduct Committee Annual Report at Appendix 1.

**6. Background documents<sup>1</sup>**

6.1 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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# **Annual Report to Full Council**

## **Standards and Conduct Committee**

**2020/21**

## **1. INTRODUCTION**

This is the Annual Report to Full Council relating to matters within the Standards and Conduct Committee's Terms of Reference. Council Procedure Rule 2.2 (f) stipulates that an Annual Report of the Standards and Conduct Committee must be referred to Full Council for consideration; this being to support the duty of the Authority to promote and maintain high standards of conducts by Members and co-opted Members of the Council.

## **2. TERMS OF REFERENCE**

The Terms of Reference for the Standards and Conduct Committee are reviewed each year to ensure they represent current regulations.

The functions of the Standards and Conduct Committee are:

- To promote and maintain high standards of conduct by members and co-opted members of the authority.
- To advise the authority in relation to the adoption, revision or replacement of the code dealing with the conduct that is expected of members and co-opted members of the authority when they are acting in that capacity.
- To consider and determine written allegations that a member or co-opted member of the authority has failed to comply with the authority's code of conduct, or that a member or co-opted member of a parish council in the Leeds area has failed to comply with the parish council's code of conduct.
- Following a determination of whether or not a member or co-opted member of the authority has failed to comply with the code of conduct, to consider whether or not action might be necessary, and to make recommendations on the form of action.
- To advise the authority in relation to the adoption, revision or replacement of the code dealing with the conduct that is expected of employees of the authority.

## **3. COMMITTEE INFORMATION**

### **Committee Membership**

Councillor Elizabeth Nash (Chair) - Hunslet and Riverside;

Councillor Neil Dawson - Morley South;

Councillor Bob Gettings JP – Morley North;

Councillor Pauleen Grahame –Crossgates and Whinmoor;

Councillor Peter Harrand - Alwoodley;

Councillor Mark Harrison - Pudsey;

Councillor Andrew Scopes – Beeston and Holbeck;

Councillor Debbie Potter - Shadwell Parish Council;



## 4. Key Issues

### **Progressing the Recommendations from the Committee on Standards in Public Life. (CSPL)**

Since the publication of the CSPL's report, the Ministry of Housing Communities and Local Government (MHCLG) has been engaging with a small number of local authority Monitoring Officers (Leeds included) to formulate the steps necessary to implement the CSPL recommendations. However, given continued constraints on parliamentary time little progress has been made by MHCLG in responding to the CSPL recommendations.

However in response to one recommendation, the Local Government Association has concluded a consultation exercise and approved a Model Councillor Code of Conduct for local government.

Following consideration of LGA Model Code the Standards and Conduct Committee have recommended revisions to the existing Members' Code of Conduct.

The CSPL secretariat also sought an update from each local authority on progress on recommendations that were specifically targeted at local authorities; the response from Leeds is attached at Appendix 1.

### **Training and Advice**

As the local elections in May 2020 were cancelled due to the Coronavirus Pandemic there has been no requirement for the Monitoring Officer to provide training for newly elected Members.

Advice and training has been provided to Members on request on a 1:1 basis in relation to specific issues that have emerged during the year; including:

- Registration and declaration of interests;
- Bias and Predetermination;
- Conflicts of Interests;
- Use of Social Media

In addition, as part of prescribed training for councillors who are members of Plans Panels, briefings have been provided on the legal framework concerning the avoidance of bias and predetermination.

### **Register of Interests**

The Monitoring Officer has supported members of the authority (and of Parish and Town Councils) in meeting their obligations to notify any disclosable pecuniary interest within 28 days of a change in the circumstance relating to such interests.

In addition regular reminders have been issued to elected members to review their registers of interests. Whilst some reminders have been general in nature, others have provided focussed advice with reminders in the past year including: gifts and hospitality; the need to register spousal interests; interests arising from employment, office, trade, profession or vocation; dual hatted interests; interests relating to consideration of the budget; and the provisions for Sensitive Interests.

## **Sensitive Interests**

Permission to withhold an interest may only be granted in cases where disclosure of the details of an interest could lead to a member or co-opted member, or a person connected with the member or co-opted member, being subject to violence or intimidation – it is particularly relevant that that threat or potential threat would be substantially contributed to as a result of those interests appearing on the members' public register.

Thirty one (26 in 2019/20) permissions to withhold interests are in place (having been granted by the Monitoring Officer in respect of the 435 elected Leeds City Council and Parish and Town Council Members across the Leeds Metropolitan District, an increase of 5 on the previous year. Twenty four (20 in 2019/20) of these relate to Leeds City Councillors, a small increase from last year.

The actions taken by the Monitoring Officer in Leeds in relation to Sensitive Interests mirrors a recommendation recently made (December 2017) by the Committee on Standards in Public Life. The Committee, in their report 'Intimidation in Public Life – A review by the Committee on Standards in Public Life', recommend that all Monitoring Officers '*Should ensure members required to declare pecuniary interest are aware of the sensitive interest provisions of the Localism Act 2011*'.

A recommendation to Government from the Committee to clarify that a councillor does not need to register their home address on an authority's public register of interests have not yet been responded to by Government.

## **Dispensations**

No alterations have been made to the Standards and Conduct Committee's conclusions regarding local prohibitions on councillor's involvement in decision making where they have a Disclosable Pecuniary Interest (DPI). Members will recall that the circumstances where a member of the public has rights to attend and make representations – for example in relation to a personal planning application - the committee's view was that this limitation placed an unjust discrimination upon councillors.

In light of this, and recognising the committee's views on this matter, subject to certain constraints, and the receipt of an application, the Head of Paid Service has continued to set aside these restrictions by way of the granting of a dispensation to newly elected members.

The dispensation allows members (when they have a DPI) to make representations at a meeting where members of the public have the same entitlement – however those members must not otherwise be involved in the decision making of the decision making body.

The other active dispensation, granted to all Members, permits members to take part and vote in matters relating to:

- Any office held within Leeds City Council for which they receive a taxable income; and
- Any office held outside Leeds City Council (to which they have been appointed by Leeds City Council) for which they receive a taxable income.

Members will recall that in May 2018, following all out elections, both dispensations were granted until May 2022 reflecting the four year term of office to be served by one third of those councillors elected.

A new dispensation was granted in the same terms for those Members elected in 2019 lasting until May 2023 reflecting their term of office.

Subject to any legislative or policy change, and in consultation with the Chair of this Committee the Chief Executive will be invited to grant dispensations in similar terms following each local election, for a period reflecting the term of office of successful candidates.

## **Complaint handling**

In order to be considered under the Members Code of Conduct formal complaints process, complaints must be submitted in writing, must provide information to substantiate the claims made, and should outline what form of resolution the complainant is seeking.

Each complaint is assessed by either the Monitoring Officer (or one of her Deputies), in consultation with the Independent Person; it is the Monitoring Officer (or her nominated Deputy) that makes a decision as to whether it will be treated as a valid complaint or not. Where information is lacking, complainants are also offered the opportunity to provide further information to substantiate their complaint to enable an objective assessment to be undertaken.

### Complaints relating to Leeds City Councillors

In 2019/20 the Standards and Conduct Committee were advised that 13 complaints had been received in respect of Leeds City Council Members. All those complaints were assessed and concluded at Stage one of the complaints process.

From June 2020 (to date) there have been 41 complaints made against Leeds City Councillors. Whilst the number of total complaints has increased, this has largely been due to the number of multiple individuals raising concerns about the same issue/councillor. When the number of incidents of complaint are considered, 8 separate issues have generated a complaint when compared to ten reported last year. Social Media continues to be a primary source of complaints.

Complaints alleging a failure to register a disclosable pecuniary interest are matters for consideration by the West Yorkshire Police as the Localism Act 2011 has made such failures a criminal offence. No formal complaints of this nature have been received this year that have required referral to the Police.

### Complaints relating to Parish and Town Councillors in Leeds

In 19/20, the Monitoring Officer reported having received seven complaints relating to Parish or Town Councillors in the Leeds area. All those complaints were assessed and concluded at Stage one of the complaints process.

At the time of this report, in the 2020/21 Municipal Year the Monitoring Officer has received six complaints relating to Parish or Town Councillors in the Leeds area. All those complaints were assessed and concluded at Stage one of the complaints process

Analysis shows that one complaint fell out of the jurisdiction of Monitoring Officer and Standards and Conduct Committee, two complaints were submitted by the same individual and two further complaints related to Members of the same Parish Council.

## **Operation of the Complaints Process**

The provisional outcome of Assessment is shared with the Independent Person for his view in advance of that Assessment being concluded and communicated to the Complainant and Subject Member. That process has worked extremely well during the last year and as added further rigour and independence to the complaint process.

It is important that the focus of the complaints process is on matters that are serious such as corruption, bullying and misuse of power in public office. In that respect complaints must demonstrate that they have substance and raise a matter of public interest.

At the meeting of the Standards and Conduct Committee in February 2021 a number of amendments were recommended amendment to Complaints process – primarily these are to further assist the filtering out of those complaints that are trivial or which have little or no impact on the public. These will be considered by General Purposes in advance of consideration by Full Council.

## **Supporting Members of Parish and Town Councils**

There are 32 Parish and Town Councils with 303 Councillors within the District of Leeds. Parish and Town Councils continue with the greater responsibilities under the Localism Act 2011 for making their own standards arrangements. These responsibilities include:

- promoting and maintaining high standards of conduct by their own Members;
- formally adopting a Code of Conduct that is consistent with the requirements of the Localism Act and publicising that adoption;
- completing a register of disclosable pecuniary interests and ensuring that information about this register is available on the Parish or Town Council's own website (if it has one);
- putting in place arrangements for Members to apply for and be granted a dispensation; and
- ensuring that arrangements are in place for the Parish or Town Council to consider any complaints referred to it by Leeds City Council and to decide on any appropriate action against the subject Member.

Under the previous standards and conduct legislation many of these responsibilities were carried out by the Standards Committee on behalf of Parish and Town Councils.

Leeds City Council also has a responsibility to collate the registers of interest completed by Parish and Town Councillors in Leeds and to publish these on the Council's website.

## **Independent Person**

Following the amendment to the Procedure Rules, the Independent Person, Mr Tollefson, is now routinely consulted on draft complaint assessments. He also has regular briefing meetings with one of the Deputy Monitoring Officers and during the year has provided support to Members to help resolve issues.

## **Monitoring Officer**

The City Solicitor is appointed as the Council's Monitoring Officer. The Monitoring Officer is satisfied that the Authority continues to meet its statutory obligations for standards and conduct and has confirmed that she has designated an additional Head of Service to undertake the role of a second Deputy Monitoring Officer. The Monitoring Officer has confirmed that she has adequate resources to fulfil her statutory duties.

## ITEM 6

Recommendations of the Executive Board - Submission of 39 Proposed Main Modifications to the Leeds Site Allocations Plan for reconsideration by the Secretary of State.

REPORT TO FOLLOW

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**Report of City Solicitor**

**Report to Full Council**

**Date: 24 March 2021**

**Subject: Amendments to the Constitution – Council Procedure Rules and adoption of the Local Government Association Model Councillor Code of Conduct and amendments to the Procedure for Complaints Alleging a failure to comply with the Member’ Code of Conduct**

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

**Summary**

**1. Main issues**

- This report sets out amendments to the Constitution, required to provide consistency in relation to the arrangements for substitution for plans panels.
- Following extensive consultation the Local Government Association (LGA) Executive approved a Model Councillor Code of Conduct (Code) in December 2020. The Standards and Conduct Committee consider that there is considerable benefit to the Council from adopting in full the LGA’s Model Code and thus the council playing its part in achieving consistency across the Country in this important area.
- The Standards and Conduct Committee have also reviewed the Procedure Considering Complaints Alleging a Failure to Comply with the Members’ Code of Conduct and recommend amendments to ensure it remains up to date and fit for purpose.

**2. Best Council Plan implications** (see the [latest version of the Best Council Plan](#))

- The Constitution must be maintained up to date and fit for purpose in line with the Council’s Corporate Governance Code and Framework in addition to furthering the

Council's value of being "open, honest and trusted."

- The LGA Code provides a framework compatible with the Council's Values of being open, honest and trusted and treating people fairly.

### **3. Resource implications**

- Whilst there are no specific implications arising from the report relating to the Code of Conduct adoption, the Monitoring Officer will need to assign resources to deliver training on any amended Code of Conduct.

### **Recommendations**

General Purposes Committee recommend that Council approve amendments to the Constitution as detailed in this report, and set out in the appendices attached, with immediate effect:

- a) amendments to the Council Procedure Rules as shown at Appendix A
- b) amendments to the Procedure for Considering Complaints Alleging a Failure to Comply with the Members' Code of Conduct set out at Appendix B

and, with effect from the Annual Council meeting:

- c) adopt the Councillor Code of Conduct as set out at Appendix C;

### **1. Purpose of this report**

- 1.1 This report sets out recommendations of General Purposes Committee in relation to amendments to the Constitution, to adopt a new Code of Conduct for local councillors and amendments to the procedure for considering code of conduct complaints..

### **2. Background information**

Council Procedure Rules

- 2.1 Article 26 of The Council Procedure Rules set out the arrangements for substitution to Plans Panels and the Development Plan Panel. There is an inconsistency of substitution arrangements across each panel.

Members' Code of Conduct

- 2.2 The Localism Act 2011 placed a duty on the council to promote and maintain high standards of conduct by members and co-opted members of the authority and in discharging that duty adopt a code dealing with the conduct that is expected of those members when they are acting in that capacity.
- 2.3 In January 2019 the Committee on Standards in Public Life (CSPL) published a report following their review of local authority standards. The report directed a series of recommendations to Government and to the local government sector.



- 2.4 Leeds made changes to the Code of Conduct at that time in order that the arrangements in Leeds continued to meet best practice requirements.
- 2.5 A key recommendation of the CSPL was directed to the Local Government Association “**The Local Government Association should create an updated model code of conduct, in consultation with representative bodies of councillors and officers of all tiers of local government.**”
- 2.6 The CSPL review concluded that a model code of conduct would create consistency across England, and reflect the common expectations of the public regardless of geography or tier. It would also reduce the potential for confusion among dual hatted or triple-hatted councillors.
- 2.7 CSPL also considered that matters such as gifts and hospitality, social media use, and bullying and harassment had all increased in salience, and were perhaps not regularly reflected in local authority codes of conduct and a model code of conduct would help to ensure that they do so.
- 2.8 Following extensive consultation the Local Government Association (LGA) Executive approved a **Model Councillor Code of Conduct** (‘Code’) in December 2020. The Model Code provides a template for councils to adopt in whole and/or with local amendments.
- 2.9 The Standard and Conduct Committee, whose role is to advise the authority in relation to the adoption, revision or replacement of the code dealing with conduct, met on 5<sup>th</sup> February 2021 and considered the LGA Model Councillor Code of Conduct and the Procedure for Considering Complaints Alleging a Failure to comply with the Members’ Code of Conduct.

### **3. Main issues**

#### Council Procedure Rules.

- 3.1 Article 26 of the The Council Procedure Rules set out the arrangements for substitution to Plans Panel and the Development Plan Panel.
- 3.2 There is inconsistency of substitution arrangements across each panel and it is recommended that the provisions are brought together in one rule to ensure consistency and provide clarity in the arrangements.
- 3.3 Proposed amendments are set out at Appendix A attached.

#### Amendments to the Procedure for Considering Complaints Alleging a Failure to Comply with the Members Code of Conduct.

- 3.4 Standards and Conduct Committee have reviewed the Procedure for Considering Complaints Alleging a Failure to Comply with the Members Code of Conduct and to clarify elements of the procedure and to efficiently and effectively filter those complaints that are trivial or where they have little impact on the public have suggested changes to the Procedure and so focus limited resources on issues of substance and that are in the public interest they recommended amendments to the Procedure.
- 3.5 General Purposes Committee have considered the report containing the Procedure for Considering Complaints Alleging a Failure to Comply with the Members Code of

Conduct and recommend the approval of the amendments to the Procedure for Considering Complaints Alleging a Failure to Comply with the Members Code of Conduct outlined at Appendix B.

#### LGA Model Councillor Code of Conduct

- 3.6 Following consideration of proposals by both the Standards and Conduct Committee and GPC a revised Code of Conduct for members is attached at Appendix C.
- 3.7 Members attention is specifically drawn to 2 elements of the new code the requirements in relation to gifts and hospitality and the arrangement's for the declarations of interest at meetings where any **known** financial interest or friends, relative or close associates should be declared.
- 3.8 A programme of training will be co-ordinated by the Monitoring Officer and her staff from April-May with new Members being trained prior to the Annual Council Meeting.

#### **4. Corporate considerations**

##### **4.1 Consultation and engagement**

- 4.1.1 The proposals set out in this report have been widely consulted upon and have cross part support.

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

- 4.2.1 The Code of Conduct specifically incorporates requirements in relation to equalities and discrimination.

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

- 4.3.1 The Constitution must be maintained up to date and fit for purpose in line with the Council's Corporate Governance Code and Framework in addition to furthering the Council's value of being "open, honest and trusted."
- 4.3.2 The Code of Conduct and the Procedure for Considering Complaints Alleging a Failure to Comply with the Members Code of Conduct provides a framework compatible with the Council's values of being open, honest and trusted and treating people fairly.

#### Climate Emergency

- 4.3.2 There are no specific implications arising from this report

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

- 4.4.1 Whilst there are no specific implications arising from this report, the Monitoring Officer will need to assign resources to deliver training on any amended Code of Conduct

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

- 4.5.1 The Model Code is compliant with the requirements of the Localism Act 2011 and adoption of it will be compliant with the duties placed on the council.
- 4.5.2 Additional amendments to the Code, and to the conduct regime more generally, may emerge when the recommendations from the CSPL report concerning local authority standards directed to Government are responded to.

## **4.6 Risk management**

- 4.6.1 There are no specific risk implications arising from this report.

## **5. Conclusions**

- 5.1 Amendments to the Council Procedure Rules will provide consistency and clarify and ensure that the Councils governance and decision making arrangements are coherent and transparent.
- 5.2 The proposed amendments to the Procedure for Considering Complaints Alleging a Failure to Comply with the Members Code of Conduct will ensure the arrangements remain up to date and fit for purpose.
- 5.3 The LGA Code is similar to the adopted Leeds Code and there is considerable benefit to the Council from adopting the Councillor Code of Conduct as proposed by General Purposes Committee.

## **6. Recommendations**

- 6.1 General Purposes Committee recommend that Council approve amendments to the Constitution as detailed in this report, and set out in the appendices attached, with immediate effect:
- amendments to the Council Procedure Rules as shown at Appendix A
  - amendments to the Procedure for Considering Complaints Alleging a Failure to Comply with the Members' Code of Conduct set out at Appendix B
- and, with effect from the Annual Council meeting:
- adopt the Councillor Code of Conduct as set out at Appendix C;

## **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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## COUNCIL PROCEDURE RULES

### 1.0 ANNUAL MEETING OF COUNCIL

#### 1.1 Timing and Business

In a year when there is an ordinary election of Councillors, the annual meeting will take place within 21 days of the retirement of the outgoing Councillors. In any other year, the annual meeting will take place in March, April or May.

The annual meeting will:

- (a) elect a person to preside if the Lord Mayor and Vice Chair of Council are not present;
- (b) elect the Lord Mayor;
- (c) elect a Vice Chair of Council;
- (d) pass a vote of thanks to the retiring Lord Mayor;
- (e) approve the minutes of the last meeting;
- (f) receive any declarations of interest from Members;
- (g) receive any announcements from the Lord Mayor and/or Head of Paid Service;
- (h) elect the Leader<sup>1</sup>;
- (i) consider any recommendations made by General Purposes Committee;
- (j) establish such committees<sup>2</sup> as are required by statute and such other committees as it considers appropriate to deal with matters which are neither reserved to the Council nor are executive functions (as set out in Part 3, Section 2A of this Constitution);<sup>3</sup>
- (k) No appointments under Rule 1 shall be for a period beyond the next Annual Meeting of the Council but they may be altered at any meeting of the Council;
- (l) agree the scheme of delegation or such part of it as the Constitution determines it is for the Council to agree (as set out in Part 3, Section 2C of this Constitution);

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<sup>1</sup> Only as required by Article 7. If the Council fails to elect the Leader at the relevant annual meeting, or a vacancy in the office arises, the Leader is to be elected at a subsequent meeting.

<sup>2</sup> Such committees may be known as boards or panels.

<sup>3</sup> References in these Rules to any committee established under Rule 1.1(j) shall be construed as including any other committee established by Full Council during municipal year.

- (m) receive the documents presented by the Leader in accordance with Executive and Decision Making Procedure Rules;
- (n) approve a programme of ordinary meetings of the Council for the year; and
- (o) consider any business set out in the notice convening the meeting.

## 1.2 Selection of Councillors on Committees and Outside Bodies

At the annual meeting, the Council will:

- (a) decide which committees to establish for the municipal year;
- (b) decide the size and terms of reference for those committees;
- (c) decide the allocation of seats to political groups in accordance with the political balance rules;
- (d) appoint to those committees and outside bodies except where appointments to those bodies has been delegated by the Council; and
- (e) appoint the Chair of those committees.

## 2.0 **ORDINARY MEETINGS**

### 2.1 Council Meetings

The Council may amend the programme of ordinary meetings agreed at the annual meeting.

All ordinary meetings shall be held at the **Civic Hall, Leeds**, at **1.00pm**, unless full Council decides otherwise.

### 2.2 Order of Business

Except as otherwise provided by Rule 2.3 or by statute, the order of business at every meeting of the Council, (other than the Annual meeting, any Extraordinary Meeting or the Budget Meeting<sup>4</sup>, or a State of the City meeting<sup>5</sup> where the business to be transacted at the meeting will be specified in the Summons), shall be to:

- (a) choose a person to preside if the Lord Mayor and Vice Chair of Council are absent;

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<sup>4</sup> Business over and above the budget is usually admitted by agreement but there is a presumption that such agreement will not include the attendance of deputations or question time.

<sup>5</sup> Or such other similarly styled meeting

## Council Procedure Rules

- (b) approve as a correct record and sign the minutes of the last meeting of the Council except where the meeting is a meeting called under paragraph 3 (extraordinary meetings) of Schedule 12 to the Local Government Act 1972, in which case the next following meeting of the Council (being a meeting called other than under that paragraph) shall be treated as a suitable meeting for the purposes of paragraph 41(1) and (2) (signing of minutes) of that Schedule;
- (c) receive any declarations of interest from Members;
- (d) receive such communications as the Lord Mayor, the Leader, Deputy Leader, or Members of the Executive Board, or the Chief Executive consider to be appropriate;
- (e) receive deputations (if any) in accordance with Rule 10;
- (f) consider any recommendation of the Executive Board, and committees, established under Rule 1.1(j)<sup>6</sup>, and any sub-committees thereof;
- (g) receive such reports as the Chief Executive, Monitoring Officer or Section 151 Officer consider appropriate<sup>7</sup>;
- (h) deal with Executive questions (if any) in accordance with Rule 11;
- (i) receive the minutes of the Health and Wellbeing Board and Executive Board;
- (j) consider White Paper Motions (if any) submitted in accordance with Rule 12.

### 2.3 Variation of Order of Business

Business falling under items Rule 2.2 (a) or (b) shall not be displaced, but subject thereto the foregoing order of business may be varied by a resolution passed on a motion (which need not be in writing) duly moved and seconded, which shall be moved and put without discussion.

## 3.0 TIME LIMITS FOR BUSINESS

3.1 Each deputation shall be for no more than 5 minutes

3.2 A period of 30 minutes will be allowed for Executive Questions.

3.3 Subject to Rule 4.1 consideration of all business to dispose of the motion to receive Health and Wellbeing Board and Executive Board minutes shall not continue beyond 4.20 pm.

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<sup>6</sup> Annual reports will be received from the following committees: Scrutiny (jointly); Community Committees (jointly); Plans Panels (jointly); Licensing Committee; Standards Committee.

<sup>7</sup> In the case of a report relating to devolved matters, consideration of this report will take place after the tea break time; be time limited to 30 minutes; and will enable all groups the to contribute to the debate.

The motion to receive the minutes shall be conducted as follows;

- Consideration of Health and Wellbeing Board will be for a period of twenty minutes including up to 4 minutes for the Chair of that Board to sum up at the conclusion of which comments on Executive Board minutes will be heard.
- The Leader of Council will sum up for a period of up to ten minutes .

3.4 Each White Paper Motion shall be limited to forty five minutes, at the conclusion of which voting shall commence.

#### **4.0 WINDING UP OF BUSINESS**

4.1 At the conclusion of the speech being delivered at the expiry of a specified time period, the Lord Mayor shall put to the vote, without further discussion, all that is necessary to dispose of the matter under debate<sup>8</sup> provided that:

- Executive Questions

Where a question has been commenced orally (but has not been completed within the time allotted for question time) that question is completed including any supplementary to that question and the response thereto.

- Consideration of Minutes

If the relevant portfolio holder has not commenced summing up in accordance with rule 14.1 g) they shall have the opportunity to sum up (for a period of not more than 5 minutes)<sup>9</sup>

The Leader of Council has had the opportunity to sum up (for a period of not more than 10 minutes).

- White Paper Motions/ Amendments

The Mover of the motion has had the opportunity to sum up (for a period of not more than 4 minutes).

- Reference Back

The relevant Executive Board Member or Chair has had the opportunity to sum up (for a period of not more than 3 minutes) on the reference back.

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<sup>8</sup> For clarification, "all that is necessary properly to dispose of the matter under debate" means, as relevant, for the original motion properly to be moved and seconded; for any and all amendment(s) properly to be moved and seconded; and for the mover of the original motion to have an opportunity to exercise their right of reply/right to sum up.

<sup>9</sup> The Leader's summing up may continue after 4:20 pm if necessary to accommodate the executive Member's summing up in relation to their portfolio.



## **5.0 EXTRAORDINARY MEETINGS**

Those listed below may request the Proper Officer to call Council Meetings in addition to ordinary meetings:

- (a) the Council by resolution;
- (b) the Lord Mayor;
- (c) the Chief Executive, the Monitoring Officer and Section 151 Officer; and
- (d) any five Members of the Council if they have signed a requisition presented to the Lord Mayor and s/he has refused to call a meeting or has failed to call a meeting within seven clear days<sup>10</sup> of the presentation of the requisition.

## **6.0 NOTICE OF AND SUMMONS TO MEETINGS**

- 6.1 The Chief Executive will give notice to the public of the time and place of any meeting in accordance with the Access to Information Procedure Rules. At least five clear days before a meeting, the Chief Executive will send a summons signed by him/her to every Member of the Council or leave it at their usual place of residence. The summons will give the date, time and place of each meeting and specify the business to be transacted, and will be accompanied by such reports as are available.
- 6.2 The notices for all meetings of committees established under Rule 1.1(j) shall be issued from the office of the Chief Executive and no matter shall be considered at such meeting without the prior agreement of the Chief Executive who shall first have been furnished with any written report or with details of any intended verbal report.

## **7.0 POWERS AND DUTIES OF THE LORD MAYOR**

- 7.1 Any power or duty of the Lord Mayor in relation to the conduct of a meeting may be exercised by the Vice Chair, or in the absence of the Vice Chair, the person elected to preside at the meeting.
- 7.2 Any duty of the Chief Executive in relation to the conduct of a meeting may be exercised in the Chief Executive's absence by the City Solicitor.

## **8.0 QUORUM**

- 8.1 The quorum of a meeting will be one quarter of the whole number of Members<sup>11</sup>.
- 8.2 If during any meeting of the Council, any Member draws to the attention of the Lord Mayor that there does not appear to be a quorum present, the Lord Mayor shall

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<sup>10</sup> Not including the date the requisition was received and not including weekends or bank holidays

<sup>11</sup> Which shall be 25 Members unless more than one third of the Members are disqualified at the same time, when until the number of Members in office is increased to not less than two thirds of the whole, the quorum shall be determined by reference to the number of Members remaining qualified

direct the Chief Executive to call over the names of the Members of the Council. If there is less than a quarter present, the Lord Mayor shall declare the meeting adjourned. The names of the Members present and those absent shall be recorded in the minutes of the Council.

- 8.3 The consideration of any business not transacted shall be adjourned to a time fixed by the Lord Mayor at the time the meeting is adjourned or, if the Lord Mayor does not fix a time, to the next ordinary meeting of the Council.

## **9.0 COMMUNICATIONS**

- 9.1 There shall be no discussion on any matter referred to in communications from the Lord Mayor, the Chief Executive or Executive Members as are thought necessary to be read, but any Member shall be at liberty to move a motion, without notice, to refer any of such communications to the appropriate committee and such motion, on being seconded, shall be at once put to the vote.

## **10.0 DEPUTATIONS**

- 10.1 The Council will not receive more than four deputations at any ordinary meeting.<sup>12</sup>
- 10.2 A request for permission to bring a Deputation must be submitted, to the Head of Democratic Services, at least fourteen clear days in advance of the Council meeting for which permission is sought.
- 10.3 A copy of the proposed deputation speech must accompany the permission request.
- 10.4 Deputations shall be relevant to some matter in relation to which the Council has powers or duties or which affects the City of Leeds.
- 10.5 Deputation requests which relate solely to the interests of an individual or company, or which present, or may appear to present unsubstantiated allegations or claims in respect of an individual, group of individuals, a company or any other body, or are in any way vexatious or otherwise significantly prejudicial to the interests of the Council or the City of Leeds, will not be permitted.
- 10.6 Requests concerning matters being considered by a Plans Panel, the Licensing Committee (or a sub-committee) will not be received.
- 10.7 The suitability of a Deputation shall be determined by the Chief Executive. Permission to attend Council and present a Deputation shall be issued by the Chief Executive.
- 10.8 Eligible deputations shall be heard in the order in which permission is granted.

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<sup>12</sup> Except the Annual Meeting, an Extraordinary Meeting, the Budget Meeting and a State of the City (or other similarly styled) meeting where deputations shall not be heard.

## *Council Procedure Rules*

- 10.9 A deputation shall consist of at least two and no more than five people. One person from a deputation may address the Council, for no longer than five minutes<sup>13</sup>.
- 10.10 Where two or more deputations present opposing views on the same matter, the Council will not receive more than one of these related deputations at the same meeting.
- 10.11 The Council shall not normally receive a deputation on a matter that has been the subject of a deputation in the previous six months, except as a result of a refusal at 10.10.
- 10.12 The Council shall not debate any matter raised by a deputation when it is presented.
- 10.13 Any Member of the Council may move a motion without notice, that the deputation be or not be received, or that the subject matter be referred to the appropriate committee<sup>14</sup>. The Lord Mayor will put such a motion on being seconded, to the vote without debate.

## **11.0 EXECUTIVE QUESTIONS**

### 11.1 Questions on Notice

- (a) Executive Questions may be put at each ordinary meeting of the Council (except, the Budget Meeting or a State of the City meeting<sup>15</sup>).
- (b) During question time, a Member may ask the Leader of the Council, the Deputy Leader, any Executive Member<sup>16</sup> or the Chair of any executive committee<sup>17</sup> through the Lord Mayor, any question on any matter in relation to which the Council has powers or duties, or which affects the City of Leeds<sup>18</sup>.
- (c) A question shall not be asked in the absence of the Member in whose name it stands unless they have given authority for it to be asked by some other Member of the Council.

### 11.2 Notice of Questions

Notice in writing of the question must be given to the Chief Executive before 10.00am on the Monday preceding the Council meeting. Questions from an

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<sup>13</sup> Including the reading of any written material

<sup>14</sup> Or to the officer with appropriate delegated authority who shall consider the matter in consultation with the relevant Executive Member.

<sup>15</sup> or other such styled meeting. Questions cannot be put at the Annual Meeting or any Extraordinary Meeting.

<sup>16</sup> In relation to any matter within their portfolio.

<sup>17</sup> In relation to any matter within the committee's terms of reference.

<sup>18</sup> A Member may also ask a Member of the Council appointed by full Council to another body, any question about functions discharged by that other body. Any question about any function discharged by the West Yorkshire Fire and Rescue Authority must be directed to a Member nominated by that Authority..

## *Council Procedure Rules*

individual or group will be taken in the order in which notice of the question is received from that individual or group.

### 11.3 Response

- (a) Every question shall be put and answered without discussion but the person to whom a question has been put may decline to answer.
- (b) A Member to whom a question is addressed<sup>19</sup> shall have discretion to nominate a Member to answer such question where the Member considers that the answer would most appropriately be given by such nominee.

### 11.4 Form of Response

An answer may take the form of:

- (a) a direct oral answer, or where the desired information is contained in a publication of the Council or of the relevant Joint Authority or Joint Committee, a reference to that publication; or
- (b) where the reply to the question cannot conveniently be given orally, a written answer circulated to Members of the Council. Written answers wherever possible should be sent out by the Chief Executive within 10 working days.

### 11.5 Supplementary Question

The Member who asked a question during question time may ask one supplementary question, arising directly out of the original question.

### 11.6 Unanswered Questions

Where the answer has not been commenced during question time, it shall be answered by written answer circulated to Members of the Council. If the answer to a question has been commenced orally but has not been completed within question time it may be completed orally including any supplementary to that question and the response thereto.

## **12.0 MOTIONS ON NOTICE**

### 12.1 Notice

Except for motions which can be moved without notice under Rule 13, written notice of every motion signed by the Member or Members of Council giving notice must be delivered at the office of the Chief Executive prior to 10.00am of the day preceding the day for issue of the Summons. The proposer of a Motion shall have

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<sup>19</sup> Except in relation to functions discharged by the West Yorkshire Fire and Rescue Authority – see footnote 15 above.

## *Council Procedure Rules*

the right to correct or withdraw a Motion up to 10.00 am on the day the Summons is to be issued.

### 12.2 White Paper Motions

The number of White Paper motions admissible for full debate at any given meeting shall be limited to three<sup>20 21</sup>.

### 12.3 Scope

- (a) Every motion shall be relevant to some matter in relation to which the Council has powers or duties or which affects the City of Leeds.
- (b) All the notices of motion received by the Chief Executive shall be submitted to the Lord Mayor. If the Lord Mayor considers that any such motion relates to matters other than of a local nature or is similar to a matter which in the past six months has been rejected at a meeting of the Council, the Member concerned shall ask leave of the Council to introduce such a motion before proceeding to address Council on it. Once the motion is dealt with, no-one can propose a similar motion for six months.
- (c) There shall be no speech or discussion upon asking for such leave to so introduce a motion. The fact that any such motion requires the leave of the Council shall be indicated in the Council Summons.
- (d) If it appears to the Lord Mayor that any motion requiring notice relates only in part to the matters stated in (b) above, the Lord Mayor may invite the Member of the Council concerned to amend the motion in agreement with the Lord Mayor either by omitting the part relating to such matters or by dividing the motion so that the part relating to such matters is stated in terms of a separate motion, but without addition to the terms of the original motion. In such event the original motion shall appear on the Council Summons with the indication that it requires the leave of the Council, but it shall be competent for the Member concerned to move without leave the part agreed by that Member with the Lord Mayor as not relating to the matters above stated, and after that motion has been disposed of, if the Member so wishes, to move with leave of Council the remaining part of the motion.

### 12.4 Motion Set Out in Agenda

- (a) The Chief Executive shall set out in the Summons for every meeting of the Council all motions of which notice has been duly given, and notice of all business which in the judgement of the Chief Executive requires to be brought before the Council.

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<sup>20</sup>One to the Labour Group, one to the Conservative Group, one to be shared on a rota agreed by the other political groups.

<sup>21</sup> Where submitted, the first White Paper considered will be that submitted by the Conservative Group

## *Council Procedure Rules*

- (b) The business under any notice upon the Council Summons shall not be proceeded with in the absence of the Member or Members of the Council in whose name or names it stands, unless they have given authority in writing for it to be taken up by some other Member or Members of the Council, or it is business which, by law, the Council must transact or business emanating from a committee the notice whereof stands in the name of the Chair of that committee in which latter case the resolution may be moved, without authority in writing, by some other Member of the committee.

### **13.0 MOTIONS/AMENDMENTS**

#### 13.1 Motions and amendments requiring notice

- a) Except as set out in Rule 13.2 below, and as provided in Rule 14.8, no amendment to a motion (including an amendment to refer back any business for further consideration) shall be moved at any meeting of the Council unless notice thereof in writing setting out the amendment and signed by the Member or Members giving it, has been received by the Chief Executive:
- no later than 10.00am on the working day before the commencement of the meeting; or
  - no later than 10.00 am on the third working day after the issue of the Summons if the amendment is to the Budget Motion.

#### 13.2 Motions without notice

The following motions and amendments may be moved without notice:

- (a) appointment of a Chair of the meeting at which the motion is made;
- (b) in relation to the accuracy of a report, minutes or recommendation before Council;
- (c) to change the order of business in the agenda;
- (d) that leave be given to withdraw an item of business including a motion or amendment;
- (e) that the Council proceed to the next business;
- (f) that the question be now put;
- (g) that the debate be adjourned;
- (h) that the meeting be adjourned
- (i) authorising the sealing of documents;
- (j) suspending Council Procedure Rules, in accordance with Rule 22.1;

## Council Procedure Rules

- (k) motion to exclude the press and public in accordance with the Access to Information Rules;
- (l) that a Member named under Rule 20, be not further heard or leave the meeting;
- (m) giving consent of the Council where its consent is required by this Constitution; and
- (n) that a communication be referred to the appropriate Committee

### 14.0 RULES OF DEBATE

#### 14.1 Period Permitted for Speeches

Except by the leave of Council (and as follows);

- a. A Member may address Council under the Communications item for up to 3 minutes.
- b. A Member moving a White Paper motion may speak for up to 5 minutes.
- c. A Member seconding a White Paper motion may speak for up to 4 minutes<sup>22</sup>,
- d. A Member may speak for up to 4 minutes when contributing to, or summing up on, White Paper debates.
- e. A Member moving any other motion may speak for up to 4 minutes.
- f. A Member moving any amendment may speak for up to 4 minutes.
- g. An Executive Board Member or other such Member as may be determined appropriate, may speak for up to 6 minutes<sup>23</sup> when summing up on comments made on Minutes.
- h. An Executive Board Member responsible for the section of the minutes to which an amendment (reference back) relates shall have 3 minutes to comment as the last speaker in the debate on the amendment (reference back).
- i. The Leader of Council may speak for up to ten minutes when summing up on the Minutes.
- j. A Member contributing to, or summing up on, any business other than set out above, may speak for up to 3 minutes.

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<sup>22</sup> A Member when seconding a White Paper motion, or an amendment to a White Paper Motion, may reserve that speech until a later period of the debate.

<sup>23</sup> Where the Executive Board Member is the Leader of Council the time available for summing up on his/her portfolio shall be 5 minutes.

## *Council Procedure Rules*

- k. On resuming an adjourned debate, the Member who moved its adjournment is entitled to speak first for up to 3 minutes.

### 14.2 No Speeches Until Motion Seconded

All other motions or amendments shall not be discussed unless it has been proposed and seconded.

### 14.3 Right to require motion in writing

Unless notice has already been given in accordance with Rules 12.1 or 13 it shall be put into writing and handed to the Lord Mayor before it is further discussed or put to the meeting.

### 14.4 Content of Speeches

Members shall direct their speech to the question under discussion, a personal explanation or a point of order.

### 14.5 When a Member May Speak Again

A Member who has spoken on any motion shall not speak again whilst it is the subject of debate except:

- (i) if the motion has been amended since the Member last spoke, to move a further amendment
- (ii) in exercise of a right of reply
- (iii) to raise a point of order in accordance with Rule 14.15
- (iv) to make a personal explanation in accordance with Rule 14.16

For the purpose of this Rule only, comments on the minutes in each portfolio section of the Executive Board and each committee moved under Rule 2.2(i) shall be regarded as being comments upon separate motions and such comments shall be relevant to such section of the minutes as are under debate.

### 14.6 Amendments to Motions

- (a) An amendment must be relevant to the motion and will be to:-
  - (i) refer a subject of debate to an appropriate body or individual for consideration or reconsideration;
  - (ii) leave out words;
  - (iii) leave out words and insert or add others; or
  - (iv) insert or add words,



provided that such omission, insertion or addition of words shall not have the effect solely of negating the motion.

- (b) Subject to Rule 14.6(c), only one amendment may be moved and discussed at any time. No further amendment shall be moved until the amendment under discussion has been disposed of.
- (c) Amendments to White Paper motions shall be moved and discussed in the order in which notice thereof has been given and the voting thereon shall be taken after the winding-up speech of the mover of the original motion.

14.7 Amendments (Reference Back) to a Motion to receive the Minutes

- (a) Only one amendment may be moved to any given minute under a motion to receive the minutes. This shall be one to request the decision-maker to reconsider the decision.
- (b) The Executive Member or Chair responsible for the section of the minutes to which the amendment relates shall have 3 minutes to comment as the last speaker in the debate on the amendment in addition to his/her rights under Rule 14.1(g). In the event that the amendment is the sole matter discussed under the given section of the minutes then the six minutes allowed under Rule 14.1(g) shall be applied.
- (c) The vote will be taken on the amendment before proceeding to comments on that section of the minutes.

14.8 Further Amendments

- (a) If any amendment is lost, other amendments may be moved on the original motion provided that, where necessary, due notice has been given in accordance with Rule 13.1.
- (b) If an amendment is carried, the motion as amended takes the place of the original motion upon which any further such amendments may be moved but this does not prevent any further amendments being moved by references to the wording of the original motion.
- (c) If a Member wishes to move a second or further amendment and has not given due notice thereof where required in accordance with Rule 13.1 the Member shall give notice of the proposed amendment during the discussion on the first or other earlier amendment and, subject to the consent of the Lord Mayor (which question shall not be open to discussion), may move this amendment at such time as the Lord Mayor shall decide. Subject to this, all amendments shall be considered in the order in which notice has been given.

## *Council Procedure Rules*

### 14.9 Alteration of Motion

A Member may with the consent of the Council signified without discussion:

- (a) alter a motion of which that Member has given notice; or
- (b) with the further consent of the seconder, alter a motion which that Member has moved

if (in either case) the alteration is one which could be made as an amendment thereto.

### 14.10 Withdrawal of Motion or Minutes

A motion or amendment shall not be withdrawn except with the consent of the seconder and of the Council. There shall be no discussion upon an application to withdraw a motion or amendment but any Member shall be at liberty to move that the leave applied for be given and the Council without discussion shall vote thereon.

### 14.11 Right of Reply

- (a) The mover of a motion has a right to reply at the close of debate of the motion immediately before it is put to the vote.
- (b) If an amendment is moved, the mover of the original motion shall also have a right of reply at the close of the debate on the amendment but may not otherwise speak on the amendment.
- (c) The mover of the amendment has no right of reply to the debate on such amendment.

### 14.12 Motions that May Be Moved During Debate

When a motion is under debate no motion shall be moved except the following:-

- (a) to amend the motion;
- (b) to adjourn the meeting;
- (c) to adjourn the debate;
- (d) to proceed to the next business;
- (e) that the question be now put;
- (f) that a Member be not further heard;
- (g) by the Lord Mayor under Rule 20 that a Member leave a meeting;
- (h) to exclude the press and public in accordance with the Access to Information Procedure Rules; or

- (i) to give consent to the withdrawal of a motion or amendment.

#### 14.13 Closure Motions

- (a) A Member may move, without comment, at the conclusion of a speech of another Member,

- (i) to proceed to the next business;
- (ii) that the question be now put;
- (iii) to adjourn a debate; or
- (iv) to adjourn a meeting

on the seconding of which the Lord Mayor shall proceed as set out in paragraphs (b), (c) and (d) below.

- (b) If a motion to proceed to the next business is seconded, the Lord Mayor will first give the mover of the original motion a right of reply in accordance with time limits for speaking set out in Procedure Rule 14.1. The Lord Mayor will then put to the vote the motion to proceed to the next business.
- (c) If a motion that the question be now put is seconded, the Lord Mayor will first put to the vote the motion that the question be now put, and if it is passed then give the mover of the original motion a right of reply in accordance with time limits for speaking set out in Procedure Rule 14.1 before putting a motion to the vote.
- (d) If a motion to adjourn the debate or the meeting is seconded, the Lord Mayor shall put the adjournment motion to the vote without giving the mover of the original motion a right of reply on that occasion and no amendment to the motion shall be permitted unless it relates to the time of adjournment.

#### 14.14 Resumption of Adjourned Debate

On resuming an adjourned debate, the Member who moved its adjournment is entitled to speak first.

#### 14.15 Points of Order

A Member may raise a point of order at any time and will, with the consent of the Lord Mayor, be entitled to be heard immediately. A point of order may relate only to an alleged breach of these Council Procedure Rules or statutory provision. The Member must specify the Rule or statutory provision and the way in which s/he considers it has been broken. The Lord Mayor's ruling is final.

## *Council Procedure Rules*

### 14.16 Personal explanation

A Member may make a personal explanation at any time. A personal explanation may only relate to some material part of an earlier speech by the Member which may appear to have been misunderstood in the present debate. The ruling of the Lord Mayor on the admissibility of a personal explanation will be final.

### 14.17 Lord Mayor's Ruling Final

The ruling of the Lord Mayor on a point of order or on the admissibility of a personal explanation shall not be open to discussion.

### 14.18 Interpretation of Council Procedure Rules

The ruling of the Lord Mayor as to the construction or application of any of these Rules, or as to any proceedings of the Council, shall not be challenged at any meeting of the Council and is final.

## **15.0 RESCINDING RESOLUTIONS OF COUNCIL**

- 15.1 No resolution of the Council shall be rescinded or varied, except upon motion made on a notice which shall refer to the resolution sought to be rescinded or varied. Provided that this Rule shall not apply to motions moved in pursuance of a recommendation by the Executive Board or a committee established under Rule 1.1(j) or a sub-committee thereof.

## **16.0 VOTING**

### 16.1 Majority

Unless this Constitution or the law provides otherwise, any matter will be decided by a simple majority of those Members voting and present in the room at the time the question was put.

### 16.2 Casting Vote

At any meeting of the Council or a committee established under Rule 1.1(j), or a sub-committee thereof, the Chair shall, in case of an equal division of votes have a second or casting vote.

### 16.3 Show of Hands

- (a) Unless a recorded vote is demanded under Rules 16.4 and 16.5, the Lord Mayor will take the vote by show of hands or if there is no dissent, by the affirmation of the meeting.
- (b) The result of a vote by show of hands will be announced provisionally by the Lord Mayor who will then allow a further reasonable period for any two Members to requisition a recorded vote. If any such requisition is made, the

## Council Procedure Rules

show of hands shall be disregarded and the voting will be recorded to show how each Member present voted.

- (c) If no such requisition is made before the Lord Mayor announces the next item of business or the closure of the meeting, as appropriate, the result of the show of hands as announced by the Lord Mayor will there upon become final.

### 16.4 Recorded Vote

Where a recorded vote is required in accordance with paragraphs (a) or (b) below then the minute of the proceedings shall include a record of the names of persons who cast a vote for the decision or against the decision or who abstained from voting.

A recorded vote is required in the following circumstances:-

- (a) Any vote required to be recorded by law<sup>24</sup>, or
- (b) Any vote where, before the vote is taken on any matter before Council, any two Members of the Council demand that the votes are recorded.

### 16.5 Right to Require Individual Vote to be Recorded

Where immediately after a vote is taken at a meeting if any Member so requires, there shall be recorded in the minutes of the proceedings of that meeting whether that person cast his/her vote for the question, against the question or whether s/he abstained from voting.

### 16.6 Division Bells

- (a) Where a closing speech has started there will be a single ring of the bell.
- (b) In any situation where it has been agreed that a recorded vote shall be taken, there will be two rings of the bell and at least half a minute will elapse between the end of the final ring and the taking of the vote.

### 16.7 Voting on Appointments

If there are more than two people nominated for any position to be filled by the Council, and there is not a clear majority in favour of one person, then the name of the person with the least number of votes shall be taken off the list and a new vote shall be taken. The process will continue until there is a majority of votes for one person.

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<sup>24</sup> Including but not limited to the requirement to record a vote in relation to a budget decision in accordance with paragraph 11 of Schedule 2, Part 2 of the Local Authorities (Standing Orders) (England) Regulations 2001.

## **17.0 MINUTES**

### **17.1 Signing the Minutes**

- (a) The Lord Mayor will put the question that the minutes of the previous meeting or meetings of the Council be approved as a correct record.
- (b) No discussion will take place upon the minutes, except upon their accuracy, and any question of their accuracy shall be raised by motion. If no such question is raised, or it is raised then as soon as it has been disposed of, the Lord Mayor will sign the minutes.

### **17.2 No requirement to sign minutes of previous meeting at Extraordinary Meeting**

Where in relation to any meeting, the next meeting for the purpose of signing the minutes is a meeting called under paragraph 3 of Schedule 12 to the Local Government Act 1972 (an Extraordinary Meeting) then the next following meeting (being a meeting called otherwise than under that paragraph) will be treated as a suitable meeting for the purposes of paragraph 41(1) and (2) of Schedule 12 relating to signing of minutes.

### **17.3 Form of Minutes**

Minutes will contain all motions and amendments in the exact form and order the Lord Mayor put them.

## **18.0 RECORD OF ATTENDANCE**

- 18.1 The clerk for the meeting will record the attendance of all Members present during the whole or part of a meeting.

## **19.0 EXCLUSION OF PUBLIC**

- 19.1 Subject to any statutory prohibitions and to paragraph 19.2 below, meetings of the Council and committees established under Rule 1.1(j) and any sub-committees thereof, shall be open to the public<sup>25</sup>. This shall be without prejudice to any power of exclusion to suppress or prevent disorderly conduct or other misbehaviour at a meeting.
- 19.2 The Council and committees established under Rule 1.1(j) and any sub-committees thereof may by resolution exclude the press and public from a meeting (whether during the whole part or part only of the proceedings) in accordance with the Access to Information Procedure Rules in Part 4 of this Constitution.

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<sup>25</sup> The Recording Protocol: Third Party Recording of Committees, Boards and Panels, set out at Appendix 1 to the Access to Information Procedure Rules applies.

## **20.0 MEMBERS' CONDUCT**

### **20.1 Standing to Speak**

A Member when speaking at full Council must stand and address the Lord Mayor. If two or more Members rise, the Lord Mayor will call on one to speak and the other or others must sit. While the Member is speaking, the other Members must remain seated unless rising on a point of order or personal explanation. Members shall speak of each other by their titles of "Lord Mayor" or "Councillor" as the case may be.

### **20.2 Lord Mayor Standing**

When the Lord Mayor rises during a debate, any Member speaking at the time must stop and sit down. The meeting must be silent.

### **20.3 Member not to be Heard Further**

If at a meeting any Member indulges in misconduct by behaving irregularly, improperly, offensively, or by wilfully obstructing the business of the Council, any other Member (including the Lord Mayor) may move "that the Member named be not further heard" and the motion, if seconded will, with the leave of the Lord Mayor, be put and voted on without further discussion.

### **20.4 Member to Leave the Meeting**

If the Member named continues the misconduct after a motion under the foregoing paragraph has been carried, the Lord Mayor shall either move "That the Member named do leave the meeting" (in which case the motion shall be put and determined without seconding or discussion) or adjourn the meeting of the Council for such period as the Lord Mayor shall consider expedient.

### **20.5 General Disturbance**

In the event of general disturbance which in the opinion of the Lord Mayor renders the orderly dispatch of business impossible, the Lord Mayor may, without question, adjourn the meeting of the Council for such period as s/he considers expedient.

## **21.0 DISTURBANCE BY THE PUBLIC**

21.1 If a Member of the public interrupts the proceedings at any meeting the Lord Mayor will warn the person concerned. If that person continues the interruption, the Lord Mayor will order their removal from the meeting room.

21.2 In the case of general disturbance in any part of the meeting room open to the public the Lord Mayor may call for that part to be cleared.

## **22.0 SUSPENSION AND AMENDMENT OF COUNCIL PROCEDURE RULES**

### **22.1 Suspension**

Any Council Procedure Rule except Rule 16.5 and 17.2 may be suspended by a motion made and seconded and carried by a majority of the Members present at the meeting. A motion to suspend in relation to the proposed introduction of an emergency motion<sup>26</sup> should include the wording of the motion proposed to be considered. The motion to suspend should not include the reasons why the suspension is being proposed. Suspension is only for the duration of the meeting.

### **22.2 Amendment**

Any motion to add to, vary or revoke these Council Procedure Rules will, when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council.

## **23.0 INTEREST OF MEMBERS AND OFFICERS**

23.1 Members must comply with the Members' Code of Conduct.

23.2 Directors shall record in a book kept for the purpose particulars of any notice given by an officer of the Council of a personal interest in a contract and each such book shall be open during office hours to the inspection of any Members of the Council.

## **24.0 MOTIONS AFFECTING COUNCIL EMPLOYEES**

24.1 If any question arises at a meeting of the Council or a committee established under Rule 1.1(j) and any sub-committee thereof, open to the public as to the appointment, promotion, dismissal, salary, superannuation or conditions of service, or as to the conduct of any person employed by the Council, such question shall not be the subject of discussion until the Council, committee, or sub-committee, has decided whether or not the power of exclusion of the public under section 100A of the Local Government Act 1972 shall be exercised.

## **25.0 APPLICATION TO COMMITTEES AND SUB COMMITTEES**

25.1 All of the Council Procedure Rules apply to meetings of full Council. None of the Rules apply to meetings of the Executive (see Executive and Decision Making Procedure Rules). Only the following Rules apply to meetings of committees and sub-committees:

6.2, 16.1, 16.2, 16.5, 16.7, 17.1(a), 18, 19, 21, 23 - 28.

25.2 References to "Lord Mayor" shall read "the Chair".

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<sup>26</sup> And all subsequent amendments.



## 26.0 SUBSTITUTE MEMBERS

### a.1 Allocation

- (a) In relation to each Plans Panel ~~and Development Plan Panel~~, the Council shall appoint a list of substitute members comprising all ~~other~~ members of the ~~other~~ Plans Panels, ~~and~~ the Development Plan Panel ~~and the Licensing Committee~~. In addition the list may include any ~~other~~ Members who are not members of these committees but are, nominated by their group Whip<sup>27</sup>, ~~who are not members of these committees, but have received appropriate training~~. A ~~substitute nominated~~ member shall be entitled to attend meetings in place of a regular member, subject to the substitute member having received appropriate training<sup>28</sup>.
- (b) In relation to the Member Management Committee, an Executive Member, Deputy Executive Member, Whip or Assistant Whip shall be entitled to attend meetings in place of a regular member of the Committee.
- ~~(c) In relation to the Development Plan Panel, the Council shall appoint substitute Members, comprising all Members of the Plans Panels and the Licensing Committee. A nominated Member shall be entitled to attend meetings in place of a regular Member, subject to the substitute Member having received appropriate training.~~
- ~~(d)~~(c) In relation to the Climate Emergency Advisory Committee, the Council shall appoint substitute members via nominations from group Whips. Each Whip shall nominate one substitute for each member that sits on the Committee. A nominated member shall be entitled to attend meetings in place of a regular member.
- ~~(e)~~(d) In relation to the Corporate Governance and Audit Committee, the Council shall appoint substitute members via nominations from group Whips. Each Whip shall nominate one substitute for each member that sits on the Committee. Whips may not nominate any members that would be excluded from full membership under the provisions of Article 9 of the Constitution.
- ~~(f)~~(e) In relation to the General Purposes Committee, an Executive Member, Deputy Executive Member, group leader or deputy group leader, group whip or assistant whip, shall be entitled to attend meetings in place of a regular member of the Committee.
- ~~(g)~~(f) In relation to Scrutiny Boards, any non-executive member is eligible to attend in the place of an absent scrutiny board member.
- ~~(h)~~(g) In relation to Standards and Conduct Committee, the Council shall appoint substitute members via nominations from group Whips. Each Whip shall nominate one substitute for each member that sits on the Committee. A

<sup>27</sup> Nominations to be made in writing or by email to the Head of Democratic Governance Services

<sup>28</sup> In accordance with Article 8 of the Constitution.

nominated member shall be entitled to attend meetings in place of a regular member, subject to the substitute member having received appropriate training.

(h) In relation to the Health and Wellbeing Board

- the Council shall appoint substitute Members via nominations from group Whips. Each Whip shall nominate one substitute for each Member that sits on the Board; and
- any non-voting representative of each Clinical Commissioning Group and of Healthwatch Leeds appointed by the Health and Wellbeing Board, may substitute for a relevant voting representative.
- the named substitute from the Third Sector can attend and participate in meetings and vote in the absence of the Third Sector member appointed to the Board.

(i) In relation to Community Committees

- Elected members cannot be substituted
- Where a representative from a designated organisation has been co-opted on to the Community Committee, that member can be substituted by another representative from that organisation, subject to the Chair being informed before the meeting of the proposed substitution.

## 26.2 Substitution

A substitute member shall be entitled to attend in place of a regular member provided that the Committee Clerk has been notified of this before the meeting begins. Once the meeting has begun, the regular member in respect of whom notification has been received, shall no longer be entitled to attend that meeting as a member of the committee concerned.

## 26.3 Powers and Duties

A substitute member shall be for all purposes a duly appointed member of the committee to which s/he is appointed as a substitute member for the meeting in question. Substitute members will have all the powers and duties of any regular member of the committee, but will not be able to exercise any special powers or duties exercisable by the person for whom they are substituting.

## 27.0 **SPECIAL MEETINGS OF COMMITTEES**

27.1 The Chair of a committee established under Rule 1.1(j), may call a meeting at any time. A special meeting shall also be called on the requisition of any three Members of such committees delivered in writing to the Chief Executive. The Agenda for such a special meeting shall set out the business to be considered thereat and no business other than that set out in the Agenda shall be considered at that meeting.

**28.0 QUORUM OF COMMITTEES AND SUB-COMMITTEES**

- 28.1 Four Members (including the Chair) shall form a quorum in committees established under Rule 1.1(j), except as follows:
- 28.2 The quorum for the Employment Committee shall be two, including one Member of the Executive Board.
- 28.3 The quorum for a meeting of a Community Committee shall be satisfied if at least one half<sup>29</sup> of the Elected Ward Members are present
- 28.4 The quorum for the Licensing Committee shall be as set out in the Licensing Procedure Rules.
- 28.5 The quorum of any sub-committee shall be determined by the appointing committee.
- 28.6 The quorum of the Health and Wellbeing Board shall be four, including one councillor and a CCG representative.
- 28.7 Except where authorised by statute, business shall not be transacted at a meeting unless a quorum is present

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<sup>29</sup> For a Community Committee of twelve Members the quorum shall be six; for a Community Committee of nine Members the quorum shall be five.

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**PROCEDURE FOR CONSIDERING COMPLAINTS ALLEGING A FAILURE TO COMPLY WITH A MEMBERS' CODE OF CONDUCT WITHIN THE AREA OF LEEDS METROPOLITAN DISTRICT COUNCIL**

## Introduction

1. This procedure should be used to deal with complaints submitted under the Members' Code of Conduct adopted by Leeds City Council and the Parish and Town Councils in the Leeds area.
2. The Members' Code of Conduct applies to elected Members and voting co-opted members when they are acting in that capacity. Complaints which relate to a failure to comply with the rules about 'Disclosable Pecuniary Interests' should be directed to the West Yorkshire Police for their consideration. Complaints about a potential breach of the general obligations should be submitted to the Monitoring Officer for consideration.
3. The Monitoring Officer may nominate another officer of suitable experience and seniority to carry out any of the functions listed in this procedure.

## Stage 1 - Initial assessment by the Monitoring Officer

4. Complaints must be submitted in writing<sup>1</sup>, must provide substantiated information, and should outline what form of resolution the complainant is seeking. Otherwise the Monitoring Officer should ask the complainant to resubmit their complaint. Ideally the complainant will use the correct complaints form to submit their complaint, but other written complaints will be accepted so long as they contain the relevant information.
5. The Monitoring Officer will ~~consider assess~~ the complaint<sup>2</sup> in consultation with the Independent Person and make a decision as to whether it is valid or not valid and further action would be proportionate and/or in the public interest. The Council will 'Take No Further Action' where a complaint appears to be intended to cause annoyance, frustration or worry (vexatious), is intended to do harm (malicious), or where it is apparent that a complaint has little or no substance (frivolous), particularly in terms of value or importance to the wider Public Interest (i.e. trivial complaints). ~~or;~~
  - a. ~~it will be treated as a valid complaint or not.~~

<sup>1</sup> Complaints about the conduct of a parish or town councillor towards a clerk should be made by the chair or the by the parish or town council as a whole, rather than by the clerk in all but exceptional circumstances.

<sup>2</sup> Including seeking and reviewing any readily obtainable information (including observations and recollections from the Subject Member).

*Procedure for considering complaints alleging a failure to comply with a Members' Code of Conduct*

5.6. The following types of complaint will not be considered as 'valid complaints' under this procedure and will result in No Further Action being taken:

- a. Complaints which are submitted anonymously<sup>3</sup> <sup>4</sup>;
- b. Complaints which do not identify a subject Member;
- c. Complaints which relate to a Member's personal or private life;
- d. Complaints concerning a failure to respond to a request from a constituent or other individual;
- e. Complaints which relate to the alleged actions of employees of the Council or non-voting co-optees;
- f. Complaints which relate to a decision of an employee or a Committee;
- g. Complaints which relate to a person who is no longer a Member of the Council or which refer to alleged incidents before the person became a Member of the Council;
- h. Complaints which refer to alleged incidents which happened so long ago<sup>5</sup> that there would be little benefit in taking action now;
- ~~i. Complaints containing trivial allegations, cause annoyance, frustration or worry (vexatious), or intended to do harm (malicious), or where it is apparent that a complaint has little or no substance (frivolous), particularly in terms of value or importance to the wider Public Interest (i.e. trivial complaints), are politically motivated or tit-for-tat ;~~
- ~~i. Complaints containing trivial allegations<sup>6</sup>, or which appear to be simply malicious, politically motivated or tit-for-tat;~~
- j. Complaints regarding alleged behaviour which has already been the subject of an investigation or some form of action, or are more suited for resolution through alternative means;
- k. Complaints which relate to an alleged failure to comply with the rules regarding 'Disclosable Pecuniary Interests'<sup>7</sup>;

<sup>3</sup> Complaints which contain a request for the complainant's identity to be withheld may be considered to be 'valid complaints', although the complainant's identity will only be withheld in exceptional circumstances. If the Monitoring Officer does not consider it appropriate to withhold the complainant's identity, the complainant will be given the opportunity to withdraw their complaint before it proceeds to the next stage.

<sup>4</sup> Anonymous complaints which reveal potential fraud or corruption will be referred to Internal Audit for consideration under the Council's adopted Whistle blowing Policy

<sup>5</sup> In general terms complaints should be submitted within 6 months of the alleged incident

~~<sup>6</sup> Trivial allegations are those where further action would be disproportionate or not in the public interest~~

*Procedure for considering complaints alleging a failure to comply with a Members' Code of Conduct*

- l. Complaints which do not evidence a failure to comply with obligations under the Members' Code of Conduct or otherwise do not relate to the Members' Code of Conduct;
- m. Complaints that it is not possible to investigate or in relation to which there is no action which could be taken which would achieve an outcome sought by the complainant in the circumstances of the case.

~~6-7.~~ In all cases where the complaint names a Member of a relevant authority, the Member will be notified of the complaint<sup>8</sup>. ~~If the Monitoring Officer decides that the complaint is 'invalid', this notification is made for information only.~~

~~7-8.~~ If the complaint relates to an employee or is a service related issue, the Monitoring Officer will refer the complaint to the relevant service in order for them to respond to the complainant directly.

~~8-9.~~ In any case where the Monitoring Officer decides that the complaint cannot be progressed further under the procedure~~complaint is 'invalid'~~, they will write to the complainant explaining why their complaint cannot be dealt with under this procedure. There is no Council appeal process for decisions taken by the Monitoring Officer at this stage<sup>9</sup>.

## **Stage 2 - Informal resolution**

~~9-10.~~ If, following initial assessment, the Monitoring Officer decides that the complaint should be treated as a 'valid complaint' they will write to the complainant and explain that the matter is to be referred to the subject Member for them to seek to resolve the issue in accordance with this procedure. The complainant will also be provided with an outline of the procedure for dealing with complaints against Councillors.

~~10-11.~~ At the same time the Monitoring Officer will refer the matter to the subject Member<sup>10</sup> and the relevant Group Whip<sup>11</sup> for their consideration. In this correspondence the Monitoring Officer will provide the subject Member with a reasonable timescale within which to attempt to resolve the complaint (usually

<sup>7</sup> Such complaints will be redirected to the West Yorkshire Police, subject to the complainant's agreement.

<sup>8</sup> Information shared will include details of the complainant and their complaint. The Subject Member will receive this information as a data controller in their own right and all usual data protection controls will apply.

<sup>9</sup> Complainants will though be routinely advised of their rights to contact the Local Government and Social Care Ombudsman.

<sup>10</sup> Information shared will include details of the complainant and their complaint. The Subject Member will receive this information as a data controller in their own right and all usual data protection controls will apply.

<sup>11</sup> If the subject Member is the Group Whip, the complaint will be copied to his or her Group Leader. In the case of a Parish or Town Council without structured political groups, the Monitoring Officer could consider involving the Chairperson of the Council.

*Procedure for considering complaints alleging a failure to comply with a Members' Code of Conduct*

this will be 28 days), and will provide the subject Member with the contact details for the Independent Person<sup>12</sup>.

~~11.12.~~ Types of informal resolution might include:

- a. An explanation by the subject Member of the circumstances surrounding the complaint;
- b. An apology from the subject Member;
- c. An agreement from the subject Member to attend relevant training or to take part in a mentoring process;
- d. Offering to engage in a process of mediation or conciliation between the subject Member and the complainant; or
- e. Any other action capable of resolving the complaint.

~~12.13.~~ Before deciding upon a course of action the subject Member may seek guidance from a Group Whip, the Independent Person, and/or the Monitoring Officer or an appropriate senior person nominated by her. It may also be ~~advisable~~ appropriate for the Monitoring Officer<sup>13</sup> to seek the view of the complainant to ascertain what form of informal resolution they would find acceptable, particularly if the form of resolution they have specified in their complaint is not possible.

~~13.14.~~ The Independent Person is available to the subject Member to give them advice on the severity of the complaint and what form of resolution they would consider appropriate. Providing such guidance will not prevent the Independent Person from giving a view to the Standards and Conduct Committee about the complaint at a later stage.

~~14.15.~~ At the end of the 28 day period the Monitoring Officer will, in consultation with the Chair of the Standards and Conduct Committee and the Independent Person, seek to establish whether the subject Member (or Group Whip) has appropriately addressed matters which have been raised by the complainant.

~~15.16.~~ Where the subject Member has appropriately addressed the matters raised there will be no further action taken in respect of the complaint and the Monitoring Officer will notify both the complainant and the subject Member of this decision.

~~16.17.~~ Where it has not been possible to appropriately address matters, the complaint will be referred to the Standards and Conduct Committee for consideration. The Monitoring Officer will notify both the complainant and the subject Member of this decision, and will provide the subject Member with information regarding the Council's insurance arrangements (and how legal representation may be accessed).

<sup>12</sup> See Annex 1 for a summary of the role of the Independent Person.

<sup>13</sup> Or other suitable senior person as appropriate (including that Members' Whip)



*Procedure for considering complaints alleging a failure to comply with a Members' Code of Conduct*

~~17.~~18. There will be no appeal process for decisions taken by the Monitoring Officer and the Chair of the Standards and Conduct Committee at this stage.

**Stage 3 – Standards and Conduct Committee**

~~18.~~19. The Monitoring Officer will commission a report for consideration by the Standards and Conduct Committee. This report will include readily obtainable information (such as minutes of meetings or Clerk's notes), a summary of the complaint and the efforts made to resolve the matter informally.

~~19.~~20. The Monitoring Officer must arrange for a meeting of the Standards and Conduct Committee (or the relevant Sub-Committee<sup>14</sup>)<sup>15</sup> to be convened to consider the commissioned report of the complaint. Wherever possible the meeting will take place within 28 days of the report being finalised.

~~20.~~21. If the complaint relates to a Parish or Town Councillor, one of the co-opted Parish Members will be invited to attend the Committee meeting. The Parish Member will not be entitled to vote at the meeting, but will be entitled to speak at the discretion of the Chair.

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<sup>14</sup> Such Sub-Committee will be made up of three Members of the Standards and Conduct Committee, one of whom must be from the same political group as the subject Member (wherever possible), but not all of the Members will be from the same political group. The Chair will be elected from among the membership at the beginning of the meeting, but cannot be from the same political group as the subject Member.

<sup>15</sup> References to the Committee in rules 21 to 36 below shall be read as references to the Sub-Committee if such sub-committee has been appointed and is convened to hear the complaint.

*Procedure for considering complaints alleging a failure to comply with a Members' Code of Conduct*

~~21-22.~~ The following people will also be invited to attend the Committee meeting:

- a. The complainant;
- b. The subject Member;
- c. The Group Whip (if relevant); and
- d. The Independent Person.

~~22-23.~~ The Monitoring Officer will attend the meeting in order to advise the Committee.

~~23-24.~~ At the beginning of the meeting the Committee will be asked to consider whether the complaint should be considered in private in accordance with the provisions of Rule 10 of the Access to Information Procedure Rules relating to exempt information. If the meeting is to be held in private the press and public will be excluded<sup>16</sup>.

~~24-25.~~ After initial consideration of the commissioned report, the Committee will take statements from the following parties (either in person or in written form if the person is unable to attend the meeting):

- a. The complainant; and
- b. The subject Member.

~~25-26.~~ The Committee may also ask questions of anyone present at the meeting in order to reach a conclusion on the complaint.

~~26-27.~~ Before reaching a final decision on the complaint, the Committee must seek, and take account of, the view of the Independent Person in relation to the complaint.

~~27-28.~~ If the Committee is unable to reach a conclusion on the complaint on the basis of the information before it, it may adjourn the meeting and request that the Monitoring Officer seeks the further information required. However, when doing so the Committee should consider whether the information will be readily available to the Monitoring Officer.

~~28-29.~~ Once the Committee is satisfied with the information before it, it must decide the following issues:

- a. Whether the subject Member has failed to comply with the Members' Code of Conduct;

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<sup>16</sup> The Committee may invite people to remain in the meeting if it is considered that they could provide information relevant to the complaint.

*Procedure for considering complaints alleging a failure to comply with a Members' Code of Conduct*

- b. Whether further action is warranted; and
- c. What form of action might be appropriate.

~~29.~~30. If the Committee concludes that, on the balance of probabilities, the subject Member did not fail to comply with the Members' Code of Conduct, this will conclude the complaints process. In such cases no further action will be taken in respect of the complaint, although the Committee may still wish to consider making a recommendation to the authority with a view to promoting and maintaining high standards of conduct in general. Such recommendations may include proposed changes to internal procedures and practices or training for Members in general.

~~30.~~31. If the Committee concludes that, on the balance of probabilities, the subject Member has failed to comply with the Members' Code of Conduct, the Committee must go on to consider whether action should be recommended in respect of the subject Member, and what form of action might be appropriate.

~~31.~~32. The recommendations available to the Committee include<sup>17</sup> but are not limited to:

- a. A formal letter to the subject Member from the Chair of the Standards and Conduct Committee;
- b. Formal censure by a motion of full Council; or
- c. Removal by the authority of the Member from a relevant Committee(s) subject to statutory and constitutional requirements.

~~32.~~33. The Committee may make a recommendation in relation to one or more of the above sanctions to full Council or, if appropriate, the Town or Parish Council, the Group Whip or the Chair of the Standards and Conduct Committee. The Chair will confirm any such recommendations in writing within five working days of the Committee meeting.

~~33.~~34. The Committee may also make general recommendations to the authority<sup>18</sup> with a view to promoting and maintaining high standards of conduct within the authority. As stated above, such recommendations may include proposed changes to internal procedures and practices or training for Members in general. The Monitoring Officer will be responsible for communicating such recommendations to the relevant Committee or officer for consideration.

~~34.~~35. Within five working days of the meeting, the Chair of the Committee will write to the complainant and the subject Member explaining the final decision of the Committee and detailing any recommendations made.

<sup>17</sup> The committee may not decide to disqualify or suspend the subject Member as a Councillor.

<sup>18</sup> Which shall be Leeds City Council and / or the Town or Parish Council concerned as appropriate  
Part 4(k)

*Procedure for considering complaints alleging a failure to comply with a Members' Code of Conduct*

~~35-36~~. There will be no right of appeal against a decision of the Committee.

## **ANNEX 1 - ROLE OF THE 'INDEPENDENT PERSON'**

### Role of the Independent Person

The role of the independent person is set out in Section 28 of the Localism Act 2011.

As part of its arrangements under which decisions on allegations can be made, each principal authority must appoint at least one independent person.

The independent person's views **will** be sought, and taken into account, by the authority before:-

- Making a decision ~~to treat a decision as valid under~~ at Stage 1 of this procedure
- Making a decision as to whether the subject Member has appropriately addressed matters raised by the complainant by way of informal resolution at Stage 2 of this procedure
- Making a decision on an allegation that it has decided to investigate under Stage 3 of this procedure.

A member or co-opted member of the authority (or of a parish council in the area) **may** seek the independent Person's views on an allegation made against them.

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# Draft

# Councillor Code of

# Conduct<sup>1</sup>

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<sup>1</sup> Adapted from the LGA Model Councillor Code of Conduct

## Definitions

For the purposes of this Code of Conduct, a “councillor” means a member or coopted member of a local authority or a directly elected mayor. A “co-opted member” is defined in the Localism Act 2011 Section 27(4) as “a person who is not a member of the authority but who

- a) is a member of any committee or sub-committee of the authority, or;
- b) is a member of, and represents the authority on, any joint committee or joint sub-committee of the authority;

and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee”.

## Purpose of the Code of Conduct

The purpose of this Code of Conduct is to assist you, as a councillor, in modelling the behaviour that is expected of you, to provide a personal check and balance, and to set out the type of conduct that could lead to action being taken against you. It is also to protect you, the public, fellow councillors, local authority officers and the reputation of local government. It sets out general principles of conduct expected of all councillors and your specific obligations in relation to standards of conduct.

The Standards and Conduct Committee encourages the use of support, training and mediation prior to action being taken using the Code. The fundamental aim of the Code is to create and maintain public confidence in the role of councillor and local government.

## General principles of councillor conduct

Everyone in public office at all levels; all who serve the public or deliver public services, including ministers, civil servants, councillors and local authority officers; should uphold the [Seven Principles of Public Life](#), also known as the Nolan Principles.

Building on these principles, the following general principles have been developed specifically for the role of councillor.

In accordance with the public trust placed in me, on all occasions:

- I act with integrity and honesty
- I act lawfully
- I treat all persons fairly and with respect; and
- I lead by example and act in a way that secures public confidence in the role of councillor.



In undertaking my role:

- I impartially exercise my responsibilities in the interests of the local community
- I do not improperly seek to confer an advantage, or disadvantage, on any person
- I avoid conflicts of interest
- I exercise reasonable care and diligence; and
- I ensure that public resources are used prudently in accordance with my local authority's requirements and in the public interest.

### **Application of the Code of Conduct**

This Code of Conduct applies to you as soon as you sign your declaration of acceptance of the office of councillor or attend your first meeting as a co-opted member and continues to apply to you until you cease to be a councillor.

This Code of Conduct applies to you when:

- you are acting in your capacity as a councillor and/or as a representative of your council
- you are claiming to act as a councillor and/or as a representative of your council
- you are giving the impression that you are acting as a councillor and/or as a representative of your council
- you refer publicly to your role as a councillor or use knowledge you could only obtain in your role as a councillor.

The Code applies to all forms of communication and interaction, including:

- at face-to-face meetings
- at online or telephone meetings
- in written communication
- in verbal communication
- in non-verbal communication
- in electronic and social media communication, posts, statements and comments.

You are also expected to uphold high standards of conduct and show leadership at all times.

The Monitoring Officer has statutory responsibility for the implementation of the Code of Conduct, and you are encouraged to seek advice from the Monitoring Officer on any matters that may relate to the Code of Conduct.

## **Standards of councillor conduct**

This section sets out your obligations, which are the minimum standards of conduct required of you as a councillor. Should your conduct fall short of these standards, a complaint may be made against you, which may result in action being taken.

Guidance is included to help explain the reasons for the obligations and how they should be followed.

### **General Conduct**

#### **1. Respect**

##### **As a councillor:**

**1.1 I treat other councillors and members of the public with respect.**

**1.2 I treat local authority employees, employees and representatives of partner organisations and those volunteering for the local authority with respect and respect the role they play.**

Respect means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. As a councillor, you can express, challenge, criticise and disagree with views, ideas, opinions and policies in a robust but civil manner. You should not, however, subject individuals, groups of people or organisations to personal attack.

In your contact with the public, you should treat them politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in councillors.

In return, you have a right to expect respectful behaviour from the public. If members of the public are being abusive, intimidatory or threatening you are entitled to stop any conversation or interaction in person or online and report them to the local authority, the relevant social media provider or the police. This also applies to fellow councillors, where action could then be taken under the Councillor Code of Conduct, and local authority employees, where concerns should be raised in line with the local authority's councillor-officer protocol.

## **2. Bullying, harassment and discrimination**

**As a councillor:**

**2.1 I do not bully any person.**

**2.2 I do not harass any person.**

**2.3 I promote equalities and do not discriminate unlawfully against any person.**

The Advisory, Conciliation and Arbitration Service (ACAS) characterises bullying as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in emails or phone calls, happen in the workplace or at work social events and may not always be obvious or noticed by others.

The Protection from Harassment Act 1997 defines harassment as conduct that causes alarm or distress or puts people in fear of violence and must involve such conduct on at least two occasions. It can include repeated attempts to impose unwanted communications and contact upon a person in a manner that could be expected to cause distress or fear in any reasonable person.

Unlawful discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity defined by the Equality Act 2010. They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The Equality Act 2010 places specific duties on local authorities. Councillors have a central role to play in ensuring that equality issues are integral to the local authority's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services.

### **3. *Impartiality of officers of the council***

**As a councillor:**

**3.1 I do not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the local authority.**

Officers work for the local authority as a whole and must be politically neutral (unless they are political assistants). They should not be coerced or persuaded to act in a way that would undermine their neutrality. You can question officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written. However, you must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

### **4. *Confidentiality and access to information***

**As a councillor:**

**4.1 I do not disclose information:**

- a. given to me in confidence by anyone**
- b. acquired by me which I believe, or ought reasonably to be aware, is of a confidential nature, unless**
  - i. I have received the consent of a person authorised to give it;**
  - ii. I am required by law to do so;**
  - iii. the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or**
  - iv. the disclosure is:**
    - 1. reasonable and in the public interest; and**
    - 2. made in good faith and in compliance with the reasonable requirements of the local authority; and**
    - 3. I have consulted the Monitoring Officer prior to its release.**

**4.2 I do not improperly use knowledge gained solely as a result of my role as a councillor for the advancement of myself, my friends, my family members, my employer or my business interests.**

**4.3 I do not prevent anyone from getting information that they are entitled to by law.**

Local authorities must work openly and transparently, and their proceedings and printed materials are open to the public, except in certain legally defined circumstances. You should work on this basis, but there will be times when it is required by law that discussions, documents and other information relating to or held by the local authority must be treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.

## **5. *Disrepute***

### **As a councillor:**

#### **5.1 I do not bring my role or local authority into disrepute.**

As a councillor, you are trusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on you, other councillors and/or your local authority and may lower the public's confidence in your or your local authority's ability to discharge your/it's functions. For example, behaviour that is considered dishonest and/or deceitful can bring your local authority into disrepute.

You are able to hold the local authority and fellow councillors to account and are able to constructively challenge and express concern about decisions and processes undertaken by the council whilst continuing to adhere to other aspects of this Code of Conduct.

## **6. Use of position**

**As a councillor:**

**6.1 I do not use, or attempt to use, my position improperly to the advantage or disadvantage of myself or anyone else.**

Your position as a member of the local authority provides you with certain opportunities, responsibilities and privileges, and you make choices all the time that will impact others. However, you should not take advantage of these opportunities to further your own or others' private interests or to disadvantage anyone unfairly.

## **7. Use of local authority resources and facilities**

**As a councillor:**

**7.1 I do not misuse council resources.**

**7.2 I will, when using the resources of the local or authorising their use by others:**

- a. act in accordance with the local authority's requirements; and**
- b. ensure that such resources are not used for political purposes unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the local authority or of the office to which I have been elected or appointed.**

You may be provided with resources and facilities by the local authority to assist you in carrying out your duties as a councillor.

Examples include:

- office support
- stationery
- equipment such as phones, and computers
- transport
- access and use of local authority buildings and rooms.

These are given to you to help you carry out your role as a councillor more effectively and are not to be used for business or personal gain. They should be used in accordance with the purpose for which they have been provided and the local authority's own policies regarding their use.

## **8. *Complying with the Code of Conduct***

**As a councillor:**

**8.1 I undertake Code of Conduct training provided by my local authority.**

**8.2 I cooperate with any Code of Conduct investigation and/or determination.**

**8.3 I do not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.**

**8.4 I comply with any sanction imposed on me following a finding that I have breached the Code of Conduct.**

It is extremely important for you as a councillor to demonstrate high standards, for you to have your actions open to scrutiny and for you not to undermine public trust in the local authority or its governance. If you do not understand or are concerned about the local authority's processes in handling a complaint you should raise this with your Monitoring Officer.

### **Protecting your reputation and the reputation of the local authority**

## **9. *Interests***

**As a councillor:**

**9.1 I register and declare my interests.**

You need to register your interests so that the public, local authority employees and fellow councillors know which of your interests might give rise to a conflict of interest. The register is a public document that can be consulted when (or before) an issue arises. The register also protects you by allowing you to demonstrate openness and a willingness to be held accountable. You are personally responsible for deciding whether or not you should declare an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise. It is also important that the public know about any interest that might have to be declared by you or other councillors when making or taking part in decisions, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained.

You should note that failure to register or declare a disclosable pecuniary (i.e. financial) interest is a criminal offence under the Localism Act 2011.

Appendix B sets out the detailed provisions on registering and declaring interests. If in doubt, you should always seek advice from your Monitoring Officer.

**10. Gifts and hospitality As a councillor:**

**10.1 I do not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the local authority or from persons who may apply to the local authority for any permission, licence or other significant advantage.**

**10.2 I register with the Monitoring Officer any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.**

**10.3 I register with the Monitoring Officer any significant gift or hospitality that I have been offered but have refused to accept.**

In order to protect your position and the reputation of the local authority, you should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you because you are a councillor. The presumption should always be not to accept significant gifts or hospitality. However, there may be times when such a refusal may be difficult if it is seen as rudeness in which case you could accept it but must ensure it is publicly registered. However, you do not need to register gifts and hospitality which are not related to your role as a councillor, such as Christmas gifts from your friends and family. It is also important to note that it is appropriate to accept normal expenses and hospitality associated with your duties as a councillor. If you are unsure, do contact your Monitoring Officer for guidance.





# Appendices

## Appendix A – The Seven Principles of Public Life The

principles are:

### **Selflessness**

Holders of public office should act solely in terms of the public interest.

### **Integrity**

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

### **Objectivity**

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

### **Accountability**

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

### **Openness**

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

### **Honesty**

Holders of public office should be truthful.

### **Leadership**

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

## Appendix B

### Registering interests

1. Within 28 days of this Code of Conduct being adopted by the local authority or your election or appointment to office (where that is later) you must register with the Monitoring Officer the interests which fall within the categories set out in Table 1 (Disclosable Pecuniary Interests) and Table 2 (Other Registerable Interests). Disclosable Pecuniary Interests means issues relating to money and finances.
2. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Monitoring Officer.
3. A 'sensitive interest' is as an interest which, if disclosed, could lead to the councillor/member or co-opted member, or a person connected with the member or co-opted member, being subject to violence or intimidation.
4. Where you have a 'sensitive interest' you must notify the Monitoring Officer with the reasons why you believe it is a sensitive interest. If the Monitoring Officer agrees they will withhold the interest from the public register.

### Declaring interests

5. Where a matter arises at a meeting which directly relates one of your Disclosable Pecuniary Interests, you must declare the interest, not participate in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to declare the nature of the interest, just that you have an interest.
6. Where a matter arises at a meeting which directly relates to one of your Other Registerable Interests, you must declare the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', again you do not have to declare the nature of the interest.
7. Where a matter arises at a meeting which *directly relates* to your financial interest or well-being (and is not a Disclosable Pecuniary Interest) or a financial interest or well-being of a relative or close associate, you must

declare the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to declare the nature of the interest.

8. Where a matter arises at a meeting which *affects* –
  - a. your own financial interest or well-being;
  - b. a known financial interest or well-being of a friend, relative, close associate; or
  - c. a body included in those you need to declare under Disclosable Pecuniary Interests you must disclose the interest.
  
9. Where the matter affects the financial interest or well-being:
  - a. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
  - b. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest

you must declare the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to declare the nature of the interest.

**Table 1: Disclosable Pecuniary Interests**

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the [Relevant Authorities \(Disclosable Pecuniary Interests\) Regulations 2012](#).

<b>Subject</b>	<b>Description</b>
<b>Employment, office, trade, profession or vocation</b>	Any employment, office, trade, profession or vocation carried on for profit or gain. [Any unpaid directorship.]
<b>Sponsorship</b>	Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
<b>Contracts</b>	Any contract made between the councillor or his/her spouse or civil partner or the person with whom the
	councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council — (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
<b>Land and Property</b>	Any beneficial interest in land which is within the area of the council. 'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners (alone

	or jointly with another) a right to occupy or to receive income.
<b>Licences</b>	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer
<b>Corporate tenancies</b>	Any tenancy where (to the councillor's knowledge)— (a) the landlord is the council; and (b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.
<b>Securities</b>	Any beneficial interest in securities* of a body where— (a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and (b) either— (i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/ her spouse or civil partner or the person with whom the councillor is living as if they were
	spouses/civil partners has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

\* 'director' includes a member of the committee of management of an industrial and provident society.

\* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

**Table 2: Other Registerable Interests**

<b>Any Body of which you are a member or in a position of general control or management and to which you are appointed or nominated by the council;</b>	
Any Body -	(a) exercising functions of a public nature;
	(b) directed to charitable purposes; or
	(c) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)
of which you are a member or in a position of general control or management.	

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## EXECUTIVE BOARD MINUTES

17<sup>TH</sup> MARCH 2021

TO FOLLOW

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## **HEALTH AND WELLBEING BOARD**

**WEDNESDAY, 20TH JANUARY, 2021**

**PRESENT:** Councillor R Charlwood in the Chair

Councillors S Golton, N Harrington, A  
Smart and F Venner

### **Representatives of Clinical Commissioning Group**

Dr Jason Broch – Chair of NHS Leeds Clinical Commissioning Group  
Tim Ryley – Chief Executive of NHS Leeds Clinical Commissioning Group  
Dr Alistair Walling – Chief Clinical Information Officer of Leeds City and NHS  
Leeds Clinical Commissioning Group

### **Directors of Leeds City Council**

Victoria Eaton – Director of Public Health  
Cath Roff – Director of Adults and Health  
Julie Longworth – Deputy Director of Children and Families

### **Representative of NHS (England)**

Anthony Kealy - NHS England

### **Third Sector Representative**

Alison Lowe – Director, Touchstone  
Pip Goff – Director, Forum Central

### **Representative of Local Health Watch Organisation**

Dr John Beal – Chair of Healthwatch Leeds  
Hannah Davies – Chief Executive of Healthwatch Leeds

### **Representatives of NHS providers**

Sara Munro - Leeds and York Partnership NHS Foundation Trust  
Dr Phil Wood - Leeds Teaching Hospitals NHS Trust  
Thea Stein - Leeds Community Healthcare NHS Trust

### **Representative of Leeds GP Confederation**

Jim Barwick – Chief Executive of Leeds GP Confederation  
Gaynor Connor – Director of Transformation, Leeds GP Confederation

## **19 Welcome and introductions**

The Chair welcomed all present and brief introductions were made.

On behalf of the Board, the Chair thanked everyone in Leeds for coming together to respond to the COVID-19 crisis.

## **20 Appeals against refusal of inspection of documents**

Draft minutes to be approved at the meeting  
to be held on Thursday, 18th February, 2021

There were no appeals.

## **21 Exempt Information - Possible Exclusion of the Press and Public**

There were no exempt items.

## **22 Late Items**

There were no late items.

## **23 Declarations of Disclosable Pecuniary Interests**

There were no declarations of disclosable pecuniary interests.

## **24 Apologies for Absence**

Apologies for absence were received from Paul Money, Superintendent Jackie Marsh, Julian Hartley and Sal Tariq. Dr Phil Wood and Julie Longworth were in attendance as substitutes.

## **25 Open Forum**

There were no matters raised on this occasion.

## **26 Minutes**

**RESOLVED** – That the minutes of the previous meeting held 30 September 2020 be approved as an accurate record.

## **27 Overview of the Leeds COVID-19 Vaccination Programme**

The Leeds Bronze COVID-19 Vaccination Steering Group submitted a report that provided an overview of the Leeds COVID-19 Vaccination Programme setting the context for the 20 Jan 2021 meeting. The information provided in this report was correct as of 6 Jan 2021. For the latest information please visit the [Government website](#) and the [NHS website](#). For information on the local programme please visit the [NHS Leeds CCG website](#).

The following were in attendance:

- Sam Prince, Executive Director of Operations, Leeds Community Healthcare and Senior Responsible Officer of the Leeds COVID-19 Vaccination Programme
- Dr Phil Wood, Chief Medical Officer, Leeds Teaching Hospitals and Senior Responsible Officer of the West Yorkshire COVID-19 Programme
- Gaynor Connor, Director of Transformation, Leeds GP Confederation
- Hannah Davies, Chief Executive, Healthwatch Leeds
- Natasha Lambert, Member of Youthwatch

- Lucy Jackson, Chief Officer, Public Health, Leeds City Council
- Sarah Bronsdon, Leeds Academic Health Partnership
- Shak Rafiq, NHS Leeds CCG and Communications Lead for the Leeds COVID-19 Vaccination Programme

Dr Phil Wood and Sam Prince delivered a PowerPoint presentation, setting out the progress of the vaccination programme to date. Key highlights included:

- Leeds Teaching Hospitals was one of the first 50 'hospital hub' sites chosen to take delivery of the Pfizer vaccine, first patient vaccinated on 8 December 2020. Following this, on 15 December 2020 three primary care networks were among the first to deliver the COVID-19 vaccine in a primary care setting.
- The key role of the partnership approach to vaccination roll-out, recognising groups and individuals across health and social care, third sector, HR, intelligence units, local community leaders and communications leads – all as part of #TeamLeeds.
- Vaccination sites have been established across hospital and primary care settings in Leeds, with a new Community Vaccination Centre hosted at Elland Road Stadium.
- Video was shown providing an overview of the vaccination hub journey for someone attending from entry to exit.
- The phased vaccination programme continues to prioritise the most vulnerable residents of Leeds, those for whom contracting COVID-19 are at most risk of fatality. The priority group has now been expanded to include over 70s and Clinically Extremely Vulnerable, and will continue to broaden to other groups as advised by the Joint Committee on Vaccination and Immunisation (JCVI).

Members of the Board shared their experiences:

- Thea Stein (Chief Executive of Leeds Community Healthcare) shared her experience of being initially vaccine hesitant due to a health condition and now happy to take the vaccinations when asked to following reassuring conversations with healthcare professionals. On behalf of the Board, Thea highlighted that as a city, Leeds understands vaccine hesitancy and the importance of encouraging people to speak up, be open and seek answers from trusted sources.
- Alison Lowe (Chief Executive of Touchstone), shared her experiences of being recently vaccinated at the meeting. On behalf of the Board, Alison welcomed the inclusion of the Third Sector in the vaccination roll out of health and care staff. As someone who is Clinically Extremely Vulnerable, Alison was eligible to receive a vaccination and highlighted that the process was quick and efficient with helpful staff at the site. However, Alison advised that further work is required to ensure that people with disabilities and accessibility requirements and BAME communities felt supported in accessing and represented at the vaccination sites.

- Dr Alastair Walling (Chief Clinical Information Officer of Leeds City and NHS Leeds Clinical Commissioning Group) described his experiences as a GP within the Crossgates Primary Care Network. The Leeds COVID-19 Vaccination Programme, including GP practices, are adhering to the Priority criteria and are proactively contacting people who are eligible. Personally, he has had the vaccine and has given approx. 200-300 vaccinations. Staff have been working overtime as needed, strong numbers of volunteers across the city and a positive atmosphere recognising the positive difference they are making.

Members discussed a number of matters, including:

- Members recognised the importance of key messaging around saving the most lives the quickest possible way, working with people across Leeds where there is vaccine hesitancy to increase uptake and discouraging people from contacting their GP services or local vaccination centres if they have not yet received an invitation to a vaccination appointment as it takes away resources from health and care services.
- Members queried the approach taken to contact people with no fixed abode to advise of vaccination appointments, and were advised that partnership working with the third sector and housing support to reach people with no fixed abode is included in the Leeds Health Inequalities COVID-19 Vaccination Framework.
- In response to a query, Members were assured that anyone who declines an invitation to be vaccinated has the opportunity to access an appointment at a later date if they change their mind. Currently, a temporary code is applied to records of patients who have declined, to reduce repeated invitations which may cause patients to feel pressured, however this does not prevent future requests for vaccination.

The Chair introduced a video submitted by Simon from the Leeds Faith Forum, which presented the following question to Members:

*“We have seen that some leisure centres and other community venues have been allocated to be vaccination centres. Are there any plans to approach places of worship or other faith buildings to be used as vaccination centres and what those faith building would need to do to be eligible to be vaccination centres?”*

Sam Prince advised that the vaccination venues established would remain the main centres, however recognised the ventilation benefits of places of worship and would be considered for further ‘pop-up’ centres if required in response to low uptake in particular localities. Anthony Kealy highlighted good practice example of a Sikh Temple having opened as a vaccination site.

Hannah Davies presented the findings of a recent HealthWatch Leeds survey to seek the views of over 3000 people on the COVID-19 vaccination programme, designed in consultation with Health Partnerships Team & Leeds

CCG and launched 20<sup>th</sup> November 2020. This also included directly seeking views directly from a range of Community of Interest Network Groups. The key findings were presented as follows:

- 80% of respondents plan to get vaccinated;
- Of those who aren't committed to getting vaccinated, the majority remain open to persuasion;
- Side effects and safety are the 2 most common concerns;
- People aged 44 and younger were more likely than older generations to be hesitant. Hesitancy peaks among the 25-34-year age category;
- People from White British backgrounds were more likely than people from other ethnicities to plan to get the vaccine. Hesitancy was particularly high among Black African/Caribbean respondents;
- Women were particularly likely to be unsure and were twice as likely than men to want information about side effects;
- Hesitancy was notably high among people with a mental health condition;
- If women have a child under 5, this makes them more likely to be hesitant. If men have a child under 5, this makes them less likely to be hesitant;
- Workers were more likely than non-workers of the same age to be hesitant.

Natasha Lambert presented a number of questions submitted by the Community of Interest Network Groups and were representative of the questions raised by the public through the Healthwatch Leeds survey. Each question was responded to by a Member of the Board. Key themes included:

- Anti-vaccines messages around the speed at which the vaccine was developed, and the absence of messages from leaders to dispel myths - Members advised that the vaccines are available as a result of the prioritised funding and resources globally which have enabled scientists to work faster than usual. Additionally, all vaccines have followed the established process for all medicines, with no 'corners cut', and been approved accordingly. Members also advised that the national communications strategy is based on not giving attention to false information.
- How long vaccine immunity will last – Members advised that studies have shown that vaccines are likely to last up to one year.
- Long-term side effects – Members advised that during the initial roll-out, side effects have been mild and instant, and manageable in vaccination centres. There is no evidence of serious and long term side effects.
- Identifying priority groups, specifically low priority of student populations despite being highlighted as a cause of high transmission rates – Members advised that there are higher transmission rates across all groups. The vaccine will not stop transmission of the virus, instead it reduces the seriousness of symptoms, and therefore priority groups are identified on the basis of being most at risk of developing

serious symptoms. Additionally, evidence clearly suggests that transmission is reduced by behaviour, and therefore Members highlighted the importance of continuing to follow social distancing guidance before and after vaccination.

- Invites to vaccination – Members noted the concerns of residents who are within the priority groups but have not yet been invited to vaccination appointments, however asked that residents wait to be contacted to reduce the pressure on services responding to queries.
- Vaccination of other frontline workers such as social care services – Members advised that rollout of vaccination to other health and care workers working directly with the public, including third sector staff and housing officers, would begin in the next three to four weeks.

Lucy Jackson and Sarah Bronsdon delivered a presentation setting out the Leeds Health Inequalities COVID-19 Vaccination Framework, including a video of COVID-19 vaccination information in a range of languages. It was also confirmed that in addition to the videos shown, a British Sign Language video has also been produced.

Members discussed a number of matters, including:

- Members noted the useful data obtained via the HealthWatch vaccination survey, however also recognised the low response rate for people from BAME backgrounds to the survey itself and the importance of greater intelligence and data moving forward, to understand uptake by locality and community groups in order to ensure that additional resource can be provided rapidly.
- Members reported local initiatives to provide information around vaccinations, such as Zoom calls with GP surgeries and residents, organised by local ward members. Members requested that teams encourage local ward members to work in partnership with Local Care Partnerships to deliver similar sessions, also utilising neighbourhood networks and community champions.

## **RESOLVED –**

- a) That the Board's support for the work to date in developing and implementing the Leeds COVID-19 Vaccination Programme, be noted;
- b) That the feedback provided by Members on aligning the Leeds COVID-19 Vaccination Programme roll out in line with the health and care system's approach to tackling health inequalities, be noted;
- c) That the common questions from the recent HealthWatch survey to be developed into a FAQ document to be made publicly available;
- d) That the Tackling Health Inequalities Group further explore Health and Wellbeing Board signing up to the Health Inequalities Alliance.

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

The next meeting will take place on Thursday 18th February 2021 at 10.00 a.m.

Draft minutes to be approved at the meeting  
to be held on Thursday, 18th February, 2021





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## COUNCIL MEETING – 24<sup>TH</sup> March 2021

NOTICE OF:	Reference No:	Date Received:	Date Forwarded:
White Paper	WP1	15/03/2021	15/03/2021

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Submitted by:	Councillor Amanda Carter
Relevant Board/Regulatory Panel:	Executive Board
Executive Member/Chair:	Executive Member for Environment and Active Lifestyles
Relevant Director	Director of Communities and Environment

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This Council is concerned by recent reports from DEFRA suggesting that since 2012 fly-tipping incidents nationally and in Leeds have risen at an alarming rate.

This Council believes that a major contributing factor to this problem is the insistence by the ruling administration in Leeds that residents should not only pay extra Council Tax but also have to pay for disposal of inert and bulky waste.

Whilst the most recent figures show a reduction in fly-tipping incidents from a peak in 2018/19, the total number remains high compared to other Local Authorities. Analysis of the DEFRA statistics shows that in 2012/13, well before charges for inert waste were introduced, fly-tipping incidents in Leeds stood at 2,977. The latest data for 2019/20 shows this has risen 776% to 26,079 incidents, while fly-tipping on Council land has risen 699% over the same period. Where Leeds comes in the rankings in the years between 2017/18 and 2019/20 is also cause for concern: Leeds has ranked 1<sup>st</sup>, 1<sup>st</sup> and 3<sup>rd</sup> in the DEFRA numbers for the highest number by Local Authority of total fly-tipping incidents, and 1<sup>st</sup>, 1<sup>st</sup> and 2<sup>nd</sup> for the number of incidents on Council land.

Of further concern, is the almost halving of prosecutions over the same period, from 15 in 2012/13 to just 8 in 2019/20, representing 0.03% of all fly-tipping incidents in Leeds for the year.

This Council believes that the ruling administration has presided over a fly-tipping crisis in this city, a crisis that affects inner city areas to a greater extent and a crisis that needs to be urgently addressed.

As a starting point, this Council calls for an immediate end to charging for bulky and inert waste in Leeds and for a report to be brought to Executive Board at the earliest opportunity setting out a zero-tolerance approach to how fly-tipping can be tackled in our city and offenders brought before the courts.

Councillor Amanda Carter

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Deadlines for submission

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

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

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## COUNCIL MEETING – 24th MARCH 2021

NOTICE OF:	Reference No:	Date Received:	Date Forwarded:
White Paper	WP2	15/3/21	16/3/21

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Submitted by:	Councillor Ben Garner
Relevant Board/Regulatory Panel:	Executive Board
Executive Member/Chair:	Executive Member (Resources)
Relevant Director	Director of Resources and Housing

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This Council thanks all key workers in Leeds for their work during the pandemic and believes they all deserve a pay rise and to be treated with respect at work.

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### Deadlines for submission

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

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

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## COUNCIL MEETING – 24th MARCH 2021

NOTICE OF:	Reference No:	Date Received:	Date Forwarded:
White Paper	WP3	15/3/21	16/3/21

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Submitted by:	Councillor Cllr Lay
Relevant Board/Regulatory Panel:	Executive Board
Executive Member/Chair:	Executive Member (Communities)
Relevant Director	Director of Communities & Environment

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This Council supports Fair Votes for All.

Cllr Sandy Lay

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### Deadlines for submission

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

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

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