



**A meeting of the Council will be held in the Civic Hall, Leeds on Wednesday, 20th July, 2022 at 1.00 pm**

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

- 1 Minutes of the last Meeting** 7 - 12

To approve the minutes of the Council Meeting held on 26<sup>th</sup> May 2022.
- 2 Declaration of Interest**

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

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

To receive deputations in accordance with Council Procedure Rule 10.
- 5 Recommendations of the General Purposes Committee - Amendments to Article 17 of the Constitution, Health and Wellbeing Board Terms of Reference and Council Procedure Rules** 13 - 22

To consider the report of the Director of Adults and Health setting out recommendations from the General Purposes Committee on 11 July 2022 to Full Council recommending amendments to Article 17 of the Constitution, The Health and Wellbeing Board Terms of Reference and Council Procedure Rules to reflect the changes in the health and care system of England as set out in The Health and Care Act 2022 legislation (which came in to effect from the 1 July 2022).
- 6 Report on Appointments** 23 - 26

To consider the report of the City Solicitor on appointments.

7 **Report of the Independent Remuneration Panel** 27 - 36

To consider the report of the Head of Democratic Services presenting to Council the report of the Independent Remuneration Panel (IRP) following a meeting on 23 May 2022 setting out their conclusions and recommendations.

8 **Report on Scrutiny Annual Report** 37 - 52

To consider the report of the Head of Democratic Services presenting to Council the Scrutiny Annual Report for 2021/22 providing an overview of the work and activities undertaken by the Council's Scrutiny Boards in discharging the scrutiny function during the previous municipal year, 2021/2022.

9 **Report on the Annual Report of the Corporate Governance and Audit Committee** 53 - 68

To consider the report of the Chief Officer Financial Services presenting to Council the Annual Report of the Corporate Governance and Audit Committee, Council are requested to receive and consider the annual report reflecting the work of the Corporate Governance and Audit Committee in the 2021-22 municipal year.

10 **Executive Questions**

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

11 **Minutes of the Health and Wellbeing Board and the Executive Board** 69 - 94

To receive the minutes in accordance with Council Procedure Rule 2.2(i).

12 **White Paper Motion (in the name of Councillor Andrew Carter) - Highways** 95 - 96

This Council is concerned that the mean average highways maintenance backlog in the city is 19.8 years, pointing to significant under investment in the city's roads by the current administration.

Council is further concerned that budget amendments to increase highways capital investment have been repeatedly ignored suggesting that the administration do not see highways investment as a priority. This is particularly the case when set against a backdrop of massive borrowing and debt incurred by the authority since 2010, meaning that in 2022/23 up to £63.5m will be spent on MRP debt and interest, money that could have been spent on frontline services or prioritised towards highways investment.

Council further notes significant Government investment in highways and transport in recent years both in Leeds and nationally:

- £173.5m or the Leeds Public Transport Investment Programme
- £200m for development and delivery of a mass transit scheme in Leeds
- £4.8m in pothole grant funding allocated in 2021/22
- £2.7 billion in local highways maintenance funding between 2022/23 and 2024/25 to local authorities outside of London and the 8 largest city regions
- £20m Levelling Up funding for West Leeds transport improvements
- CRSTS funding of £830m announced in April 2022

This Council believes that Leeds residents see highways maintenance as a major priority both in terms of road safety, amenity and to prevent damage to vehicles. Council therefore calls for a report to be brought to Executive Board setting out how highways maintenance will be prioritised and how much additional investment the Council will make in the city's roads in the coming years.

13

**White Paper Motion (in the name of Councillor Forsaith) -  
Fair Votes**

97 - 98

This Council notes that the First Past the Post (FPTP) voting system originated when land-owning aristocrats dominated parliament and voting was restricted to property-owning men. In Europe, only the UK and authoritarian Belarus still use archaic single-round FPTP for general elections.

Council supports fair votes for all and further notes that:

- the UK's First Past the Post voting system curtails voter choice and leaves millions feeling unrepresented by their elected representatives. This growing disillusionment amongst voters is evidenced by low turn outs, particularly in local elections. These factors have contributed to dangerous levels of distrust and disillusionment with our democratic process.
- Proportional Representation (PR) is used to elect parliaments in more than 80 countries. Those countries tend to be more equal, freer and greener. PR ensures all votes count, have equal value, and that seats won match votes cast. Under PR, MPs and Parliaments better reflect the age, gender and protected characteristics of local communities and the nation. MPs better reflecting their communities leads to improved decision-making, wider participation and increased levels of ownership of decisions taken.
- PR would also end minority rule. In 2019, 43.6% of the vote produced a government with 56.2% of the seats and 100% of the power. PR also prevents 'wrong winner' elections such as occurred in 1951 when more people voted Labour than Conservative, yet the Conservatives formed the government.
- PR is already used to elect the Parliaments and Assemblies of Scotland, Wales and Northern Ireland as well as London and the Welsh Senedd is reviewing legislation on Single Transferable Vote for local councils.
- There is a growing movement of supporters for Proportional Representation, with the Unite and Unison unions now backing PR.

- There is a range of options for implementing Proportional Representation systems, any of which would deliver a fairer and more representative democracy for electors.

Council believes

- that it is essential that faith is restored in our democratic system and that the public see both Parliament and Councils as fairly reflecting their views
- that our First Past the Post voting system is a significant barrier to restoring this faith which prevents the balance of opinion among the electorate being reflected in Parliament and local councils
- that a system of Proportional Representation in which seats match votes and all votes count equally would help to rebuild public trust by ensuring that all political views are represented in Parliament and local councils in proportion to their level of public support

Council therefore resolves to write to HM Government calling for a change in our outdated electoral laws to enable Proportional Representation to be used for general and local elections.

Council further resolves to ask all the MPs who represent Leeds residents to support changing our electoral system to a fairer Proportional Representation system.

14

**White Paper Motion (in the name of Councillor Harland) -  
Household Support Fund**

99 - 100

This Council believes funding allocated by the Government to Leeds City Council for the Household Support Fund to help residents in financial difficulties is not enough given the current Cost of Living crisis which has followed 12 years of austerity.

Council is very concerned that the amount allocated to support residents in Leeds works out at no more than £9 per person meaning many families will not receive the support that they need at an increasingly difficult time financially for many people.

Council calls on Government to urgently increase funding allocated via the Household Support Fund to ensure residents in Leeds who need support both now and through the winter can afford to meet the price of food, heating and essential living costs.



Tom Riordan CBE  
Chief Executive

Civic Hall  
Leeds  
LS1 1UR

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[Council and democracy \(leeds.gov.uk\)](https://leeds.gov.uk/council-and-democracy)

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### **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.

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Proceedings of the Meeting of the Leeds City Council held  
Civic Hall, Leeds on Thursday, 26th May, 2022

**PRESENT:** The Lord Mayor Councillor Asghar Khan in the Chair.

**WARD**

**ADEL & WHARFEDALE**

Barry John Anderson  
Caroline Anderson  
Billy Flynn

**ALWOODLEY**

Dan Cohen  
Neil Alan Buckley  
Peter Mervyn Harrand

**ARDSLEY & ROBIN HOOD**

Karen Renshaw  
Mike Foster  
Lisa Mulherin

**ARMLEY**

Alice Smart  
James McKenna

**BEESTON & HOLBECK**

Annie Maloney  
Gohar Almas  
Andrew Scopes

**BRAMLEY & STANNINGLEY**

Kevin Ritchie  
Caroline Gruen  
Julie Heselwood

**BURMANTOFTS & RICHMOND HILL**

Luke Farley  
Asghar Khan  
Denise Ragan

**WARD**

**CALVERLEY & FARSLEY**

Amanda Carter  
Peter Carlill

**CHAPEL ALLERTON**

Eileen Taylor  
Mohammed Rafique  
Jane Dowson

**CROSS GATES & WHINMOOR**

Pauleen Grahame  
James Gibson  
Jessica Lennox

**FARNLEY & WORTLEY**

Mark Swards  
David Blackburn  
Ann Forsaith

**GARFORTH & SWILLINGTON**

Mark Dobson  
Sarah Field  
Suzanne McCormack

**GIPTON & HAREHILLS**

Salma Arif  
Arif Hussain

**GUISELEY & RAWDON**

Eleanor Thomson  
Paul Alderson  
Paul John Spencer Wadsworth

**HAREWOOD**

Matthew James Robinson  
Sam Firth  
Ryan Stephenson

**HEADINGLEY & HYDE PARK**

Jonathon Pryor  
Alison Garthwaite  
Neil Walshaw

**HORSFORTH**

Emmie Bromley  
John Garvani  
Jackie Shemilt

**HUNSLET & RIVERSIDE**

Ed Carlisle  
Mohammed Iqbal  
Paul Wray

**KILLINGBECK & SEACROFT**

John Tudor  
David Jenkins  
Katie Dye

**KIPPAX & METHLEY**

Mary Elizabeth Harland

Mirelle Midgley

**KIRKSTALL**

Hannah Bithell  
Fiona Elizabeth Venner  
John Anthony Illingworth

**LITTLE LONDON & WOODHOUSE**

Kayleigh Brooks  
Javaid Akhtar  
Abigail Marshall-Katung

**MIDDLETON PARK**

Wayne Dixon  
Sharon Burke  
Paul Anthony Truswell

**MOORTOWN**

Mahalia France-Mir  
Sharon Hamilton  
Mohammed Shahzad

**MORLEY NORTH**

Robert Gettings MBE JP  
Robert Finnigan

**MORLEY SOUTH**

Oliver Newton  
Jane Senior  
Wyn Kidger

**OTLEY & YEADON**

Colin Campbell  
Sandy Edward Charles Lay  
Ryk Downes

**PUDSEY**

Simon Seary  
Dawn Seary  
Trish Smith

**ROTHWELL**

Barry Stewart Golton

Diane Chapman  
**ROUNDHAY**

Jordan Bowden  
Zara Hussain  
Lisa Martin

**TEMPLE NEWSAM**

Debra Coupar  
Helen Hayden  
Nicole Sharp

**WEETWOOD**

Izaak Wilson  
Emma Flint  
Chris Howley  
**WETHERBY**  
Norma Harrington  
Alan James Lamb  
Linda Richards

**1 Opening Remarks**

The Lord Mayor reminded all those present that the Annual Meeting was to be streamed live and asked people to switch electronic devices to silent.

**2 Issue of Papers for the Meeting**

The Lord Mayor indicated that, following the dispatch of the Summons with accompanying reports on Wednesday 18<sup>th</sup> May 2022, further papers originally identified on the Summons as to follow were circulated to Members on 25<sup>th</sup> May 2022.

**3 Procedural Motion**

It was moved by Councillor Lennox and

**RESOLVED** – That in accordance with Council Procedure Rule 14.9(a) Councillor Lennox be given leave of Council to alter the motion in her name at Item 8(d)(ii) – Appointment to Chair Outer North West Community Committee by replacing the name Cllr J Garvani with Cllr E Thomson.

**4 Election Of Lord Mayor**

It was moved by Councillor Coupar, seconded by Councillor Lamb, supported by Councillors Golton, Finnigan, Dobson and Forsaith and

**RESOLVED UNANIMOUSLY** - That Councillor Robert W Gettings MBE JP be elected Lord Mayor of the City of Leeds to hold office until the election of his successor.

**5 Election of Vice Chair of Council**

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

**RESOLVED** - That Councillor Jim McKenna be elected Vice Chair of Council to hold office until immediately after the election of the Lord Mayor in 2023.

**6 Vote of Thanks to the Retiring Lord Mayor**

Councillor Pryor moved a vote of thanks to the retiring Lord Mayor, Councillor Asghar Khan. This was seconded by Councillor Cohen and supported by Councillors Campbell, Finnigan, Dobson and D Blackburn and

**RESOLVED UNANIMOUSLY** – That a vote of thanks be moved for the retiring Lord Mayor, Councillor Asghar Khan.

**7 Minutes of the last Meeting**

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

**RESOLVED** – That the minutes of the meeting held on 23rd March 2022 be approved.

**8 Declaration of Interest**

There were no declarations of interests.

**9 Announcements**

There were no announcements.

**10 Recommendations of the General Purposes Committee**

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

**RESOLVED –**

- (a) That the recommendations of the General Purposes Committee of the 16 May 2022 with regard to adopting the Councillors Code of Conduct as set out in the appendix to the report be approved.
- (b) That the recommendations of the General Purposes Committee of the 16 May 2022 with regard to amending Article 15 of the Constitution as set out in the appendix to the report be approved.

**11 Establishment of Committees and Appointments**

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

**RESOLVED –**That Schedules 8(a) to 8(c) and 8(e) to(f) be approved, subject to the following amendments

WYPF-Investment Panel

Cllr Scopes to replace Cllr Martin  
Cllr Shemilt to replace Cllr Harrand

WYPF-Advisory Group

Cllr Martin to replace Cllr Scopes  
Cllr Shemilt to replace Cllr Harrand

**12 Appointment of Community Committee Chairs**

It was moved by Councillor Lennox seconded by Councillor Flint that in accordance with Community Committee Procedure Rules where the nomination for the chair of a Community Committee is unopposed, the Lord Mayor invited those Members of the Community Committee present at the Council meeting to elect that nominee.

The nominees were as follows;

Inner North West Community Committee	- Councillor Walshaw
Inner North East Community Committee	- Councillor Shahzad
Outer North East Community Committee	- Councillor Harrington
Inner East Community Committee	- Councillor A Hussain
Outer East Community Committee	- Councillor Grahame
Inner West Community Committee	- Councillor Smart
Outer West Community Committee	- Councillor Amanda Carter
Outer South Community Committee	- Councillor Finnigan

Upon being put to the vote those Members listed to vote in respect of the appointment of the Chair for their respective Community Committees;

**RESOLVED –** That the Chair for each Community Committee be appointed as set out above.

**13 Appointment to Chair Inner South Community Committee**

It was moved by Councillor Lennox seconded by Councillor Flint that in accordance with Community Committee Procedure Rules that the appointment of the Chair of the Inner South Community Committee be determined by those Members of the Community Committee present at the Council meeting.

The 2 nominees were Councillor Dixon and Councillor Iqbal.

Upon being put to the vote those Members listed to vote in respect of the appointment of the Chair for the Inner South Community Committee;

**RESOLVED** – That Councillor Iqbal be appointed Chair of the Inner South Community Committee.

**14 Appointment to Chair Outer North West Community Committee**

It was moved by Councillor Lennox seconded by Councillor Flint that in accordance with Community Committee Procedure Rules that the appointment of the Chair of the Outer North West Community Committee be determined by those Members of the Community Committee present at the Council meeting.

The 2 nominees were Councillor Thomson and Councillor Wadsworth.

Upon being put to the vote those Members listed to vote in respect of the appointment of the Chair for the Outer North West Community Committee did so and this resulted in a tie and therefore in accordance with Community Committee Procedure Rules the vote was widened to include all Members of Council and it was;

**RESOLVED** – That Councillor Thomson be appointed Chair of the Outer North West Community Committee.

On the requisition of Councillors B Anderson and Alderson the voting on the appointment was recorded as follows;

Members of the Outer North West Community Committee only

Those in favour of Councillor Thomson – 6

Bromley, Campbell, Downes, Garvani, Lay and Thomson

Those in favour of Councillor Wadsworth – 6

Alderson, B Anderson, C Anderson, Flynn, Shemilt and Wadsworth

ABSTAIN - 0

Full Council vote

Those in favour of Councillor Thomson – 55

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

Those in favour of Councillor Wadsworth – 28

Alderson, B Anderson, C Anderson, Buckley, Amanda Carter, Cohen, Dixon, Dobson, Finnigan, Field, Firth, Flynn, Foster, Harrand, Harrington, Kidger, Lamb, McCormack, Newton, Richards, Robinson, D Seary, S Seary, Senior, Shemilt, Smith, Stephenson, and Wadsworth.

ABSTAIN – 4

Blackburn, Carlisle, Forsaith and Lay

**15 Scheme of Delegation (Council Functions)**

It was moved by Councillor Lennox seconded by Councillor Flint and

**RESOLVED** – That the Officer Delegation Scheme (Council (Non-Executive) Functions) as detailed in Schedule 9 be approved.

**16 Executive Arrangements**

It was moved by Councillor Pryor seconded by Councillor Lennox and

**RESOLVED** – That the list presented by the Leader setting out the arrangements for the discharge of Executive Functions, as detailed in Schedule 10, be noted.

**17 Council Meeting Dates 2022/2023**

It was moved by Councillor Lennox seconded by Councillor Flint and

**RESOLVED** – That the dates of the meetings of the Council for the Municipal Year 2022/23, as detailed in Schedule 11 be approved.

Council rose at 7.35 pm

## Amendments to Article 17 of the Constitution, Health and Wellbeing Board Terms of Reference, Council Procedure Rules and membership of the Health and Wellbeing Board

Date: 20 July 2022

Report of: Director of Adults and Health

Report to: Council

Will the decision be open for call in?  Yes  No

Does the report contain confidential or exempt information?  Yes  No

### Brief summary

This report recommends amendments to Article 17 of the Constitution, The Health and Wellbeing Board (HWB) Terms of Reference and Council Procedure Rules to reflect the changes in the health and care system of England as set out in The Health and Care Act 2022 legislation (which came in to effect from the 1 July 2022).

This report also recommends updating The Health and Wellbeing Board membership with the nominated representative of the Leeds Committee of the West Yorkshire ICB who will be the mandatory appointment of the Leeds Committee of the West Yorkshire ICB on the HWB.

### Recommendations

- a) Agree to the proposed amendments to Article 17 of the Constitution, The Health and Wellbeing Board Terms of Reference and Council Procedure Rules as set out in the Appendices of this report;
- b) Members are asked to note the mandatory appointment on The Health and Wellbeing Board of Tim Ryley (Place Based Lead, Leeds Health & Care Partnership) who is the nominated representative of the Leeds Committee of the West Yorkshire ICB.

## **What is this report about?**

- 1 This report recommends amendments to Article 17 of the Constitution, The Health and Wellbeing Board Terms of Reference and Council Procedure Rules to reflect the changes in the health and care system of England as set out in The Health and Care Act 2022 (which came in to effect from the 1 July 2022).
- 2 This report also recommends updating The Health and Wellbeing Board membership with the nominated representative of the Leeds Committee of the West Yorkshire ICB who will be the mandatory appointment of the Leeds Committee of the West Yorkshire ICB on the HWB.
- 3 As set out in legislation, from the 1 July 2022, The Health and Care Act 2022 establishes Integrated Care Boards (ICBs) and Integrated Care Partnerships (ICPs) across England. The ICBs will now take on key responsibilities including the NHS commissioning functions of Clinical Commissioning Groups (CCGs) as well as some of NHS England's commissioning functions. The changes confirm the abolishment of CCGs.
- 4 At the local level, these changes mean that the NHS West Yorkshire ICB which is made up of the five districts of Bradford & Craven, Calderdale, Kirklees, Leeds and Wakefield, has taken on the commissioning responsibilities of the former Leeds CCG.
- 5 In line with the ICB's principles of subsidiarity, the WY ICB functions are discharged at local level to a place-based partnership which is the new formal Leeds Committee of the West Yorkshire ICB. This structure will enable the ICB to discharge its responsibilities at place (Leeds) and enable partners to make decisions about how to best allocate resources across the city to have the biggest impact on improving outcomes, people's experiences and reducing inequalities.
- 6 Following a nomination from the place based partnerships, the ICB has also appointed a 'Place Lead' who has responsibility for strategic leadership of the Partnership. This role provides a formal link between the West Yorkshire ICB and Leeds as a place.
- 7 The ICBs and ICPs will also work closely with local Health and Wellbeing Boards as they remain central to the new architecture for health and care integration and maintain a statutory responsibility for bringing together key health and care partners to jointly assess population health needs and agreeing a health and wellbeing strategy.

## **What impact will this proposal have?**

- 8 The proposals will ensure that the Council constitution and Procedure Rules are consistent with the changes introduced by the Health and Care Act 2022. These changes will also enable efficient and transparent governance.
- 9 The recommended amendments are presented with track changes to the following documents:
  - Article 17 of the constitution (Appendix 1),
  - The Health and Wellbeing Board Terms of Reference (Appendix 2) and;
  - the Council Procedure Rules (Appendix 3) is attached to this report.
- 10 On the 11 July 2022, The General Purposes Committee approved the proposed amendments in relation to the above and as set out in the Appendices of this report.

11 The proposed changes to the Health and Wellbeing Board membership is set out in Appendix 4 of this report and includes the following:

- Representative nominated by the Leeds Committee of the West Yorkshire ICB Board who is Tim Ryley (Place Based Lead, Leeds Health & Care Partnership).

10. There is also a provision in the council's constitution that the Health and Wellbeing Board can include representatives that the local authority or the Health and Wellbeing Board deem appropriate. These additional appointments are not mandatory and therefore do not require approval from the General Purposes Committee and Full Council. However, the Board will consider further additional membership which takes account of the new context of health and care integration.

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

Health and Wellbeing

Inclusive Growth

Zero Carbon

11. Leeds benefits from strong partnership working and these proposals enable this work to continue as health and care partners work together on behalf of the people of Leeds supporting the city in achieving the new City Ambition in relation to Health and Wellbeing: "In 2030 Leeds will be a healthy and caring city for everyone: where those who are most likely to experience poverty improve their mental and physical health the fastest, people are living healthy lives for longer, and are supported to thrive from early years to later life".

12. The Leeds Health and Wellbeing Board as a statutory body is also a key forum of partnership working developing and supporting the delivery of the strategic ambitions set out in the Leeds Health and Wellbeing Strategy (HWS) and put into action through the Healthy Leeds Plan. These proposed amendments enable the Board to reflect the changes introduced in the Health and Care Act 2022, and to continue its work focussing on the strategic priorities as set out in the Health and Wellbeing Strategy to tackle inequalities, aligning more closely to Inclusive Growth and the Climate Emergency – an approach which will be reflected in the HWS refresh.

### What consultation and engagement has taken place?

Wards affected:

Have ward members been consulted?

Yes

No

13. On the 11 July 2022, The General Purposes Committee approved the amendments to Article 17 of the Constitution, The Health and Wellbeing Board Terms of Reference and Council Procedure Rules as set out in the Appendices of this report

14. The Executive Member for Adult and Children Social Care and Health Partnerships and NHS Leeds CCG representatives have also been consulted as part of the development of the proposed amendments.

### What are the resource implications?

15. There are no specific resource implications as a result of the changes recommended in this report.

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

16. The Health and Wellbeing Board is based around a partnership approach involving several organisations, with the CCG at the heart of that partnership. In order for the HWB to continue functioning effectively it must reflect the key role of the integrated care system, specifically the Leeds Committee of the ICB, which has now absorbed the previous responsibilities of the CCG. If not implemented the Board will struggle to carry out its core functions.

## **What are the legal implications?**

17. With the changes to health and care integration introduced on the 1 July 2022, if the proposed amendments are not made to the Constitution to reflect the developments set out above the HWB may be unable to meet its statutory obligations.

## **Options, timescales and measuring success**

### **What other options were considered?**

18. Retaining the current Article 17 of the Constitution; Health and Wellbeing Terms of Reference and current membership; and Council Procedure rules. However, this would not be consistent with the changes to the health and care system in England introduced by the Health and Care Act 2022 on the 1 July 2022 and result in the risks and legal implications set out above.

### **How will success be measured?**

19. Approval of the relevant recommendations will enable amendments to the Constitution, Health and Wellbeing Board Terms of Reference and updated membership, and Council Procedure Rules to be implemented in a swift and efficient manner, subject to approval Full Council.

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

20. On the 11 July 2022, The General Purposes Committee approved the amendments to Article 17 of the Constitution, The Health and Wellbeing Board Terms of Reference and Council Procedure Rules as set out in the Appendices of this report;

21. Subject to the approval of Full Council of the relevant recommendations set out in this report, The Leeds Health and Wellbeing Board will also note the changes to its membership and Terms of Reference at the next Board public meeting on 27 September 2022.

## **Appendices**

- Appendix 1– Proposed amendments to Article 17 of the Constitution – as shown by tracked changes.
- Appendix 2 - Proposed amendments to the Health and Wellbeing Board Terms of Reference as shown by tracked changes.
- Appendix 3 – Proposed amendments to Council Procedure Rules regarding Quorum and Substitution Arrangements – as shown by tracked changes.
- Appendix 4 – revised membership of the Leeds Health and Wellbeing Board – as shown by track changes relating specifically to the mandatory appointment of the nominated representative of the Leeds Committee of the West Yorkshire ICB

## **Background papers**

- None

## Appendix 1

### Article 17 Constitution

#### 17.2 HEALTH AND WELLBEING BOARD

The Council will appoint a Health and Wellbeing Board as set out in Part 3 Section 2B of this Constitution to discharge the functions described.

By law, the minimum membership of the Health and Wellbeing Board must include:

- At least one councillor nominated by the Leader;
- A representative from ~~each local Clinical Commissioning Group~~ **the Leeds Committee of the West Yorkshire Integrated Care Board**;
- The Director of Public Health;
- The Director of Children's Services;
- The Director of Adult Social Services; and
- A representative of the local healthwatch organisation.

Membership may also include such other persons or representatives of such other persons as the local authority or the Health and Wellbeing Board thinks appropriate.

The current membership of the Leeds Health and Wellbeing Board is set out in Part 3 Section 2B of the constitution. All members on the Health and Wellbeing Board shall be able to vote unless full Council direct otherwise.

## Appendix 2

### Health & Wellbeing Board Terms of Reference

#### Health and Wellbeing Board

The Health and Wellbeing Board is authorised to carry out the following functions:

1. to encourage integrated working in relation to arrangements for providing health, health-related or social care services;
2. to prepare and publish a joint strategic needs assessment (JSNA);
3. to prepare and publish a joint health and wellbeing strategy (JHWS);
4. to provide an opinion to the authority on whether the authority is discharging its duty to have regard to the JSNA, and the JHWS, in the exercise of its functions;
5. to review the extent to which ~~each Clinical Commissioning Group (CCG)~~ **the Leeds Committee of the West Yorkshire Integrated Care Board** has contributed to the delivery of the JHWS;
6. to provide an opinion to ~~each CCG~~ **the Leeds Committee of the West Yorkshire Integrated Care Board** on whether their draft commissioning plan takes proper account of the JHWS;
7. to provide an opinion to NHS England on whether a commissioning plan published by a ~~CCG~~ **the West Yorkshire Integrated Care Board** takes proper account of the JHWS;
8. to prepare a local pharmaceutical needs assessment; and
9. to exercise any other functions of the authority which are referred to the Board by the authority.

## Appendix 3

### Council Procedure Rules

#### 26.0 SUBSTITUTE MEMBERS

##### a.1 Allocation

##### (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~~ **the Leeds Committee of the West Yorkshire Integrated Care Board** 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.

#### 28.0 QUORUM OF COMMITTEES AND SUB-COMMITTEES

28.6 The quorum of the Health and Wellbeing Board shall be four, including one councillor and a ~~CCG~~ representative **of the Leeds Committee of the West Yorkshire Integrated Care Board**

**LEEDS CITY COUNCIL  
ANNUAL MEETING  
26<sup>TH</sup> MAY 2022**

**MEMBERSHIP OF COMMITTEES/BOARDS/PANELS**

**Health and Wellbeing Board<sup>1</sup>**

**1. \* Council to approve the following appointments:**

Councillors (nominated by the Leader)

<b>LABOUR</b>	<b>CONS</b>	<b>LIB DEM</b>	<b>MBI</b>	<b>G&amp;SI</b>	<b>GREEN</b>
F Venner	N Harrington	S Golton			
S Arif					
J Dowson					

**Substitute Members**

<b>LABOUR</b>	<b>CONS</b>	<b>LIB DEM</b>	<b>MBI</b>	<b>G &amp; SI</b>	<b>GREEN</b>
Whips Nominee	Whips Nominee	Whips Nominee			
Whips Nominee					
Whips Nominee					

**Directors** (mandatory appointments by the Council)

Cath Roff	Director of Adults and Health
Sal Tariq	Director of Children and Families
Victoria Eaton	Director of Public Health

**Representative of Third Sector** (appointment by the Council as additional appropriate person)

Pat McGeever, Health for All

**Representative of NHS (England)** (appointment by the Council as additional appropriate person)

Anthony Kealy, NHS England North

**2. Council to note the following appointments:**

~~Representative of NHS Leeds Clinical Commissioning Group~~ **The Leeds Committee of the West Yorkshire Integrated Care Board** (mandatory appointment by the ~~CCG~~ **Leeds Committee of the West Yorkshire Integrated Care Board**)

<del>Jason Broch</del>	<del>NHS Leeds Clinical Commissioning Group</del>
<b>Tim Ryley</b>	<b>Leeds Committee of the West Yorkshire Integrated Care Board</b>

<sup>1</sup> Exempt from proportionality under Statutory Instrument 2013/218 regulation 7

Representative of Local Healthwatch Organisation (mandatory appointment by the Local Healthwatch organisation)

Dr John Beal

Healthwatch Leeds

\* 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~~ **The Leeds Committee of the West Yorkshire Integrated Care Board** 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.

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## Appointments

Date: 20<sup>th</sup> July 2022

Report of: City Solicitor

Report to: Council

Will the decision be open for call in?  Yes  No

Does the report contain confidential or exempt information?  Yes  No

### What is this report about?

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

- This report updates Council on appointments made to various West Yorkshire Combined Authority Committees following consultation with the relevant groups.
- This report updates Council on appointments to Committees, Boards and Panels in consultation with the relevant Group Whip between the date of the Annual Council Meeting (26 May 2022) and the first ordinary meeting of Council (20<sup>th</sup> July 2022), in order to ensure that meetings held during that period could proceed with adequate and appropriate membership levels.

### Recommendations

Council is asked to

- a) To note the appointments to various West Yorkshire Combined Authority Committees and change of appointment on the West Yorkshire Pension Fund Joint Advisory Group.
- b) To note the appointment to the Corporate Governance & Audit Committee

## Why is the proposal being put forward?

- 1 The proposal is for Council to note the following appointments to various West Yorkshire Combined Authority Committees and the West Yorkshire Pension Fund Joint Advisory Group;
  - Councillor Sam Firth to the Economy Scrutiny Committee
  - Councillor Izaak Wilson to the West Yorkshire Combined Authority Transport Committee.
  - Councillor Jess Lennox to replace Councillor Izaak Wilson on the West Yorkshire Combined Authority Transport Scrutiny Committee
  - Councillor Scopes to replace Councillor Martin on the West Yorkshire Pension Fund Joint Advisory Group
- 2 The proposal is for Council to note the following appointment to a Committee, Board or Panel;
  - Councillor B Flynn be appointed to fill the vacancy on Corporate Governance & Audit Committee.

## What impact will this proposal have?

### Wards affected:

Have ward members been consulted?  Yes  No

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

## What consultation and engagement has taken place?

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

## What are the resource implications?

- 3 There are no specific resource implications associated with this report.

## What are the legal implications?

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

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

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

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

Inclusive Growth  Health and Wellbeing  Climate Emergency

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

## **Options, timescales and measuring success**

### **What other options were considered?**

- 7 The only other option would have been to wait for the first ordinary meeting of Council, that would have meant Leeds Members would not have been appointed promptly to the Combined Authority Committees/ Pension Fund Advisory Group and the Corporate Governance & Audit Committee would not have had a full membership.

### **How will success be measured?**

- 8 Not applicable.

### **What is the timetable for implementation?**

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

### **Appendices**

- 10 None

### **Background papers**

- 11 None

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## Report of the Independent Remuneration Panel

Date: 20 July 2022

Report of: Head of Democratic Services

Report to: Council

Will the decision be open for call in?  Yes  No

Does the report contain confidential or exempt information?  Yes  No

### Brief summary

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

The Panel met on 23 May 2022 to consider a range of matters relating to the scheme of special responsibility allowances. The Panel also took the opportunity to review current indexation arrangements for basic, special responsibility and dependent carers' allowances.

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

### Recommendations

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

- a) Agree the recommended adjustments to the Special Responsibility Allowances for the Chair and Shadow Chair of the Climate Emergency Advisory Committee.
- b) Agree the extension of current indexation arrangements, noting this cannot be applied beyond June 2026 without further reconsideration by the Independent Remuneration Panel.
- c) Agree the recommendation that Special Responsibility Allowances continue to be determined as a percentage of that of the Leader of Council.

## **What is this report about?**

- 1 The appended report sets out the conclusions and recommendations of the Independent Remuneration Panel (IRP) following a meeting on 23 May 2022. The Panel specifically considered the following issues:
  - a) The level of Special responsibility Allowance for the Chair of Climate Emergency Committee (CEAC)
  - b) The level of Special Responsibility Allowance for the Shadow Chair of CEAC.
  - c) The continuation of indexation arrangements, which currently permit the annual adjustment of allowances in line with the headline pay increase negotiated through the National Joint Council for Local Government Employees (or equivalent).
  - d) The full scheme of Special responsibility Allowances.

### Determination of Issues for Consideration by the IRP in May 2022

- 2 In 2019, following Leeds City Council's decision to establish a Climate Emergency Advisory Committee (CEAC), the Independent Remuneration Panel recommended the introduction of two new Special Responsibility Allowances for the Chair and Shadow Chair of that committee.
- 3 Given these allowances were attached to a new committee, IRP members recommended they should be reviewed at the next IRP meeting, at which point it was anticipated that the Panel would be able to consider more evidence to inform its conclusions.
- 4 The Panel further recommended that the full scheme of Special Responsibility Allowances should be subject to examination at the same time.
- 5 In line with national regulations, indexation arrangements agreed in 2019 could not run beyond 2023 without formal reconsideration by the IRP. With the Panel coming together in May 2022, it was considered timely to review the Council's indexation arrangements for basic, special responsibility and dependent carers' allowances.

## **What impact will this proposal have?**

- 6 If agreed by Council, the Special Responsibility Allowance allocated to the Chair of CEAC will be adjusted from 40% of that of the Leader of Council to 35%.
- 7 Similarly, the Special Responsibility Allowance allocated to the Shadow Chair of CEAC will be adjusted from 20% of that of the Leader of Council to 15%.
- 8 Current indexation arrangements will continue be applied to the allowance scheme until the arrangements are reconsidered by the IRP no later than June 2026.
- 9 Special Responsibility Allowances will continue to be determined as a percentage of the of the Leader of Council.

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

Health and Wellbeing

Inclusive Growth

Zero Carbon

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

## **What consultation and engagement has taken place?**

Wards affected:

Have ward members been consulted?

Yes

No

11 All Group Leaders have been consulted and no objections have been raised in response to the Panel's recommendations.

### **What are the resource implications?**

12 The proposals would reduce the Special Responsibility Allowance of the Chair of the Climate Emergency Advisory Committee from 40% of that of the Leader of Council to 35%, and that of the Shadow Chair from 20% of that of the Leader to 15%.

13 The Panel recommended that the current indexation arrangements should continue to be applied. If agreed by members, this would make provision for basic, special responsibility and dependent carers' allowances to be increased annually in line with the headline pay increase negotiated through the National Joint Council for Local Government Employees (or equivalent). As a result, any future negotiated increase would be applied to these allowances and would need to be managed within internal budgets.

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

14 There are no new risks created through the application of these recommendations.

15 As is the case currently, there will continue to be a degree of uncertainty as to the financial implications of extending indexation arrangements. Due to the way in which pay increases are negotiated for local Government Employees it is not possible to determine the specific impact on budgets of continuing to apply any such increases to the member allowance scheme.

### **What are the legal implications?**

16 The Local Authorities (Members' Allowances) (England) Regulations 2003, enable an allowances scheme to make provision for an annual adjustment of allowances by reference to an index as may be specified by the authority. Where an authority has regard to such an index, regulations also state that it may not run for more than four years before a further recommendation is sought from the IRP.

17 The IRP last considered the Leeds City Council indexation scheme in 2019 and as such the current provision could not run beyond 2023. Consideration of these arrangements in May 2022 therefore meets the requirement of national legislation in this regard.

18 Members should be aware that the proposed extension of the indexation arrangements cannot run beyond June 2026 without further reconsideration by the Panel.

### **Options, timescales and measuring success**

#### **What other options were considered?**

19 The IRP explored a range of issues when they met with a view to ensuring the scheme of Special Responsibility Allowances continues to be robust and reflective of the needs of Leeds City Council. As part of their deliberations panel members sought specifically to use available evidence to ensure consistency as far as is possible across the full scheme of SRAs.

20 Panel members regard the member allowances scheme as a 'live' schedule subject to ongoing review.

**How will success be measured?**

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

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

22 If approved, the recommendations of the IRP will be implemented on behalf of members with immediate effect.

**Appendices**

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

**Background papers**

- None

## **REPORT OF THE INDEPENDENT REMUNERATION PANEL**

**Date: 23 May 2022**

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

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

---

### **Purpose of the Report**

1. This report summarises our recommendations, as the Leeds Independent remuneration Panel, following a meeting on 23 May 2022.
2. In 2019 we recommended that, as a panel, we should give further consideration to several matters relating to Special Responsibility Allowances when we next convened. Those matters were:
  - The Special Responsibility Allowance for the Chair of the Climate Emergency Advisory Committee (CEAC).
  - The Special Responsibility Allowance for the Shadow Chair of CEAC.
  - The full scheme of Special Responsibility Allowances.
3. We originally anticipated that there would be opportunity for us to meet in 2020, enabling the new SRAs linked to CEAC to be reviewed after approximately 12 months. However, this was delayed due to the disruption caused by the Covid-19 pandemic.
4. In 2019 we also recommended that member allowances in Leeds should be adjusted annually in line with the headline pay increase negotiated through the National Joint Council for Local Government Employees (or equivalent).

5. National legislation allows indexation arrangements for member allowances to remain in place for a maximum of four years. As such the indexation arrangements agreed in 2019 could not run beyond 2023 without formal reconsideration. We therefore took the opportunity to review this arrangement when we came together in May.

**Summary of Recommendations (May 2022)**

A	The Special Responsibility Allowance for the Chair of the Climate Emergency Advisory Committee should be 35% of that of the Leader of Council.
B	The Special Responsibility Allowance for the Shadow Chair of the Climate Emergency Advisory Committee should be 15% of that of the Leader of Council.
C	We received broad assurance that the overall approach to Special Responsibility Allowances is proportionate and recommend that SRAs continue to be determined as a percentage of the allowance of the Leader of Council.
D	Basic, special responsibility and dependent carers' allowances should continue to be increased each October in line with the headline pay increase negotiated through the National Joint Council for Local Government Employees (or equivalent) to June 2026. This indexation arrangement cannot be applied beyond June 2026 without further formal reconsideration by the Panel.

## Basis for the Panel's Recommendations

### Special Responsibility Allowances for the Chair and Shadow Chair of the Climate Emergency Advisory Committee

6. Following Leeds City Council's decision to establish a Climate Emergency Advisory Committee (CEAC), we recommended the introduction of two new Special Responsibility Allowances:
  - Chair of the Climate Change Advisory Committee, which was introduced at a level equivalent to 40% of the Leader's SRA.
  - Shadow Chair of the Climate Change Advisory Committee, which was introduced at a level equivalent to 20% of the Leader's SRA.
7. As these allowances were linked to responsibility for presiding over a newly established committee, there was limited evidence available to guide our assessment. We therefore recommended that those SRAs should be subject to future review.
8. In now re-evaluating these SRAs we have considered the priority the Council has given to tackling climate change and increasing the resilience of the city to the consequences of climate change. In our discussion we noted that this is reflected in the Council's declaration of a Climate Emergency and the incorporation of climate change as a "pillar" underpinning the recently adopted Best City Ambition.
9. We have seen evidence of the cross-party work of the Climate Emergency Advisory Committee and recognise it has performed a constructive advisory function since its establishment, albeit without having statutory scrutiny responsibilities or delegated decision-making functions.
10. We also considered the most recent annual report to Council from CEAC, which sets out a wide breadth of activities, along with examples of engagement with citizens and partners. Given the significance and complexity of the climate change agenda, we all recognised the value of having a committee solely dedicated to developing evidence-based recommendations to influence policy development in this area. We also noted the potential for CEAC to achieve an even greater impact as the Council returns to its full post pandemic agenda

11. The challenge of the Covid-19 pandemic has inevitably meant that the last three years have not been typical in terms of how the Council has conducted its business. Nevertheless, we concluded that the evidence of CEAC's work during that time has provided a much more accurate basis for assessment of the associated SRAs than was possible in 2019.
12. With more information available to inform our work, we were mindful of ensuring that the SRA for the Chair of CEAC is consistent and proportionate when compared to the SRAs allocated to Chairs of other regulatory and/or advisory committees.
13. We therefore compared the role and responsibilities of CEAC Chair to those of the Chairs of Scrutiny Boards, Plans Panels, Corporate Governance and Audit, Licensing and Community Committees.
14. There is no other 'Shadow Chair' within the scheme of SRAs with which we could make such a direct comparison. However, in the case of the Shadow Chair of CEAC we sought consistency and proportionality in relation to other roles specifically allocated to members of the political opposition. We also considered how the Shadow Chair compared to different roles within the wider scheme of SRAs, including those providing direct support to the Executive and others with decision-making functions.
15. We concluded that adjustments should be made to the SRAs for both the role of CEAC Chair and that of Shadow CEAC Chair.
  - a. The role of CEAC Chair should be set at 35% of the Leader's SRA, rather than 40%.
  - b. The role of Shadow Chair should be set at 15% of the Leader's SRA, rather than 20%.
16. We wish to be unambiguous in stating that the purpose of these changes is to ensure consistency within the broader scheme of member remuneration. As a panel, we were unanimously of the opinion that the recommendations in no way reflect a diminished view of the importance of the climate change agenda for the Council.

## Overall Scheme of Special Responsibility Allowances

17. In line with our 2019 recommendations, the schedule of Special Responsibility Allowances has been reviewed in its entirety.
18. We highlighted the importance of this being a 'live' schedule subject to ongoing review. We anticipate that further amendments will be made at appropriate intervals to reflect changes in working practices, evolving legislative guidance and/or changes to organisational structure.
19. Having reviewed the scheme we are broadly assured that:
  - All Special Responsibility Allowances fall within the categories outlined in the statutory guidance and are related to the discharge of the Authority's functions.
  - All roles attracting a special responsibility allowance involve additional responsibility and time commitments above and beyond those of most members.
  - In line with statutory requirements the authority makes provision for the payment of a special responsibility allowance to members of both the Administration and opposition parties.
  - Special Responsibility Allowances are determined as a proportion of the Leader's Special Responsibility Allowance to promote consistency and fairness.

## Indexation Arrangements

20. The Local Authorities (Members' Allowances) (England) Regulations 2003, enable an allowances scheme to make provision for an annual adjustment of allowances by reference to an index as may be specified by the authority.
21. The current allowance scheme makes provision for basic, special responsibility and dependent carers' allowances to be increased each October in line with the headline pay increase negotiated through the National Joint Council for Local Government Employees (or equivalent).
22. Where an authority has regard to such an index, national regulations state that it may not run for more than four years before a further recommendation is sought from the relevant Independent Remuneration Panel.

23. We last considered this matter in 2019 and as such the current provision cannot run beyond 2023. We have therefore taken the opportunity to review this provision.
24. We concluded that the annual indexation provision continues to meet the needs of the council and to facilitate good administration of the scheme. However, in the context of the national economic situation, we did note some concern about the impact on the Council budget should remuneration levels be recommended at above inflation levels. This is of course a matter for the Council and any impact will need to be managed internally.
25. We recommend that basic, special responsibility and dependent carers' allowances continue to be increased each October in line with the headline pay increase negotiated through the National Joint Council for Local Government Employees until June 2026.
26. In accordance with legislation, we ask the Council to note that this indexation arrangement cannot be applied beyond June 2026 without further reconsideration by the Independent Remuneration Panel.

### **Next Steps**

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

**This report has been approved for circulation by.**

Kevin Emsley  
Dr Kate Hill  
Chris Jelley  
Matthew Knight.

## Scrutiny Annual Report 2021/22

Date: 20<sup>th</sup> July 2022

Report of Head of Democratic Services

Report to Full Council

Will the decision be open for call in?

Yes  No

Does the report contain confidential or exempt information?

Yes  No

### Brief summary

- Article 6 of the Council's Constitution requires that the Council's Scrutiny Officer reports to Council annually about how the authority has carried out its overview and scrutiny functions. The 2021/2022 Scrutiny Annual Report is appended.
- The Annual Report illustrates those areas of work undertaken by Scrutiny which directly contribute to the delivery of the Council's Best Council Plan; as detailed within the schedule included within the appended report.

### Recommendations

- a) Council is asked to receive and note the Scrutiny Annual Report for 2021/22.

### **What is this report about?**

- 1 The attached Scrutiny Annual Report for 2021/22 provides an overview of the work and activities undertaken by the Council's Scrutiny Boards in discharging the scrutiny function during the previous municipal year, 2021/2022.

### **What impact will this proposal have?**

- 2 The attached Scrutiny Annual Report is a factual report that highlights the work and activities originated by the Council's Scrutiny Boards in discharging the scrutiny function during the previous municipal year, 2021/2022.

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

Health and Wellbeing       Inclusive Growth       Zero Carbon

- 3 The Annual Report illustrates those areas of work undertaken by the Council's Scrutiny Boards that directly contribute to the delivery of the Council's Best Council Plan and Best City Ambition. The work programmes of all the Scrutiny Boards reference all three of the Council's key pillars.

### **What consultation and engagement has taken place?**

Wards affected:

Have ward members been consulted?       Yes       No

- 4 The Scrutiny Annual Report for 2021/2022 has been produced by the Head of Democratic Services (designated as the proper officer for Scrutiny) in consultation with Scrutiny Board Chairs and the Executive Board Member for Resources.

### **What are the resource implications?**

- 5 There are no specific resource implications associated with the Scrutiny Annual Report for 2021/2022.

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

- 6 Presenting the Scrutiny Annual Report for 2021/22 fulfils the annual requirement for the Council's Scrutiny Officer to report to Council on how the authority has carried out its overview and scrutiny functions, as set out in Article 6 of the Council's Constitution.

### **What are the legal implications?**

- 7 There are no specific legal implications associated with the Scrutiny Annual Report for 2021/2022

### **Options, timescales and measuring success**

#### **What other options were considered?**

- 8 This attached Scrutiny Annual Report for 2021/22 is intended to meet the requirement of Article 6 of the Council's Constitution; in that the Council's Scrutiny Officer reports annually to Council about how the authority has carried out its overview and scrutiny functions

### **How will success be measured?**

- 9 Members of Council are asked to note the summary of the work carried out by the Council's Scrutiny Boards during the previous municipal year (2021/22) as set out in the attached Annual Report.

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

- 10 The attached Scrutiny Annual Report for 2021/22 is a factual report providing an overview of the work and activities undertaken by the Council's Scrutiny Boards in discharging the scrutiny function during the previous municipal year, 2021/22. As such, there are no associated implementation requirements.

### **Appendices**

- Scrutiny Annual Report for 2021/22.

### **Background papers**

- None

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Leeds  
CITY COUNCIL

# scrutiny

## **Annual Report 2021 - 2022**



[leeds.gov.uk/scrutiny](https://leeds.gov.uk/scrutiny)



[@ScrutinyLeeds](https://twitter.com/ScrutinyLeeds)

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# Introduction

This Annual Report provides a summary of the work undertaken by the scrutiny function in Leeds during the 2021/2022 Municipal Year and highlights key achievements of each Scrutiny Board.

The Scrutiny Boards have targeted their work at driving forward the council's ambitions and making a real difference to the people of Leeds. Across the five Boards 146 work items were considered. 57 of the Council's 99 Members sat on Scrutiny Boards, supported by 4 voting co-opted members and 4 non-voting co-opted members.

The Best Council Plan is the council's strategic plan, setting out the authority's ambitions and priorities for both the city (working in partnership) and the organisation. An updated [Best Council Plan 2020-2025](#) was launched in September 2020, placing emphasis on the role of the Council's priorities in establishing a 'new normal' for life in Leeds after COVID-19.

As well as having a key role in influencing the content of the Best Council Plan, Scrutiny plays a fundamental part in reinforcing partnership working between the Council and stakeholders to meet the Best Council Plan outcomes. This Annual Report illustrates how the work of Scrutiny has particularly contributed towards the key priorities set out within the Council's Best Council Plan.

Leeds remains committed to providing dedicated officer support to the scrutiny function. Like all other Council functions, resources to support the Scrutiny function continue to be under considerable pressure. This is acknowledged in the Council's 'Vision for Scrutiny' agreement and there has been continued effort to maximise available resources and prioritise areas of work that will add value towards the delivery of the Best Council Plan and other strategic policy drivers.



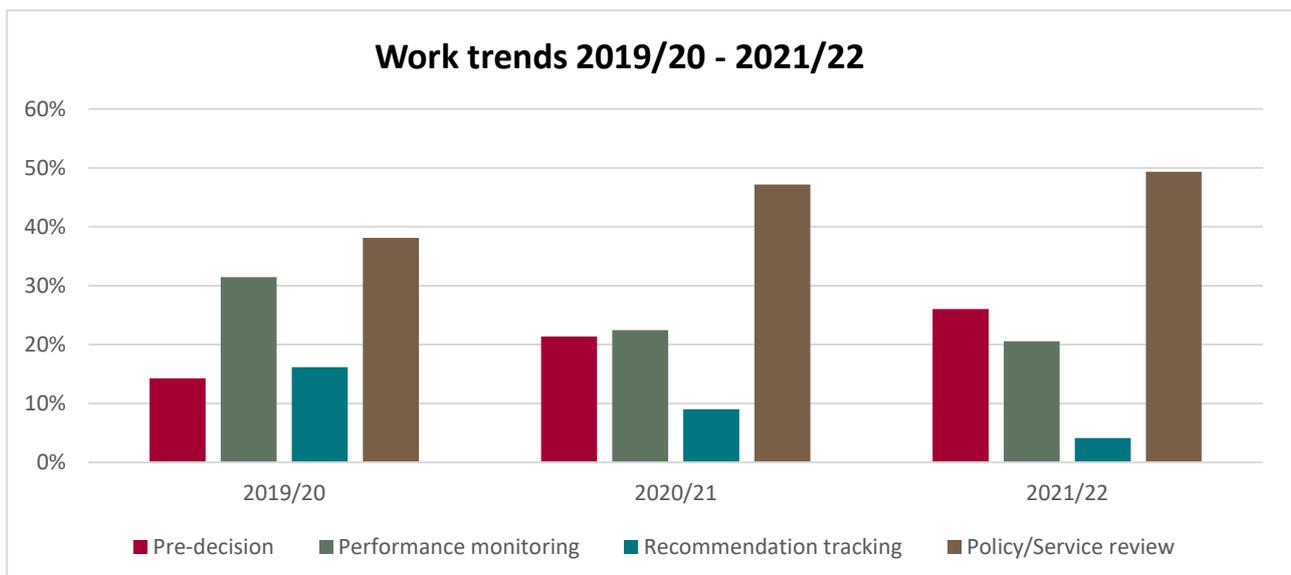
# Summary of 2021/2022

The following section summarises Scrutiny Board activity during the 2021/22 municipal year (June 2021 to May 2022).



## PROVIDING SUPPORT AND CHALLENGE FOR THE FOLLOWING OUTPUTS

A summary of the work undertaken by the Scrutiny Boards during 2021/22 is set out below. Trends over the last 3 municipal years are also presented.

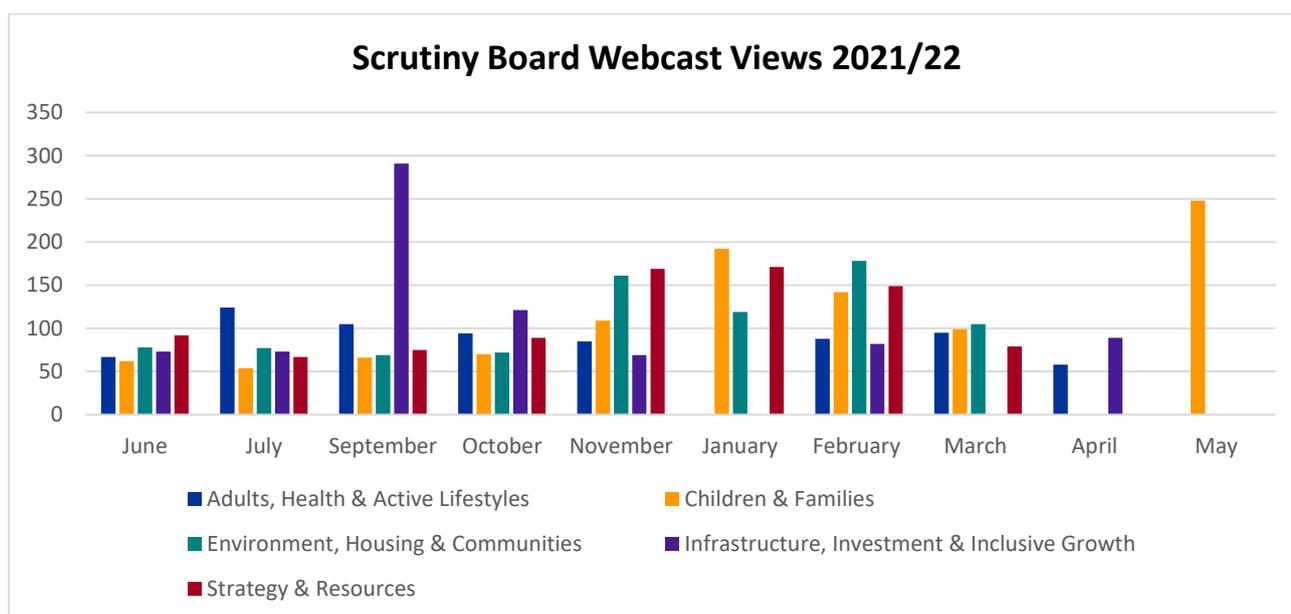


# Raising the profile and using technology

## Webcasting

Part of the legacy of working through the COVID-19 pandemic has seen the continued use of live streaming, or webcasting Scrutiny Board meetings. This allows all stakeholders the opportunity to observe meetings as they happen, but also view proceedings after the meeting via YouTube – at a time and location that is convenient to them.

With over 4300 webcast views across all Scrutiny Board meetings, the chart below provides a monthly analysis throughout the course of the municipal year<sup>1</sup>.



Webcasting Scrutiny Board meetings is now part of the standard operating procedures, subject to the meeting venue and availability of technology.

## Social Media

Scrutiny Board meetings are also promoted through social media – specifically Twitter, through the @ScrutinyLeeds account. During 2021/22 there have been over twenty thousand profile visits. In terms of reach, further analytics show over forty-four thousand tweet impressions during the course of the year.

### <sup>1</sup> Notes

- (1) In July 2021, the Adults, Health and Active Lifestyles Scrutiny Board held two consultative meetings
- (2) In September 2021, the Infrastructure, Investment and Inclusive Growth Scrutiny Board held two formal Scrutiny Board meetings.
- (3) In January 2022, the Adults, Health and Active Lifestyles Scrutiny Board and the Infrastructure, Investment and Inclusive Growth Scrutiny Board meetings were held in alternative venues and viewing figures are not available through the Scrutiny YouTube Channel. Archived webcasts for those meetings can, however, still be accessed via the Council website.

# Collaborative working

## Scrutiny of the budget

All Scrutiny Boards are consulted annually on the Council's initial budget proposals and any proposed changes to the Best Council Plan prior to formal approval. Observations and recommendations are reported back to the Council's Executive Board as one composite report.

In line with the requirements of the Budget and Policy Framework all five scrutiny boards considered the Proposed Budget 2022/23 during their January cycle of meetings.

Prior to this, and in line with the approach taken the previous year, officers and Executive members attended working group sessions with each Board in December.

During the consultation process members have reflected upon the future engagement of scrutiny in the organisation's financial planning and how board members might best add value to the budgetary process. The Boards collectively felt, given the cumulative total of savings classified as 'Business As Usual,' that in future such efficiencies be detailed within the Budget Proposals to ensure transparency.

Also, given the complex challenges facing the council in the coming years, which will all involve financial pressure for the Council, the scrutiny boards have reiterated the importance of their members working collaboratively with decision makers at the earliest possible opportunity within the financial planning process.

## Regional Health Scrutiny

The West Yorkshire and Harrogate Joint Health Overview and Scrutiny Committee (JHOSC) continued to maintain oversight of arrangements to formally establish the West Yorkshire Integrated Care Board, the continuing development of the overall West Yorkshire Health and Care Partnership and a range of associated programme areas.

Support for the management and administration of the JHOSC continued to be provided by Calderdale Council with Councillor Vanda Greenwood (Bradford Council) elected as Chair for 2021/22.

The JHOSC met on three occasions, and full details of the matters considered are available from the lead Council's website (Calderdale MBC), using the links below:

- [20 July 2021](#)
- [30 November 2021](#)
- [29 March 2022](#)

The JHOSC arrangements have continued to enhance the collaboration between local authority health scrutiny functions across West Yorkshire and Harrogate.

# Highlights and Achievements



**Chair –  
Councillor A Marshall-  
Katung**

*Focusing on services for adults and public health services to monitor progress towards improving health, lifestyles and quality of care across the city; and providing oversight of service integration and partnership working within and between health bodies. The Board also oversees the sport and active lifestyle related functions and activity across the city.*

Topic Area	Added Value/Impact	Associated Best City Priority
1. Development of the local Integrated Care System.	<ul style="list-style-type: none"> <li>➤ The Board considered the implications of the new Health and Care Bill (now Act) in context for health and social care in West Yorkshire and Leeds. With the expectation that new Integrated Care Systems would be put onto a statutory footing in July 2022, the Board primarily focused its attention this year on the development of the local Integrated Care System (ICS). Linked to this, the Board utilised its meeting in January 2022 to consider and provide feedback on the draft constitution of the West Yorkshire Integrated Care Board (ICB) as part of the broader consultation process being led by the West Yorkshire Health and Care Partnership. In acknowledging the intention of the West Yorkshire ICB to discharge duties through delegation to place-based committees, the Board also monitored the development of the Leeds Committee of the ICB.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Working as a system to ensure people get the right care, from the right people in the right place.</li> <li>➤ Ensuring support for the health and social care sector to respond to and recover from COVID-19.</li> <li>➤ Reducing health inequalities and improving the health of the poorest the fastest.</li> </ul>
2. Community neurological rehabilitation service redesign.	<ul style="list-style-type: none"> <li>➤ In October 2021, the Board considered key themes and emerging priority areas stemming from the engagement with patients, carers and staff in relation to plans to redesign the Community Neurological Rehabilitation Service in Leeds. The timeliness of this meant that the Board was able to share its views on the identified themes and emerging priority areas that would inform the developing model of delivery for the Community Neurological Rehabilitation Service. <a href="#">A Statement document</a> setting out the Board's observations, conclusion and recommendations was submitted to the Leeds Community Healthcare NHS Trust and NHS Leeds Clinical Commissioning Group prior to a final decision on the model being agreed.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Working as a system to ensure people get the right care, from the right people in the right place.</li> <li>➤ Supporting self-care, with more people managing their own health conditions in the community</li> </ul>
3. Access to local NHS dental services.	<ul style="list-style-type: none"> <li>➤ Having previously engaged with NHS England back in September 2020 to consider the initial impact of the Covid-19 pandemic on the provision and accessibility of local dental services, the Board undertook further scrutiny work in February 2022 to understand the current position surrounding access to local NHS dental services from the perspective of primary, community and secondary care services, including urgent dental care services. <a href="#">A summary note</a> of the main issues and recommendations arising from this piece of scrutiny work was produced in March 2022.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Reducing health inequalities and improving the health of the poorest the fastest.</li> <li>➤ Ensuring support for the health and social care sector to respond to and recover from COVID-19.</li> </ul>
4. Active Leeds and Physical Activity Ambition.	<ul style="list-style-type: none"> <li>➤ The Board considered and welcomed the development of the Physical Activity Ambition for Leeds that is being led by Active Leeds and Public Health together with partners across the city. Keen to understand the offer being provided across different communities, Board Members also carried out site visits to some Active Leeds facilities across the city.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Supporting healthy, physically active lifestyles</li> </ul>

# Highlights and Achievements



Children and Families

Chair –  
Councillor A Lamb

*Focusing on services affecting the lives of children and families across the city to monitor progress towards becoming a child friendly city, putting children first and developing active citizens.*

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Topic Area	Added Value/Impact	Associated Best City Priority
1. Notification of Serious Child Safeguarding Incidents Review	<ul style="list-style-type: none"> <li>➤ An urgent matter of business was brought to the attention of the Scrutiny Board in February 2022 when the Chair explained that he had been made aware of instances where differing views were evident within the Leeds Safeguarding Children Partnership (LSCP) on whether to categorise a case as a notifiable Serious Child Safeguarding Incident. The Independent Chair of the LSCP was given the opportunity to share her views and concerns on the matter and explained that she had commissioned a local review of the notification arrangements, which had commenced in December 2021. In May 2022, other partner members of the LSCP Executive provided an update to the Board and also gave a commitment to share the full report on the outcome of the notification review with the Scrutiny Board once complete.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Keeping people safe from harm, protecting the most vulnerable.</li> <li>➤ Supporting families to give children the best start in life.</li> </ul>
2. Leeds Children's Services and the findings of Ofsted.	<ul style="list-style-type: none"> <li>➤ The Board considered the findings of Ofsted inspectors following a two-day focused visit to Leeds Children's Services in July 2021. While no areas of serious weakness were identified, Members noted the three identified areas for improved practice and had maintained a watching brief of progress against the associated Improvement Action Plan. In May 2022, the Board also considered the findings of the Ofsted inspection of children's social care services during late February/early March 2022 as part of the 'ILACS' inspection framework. The Board congratulated all staff for maintaining an outstanding rating and also welcomed the recognition given to the role of scrutiny by Ofsted in terms of being robust and challenging.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Keeping people safe from harm, protecting the most vulnerable.</li> <li>➤ Supporting families to give children the best start in life.</li> </ul>
3. Youth Work Review and Future Vision.	<ul style="list-style-type: none"> <li>➤ The Board considered details of the new youth work delivery model informed by the findings of the youth work review. Members endorsed the three strands set out within the future vision - a core offer of universal youth work undertaken by youth work services within the local authority, additional third sector provision for greater demand, and a small grant scheme for smaller organisations with alternative reach. Following the implementation of the new model in April 2022, the Board agreed to maintain a watching brief of progress moving forward.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Improving social, emotional and mental health and wellbeing.</li> <li>➤ Helping young people into adulthood, to develop life skills and be ready for work.</li> </ul>
4. Inquiry into Exclusions, Elective Home Education and Off-Rolling.	<ul style="list-style-type: none"> <li>➤ A <a href="#">Statement document</a> was produced in May 2022 summarising the progress made with the Board's Inquiry work, which included preliminary findings stemming from the evidence to-date and an overview of key national developments and considerations to help inform next steps.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Improving educational attainment and closing achievement gaps for children and young people vulnerable to poor learning outcomes.</li> </ul>

# Highlights and Achievements



**Environment,  
Housing and  
Communities**

**Chair –  
Councillor B  
Anderson**

*Focusing on services and issues affecting the lives of citizens living and working in the council's neighbourhoods to monitor progress as a citizen focused city, prioritising environmental sustainability.*

Topic Area	Added Value / Impact	Associated Best City Priority
1. Community Safety	<ul style="list-style-type: none"> <li>➤ Members examined the implications of the Domestic Abuse Bill 2021, considered the challenges and opportunities for LeedsWatch following a remodelling of the service, and retained a watching brief on the implementation of recommendations that emerged from a review of Leeds Anti-Social Behaviour Team. The new Deputy Mayor for Policing and Crime was invited to discuss city-wide community safety priorities with members. The Board published the recommendations of an inquiry into the anti-social use of fireworks.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Keeping people safe from harm &amp; protecting the most vulnerable.</li> <li>➤ Tackling crime and anti-social behaviour</li> <li>➤ Promoting community respect and resilience.</li> </ul>
2. Reducing poverty, improving financial inclusion and supporting safe communities.	<ul style="list-style-type: none"> <li>➤ Scrutinising the ways in which the Council can work with partners to support the city's most vulnerable residents remains a longstanding priority. Scrutiny members examined the Council's approach to reducing poverty and improving financial inclusion, considered the Local Welfare Support Scheme and explored action being taken to help residents at risk of, or already experiencing, fuel poverty.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Helping people out of financial hardship.</li> <li>➤ Targeting interventions to tackle poverty in priority neighbourhoods</li> </ul>
3. Carbon reduction, energy efficiency & Housing Standards	<ul style="list-style-type: none"> <li>➤ The Board has scrutinised housing standards within the context of the city's resilience to the consequences of climate change. Members considered the action being taken to reduce carbon emissions and improve energy efficiency within the Council's own housing stock, along with opportunities to support improvements in standards in the private rented sector.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Improving air quality, reducing pollution and noise</li> <li>➤ Improving energy performance in homes, reducing fuel poverty</li> </ul>
4. Strategic Engagement	<ul style="list-style-type: none"> <li>➤ The Scrutiny Board has provided recommendations to decision makers on key strategies including the 2005 Gambling Act Statement of Licensing Policy and the Safer, Stronger Communities City Plan. The Board engaged in the early stages of the Council's Housing Strategy review and responded to proposals to introduce the Best City Ambition as the Council's key strategic plan. The Scrutiny Board has had oversight of several key performance indicators and has been consulted about the Council's budget proposals.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Keeping people safe from harm &amp; protecting the most vulnerable.</li> <li>➤ Being responsive to local needs, building thriving, resilient communities</li> </ul>

# Highlights and Achievements



**Chair –  
Councillor P Truswell**

*Focusing on development and infrastructure functions and services to monitor progress in relation to transport and planning, regeneration and housing growth. The Board also oversees economic growth functions and services to monitor progress towards being a strong and compassionate city, promoting opportunities for access to learning, skills and employment for all.*

Topic Area	Added Value/Impact	Associated Best City Priority
1. Preventing deaths and serious injuries on the Leeds roads	<ul style="list-style-type: none"> <li>➤ The Scrutiny Board conducted an in-depth Inquiry into the prevention of deaths and serious injuries on Leeds roads. Members considered evidence from local and regional stakeholders, including road safety campaigners. The interim inquiry report was submitted to support proposals for Leeds to move towards adopting a ‘Vision Zero’ approach to preventing road deaths.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Keeping people safe from harm, protecting the most vulnerable</li> </ul>
2. Inclusive Growth & Digital Inclusion	<ul style="list-style-type: none"> <li>➤ Inclusive Growth is a ‘golden thread’ running through the Board’s work. The Board examined support for local business recovering from the pandemic, the future of town and district centres, and proposals to help Leeds residents access skilled jobs in the city. Members considered potential barriers to growth including digital exclusion and public transport connections. The Board also explored how the impact of interventions designed to deliver inclusive growth could be measured.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Supporting the city’s recovery from COVID-19 and building longer-term economic resilience</li> <li>➤ Supporting growth and investment, helping everyone benefit from the economy to their full potential</li> <li>➤ Supporting businesses &amp; residents to improve skills, helping people into work and into better jobs</li> </ul>
3. Advancing Bus Provision and improving connectivity	<ul style="list-style-type: none"> <li>➤ Transport infrastructure and the accessibility of public transport connections have been recurring themes in the Board’s wider work on inclusive growth. Members brought partners together to examine the new regional Bus Strategy and to consider future funding models for bus providers still adjusting to new post-pandemic patterns of usage, The Board explored progress with the Leeds Public Transport Investment Programme and the way in which the Council engages with local communities affected by major infrastructure projects.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Improving transport connections, safety, reliability and affordability</li> </ul>
4. Sustainable Development: Housing Mix & Flood Risk	<ul style="list-style-type: none"> <li>➤ The Board has continued to track the recommendations of its Housing Mix inquiry, focusing on the delivery of affordable housing in appropriate locations. Members have also considered how the planning system can support the delivery of community infrastructure. The Scrutiny Board continued to examine the Flood Risk Management plan, with particular interest this year in how natural engineering interventions can help to prevent flooding while also delivering wider environmental benefits.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Housing of the right quality, type, tenure and affordability in the right places</li> <li>➤ Improving the resilience of the city’s infrastructure and the natural environment, reducing flooding</li> </ul>

# Highlights and Achievements



**Strategy and Resources**

**Chair – Councillor A Scopes**

*Focusing on the council's central strategic and regulatory functions, including financial services, human resources, digital and information services, elections, registrars, licensing, local land charges and council tax processing. The Board also oversees cultural related activities to deliver the city's cultural ambitions.*

Topic Area	Added Value/Impact	Associated Best City Priority
1. Agile working, Estate Realisation and becoming an inclusive employer	<ul style="list-style-type: none"> <li>➤ The Scrutiny Board provided a public platform for our staff networks to share their views about how Leeds City Council could improve diversity and inclusivity in the workplace. The Board considered the need for an individualised approach to flexible working and examined an increase in home working within the context of the city's ambition to reduce carbon emissions.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Making the best use of our resources:                             <ul style="list-style-type: none"> <li>- Our people</li> <li>- Our money</li> <li>- Our digital capabilities</li> <li>- Our land and buildings</li> <li>- Our evidence and insights</li> <li>- Our communications</li> </ul> </li> </ul>
2. Integrated Digital Services, self-service and the customer experience	<ul style="list-style-type: none"> <li>➤ Members examined the measures that can be put in place to improve the experience of people contacting the Council, with members highlighting the importance of all services 'buying in' to the importance of getting front line customer contact right first time.</li> <li>➤ The role of IDS in driving organisational change and transforming public services has been a recurring theme in much of the Board's work. The Board has examined the potential impact of increased automation and self-service on customer experience and improving outcomes for citizens. Members also considered workforce planning in the context of ensuring IDS can meet increasing demand for services over the next 5 years.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Clear focus on delivering high quality, locally integrated public services</li> <li>➤ Effective partnership working and commissioning</li> </ul>
3. Leeds 2023, culture and the economy	<ul style="list-style-type: none"> <li>➤ Over the last year members have explored the contribution culture can make to the city's economic recovery post-pandemic. The Board has received updates in relation to significant milestones associated with Leeds 2023 and examined the potential opportunities for Leeds that it is hoped will arise from the Year of Culture in 2023.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Enhancing the image of Leeds through major events and attractions</li> </ul>
4. Financial Performance	<ul style="list-style-type: none"> <li>➤ The Board has continued to focus on financial health, with members seeking reassurance that budget management is robust and promoting long term sustainability. Members scrutinised the Medium-Term Financial Strategy and contributed to the consultation on the annual budget proposals.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Supporting the city's economic recovery from COVID-19 and building longer-term economic resilience</li> </ul>



## Annual Report of Corporate Governance and Audit Committee

Date: 20<sup>th</sup> July 2022

Report of: Chief Officer Financial Services

Report to: Full Council

Will the decision be open for call in?  Yes  No

Does the report contain confidential or exempt information?  Yes  No

### Brief summary

Full Council is charged with governance of the local authority and has appointed Corporate Governance and Audit Committee to carry out functions in this regard.

The attached Annual Report of Corporate Governance and Audit Committee demonstrates how the committee has discharged its responsibilities in accordance with best practice.

### Recommendations

- a) Members are requested to receive and consider the annual report reflecting the work of the Corporate Governance and Audit Committee in the 2021-22 municipal year

### What is this report about?

- 1 The Annual Report of the Corporate Governance and Audit Committee, attached to this report, reflects the work undertaken by the committee in the 2021/22 municipal year.

### What impact will this proposal have?

- 2 The work undertaken by Corporate Governance and Audit Committee throughout the municipal year supports its assessment of the internal control and risk environment. This in turn will inform the committee's consideration and approval of the statutory Statement of Accounts and Annual Governance Statement for 2021-22.

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

Health and Wellbeing

Inclusive Growth

Zero Carbon

- 3 The work undertaken by the committee provides assurance that arrangements for internal control support the delivery of the council's strategic objectives.

## What consultation and engagement has taken place?

Wards affected:

Have ward members been consulted?

Yes

No

- 4 The Annual Report was compiled in consultation with Members of the Corporate Governance and Audit Committee in the 2021/22 municipal year.
- 5 The report was approved by Corporate Governance and Audit Committee at its meeting on 24<sup>th</sup> June 2022.

## What are the resource implications?

- 6 The work undertaken by the committee provides assurance that the council's resources are used efficiently to deliver the council's strategic objectives.

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

- 7 The work undertaken by the committee provides assurance that there are arrangements in place for the management of risk which are appropriate, proportionate, monitored and effective.

## What are the legal implications?

- 8 S151 Local Government Act 1972 requires local authorities to "make arrangements for the proper administration of its financial affairs". The Accounts and Audit (England) Regulations 2015 provide that the local authority is responsible for ensuring "a sound system of internal control which facilitates the effective exercise of its functions and the achievement of its aims and objectives; ensures that the financial and operational management of the authority is effective and includes effective arrangements for the management of risk".
- 9 The work undertaken by the committee provides confirmation for full Council, as the body charged with governance, that arrangements in place are up to date, fit for purpose, communicated and embedded, monitored and routinely complied with.

## Options, timescales and measuring success

### What other options were considered?

- 10 None

### How will success be measured?

- 11 The work undertaken by the committee will assist their consideration and approval of the Annual Governance Statement and the council's accounts.

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

12 The Annual Report reflects work undertaken in the 2021-22 municipal year.

### **Appendices**

- Appendix A – Annual Report of Corporate Governance and Audit Committee 2021-22

### **Background papers**

- None

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# **Annual Report to Full Council**

## **Corporate Governance and Audit Committee**

**2021/22**

# Annual Report of the Corporate Governance and Audit Committee 2021/22

## Foreword by Councillor Paul Wray - Chair

I am delighted to introduce the annual report of Corporate Governance and Audit Committee, summarising the contribution the committee made during the 2021/22 Municipal Year to the achievement of good governance, effective internal control and strong public financial management within the Council.

All Members of the committee bring a balanced, independent and objective approach to business of the committee and I thank them for the contributions they have made. The committee has provided robust challenge and meaningful review of the Council's arrangements for risk, governance and audit, and in particular has:

- Overseen the production of the Annual Governance Statement;
- Reviewed and approved the Council's statutory accounts subject to completion of the external audit;
- Received regular updates and formal reports from the Council's External Auditor;
- Received and reviewed regular Counter Fraud Update Reports;
- Received and reviewed in detail assurance reports on the key aspects of the Council's internal control arrangements, including risk management, information governance and performance management, providing robust challenge to our arrangements and monitoring for areas in need of improvement; and
- Provided oversight to the Council's internal audit function, receiving the annual report and opinion alongside regular updates on progress against the internal audit plan, including follow up in relation to limited assurance reviews.

The committee continues to work hard with officers to understand and strengthen governance arrangements across the Council, and to ensure that risks are escalated appropriately.

During the year the committee has built upon the cycle of internal control approach to officer reporting introduced in the 20/21 municipal year, with a continued focus on ensuring that governance arrangements are robust and that there is appropriate democratic oversight.

The committee continues to adopt a varied work programme, continuing to receive annual assurance reports to provide routine oversight of arrangements, but taking a flexible and agile approach, adapting to emerging issues and concerns.



Chair Corporate Governance and Audit Committee

## 1. INTRODUCTION

This annual report to full council demonstrates the importance the Council places on the authority's governance arrangements.

The Chartered Institute for Public Finance and Accountancy (CIPFA) describes the overall aim of good governance as:

'to ensure that resources are directed in accordance with agreed policy and according to priorities, that there is sound and inclusive decision making and that there is clear accountability for the use of those resources in order to achieve desired outcomes for service users and communities'

*CIPFA Delivering Good Governance in Local Government Framework 2016 Edition (the Good Governance Framework)*

Good governance is ultimately the responsibility of Full Council as the governing body of Leeds City Council. This report provides assurance as to the way in which Corporate Governance and Audit Committee has discharged its role to support Full Council in this responsibility. In addition, the report underpins the Annual Governance Statement, which is approved by the committee, and is provided to all Members.

In particular, the report on the work of the Council's Corporate Governance and Audit Committee demonstrates how the committee has:

- Fulfilled its terms of reference;
- Complied with national guidance relating to audit committees;
- Contributed to strengthening risk management, internal control and governance arrangements.

## 2. COMMITTEE INFORMATION

### **Role of Corporate Governance and Audit Committee**

The audit committee is appointed by Council to support the discharge of its functions in relation to good governance by providing a high-level focus on audit, assurance and reporting.

CIPFA defines the purpose of an audit committee as follows:

1. Audit committees are a key component of an authority's governance framework. Their function is to provide an independent and high-level resource to support good governance and strong public financial management.
2. The purpose of an audit committee is to provide to those charged with governance independent assurance on the adequacy of the risk management framework, the internal control environment and the integrity of the financial reporting and annual governance processes.

*Audit Committees – Practical Guidance for Local Authorities and Police (2018)*

The Terms of Reference for the Corporate Governance and Audit Committee are reviewed regularly against current regulations, CIPFA position statement and guidance for audit committees and best practice in comparable authorities.

The core functions of the committee, reflected in its Terms of Reference, are to:

- Consider the Council's arrangements relating to the Accounts;
- Consider the Council's arrangements relating to external audit requirements;
- Review the adequacy of policies and practices to ensure compliance with statutory and other guidance;
- Review the adequacy of the Council's Corporate Governance arrangements (including matters such as internal control and risk management);
- Consider the Council's arrangements relating to internal audit requirements.

## **Membership**

The committee has seen a significant change in membership for the 2021/22 municipal year, with 4 elected members new to the committee along with the independent member appointed for the final meeting of the previous year.

For the 2021/22 municipal year there were nine elected members and one non-voting independent member appointed to the committee:

- Councillor Kamila Maqsood (Labour) (Chair)
- Councillor Gohar Almass (Labour)
- Councillor Jonathan Bentley (Liberal Democrat)
- Councillor Mike Foster (Conservative)
- Councillor Pauleen Grahame (Labour)
- Councillor Peter Harrand (Conservative)
- Councillor John Illingworth (Labour)
- Councillor Jackie Shemilt (Conservative)
- Councillor Paul Truswell (Labour)
- Linda Wild (Independent Member)

## **Independence of the committee.**

As a Council appointed committee, Corporate Governance and Audit Committee is appointed in accordance with the requirements for proportionality but, in line with CIPFA guidance and best practice, strives for political neutrality.

Linda Wild was appointed by Council in February 2021 as a non-voting Independent Member to the committee. The introduction of an independent member to the committee has enhanced the independence of the committee as it discharges its functions. In addition, the professional audit experience and knowledge of its independent member, give depth and insight to the robust challenge the committee provides in considering the assurances received.

## **Knowledge and Skills Framework**

Members bring with them a range of knowledge and skills from their working life and elected representative roles to the work of the committee. The skills and knowledge of the committee are further complemented by those of the Independent Member, who has brought with her a wealth of knowledge and experience in an audit setting and applies this knowledge, skill and experience to Leeds City Council.

A programme of development has been undertaken during the year to ensure that new members of the committee have the necessary knowledge and skills to discharge the functions of the committee. In view of the significant change in membership an introductory session was provided on the role and functions of the audit committee prior to the first meeting of the Municipal Year.

Further briefings have been provided to the committee to ensure that all Members remain up to date and informed to enable fulfilment of the committee's role.

As in previous years, the Chief Finance Officer provided training to the committee in preparation for their examination of the Accounts. The committee also participated in workshops around counter fraud, and risk management.

The External Auditor routinely provides briefing notes providing sector updates and presented an in depth briefing in relation to the role of external audit in Local Government, the Redmond Review of local authority financial reporting and external audit, and the external audit requirements arising from the new Value for Money arrangements.

The committee looks forward to participating in further development opportunities over the 2022/23 municipal year, particularly the e-learning sessions on Information Management and Governance.

## **Operation of the committee**

The committee has met on seven occasions during the year with meeting dates structured around the receipt of annual assurance reports, external and internal audit reporting cycles, and the statutory requirements for production of the Accounts and Annual Governance Statement.

This frequency of meetings ensures the committee can fulfil its responsibilities in an efficient and effective way and has been benchmarked<sup>1</sup> against the CIPFA recommended practice and arrangements in other local authorities.

Following the easing of social distancing restrictions, arrangements were made to return to a full programme of in person meetings in the 2021/22 municipal year, ensuring that all meetings were covid safe and following government guidance. Live streamed webcasts of each meeting allowed members of the press and public to continue accessing meetings remotely. The reintroduction of work from home guidance at the time of the December meeting led to arrangements being made for a remote consultative meeting, with notes and recommendations received and formally approved by committee at the next in person meeting in February 2022.

The committee is supported by several officers who attend regularly and bring expertise in relation to corporate governance, internal audit, finance, legal compliance, risk and resilience and information governance.

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<sup>1</sup> Benchmarking took place during the 2018/19 municipal year.

### **3. COMMITTEE BUSINESS**

The work undertaken by the committee to support their approval of the Annual Governance Statement and Accounts, and in furtherance of the core functions of audit committees identified by CIPFA, is summarised in this section. (A complete list of the reports considered by the committee can be found at the end of this report.)

#### **The Accounts and Annual Governance Statement**

Council has delegated to the committee the authority to approve the Council's Annual Governance Statement and the audited Statement of Accounts on behalf of the Council.

The committee considered the interim Annual Governance Statement in July 2021 prior to its publication for the formal period of public consultation, and went on to approve the Council's Annual Governance Statement for 2020/21 in November 2021 following receipt of the Head of Audit's Opinion.

As a result of consideration of the Annual Governance Statement the Committee requested a review of the Corporate Governance Code and Framework. Following receipt of a report in March 2022, the committee approved a new Local Code of Corporate Governance, reflecting the seven principles of good governance set out in CIPFA Good Governance Framework. The committee noted that a Corporate Governance Framework which articulates the arrangements in place to meet the principles and commitments set out in the Code, will be received together with an assurance map prior to approval of the Annual Governance Statement for 2022.

The committee considered the draft Statement of Accounts in July 2021 prior to the period of public deposit. Further consideration followed in February 2022, and the committee approved the Audited Statement of Accounts and management representation letter, subject to no material adjustments arising from remaining external audit work. Should any material adjustment arise a further, final version of the statement of accounts will be presented to the committee for approval prior to publication.

During consideration of the accounts the committee sought assurance from officers on matters including the Council's MRP Annuity method for paying debt and received confirmation that the method is recognised in statutory guidance and in line with the majority of authorities. Members also sought and received assurance that an identified valuation error could not be replicated elsewhere.

#### **External Audit**

The committee plays a significant role in overseeing the Council's relationship with its external auditors, and takes an active role in reviewing the external audit plan, progress reports and annual report setting out the findings of the Value for money Review.

Grant Thornton is the Council's current appointed auditor, and will continue to audit the 2021/22 and 2022/23 accounts, after which the appointment will come to an end. Following consideration of other options, the committee concluded that participation in the national audit appointment scheme for appointing the external auditor from 2023/24<sup>2</sup> would produce better outcomes for the council. On the committee's recommendation, the Council has accepted the invitation to opt in to the appointment scheme.

In June 2021 the committee received the formal Annual Audit Letter from Grant Thornton setting out an unqualified opinion on the Council's financial statements for 2019/20 and an 'except for' opinion on the council's arrangements to secure value for money for 2019/20 identifying that the council's level of general fund reserves had been insufficient

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<sup>2</sup> The body currently designated to undertake this role is PSAA (Public Sector Audit Appointments Limited)

to manage the financial impact of an event on the scale of the covid pandemic without taking unplanned short-term measures. The committee received assurance from the Chief Officer Financial Services that an analysis of budget risks and the requirement to achieve a sustainable budget forms part of the Council's Medium-Term Financial Strategy, and that it is recognised that the council needs to build up its reserves, but that this must be done in balance with the need to deliver front line services.

In preparation for the audit of the 2020/21 accounts, the committee responded to the Grant Thornton Risk Assessment Enquiries, which informs the audit risk assessment. This contributed to effective two-way communication between the committee and the external auditors, and also allowed the committee to identify the potential need for further training, such as counter fraud training.

During the year, the committee has received regular reports and verbal updates from the external auditor setting out progress against the external audit plan for the 2020/21 accounts, including receipt of the interim ISA 260 report in February 2022 based on which the committee was able to approve the accounts subject to successful completion of the audit. It is anticipated that the final audit report, incorporating the Value for Money review, will be received in September 2022.

It is anticipated that the committee will formally receive the external audit plan for the 2021/22 accounts in September 2022. The committee looks forward to continuing to work with the external auditors; considering the responses of management to audit recommendations and ensuring that appropriate actions are agreed and implemented.

## **Internal Control**

The committee has responsibility for monitoring the effectiveness of the Council's system of internal control and management of corporate risks.

Through robust consideration of annual assurance reports<sup>3</sup> in relation to a wide range of internal controls the committee has obtained assurance that relevant systems and processes are documented and defined; clearly communicated; effectively embedded; meaningfully monitored; and reviewed and refined. For example, the committee

- Received assurance in relation to progress made embedding the Council's social value arrangements;
- Received assurance through the reporting of the LGA Peer Review of the council's procurement function;
- Received assurance in relation to management and control mechanisms supporting the successful delivery of Integrated Digital Services;
- Noted the work being undertaken by Scrutiny Board (Strategy and Resources) in relation to the customer contact centre and communicated the Committee's concerns to the Chair of the Board.

In addition to the receipt of regular update, and routine assurance reports, the committee seeks assurance in relation to significant matters relating to governance, audit and risk. Reports have been received providing assurance in relation to:

- Climate Emergency Governance & Controls - allowing the committee to raise questions and receive further assurance around the levels of government funding available and the arrangements underpinning the Council's progress toward net zero emissions by 2030.

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<sup>3</sup> Detailed in Appendix A

- Procurement Review Update Report - giving details on the action plan and progress made in relation to the council's P2P (procure to pay) review and recommendations made from the LGA Peer Review. Members noted the review's intention to ensure efficient and effective P2P processes to deliver compliant procurement activity and value for money in relation to external spend.
- Public Service Network (PSN) compliance including the Council's Access project – the committee monitored progress against the action plan, noting how the formation of the Cyber Team resulted in the council making a successful PSN submission during the year.

## Internal Audit

The committee works closely with the internal audit function, both overseeing the independence and effectiveness of the service, and receiving assurance from the service as to the adequacy and effectiveness of the Council's internal control environment.

The committee were pleased to receive the external independent review of the Internal Audit Service, undertaken by Glasgow City Council, providing assurance that the service conforms with the requirements of the Public Sector Internal Audit Standards (PSIAS).

The committee has received and considered regular reports from the Head of Audit throughout the year providing updates on progress against the 2020/21 Internal Audit Plan, together with information relating to the wider work of the Internal Audit section.

The committee are advised of the outcomes of every internal audit review, with greater depth, and follow up reviews, provided in relation to reviews resulting in limited assurance.

During the course of the 2021/22 municipal year the committee has considered two reviews identifying limited assurance overall:

- No Recourse to Public Funds - the purpose of this review was to ensure that only families with identified needs are assessed as requiring support and that payments are made in line with legislation and guidance. Limited assurance was provided on the control environment as a result of issues identified with the accuracy of some payments. Management have responded positively by agreeing all recommendations and a follow up audit will be completed.
- Data Protection Impact Assessments – the objective was to provide assurance that there are appropriate controls in place to ensure DPIAs are completed where required. Limited assurance was provided on the control environment due to weaknesses identified in relation to DPIAs not being progressed appropriately, not being signed off and insufficient monitoring to ensure this is being completed. Management have agreed to all recommendations and a follow up audit will be completed.

In addition to regular audit updates, the committee now receives focussed bi-annual update reports in relation to anti-fraud and corruption controls. During the year, these reports have presented details on both proactive and reactive work undertaken by the service. Following receipt and consideration of the November update report the committee:

- Endorsed the Counter Fraud and Corruption Strategy and Response Plan;
- Endorsed the Whistleblowing Policy
- Endorsed the role of a Counter Fraud and Corruption Champion to which Cllr Maqsood has been nominated.

The committee also receives a wide range of assurance in relation to the soundness of the council's arrangements through the reporting of Internal Audit work in addition to the formal reviews undertaken, for example

- work to support the Council's Covid-19 response, providing assurance that internal controls are in place and good governance is adhered to (e.g. in relation to self-isolation payments and volunteer expenses.)
- work supporting the core business transformation programme, providing expertise in data analytics in addition to challenge and advice in relation to relevant systems and processes.

In November 2021, the committee received and considered the Internal Audit Annual Report and noted a satisfactory overall opinion for 2020/21. The committee was satisfied that the work undertaken to support the opinion has been conducted in accordance with an established methodology that promotes quality and conformance with the International Standards for the Professional Practice of Internal Auditing.

The committee reviewed and agreed the annual risk based audit plan for the 2022/23 year in March 2022.

#### **4. LOOKING FORWARD**

The committee has approved the work programme for the 2022/23 municipal year setting out the receipt of regular update reports and annual assurance reports.

Through the continuing receipt of regular reports Corporate Governance and Audit Committee will provide the usual level of robust challenge to corporate governance and audit practice and procedure across the authority to ensure that our arrangements are up to date and fit for purpose, communicated, embedded and routinely complied with.

In addition to the routine business the committee have requested specialised assurance reports in relation to:

- the governance arrangements for implementation of Best City Ambition and review of strategic framework – allowing the committee to consider assurance that governance arrangements underpinning the implementation of the Best City Ambition, ensure that the Council is focussed on delivering its strategic plan; and
- the Council's estate management arrangements - providing assurance to the committee on governance arrangements to manage, maintain and make best use of council land and buildings.

The work programme will be the subject of regular review, and the committee will remain flexible in its approach, to accommodate additional items within its remit as they emerge. As in the last municipal year, the committee will request and consider reports in relation to relevant matters which come to our attention during the year.

<b>CORPORATE GOVERNANCE AND AUDIT COMMITTEE ACTIVITY – 2021/22</b>	<b>June 2021</b>	<b>July 2021</b>	<b>Sept 2021</b>	<b>Nov 2021</b>	<b>Dec 2021</b>	<b>Feb 2022</b>	<b>Mar 2022</b>
<b>Statutory business</b>							
Statement of accounts		Draft					
Annual Governance Statement		Interim		Approval			
Internal Audit Annual Report and Opinion							
Approval of Audited Statement of Accounts and Grant Thornton Audit Report							
Annual Audit Letter and External Audit Plan (planned June 2021)	Annual Audit Letter	External Audit Plan					
<b>Annual operational and specialist assurance reports</b>							
Annual Decision Making Statement of Internal Control							
Annual Procurement Assurance Report							
Annual assurance report on employment policies and procedures and employee conduct							
Annual assurance report on corporate risk management arrangements							
Annual Assurance Report on Planning Decision Making and Enforcement Arrangements							
Annual Business Continuity Report							
Annual assurance report on corporate performance management arrangements							
Annual Assurance Report on Customer Contact							
Annual financial management assurance report (incorporating capital)							
Annual treasury management assurance report			Governance				
Information governance annual assurance report							
Annual Assurance Report on Integrated Digital Services Controls							

<b>CORPORATE GOVERNANCE AND AUDIT COMMITTEE ACTIVITY – 2021/22</b>	<b>June 2021</b>	<b>July 2021</b>	<b>Sept 2021</b>	<b>Nov 2021</b>	<b>Dec 2021</b>	<b>Feb 2022</b>	<b>Mar 2022</b>
<b>Independent Assurance</b>							
Internal Audit Update Report							
Internal Audit Plan							
External audit progress report and sector update							
Counter Fraud Update Report							
<b>Additional reports received in accordance with terms of reference</b>							
PSN Certification – Update Report							
Report on Climate Emergency Governance and Controls							
External Audit Risk Assessment Enquiries 2020/21							
Procurement of External Auditor							
Procurement Review Update Report							
Public Sector Internal Audit Standards – External Quality Assessment							
Approval of Local Code of Corporate Governance							
Work Programme							

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## HEALTH AND WELLBEING BOARD

THURSDAY, 28TH APRIL, 2022

**PRESENT:** Councillor F Venner in the Chair

Councillors S Arif, J Dowson and  
N Harrington

### **Representatives of Clinical Commissioning Group**

Dr Jason Broch – Chair of NHS Leeds Clinical Commissioning Group

### **Directors of Leeds City Council**

Victoria Eaton – Director of Public Health

### **Representative of NHS England**

Anthony Kealy

### **Third Sector Representative**

Pat McGeever – Health For All

Francesca Wood – Forum Central

### **Representatives of Local Health Watch Organisation**

Hannah Davies – Chief Executive

Dr John Beal - Chair

### **Representatives of Local NHS Providers**

Alison Kenyon – Leeds and York Partnership NHS Foundation Trust

Rob Newton – Leeds Teaching Hospitals NHS Trust

### **Representatives of Leeds GP Confederation**

Jim Barwick

## **46 Welcome and introductions**

The Chair welcomed all to the meeting and brief introductions were made.

Workers Memorial Day – Councillor Venner reflected on the Workers Memorial Day event she had attended prior to the meeting in the light of the number of health and care sector workers who lost their lives during the Coronavirus pandemic as they protected and cared for service users. As this was the last Board meeting of the 2021/22 Municipal Year she expressed thanks to Board members and their organisations for their work during the pandemic. Noting the virus was still circulating, Councillor Venner acknowledged that the NHS and all care settings remained under huge pressure to provide the best care possible and noted the importance of continued partnership working as Team Leeds to discuss the impact of Coronavirus and to tackle health inequalities.

James Rogers, Director of Communities, Housing and Environment –

Councillor Venner reported that following the Boards discussions at the last

meeting, James Rogers had accepted the invitation to join the Board as an additional member.

**47 Appeals against refusal of inspection of documents**

There were no appeals against the refusal of inspection of documents.

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

There was no exempt information.

**49 Late Items**

No late items of business were added to the agenda.

**50 Declaration of Interests**

No declarations of interest were made.

**51 Apologies for Absence**

Apologies for absence were received on behalf of Councillor Golton, James Rogers, Tim Ryley, Thea Stein, Paul Money, Supt. Dan Wood, Sal Tariq, Julian Hartley, Sara Munro and Pip Goff. Chris Dickinson, Rob Newton, Alison Kenyon and Francesca Wood were in attendance as substitutes.

**52 Open Forum**

No matters were raised under the Open Forum.

**53 Minutes**

**RESOLVED** – That the minutes of the meeting held on 22<sup>nd</sup> February 2022 be confirmed as a correct record.

**54 Big Leeds Chat '21: What did we hear? Findings and proposed governance of the 10 Big Leeds Chat Statements**

The joint report of the Chief Executive Officer, Leeds Healthwatch, and the Chief Officer, Health Partnerships introduced the final report of the 2021 Big Leeds Chat (BLC) which identified ten themes from the conversations held with members of the public in community settings and now proposed as ten Big Leeds Chat Statements for action. The report also sought consideration of how future governance arrangements align with the BLC Statements for Action, noting that the proposed accountability and reporting approach had been agreed in principle at the previous Health and Wellbeing Board meeting.

Hannah Davies, Healthwatch Chief Executive, provided the Board with the background to and development of the BLC which had launched in 2018 supported by the Peoples Voice Partnership. As the Coronavirus pandemic waned, the Partnership Executive Group had identified the need to revisit the BLC to gather information on people's experiences. The 2021 BLC gathered health and social care decision makers together to visit a diversity of venues and groups across 40 events including Leeds' Local Care Partnership areas and events with groups representing "communities of interest".

Chris Bridle, NHS Leeds Engagement Team Manager, highlighted the importance of the connections made between the senior decision makers and

residents during the events. The Board was provided with the high-level themes identified during discussions which were of key importance to participants and which decision makers highlighted for direct action by health and care services.

Abiola Ajijola, Project Officer, Local Care Partnerships (LCP) Development Team, provided the Board with an overview of some of the work undertaken building on existing services in response to the recurring theme of 'access to healthcare'. In the Middleton LCP area, work with Leeds "100% Digital" team had provided digital access to healthcare support, prescriptions and advice and this approach would be rolled out across Leeds. In the West Leeds LCP area the Third Sector and Primary Care Network worked together to promote healthy living and eating choices to improve long term health. Access to greenspaces had been a recurring theme across all BLCs, and in Morley the LCP Development Team was working with the Morley Town Deal Board to invest in greenspaces to tackle health and air quality.

Paul Bollom, Head of Health and Care Development, gave the Board a presentation highlighting the governance arrangements to support each of the ten Big Leeds Chat Statements for Action:

1. Make Leeds a city where children and young people's lives are filled with positive things to do.
2. Make Leeds a city where there are plentiful activities in every local area to support everyone's wellbeing.
3. Make Leeds a city where people can connect with services face-to-face when they need to.
4. Make Leeds a city where people feel confident they will get help from their GP without barriers getting in the way.
5. Make Leeds a city where each individual community has the local facilities, services and amenities they need.
6. Make Leeds a city where fears about crime and antisocial behaviour are no barrier to enjoying everything the community has to offer.
7. Make Leeds a city where services acknowledge the impact of the pandemic on people's mental health and where a varied range of service- and community-based mental health support is available.
8. Make Leeds a city where there are affordable activities that enable everyone to stay healthy.
9. Make Leeds a city where green spaces are kept tidy and welcoming, because services understand the vital role they play in keeping people well.
10. Make Leeds a city where everyone can get around easily on public transport, no matter their location or mobility needs.

Paul detailed the ten themes underneath the headline and the proposed forum to lead on delivery and reporting back to the HWB. Each lead forum will report back to the Board on:

- Whether there is a plan to ensure the city as a whole is working towards the aim;

- Is there an implementation plan to ensure progress is tracked and measured?
- Does the forum understand the variance and gaps in terms of ensuring the themes are addressed in all Leeds' communities?
- Updates on progress in all of Leeds' communities against each theme.

Jim Barwick reported that Gaynor Connor, Director of Primary Care & Same Day Response, will lead the "GP Access" theme. He also acknowledged that access to GP services had been an issue during the pandemic and that the swift changes brought in to support GPs had presented a challenge to some service users – such as digital access or new and additional roles which were not always understood. Work was being undertaken to explain care navigation and to listen to people at a local level. The variation within GP services was acknowledged, some of this could be attributed to the location of the GP practice (i.e in an area of high health inequalities); or the increase in demand across all practices. As work continued to ensure all services resumed, the Primary Care Programme Board had been established to work with contract leads and consider:

- How to use data to improve quality and reduce health inequalities
- How to make the best responsive use of the workforce
- How to join together same day response with all aspects of primary care

During discussions, Board Members who had attended BLC events highlighted the following matters:

- The impact of isolation and missing out on social interaction during the pandemic on men's mental health and general wellbeing;
- The willingness of attendees to engage and speak of their health and care experiences and the value of listening and taking action;
- How people value their local greenspaces and centres;
- The nuanced view of health and care – when people spoke of the NHS they thought of hospitals, but when people spoke of their own health and care they thought of General Practice

The Board additionally discussed the following matters:

The role of community Pharmacists in supporting General Practice - The Government had announced proposals to further enhance the role of appropriately trained Pharmacists to provide more services which formerly would have been undertaken by a GP. Some Pharmacists attached to GP practice may already undertake annual medication reviews and work in care homes, but further work would be required to better connect them to community Pharmacists and to communicate the changes.

General Practice services – Patient access to a GP had been a focus for some time but responding to the pandemic required General Practice to review its processes and efficiencies. It was important to clarify that General Practice and General Practitioners were not now the same. The development of Primary Care Networks allowed General Practices to make use of a wider skill mix and provide a variety of essential services on site – such as mental

health support, physiotherapy and specialist nurse services and a traditional appointment with a GP or Nurse appointment may not be the most appropriate for the patient.

Mental Health – In Leeds the impact of the pandemic was felt in the two most recent student cohorts who had moved to the city and had no physical social interaction or study. There was much focus on ‘digital exclusion’ but there were groups of people whose only social life had been on-line which was detrimental to their mental health and their ability to socially interact. This was also true of older people who prior to the pandemic had enjoyed community groups or Neighbourhood Networks, and the Board noted the request for these groups to be considered by those tasked with addressing Statement 7) *“Make Leeds a city where services acknowledge the impact of the pandemic on people’s mental health and where a varied range of service- and community-based mental health support is available”*

Social Prescribing – The value of social prescribing and early intervention measures to improve mental health and general health.

Shared Prosperity Funding – Whether there was the opportunity to link the themes arising from the BLC into work to reduce health inequalities supported by the Shared Prosperity Fund.

#### **RESOLVED –**

- a) The Health and Wellbeing Board welcomed the Big Leeds Chat Report, including the feedback from decision makers, and supported wide dissemination of the final report.
- b) The Health and Wellbeing Board noted the findings of the BLC ‘21 and the actions against the ten BLC Statements identified by citizens.
- c) The Health and Wellbeing Board agreed to support the proposed governance for each BLC Statement.

#### **55 Developing the NHS Leeds CCG Annual Report 2021-22**

The report of the Communications Lead, NHS Leeds CCG, provided the Board with an update on the process of developing the NHS Leeds CCG Annual Report 2021-22. NHS England requires all NHS Clinical Commissioning Groups (CCGs) to produce annual reports in a prescribed format to a specific timescale and, as the national timescale does not align with the Leeds Health and Wellbeing Board meetings, the report outlined the process followed in line with what was agreed for the previous years, to ensure that HWB members are appropriately consulted.

In introducing the item, Councillor Venner acknowledged the key contribution of the Leeds NHS CCG (and the former structure of Leeds 3 CCG’s) to the work of the Health and Wellbeing Board in tackling health inequalities and noted the CCG had consistently been rated outstanding, an achievement to be proud of in a complex city like Leeds.

Dr Jason Broch Clinical Chair, NHS Leeds CCG, provided a presentation on the development of the report which focussed on:

- Leeds' place-based partnership approach and how the CCG worked together with health and care sector partners
- Performance highlights, including the response to the pandemic, work to address health inequalities, work in the mental health care sector and also primary care.
- The progress made on delivering the Healthy Leeds Plan.
- The impact of the pandemic on peoples experience of health care; on meeting service targets and developing recovery plans alongside winter pressures with every service setting being at or above capacity.
- The challenges faced by the workforce in terms of their personal finances, virtual working, impact of Covid-19 on their health and workload and the difficult circumstances of incidents of patient abuse.
- The legacy of the CCG structure which brought the voices of patients' and clinical leads into decision making and supported the evolution of partnership working in both statutory and non-statutory settings.

Discussions covered the following matters:

- CCG performance targets and comparable data with other cities – The Board heard that Leeds was in a good position in relation to meeting performance targets but noted that it was difficult to compare like for like with other cities. Consideration of what the city requires to successfully deliver health and care services was of equal importance and work on the issues raised by participants in the Big Leeds Chat will support the successful delivery of care.
- Patient flow and access to Mental Health support services were identified as areas of focus for the future.
- The Leeds Pound approach; the need to focus collective NHS and Public Health spending to ensure that partnership provides the biggest benefit for the most people.
- The role of Public Health and the Third Sector within the Integrated Care Board decision making process

**RESOLVED -**

- a) To note the process to develop the NHS Leeds CCG draft annual report.
- b) To note the extent to which NHS Leeds CCG has contributed to the delivery of the Leeds Health and Wellbeing Strategy 2016-2021.
- c) To note the recording of this acknowledgement in the NHS Leeds CCG's annual reports according to statutory requirement.

**56 Leeds Health Protection Board Report**

The report of the Health Protection Board provided the Board with an update on key Health Protection Board priorities, achievements and areas of focus for 2022/23.

Victoria Eaton, Director of Public Health, introduced the report which reviewed health protection system achievements during the Covid-19 response and

other significant infectious disease incidents experienced in the city. Victoria noted the duty to retain an oversight on all activity to protect the public's health, to identify collective risks and to take action and respond to these as a city. The city's Covid response had been built on the strength of the Board and she expressed her thanks to the report authors who had produced the report at the same time as their work responding to the pandemic.

Dawn Bailey, Chief Officer Public Health, provided an overview of the remit of the Health Protection Board (HPB) and its focus on reducing health inequalities through clear priorities and working together as one system to accelerate action:

- Reducing the incidents of TB
- Childhood immunisations
- Antimicrobial resistance (AMR) and protecting the efficacy of anti-biotics
- Addressing air quality
- Keeping people well and warm in the winter

Together with Martin Bewley, UK Health Security Agency (UKHSA), Dawn provided an overview of national and local threats to public health and the Leeds HPB response. Reference was made to the recent outbreak of avian influenza – large urban centres like Leeds are vulnerable to infection in wild birds in public spaces, and an isolated number of cases had occurred in Golden Acre Park. The HPB had responded swiftly, ensuring an information campaign ran to inform the public of the danger, with Health Protection Teams working with commissioners and pharmacies to monitor affected individuals and ensure the availability of anti-viral medication.

The Board discussed the following matters:

- **Antimicrobial resistance (AMR) and protecting the efficacy of anti-biotics** - resistance will impact on the availability of surgical procedures and recovery times. Monitoring of prescribing in General Practice was undertaken and work was ongoing with pharmacists to better understand the health needs and demographics of local communities. Work to include Dental practices in the HPB discussions on AMR was also being done.
- **Addressing air quality** – Public awareness had increased of the impact of poor air quality on health, although there was less understanding of the long-term impacts and how Nitrogen Oxide and particulate matter can contribute to premature deaths. Air quality has a greater impact on residents in urban areas or on low incomes as it can exacerbate existing conditions linked to housing and general health
- **Keeping people well and warm in the winter** – This was an important part of system resilience can reduce the number of hospital admissions as cold has a particular impact on overall

health and the ability to stay well. Small grants and additional support are available to people identified through primary care pathways and the Board heard there was work planned to strengthen the pathway to include a wider group of health professionals, such as community nurses, GP receptionists and social prescribers. The Board noted the national push for home insulation and the question of how the council can influence national decisions on home insulation, particularly for older or financially vulnerable people.

**RESOLVED -**

- a) To endorse the Health Protection Board's report.
- b) To note the key progress made against the priorities previously identified in the 2018 Health Protection Board report.
- c) To support the new priorities identified by the Health Protection Board for 2021/23.
- d) Having considered how the Health and Wellbeing Board can support the new emerging health protection priorities in relation to underserved populations, particularly those living in the most deprived 10% parts of the city, the comments made during discussions outlined above be noted (for action).

**57 Leeds Anchors Healthy Workplaces (Working Carers) - for information**

The Board received the report of the Leeds Anchors Healthy Workplaces (Working Carers) Sub-Group for information. The report provided an update on progress to improve support for working carers following an earlier report to Health and Wellbeing Board in September 2020.

**RESOLVED -**

- a) That the contents of the report and the progress of the work led by The Anchors Healthy Workplace (Working Carers) sub-group be noted.
- b) That the approach outlined in the report including the actions set out in paragraph 3.10 be supported.

**58 Any Other Business**

**Working Carers** - Francesca Wood, Forum Central, fed back a comment from Claire Turner, Chief Executive of Carers Leeds, welcoming the commitment from employers to provide support for carers and offering the use of the Care Confidence benchmark and support of the Carers Working Group to frame future conversations with employers to emphasise that flexibility in the workplace will ensure they can recruit and retain carers from a very valuable talent pool.

## EXECUTIVE BOARD

WEDNESDAY, 20TH APRIL, 2022

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

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

- 134 Exempt Information - Possible Exclusion of the Press and Public**  
There was no information contained within the agenda which was designated as being exempt from publication.
- 135 Late Items**  
There were no late items of business submitted to the Board for consideration.
- 136 Declaration of Interests**  
There were no interests declared at the meeting.
- 137 Minutes**  
**RESOLVED** – That the minutes of the previous meeting held on 16<sup>th</sup> March 2022 be approved as a correct record.

### **INFRASTRUCTURE AND CLIMATE**

- 138 Levelling Up Fund (LUF) in Leeds**  
Further to Minute No. 4, 8<sup>th</sup> June 2021, the Director of City Development submitted a report providing an update on the Levelling Up Fund (LUF) including the current position regarding the Council's bids to Government under Round 1 in 2021 and the anticipated approach towards Round 2 in 2022, which was in advance of the formal decision making for any future bid submissions.

By way of introduction, the Executive Member provided an overview of the current position regarding both Round 1 and Round 2 bids, extended her thanks to officers for the work which had been undertaken to date in relation to the formation of bids and also thanked MPs for their continued engagement in the process. In addition, it was noted that the intention was to bring a further report to the 22nd June 2022 Executive Board meeting regarding the proposals for the Round 2 LUF bids ahead of the Government's submission deadline of 6<sup>th</sup> July 2022.

Members discussed the progress which was being made in relation to Round 2 bids, with it being suggested that in addition to the planned consideration at the June Executive Board meeting, further Executive Member input be facilitated either via an additional Board meeting, or more informally. In response, it was undertaken that if it was felt that further Executive Member

input was required to help maximise the opportunities presented by the fund, either via an additional Board meeting or by other means, then this would be scheduled at the appropriate time.

Responding to Members' enquiries regarding the restoration of Methley Train Station and whether this could potentially be considered as a Round 2 LUF bid, it was noted that this project was currently the subject of a live funding bid and that there was a lot of local momentum behind looking towards reopening the station.

The Board discussed several of the bids being proposed. Further to this, a Member highlighted that the work being undertaken to get all Leeds bids to the application stage was an investment, and whilst it was hoped that all submitted bids would be successful through the LUF programme, should any be unsuccessful, then that work undertaken could potentially be used to pursue alternative funding streams, where appropriate.

**RESOLVED –**

- (a) That the outcomes of the Round 1 LUF bids, be noted; and that the investment which has been secured for the Pudsey constituency 'Connecting West Leeds' project, be welcomed;
- (b) That further development of, and public consultation for the 'Leeds West: Green, Healthy and Connected' project, to enable its consideration as a Round 2 bid for that constituency, be supported;
- (c) That further development and refinement of the 'Leeds East: Fearnville Wellbeing Centre' project and its potential to be submitted as a Round 2 bid for that constituency, be supported;
- (d) That the need for further work in partnership with constituency MPs and Ward Members in order to define projects, undertake consultations and enable consideration of potential Round 2 bids in the Leeds Central, and Elmet & Rothwell constituencies, be noted;
- (e) That the opportunity to develop an additional city bid, or bids alongside MPs' prioritised constituency schemes, be noted; and that agreement be given for the Director of City Development, in consultation with the Executive Member for Infrastructure and Climate to explore further potential schemes for submission to the LUF, which can be considered at the June 2022 Executive Board for potential submission as necessary;
- (f) That a report be presented to the 22nd June 2022 Executive Board in order to agree which schemes are submitted as Round 2 LUF bids before the 6th July 2022 deadline; and that the comments made during the meeting be noted together with the undertaking that if it was felt that further Executive Member input was required to help maximise the opportunities presented by the fund, either via an additional Board

meeting or by other means, then this would be scheduled at the appropriate time.

## **RESOURCES**

### **139 Financial Health Monitoring 2021/22 - Provisional Outturn (Month 11)**

The Chief Officer (Financial Services) submitted a report presenting details of the financial health of the Council in respect of both the General Fund revenue budget and the Housing Revenue Account and in relation to the Provisional Outturn, as at Month 11 of the 2021/22 financial year.

By way of introduction, the Executive Member provided an overview of the key points within the report, with it being noted that an underspend of £0.4m was being forecast for the Authority as at the Provisional Outturn position for 2021/22.

Responding to a Member's enquiries, the Board received further information regarding the actions which were being taken to monitor and mitigate against the current financial risks arising from energy cost pressures and the fluctuating situation surrounding such matters. Further to this it was noted that the Council continued to liaise with other Local Authorities, the Local Government Association and the Government on the issue of energy cost pressures.

A Member made enquiries regarding the current level of void properties within the Council housing stock and the timeframe by which such properties were being made habitable again, with a suggestion that a report be submitted to a future Executive Board regarding such matters. Responding to the Member's enquiries, officers undertook to provide further information should this be required, and the Board received further detail regarding the issues which continued to be experienced in this area as a result of the pandemic. Members also received an update on the range of actions which were in place to address such matters and improve the current position regarding void properties.

### **RESOLVED –**

- (a) That the projected financial position of the Local Authority at the Provisional Outturn (Month 11 of the 2021/22 financial year), together with the projected impact of COVID-19 on that position, as presented in the submitted report, be noted;
- (b) That it be noted that for 2021/22 the Authority is forecasting a £0.4m underspend position at the Provisional Outturn.

## **ADULT AND CHILDREN'S SOCIAL CARE AND HEALTH PARTNERSHIPS**

### **140 Better Lives Strategy 2022 to 2027**

The Director of Adults and Health submitted a report which sought approval of the proposed new Better Lives Strategy for the period 2022-2027, as presented at Appendix 1. The report provided a summary of the consultation

and engagement which had been undertaken to inform the development of the proposed new strategy and it was noted that, subject to approval, the new strategy was scheduled to be launched in the summer of 2022.

The Executive Member introduced the report, highlighting the key consultation which had been undertaken as part of its development process, emphasised that it was a 'whole Council' strategy noting the linkages between this and the Council's other strategies and services, and how its delivery would be overseen by the Better Lives Board.

Responding to a Member's enquiry, the Board received further information on the range of metrics against each of the strategy's key themes that could potentially be monitored in order to measure delivery outcomes, with it being noted that the specific metrics deemed most appropriate would be agreed with the Better Lives Board. It was also noted that in relation to the reporting of the Council's delivery against such metrics, this would be reported to the Better Lives Board on a quarterly basis, with relevant information also being included within the Director's 'Local Account' annual report.

Responding to a Member's comment, the importance of clear public communications on matters such as this was emphasised, and the Board noted the role played by the Better Lives Board in ensuring that the Council continued to review its approach on how such wider public communications were best achieved in Leeds.

Members welcomed the development of the strategy as a document by which the standard of services delivered across the Council to people with care and support needs could be measured.

**RESOLVED –**

- (a) That the new Better Lives Strategy for 2022-2027, as presented at Appendix 1 to the submitted report, be approved;
- (b) That it be noted that the lead officer responsible for the implementation of such matters is the Director of Adults and Health.

**141 Update on Thriving: The Child Poverty Strategy for Leeds**

Further to Minute No. 64, 20<sup>th</sup> October 2021, the Director of Children and Families submitted a report which provided an update on the 'Thriving: The Child Poverty Strategy for Leeds', presenting information on the work which sat underneath the strategy, including work that had occurred throughout the pandemic. Specifically, the report provided an update on each of the workstreams within the strategy in terms of recent activities, outcomes and proposed next steps.

By way of introduction, the Executive Member provided an overview of the key points within the report, highlighting the current position regarding child poverty levels both locally and nationally, the cross-directorate working which continued to be developed in this area and the partnership work that continued to be undertaken with the third sector.

Members considered a number of issues arising from the report which included the importance of children's access to green space, the continued development of a cross directorate approach towards addressing issues such as child poverty and the measurement of the outcomes being delivered as a result of the actions taken.

In discussing the range of actions being taken by the Council in this area, the Board also acknowledged the scale of the challenge that continued to be faced, considered the trends regarding child poverty levels both locally and nationally and the impact of national policy upon such levels. Linked to this, Members also discussed the impact of the pandemic and the associated lock downs upon children and young people, and whilst it was acknowledged that there was still much to learn on the impact of the pandemic upon children, it was noted that the effects of the pandemic had been exacerbated in those children who were experiencing poverty during this time.

A Member made enquiries regarding the role of Children's Centres as part of the actions being taken in this area, with a suggestion that a report be submitted to a future Executive Board regarding such matters. Responding to the Member's enquiries, officers undertook to provide further information should this be required, whilst the Board received further detail on the continued work of Children's Centres across Leeds.

#### **RESOLVED –**

- (a) That the strategic framework in place to mitigate the impact of child poverty, together with the work being undertaken by the Council and other partners in the key areas of activity, as outlined within the submitted report, be endorsed;
- (b) That the need to promote the work of the 'Thriving' strategy across the city and in particular in each respective Member's portfolio, in order to highlight the impact of poverty on children and their families, be endorsed;
- (c) That it be noted that the responsible officer for such matters is the Deputy Director Children and Families.

#### **COMMUNITIES**

##### **142 Leeds Response to the Ukrainian Crisis**

The Director of Communities, Housing and Environment submitted a report which presented an overview and update on the current situation regarding the Ukrainian crisis, outlined the impact with regard to the city of Leeds and the Council and which provided details of the actions being taken to date across the city in response to the crisis.

In introducing the report, the Executive Member highlighted the key points within it, with details of the key actions being taken to welcome and support those Ukrainians who were arriving in the city being provided. The Board also

received information on the two separate settlement schemes in operation, and noted the details provided around the co-ordinated approach which continued to be taken both across the Council and with partner organisations across the city and the region, including the Leeds Branch of the Association of Ukrainians in Great Britain.

Further to this, the Board received a comprehensive update covering several areas, including:

- the latest numbers who had already arrived, or were scheduled to arrive in the city;
- details of the co-ordinated approach to ensure that appropriate safeguarding checks were being undertaken as part of the settlement schemes' matching process with sponsors, with checks on sponsors' accommodation also being undertaken;
- the range of support and information being provided to those entering the city and their sponsors, initially via the welcome point at Leeds Bradford Airport, but with the Reginald Centre being used as a base for such services;
- an update in respect of the number of visas which had been issued by the Home Office to date;
- the work of the cross-Council strategic partnership working group, and the role of the Council across the city, regionally and in liaison with Government;
- the progress being made by the Leeds Together for Ukraine Appeal.

The Board considered the national position with regard to entry requirements for Ukrainians into the UK, and in response to a Member's enquiry, the Board received further information regarding the arrangements in place to provide free transport for Ukrainians entering the UK to their point of destination.

Members welcomed the update provided, acknowledged the fluidity of the situation, emphasised the 'Team Leeds' approach that these actions embodied and thanked officers and partner organisations for the collaborative approach being taken to support those Ukrainians coming into Leeds and the region.

**RESOLVED –**

- (a) That the contents of the submitted update report, be noted; and that the approach being adopted within the Council's strategic, co-ordinated and inclusive approach towards migration for Leeds, be endorsed;
- (b) That it be noted that the Director of Communities, Housing and Environment is responsible for leading a collaborative, strategic citywide response;
- (c) That it be noted that the Chief Officer for Safer, Stronger Communities is responsible for leading the cross-Council approach towards providing strategic and operational direction for the city;

- (d) That the continued and evolving partnership response to the Ukrainian crisis, which will respond to further guidance and policy development, as it is received from Government, be supported.

## **ECONOMY, CULTURE AND EDUCATION**

### **143 UK Shared Prosperity Fund**

The Director of City Development submitted a report which provided an update on the UK Shared Prosperity Fund (UKSPF) based upon the pre-launch information issued by the Government in February 2022 alongside the Levelling Up White Paper. The report also presented contextual information relating to the European Structural and Investment Funds (ESIF) which the UKSPF was intended to replace, and set out the preparations which were now underway ahead of the formal launch of the UKSPF anticipated in late June / early July 2022.

Responding to Members' comments and enquiries, the Board received clarification on the overall levels of UK Shared Prosperity Funding which had been recently announced for West Yorkshire as a whole and for Leeds within that.

**RESOLVED** – That the contents of the submitted report, including the related processes regarding the UK Shared Prosperity Fund, as detailed, be noted.

**DATE OF PUBLICATION:** FRIDAY, 22<sup>ND</sup> APRIL 2022

**LAST DATE FOR CALL IN OF ELIGIBLE DECISIONS:** 5.00 P.M., FRIDAY, 29<sup>TH</sup> APRIL 2022

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## EXECUTIVE BOARD

WEDNESDAY, 22ND JUNE, 2022

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

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

- 1 Exempt Information - Possible Exclusion of the Press and Public**  
There was no information contained within the agenda which was designated as being exempt from publication.
- 2 Late Items**  
There were no late items of business submitted to the Board for consideration.
- 3 Declaration of Interests**  
There were no interests declared at the meeting.
- 4 Minutes**  
**RESOLVED** – That the minutes of the previous meeting held on 20<sup>th</sup> April 2022 be approved as a correct record.

### **ECONOMY, CULTURE AND EDUCATION**

- 5 Outcome of the statutory notice on a proposal to decommission the Resource Provision at Gledhow Primary School**  
Further to Minute No. 131, 16 March 2022, the Director of Children and Families submitted a report presenting the outcomes from the publication of a statutory notice on a proposal to decommission the Speech and Language Resource Provision at Gledhow Primary School with effect from August 2022. Specifically, the report invited the Board to review the outcome of the statutory notice and approve the proposal to decommission the Resource Provision from end of the 2021/22 academic year.

In introducing the report, the Executive Member presented the key points of this proposal, and noted that there had been no responses received throughout the statutory notice period.

A Member made enquiries regarding the proposal when considering the wider provision of, and demand for speech and language services across the city moving forward. In response, the Board was provided with further detail on the actions which had been taken when drawing up the proposals, such as the associated consultation exercise and the work undertaken which had identified that the proposals would be better suited to providing good outcomes for the young people using the service. Also, it was noted that there was confidence that the new model would deliver sufficient provision in the

Draft minutes to be approved at the meeting  
to be held on Wednesday, 27th July, 2022

city. Responding to a further enquiry on sufficiency of provision, officers undertook to liaise with health colleagues to provide the Member in question with further detail on this.

In agreeing the proposals detailed within the submitted report, Councillor A Carter reiterated the comments that he had made during the consideration of this item regarding sufficiency of service provision.

**RESOLVED –**

- (a) That the outcomes from the statutory notice, be noted, and that the proposal to decommission the Resource Provision from the end of the academic year 2021/22, as detailed within the report, be approved;
- (b) That it be noted that the responsible officer for the implementation of such matters is the Head of Learning Inclusion.

**6 The New Discretionary Business Rate Relief Scheme**

Further to Minute No. 19, 22 June 2016, the Director of Resources and the Director of City Development submitted a joint report regarding the review of the Discretionary Business Rates Relief policy which had been undertaken, and which presented proposals for a new scheme for the Board's consideration, which aimed to support the creation, retention and improvement of employment delivering inclusive growth in the city.

Responding to a Member's enquiry, the Board received further detail regarding the proposal to cap the total scheme value at £1.75m, which it was noted was a cap level that had been carried over from the previously agreed scheme. In addition, responding to a specific enquiry, clarification was provided that whilst the Council's Community Centres were charged Business Rates, the Council did not apply for those centres to be part of the Business Rates Relief scheme.

**RESOLVED –**

- (a) That the policy for the new Discretionary Business Rates Relief Scheme, as detailed within the submitted report, be approved;
- (b) That the decision to award discretionary business rate relief be delegated to the Director of City Development, together with authority to make any minor alterations to the approved scheme.

**7 Securing the proposed new public artwork in memory of David Oluwale and for the City of Leeds, and Authority to enter into an Agreement with Leeds Culture Trust**

The Director of City Development submitted a report which provided information on the collaborative work being undertaken to establish a new landmark public art commission for Leeds designed to commemorate the life of David Oluwale and to also provide representation and aspiration to the community he came from. The report sought approval regarding related expenditure, and also sought authority to enter into an agreement with Leeds

Culture Trust to set out the respective obligations between the parties with regard to delivering the project.

Responding to Members' enquiries, assurance was provided on the actions which were being taken to ensure that the Council was fully supporting Leeds 2023's fundraising strategy for the initiative and that Board Members would receive regular updates as appropriate in relation to this project and its financial position. In addition, it was noted that the £1.83m would be included within the overall fundraising aspirations of Leeds 2023 in the delivery of the year of culture, and during the year this project would be one of signature events.

#### **RESOLVED –**

- (a) That approval be given to Leeds City Council front funding the cost of the project, as detailed within the submitted report, up to £1.83m, to be held against the Capital Programme contingency reserve, with the amount being held against the reserve being reduced as the fundraising progresses;
- (b) That the authority required to enter into an agreement with Leeds Culture Trust in order to set out the respective obligations between the parties with regard to delivering the project, be approved;
- (c) That Board Members receive regular updates, as appropriate, in relation to this project and its financial position.

#### **INFRASTRUCTURE AND CLIMATE**

##### **8 Submission of Round 2 Levelling Up Fund (LUF) Bids**

Further to Minute No. 138, 20<sup>th</sup> April 2022, the Director of City Development submitted a report which provided an update on the current position regarding the Round 2 of the Levelling Up Fund (LUF). In addition, the report also sought approval of the submission of the proposed bids, and also sought approval of related expenditure, as detailed.

In introducing the report, the Executive Member provided an overview of the actions taken to date which had led to the proposed round 2 LUF bids, as detailed within the submitted report. The Executive Member thanked those officers who had progressed the proposed submissions to this stage in what had been a limited timeframe.

Members noted the approach which had been taken towards the bids in terms of the number of bids proposed and the broad range of projects that they covered. Responding to a Member's enquiries both on that approach and also on whether there was a prioritisation of the bids, it was noted that when submitted, each bid would be assessed in its own right and whilst the Council had not been asked to prioritise the bids, should a request be received from Government in relation to this, it was undertaken that a process would be established, as appropriate.

In conclusion, Members noted the role of the constituency MPs in the respective bids, the fact that it was unknown whether there would be any further LUF funding rounds in the future, that Government feedback on LUF bids whether they be successful or otherwise, would be welcomed, and that Leeds had been allocated 'priority status' for this second round, which had afforded the Council the opportunity to submit a bid for each constituency.

#### **RESOLVED –**

- (a) That agreement be given for the projects as listed in paragraphs 5-10 of the submitted report to be submitted as the Council's bids under Round 2 of the Levelling Up Fund, and that the necessary authority be delegated to the Director of City Development to enable the Director to undertake the necessary work to finalise and refine the bids in order to ensure submissions by the deadline of 6<sup>th</sup> July 2022;
- (b) That agreement be given for the use of the Council's Capital Programme contingency funds as a source of match funding to the LUF bids and/or that agreement be given to use such funds to underwrite the unknown outcome of other external funding bids relating to the LUF projects, as set out in paras 24-30 of the submitted report;
- (c) That in the event of bid success, agreement be given for the Director of City Development to undertake the further work necessary to progress all required planning and other statutory approvals that will need to be in place to enable delivery of the LUF-funded projects, in consultation with the Executive Member for Infrastructure and Climate and the Executive Member for Public Health and Active Lifestyles, as appropriate and as relevant in each case;
- (d) That the decisions taken in relation to this report be exempted from the Call In process, due to the risk that the deadline for bid submission on the 6th July 2022 is missed, as further detailed in paragraphs 34 – 35 of the submitted report.

(The Council's Executive and Decision Making Procedure Rules state that a decision may be declared as being exempt from the Call In process by the decision taker if it is considered that the matter is urgent and any delay would seriously prejudice the Council's, or the public's interests. In line with this, the resolutions contained within this minute were exempted from the Call In process, as per resolution (d) above, and for the reasons as detailed within sections 34 - 35 of the submitted report)

#### **9 Leeds Station Sustainable Travel Gateway Scheme**

Further to Minute No. 80, 17<sup>th</sup> October 2018, the Director of City Development submitted a report regarding the Leeds Station Sustainable Travel Gateway project (LSSTG) which was being delivered as part of the West Yorkshire Combined Authority (WYCA) Transforming Cities Fund programme. The LSSTG project, which was a joint undertaking with WYCA and Network Rail aimed to address issues of capacity, accessibility, health and safety, security and connectivity from the station's entrance on New Station Street to the City

Centre and South Bank. Specifically, the report sought required approvals for an injection into the Capital Programme and associated authority to spend.

In introducing the report, the Executive Member provided an overview of the development of the scheme to date, what the proposed works entailed, details of the associated timeframe and gave a brief summary of the consultation exercise undertaken. Detail was also provided on the latest trends in passenger numbers accessing the station. The Executive Member also highlighted that in order to meet the long term needs of Leeds Station it was proposed by Network Rail to create a pedestrian priority area on New Station Street which was owned by Network Rail, with it also being noted that the proposed works would predominately be delivered on Network Rail property and that Network Rail would manage and maintain the asset when completed.

A Member highlighted concerns from some taxi and private hire trade representatives and from some representing disability groups on the proposals which had been brought to his attention. It was noted that such concerns were specifically regarding disabled accessibility and the relocation of the taxi rank to Bishopgate Street and the potential for capacity related issues arising. In response, it was emphasised that whilst the Council would continue to work with partners on such matters and in acknowledging the related concerns which had been raised, it was reiterated that New Station Street was Network Rail property and the security decision to remove vehicles from New Station Street had been taken by Network Rail.

In relation to the concerns regarding disabled access, the Board received an overview of the breadth of consultation undertaken, and whilst the concerns raised as part of that consultation were acknowledged, the level of support which had been provided was highlighted. In addition, details were provided on how the proposals aimed to improve accessibility, including disabled access in the vicinity of the station. Finally, officers undertook to provide the Member in question with further detail / a briefing around the modelling and design work that had taken place and which had led to the proposals, should this be required.

#### **RESOLVED –**

- (a) That the previous injections and authority to spend of £9.737m up to the end of May 2022, specifically for development works and advanced works at Bishopgate East, Neville Street, and Dark Neville Street ahead of the main construction programme, be noted;
- (b) That the remaining injection of £25.912m from a total of £35.649m available funding into the Capital Programme be approved (which is subject to subsequent approval at the West Yorkshire Combined Authority (WYCA) Transport Committee on 1st July 2022 and entering into a subsequent Funding Agreement with WYCA); with such funding delivering the main construction element of Leeds Station Sustainable Travel Gateway (LSSTG) project;

- (c) That it be noted that approval to enter into the contracts associated with the delivery of the LSSTG will be subject to the approval of the Director of City Development, under delegated decision-making authority;
- (d) That the authority to spend £25.912m on the LSSTG programme in order to deliver the remaining main construction element of the LSSTG project, be approved, which will be funded by the Transforming Cities Fund and administered by WYCA, subject to the WYCA Transport Committee of 1st July 2022.

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

## **RESOURCES**

### **10 Social Value Fund Proposal**

The Director of Resources submitted a report, which further to the establishment of the Leeds Social Value Charter in 2016, presented the development of an outline proposal for a Social Value Fund, which involved charging suppliers/tenderers an annual fee to contribute towards social and economic value in Leeds, with the aim of the proposal being to provide a simple mechanism to generate a significant new income stream through which social value could be enhanced via procurement.

In presenting the report the Executive Member provided an overview of the proposals for the scheme, gave details of the consultation undertaken to date and noted that it was expected that the proposal could potentially generate more than £500,000 every year.

Whilst being supportive of the principle of raising funds for the promotion of social value, concerns were raised regarding this proposal in terms of the focus it placed upon the private sector, the timing of the proposals and the impact it may potentially have upon other existing fund raising schemes. In response, the Board received further detail regarding the Council's existing obligation to derive social value benefit from its procurement process, and how this scheme aimed to establish a simple and proportionate way of achieving that from the significant number of smaller contractors the Council had. In addition, further detail was provided on the positive response which had been received on the proposals to date.

**RESOLVED** – That the Social Value Fund proposal, as detailed within the submitted report, be approved for implementation by the Director of Resources.

(Under the provisions of Council Procedure Rule 16.5, Councillor A Carter and Councillor S Golton required it to be recorded that they both respectively voted against the decisions referred to within this Minute)

## 11 **Financial Performance – Outturn financial year ended 31st March 2022**

The Chief Officer (Financial Services) submitted a report presenting the Council's final outturn position for the 2021/22 financial year in respect of both the revenue and capital budgets and also the Housing Revenue Account. The report also included expenditure on schools. In addition, the report also sought approval of proposals regarding the creation of earmarked reserves and injections into the Capital Programme.

In introducing the report, the Executive Member extended her thanks on behalf of the Board to the Chief Officer Financial Services and her team for the work which had been undertaken in getting the Council to its outturn position, given the range and scale of challenges which continued to be faced, with it being noted that the final position on the General Fund shows an underspend of £1.5m.

In response to a Member's specific enquiry, the Board received further detail on the financial implications for the Council should any potential pay settlement in the current financial year be above what had already been budgeted for.

Responding to a Member's comments, the Board received an update on the current position in relation directorate budget reviews and the delivery of directorate budget action plans. Further to this, whilst acknowledging the financial support that the Council had received from Government during the pandemic, it was noted that the Authority had not been allocated further resource to deal with related backlogs, which had been the case in some other sectors. It was also noted that dialogue continued with the Government on such matters, however, when considering the significant financial challenges that continued to be faced by the Council, it was emphasised that all directorates would need to undertake financial reviews moving forward.

### **RESOLVED –**

- (a) That the Council's outturn position for the 2021/22 financial year, as detailed within the submitted report, be noted;
- (b) That the creation of earmarked reserves, as detailed within Appendix 1 to the submitted report, be agreed, and that the release of such reserves be delegated to the Chief Officer Financial Services;
- (c) That it be noted that the Chief Officer Financial Services will be responsible for the implementation of the actions (detailed above/below) following the conclusion of the "Call In" period;
- (d) That the following injections into the Capital Programme be approved, as detailed at Appendix 5A (iii) to the submitted report:-
  - £63,116.9k of Basic Need and High Needs Provision Capital Allocation (HNPCA) Grants for Schools;
  - £27,743.7k of external contributions for the Connecting Leeds / Leeds Public Transport Investment Programme;
  - £2,499.3k of external contributions for Leeds Playhouse; and

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to be held on Wednesday, 27th July, 2022

- £3,746.5k of other external contributions;
- (e) That the additional Capital Receipts Incentive Scheme (CRIS) allocations to Wards and Community Committees for the period October 2021 to March 2022 of £262.3k, be noted.

## 12 Treasury Management Outturn Report 2021/22

The Chief Officer (Financial Services) submitted a report which presented the Council's Treasury Management Outturn position for 2021/22.

Responding to a Member's enquiries, the Board received further detail on the actions taken within the treasury management strategy which had resulted in an overall saving to the revenue budget, information on why borrowing levels had reduced during the reporting period and also on the actions being taken to mitigate risk against the potential implications for the Council should interest rates continue to rise.

**RESOLVED** – That the Treasury Management outturn position for 2021/22, as detailed within the submitted report, be noted, together with the fact that treasury activity has remained within the Treasury Management strategy and policy framework.

## **ADULT AND CHILDREN'S SOCIAL CARE AND HEALTH PARTNERSHIPS**

### 13 OfSTED Inspection Report

The Director of Children and Families submitted a report presenting the findings of the recent Ofsted inspection of Leeds' Local Authority Children's Services which had been carried out between 21st February to 4th March 2022. A copy of the full inspection report was appended to the submitted report for Members' consideration.

In presenting the report, the Executive Member highlighted the Council's significant achievement of maintaining its 'Outstanding' judgement following the recent Ofsted inspection of Leeds local authority children's services, particularly given the unprecedented challenges which had been faced as a result of the pandemic. The Executive Member then provided the Board with a detailed overview of the inspection's outcomes and it was underlined that the Council would not become complacent in light of this judgement, with emphasis being placed on the fact that outstanding did not mean perfection. It was also noted that senior leadership would develop an improvement plan based upon the inspection's findings and work with the Children and Families Scrutiny Board on the implementation of that plan was intended. In conclusion, the Executive Member paid tribute to and thanked the Director of Children and Families, together with his team of staff for their continued dedication to the children of Leeds, with it being highlighted that this 'Outstanding' outcome was a testimony to their efforts. Members of the Board and the Chief Executive echoed the Executive Member's thanks to the officers across the Children and Families directorate.

In considering the report, Members welcomed the Executive Member's comments about not becoming complacent and highlighted the importance of remaining vigilant in the protection of children, and also looked forward to further innovation and improvement in appropriate service areas to build upon that which had already been achieved.

Members highlighted that whilst the priority would always be the wellbeing of children in Leeds, there were benefits for the service in the sharing of best practice with other Authorities, where appropriate.

Responding to a specific enquiry, the Board received an update on the next steps in relation to a review into the notification of serious child safeguarding incidents following previous consideration of this matter by the Children and Families Scrutiny Board, with it being noted that a report was intended to be submitted from the Leeds Safeguarding Children Partnership Review Advisory Group to the Scrutiny Board in due course.

In response to a further enquiry, the Board received information on the range of actions being taken to address the impact upon Leeds arising from the national challenge currently faced in relation to social worker shortages which resulted in higher case loads. This was in addition to the information which had been provided on such matters by the Executive Member as part of her introductory comments.

In conclusion, the Executive Member provided an overview of the improvements which had been made following the Ofsted visit in 2021, which were reflected in the most recent Ofsted outcomes. It was also highlighted how a lot of Leeds practice was being recognised nationally. Finally, the Executive Member reiterated her thanks, on behalf of the Board, to the staff across the Children and Families directorate.

#### **RESOLVED –**

- (a) That the contents of the submitted report, in particular OfSTED's recognition that Leeds has maintained a relentless focus on prioritising services and support to children and families, be noted;
- (b) That it be noted that Leeds has maintained its 'Outstanding' rating and will address the identified areas for improvement;
- (c) That the Board's appreciation and thanks be formally recorded, for the following:-
  - Front line staff and managers whose often challenging day to day work has made such a difference to the lives of children and families in Leeds;
  - Elected Members and senior officers of the Council who have prioritised children despite significant challenges arising from the Covid-19 Pandemic and 12 years of austerity and cuts to Local Government funding;

- The support of our partners, third sector colleagues, businesses and communities across the city who have supported this work through Child Friendly Leeds, which enters its tenth year in 2022;
- (d) That it be noted that the officer responsible for the implementation of such matters is the Director of Children and Families.

## **ENVIRONMENT AND HOUSING**

### **14 Approval of the updated Leeds Housing Strategy**

The Director of Communities, Housing and Environment submitted a report which presented and sought approval of a new strategy for Leeds Housing for the period 2022 to 2027 which had been developed around six key themes. The report noted that the proposed new strategy built upon the previous Housing Strategy (2016 – 2021) and set out the city’s ambitions for housing over the next five years, whilst also reflecting the evolving priorities and changes to legislation which have occurred.

In presenting the report, the Executive Member highlighted how the proposed strategy was built upon its predecessor, but now reflected the evolving challenges currently being faced in this area which the strategy aimed to focus upon via the six key themes within it.

Responding to a Member’s enquiry, the Board received assurance and further detail on the performance monitoring against the key themes of the strategy that would be undertaken, with the key role of the Leeds Housing Strategy Board in this process being emphasised.

Also, the importance of partnership working with colleagues in planning services was highlighted and acknowledged in order to ensure the best outcomes for residents and communities across Leeds.

Similarly, in response to a Member’s comments, the importance of delivering appropriate levels of suitable housing in all communities across Leeds was acknowledged, with further information on the actions being taken in this area being provided, which again included the partnership working arrangements which were in place, as referenced above.

### **RESOLVED –**

- (a) That the new Leeds Housing Strategy 2022-2027, as presented at appendix 1 to the submitted report, be approved;
- (b) That it be noted that the Director of Communities, Housing and Environment and the Chief Housing Officer will be accountable for the implementation of the new strategy and overseeing its delivery.

**DATE OF PUBLICATION:** FRIDAY, 24<sup>TH</sup> JUNE 2022

**LAST DATE FOR CALL IN OF ELIGIBLE DECISIONS:** 5.00 P.M., FRIDAY, 1<sup>ST</sup> JULY 2022

Draft minutes to be approved at the meeting to be held on Wednesday, 27th July, 2022



## COUNCIL MEETING – 20 July 2022

NOTICE OF:	Reference No:	Date Received:	Date Forwarded:
White Paper	WP1	11/07/2022	11/07/2022

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

This Council is concerned that the mean average highways maintenance backlog in the city is 19.8 years, pointing to significant under investment in the city’s roads by the current administration.

Council is further concerned that budget amendments to increase highways capital investment have been repeatedly ignored suggesting that the administration do not see highways investment as a priority. This is particularly the case when set against a backdrop of massive borrowing and debt incurred by the authority since 2010, meaning that in 2022/23 up to £63.5m will be spent on MRP debt and interest, money that could have been spent on frontline services or prioritised towards highways investment.

Council further notes significant Government investment in highways and transport in recent years both in Leeds and nationally:

- £173.5m or the Leeds Public Transport Investment Programme
- £200m for development and delivery of a mass transit scheme in Leeds
- £4.8m in pothole grant funding allocated in 2021/22
- £2.7 billion in local highways maintenance funding between 2022/23 and 2024/25 to local authorities outside of London and the 8 largest city regions
- £20m Levelling Up funding for West Leeds transport improvements
- CRSTS funding of £830m announced in April 2022

This Council believes that Leeds residents see highways maintenance as a major priority both in terms of road safety, amenity and to prevent damage to vehicles. Council therefore calls for a report to be brought to Executive Board setting out how highways maintenance will be prioritised and how much additional investment the Council will make in the city’s roads in the coming years.

Councillor Andrew Carter

### Deadlines for submission

White Papers - 10.00 am on the day before the issue of the Summons

- Questions - 10.00 am on Monday before the meeting
- Amendments - 10.00 am on the day before the meeting  
(including references back)

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

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## COUNCIL MEETING – 20th JULY 2022

NOTICE OF:	Reference No:	Date Received:	Date Forwarded:
White Paper	WP2	11/7/22	12/7/22

Submitted by: Councillor Ann Forsaith  
 Relevant Board/Regulatory Panel: Executive Board  
 Executive Member/Chair: Executive Member (Resources)  
 Relevant Director: Chief Executive

This Council notes that the First Past the Post (FPTP) voting system originated when land-owning aristocrats dominated parliament and voting was restricted to property-owning men. In Europe, only the UK and authoritarian Belarus still use archaic single-round FPTP for general elections.

Council supports fair votes for all and further notes that:

- the UK's First Past the Post voting system curtails voter choice and leaves millions feeling unrepresented by their elected representatives. This growing disillusionment amongst voters is evidenced by low turn outs, particularly in local elections. These factors have contributed to dangerous levels of distrust and disillusionment with our democratic process.
- Proportional Representation (PR) is used to elect parliaments in more than 80 countries. Those countries tend to be more equal, freer and greener. PR ensures all votes count, have equal value, and that seats won match votes cast. Under PR, MPs and Parliaments better reflect the age, gender and protected characteristics of local communities and the nation. MPs better reflecting their communities leads to improved decision-making, wider participation and increased levels of ownership of decisions taken.
- PR would also end minority rule. In 2019, 43.6% of the vote produced a government with 56.2% of the seats and 100% of the power. PR also prevents 'wrong winner' elections such as occurred in 1951 when more people voted Labour than Conservative, yet the Conservatives formed the government.
- PR is already used to elect the Parliaments and Assemblies of Scotland, Wales and Northern Ireland as well as London and the Welsh Senedd is reviewing legislation on Single Transferable Vote for local councils.
- There is a growing movement of supporters for Proportional Representation, with the Unite and Unison unions now backing PR.
- There is a range of options for implementing Proportional Representation systems, any of which would deliver a fairer and more representative democracy for electors.

Council believes

- that it is essential that faith is restored in our democratic system and that the public see both Parliament and Councils as fairly reflecting their views
- that our First Past the Post voting system is a significant barrier to restoring this faith which prevents the balance of opinion among the electorate being reflected in Parliament and local councils

- that a system of Proportional Representation in which seats match votes and all votes count equally would help to rebuild public trust by ensuring that all political views are represented in Parliament and local councils in proportion to their level of public support

Council therefore resolves to write to HM Government calling for a change in our outdated electoral laws to enable Proportional Representation to be used for general and local elections.

Council further resolves to ask all the MPs who represent Leeds residents to support changing our electoral system to a fairer Proportional Representation system.

Cllr Ann Forsaith

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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 (including references back)	- 10.00 am on the day before the meeting

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

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## COUNCIL MEETING – 20th JULY 2022

NOTICE OF:	Reference No:	Date Received:	Date Forwarded:
White Paper	WP3	11/7/22	12/7/22

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Submitted by:	Councillor Mary Harland
Relevant Board/Regulatory Panel:	Executive Board
Executive Member/Chair:	Executive Member (Communities)
Relevant Director	Director of Communities, Housing and Environment

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This Council believes funding allocated by the Government to Leeds City Council for the Household Support Fund to help residents in financial difficulties is not enough given the current Cost of Living crisis which has followed 12 years of austerity.

Council is very concerned that the amount allocated to support residents in Leeds works out at no more than £9 per person meaning many families will not receive the support that they need at an increasingly difficult time financially for many people.

Council calls on Government to urgently increase funding allocated via the Household Support Fund to ensure residents in Leeds who need support both now and through the winter can afford to meet the price of food, heating and essential living costs.

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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
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